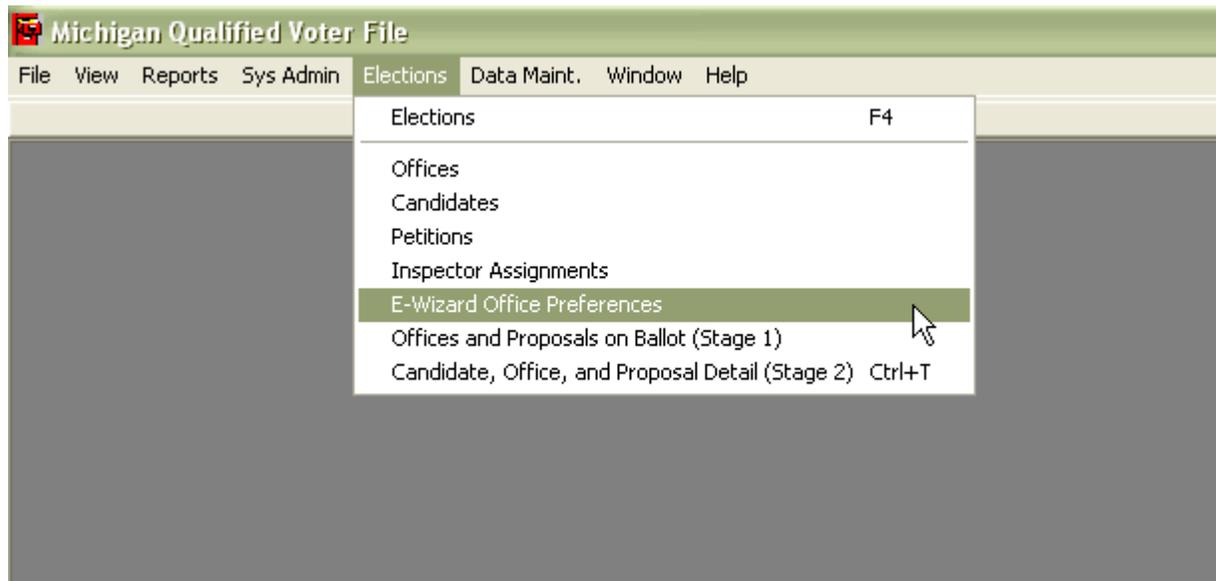


E-WIZARD OFFICE PREFERENCES MODULE

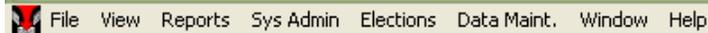
The E-Wizard Office Preferences module is designed to permanently exclude offices from the “Offices and Proposals on Ballot” in Stage 1. Offices in the E-Wizard Preferences module that are excluded will not show up in any future E-Wizard elections. Please be careful which offices you exclude; this module is only designed to remove those offices **which will never appear** on any ballot within your county or jurisdiction.

The E-Wizard Office Preferences module can be found under “Elections” in QVF:



When you open the module, you will see a list of all the offices that you are responsible for in E-Wizard. This includes all county, jurisdiction, school district, intermediate school district, community college, and district library offices, so make sure when you review your offices that you scroll through to the end of the list. By default, all offices will be marked (checked) “on”. A check mark beside an office means that that office will appear in future election dates in E-Wizard.





E-Wizard Office Preferences



Uncheck all offices to be excluded from E-Wizard.

	Division	Region	Ballot Label	Office
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 01	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 02	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 03	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 04	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 05	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 06	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 07	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 08	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 09	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	AUDITOR
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	CLERK
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	CLERK & REGISTER OF DEEDS
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	CORONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	COUNTY CHARTER COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	COUNTY EXECUTIVE
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	COUNTY ROAD COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	DRAIN COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	MINE INSPECTOR
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	PROSECUTING ATTORNEY
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	REGISTER OF DEEDS
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	SHERIFF
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	SURVEYOR
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	TREASURER
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	WATER RESOURCES COMMISSIONER
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CADILLAC CITY	NONPARTISAN SECTION	ASSESSOR
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CADILLAC CITY	NONPARTISAN SECTION	BOARD OF LIGHT AND POWER
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CADILLAC CITY	NONPARTISAN SECTION	BOARD OF REVIEW
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CADILLAC CITY	NONPARTISAN SECTION	CHARTER COMMISSION
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CADILLAC CITY	NONPARTISAN SECTION	CITY COMMISSION

Uncheck

In order to “turn off” an office so that it will not show in future elections, you will have to uncheck the office. This can be done in three ways:

1. **Click on the “Uncheck” button:** Highlight the office you want to exclude and click on the “Uncheck” button on the bottom left-hand side of the screen. (Note: In the example below, when an office is already “unchecked” the button will become a “check” button. If you click on the button, it will “turn on” an unchecked office.)

