

MOVE Act

Posting Absent Voter (AV) Activity Using the QVF Absentee Voter Module

Part 1 - Receiving an AV Application & Sending an AV Ballot:

1. In QVF select File/AV Scan to open the AV Scan screen.

The screenshot displays the QVF Absentee Voter Module interface. At the top, there are two dropdown menus for 'Region' (set to '[JURISDICTION]') and 'PAW PAW TOWNSHIP (63000)'. To the right are 'Close' and 'Help' buttons. Below this is a 'Voter ID' field with a 'Process' button and a 'Search' button. The main area is divided into several sections: 'Name:' and 'School:' fields; 'Status:' and 'Precinct:' fields; a 'Send To Address' field with an 'Overseas' checkbox and a 'Clear' button; 'Election/Applications' section with 'Main Election' (08/03/2010 - STATE PRIMAR) and 'Secondary/General Election' (11/02/2010 - STATE GENERA) dropdowns, and buttons for 'Send', 'Receive', 'App', 'Card', 'Edit', and 'Delete'; 'Ballots' section with 'Next Ballot Number' (00000004), 'Auto-Advance' checkbox, 'Lockout' (NONE), 'Counting Board' (NONE), and buttons for 'Send', 'Invalid', 'Receive', 'Spoil', 'Label', 'Write-In', 'Edit', and 'Delete'; and 'Print Options' section with checkboxes for 'Pre-printed Applications', 'Print Labels Now', and 'Print Ballot Num.'. There are also 'Default Date Sent' and 'Received' fields with dates 06/02/2010.

Note: The left side of the AV Scan screen is used for processing AV Applications and the right side of the screen is used for processing AV Ballots.

2. Depending on the election type, select your Jurisdiction or School District at the top of the screen as shown above.
3. In the Main Election field, select the election.

Attachment #2

4. If the Main Election is a Primary, the Secondary/General Election field will automatically populate with the date of the corresponding General election.
5. Click the Search button at the top of the screen to open the AV Voter Search screen.

Voter Name	Street	DOB	Ballot #	Jurisdiction
MCQVF, BB BRIAN	403 W NORTH ST	03/30/1986		PAW PAW TOWNSHIP
MCQVF, BENNY D	202 W NORTH ST	03/06/1983		PAW PAW TOWNSHIP
MCQVF, BULA B	307 E BERRIEN S...	01/29/1952	00000002	PAW PAW TOWNSHIP
MCQVF, CHARLIE BROWN	708 HAZEN ST	01/08/1932		PAW PAW TOWNSHIP
MCQVF, DOLLY L	510 CEDAR ST	02/17/1977		PAW PAW TOWNSHIP
MCQVF, DONNA B	212 N BROWN ST	12/04/1962		PAW PAW TOWNSHIP
MCQVF, IRMA T	518 N LAGRAVE...	08/06/1960		PAW PAW TOWNSHIP
MCQVF, JASON BOURNE	419 PAW PAW ST	03/12/1979	00000003	PAW PAW TOWNSHIP
MCQVF, JOSE L	810 E SAINT JOS...	06/07/1951		PAW PAW TOWNSHIP
MCQVF, JOSIE M	233 E MICHIGAN ...	08/04/1986		PAW PAW TOWNSHIP
MCQVF, KAT L	525 WOODFIELD ...	08/31/1964		PAW PAW TOWNSHIP
MCQVF, LADY BYRD	708 HAZEN ST	12/28/1931		PAW PAW TOWNSHIP

6. In the Last Name field, type in the last name of the voter and click the Search button to view a list of voters with that last name as shown above.
7. Locate and highlight the name of the voter that you are searching for and click the Select button at the top of the screen.

Attachment #2

The screenshot displays a software interface for managing voter applications. At the top, there are dropdown menus for 'Region' (set to [JURISDICTION]) and 'PAW PAW TOWNSHIP (63000)', along with 'Close' and 'Help' buttons. Below this is a 'Voter ID' field with 'Process' and 'Search' buttons. The main area contains voter details: Name: BB BRIAN MCQVF, School: PAW PAW PUBLIC SCHOOLS, Status: ACTIVE / PERM AV, and Precinct: 00001. The 'Send To Address' section includes a checkbox for 'Overseas' and a 'Clear' button. The 'Election/Applications' section has two main election types: 'Main Election' (08/03/2010 - STATE PRIMAR) and 'Secondary/General Election' (11/02/2010 - STATE GENERA). Each has associated buttons for 'Send', 'Receive', 'App', and 'Card'. A 'Default Date' section shows 'Sent' and 'Received' dates as 06/02/2010, with 'Edit' and 'Delete' buttons. The 'Ballots' section includes 'Next Ballot Number' (00000004), 'Lockout' (NONE), 'Counting Board' (NONE), and a 'Signature' checkbox. It also features buttons for 'Send', 'Receive', 'Invalid', 'Spoil', 'Label', and 'Write-In'. A 'Print Options' section at the bottom has checkboxes for 'Pre-printed Applications', 'Print Labels Now', and 'Print Ballot Num.'. A red arrow points to the 'Receive' button in the 'Election/Applications' section.

8. Click the Receive button on the Application side (left side of screen) to record the receipt of the voter's AV Application.

