

## Chapter 7 – QVF Reports Module Election Inspector Reports

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**DISCLAIMER: Since 2005, the Election Inspector module and all related reports in QVF are *no longer supported*. Election Inspector Reports are considered legacy reports and should be used with caution if necessary. A user should not attempt to use the QVF to track election inspector information if they have never used it before or have some other means of tracking their information.**

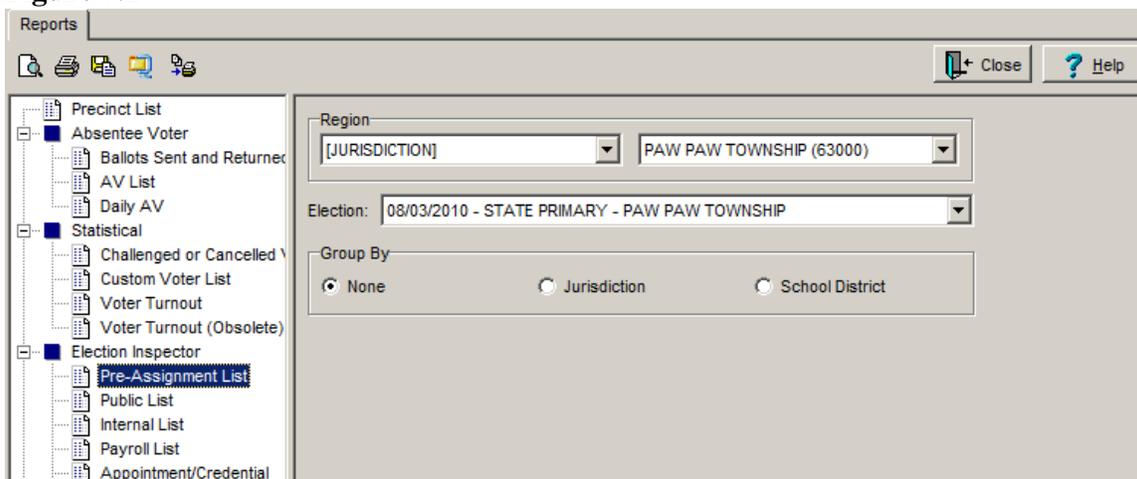
### Election Inspector Reports

The six Election Inspector reports in QVF are the Pre-Assignment List, Public List, Internal List, Payroll List, and the Appointment/Credential letter. Use of the Election Inspector reports requires the use of the Election Inspector module which is discussed Chapter 3.

**Election Inspector Pre-Assignment List:** This feature is used to produce a complete list of all inspectors who are qualified to work at an election. The list includes the inspectors’ bar coded voter ID number, phone number, title, training type and date, party affiliation and previous precinct or AV counting board assignments, if applicable.

Action	Result
From the <b>Reports</b> menu select <b>Election Inspector/Pre-Assignment List</b> .	The <b>Election Inspector Pre-Assignment List</b> screen is opened.
Select a <b>Region, Jurisdiction</b> and <b>Election</b> .	The <b>Region, Jurisdiction</b> and <b>Election</b> are displayed. <b>Figure 7.27</b>
Reports may be generated by <b>Jurisdiction</b> or <b>School District</b> .	The selected option is displayed. <b>Figure 7.27</b>
Preview the report, by clicking the Preview 	A preview of the report is displayed.
Select the Printer icon  at the top left corner to print your report.	The report is immediately printed.

