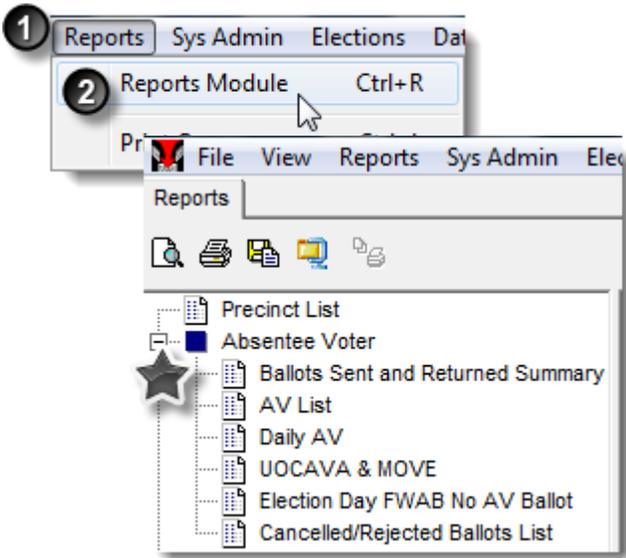


Chapter 7 – QVF Reports Module

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Generating Reports



1. Click the Reports menu
2. Select Reports Module

Format Options



Click to preview



Click to print



Click to save as a .pdf file



Click to save as a comma separated value (.csv) file* which can be opened with Excel. To save a report as .csv file, you must first click the preview icon, and then click the save as text icon

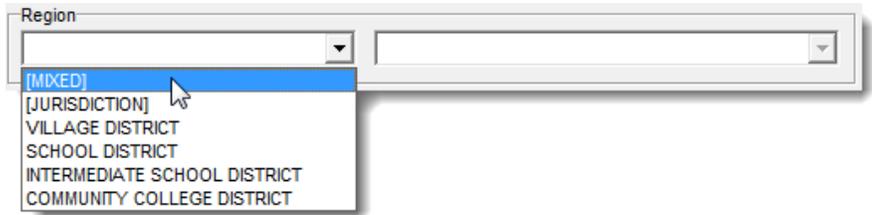


*Please note -Only two reports are designed to be shared with the public in .csv format: Custom Voter List and Daily AV. **All other reports in .csv format are intended for internal office use only** and would require redaction of some data in order to fulfill a FOIA request.

Special Instructions

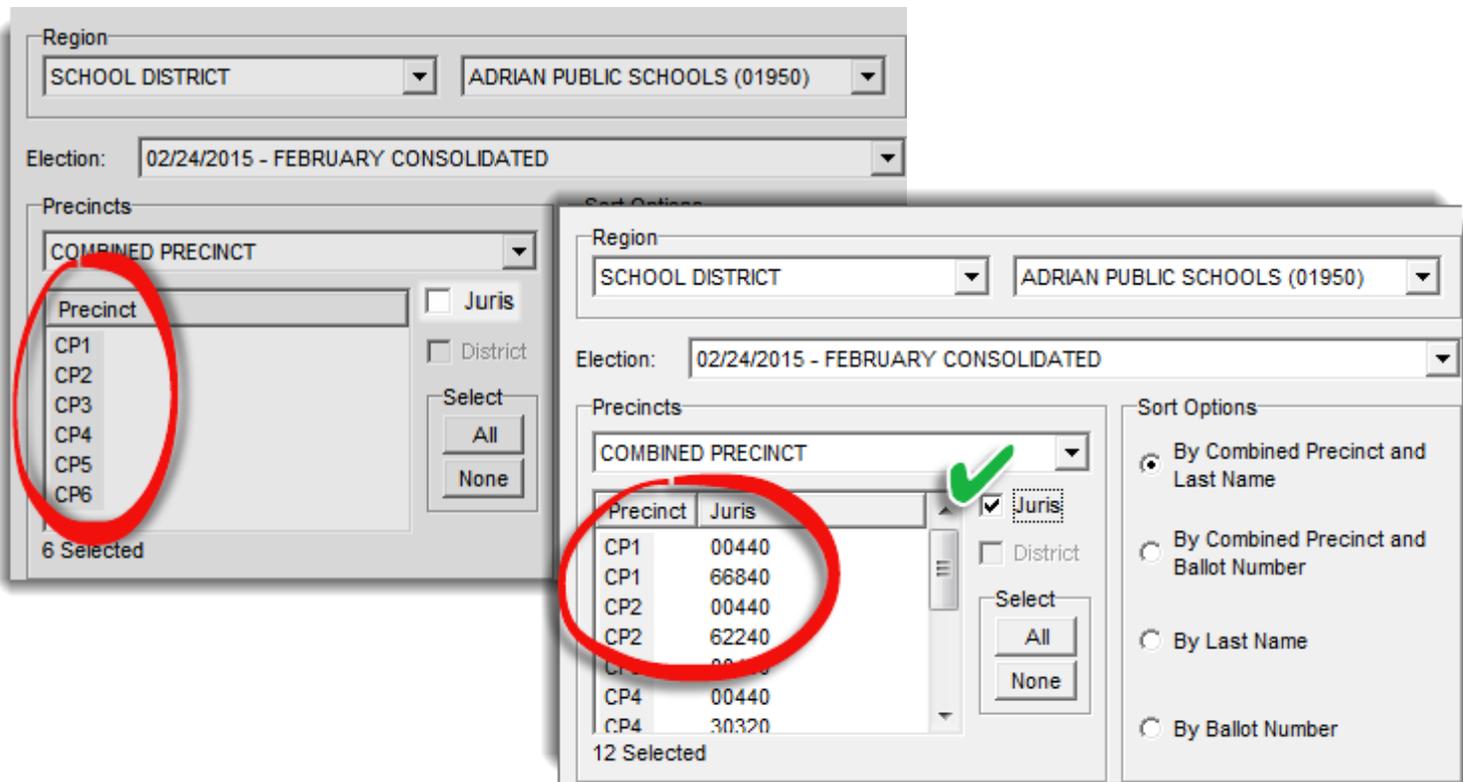
To generate each report, you must select an election, region and precinct; however, the region and precinct types you choose will vary by election. For example:

Region type – For elections in which you are using consolidated precincts, you may need to select something other than Jurisdiction.

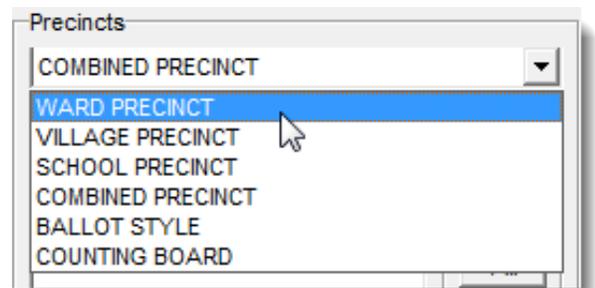


For instance, in consolidated elections where the voters may be mixed across city or township boundaries, the Mixed region type can be selected for certain reports.

Note: If you only need voters from certain jurisdictions within a district, select the “Juris” checkbox for a breakdown of jurisdictions within that district (see example below) so that you can select the specific voters you need. For Primary and General Elections you should choose Jurisdiction as the Region type.



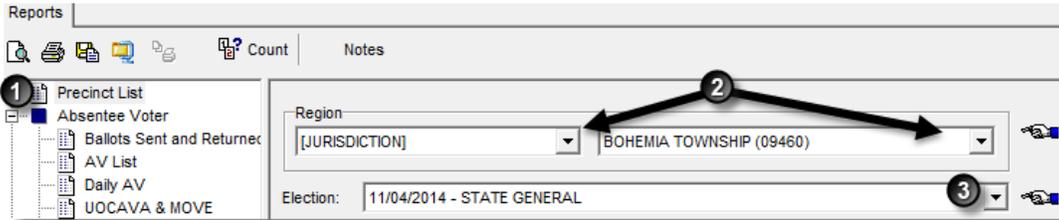
Precinct type - Select *Combined Precinct* for elections in which you are using consolidated precincts. For Primary and General Elections you should choose *Ward Precinct*. Reports may also be viewed by Ballot Style or Counting Board.



Precinct List

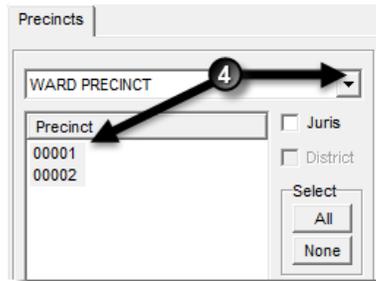
QVF Precinct Lists are the official lists of voters that are qualified to vote at a given election. Precinct lists can be printed in different formats and paper sizes.