Attachment #2

The screenshot displays the AV Scan software interface. At the top, there are dropdown menus for 'Region' (set to '[JURISDICTION]') and 'PAW PAW TOWNSHIP (63000)'. Below these are 'Close' and 'Help' buttons. A 'Voter ID' field is followed by 'Process' and 'Search' buttons. The main area is divided into several sections: 'Name: BB BRIAN MCQVF', 'School: PAW PAW PUBLIC SCHOOLS', 'Status: ACTIVE / PERM AV', and 'Precinct: 00001'. The 'Send To Address' section includes a text area with '403 W NORTH ST' and 'PAW PAW MI 49079', and an 'Overseas' checkbox. The 'Election/Applications' section has 'Main Election: 08/03/2010 - STATE PRIMARY' and 'Secondary/General Election: 11/02/2010 - STATE GENERA'. The 'Ballots' section shows 'Next Ballot Number: ET000001' and 'Auto-Advance' checkbox. Below this are 'Lockout: PRECINCT' and 'Counting Board: NONE' dropdowns, and a 'Signature' checkbox. A list of ballot actions includes 'Send', 'Receive', 'Label', 'Invalid', 'Spoil', 'Write-In', 'Edit', and 'Delete'. The 'Default Date' section shows 'Sent: 06/07/2010' and 'Received: 06/07/2010'. The 'Print Options' section includes 'Pre-printed Applications', 'Print Labels Now', and 'Print Ballot Num.' checkboxes. A red arrow points to the 'Send' button in the Ballots section.

9. On the Ballot side (right side) of the AV Scan screen, type in ET (for Electronic Transmission – the ballot delivery method) followed by a six digit tracking number (000001). *Make certain to delete the check mark in the Auto-Advance field, if applicable.*
 - The tracking number is used for tracking and audit purposes only as facsimile ballots do not contain an actual ballot serial number.
10. Click the Send button on the Ballot side to record that a ballot was issued.
 - It is important that the AV record reflect the actual date that the ballot was sent to the voter.

Attachment #2

Region: [JURISDICTION] PAW PAW TOWNSHIP (63000) Close Help

Voter ID: [] Process Search

Name: BB BRIAN MCQVF School: PAW PAW PUBLIC SCHOOLS
Status: ACTIVE / PERM AV Precinct: 00001

Send To Address Overseas
403 W NORTH ST
PAW PAW MI 49079
Clear

Election/Applications
Main Election: [] Send [] Receive
08/03/2010 - STATE PRIMARY
Secondary/General Election:
11/02/2010 - STATE GENERA [] App [] Card
Default Date Sent: 06/07/2010 Received: 06/07/2010 [] Edit [] Delete

Ballots
Next Ballot Number: ET000001 Auto-Advance
Lockout: PRECINCT
Counting Board: NONE Signature
ET000001 [] Send [] Invalid [] Receive [] Spoil [] Label [] Write-In [] Edit [] Delete
Default Date Sent: 06/07/2010 Received: 06/07/2010
Print Options
Pre-printed Applications Print Labels Now Print Ballot Num.

11. After clicking the Send button on the Ballot side, note the ballot tracking number in the window to the left of the Send button; note that the Send button is now grayed out.

12. Return to Step 5 to process your next voter.

Part 2 - Receiving an AV Ballot

1. In QVF select File/AV Scan to open the AV Scan screen.
2. Depending on the election type select your Jurisdiction or School District at the top of the screen as shown above.
3. In the Main Election field, select the election.
4. If the Main Election is a Primary, the Secondary/General Election field will automatically populate with the date of the corresponding General election.

Attachment #2

5. Click the Search button at the top of the screen to open the AV Voter Search screen.
6. In the Last Name field, type in the last name of the voter and click the Search button.
7. Locate and highlight the name of the voter and click the Select button at the top of the screen.

The screenshot displays the AV Voter Search interface. At the top, there are dropdown menus for 'Region' (set to '[JURISDICTION]') and 'PAW PAW TOWNSHIP (63000)'. Below these are 'Close' and 'Help' buttons. A 'Voter ID:' field is followed by 'Process' and 'Search' buttons. The main area shows voter information: Name: BB BRIAN MCQVF, School: PAW PAW PUBLIC SCHOOLS, Status: ACTIVE / PERM AV, and Precinct: 00001. There are sections for 'Send To Address' (403 W NORTH ST, PAW PAW MI 49079), 'Election/Applications' (Main Election: 08/03/2010 - STATE PRIMARY, Secondary/General Election: 11/02/2010 - STATE GENERA), and 'Default Date' (Sent: 06/07/2010, Received: 06/07/2010). A 'Ballots' section shows 'Next Ballot Number: ET000001' and 'Auto-Advance' checkbox. Below this is a 'Lockout:' dropdown (PRECINCT) and 'Counting Board:' dropdown (NONE) with a 'Signature' checkbox. A list of ballots shows 'ET000001' with a red arrow pointing to the 'Receive' button. Other buttons include 'Send', 'Invalid', 'Spoil', 'Label', 'Write-In', 'Edit', and 'Delete'. 'Print Options' at the bottom include 'Pre-printed Applications', 'Print Labels Now', and 'Print Ballot Num.'.

8. On the Ballot side, click the Receive button to record the receipt of the ballot. This step also automatically updates the voter's Voting History. Notice that the Receive button is now grayed out.
 - It is important that the AV record reflect the actual date that the ballot was received from the voter.

Attachment #2

Region: [JURISDICTION] PAW PAW TOWNSHIP (63000)

Voter ID:

Name: BB BRIAN MCQVF School: PAW PAW PUBLIC SCHOOLS
Status: ACTIVE / PERM AV Precinct: 00001

Send To Address Overseas
403 W NORTH ST
PAW PAW MI 49079

Election/Applications
Main Election:
08/03/2010 - STATE PRIMARY
Secondary/General Election:
11/02/2010 - STATE GENERA
Default Date Sent: 06/07/2010 Received: 06/07/2010

Ballots
Next Ballot Number: ET000001 Auto-Advance
Lockout: PRECINCT
Counting Board: NONE Signature
ET000001

Print Options
 Pre-printed Applications Print Labels Now
 Print Ballot Num.

9. Return to Step 5 to process the next voter.