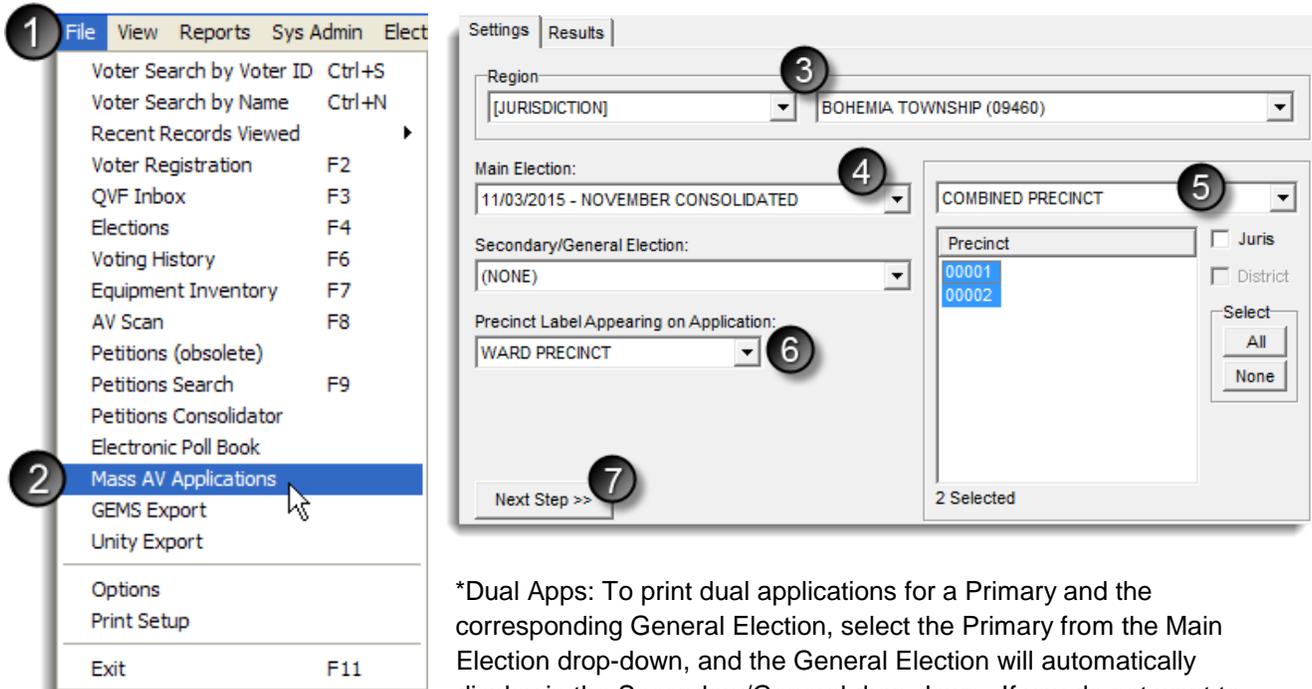

CHAPTER 6 – ABSENTEE VOTER MODULES

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MASS AV MODULE

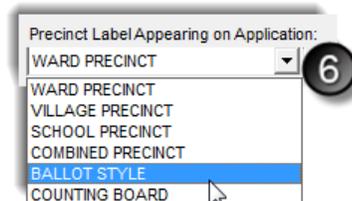
MASS PRODUCTION OF PERMANENT AV APPLICATIONS

The QVF software gives you the ability to efficiently print and record AV applications for those registered voters who request to be on the Perm AV list, and be sent an absentee ballot *application* automatically for every election.

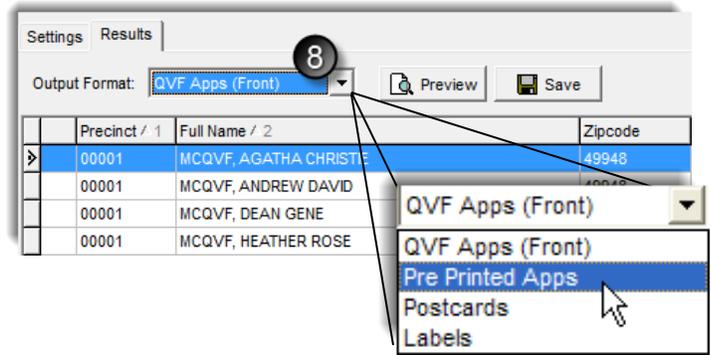


*Dual Apps: To print dual applications for a Primary and the corresponding General Election, select the Primary from the Main Election drop-down, and the General Election will automatically display in the Secondary/General drop-down. If you do not want to mail dual applications, simply select (NONE) from the Secondary/General drop-down menu.

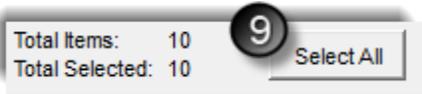
1. Click File
2. Click Mass AV Applications
3. Select your jurisdiction from the 2 drop-down menus in the Region Selector
4. Select the current election from the Main Election drop-down menu*
5. Select a precinct type from the drop down menu and then select the specific precincts. (For instructions on how to combine precincts or assign a ballot style alias using QVF's Global Geography module, see [QVF Reference Manual Chapter 3.](#))
6. Select a Precinct Label to appear on the application
7. Click the Next Step button



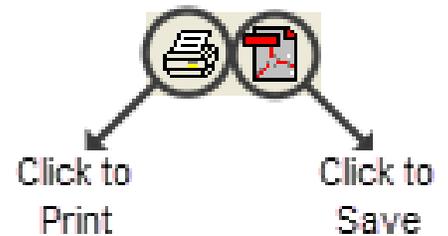
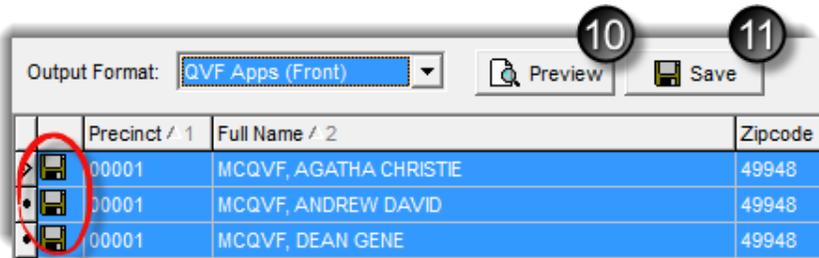
8. From the resulting list of Perm AV voters, select the type of application you would like to print from the Output Format drop-down menu.