To generate a Precinct List:

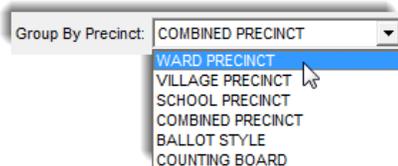


1. Select Precinct List
2. Select a Region Type and Region (Special Instructions, pg. 3)
3. Select an Election

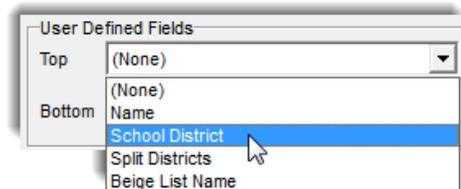
4. Select a Precinct Type and Precinct(s) (Special Instructions, pg. 3)



5. Customize the Precinct List by making selections in the following fields:
 - a. Group by Precinct

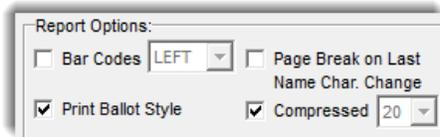


- b. User Defined Fields- select additional information to display next to a voters name



- c. Report Options:
 - To print barcodes and select barcode placement on the left or right of the page
 - To include a page break on last name character change
 - To print ballot styles
 - To print a compressed list with 20 names on a page in portrait orientation

6. Click preview



3/10/2015		BOHEMIA TOWNSHIP (09460)				1
11/04/2014 - STATE GENERAL						
WARD PRECINCT 00001						
Bar Code	St / BS	Name/Address:	DOB	AV / Notes / ID MVP	School	
	B	MCQVF, AGATHA CHRISTI 1361 STATE HIGHWAY M38	08/17/1955		ONTONAGON AREA SCHO	
	A	MCQVF, ANDREW DAVID 5760 ROUSSEAU RD	05/07/1943		LANSE AREA SCHOOLS	
	B	MCQVF, ANN MARIE 4947 FORESTRY RD	06/09/1964		ONTONAGON AREA SCHO	
	B	MCQVF, BARBARA ANN 3501 E COURTNEY LAKE RD	03/12/1964		ONTONAGON AREA SCHO	
	B	<u>MCQVF, BELLE JENNIFER</u> 1700 STATE HIGHWAY M38	03/18/1960	av-s	ONTONAGON AREA SCHO	
	A	MCQVF, CARLENE CARYS 4403 RAILROAD GRADE RD	03/06/1968		LANSE AREA SCHOOLS	
	V A	MCQVF, CARRIE ANN 5783 PENEGOR RD	10/05/1965	21	LANSE AREA SCHOOLS	

The Precinct List includes the following information:

St – Voter Registration Status

BS - Ballot Style or Ballot Style Alias if a ballot style alias was assigned in QVF, and then enabled in QVF Options (See [QVF Reference Manual Ch. 3, pgs. 44-46](#))

DOB- Date of Birth

AV - AV Ballot Status

- av-s = absentee ballot sent by clerk
- av-r = absentee ballot received by clerk

ID - Federal ID Requirement Status

Notes - Status code associated with the reason for a “Verify” or “Challenged” status

MVIP - Must Vote in Person

User Defined Field – Include optional information such as: Name, School District, Split Districts, or Beige List

Bar Code – QVF voter id number in bar code format

A voter with a “Verify” or “Challenge” status will have a “V” or “CH” next to their name in the Status column and a numeric code to the right of their name to identify the specific reason for the status code assignment. For a list of status codes and other abbreviations, click the Precinct List Notes button.



Absentee Voter Reports:

There are six Absentee Voter reports in QVF:

- **Ballot Sent and Returned Summary:** a statistical report including total number of ballots sent, ballots received, and ballots not yet received. This report also includes a break-down of overseas, military and Federal Write-In Absentee Ballots (FWABs).
- **AV List:** a detailed report of absentee voter ballots which includes names, sent to address, ballot number, dates, and status of spoiled or rejected ballots.
- **Daily AV:** a customizable list of AV transactions within a specified date range.
- **UOCAVA & MOVE:** an absentee ballot list of military and overseas voters which includes federal post card applications, FWABs, transactions dates, UOCAVA status, and delivery method.
- **Election Day FWAB No AV Ballot:** a report of FWABs which should be duplicated and tabulated on Election Day because the original/regular ballot that was issued to the voter has not been returned in time.
- **Cancelled/Rejected Ballots List:** a list of cancelled and rejected absentee voters whose ballots were automatically rejected as a result of their status change.

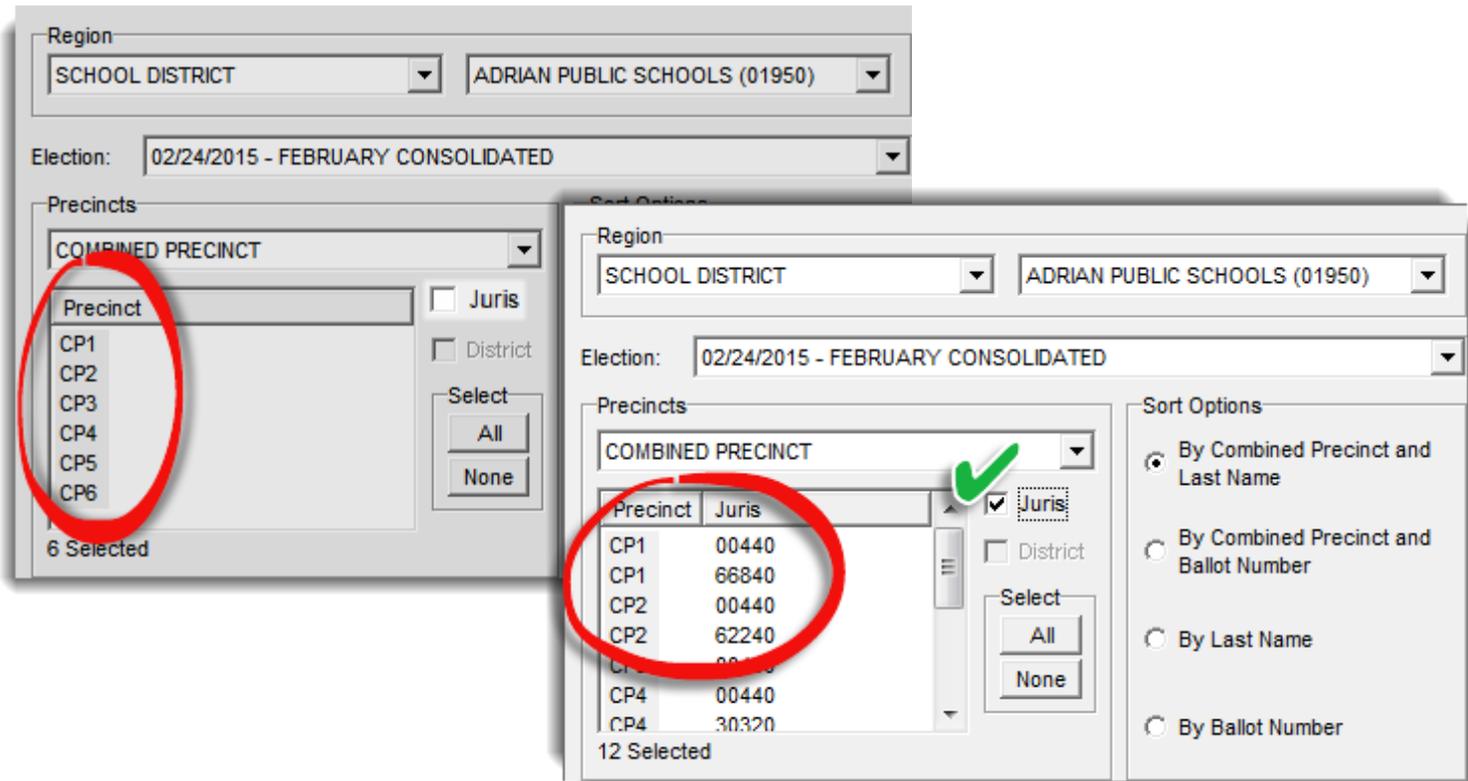
Special Absentee Voter Report Instructions

To generate each AV report, you must select an election, region and precinct; however, the region and precinct types you choose will vary by election. For example:

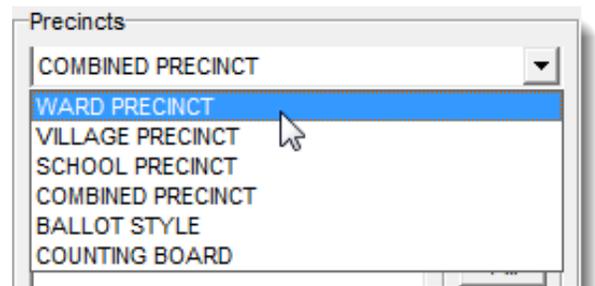
Region type – For elections in which you are using consolidated precincts, you may need to select something other than Jurisdiction



Note: If you only need voters from certain jurisdictions within a district, select the “Juris” checkbox for a breakdown of jurisdictions within that district (see example below) so that you can select the specific voters you need. For Primary and General Elections you should choose Jurisdiction as the Region type.



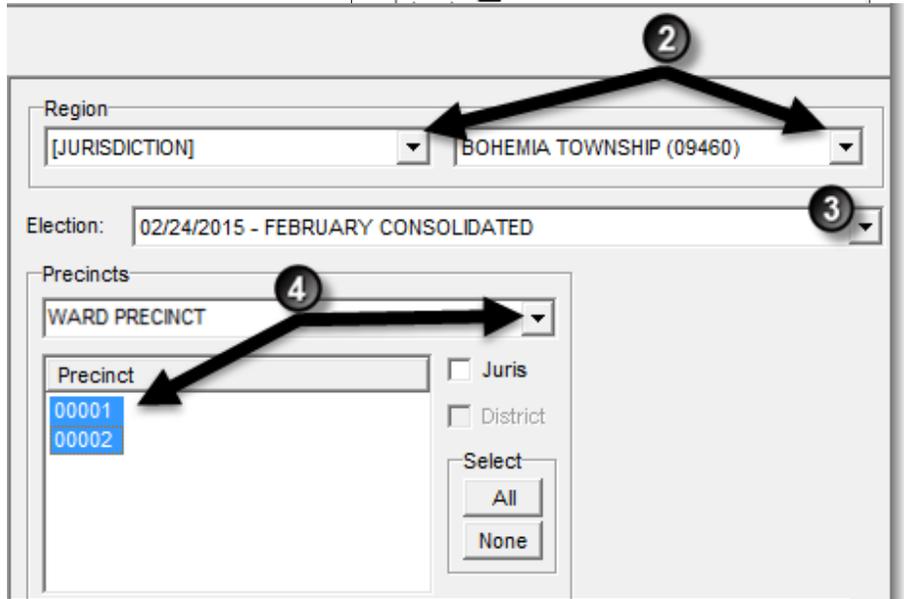
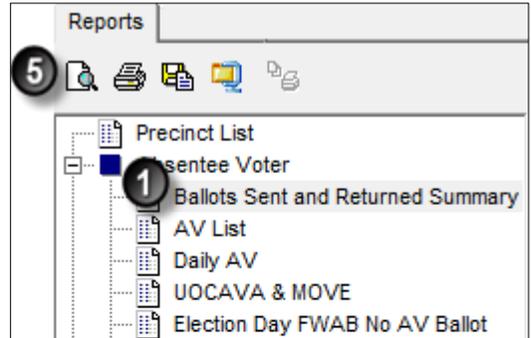
Precinct type - Select *Combined Precinct* for elections in which you are using consolidated precincts. For Primary and General Elections you should choose *Ward Precinct*. Reports may also be viewed by Ballot Style or Counting Board.



