Chapter 9 - Data Maintenance

Street Index Lookup

The *Street Index Lookup* screen allows you to search for street addresses and print your change request form to add new streets or modify existing street index items. You can also request to delete street segments that do not have voters attached. [**Aliases**] can also be created for streets that may be known locally by a different name. For each request submitted to the Bureau, Street Administrator staff verifies that the information meets U.S. Postal Service standards and they will contact you if any questions or concerns arise regarding your request. Once a request has been processed, you will receive an automated e-mail confirming the completion. Street Administrator staff will also notify the County Clerk's Office of all street index changes.

Buttons on the Street Index Lookup Screen
Figure 9.1

[**Request Change**] **-** Allows you to create form requesting a change to an existing street or street segment.

[**Request New**] **-** Allows you to create a form requesting the addition of a new street to the street index for your jurisdiction.

[**Request Delete**] **-** Allows you to create a form to request the deletion of an existing street or street segment if there are no voter records attached.

[**Aliases**] **-** Produces the *Street Alias Lookup* screen, allowing you to create, delete or edit street index aliases.

[**Close**] **-** Returns you to the *QVF Main Desktop*.

[**Help**] **-** Produces a screen with information on how to use the *Street Index Lookup*.

[**Search**] **-** Searches for an existing street based on information entered in the Street field.

To add a new street to your street index

Action	Result
From the ***Data Maint. Menu***, select ***Street Index Lookup***.	The ***Street Index Lookup*** screen is displayed.
Click on the **[Request New]** button at the top of the screen.	The ***Street Index Information*** screen is displayed.
In the ***Print Street Change Submission Form*** screen, you will enter information in the following fields: Prefix, Street Name, Street Type, Street Suffix, Parity, Street Number Range, and Zip Code. (Only enter Extension Number Ranges if a district divides an area like an apartment building.)	This information is entered on the ***Basic Tab screen.*** **Figure 9.2**
Click on the ***Precinct/District*** tab. Choose information from the dropdown lists in each of the various fields: Ward Precinct, School, School Precinct, Intermediate School, Congress, State House, State Senate, County Commission. Also, you MUST either select a Library and Community College district, or indicate that there is none before completing the request. If available, enter a Village and Village Precinct as well.	This information determines what precinct and districts a person lives in. **Figure 9.3**
You may click on the ***Comments*** tab and add any information that you want the street index data section to be aware of or that would be helpful to them when entering the new street. At the bottom of the window, include an e-mail address where you can be reached. To proceed with the new street request, select ***Preview***.	The ***Preview*** button will allow you to view/print the street information that has been entered. Once you are satisfied that everything is correct, print and fax the request form to 517-636-6133. Once the street has been entered by the Bureau of Elections, you may enter voter registration information into the QVF for voters that live on that street.
Click **[Close]**.	You are returned to the ***Main Desktop***.

Modifying an existing street index item
When conducting searches for existing street index records, keep in mind that only the street name should be entered; do not enter a street type or street suffix (directional). Also be aware that the software reads spaces as characters; if you inadvertently enter a space at the end of a street name, the software will read the space as a character and the street will not be found.

Action	Result
From the ***Data Maint.*** menu select ***Street Index Lookup***.	The ***Street Index Lookup*** screen is displayed.

Choose your County and Jurisdiction from the drop down lists. Enter the street name in the Street field. Then click on the **[Search]** button.	A list of streets that matches your search criteria is displayed.
Highlight the street segment that needs to be modified and click on the **[Request Change] Button.**	The ***Print Street Change Submission Form*** is displayed. **Figure 9.2**
Change the information in the Basic Tab (**Figure 9.2**) or the Precincts/Districts Tab (**Figure 9.3**), as needed. You MUST either select a Library and Community College district, or indicate that there is none included before your request can be processed. At the bottom of the window, include an e-mail address where you can be reached.	The ***Preview*** button will allow you to view/print the street information that has been entered. One you are satisfied that everything is correct, print and fax the request form to 517-636-6133. Once the street has been modified by the Bureau of Elections, you may enter or change voter registration information in the QVF for voters that live on that street.
Click on **[Close].**	You are returned to the ***QVF Main Desktop***.

