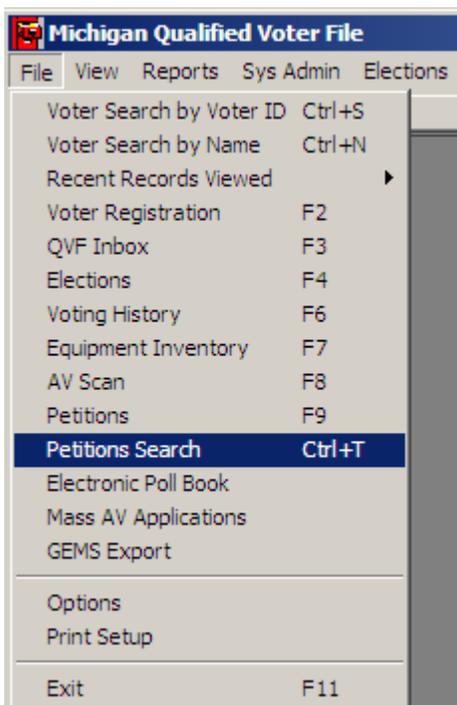


New Petition Search Module – The “Petitions Module” has been supplemented with the “Petitions Search Module.” The old “Petitions Module” will remain in the QVF for the time being and may still be used. The “Petitions Search Module” may be accessed by county and local election officials. You no longer need to wait until an election is created to begin using this module to track the receipt of various election petitions. The new module offers the ability to locate and confirm signatures as well as duplicates within a single filing. It also offers the user some reporting options.

Recording Petitions in the Petition Search Module

1. Select **File** from the QVF main menu and then select **Petitions Search** to open the Petition Search screen.



2. Complete the following in the **Petitions Search** screen ensuring that all required fields are populated:

- Petition Type** – Select one of the options from the drop down menu: candidate, proposal, or recall.
- Candidate/Issue** – Enter the candidate name or issue description.
- Election Date** – Enter the date of the election.
- Signed Between** – Enter date range that petition was signed by voter.
- Primary Region** – Select the primary region type (e.g., state, county, or jurisdiction) from the drop down menu in the field located on the left side of the screen. Select the region name from the drop down menu in the field on the right side of the screen.
- Secondary Region** – If necessary to narrow your voter search further, complete the secondary region type and region name in the same manner as primary region.

Petitions Search

New Open Save

Petition Type Candidate / Issue Election Date

CANDIDATE a. WESLEY WELLINGTON b. c. 11/02/2010

NOTE: These settings should be properly configured prior to searching and confirming signatures. Please set them very carefully before proceeding to run searches against voters.

Signed Between 08/01/2010 and 10/31/2010 d. Unlock Settings

Primary Region [JURISDICTION] DETROIT CITY (22000) e.

Secondary Region [STATE] f.

Note: You should uncheck this item only if you are creating the current Petitions Search project for testing purposes, and you do not want to permanently remove confirmed matches from the cancellation countdown.

Remove confirmed voters from the cancellation countdown.

Proceed To Search Voters ➔

3. Verify that the **Remove confirmed voters from the cancellation countdown** box is checked. (Deselect this box only when creating test scenarios.)
4. Click on the **Proceed to Search Voters** button.
5. A **Confirm** pop up window appears. Select **Yes** if the settings are accurate.