9. Select the voters from the list that you would like to record an application for. Click the Select All button at the bottom of the screen to highlight/select all voters in the list.



10. Click Preview then click the appropriate icon in the upper left corner of the preview screen to print or save a .pdf file. Then close the preview screen.

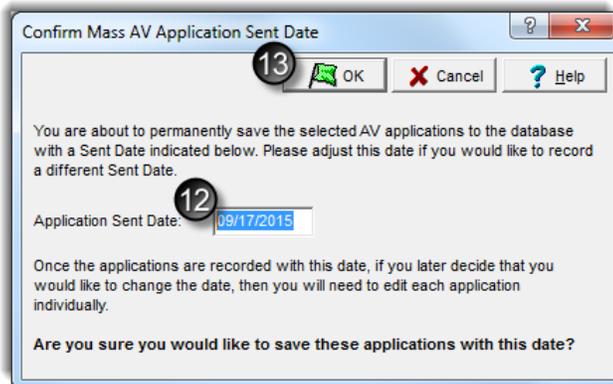


11. Click Save to record Mass AV Application Sent Date

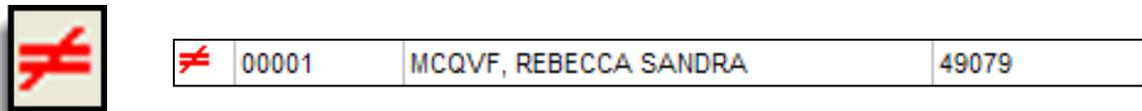
12. Enter the Application Sent Date

Note: The Application Sent Date cannot be more than 14 days before or after the current date.

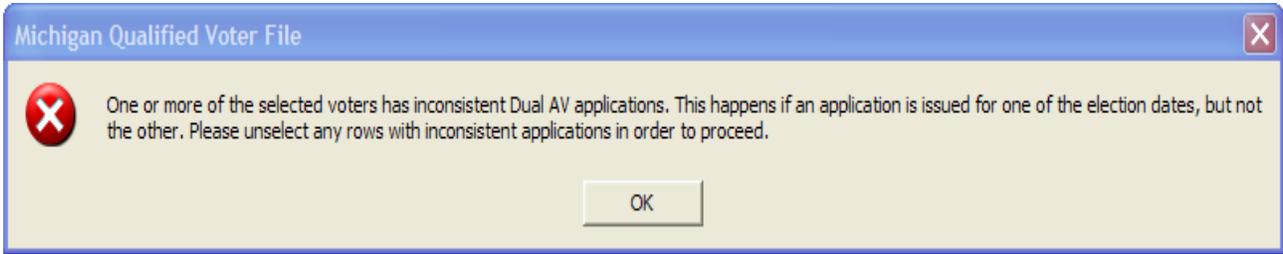
13. Click OK and a floppy-disc icon will appear in the far-left column for each selected voter.



IF...a voter is ineligible to receive an application / a dual application their name will appear with this red icon:



If you try to save an application for an ineligible voter the following message will appear:



PROCESSING ABSENTEE VOTERS INDIVIDUALLY

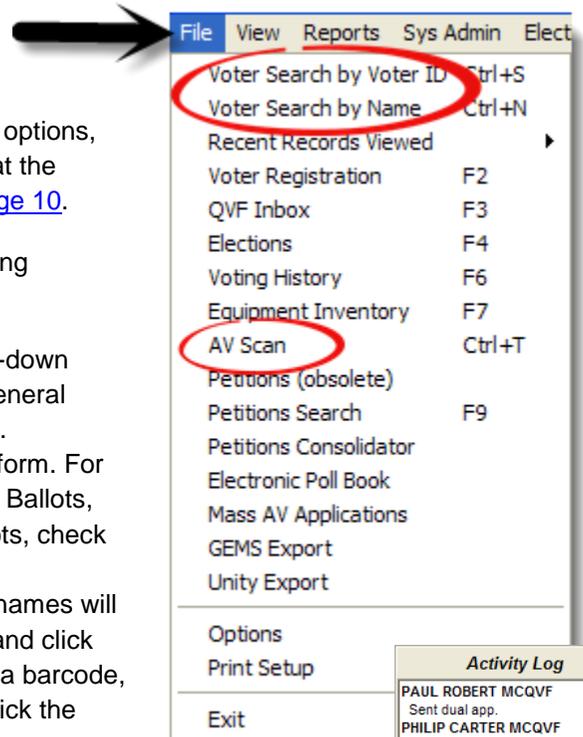
METHOD 1 – AV SCAN

PROCESSING ABSENTEE VOTERS INDIVIDUALLY

There are two ways to process absentee voters:

- If you have several voters to process, we recommend using Method 1 (AV Scan). Opening the AV Module in this manner will allow you to process several voters most efficiently.
Or...
- If you have a walk-in absent voter, or have already recorded a voter's absentee information for an upcoming election and need to edit it in any way: e.g. correct dates, spoil, mark invalid, or record the receipt of a Federal Write-in Absentee Ballot; we recommend using [Method 2](#).