Figure 9.2

Figure 9.3

Non- Traditional Housing (NTH) Addresses
The Non-Traditional Housing feature allows you to add voters to your file that do not reside in traditional housing at an address that exists within your street index. This is the ONLY permitted use of the NTH address. Do not use the NTH feature if it is possible to use a street number and street name accepted by the United States Postal Service. The ***Non- Traditional Housing*** feature allows you to enter a voter using a description of the location at which the voter resides so that a precinct and political districts may be assigned.

Action	Result
From the ***Data Maint. Menu***, select ***Street Index Lookup***.	The ***Street Index Lookup*** screen is displayed.
Click on the **[Request New]** button at the top of the screen.	The ***Street Index Information*** screen is displayed.
Click on the ***Precinct/District*** tab. Choose information from the dropdown lists in the various district fields: Congress, State House, State Senate, County Commission, School, Ward Precinct, Community College, Library District, Intermediate	This information determines what precinct and districts a person lives in. **Figure 9.3**

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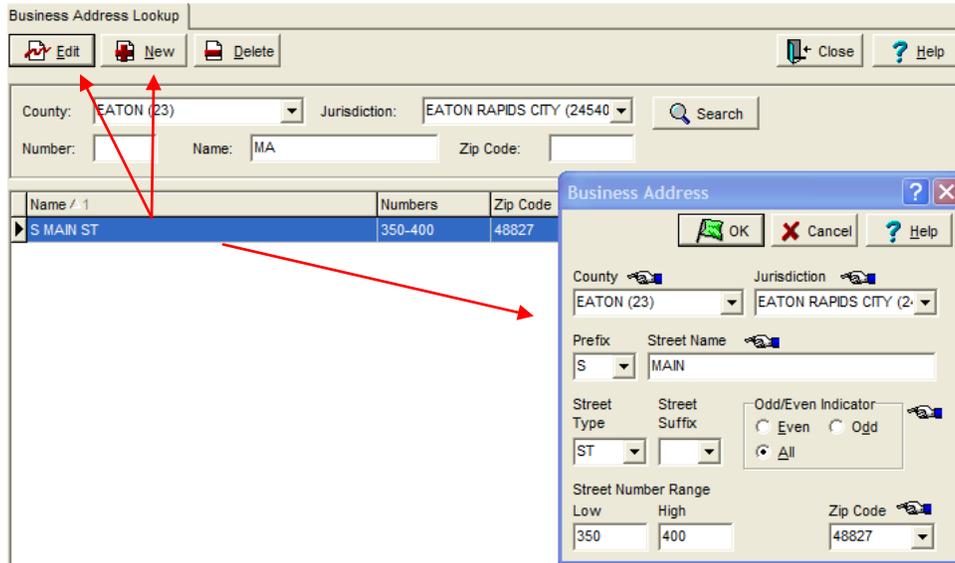| School District, and School Precinct. If appropriate enter information for Villages and Village Precincts.	
Click on the *Comments* tab. Enter the physical description of the voter's location using landmarks and directions. Add any information that you want the street index data section to be aware of or that would be helpful to them when entering the non-traditional address. At the bottom of the window, include an e-mail address where you can be reached. To proceed with the request, select *Preview*.	The *Preview* button will allow you to view/print the information that has been entered. One you are satisfied that everything is correct, print and fax the request form to 517-636-6133. Once the NTH address has been entered by the Bureau of Elections, you may enter voter registration information into the QVF for the voter that lives at the non-traditional address. You may wish to include a mailing address with the voter's record as well.

To delete an existing street segment:

Action	Result
From the *Data Maint.* menu select *Street Index Lookup*.	The *Street Index Lookup* screen is displayed.
Choose your County and Jurisdiction from the drop down lists.	
Enter the street name in the Street field. Then click on the **[Search]** button.	A list of streets that matches your search criteria is displayed.
Highlight the street segment that you want to delete, and then, click on the **[Request Delete]** button. _NOTE_**: Streets that contain voter records *cannot* be deleted.**	The *Print Street Change Submission Form* is displayed. The *Preview* button will allow you to view/print the street information that has been entered. One you are satisfied that everything is correct, print and fax the request form to 517-636-6133. The street index data section will delete the street.
Click on the **[OK]** button to return to the *Street Index Lookup* screen. Click on the **[Close]** button.	You are returned to the *QVF Main Desktop*.