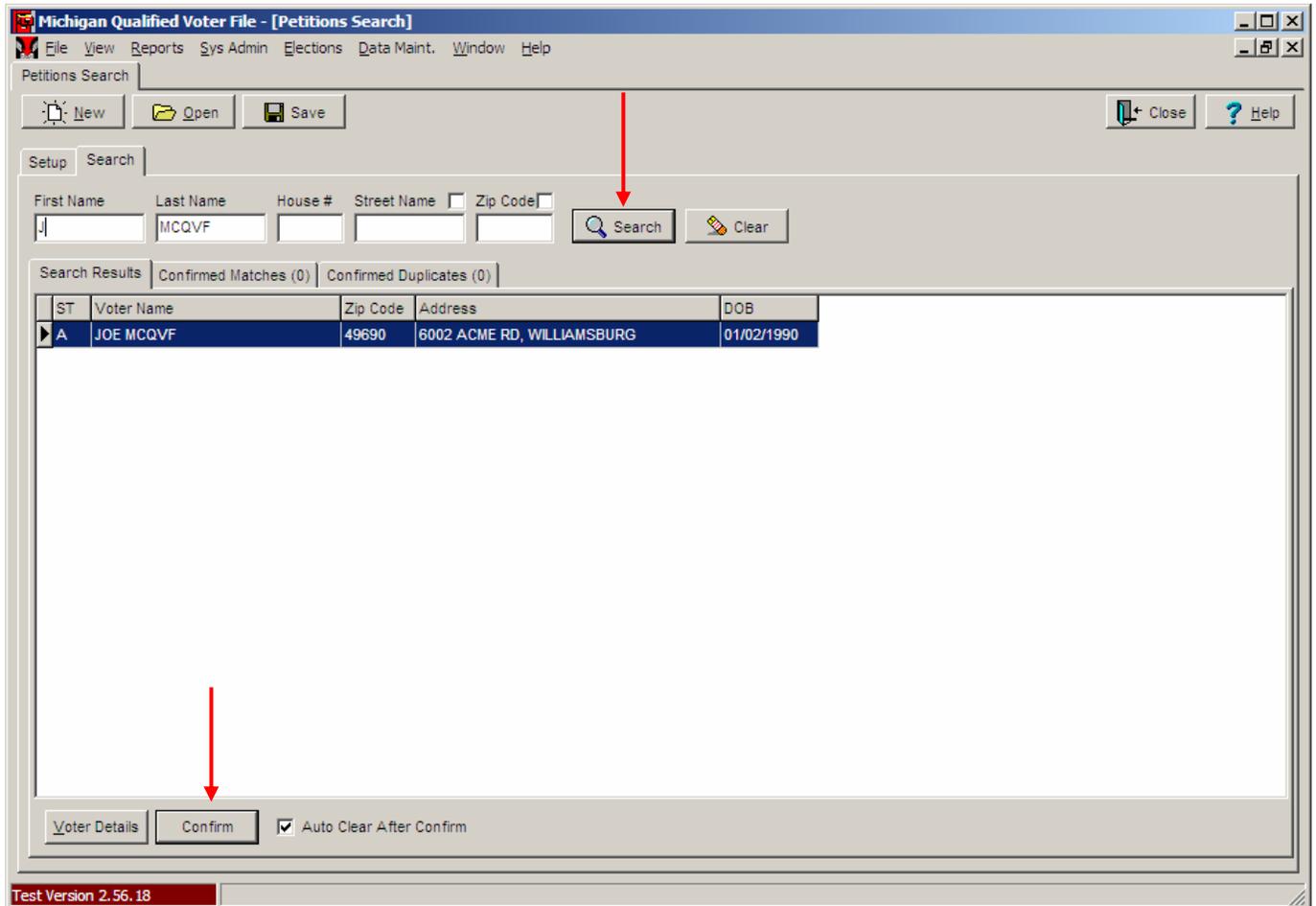
Confirm [X]

? You should only proceed to search for voters after you are certain that you have configured the "Signed Between", Primary Region, and Secondary Region settings correctly.

Are you certain that you have configured those settings correctly?