Method 1: Click the File menu then select AV Scan. This will take you to the absentee module's voter search screen.



Method 2: Click the File menu, select one of the Voter Search options, search for a voter, then from their record, click the AV button at the bottom of the screen. Instructions for this method begin on [page 10](#).

Once the AV Scan Module is open, you must make the following selections in order to begin recording information:

1. Select the current election from the Main Election drop-down menu. For dual applications, select the coordinating General Election from the Secondary/General drop-down menu.
2. Add a check mark next to the action(s) you wish to perform. For instance, if you wish to Receive Applications and Send Ballots, check those 2 boxes. If you wish to only Receive Ballots, check that box alone.
3. If you type the name in the Search Term field, a list of names will appear that meet the search criteria. Select the name and click the Process button or touch the enter key. If you scan a barcode, the AV Transaction screen will appear. You can also click the Process button.

Note: When processing AVs in the AV Scan module, your actions will be recorded in the Activity Log (right side of the screen) to help you keep track of what has been done each time you open the AV Scan module.

TO SEND AN ABSENTEE APPLICATION

choose which address will print by clicking on the button. You can also record a different address by clicking the clear button and entering a different address.

Mailing Address:

a) The residential address on record will automatically print on a label, unless the voter has previously provided a different mailing address, which is indicated with a "Y" in the MA column.

b) When the residential address is used, a check mark will appear on the Res. button. If the voter has a mailing address, the check mark will default to the Mail button. You can

4. Enter the date the application was sent. This field defaults to the current date. To change the date, just delete the values in the field and type your own date. Then, select the type of application you would like to print from the Format drop-down menu.

5. If you want to print the application right away, add a checkmark to the appropriate box listed under Options. To customize the precinct label, you can choose to have you can choose to print the precinct number, combined precinct number, or ballot style. Otherwise, click the OK button and the application will be sent to your Print Queue to print later. If you are recording the application but do not wish to print it out of the QVF program, you can either delete the print job or leave it in the Print Queue

for 30 days and it will be automatically deleted.

TO RECEIVE AN APPLICATION AND SEND A BALLOT

Repeat Steps 1-3 pg. 4, selecting Receive Apps & Send Ballots

4. Receiving Application(s)

- Enter the date the application was received. This field defaults to the current date. To change the date, just delete the values in the field and type your own date.
- If you are recording the receipt of a Federal Post Card Application, add a check mark to the FPCA box. (For further instruction on how to process FPCA applications please refer to our [Military and Overseas Voters Manual](#).)

5. Sending a Ballot

- Enter the date the ballot was sent. Remember, unless you change the date, the default will be the current date.
- Enter the Ballot Number in the Ballot Number field. If you are processing a group/stack of applications and do not want to manually enter the ballot number for each voter, add a checkmark to the Auto-Advance Ballot Number option (see [d] on page 7).

The screenshot shows the 'AV Transaction' window with the following sections and highlighted elements:

- Selected Action:** Receive App(s), Send Ballot
- Voter Details:** Name: EDITH MARTIN MCQVF, Status: ACTIVE, Precinct / BS: 00002 00062, School District: ADAMS TOWNSHIP SC, DOB / Age: 05/07/1910 106, In Transition: No, Address: 4756 MISERY BAY RD, TONVOLA MI 49965.
- Applications (4):** Sent: [blank], Received: 10/20/2016, FPCA (circled in red).
- Ballots (5):** Sent: 10/20/2016, Received: [blank], Primary Ballot Type: [blank], Ballot Number: 00010002, Lockout: Ballot Style (circled in red), Counting Board: [blank].
- Address Information (6):** Mailing Address: 48378 W MEMORIAL DR, HOUGHTON, MI 49931.
- Options:** Print Apps Now, Print Ballot Number, Print Ballot Labels Now, Auto-Adv. Ballot Number (checked), Precinct Label: BALLOT STYLE (circled in red).
- Buttons:** OK, Cancel, Help (7).

Note: if you are sending a .pdf ballot by email, fax, or postal mail to a military or overseas voter, type the letters "ET" before the ballot number, e.g. ET00001.

- Set your Lockout: The Lockout option will allow QVF to accommodate duplicate ballot numbers, depending on the way the ballots were numbered when ordered.
 - None: allows you to duplicate a ballot number at any time
 - Election: allows you to issue a ballot number only once per election
 - Precinct: allows you to issue a ballot number only once per precinct
 - Counting Board: allows you to issue a ballot number only once per Counting Board

- If using this option, you will need to first create an Absentee Counting Board using the Global Geography module.
- Ballot Style: allows you to issue a ballot number only once per ballot style. This is usually your best option.

The Lockout dropdown menu is open, showing the following options: None, Election, Precinct, Counting Board, and Ballot Style. The 'Ballot Style' option is currently selected and highlighted in blue.

d. Select Options:

Options	
<input type="checkbox"/> Print Apps Now	<input checked="" type="checkbox"/> Auto-Adv. Ballot Number
<input checked="" type="checkbox"/> Print Ballot Number	Precinct Label
<input checked="" type="checkbox"/> Print Ballot Labels Now	BALLOT STYLE

6. Ballot Address & Delivery Method

The screenshot shows the 'AV Transaction' window with the following sections and callouts:

- 7**: OK, Cancel, Help buttons at the top right.
- 4**: Applications section, showing 'Sent' and 'Received' dates, and a 'Reason' dropdown menu set to 'ABSENT FROM COMMUNITY'.
- 5**: Ballots section, showing 'Sent' and 'Received' dates, 'Ballot Number', 'Lockout', and 'Counting Board'.
- 6**: Address Information section, including 'Mailing Address' fields, 'Copy', 'Res', 'Mail', 'App', and 'Clear' buttons, and 'UOCAVA Status' and 'Delivery Method' dropdown menus.