The Business Address Lookup
Figure 9.4
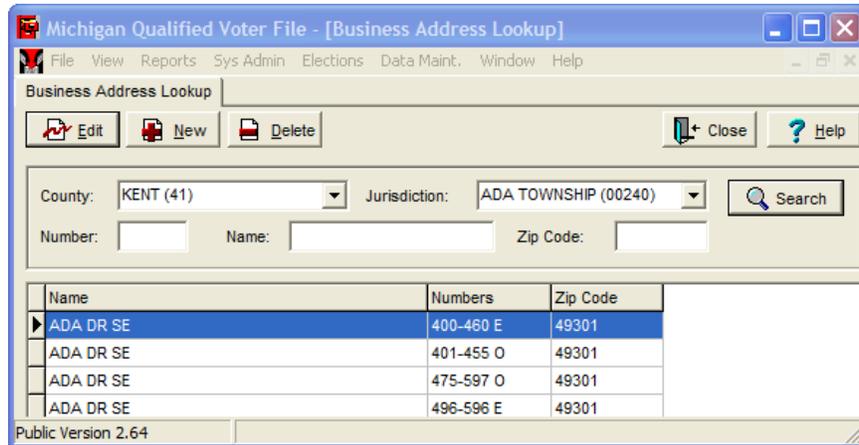
The ***Business Address Lookup*** allows you to enter into the QVF Street Index addresses that are in areas that are generally considered "non-residential" addresses. When you save a voter's record, the QVF will then check to see if the address is in a non-residential range and will give you a warning if a person's address falls into a non- residential area. You will then be given the choice of saving the record or not, after you have investigated the registration. To flag a street number range as a business addresses, follow the instructions provided below.

Figure 9.5

Action	Result
From the ***Data Maint.*** menu choose ***Business Address Lookup***.	The ***Business Address Lookup*** screen is displayed. This screen contains a grid of all previously entered business addresses. **Figure 9.4**
Click on the **[New]** button.	The ***Business Address*** screen appears. **Figure 9.5**
Ensure that the County and Jurisdiction are	Street names in the ***Business Address***

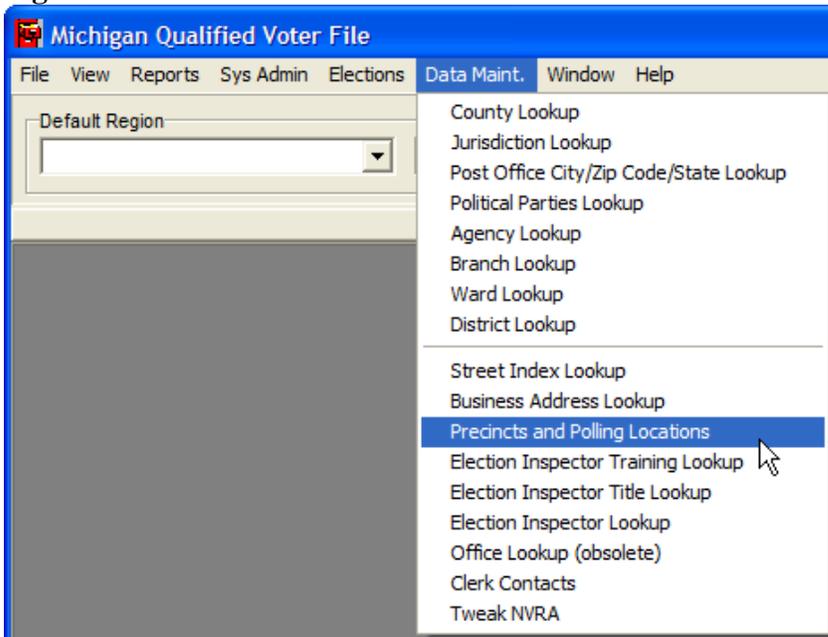|	
correct, then enter the necessary information to include the Street Name, Odd/Even Indicator and Zip Code.	*Lookup* must match exactly the corresponding entry in the *Street Index Lookup*.
Then click on the **[OK]** button	Your non-residential addresses are identified and you are returned to the *Business Address Lookup* screen.
Click on the **[Close]** button	You are returned to the *QVF Main Desktop*. Now when you try to save a registration with an address that falls in a business address range, a *Confirm* screen will appear, "This voter lives at an address designated for businesses only. Save this record anyway?" **Figure 9.6**
If you click on the **[Yes]** button	The record is saved with the business address as the residential address.
If you click on the **[No]** button	The *Confirm* screen disappears. You can then change the address if you made a typographic error. You can click on the **[Clear]** button to clear the registration screen and start over. Or you can click on the **[Close]** button to exit from the registration screen.