The Ballot Sent and Returned Summary Report

To generate the Ballot Sent and Returned Summary:

1. Select Ballots Sent and Returned Summary
2. Select a Region type and Region (Special Instructions, pg. 7)
3. Select an Election
4. Select a Precinct Type and Precinct(s) (Special Instructions, pg. 7)
5. Click preview 



1/29/2015												
BALLOTS SENT AND RETURNED SUMMARY												
02/24/2015 - FEBRUARY CONSOLIDATED												
JURISDICTION: BOHEMIA TOWNSHIP (09460)												
Ward P1	AV BALLOTS			OVERSEAS BALLOTS			MILITARY BALLOTS			FWAB BALLOTS		
	Issued	Returned On Time / %	Returned Late / %	Issued	Ret. On Time / %	Ret. Late / %	Issued	Ret. On Time / %	Ret. Late / %	Received	Received Late / %	
00001	9	5 - 56%	4 - 44%	0	0	0	3	1 - 33%	2 - 67%	1	0	
00002	7	4 - 57%	3 - 43%	2	1 - 50%	1 - 50%	2	0	2 - 100%	2	2 - 100%	
Total	16	9 - 56%	7 - 44%	2	1 - 50%	1 - 50%	5	1 - 20%	4 - 80%	3	2 - 67%	

This report includes:

- Total number of AV ballots issued
- Total number of AV ballots returned on time
- Total number of AV ballots that are not yet returned
- Number of AV ballots for Overseas Civilians issued, returned on time, and not yet returned
- Number of AV ballots for Military voters issued, returned on time, and not yet returned
- Number of Federal Write-In Ballots (FWABs) received and returned late

Absentee Voter List (AV List)

The AV List produces a list of voters who have been issued an AV ballot via the QVF software.

To generate the AV List:

1. Select AV List
2. Select a Region type and Region (Special Instructions, pg. 7)
3. Select an election
4. Select a Precinct Type and Precinct(s) (Special Instructions, pg. 7)
5. Choose a Display or Sort Option if you wish
6. Click preview

The screenshot shows the 'Reports' section of the QVF software. The left sidebar contains a tree view with the following items: Precinct List, Absentee Voter (selected), Ballots Sent and Returned, AV List (highlighted with callout 1), Daily AV, UOCAVA & MOVE, Election Day FWAB No A, Canceled/Rejected Ballot, Statistical, Challenged or Cancelled, Custom Voter List, Voter Turnout, Voter Turnout (Legacy), State Reports, Moved From Out Of State, Blank DLN, Election Inspector, Pre-Assignment List, Public List, and Internal List. The main panel has the following fields: Region (callout 2) with a dropdown menu showing '[JURISDICTION]' and 'BOHEMIA TOWNSHIP (09460)'; Election (callout 3) with a dropdown menu showing '08/02/2016 - STATE PRIMARY'; Precincts (callout 4) with a dropdown menu showing 'WARD PRECINCT' and a list of precincts '00001' and '00002'; and a 'Select' button with 'All' and 'None' options. The right panel has checkboxes for 'Show Returned Ballots First' and 'Exclude Rejected Ballots', and a 'Sort Options' section with radio buttons for 'By Ward Precinct and Last Name' (selected), 'By Ward Precinct and Ballot Number', 'By Last Name', and 'By Ballot Number'. A callout 5 points to the 'Sort Options' section. A callout 6 points to the top-left corner of the interface.

Note: The totals at the end of the report reflect the totals within each column; therefore, the rejected ballots are not automatically subtracted from the Ballots Returned column.

If using the AV List to check in ballots at the precinct or counting board, it may be helpful to enable the options to "Show Returned Ballots First" and "Exclude Rejected Ballots"

12/28/2016										
AV LIST FOR BOHEMIA TOWNSHIP (09460)										
11/08/2016 - STATE GENERAL										
Voter #	Ballot #	Spoiled #	Voter Name / Mailed To Address	UOCAVA Status	Combined Precinct	App Received	Ballot Sent	Ballot Returned	Ballot Rejected	
1	00001118		MCQVF, AGATHA CHRISTIE 1361 STATE HIGHWAY M38, MASS CITY MI 49948	Non-UOCAVA	00001	08/24/2016	08/24/2016			
2	00001119		MCQVF, THOMAS STUART PO BOX 229, MASS CITY MI 49948 0229	Non-UOCAVA	00001	08/24/2016	08/24/2016	10/23/2016		
3	00001120		MCQVF, KATHRYN MICHELLE 5666 M 38 HWY, NISULA CITY MI 49952	Non-UOCAVA	00001	08/28/2016	08/29/2016	10/15/2016		
4	00001121		MCQVF, ANDREW DAVID 5760 ROUSSEAU RD, MASS CITY MI 49948	Non-UOCAVA	00001	08/24/2016	08/24/2016	11/15/2016	Y	
5	00001122		MCQVF, BENJAMIN LEVI 5801 ROUSSEAU RD, MASS CITY MI 49948	Non-UOCAVA	00001	08/24/2016	08/24/2016	11/03/2016		
6	00001123		MCQVF, CARLENE CARYS 4403 RAILROAD GRADE RD, MASS CITY MI 49948	Non-UOCAVA	00001	08/24/2016	08/24/2016	10/15/2016		
7	00001125	00001124	MCQVF, CARRIE ANN 5783 PENEGOR RD, MASS CITY MI 49948	Non-UOCAVA	00001	08/24/2016	09/15/2016	10/02/2016		
8	ET000001		MCQVF, DEAN GENE 4403 RAILROAD GRADE RD, MASS CITY MI 49948	Overseas Civilian	00001	08/24/2016	08/24/2016	11/02/2016		
GRAND TOTALS:										
Voters	Ballots	Spoiled				Apps Received	Ballots Sent	Ballots Returned	Ballots Rejected	
8	8	1				8	8	7	1	

The AV List includes:

- Voter's name and mailed to address
- UOCAVA status
- Date the application was received
- Date the ballot was mailed
- Date the ballot was received
- Spoiled ballots and rejected ballots are also included on the AV List

Note: Ballots Returned – Ballots Rejected = # of AV return envelopes to deliver to the precinct. Again, you can also choose to exclude rejected ballots from this report if you prefer

Ex: 7 Ballots Returned – 1 Ballot Rejected = 6 AV return envelopes to deliver to the precinct

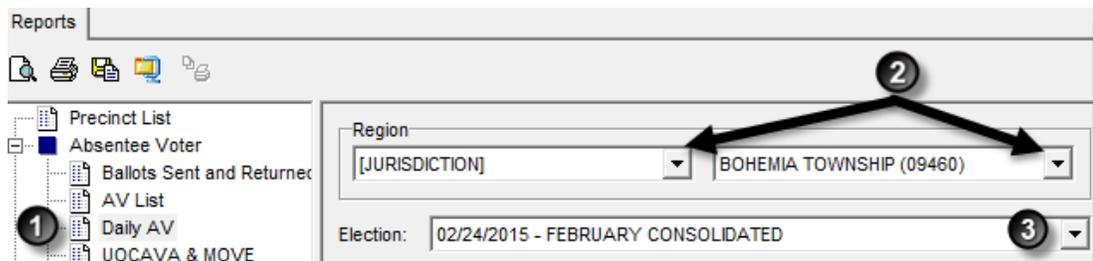
Daily AV Report

The Daily AV is a customizable report used to show which AV transactions occurred within a date range.

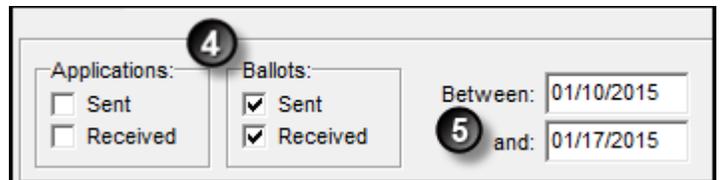
The name and mailed to address for every voter whose *AV transaction occurred within the specified date range* will appear on the report. If a transaction was queried AND occurred in the specified date range, it will be represented by a “Y” (yes). If a transaction was not queried, or did not occur within the specified date range, it will be represented by an “N” (no).

