

## Chapter 2 - The Inbox

January 1, 2006

### Using the Inbox

Michigan Qualified Voter File - [Inbox]

File View Reports Sys Admin Elections Data Maint. Window Help

Inbox

List ID Card Master Card Close Help

Search Filter

School District: (ALL) Village District: (ALL) Type: (ALL)

OWNSHIP (63000) Search Clear

Jurisdiction	Voter ID	Voter Name	Date	Action
PAWW PAWW TOWNSHIP			08/03/2009	CHANGED ADDRESS TO 8 BECKY BLVD PAWW PAWW MI 490
PAWW PAWW TOWNSHIP			08/03/2009	MOVED FROM 3035 ROCKHAVEN AVE ROCHESTER HILLS
PAWW PAWW TOWNSHIP			08/03/2009	MOVED FROM 25337 MACARTHUR RD MATTAWAN MI 490
PAWW PAWW TOWNSHIP			08/03/2009	MOVED TO NEW JURISDICTION 302 CANDLEWYCK DR APT
PAWW PAWW TOWNSHIP			08/03/2009	MOVED TO NEW JURISDICTION 1152 HIASCHUTTER PL NW
PAWW PAWW TOWNSHIP			08/03/2009	NEW VOTER FROM DL BRANCH 203
PAWW PAWW TOWNSHIP			08/03/2009	VOTER INFORMATION UPDATED WITH DATA FROM THE DL

Action Details

CHANGED ADDRESS TO 8 BECKY BLVD PAWW PAWW MI 49079 (PAWW PAWW TOWNSHIP)

Voter Details Select All Delete Total Items: 7 Total Selected Items: 1

The ***QVF Inbox*** notifies you of all voter registration transactions affecting your jurisdiction which require some kind of action. New information notifications appear in the ***Inbox*** after each replication. Over the counter changes that jurisdictions enter also generate an Inbox message; this makes the Inbox report a complete record that can be sent by counties to jurisdictions and villages. Inbox reports can be sorted several different ways.

Actions	Result
From the <i>File</i> drop down menu, select <i>QVF Inbox</i> .	The <i>QVF Inbox</i> screen is displayed. <b>Note:</b> All notifications resulting from branch office transactions are shown here.
To get a hard copy list of all notifications in the <i>Inbox</i> , click on the [ <b>List</b> ] button.	The <i>QVF Inbox List</i> screen is displayed.
Choose to <u>Print Now</u> , <u>Print Later</u> , or <u>Print to File</u> , icon.	The report will start printing immediately, or will be sent to the <i>Local Report Queue</i> . You will then be returned to the <i>Inbox</i> screen.
If you want to see more information on a voter, highlight a name in the <i>Inbox</i> , then click on the [ <b>Voter Details</b> ] button.	The person's <i>Voter Registration</i> screen is displayed.  Click on [ <b>Close</b> ] from the <i>Voter Registration</i> screen and you are returned to the <i>Inbox</i> screen.
If you want to print an ID card for a single voter, highlight a name, and click on the [ <b>ID Card</b> ] button at the top of the screen.	The <i>Print ID Cards</i> screen is displayed.
Choose whether you want to print on blank stock ( <u>QVF Printed</u> ) or <u>Pre Printed</u> stock, then click on either the <u>Print Now</u> or <u>Print Later</u> icon.	The ID card will either start printing immediately or be sent to the <i>Local Report Queue</i> . You are then returned to the <i>Inbox</i> screen.
If you want to print ID cards for every voter in the <i>Inbox</i> , click on the [ <b>Select All</b> ] button.	All the names in the <i>Inbox</i> are highlighted.
Click on the [ <b>ID Card</b> ] button.	The <i>Print ID Cards</i> screen is displayed
Choose whether you want to print on blank stock ( <u>QVF Printed</u> ) or <u>Pre Printed</u> stock, then click on either the <u>Print Now</u> or <u>Print Later</u> icon.	The ID card for every voter in the <i>Inbox</i> will either start printing immediately or be sent to the <i>Local Report Queue</i> . You are then returned to the <i>Inbox</i> screen.
If you want to print a Master card for a single voter, click the [ <b>Master Card</b> ] button.	The <i>Print Master Cards</i> screen is displayed.
Choose whether you want to print on blank stock ( <u>QVF Printed</u> ) or <u>Pre Printed</u> stock. Use the radio button to indicate how many <u>Copies</u> of the Master card you want to print. Then click on either the <u>Print Now</u> or <u>Print Later</u> icon.	If you choose <u>Print Later</u> , the <u>Copies</u> button becomes disabled. You are able to choose <u>Copies</u> in the <i>Local Report Queue</i> . The Master card will either start printing immediately or be sent to the <i>Local Report Queue</i> .