Figure 9.6
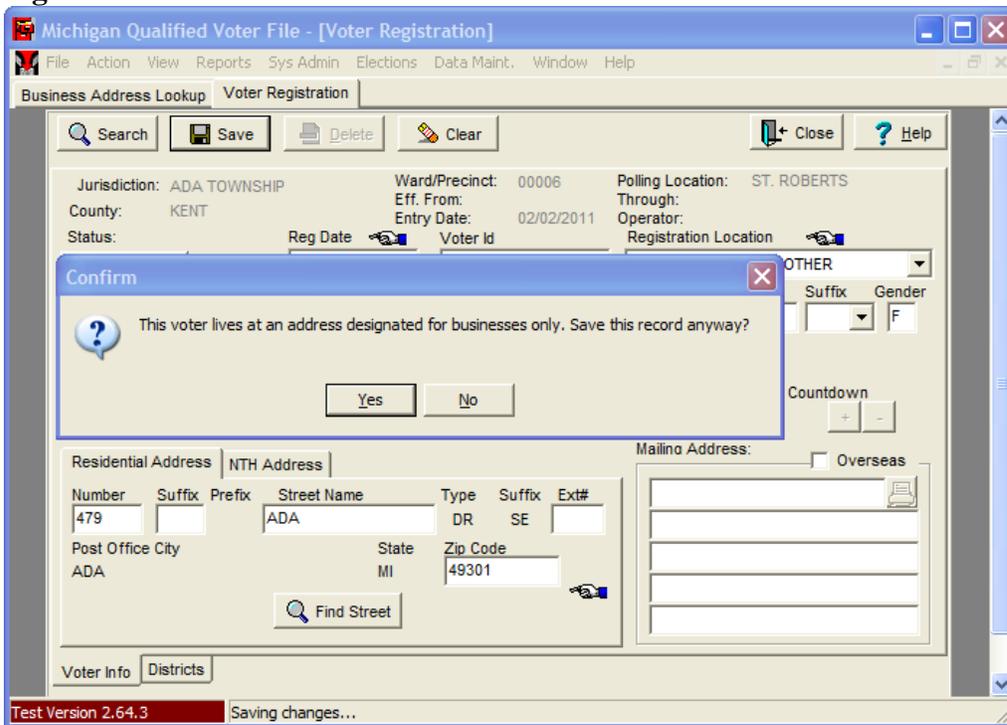
If a record entered into the QVF by an SOS Branch Office or by the state through data reconciliation contains an address that you have identified as non-residential, you will receive the following warning message in your inbox, "Matches a business address." You

will then want to contact the voter to confirm his or her address of residence within the jurisdiction.

Precinct and Polling Location Assignments

The *Precincts and Polling Locations* screen displays each polling location within a jurisdiction. As a start-up task, each jurisdiction is responsible for entering polling location information. It is also the responsibility of each jurisdiction to ensure that this information is updated as needed. Once entered into the system, this information will print on system generated forms and notices.

Figure 9.7

Adding a New Polling Location

Action	Result
From the *Data Maintenance* menu select *Precincts and Polling Locations*. (**Figure 9.7**)	The *Polling Locations* screen appears.
Ensure that the correct County and Jurisdiction are in the proper fields, both on the left and right side of the screen. (You are unable to create a new location for a jurisdiction other than your own.)	Any previously entered polling locations of the precinct type specified will appear in the grid.
If you want to enter a new polling location, click on the [New] button in the upper right corner of the screen. (**Figure 9.8**)	The *Polling Location Information* screen appears. (**Figure 9.9**)

Figure 9.8

Enter the information for your new polling location in the appropriate fields. Location, Address, City, State, and Zip are required fields. You should indicate with a checkmark if the location is Handicap Accessible. Directions and the Contact Person information are optional fields. Click on the **[OK]** button. **(Figure 9.9)** Note: Information from the Location and Address Fields prints on ID cards. Information from the Contact Person field displays on the Michigan Voter Information Center website.	You are taken back to the ***Precincts and Polling Locations*** main screen. The record you added will appear in the grid on the right side of the screen and is available for you to assign to a precinct (listed on the left side of the screen). Please read the following table for instructions on how to assign a polling location to a precinct.