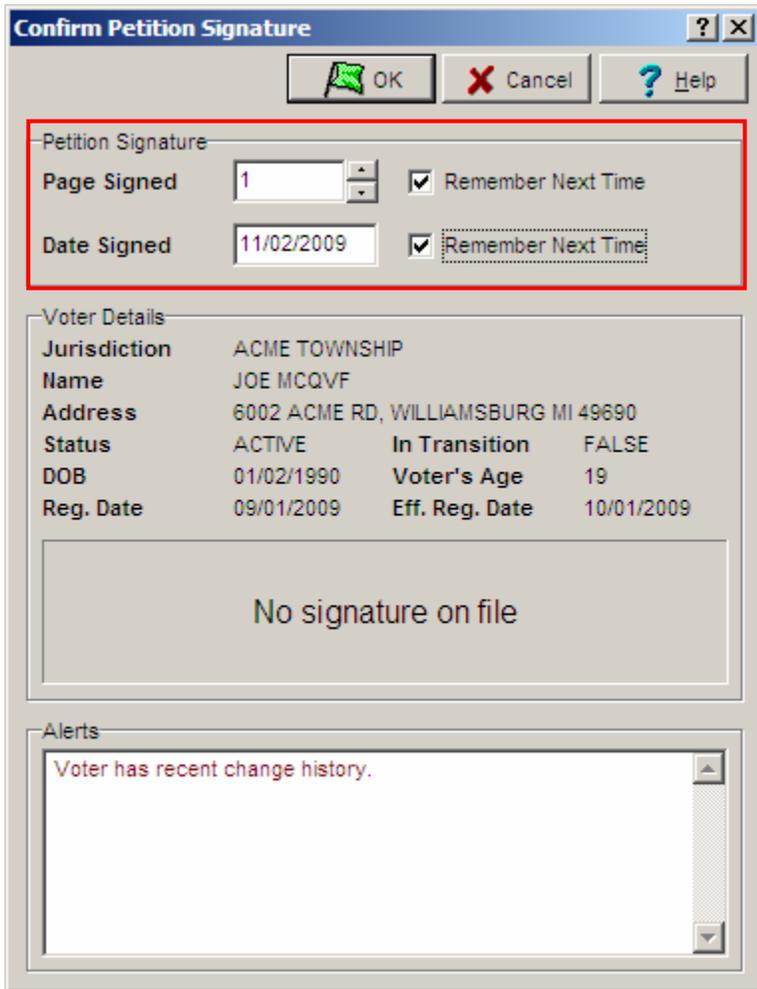
Yes No

6. Enter the **First Name** and/or **Last Name** of voter to be checked and click on the **Search** button to view QVF voter record noting that as few as two letters in either field will result in a list of voters. (Note that you may also search by House #, Street Name and Zip Code. Checking the box next to Street Name or Zip Code will allow you to do multiple searches without continually re-entering information in these data fields.)



7. Click on the **Confirm** button located in the bottom left portion of the screen to select a voter (or double click on a row) to bring up the **Confirm Petition Signature** screen to verify the signature.

8. Enter the petition page number **Page Signed** field and the date that the petition was signed in the **Date Signed** field. To retain this information for additional signature checks, place a check mark in the **Remember Next Time** box next to each field.



Confirm Petition Signature

OK Cancel Help

Petition Signature

Page Signed: 1 Remember Next Time

Date Signed: 11/02/2009 Remember Next Time

Voter Details

Jurisdiction	ACME TOWNSHIP		
Name	JOE MCQVF		
Address	6002 ACME RD, WILLIAMSBURG MI 49690		
Status	ACTIVE	In Transition	FALSE
DOB	01/02/1990	Voter's Age	19
Reg. Date	09/01/2009	Eff. Reg. Date	10/01/2009

No signature on file

Alerts

Voter has recent change history.

9. Select **OK** to confirm each match. If the signature is not a duplicate for the petition being checked, the voters name will be placed on the list of **Confirmed Matches** and the total number of confirmed matches will automatically increment. Click on the **Confirmed Matches** tab to view a list of the signers whose signatures have been verified.

Petitions Search

New Open Save

Setup Search

First Name Last Name House # Street Name Zip Code

Search Results Confirmed Matches (1) Confirmed Duplicates (0)

Page No	ST	Voter Name	Zip Code	Address	YOB	Signed On
1	A	MCQVF, JOE	49690	6002 ACME RD, WILLIAMSBURG MI 49690	1990	11/02/2009

If the signature is a duplicate for the petition being checked, a **Confirm** pop up screen will appear. Selecting **Yes** places both the current signature and the duplicate signature in the list of **Confirmed Duplicates**. Selecting **No** returns the user to the search screen.

Confirm

 A signature for this voter was already confirmed as a match on Page 1. If you record this signature as a duplicate, the previously confirmed signature will also be flagged as a duplicate and will no longer count as a confirmed match.

Would you like to record this signature as a duplicate?

Confirmed Duplicates contains a list of the duplicate signatures identified within the petition being checked.

