

QVF Daily AV Report Instructions

Go to the *Reports* menu and click on *Reports Module* in QVF. Then, click on the *Daily AV* in the list of reports on the left.

1. Select your jurisdiction
2. Select your election
3. Add a check mark to the boxes you want data for
4. Enter the date range for the time span for which you want data for
5. Select the precinct type you want data for
6. Select the precinct(s) you want included in your report

*The report will print in a listing format by default. If you want the report in a label format, choose Labels listed under Report Styles

The screenshot shows the QVF Daily AV Report interface. It features several sections: 'Region' with a dropdown for '[JURISDICTION]' (callout 1) and 'CLYDE TOWNSHIP (16720)'; 'Election:' with a dropdown for '11/04/2014 - STATE GENERAL' (callout 2); 'Applications:' and 'Ballots:' sections with checkboxes for 'Sent' and 'Received' (callout 3); a date range section with 'Between: 06/24/2014' and 'and: 09/12/2014' (callout 4); 'Precincts' with a dropdown for 'WARD PRECINCT' (callout 5) and a list of precincts including '00001' (callout 6); and a 'Report Style' section with radio buttons for 'Listing' and 'Labels'.

7. Click the preview icon



8. To save the report in a .csv format that is compatible with spreadsheet software, click the "save as text file" icon. Otherwise, you can click the .pdf icon.