To generate the Daily AV Report:

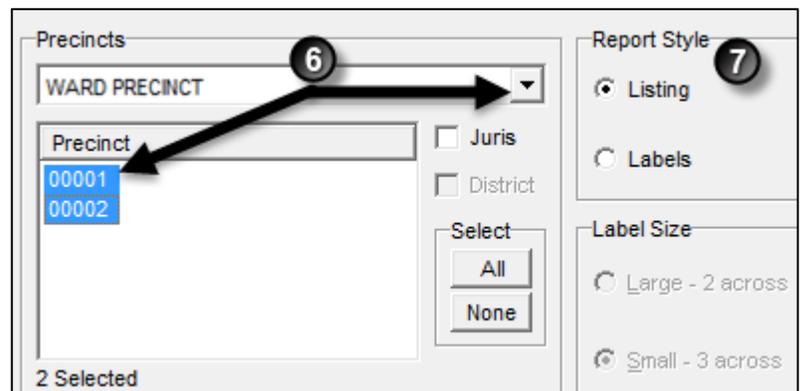
1. Select “Daily AV” from the list of reports
2. Select a Region Type and Region (Special Instructions, pg. 7)
3. Select an Election



4. Select the AV transactions to include
5. Enter a date range



6. Select a Precinct Type and Precinct(s)
(Special Instructions, pg. 7)
7. Choose a Report Style
*Choose your label size if you chose to create labels in Step 7
8. Click preview



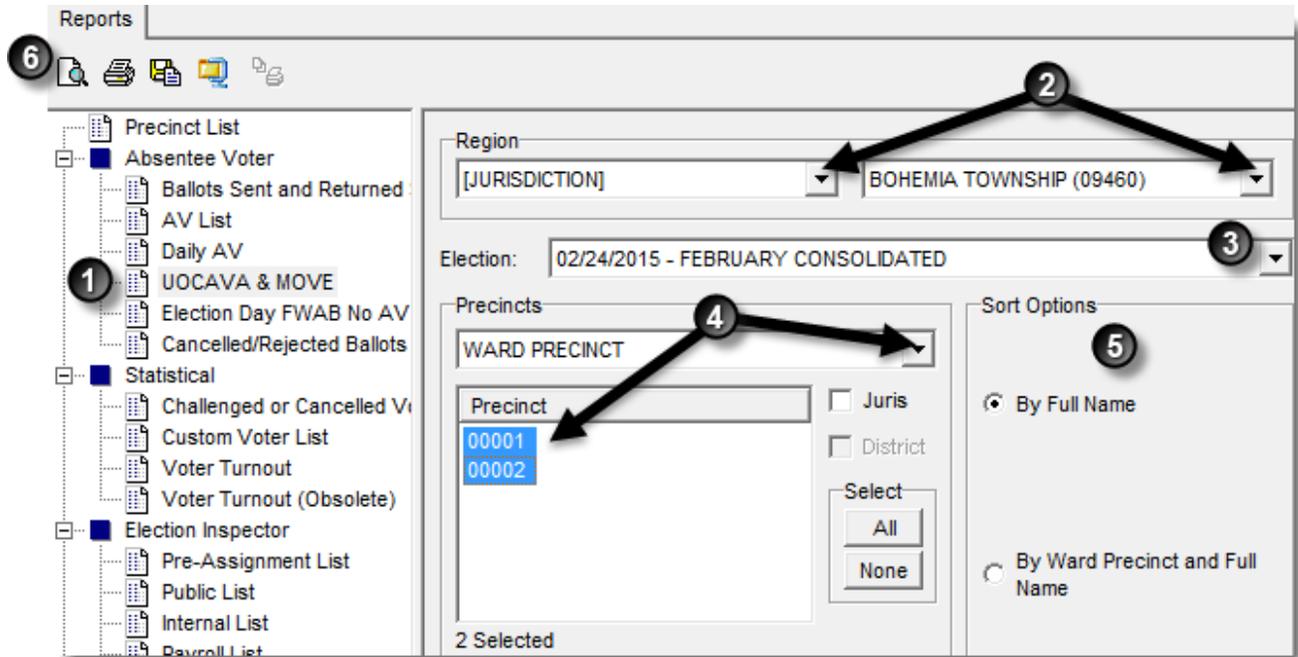
12/28/2016		DAILY AV REPORT						1	
		11/08/2016 - STATE GENERAL							
Ward Precinct	Counting Board	Name	Address	UOCAVA Status	Apps		Ballots		
					Sent	Ret	Sent	Ret	
00001		AGATHA CHRISTIE MCQVF	1361 STATE HIGHWAY M38, MASS CITY MI 49	Non-UOCAVA	N	Y	Y	N	
00002		AMY JEAN MCQVF	47763 LOTS RD, TOIVOLA MI 49965	Military	N	Y	Y	N	
00001		ANDREW DAVID MCQVF	5760 ROUSSEAU RD, MASS CITY MI 49948	Non-UOCAVA	N	Y	Y	N	
00001		BENJAMIN LEVI MCQVF	5801 ROUSSEAU RD, MASS CITY MI 49948	Non-UOCAVA	N	Y	Y	N	
00001		CARLENE CARYS MCQVF	4403 RAILROAD GRADE RD, MASS CITY MI 4	Non-UOCAVA	N	Y	Y	Y	
00002		CARLOS JOSE MCQVF	1113 E DAYTON ST APT A, MADISON WI 5370	Non-UOCAVA	N	Y	Y	N	
00001		CARRIE ANN MCQVF	5783 PENEGOR RD, MASS CITY MI 49948	Non-UOCAVA	N	Y	Y	Y	
00001		DEAN GENE MCQVF	4403 RAILROAD GRADE RD, MASS CITY MI 4	Overseas Civilian	N	Y	Y	N	
00002		EDITH MARTIN MCQVF	48378 W MEMORIAL DR, HOUGHTON, MI 49	Non-UOCAVA	Y	Y	Y	N	
00001		KATHRYN MICHELLE MCQVF	5666 M 38 HWY, NISULA CITY MI 49952	Non-UOCAVA	N	Y	Y	Y	
00002		KORINNE MAURICE MCQVF	PO BOX 21, SOUTH RANGE MI 49963 0021	Military	N	Y	Y	N	
00001		THOMAS STUART MCQVF	PO BOX 229, MASS CITY MI 49948 0229	Non-UOCAVA	N	Y	Y	Y	
Total					1	12	12	4	

This report is useful as a means to double-check work completed in QVF compared to applications or ballots processed within a day or even a week, and this report is often used to fulfill FOIA requests.

UOCAVA & MOVE Report

The UOCAVA & MOVE report shows UOCAVA voters – those identified in QVF as military or overseas civilian - with absentee ballot activity in an election.

To generate the UOCAVA & MOVE Report:



1. Select “UOCAVA & MOVE” from the list of reports
2. Select a Region Type and Region (Special Instructions, pg. 7)
3. Select an Election
4. Select a Precinct Type and Precinct(s) (Special Instructions, pg. 7)
5. Select a Sort Option
6. Click preview



Note: Only those identified in QVF as military and overseas voters with absentee ballot activity in the specified election will appear on this report. Additionally, a military or overseas voter with an FPCA or regular absentee ballot application and *no ballot assigned yet* will not appear on this report.

12/28/2016							
UOCAVA AND MOVE REPORT FOR BOHEMIA TOWNSHIP (09460)							
11/08/2016 - STATE GENERAL							
Voter Name / Mailed To Address	Combined Precinct	Ballot #	FPCA / FWAB Receive	App Sent / Received	Ballot Sent / Received	UOCAVA Status / Delivery Method	Rejected / Reason
MCQVF, AMY JEAN 47763 LOTS RD, TOIVOLA MI 49965	00002	00001119		08/24/2016	08/24/2016	Military Postal Mail	No
MCQVF, DEAN GENE 4403 RAILROAD GRADE RD, MASS CITY MI 49948	00001	ET000001		08/24/2016	08/24/2016 11/02/2016	Overseas Civilian Email	No
MCQVF, KORINNE MAURICE PO BOX 21, SOUTH RANGE MI 49963 0021	00002	ET000011		11/01/2016	11/01/2016	Military Email	No
Total	3						

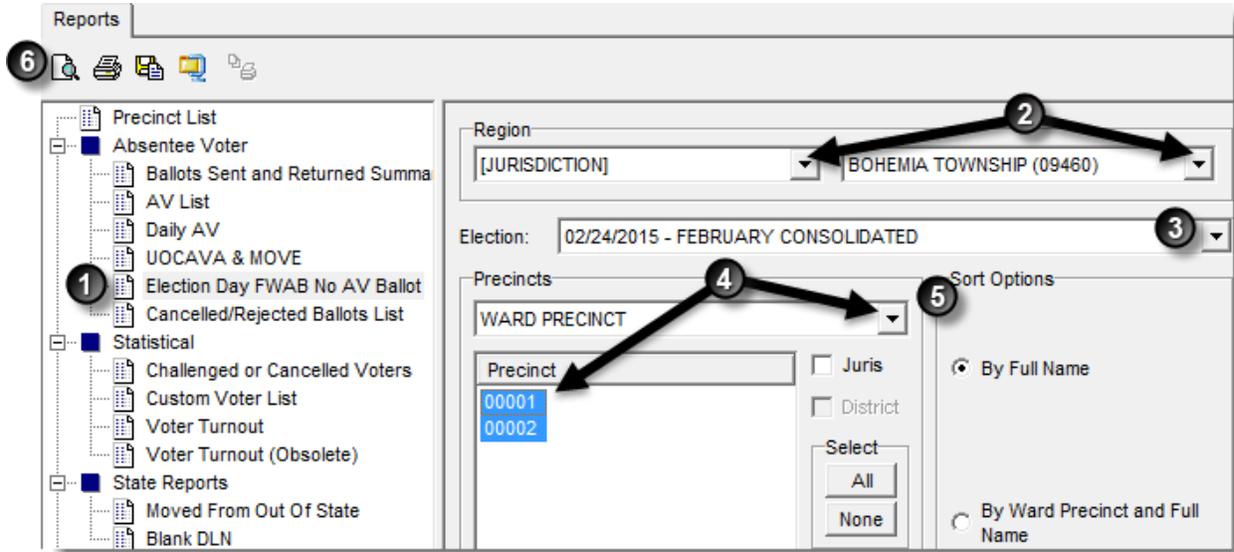
This report includes:

- Voter name and mailed to address
- Precinct and ballot number
- Date an FPCA was received
- Date a FWAB was received
- Date application was sent and received
- Date ballot was sent and received
- UOCAVA status and delivery method
- Rejection status and reason

Election Day FWAB No AV Ballot Report

This report contains a list of military and overseas voters for whom a Federal Write-In Absentee Ballot was recorded and the regular ballot sent to them has not been returned in time to count on Election Day. The FWAB ballots on this list must be sent to the polls to be duplicated and tabulated by Election Inspectors.