- Mailing Address: If the address the ballot will be sent to is different from either the residential or mailing address on record, you can click the Clear button and record a different address which can then be printed on a label if you wish.
- UOCAVA Status & Delivery Method: Since most voters do not qualify for UOCAVA status, Non-UOCAVA is the default selection. For these voters, you may only select either Postal Mail or In Person as the delivery method.
 - If you are processing an application from a military or overseas voter, select the appropriate UOCAVA status (Military, Overseas Civilian) and delivery method for the voter. These voters' ballots can be delivered by any one of the Delivery Method options (In Person, Postal Mail, Fax, Email). For further instruction on how to process these voters, refer to our [Military and Overseas Voters Manual](#).

7. Click the OK button

TO RECEIVE BALLOTS

Repeat Steps 1-3 pg. 4, selecting Receive Ballots

4. Enter the date the application was received. This field defaults to the current date. To change the date, just delete the values in the field and type your own date.

5. Click OK

The screenshot shows the 'AV Transaction' window with the 'Selected Action' set to 'Receive Ballot'. The 'Voter Details' section includes: Name: EDITH MARTIN MCQVF, Status: ACTIVE, Precinct / BS: 00002 00062, School District: ADAMS TOWNSHIP SC, DOB / Age: 05/07/1910 106, In Transition: No, and Address: 4756 MISERY BAY RD TOIVOLA MI 49965. A signature field contains the word 'Signature' in cursive. The 'Current AV Information' table shows: Applications (11/08/2016) and Ballots (first election only) (00010002). The 'Options' section has checkboxes for 'Print Apps Now', 'Print Ballot Number', and 'Print Ballot Labels Now', and checked boxes for 'Auto-Adv. Ballot Number' and 'Precinct Label'. A dropdown menu for 'Ballot Style' is set to 'BALLOT STYLE'. The 'Address Information' section shows a mailing address: 48378 W MEMORIAL DR HOUGHTON, MI 49931. The 'UOCAVA Status' is 'NON-UOCAVA' and the 'Delivery Method' is 'POSTAL MAIL'. The 'Email Address' field is empty. The window title bar shows 'AV Transaction' and the top right has 'OK', 'Cancel', and 'Help' buttons. A red circle highlights the 'OK' button, and a red number '4' is next to the 'Ballots' section header.

AUTO OK BOX: If you wish to quickly receive a large number of ballots, check the “Auto OK” and the “Receive Ballots” boxes and begin scanning your ballots. The AV Transaction screen will appear for ½ second and then disappear unless there is a problem (e.g.-ballot has already been received), allowing you to quickly receive the next voter’s AV envelope.

The screenshot shows the control panel with the following options: 'Process' button, 'Auto OK' checkbox (checked), 'Send Apps' checkbox (unchecked), 'Receive Apps' checkbox (unchecked), 'Send Ballots' checkbox (unchecked), 'Receive Ballots' checkbox (checked), and 'Manual AV' checkbox (unchecked).

Note: If a ballot is returned by the U.S. Postal Service as “undeliverable”, you can search for the voter in the AV module, add a check-mark to “Mark Ballots Undeliverable”. Then, click the Process button (or touch the Enter key).

The screenshot shows the control panel with the 'Mark Ballots Undeliverable' checkbox checked. A red circle highlights this checkbox. A star icon is positioned to the left of the 'Process' button.

In the next window, confirm the ballot number and click OK.

The screenshot shows the 'AV Transaction' window with the 'Selected Action' set to 'Mark Ballot Undeliverable'. The 'Voter Details' section includes: Name: CAITLIN LINDSEY MCQVF, Status: ACTIVE. The 'Mark Ballot Undeliverable' section shows the 'Ballot Number' field with the value '00000001'. The window title bar shows 'AV Transaction' and the top right has 'OK', 'Cancel', and 'Help' buttons. A mouse cursor is pointing at the 'OK' button.

TO SEND BALLOTS TO UOCAVA VOTERS

Add a checkmark to the UOCAVA Scan Mode option to automatically pull up voters flagged as Military or Overseas Civilians and easily process their ballots before the MOVE ballot deadline (45 days prior to every election in which the voter is eligible to vote in).

The screenshot shows a software interface for processing ballots. At the top, there are two dropdown menus: 'Main Election:' set to '11/08/2016 - STATE GENERAL' and 'Secondary/General Election:' set to '(NONE)'. Below these is a checkbox labeled 'UOCAVA Scan Mode' which is checked and circled in red. Underneath, a text box states 'The following voters currently have an UOCAVA status of Military of Overseas Civilian:' and is also circled in red. Below this is a table with columns: DLN, Voter Name, DOB, Res. Address, Ballot #, and MA. The first row is highlighted in blue. At the bottom, there are several checkboxes for 'Process' (Auto OK, Send Apps, Receive Apps, Send Ballots, Receive Ballots, Mark Ballots Undeliverable, Manual AV) and buttons for 'Voter Details' and 'Manual AV'.