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

File View Reports Sys Admin Elections Data Maint. Window Help

E-Wizard Office Preferences Elections Global Geography

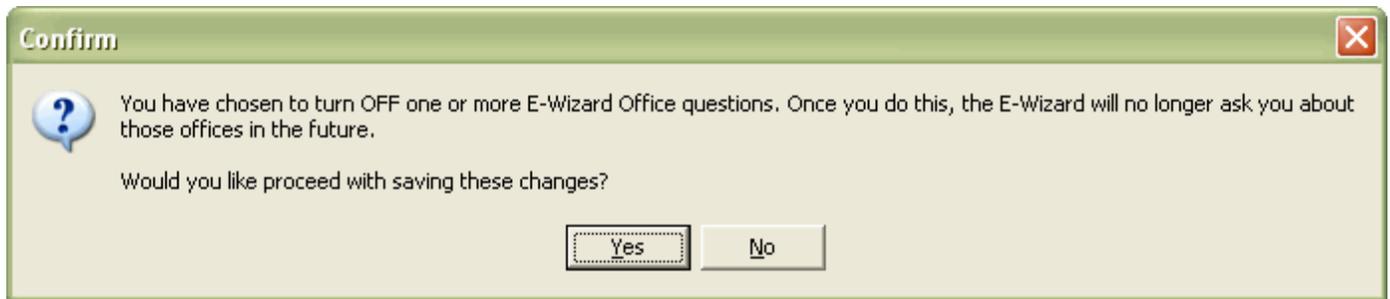
Save Uncheck all offices to be excluded from E-Wizard.

	Division	Region	Ballot Label	Office
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 01	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 02	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 03	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 04	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 05	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 06	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 07	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 08	PARTISAN SECTION	COUNTY COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY COMMISSIONER DISTRICT: WEXFORD / 09	PARTISAN SECTION	COUNTY COMMISSIONER
<input type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	AUDITOR
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	CLERK
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	CLERK & REGISTER OF DEEDS
<input type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	CORONER
<input type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	COUNTY CHARTER COMMISSIONER
<input type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	COUNTY EXECUTIVE
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	COUNTY ROAD COMMISSIONER
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	DRAIN COMMISSIONER
<input type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	MINE INSPECTOR
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	PROSECUTING ATTORNEY
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	REGISTER OF DEEDS
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	SHERIFF
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	SURVEYOR
<input checked="" type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	TREASURER
<input type="checkbox"/>	COUNTY	COUNTY: WEXFORD	PARTISAN SECTION	WATER RESOURCES COMMISSIONER
<input type="checkbox"/>	CITY	JURISDICTION: CADILLAC CITY	NONPARTISAN SECTION	ASSESSOR
<input type="checkbox"/>	CITY	JURISDICTION: CADILLAC CITY	NONPARTISAN SECTION	BOARD OF LIGHT AND POWER
<input type="checkbox"/>	CITY	JURISDICTION: CADILLAC CITY	NONPARTISAN SECTION	BOARD OF REVIEW
<input type="checkbox"/>	CITY	JURISDICTION: CADILLAC CITY	NONPARTISAN SECTION	CHARTER COMMISSION
<input checked="" type="checkbox"/>	CITY	JURISDICTION: CADILLAC CITY	NONPARTISAN SECTION	CITY COMMISSION

Check

2. **Using the mouse:** Use your mouse to select an office. When the office is selected (highlighted), you can “double-click” on that office and the check mark will be turned off. (Note: This process will also work the other way around; you can double-click an office that is unchecked and this will turn on the check mark.)
3. **Using the keyboard:** You can also use the keyboard to select and uncheck offices. Use the “up” or “down” arrow keys to scroll your list. When an office is selected (highlighted), hit the “enter” button and the check by the office will be turned off. (Note: this option can also work in reverse; hit the “enter” key on an office which is unchecked and the checkmark will be turned on.)

When you are finished marking or unmarking your offices for E-Wizard, click on the “Save” button on the upper left-hand side of the window to save your changes. You will see the following confirmation window:



Click on the “Yes” button if you are sure of your selections, and your changes will be saved.