Petitions Search

New Open Save

Setup Search

First Name Last Name House # Street Name Zip Code

Search Results Confirmed Matches (1) Confirmed Duplicates (2)

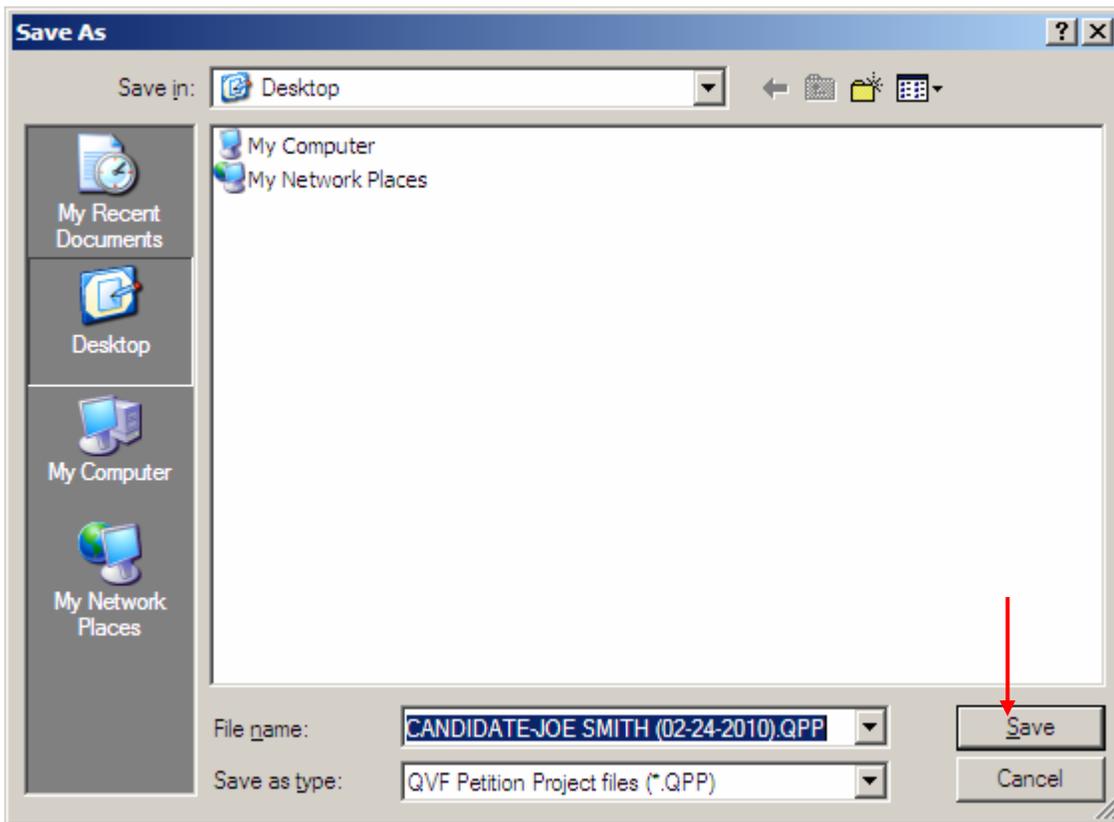
Page No	ST	Voter Name	Zip Code	Address	YOB	Signed On
1	A	MCQVF, ROBIN	49690	6009 ACME RD, WILLIAMSBURG MI 49690	1978	11/02/2009
1	A	MCQVF, ROBIN	49690	6009 ACME RD, WILLIAMSBURG MI 49690	1978	11/02/2009

10. To save the petition record, click on the **Save** button located at the top of the screen. Browse to the folder on your computer where you wish to save the file. (e.g. Desktop, My

Documents, etc...) Note that a file name is provided for you with an extension of .QPP (QVF Petition Project).