Figure 9.9

Assigning a Polling Location to a Precinct

| Action	Result
From the ***Data Maintenance*** menu select ***Precincts and Polling Locations***. **(Figure 9.7)**	The ***Polling Locations*** screen appears.
Ensure that the correct County and Jurisdiction are in the proper fields on both the left and the right side of the screen. Then in the ***Precinct Type*** field choose the polling location type (Ward, School, or Village) you want to work with from the drop down list. **(Figure 9.10)**	Any previously entered polling locations of the type specified will appear in the grid.
From the grid on the left of the screen, which shows current polling location assignments, select the precinct you want to change. Then, from the grid showing available locations on the right side of the screen, select the location you want to assign to the precinct you selected on the left. Click the **[Assign to Precinct]** button. **(Figure 9.11)**	After clicking **[Assign to Precinct]**, the polling location grid on the left of the screen will show the new location you assigned. **(Figure 9.12)**

Figure 9.10
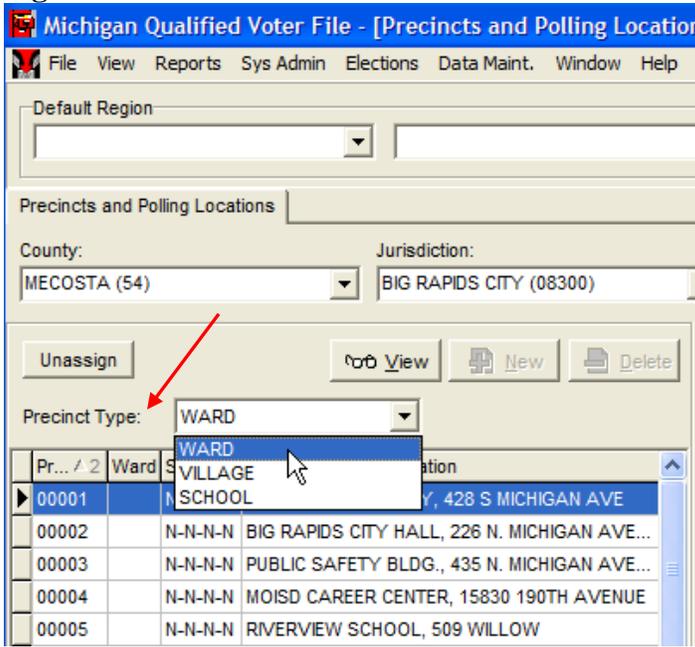

Figure 9.11
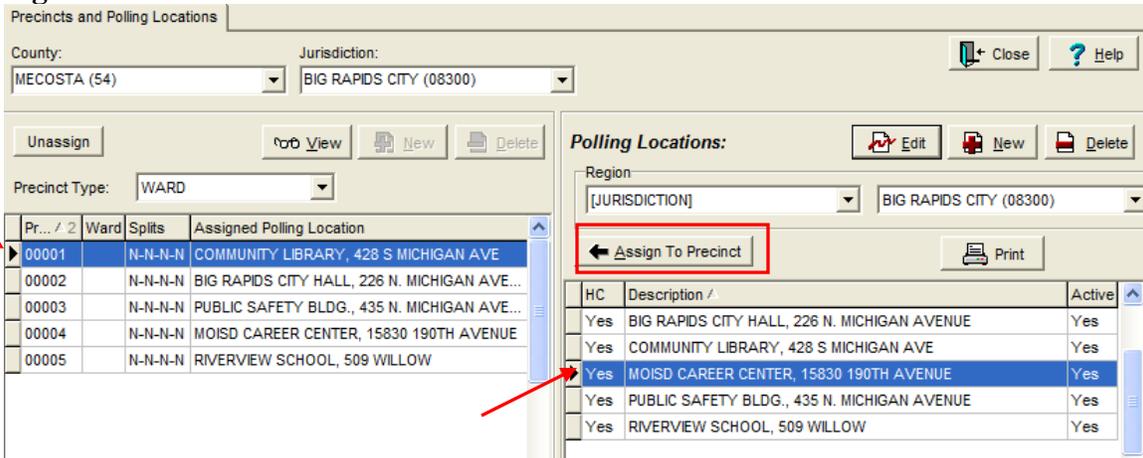
Figure 9.12
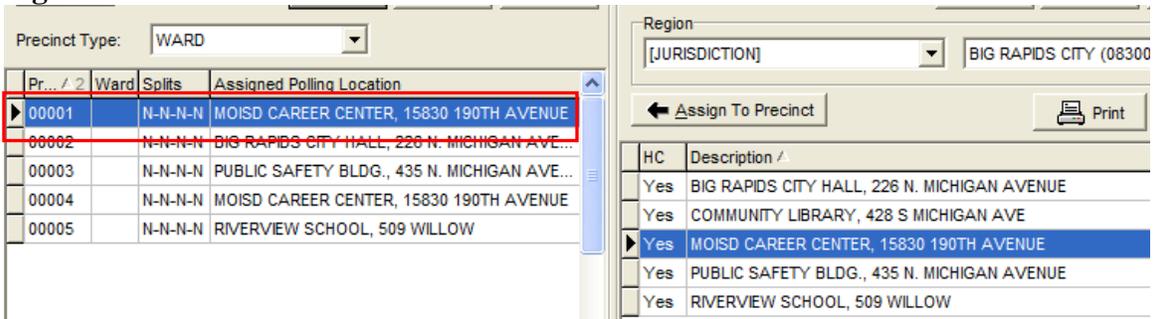
Changing Polling Location Information