<b>Action</b>	<b>Result</b>
If you want to print MasterCards for every voter in the <i>Inbox</i> , click on the <b>[Select All]</b> button.	All the names in the <i>Inbox</i> are highlighted.
Click on the <b>[Master Card]</b> button.	The <i>Print Master Cards</i> screen is displayed.
Choose whether you want to print on blank stock ( <u>QVF Printed</u> ) or <u>Pre Printed</u> stock. Use the radio button to indicate how many <u>Copies</u> of the Master cards you want to print. Then choose click on either the <u>Print Now</u> or <u>Print Later</u> icon.	If you choose <u>Print Later</u> , the <u>Copies</u> button becomes disabled. You are able to choose <u>Copies</u> in the <i>Local Report Queue</i> . The Master cards will either start printing immediately or be sent to the <i>Local Report Queue</i> . You are then returned to the <i>Inbox</i> screen.
Make sure to delete <i>Inbox</i> notifications when you have completed all necessary actions. To delete voters from the <i>Inbox</i> , highlight a line(s) and click on the <b>[Delete]</b> button.	A message is displayed, "Are you sure you want to delete the selected item?"
Click <b>[Yes]</b> .	Inbox record is deleted.
Click <b>[Close]</b> .	You are returned to the <i>Main Desktop</i> .

### *Sorting the Inbox*

<b>Action</b>	<b>Result</b>
Towards the top of the <i>Inbox</i> screen are a series of fields in which you can enter search criteria. You can use any or all of these fields to sort your <i>Inbox</i> .	
The drop down list in the <u>School District</u> field will contain all of the school districts represented in your database. The drop down list in the <u>Village District</u> field will contain all of the villages represented in your database. You can sort your <i>Inbox</i> by village or school district. Choose your village or school district from the drop down lists and click on the <b>[Search]</b> button.	Your <i>Inbox</i> list is reduced to only those records in the indicated school district or village.
You can print an Inbox Report for just those voters in the indicated school district or village by clicking on the <b>[List]</b> button.	The <i>QVF Inbox List</i> screen is displayed.
Choose <u>Print Now</u> or <u>Print Later</u> and click on the <b>[OK]</b> button.	The Inbox List will start printing immediately or will be sent to the <i>Local Report Queue</i> .