To generate the Election Day FWAB No AV Ballot Report:



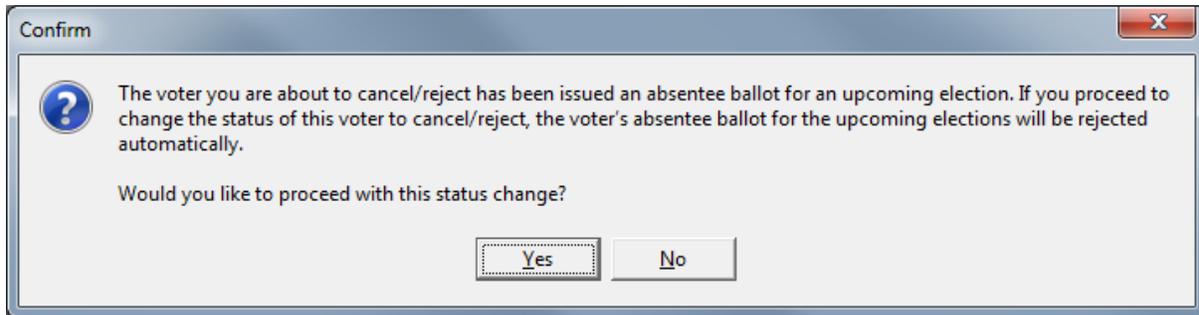
1. Select "Election Day FWAB No AV Ballot" from the list of reports
2. Select a Region Type and Region (Special Instructions, pg. 7)
3. Select an Election
4. Select a Precinct Type and Precinct(s) (Special Instructions, pg. 7)
5. Select a Sort Option
6. Click preview 

2/13/2015 ELECTION DATE FWAB NO AV BALLOT RECEIVED REPORT FOR BOHEMIA TOWNSHIP (09460)				
02/24/2015 - FEBRUARY CONSOLIDATED				
Voter Name / Mailed To Address	Ward Precinct	Voter Status & Reason(s)	FWAB Received	AV Ballot Received
MCQVF, AMY JEAN 47763 LOTS RD, TOIVOLA MI 49965	00002	ACTIVE	02/06/2015	
MCQVF, ELMA LOIS 4102 WOLF CREEK ACRES RD, TOIVOLA MI 49965	00002	ACTIVE	01/28/2015	
Total	2			

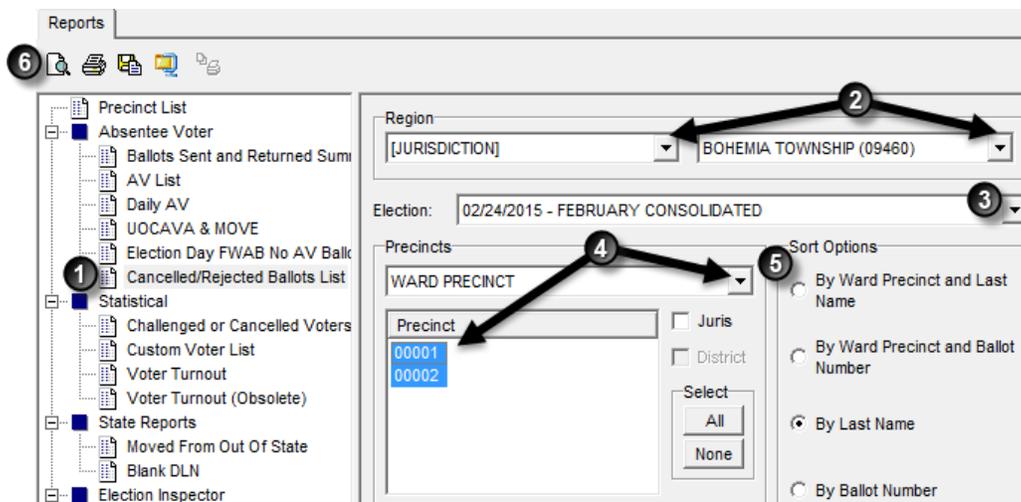
Cancelled/Rejected Ballots List

This report is populated with absentee voters whose AV ballot was automatically rejected when their voter status was changed to either Cancelled or Rejected. Rejected ballots for active, verify, or challenged status voters will not appear on this report.

- When an absentee voter's status is changed to Cancelled or Rejected the following window appears explaining that proceeding will automatically reject the voter's absentee ballot



To generate the Cancelled/Rejected Ballots List:



- Select "Cancelled/Rejected Ballots List" from the list of reports
- Select a Region Type and Region (Special Instructions, pg. 7)
- Select an Election
- Select a Precinct Type and Precinct(s) (Special Instructions, pg. 7)
- Select a Sort Option
- Click preview 

2/13/2015 CANCELLED/REJECTED BALLOTS FOR BOHEMIA TOWNSHIP (09460)						
02/24/2015 - FEBRUARY CONSOLIDATED						
Voter Name / Mailed To Address	Ward Precinct	Status / Reasons	Ballot #	Date Ballot Returned	Rejected	Ballot Rejection Reason
MCQVF, GARY OWEN 27801 DISHNEAU RD, MASS CITY MI 49948	00001	CANCEL DECEASED	00000001	01/12/2015	Y	VOTER DIED BEFORE ELECTION DAY.
MCQVF, MARLENE ROXY 3501 E COURTNEY LAKE RD, MASS CITY MI 49948	00001	REJECTED CITIZENSHIP	00000005	01/12/2015	Y	VOTER STATUS MARKED REJECTED.
Total	2					

Statistical Reports

There are three statistical reports available in QVF designed to give you information about your jurisdiction in several different formats:

- Challenged or Cancelled Voters
- Custom Voter List
- Voter Turnout

Challenged or Cancelled Voters Report

This report is designed to give you a list of voters whose status was changed to Challenged or Cancelled within a given date range.

To generate the Challenged or Cancelled Voters report:

1. Select “Challenge or Cancelled Voters” report
2. Select a Region Type and Region
3. Select either “Challenged” or “Cancelled”
4. Enter a date range
5. Click preview



This report includes:

- Voter’s name
- Address
- Date of birth
- Date of cancellation or challenge
- Reason for cancellation or challenge

2/17/2015 CHALLENGED VOTERS REPORT 1					
COUNTY: ONTONAGON					
JURISDICTION: BOHEMIA TOWNSHIP					
Name / Address	Voter ID	DOB	Date	Reason	
MCQVF, ELLEN NICOLE 3861 EAGLE NEST WAY, TOIVOLA MI 49965		02/08/1964	02/17/2015	CITIZENSHIP	
MCQVF, GEORGE DAVID 1700 STATE HIGHWAY M38, MASS CITY MI 49948		04/01/1934	01/23/2015	RESIDENCY	
MCQVF, SALLY MARIE 26137 DISHNEAU RD, MASS CITY MI 49948		07/01/1975	01/23/2015	AGE	
TOTAL - BOHEMIA TOWNSHIP		3			
TOTAL - ONTONAGON		3			
GRAND TOTAL		3			

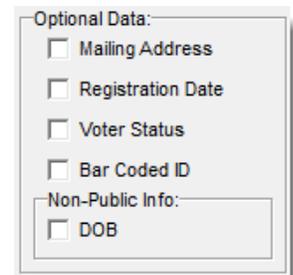
Custom Voter List

The Custom Voter List is a powerful tool in which you can customize the data and the format of the report. Often used to fulfill FOIA requests, the Custom Voter List report automatically contains the following information:

- Name
- Permanent AV status
- Gender
- Precinct
- Vote/AV
- Residential address
- Year of birth

Optional Data

Options exist for including additional information. However, it should be noted that “Non-Public” information is exempt from disclosure under FOIA.



Optional Data:

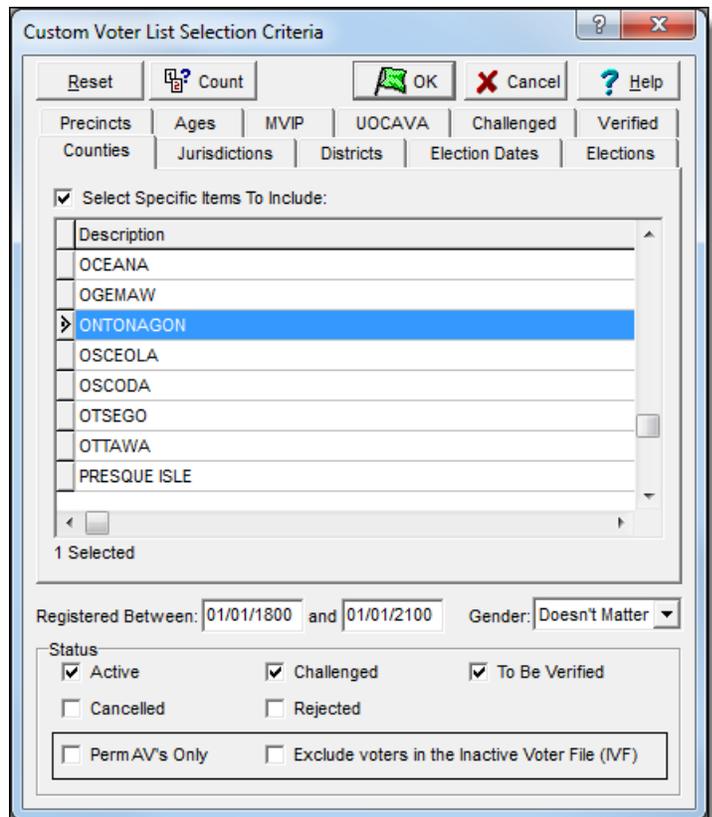
- Mailing Address
- Registration Date
- Voter Status
- Bar Coded ID
- Non-Public Info:
 - DOB

Selection Criteria

To run a Custom Voter List, select criteria for the report, defining which voters to include. The Custom Voter List includes all registered voters by default. Narrow the search by selecting one or more of the following criteria:

- County
- Jurisdiction
- Districts
- Election Dates
- Precincts
- Age
- MVIP
- UOCAVA
- Challenged reasons
- Verify reasons
- Registration dates
- Gender
- Status
- Perm AV's Only
- Exclude voters on Inactive Voter File (IVF)

All items in each category are included by default. To select only specific items to include, add a check to the box.