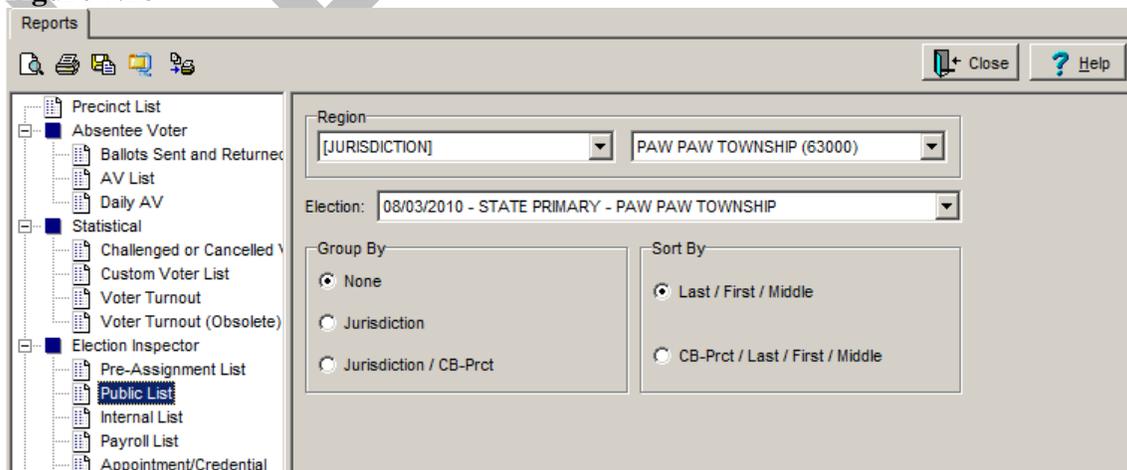
**Figure 7.27**



**Election Inspector Public Lists:** This screen allows you to generate a list of all election inspectors appointed to serve at each precinct or AV counting board along with their political party affiliation and title.

Action	Result
From the <b>Reports</b> menu select <b>Election Inspector/Public List</b> .	The <b>Election Inspector Public List</b> screen is opened.
Select the <b>Region, Jurisdiction</b> and <b>Election</b> .	The intended <b>Region, Jurisdiction</b> and <b>Election</b> are displayed. <b>Figure 7.28</b>
Make a selection from the <b>Group by</b> and <b>Sort by</b> options.	The selected group and sort options are displayed.
Preview the report, by clicking the Preview Report icon in the upper left corner.	A preview of the report is displayed.
Select the Printer icon at the top left corner to print your report.	The report is immediately printed.

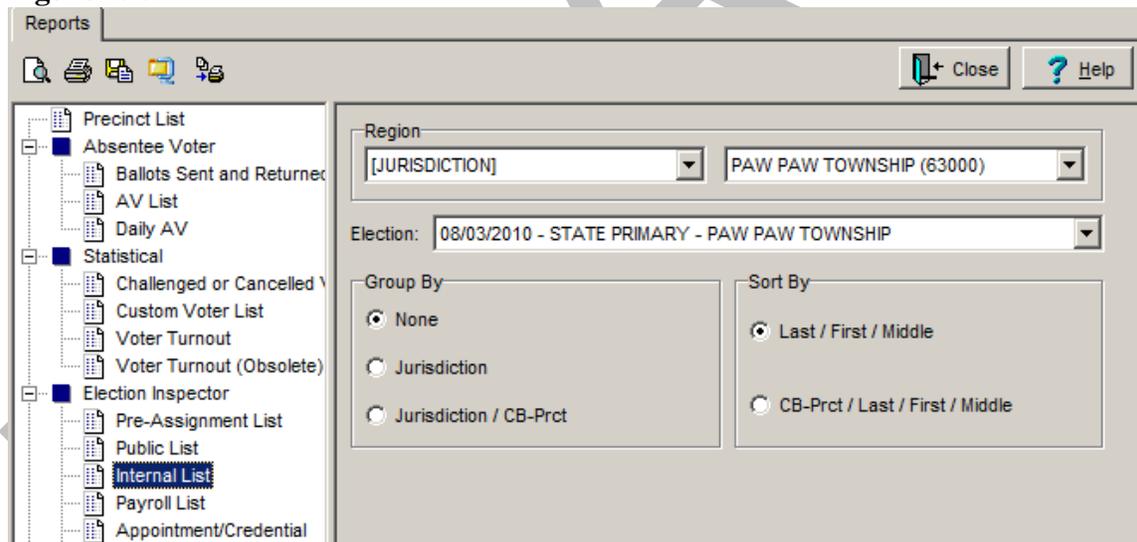
**Figure 7.28**



**Election Inspector Internal List:** This list contains information that is exempt from the provisions of the Freedom of Information Act and therefore may not be released to the public. The list includes the following elements: Name, Address, Phone Number, Title, Political Party Affiliation, Assigned Precinct and/or Counting Board, Note and Amount Paid.