<p>The <u>Type</u> field allows you to sort your <i>Inbox</i> by notification type. <u>Single</u> means that the only names that will appear on your list are those that appear once in the <i>Inbox</i>. <u>Multiple</u> will just give you names that appear more than once in the <i>Inbox</i>. If you want to sort your <i>Inbox</i> by <u>Type</u>, choose <u>Multiple</u> from the drop down list. Then click on the <b>[Search]</b> button.</p>	<p>Your <i>Inbox</i> list will just show the names with multiple actions. (You can print this list if you want.)</p>
<p>Restore your original list by choosing <u>All</u> in the drop down list fields and click on the <b>[Search]</b> button.</p>	<p>The complete <i>Inbox</i> is restored.</p>
<p>After you have performed a search for names with <u>Multiple</u> notifications, you should do a search for names with <u>Single</u> notifications. (This will give you a complete list.)</p>	
<p>Above each column in the list of <i>Inbox</i> names are blank fields which can also be used for searches. A drop down list above <u>Jurisdiction</u> will allow you to search for all voters in a certain jurisdiction. You can enter a <u>Voter ID</u> in the blank field and search for a specific voter. You can also scan the bar code on a branch application to see if the corresponding notification is in the <i>Inbox</i>. The field above <u>Voter Name</u> allows you to do name searches. The field above <u>Date</u> allows you to search based on an entry date into the QVF. A drop down list above <u>Action</u> allows you to search for all records that have a certain notification type.</p>	
<p>Enter your search criteria and click on the <b>[Search]</b> button.</p>	<p>The <i>Inbox</i> is reduced to just those records that match your search criteria.</p>
<p>To restore your <i>Inbox</i> so that it includes all records, click on the <b>[Clear]</b> button.</p>	<p>Any information in the five fields directly above the column headings is deleted.</p>
<p>Click on the <b>[Search]</b> button.</p>	<p>A search is performed based on no criteria, this restores the complete <i>Inbox</i> list.</p>
<p>You can do mass deletions by clicking on the <b>[Select All]</b> button and then clicking on the <b>[Delete]</b> button.</p>	<p>Everything highlighted in the <i>Inbox</i> is deleted.</p>

***QVF INBOX MESSAGES AND REQUIRED ACTIONS***

The following table can be used to understand what the various Inbox action messages mean and what should be done with the record prior to deleting the voter's name from the Inbox.

<b>INBOX MESSAGE</b>	<b>EXPLANATION</b>	<b>REQUIRED ACTION</b>
...AV BALLOTS ATTACHED	This voter was issued an absent voter ballot.	<p>The ballot is invalid if the move occurred on or before the close of registration.</p> <p>If the new address is in a different precinct within your jurisdiction, locate the AV ballot application to identify the ballot. Make a notation on the AV List and the AV application that the ballot is "Invalid." Then assign a replacement ballot to the new record.</p> <p>If the address is in a different jurisdiction, locate the AV ballot application to identify the ballot. Make a notation on the AV List and the AV application that the ballot is "Invalid."</p> <p>NOTE: No action is required if the move occurred after the close of registration.</p>
CHANGED ADDRESS TO	A new address has been entered for the voter. If the new address is outside of the jurisdiction, the record will remain in the database for thirty days on a read only basis.	<p>Move <i>within</i> the jurisdiction: Update Master Card and prepare and issue a new Voter ID Card.</p> <p>Move <i>outside</i> the jurisdiction: Record the cancellation to the Master Card along with the date and name of the jurisdiction in which the voter is now registered.</p>

<b>INBOX MESSAGE</b>	<b>EXPLANATION</b>	<b>REQUIRED ACTION</b>
CHANGED INSPECTOR ADDRESS FROM	An outside agency has entered a new address for a voter. The voter has moved from a different jurisdiction. A new voter has been added to your database.	Prepare a Master Card and prepare and issue a Voter ID Card.
CHANGED INSPECTOR ADDRESS TO	An outside agency has entered a new address for a voter. If the new address is outside of the jurisdiction, the record will remain in the database for sixty days on a read only basis. This change was based on information obtained from the driver file.	<p>Move <i>within</i> the jurisdiction: Update Master Card and prepare and issue a new Voter ID Card.</p> <p>Move <i>outside</i> the jurisdiction: Record the cancellation to the Master Card along with the date and the name of the jurisdiction in which the voter is now registered.</p>
GENDER CHANGE	An outside agency has entered a new or different gender to a voter's record. This occurs when a voter is entered in the QVF with no gender identified. Server process will fill in the gender from the driver file.	Verify that the change is correct. If correct, record the change to the Master Card.