Custom Voter List Selection Criteria

Buttons: Reset, Count, OK, Cancel, Help

Categories: Precincts, Ages, MVIP, UOCAVA, Challenged, Verified, Counties, Jurisdictions, Districts, Election Dates, Elections

Select Specific Items To Include:

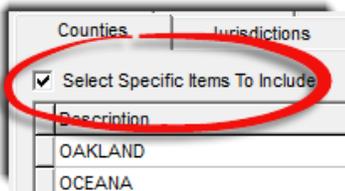
Description
OCEANA
OGEMAW
ONTONAGON
OSCEOLA
OSCODA
OTSEGO
OTTAWA
PRESQUE ISLE

1 Selected

Registered Between: 01/01/1800 and 01/01/2100 Gender: Doesn't Matter

Status:

- Active
- Challenged
- To Be Verified
- Cancelled
- Rejected
- Perm AV's Only
- Exclude voters in the Inactive Voter File (IVF)



Counties Jurisdictions

Select Specific Items To Include

Description
OAKLAND
OCEANA

*To select multiple items in a list, hold the Control (Ctrl) key down while you click items with the mouse.



Click Reset to revert options back to default settings



Click Count to see a count of voters included in the report with current selections



Click OK to run the report so it can be previewed and printed or saved

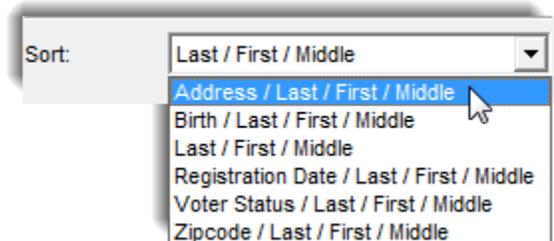
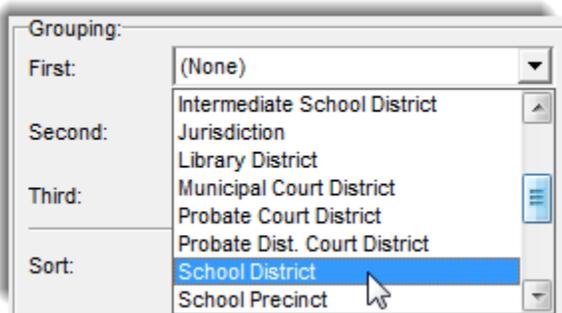
Output Format Options

Available formats include:

- **Listing:** a listing of names with default fields and any optional data that was included
- **Labels:** name and address in label format. To change label style (14 large or 30 small labels per sheet) go to File>Options>Default Label Size
- **Household Labels:** creates 1 label for every address in the list
- **ID Cards**
- **Master Cards**
- **Number of Registered Voters**

Grouping Options

Results can be grouped and each group can be sorted. Available grouping and sorting options vary by Output Format.



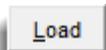
Report Title

This report is given a title of “Custom Voter List” by default. To name a report, type a different title in the field(s)



Report Settings

The settings of popular reports can be saved to the computer and loaded back into QVF later. This makes it easy to run the same report without having to choose the criteria or options every time.



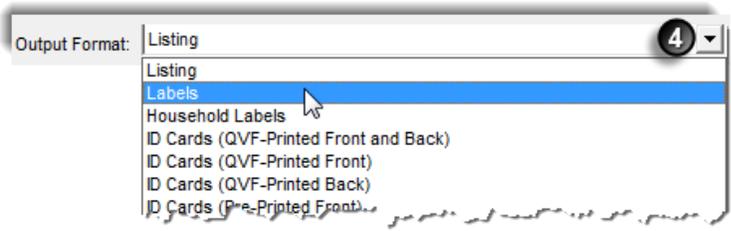
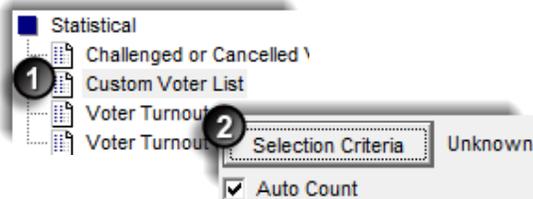
Click Load to load the voter extract settings (.ves) file of a report that were previously saved to the computer

Save Click Save to save the voter extract settings of the current report so that they can be loaded at a another time

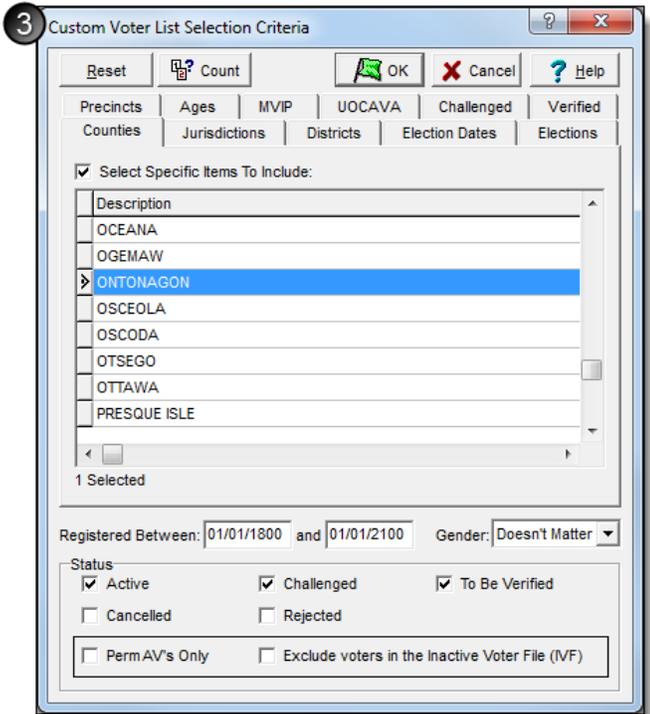
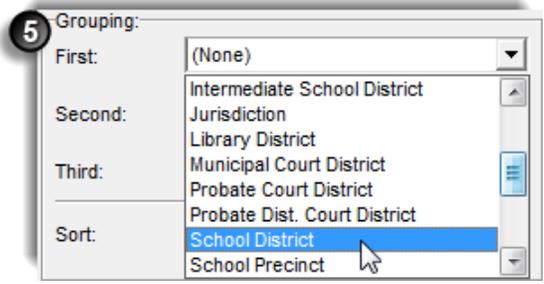
Report Click Report to see the criteria and settings for the current report

To Generate a Custom Voter List:

1. Select Custom Voter List
2. Click Selection Criteria
3. Select the criteria to include in the report and click OK
4. Select an Output Format

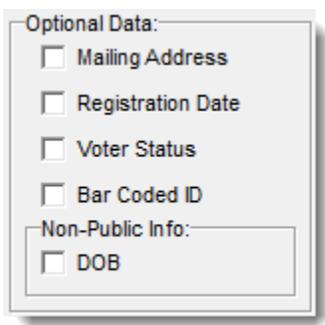


5. Select different options from the Grouping and Sort menus to use something other than the defaults.



* Don't forget to select an Optional Data item to include if necessary.

6. Click preview 



Popular Custom Voter Lists

*List of who voted in a particular election** = County + Jurisdiction + Election Date

*This list will only contain voter's with voting history who are still registered in the specified jurisdiction

List of voters by address = County + Jurisdiction; Sort = Address/Last/First/Middle

Determine precinct size (max. 2,999) = County + Jurisdiction + Exclude voters in the IVF;
Output Format = # of Registered Voters; Grouping = Ward/Precinct

*List of Permanent Absentee Voters** = County + Jurisdiction + Perm AV's Only

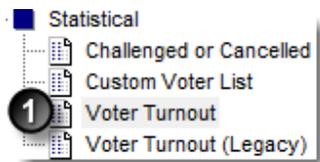
*This list does not take into account eligibility to vote in a particular election. See [QVF Chapter 6](#) for instructions on generating mass av applications.

Voter Turnout Report

The Voter Turnout Report and the Voter Turnout Report (Legacy) provide a statistical break down of the number of voters who participated in an election by precinct, gender and age. This report is frozen 45 days after an election; therefore, any changes made to voting history after that day will not be reflected in this report.

Note: Updating voting history does not instantly populate this report. *QVF Lite* users can see this report the day after history is updated. *QVF replica* users can see this report after two overnight replications or after 1 overnight replication and one manual replication.