Action	Result
From the <b>Reports</b> menu select <b>Election Inspector/Internal List</b> .	The <b>Election Inspector Internal List</b> screen is opened. <b>Figure 7.29</b>
On the right side of the screen select a <b>Region, Jurisdiction</b> and <b>Election</b> .	The <b>Region, Jurisdiction</b> and <b>Election</b> are displayed. <b>Figure 7.29</b>
Make a selection from the <b>Group by</b> and <b>Sort by</b> options.	The selected group and sort options are displayed. <b>Figure 7.29</b>
Preview the report, by clicking the Preview Report icon in the upper left corner.	A preview of the report is displayed.
Select the Printer icon at the top left corner to print your report.	The report is immediately printed.

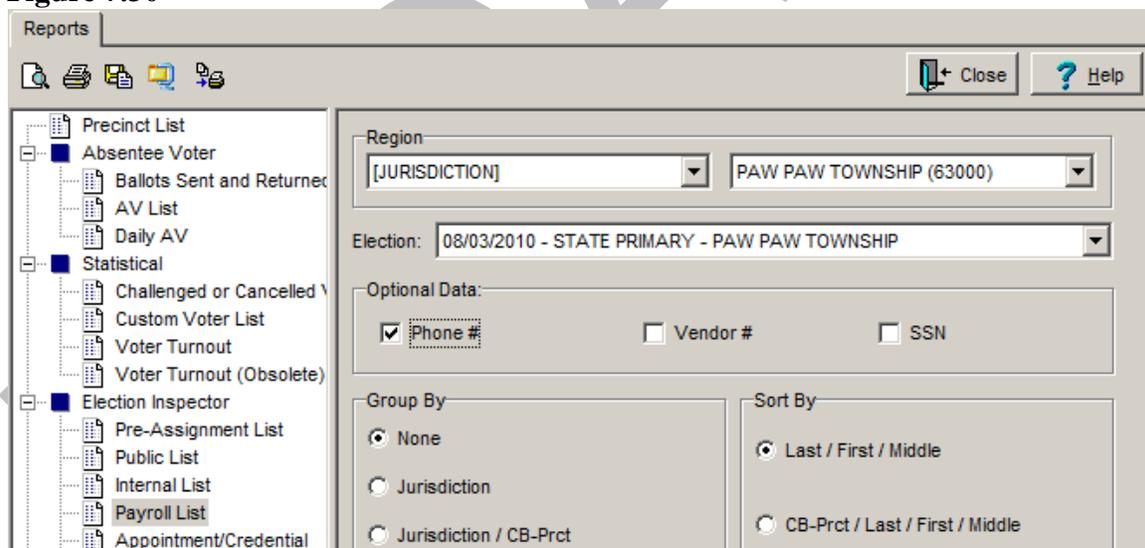
**Figure 7.29**



**Election Inspector Payroll List:** This list displays each inspectors Phone Number, SSN ((Social Security Number))/Vendor #, if entered, and Amt. Paid. *Note: This screen does not perform mathematical calculations. Therefore, if an hourly pay rate is entered, the total amount of compensation must be calculated manually.*

Action	Result
From the <b>Reports</b> menu select <b>Election Inspector/Payroll List</b> .	The <b>Election Inspector/Payroll List</b> screen is opened.
On the right side of the screen select a <b>Region, Jurisdiction</b> and <b>Election</b> .	The correct <b>Region, Jurisdiction</b> and <b>Election</b> have been selected. <b>Figure 7.30</b>
If desired, select one of the <b>Optional Data</b> items.	The desired <b>Optional Data</b> items have been selected.
Make a selection from the <b>Group by</b> and <b>Sort by</b> options.	The selected group and sort options are displayed. <b>Figure 7.30</b>
Preview the report, by clicking the Preview Report icon in the upper left corner.	A preview of the report is displayed.
Select the Printer icon at the top left corner to print your report.	The report is immediately printed.