<b>INBOX MESSAGE</b>	<b>EXPLANATION</b>	<b>REQUIRED ACTION</b>
MATCHES A BUSINESS ADDRESS	The address of registration provided by the voter matches a business address within your jurisdiction.	<p>If local zoning ordinance does not allow the address to be used as a place of residence do the following – Change the voter’s status to “R” Reject – Business Address. Send the voter a Notice of Rejection advising that the address provided is not acceptable and that a residential address must be provided to complete the registration process.</p> <p>If local zoning ordinance does not prohibit the use of the address as a place of residence, process the application as usual.</p>
MOVED FROM __	An outside agency has entered a new address for a voter. The voter has moved from a different jurisdiction. A new voter has been added to your database.	Prepare a Master Card and prepare and issue a Voter ID Card.
MOVED TO A NEW JURISDICTION	An outside agency has entered a new address for a voter outside of the jurisdiction. the record will remain in the database for sixty days on a read only basis.	Record the cancellation to the Master Card along with the date and the name of the jurisdiction in which the voter is now registered.
MULTIPLE ADDRESSES	The QVF software has identified the same voter with same registration date at more than one address within the state.	Attempt to contact the voter to confirm residency within your jurisdiction.
MULTIPLE STREET INDEX RECS FOUND - PLEASE VERIFY	The same street name, number and zip code have been identified within the street index for more than one jurisdiction. The server	If the voter/address is within your jurisdiction, prepare a Master Card and prepare and issue a Voter ID Card.

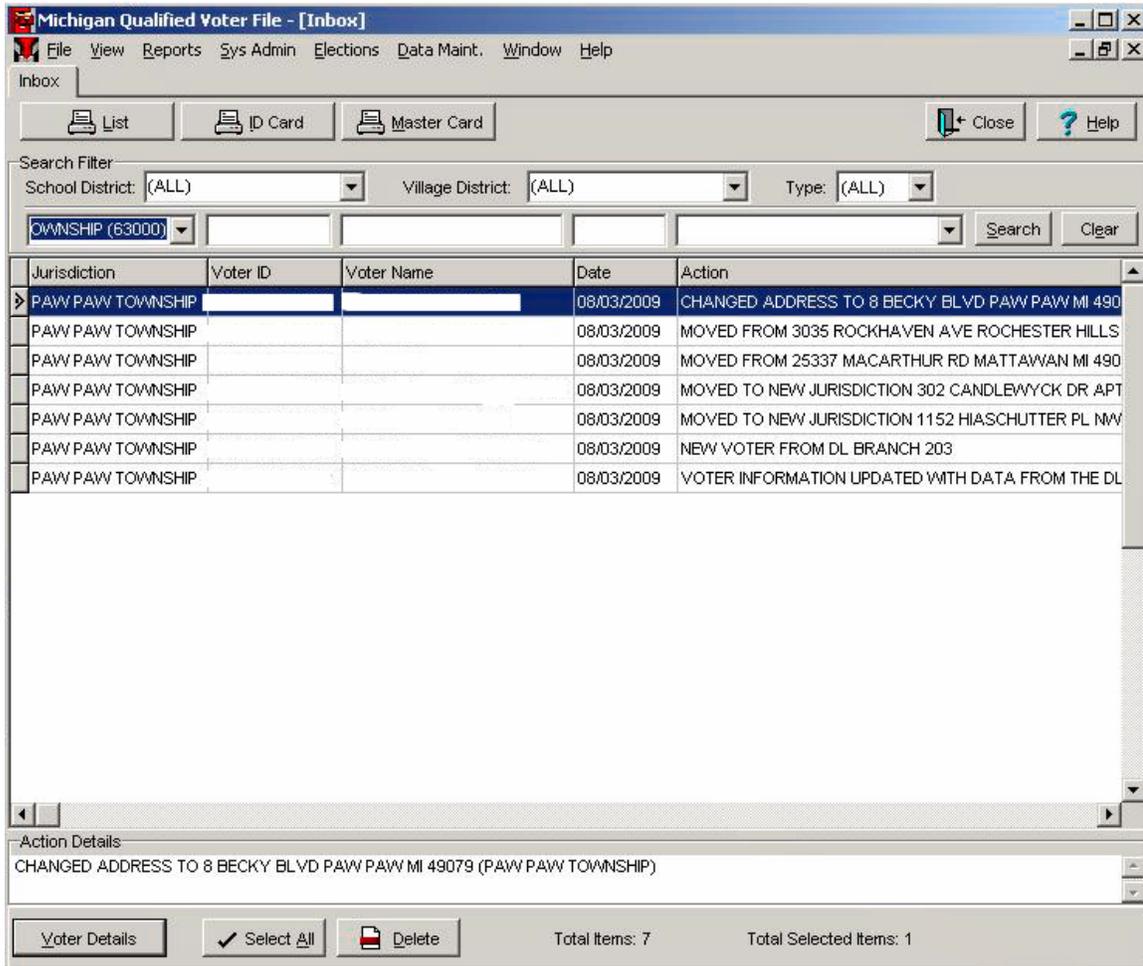
	has assigned the voters record to your jurisdiction.	If the voter/address is not within your jurisdiction, notify the QVF Help Desk.
NAME CHANGE	An outside agency has entered a new name to a voters record.	Correct the spelling of the name on the Master Card. In addition, if the last name has changed, prepare and issue a new Voter ID Card which reflects the new name.
NEW VOTER	You have entered a new voter. This voter did not previously exist within the QVF system.	Prepare a Master Card and prepare and issue a Voter ID Card.
NEW VOTER FROM DL	An outside agency has entered a new voter. This voter did not previously exist within the QVF system.	Prepare a Master Card and prepare and issue a Voter ID card.
REACTIVATED VOTER IN TRANSITION	An outside agency has initiated the end of the transition period. A transaction error has caused the voter to be returned to their previous address and jurisdiction.	Attempt to confirm address within jurisdiction. Change voter's status to "V" Verify Address. "Moved To/Moved From" notifications previously forwarded.
STATUS CHANGED TO CANCEL - AGE, CITIZENSHIP, RESIDENCY, VOTER REQUEST	Status change entered for voter by jurisdiction of residence.	Record the cancellation to the Master Card along with the date and reason for canceling: "Age", "Citizenship", "Residency" or "Voter Request."
STATUS CHANGED TO CANCEL-DECEASED	An outside agency has changed a voter's status to canceled - deceased based on information obtained from official sources.	Record the cancellation to the Master Card along with the date and reason for canceling: "Deceased."