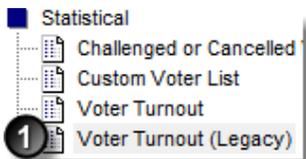
To generate a Voter Turnout report for elections occurring on or after 05/04/2010:



1. Select Voter Turnout
2. Select an Election
3. Select a Region Type
4. Select a Region
5. Select a Total/Subtotal option
6. Click preview



To generate a Voter Turnout (Legacy) report for elections prior to 05/04/2010:



1. Select Voter Turnout (Legacy)
2. Select a Region Type and Region
3. Select an Election
4. Select a Precinct Type and Precinct(s)
5. Click preview



3/10/2015

VOTER TURNOUT
11/04/2014 - STATE GENERAL
BOHEMIA TOWNSHIP (09460)

	All	Voted	Percent	18-21	Voted	Percent	22-30	Voted	Percent	31-40	Voted	Percent	41-50
WARD PRECINCT: 00001													
Males	18	11	61.11 %	0	0	00.00 %	0	0	00.00 %	0	0	00.00 %	1
Females	14	8	57.14 %	0	0	00.00 %	1	0	00.00 %	0	0	00.00 %	1
No Gender	0	0	00.00 %	0	0	00.00 %	0	0	00.00 %	0	0	00.00 %	0
All	32	19	59.38 %	0	0	00.00 %	1	0	00.00 %	0	0	00.00 %	2
WARD PRECINCT: 00002													
Males	20	15	75.00 %	0	0	00.00 %	2	0	00.00 %	1	1	100.00 %	1
Females	20	17	85.00 %	0	0	00.00 %	0	0	00.00 %	1	0	00.00 %	0
No Gender	0	0	00.00 %	0	0	00.00 %	0	0	00.00 %	0	0	00.00 %	0
All	40	32	80.00 %	0	0	00.00 %	2	0	00.00 %	2	1	50.00 %	1
GRAND TOTAL:													
Males	38	26	68.42 %	0	0	00.00 %	2	0	00.00 %	1	1	100.00 %	2
Females	34	25	73.53 %	0	0	00.00 %	1	0	00.00 %	1	0	00.00 %	1
No Gender	0	0	00.00 %	0	0	00.00 %	0	0	00.00 %	0	0	00.00 %	0
All	72	51	70.83 %	0	0	00.00 %	3	0	00.00 %	2	1	50.00 %	3

The Voter Turnout report includes:

- **All** - Number of eligible registered voters by precinct, grouped by gender
- **Voted** - Number of those who voted by precinct, grouped by gender
- **Percentage** - Percentage of voters who voted, by precinct, grouped by gender
- Breakdown of totals by age group

Election Inspector Reports

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.

Legacy instructions for Election Inspector reports can be found here:

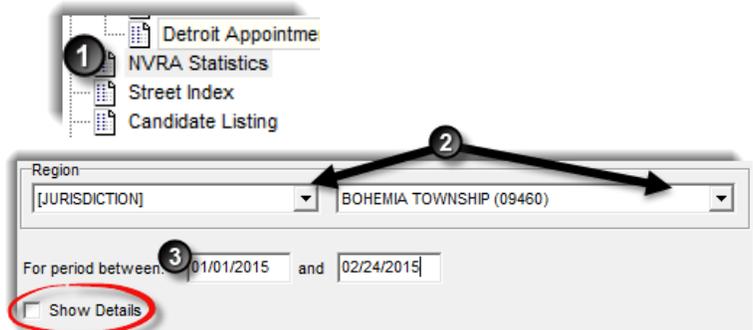
http://www.mi.gov/documents/sos/QVF_Chapter7_ElectInspectReports_TOC_484070_7.pdf

NVRA Statistics

The National Voter Registration Act (NVRA) of 1993 requires data collection regarding voter registration activity. The Qualified Voter File (QVF) has been designed to collect a substantial amount of this data simply through regular data entry; though, some NVRA statistics need to be recorded manually. See [EAC Survey Reporting Requirements](#), pg. 3 for instruction on how to use QVF's Tweak NVRA module to adjust the NVRA statistics.

To generate the NVRA Statistics report:

1. Select NVRA Statistics
2. Select a Region Type and Region
3. Enter a date range
4. Click preview



Note: For a detailed report that includes the date of each transaction, add a check to the Show Details box.

3/10/2015						
NVRA STATISTICS						
FOR PERIOD 01/01/2012 THROUGH 12/31/2014						
COUNTY:		ONTONAGON				
JURISDICTION:		BOHEMIA TOWNSHIP				
Mo/Year	Applications Submitted	New Valid Applications	Duplicates	Cancellations	Confirmations Sent	Confirm Retu
CLERKS OFFICE AND OTHER	20	0	0	14	0	
SOS BRANCH OFFICES	16	14	0	5	0	
Total (Juris)	36	14	0	19	0	
Total (County)	36	14	0	19	0	
Grand Total	36	14	0	19	0	

The NVRA Statistics report includes:

- Agency type
- Applications Submitted
- New Valid Applications
- Duplicate applications
- Cancellations
- Confirmation notices sent*
- Confirmation notices returned*

***Note:** Confirmation notices are not automatically tracked by QVF. Numbers shown here are entered manually using the Tweak NVRA module.

Street Index Report

A QVF street index report can be generated in order to see a list of streets and house number ranges within a jurisdiction, a particular precinct or district.

To generate a Street Index Report:

1. Select Street Index
2. Select County and Jurisdiction
3. Select a Precinct(s)
4. Click preview 

Note: Additional criteria can be specified to narrow a search, and the report can be grouped by Jurisdiction or Jurisdiction & Precinct.

STREET INDEX LISTING															1			
JURISDICTION: BOHEMIA TOWNSHIP																		
Date	St. Range		Odd/ Ext Range		Zip	Precincts			Districts				Splits					
	Low	High	Even	Low High		Jurs	Schl	Vill	Con	Hse	Sen	Com	Schl	Vill	Con	Hse	Sen	Com
ASPEN RD, TOIVOLA, 49965																		
10/06/2004	46000	46235		B	49965	00002	00001		01	110	38	02	ADAMS TOWNSHIP S		N	N	N	N
BARRI RD, TOIVOLA, 49965																		
10/06/2004	45760	45999		B	49965	00002	00001		01	110	38	02	ADAMS TOWNSHIP S		N	N	N	N
CAMP 17 RD, TOIVOLA, 49965																		
10/06/2004	5500	8999		B	49965	00002	00001		01	110	38	02	ADAMS TOWNSHIP S		N	N	N	N
CAMP 18 RD, TOIVOLA, 49965																		
10/06/2004	44000	45999		B	49965	00002	00001		01	110	38	02	ADAMS TOWNSHIP S		N	N	N	N
CHARLIES RD, TOIVOLA, 49965																		
10/06/2004	46000	46755		B	49965	00002	00001		01	110	38	02	ADAMS TOWNSHIP S		N	N	N	N
CHINA RD, MASS CITY, 49948																		
10/06/2004	29029	29999		B	49948	00001	00001B		01	110	38	02	ONTONAGON AREA S		N	N	N	N
E COURTNEY LAKE RD, MASS CITY, 49948																		
10/06/2004	3500	3677		B	49948	00001	00001B		01	110	38	02	ONTONAGON AREA S		N	N	N	N
COURTNEY LAKE RD, MASS CITY, 49948																		
10/06/2004	3500	3677		B	49948	00001	00001B		01	110	38	02	ONTONAGON AREA S		N	N	N	N
09/30/2008	28968	29829		B	49948	00001	00001		01	110	38	02	LANSE AREA SCHO		N	N	N	N

This report includes the following information:

- Street name
- Date the record was last updated
- Street Range; low-high
- Parity; odd (O) numbers, even (E) numbers, or both (B)
- Extended Range
- Zip code
- Jurisdiction, School, and Village Precinct number
- Congressional, State House, State Senate and County Commissioner District number
- School District
- Village District

Candidate Listing Report

The Candidate Listing Report can be used to preview an unofficial or official listing of candidates or proposals that will be appearing on ballots in an upcoming election. Offices appear on this list in the order that they would appear on a ballot.

It is good to review this report to proof the data entered into QVF and make sure ALL information is correct. Discrepancies could indicate problems, such as:

- ballots were printed incorrectly,
- MOVE ballots generated from the Elections Management Portal (EMP) may be incorrect, or
- sample ballots on the Michigan Voter Information Center (MVIC) may be incorrect.

Any errors found after the filing deadlines should be reported to the County clerk immediately.

Note: The Candidate Listing (Legacy) report is a legacy report for elections prior to 2008.

To generate a Candidate Listing Report:

1. Select Candidate Listing
2. Select an Election
3. Select a Region Type and Region
4. Select Offices and Candidates or Proposals
5. Click preview



Note: To add the title of “Official” rather than “Unofficial” click the Official box.

02/24/2015 6:38:02 PM Page 1

UNOFFICIAL CANDIDATE LIST
11/04/2014 - STATE GENERAL
BOHEMIA TOWNSHIP

GOVERNOR AND LIEUTENANT GOVERNOR
4 Year Term - Vote for not more than 1

PARTY	CANDIDATE	ADDRESS	EMAIL	PHONE	PETITIONS	FEE	FILING DATE	WITHDRAWAL DATE	STATUS
REP	Rick Snyder	320 N Main St Ste #104, Ann Arbor, MI 48104			26,440		04/17/2014		
REP	Brian Nelson Calley	10198 Butler Road, Portland, MI 48875	brian@rickformichigan.com	517-230-3947					
DEM	Mark Schauer	Po Box 100, Battle Creek, MI 49016			27,889		04/18/2014		
DEM	Lisa Brown	Po Box 251532, West Bloomfield, MI 48325	lisa@markschauer.com	248-953-1050					
LIB	Mary Buzuma	714 S Beacon Blvd, Apt 76, Grand Haven, MI 49417	marv.buzuma@att.net	616-607-7064			05/19/2014		
LIB	Scotty Boman	4877 Balfour Rd, Detroit, MI 48224	Scottyboman@hotmail.com	313-247-2052					
USTX	Mark McFarlin	Po Box 1502, Bay City, MI 48706	MarkMcFarlinforGovernor@gm...	989-324-7850			06/30/2014		
USTX	Richard Mendoza	2251 Hagley Rd, Standish, MI 48658	richardmendoza22@hotmail.com	989-313-0409					
GRN	Paul Homeniuk	222 Ridge Rd, East Lansing, MI 48823	plr567@att.net	517-337-2297			06/09/2014		
GRN	Candace R. Caveny	Po Box 1043, Lapeer, MI 48446		810-653-5095					

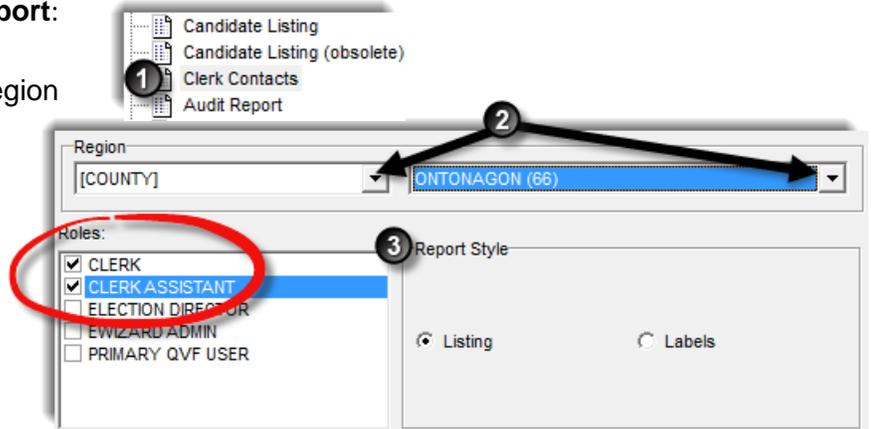
SECRETARY OF STATE
4 Year Term - Vote for not more than 1

Clerk Contacts Report

The Clerk Contacts report can be used to produce a listing or a mailing label for any County, City, or Township Clerk in Michigan. For a simple clerk lookup function or for the ability to edit contact information for your jurisdiction, please see [QVF Reference Manual Chapter 4](#).