DLN	Voter Name	DOB	Res. Address	Ballot #	MA
M007007007007	MCQVF, AMY JEAN	12/07/1972	47763 LOTS RD, TONVOLA MI 49969	00001119	
M325698741236	MCQVF, KORINNE MAURICE	12/07/1987	4308 WOLF CREEK ACRES RD, TON	ET000011	Y
M456321789012	MCQVF, WILLIAM ROBERT	12/08/1943	26137 DISHNEAU RD, MASS CITY M		

METHOD 2 – VOTER SEARCH/MANUAL AV

MANUALLY TRACK ABSENTEE APPLICATIONS & BALLOTS

Method 2

If your preference is to perform a voter search and click the AV button at the bottom of the voter's record in order to open the AV module, doing so will take you to the AV screen shown below.

1. Voter Search

2. Click the AV button (located in the lower right corner of the voter's record).

3. If current election date is not selected, choose from the Main Election drop-down menu. (If the main election is a primary and you are using dual applications, select the corresponding General Election from the Secondary/General Election drop-down menu. If you are not sending dual apps, select NONE.) Select your printing options.

TO SEND AN ABSENTEE APPLICATION

4. Click the Send button on the Application section of the Absentee Voting window.

5. Enter the date the application was sent. This field defaults to the current date. To change the date, just delete the values in the field and type your own date. Then, select the type of application you would like to print from the Format drop-down menu.

6. To save the information and send the application to the Print Queue to print later, click OK. To print right away, add a checkmark to the appropriate box listed under Options before clicking OK.

Note: Choose an option from the Precinct Label drop-down menu to designate a Precinct Label to include on the application.

****Address Information:** The address that will print on the application or label will be the residential address on record, unless the voter has previously provided a different mailing address. When the

The image displays two overlapping software windows. The top window, titled "Absentee Voting", shows a voter's record for AGATHA CHRISTIE MCQVF. It includes fields for "Main Election" (11/03/2015 - NOVEMBER CONSOLIDATED) and "Secondary/General Election" ((NONE)). A red circle with the number 3 is around the election date dropdown. Below this is a table with columns "Election", "Sent", "Returned", and "FPCA". A red circle with the number 4 is around the "Send" button in the table's toolbar. The bottom window, titled "AV Transaction", shows the "Send App(s)" process. It includes a "Signature" field with a sample signature, "Current AV Information" for the voter, and "Options" with checkboxes for "Print Apps Now" (checked), "Print Ballot Number", and "Print Ballot Labels Now". A red circle with the number 5 is around the "Print Apps Now" checkbox. There is also a "Precinct Label" dropdown menu with options like "WARD PRECINCT", "VILLAGE PRECINCT", "SCHOOL PRECINCT", "COMBINED PRECINCT", "BALLOT STYLE", and "COUNTING BOARD". A red circle with the number 6 is around the "OK" button. The "Format" dropdown is set to "QVF-Printed Front".

residential address is used, a check mark will appear on that button. If the voter has a mailing address, the check mark will default to the Mail button. You can choose which address will print by clicking on the button. You can also record a different address by clicking the Clear button and entering a different address.

TO RECEIVE AN APPLICATION

Repeat steps 1-3, pg. 10

4. Click Receive under Applications

5. Receiving Application(s)

a. Enter the date the application was received. This field defaults to the current date. To change the date, delete the values in the field and type your own date.

b. If you are recording the receipt of a Federal Post Card Application, add a check mark to the FPCA box. (For further instruction on how to process FPCA applications please refer to our [Military and Overseas Voters Manual](#).)

6. Click OK

The top screenshot shows the 'Absentee Voting' window. It has a 'Main Election' dropdown set to '11/03/2015 - NOVEMBER CONSOLIDATED' (circled 3) and a 'Secondary/General Election' dropdown set to '(NONE)'. The 'Voter Information' section shows: Voter: AGATHA CHRISTIE MCQVF, Status: ACTIVE / PERM AV, Precinct / BS: 00001 1B, School District: ONTONAGON AREA SCHOOLS. The 'Applications' section has buttons for Send, Receive (circled 4), Edit, Delete, App, and FPCA. Below these is a table with columns: Election, Sent, Returned, FPCA. The first row shows: Election: 11/03/2015, Sent: 07/17/2015, Returned: (blank), FPCA: No. There are also 'Print Options' for 'Print Labels Now' (checked) and 'Precinct Label' set to 'BALLOT STYLE'.

The bottom screenshot shows the 'AV Transaction' window. The 'Selected Action' is 'Receive App(s)'. The 'Voter Details' section shows: Name: AGATHA CHRISTIE MCQVF, Status: ACTIVE / PERM AV, Precinct / BS: 00001 1B, School District: ONTONAGON AREA SC, DOB / Age: 08/17/1955 59, In Transition: No, Address: 1361 STATE HIGHWAY M38, MASS CITY MI 49948. There is a 'Signature' field with a handwritten signature. The 'Applications' section has 'Sent' (07/17/2015) and 'Received' (07/20/2015, circled 5) fields, and an 'FPCA' checkbox. At the bottom, 'Current AV Information' shows 'Applications' with '11/03/2015' and 'Ballots (first election only)'. The 'OK' button is circled 6.