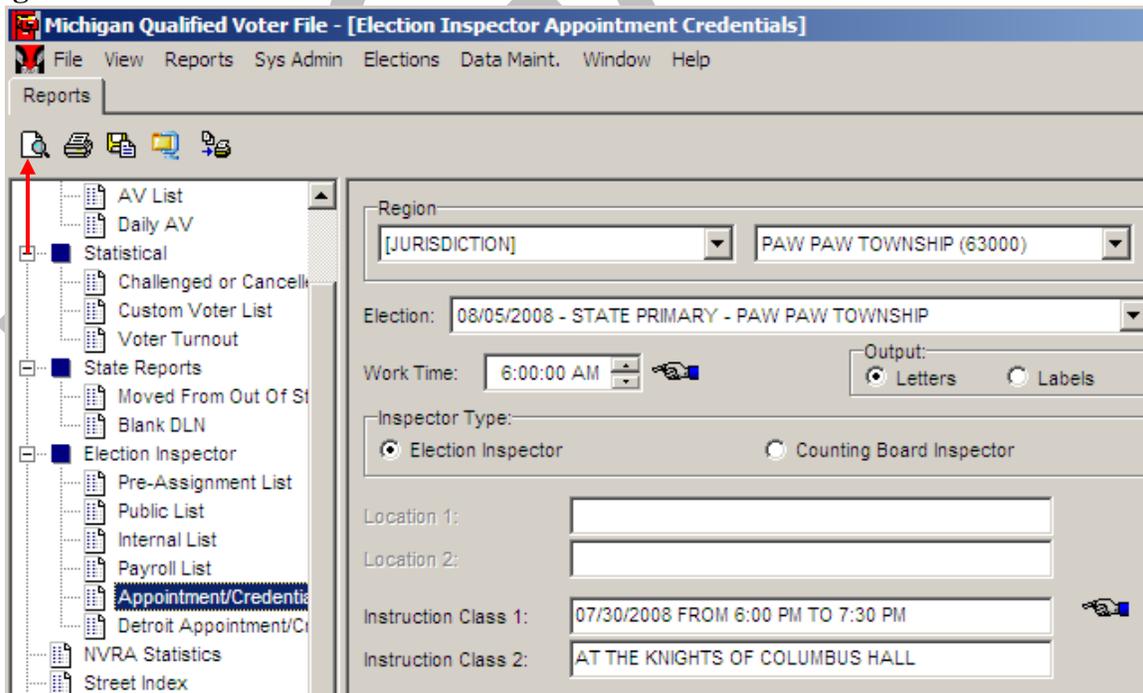
**Figure 7.30**



**Inspector Credentials:** The **Appointment/Credential** is a form letter that can be used to notify an individual that he or she has been appointed to serve as an election inspector at a precinct and/or AV counting board for an upcoming election. The letter can be modified to include upcoming training dates and the time that the inspector is scheduled to report for duty on Election Day.

Action	Result
From the <b>Reports</b> menu select <b>Election Inspector / Appointment/Credential</b> .	The <b>Election Inspector Appointment Credentials</b> screen is opened. <b>Figure 7.31</b>
Select the <b>Region, Jurisdiction</b> and Election you will be working with.	Your Region, Jurisdiction and Election have been selected. <b>Figure 7.31</b>
Using the up and down arrows, select the Work Time (time that the inspector is scheduled to report for duty).	The Work Time is displayed.
To add information on the date, time and place of training, enter the date, time, and place of training in the Instruction Class 1 and Instruction Class 2 fields.	The date, time, and place of training have been entered. <b>Figure 7.31</b>
Preview the by clicking the Preview Report icon in the upper left corner.	QVF displays the letter. There is one letter for each inspector assigned to the election. <b>Figure 7.32</b>
Select the Printer icon at the top left corner to print your letters.	The letters will start printing immediately.
Click [ <b>Close</b> ] to close out of <b>Print Preview</b> screen.	You are back at the <b>Election Inspector Appointment Credentials</b> screen. <b>Figure 7.31</b>

**Figure 7.31**



**Figure 7.32**

07/17/2009

**BRANDY GRAYCE MCQVF**  
42633 56TH AVE  
PAW PAW MI 49079

Dear BRANDY GRAYCE MCQVF:

Congratulations! You have been appointed to serve as an election inspector at the election scheduled for 08/05/2008. Please report to the following precinct no later than 6:00 AM on the date of the election:

**Precinct:** 00001  
**Polling Place:** PAW PAW TOWNSHIP HAL  
114 N. GREMPS S T.

As a member of the precinct board responsible for the operation of the polling place, it will be necessary for you to remain in the precinct until the polls are closed and the precinct board's duties are completed. An instruction class on the precinct board's duties will be held on:

07/30/2008 FROM 6:00 PM TO 7:30 PM  
AT THE KNIGHTS OF COLUMBUS HALL

Confirmation of your availability to serve as an election inspector at the above-specified election and attend an instruction session prior to the election is requested. Please call our office at 269-657-4340 or return the notice appearing below at your earliest convenience.

Sincerely,

NORMAN RUSHING  
CLERK

LEES