To generate the Clerk Contacts report:

1. Select Clerk Contacts
2. Select a Region Type and Region
3. Select a Report Style
4. Click preview 



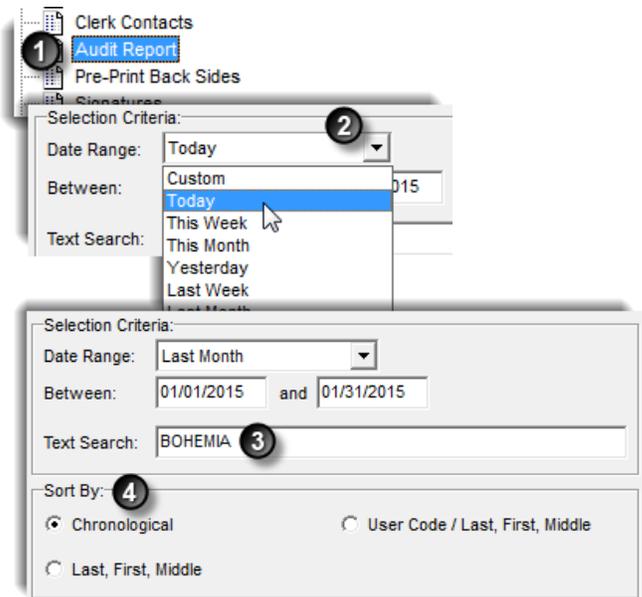
Note: Include additional contacts by clicking the boxes to add people assigned roles other than “clerk”.

Audit Report

The Audit Report is a customized report of QVF transactions for a given time period. QVF Lite users should include a username or jurisdiction code in the text search to avoid a list of QVF transactions from the rest of the State as there is no ability to filter by county or jurisdiction in this report.

To generate the Audit Report:

1. Select Audit Report
2. Select a pre-determined date range or select Custom and specify a custom date range
3. Enter text to narrow the search, such as a jurisdiction code or username
4. Choose a Sort By option
5. Click preview 



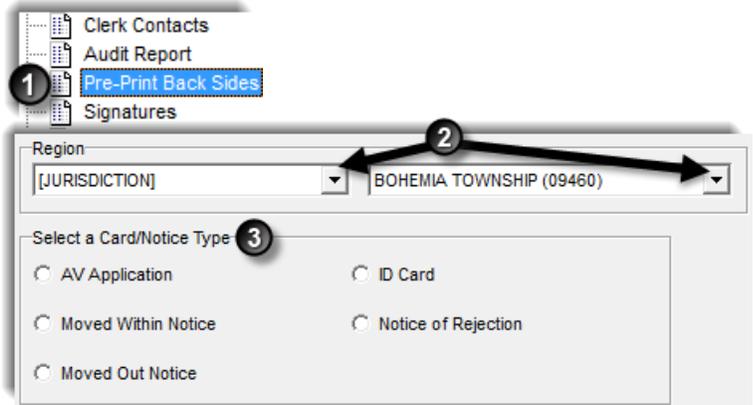
Date/Time	User Code	Action	Voter ID	Ward Precinct	Phone #	Voter Name / Address
01/23/2015 2:03:38 PM	VANDERROESTV@0	CHANGE	M543210789654	00001		MCQVF, STEPHANIE KAY 29349 DISHNEAU RD, MASS CITY MI 49948 (BOHEMIA TOWNSHIP)
01/23/2015 2:04:40 PM	VANDERROESTV@0	CHANGE	M432109876543	00001		MCQVF, RALEIGH GRANT 29349 DISHNEAU RD, MASS CITY MI 49948 (BOHEMIA TOWNSHIP)
01/23/2015 2:05:33 PM	VANDERROESTV@0	CHANGE	M654999888555	00001		MCQVF, PEGGY SUE 5966 M 28 HWY, NISULA, BOHEMIA TOWNSHIP

Pre-Print Back Sides

Pre-Print Back Sides prints the back side of QVF printed forms.

To generate the back side of a form:

1. Select Pre-Print Back Sides
2. Select a Region Type and Region
3. Select a Card/Notice Type
4. Click preview 



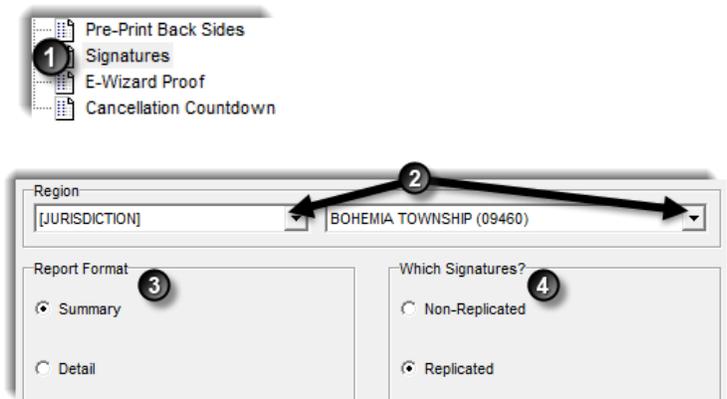
Note: The number of copies to print can be specified from the Print dialogue window after clicking the printer icon from the preview screen.

Signatures Report

The Signatures report can be run as either a summary of the number of people you have digital signatures in QVF or a detailed listing of the voter names with and without digital signatures. Replicated signatures include those voters who have either a Michigan driver's license or a Michigan ID card. The signature in QVF matches what is on that id card.

To generate the Signatures report:

1. Select Signatures
2. Select a Region Type and Region
3. Select a Report Format
4. Click Replicated (the Non-Replicated option is obsolete).
5. Click preview 



02/26/2015 2:32:25 PM 1

Digitized Signature Summary Report

REPLICATED

Jurisdiction	Ward Precinct	Registered Voters	Signatures	Signatures (Percent)
BOHEMIA TOWNSHIP (09460)	00001	52	32	61.54
BOHEMIA TOWNSHIP (09460)	00002	59	50	84.75
Total		111	82	73.87

E-Wizard Proof Report

The E-Wizard Proof report can be used by a County Clerk's office to proof the data they entered in the E-Wizard Candidate, Office, & Proposal Detail (Stage 2).

To generate the E-Wizard Proof report:

1. Select E-Wizard Proof
2. Select an Election
3. Select the Ballot Items to review
4. Click preview 

Cancellation Countdown Report

The Cancellation Countdown report provides a summarized or detailed listing of the voters within a jurisdiction that currently have a Cancellation Countdown running on their QVF Voter Registration record. It can also provide a listing of voters whose names were removed from the Cancellation Countdown, or a listing of voters who have already been cancelled by the State due to their Cancellation Countdown having run out.

To generate the Cancellation Countdown report:

1. Select Cancellation Countdown
2. Select a Region Type and Region
3. Select a Precinct(s)
4. Select a Status
 - a. **Active** - currently on the countdown
 - b. **Removed** - formerly on the countdown but was removed
 - c. **Cancelled** - countdown timed out, cancelling a voter's registration

**Additional instructions on the next page...*

Additional selections are optional in order to customize the report and how it can be viewed.

5. Specify a date range the cancellation countdown was turned on between. Without a date range all voters within the selected status will be included in the report.
6. Select an Eligible for Cancellation date for voters who may be cancelled at a specific time
7. Select a Group By option
8. Select a Report Format option
9. Click preview



Note: To exclude Date of Birth from this report, click the DOB box to remove the checkmark.

3/11/2015 CANCELLATION COUNTDOWN DETAIL REPORT						
ACTIVE ITEMS						
Name / VoterID / DLN	Res / Mailing Address	W/P Gender	YOB / Reg Date	Added On / Elig. Cancel	Added By	
MCQVF, ELLEN NICOLE 108579290	3861 EAGLE NEST WAY, TOIVOLA MI 49965	00002 F	1964 05/09/2014	02/17/2015 1 JAN-2019	CLONER @ STATE (0)	
MCQVF, GEORGE DAVID 4001209416	1700 STATE HIGHWAY M38, MASS CITY MI 49948	00001 M	1934 12/09/2002	01/23/2015 2 JAN-2019	VANDERROESTV @ STATE (0)	
MCQVF, SALLY MARIE 105793865	26137 DISHNEAU RD, MASS CITY MI 49948	00001 F	1975 02/22/2011	01/23/2015 4 JAN-2019	VANDERROESTV @ STATE (0)	
Grand Total	3					

This report includes the following information:

- Voter name and ID number
- Residential or Mailing Address
- Precinct
- Gender
- Year of Birth or Date of Birth
- Registration Date
- Date added to the Cancellation Countdown
- Date eligible for cancellation
- User who started the Countdown