<b>INBOX MESSAGE</b>	<b>EXPLANATION</b>	<b>REQUIRED ACTION</b>
STATUS CHANGED TO CHALLENGED - AGE, BUSINESS ADDRESS, CITIZENSHIP, ID CARD RETURNED (Duplicate Card), RESIDENCY	Status change entered for voter by jurisdiction of residence.	Record a "Challenge" status to the Master Card along with the date and reason for the challenge: "Age, Business Address, Citizenship, ID Card Returned (Duplicate Card) or Residency".
STATUS CHANGED TO REJECTED - AGE, BUSINESS ADDRESS, CITIZENSHIP, DUPLICATE, INVALID ADDRESS, NON-RESIDENT, NO SIGNATURE, INCOMPLETE INFO	Status change entered for voter by jurisdiction of residence.	<p>Record a "Rejected" status to the Master Card (if one was prepared) along with the date and reason: "Age, Business Address, Citizenship, Duplicate, Invalid Address, Non-Resident or Incomplete Info."</p> <p>Place Master Card (if any) and original application to register into Cancellation File for later review.</p> <p>Change status to "Active" if missing information provided by voter (Residential Address, DOB, Complete Name).</p> <p>NOTE: If reason for rejection was "No Signature" voter must re-register on or before close of registration.</p>
STATUS CHANGED TO VERIFY - CONFIRM ADDRESS, CORRECT ADDRESS, DOB, SIGN REGISTRATION, CITIZENSHIP, SPELLING OF NAME	Status change entered for voter by jurisdiction of residence.	Record a "Verify" status to the Master Card along with the date and reason: "Confirm Address, Correct Address, DOB, Sign Registration or Spelling of Name."