Note: Once a polling location is created and saved, it cannot be deleted from the QVF.
The only changes you can make are to the Location field (the short description of the
location) and the Contact Person fields. Even if you make street index changes that
remove all voters from a given precinct, the polling location itself will remain in the
Precinct and Polling Locations screen. Contact the Help Desk if a polling location needs
to be removed.

Action	Result
If you want to change information for an existing polling location, highlight the location to be changed, then click on the **[Edit]** button in the upper right corner of the screen. **(Figure 9.13)**	The ***Polling Location Information*** screen appears.
In the ***Polling Location Information*** screen make the necessary changes to the polling location. Then click on the **[OK]** button.	You are then returned to the ***Polling Locations*** screen.

Figure 9.13
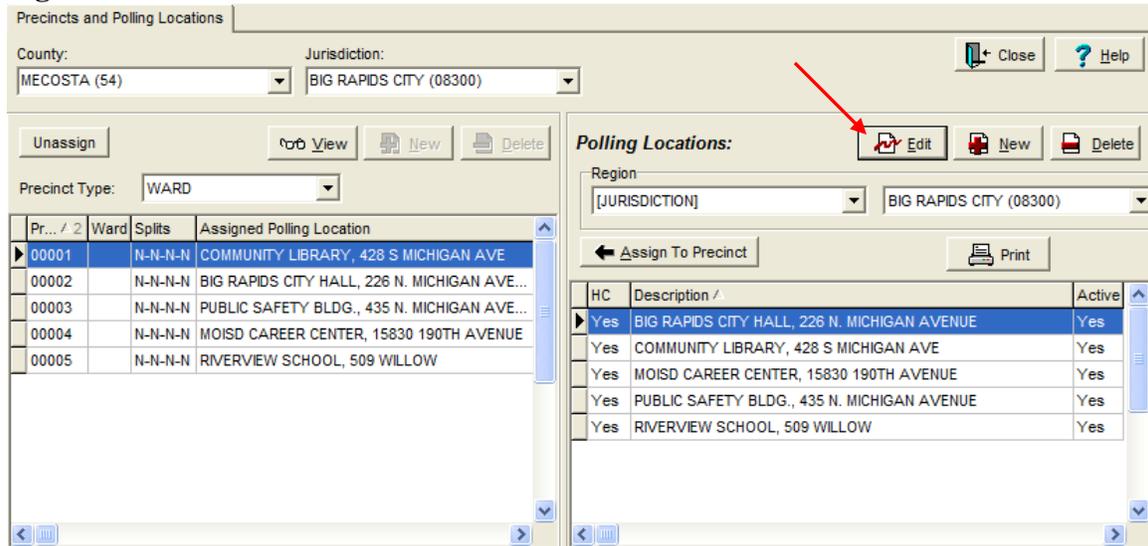
Tweak NVRA Statistics
For instructions on adjusting NVRA Statistics, please refer to [EAC Survey Reporting
Requirements](#).

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