TO SEND A BALLOT

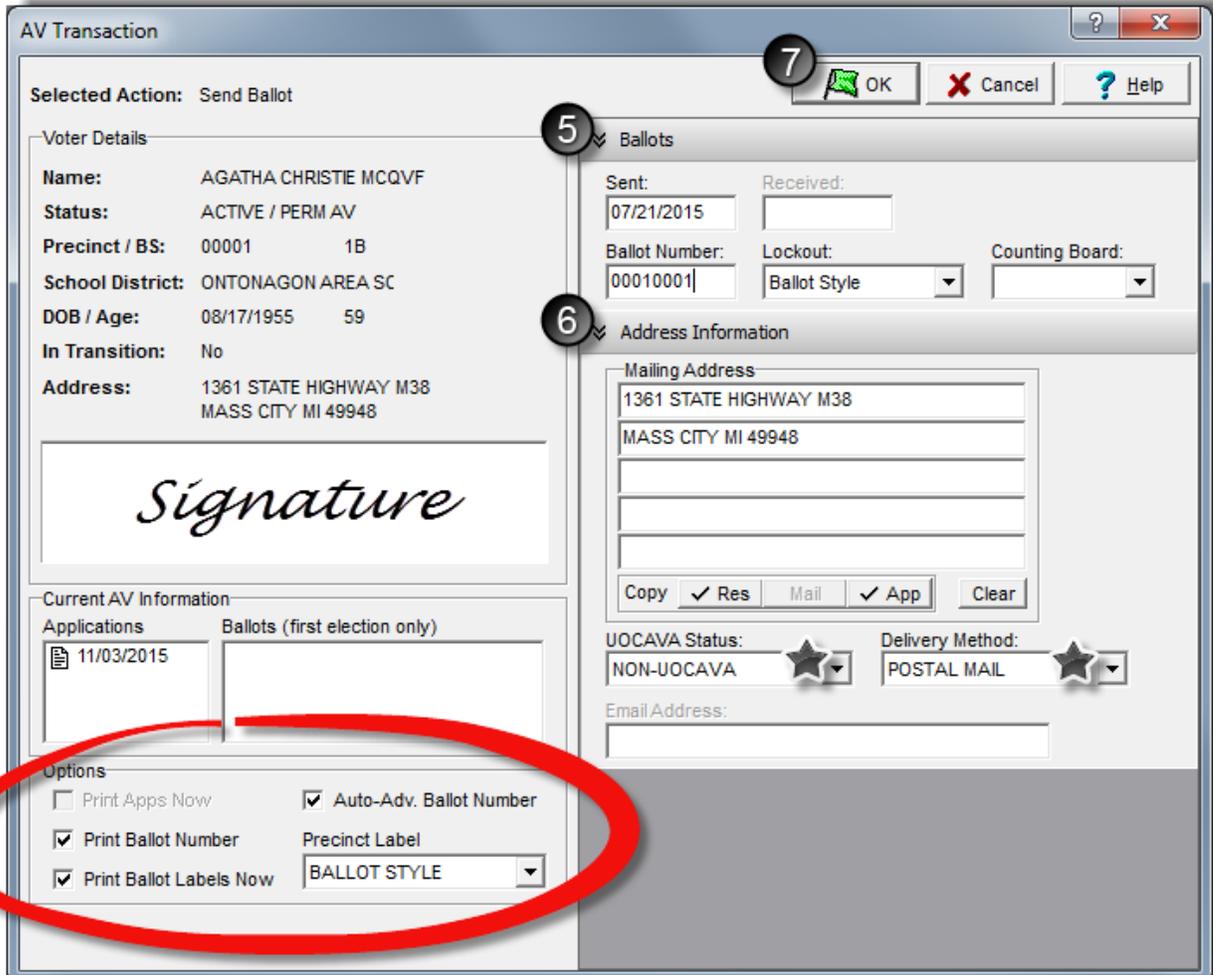
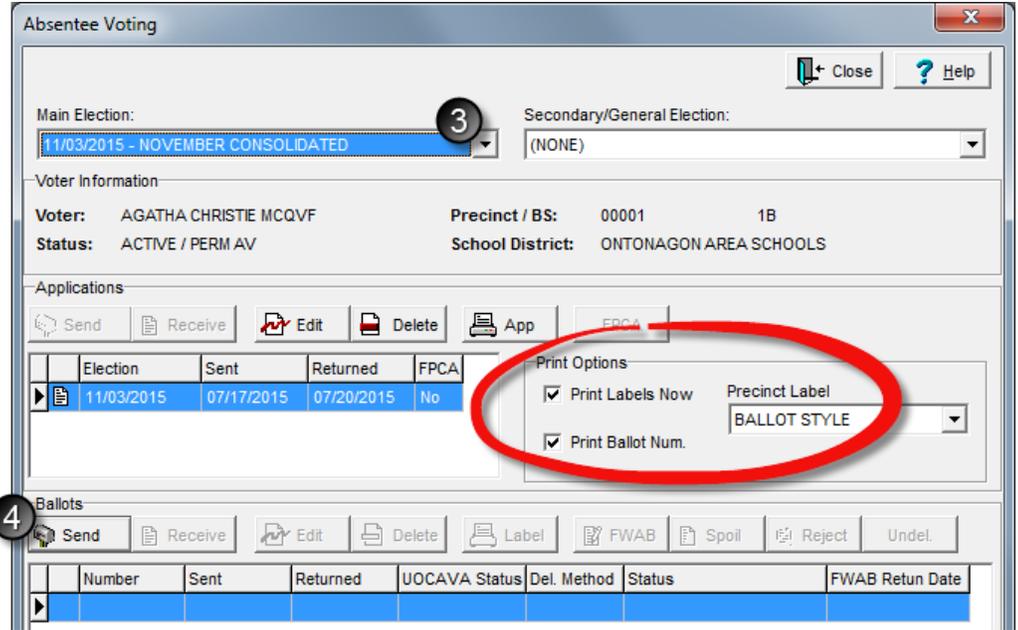
Repeat steps 1-3, pg. 10

4. Click Send under Ballots

Note: Select Print Options before recording the ballot

5. Sending Ballot

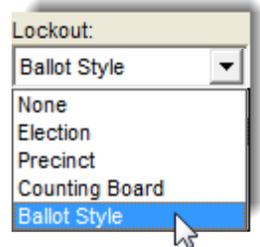
- a. Enter the date the ballot was sent. Remember, unless you change the date, the default will be the current date.