INBOX MESSAGE	EXPLANATION	REQUIRED ACTION
STREET INFORMATION UPDATED BY ANOTHER USER	The street index was updated by a user other than the state.	Verify that the address is correct for your jurisdiction.
STREET INFORMATION UPDATED BY STATE	The Street Administrator program was used by the state to update the street index.	Verify that the address is correct for your jurisdiction.
VOTER CANCELED DLN REQUESTED - CHANGED DECEASED	An outside agency has changed a voter's status to canceled - deceased based on information obtained from the driver file.	Record the cancellation to the Master Card along with the date and reason for canceling: "Deceased."
VOTER INFORMATION UPDATED WITH DATA FROM THE DL - CHANGED ADDRESS	An outside agency has entered a new address for a voter. If the new address is outside of the jurisdiction, the record will remain in the database for thirty days on a read only basis. This change was based on information obtained from the driver file.	Move <i>within</i> the jurisdiction: Update Master Card and prepare and issue a new Voter I.D. Card.  Move <i>outside</i> the jurisdiction: Record the cancellation to the Master Card along with the date and the name of the jurisdiction in which the voter is now registered.
VOTER INFORMATION UPDATED WITH DATA FROM THE DL -CHANGED DOB	An outside agency has changed the DOB assigned to a voter's record based on information obtained from the driver file.	Correct the date of birth on the voters Master Card.
VOTER INFORMATION UPDATED WITH DATA FROM THE DL - CHANGED GENDER FROM __	An outside agency has entered a new or different gender to a voter's record based on information obtained from the driver file.	Verify that the change is correct. If correct, record the change to the Master Card.

<b>INBOX MESSAGE</b>	<b>EXPLANATION</b>	<b>REQUIRED ACTION</b>
VOTER INFORMATION UPDATED WITH DATA FROM THE DL - CHANGED NAME FROM __	An outside agency has entered a new name to a voter's record based on information obtained from the driver file.	Correct the spelling of the name on the Master Card. In addition, if the last name has changed, prepare and issue a new Voter ID Card which reflects the new name.
VOTER MOVED OUT OF STATE	An outside agency has changed a voter's status to canceled - based on information obtained from official sources.	<p>Record a "Canceled" status to the Master Card along with the date and reason for the cancellation: "Voter Moved Out of State - '30-Day Cancellation Notice' Sent."</p> <p>Send a "30-Day Confirmation/Cancellation Notice" to the voter.</p> <p>Change the QVF voter status to "Active" if response indicates that move is temporary and voter wishes to remain registered. Return Master Card to Active File; note date and cause, "Temporary Move."</p>
VOTER UPDATE CONFLICT	Information entered locally was not accepted by the State server.	Please review the information and make any changes necessary.

### Buttons on the Inbox Screen



**[List]** - Produces the *QVF Inbox List* screen, allowing you to print a report containing all of the items in the Inbox, or smaller lists that have been sorted from the main list.

**[ID Card]** - Produces the *Print ID Cards* screen from which you can print ID cards now or later for the selected voters in the Inbox.

**[Master Card]** - Produces the *Print Master Cards* screen from which you can print Master cards now or later for the selected voters in the Inbox.

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

**[Help]** - Provides detailed instructions on how to use the *Inbox* screen.

**[Search]** - Activates the sort function using criteria entered into the entry field in the upper part of the screen. For instance, a smaller list can be produced for a specific school district, or a list of just the voters who moved from the jurisdiction.

**[Clear]** - Removes any information in the search data entry fields.

**[Voter Details]** - Produces the *Voter Registration* screen of any highlighted voter.

**[Select All]** - Highlights all the voters in the *Inbox*, this is useful for printing ID cards and Master cards for entire groups of voters.

**[Delete]** - Removes a selected voter from the *Inbox*.