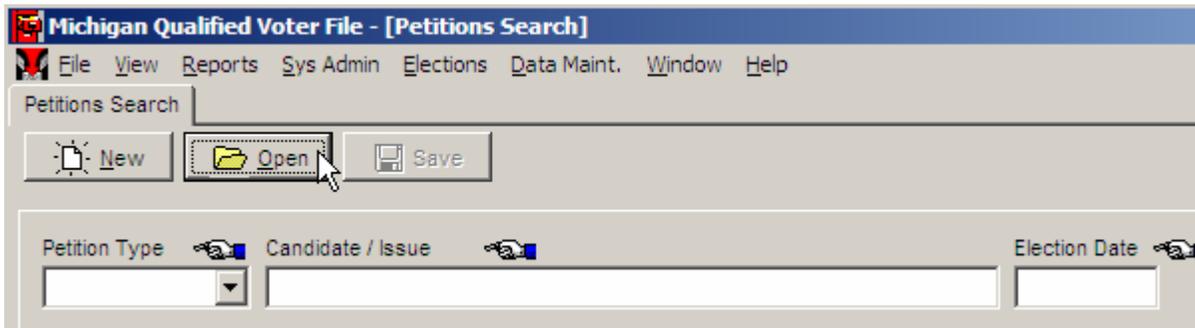


Click on the **Save** button to save the file.

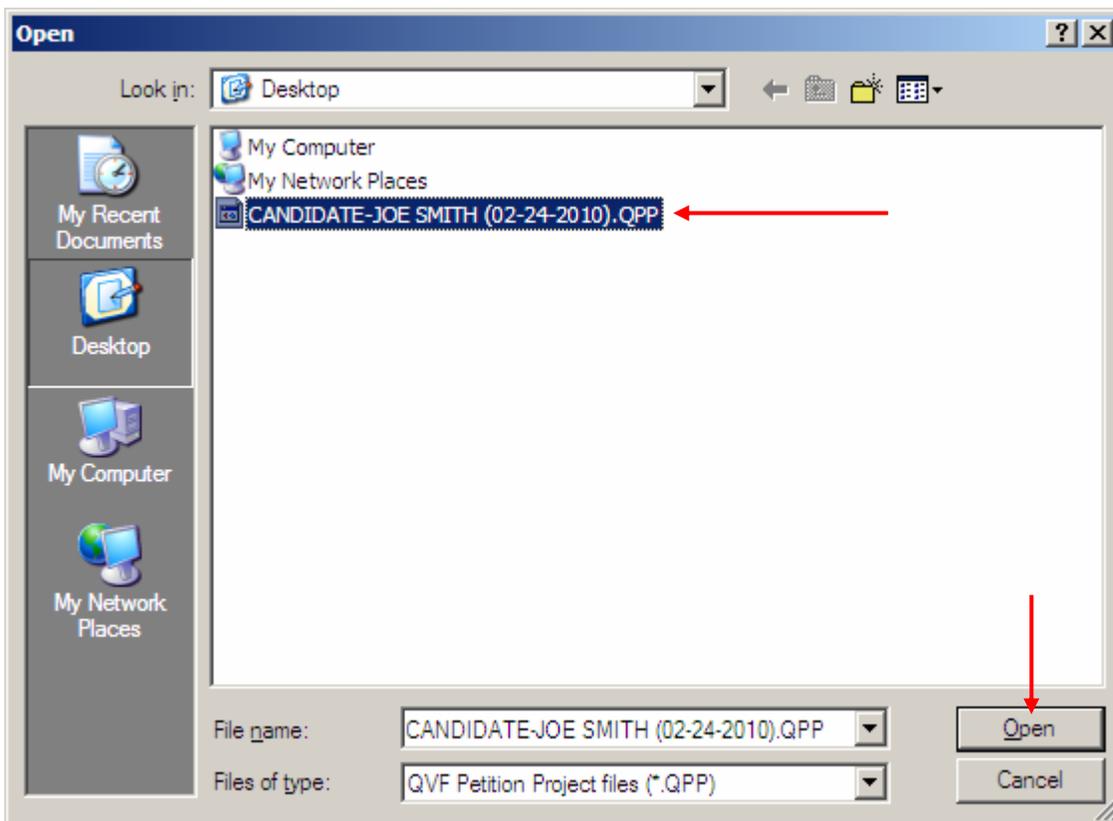


IMPORTANT: This file is not saved (replicated) to the State QVF server and is only saved to your local hard drive. Therefore, it is recommended that you back up the file up to some type of removable media like a CD or a USB stick as an additional precaution against the catastrophic failure of your hard drive.