- b. Enter the Ballot Number in the Ballot Number field. If you are processing a group/stack of applications and do not want to manually enter the ballot number for each voter, add a checkmark to the Auto-Advance Ballot Number option (see [d] on page 13). The Auto-Advance advances from the last number used and does not advance by ballot style.

Note: if you are sending a .pdf ballot by email, fax, or postal mail to a military or overseas voter, type the letters "ET" before the ballot number, e.g. ET00001.

- c. Set your Lockout: The Lockout option will allow QVF to accommodate duplicate ballot numbers, depending on the way the ballots were numbered when printed.
 - i. None: allows you to duplicate a ballot number at any time
 - ii. Election: allows you to issue a ballot number only once per election
 - iii. Precinct: allows you to issue a ballot number only once per precinct
 - iv. Counting Board: allows you to issue a ballot number only once per Counting Board.
 - 1. If using this option, you will need to first create an Absentee Counting Board using the Global Geography module.
 - v. Ballot Style: allows you to issue a ballot number only once per ballot style



- d. Select Options:

Options	
<input type="checkbox"/> Print Apps Now	<input checked="" type="checkbox"/> Auto-Adv. Ballot Number
<input checked="" type="checkbox"/> Print Ballot Number	Precinct Label
<input checked="" type="checkbox"/> Print Ballot Labels Now	BALLOT STYLE

6. Ballot Address & Delivery Method

AV Transaction

Selected Action: Send Ballot

5 Ballots

Sent: 07/12/2012 Received: []

Ballot Number: 00000003 Lockout: Precinct Counting Board: AVCB1

6 Address Information

Mailing Address

306 E DAVIS ST
 PAW PAW MI 49079

Copy [x] Res [x] Mail [x] App [x] Clear

UOCAVA Status: NON-UOCAVA Delivery Method: POSTAL MAIL

Email Address: []

7 OK Cancel Help

- **Mailing Address:** If the address the ballot will be sent to is different from either the residential or mailing address on record, you can click the Clear button and record a different address which can then be printed on a label if you wish.
- **UOCAVA Status & Delivery Method:** Since most voters do not qualify for UOCAVA status, Non-UOCAVA is the default selection. For these voters, you may only select either Postal Mail or In Person as the delivery method.
 - If you are processing an application from a military or overseas voter, select the appropriate UOCAVA status (Military, Overseas Civilian) and delivery method for the voter. These voters can request any one of the Delivery Method options (In Person, Postal Mail, Fax, Email). Further instruction for processing these voters can be found in our [Military and Overseas Voters Manual](#).

7. Click the OK button.

TO RECEIVE BALLOTS

Repeat steps 1-3, pg. 10

4. Click Receive under Ballots

Note: If a ballot is returned by the U.S. Postal Service as “undeliverable”, you should click the “Undel.” button to document the failed delivery, instead of clicking the Receive button.

5. Receiving Ballots: Enter the date the ballot was received. This field defaults to the current date. To change the date, just delete the values in the field and type your own date.

6. Click OK

Absentee Voting

Main Election: 11/03/2015 - NOVEMBER CONSOLIDATED
Secondary/General Election: (NONE)

Voter Information:
Voter: AGATHA CHRISTIE MCQVF
Status: ACTIVE / PERM AV
Precinct / BS: 00001 1B
School District: ONTONAGON AREA SCHOOLS

Applications

	Election	Sent	Returned	FPCA
	11/03/2015	07/17/2015	07/20/2015	No

Print Options:
 Print Labels Now
 Print Ballot Num.

Ballots

	Number	Sent	Returned	UOCAVA Status	Del. Method	Status	FWAB Retun Date
	00010001	07/21/2015		Non-UOCAVA	Postal Mail		

AV Transaction

Selected Action: Receive Ballot

Voter Details:
Name: AGATHA CHRISTIE MCQVF
Status: ACTIVE / PERM AV
Precinct / BS: 00001 1B
School District: ONTONAGON AREA SC
DOB / Age: 08/17/1955 59
In Transition: No
Address: 1361 STATE HIGHWAY M38
MASS CITY MI 49948