11. To open a saved petition record, select the **Petitions Search** module and click on the **Open** button at the top of the screen.



Locate and highlight the petition file name and click on the **Open** button at the bottom right of the screen.



Reports

A report can be produced for **Confirmed Matches** or **Confirmed Duplicates**.

To open a report, select **Confirmed Matches** or **Confirmed Duplicates** and click on the **Listing** button at the bottom of the screen.

Petitions Search

New Open Save

Setup Search

First Name Last Name House # Street Name Zip Code

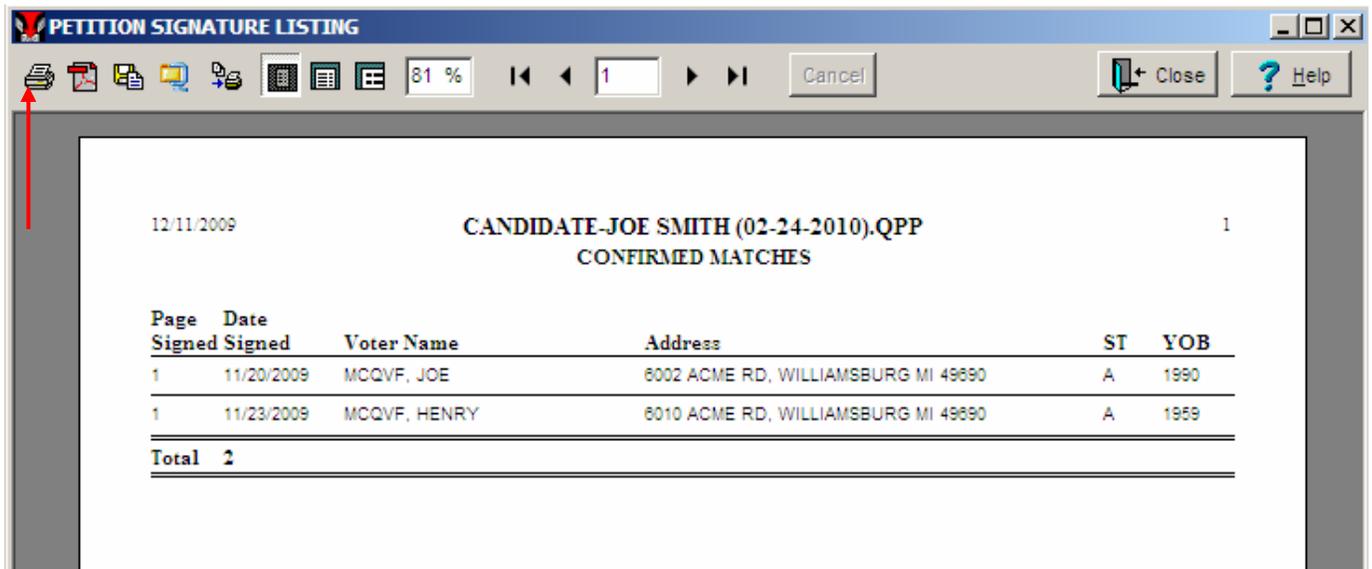
Search Clear

Search Results Confirmed Matches (2) Confirmed Duplicates (2)

Page No	ST	Voter Name	Zip Code	Address	YOB	Signed On
1	A	MCQVF, JOE	49690	6002 ACME RD, WILLIAMSBURG MI 49690	1990	11/20/2009
1	A	MCQVF, HENRY	49690	6010 ACME RD, WILLIAMSBURG MI 49690	1959	11/23/2009

Delete Sort By Page No Name Listing

The reports can be printed by clicking on the printer icon in the upper left corner of the screen.



12/11/2009

CANDIDATE-JOE SMITH (02-24-2010),QPP

1

CONFIRMED MATCHES

Page Signed	Date Signed	Voter Name	Address	ST	YOB
1	11/20/2009	MCQVF, JOE	8002 ACME RD, WILLIAMSBURG MI 49690	A	1990
1	11/23/2009	MCQVF, HENRY	8010 ACME RD, WILLIAMSBURG MI 49690	A	1959
Total		2			