Signature: *Agatha Christie McQVF*

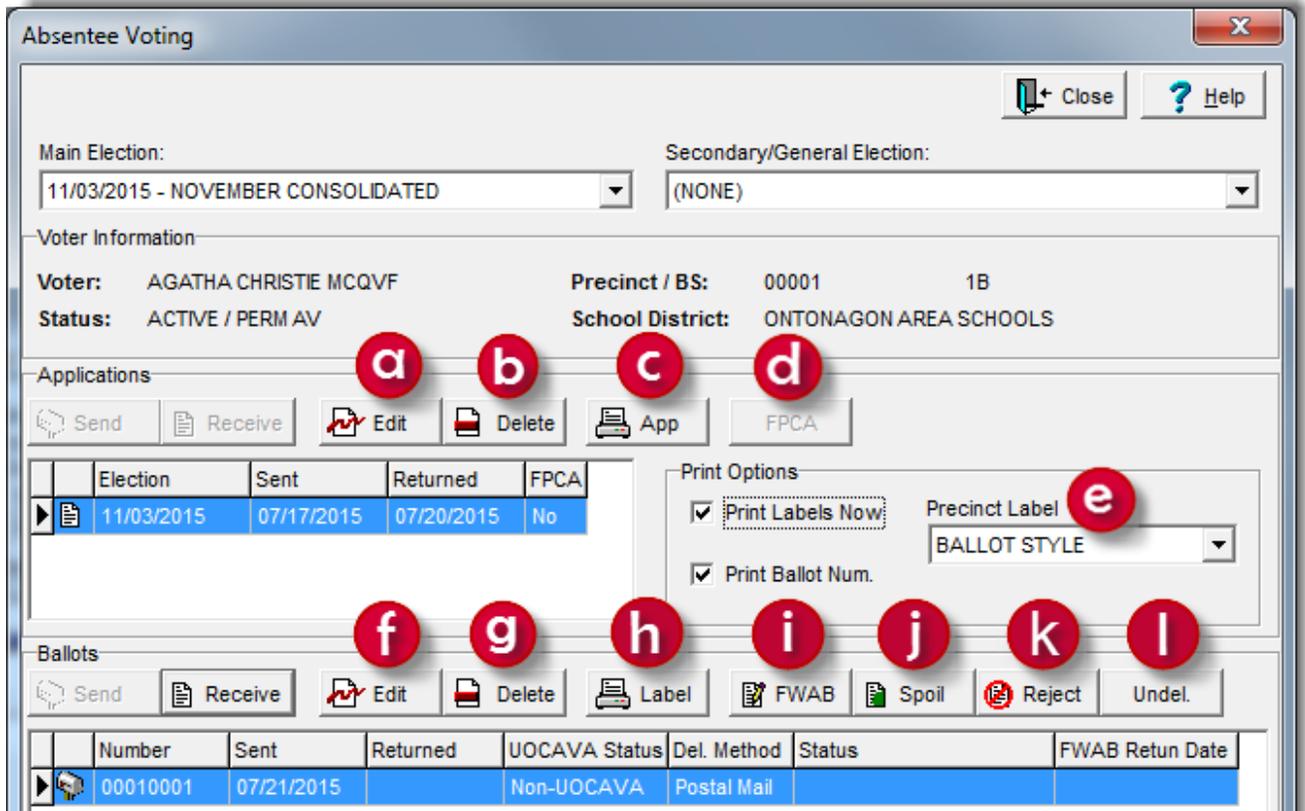
Current AV Information:
Applications: 11/03/2015
Ballots (first election only): 00010001

Ballots:
Sent: 07/21/2015
Received: 07/28/2015
Ballot Number: 00010001
Lockout: Ballot Style
Counting Board:

Address Information:
Mailing Address:
1361 STATE HIGHWAY M38
MASS CITY MI 49948

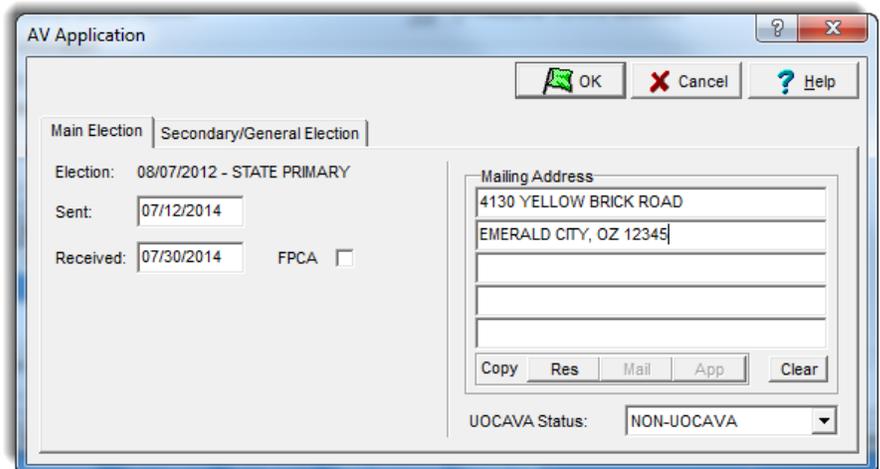
UOCAVA Status: NON-UOCAVA
Delivery Method: POSTAL MAIL

EDIT FUNCTIONS



If you have already recorded a voter's absentee information for an upcoming election and need to edit it in any way: e.g. correct dates, spoil, mark invalid, or record the receipt of a Federal Write-in Absentee Ballot; you can click the Manual AV button from the AV Scan screen, or you can perform a voter search then click on the AV button on the individual's record.

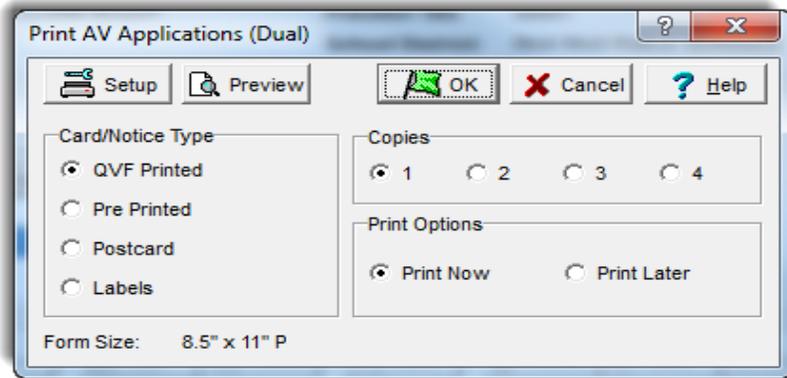
- a. Edit Application: Allows you to change the status, date, or address of an application.



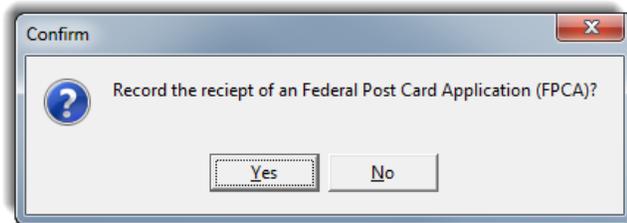
- b. Delete Application: Deletes, or undoes, the issuance of an application.



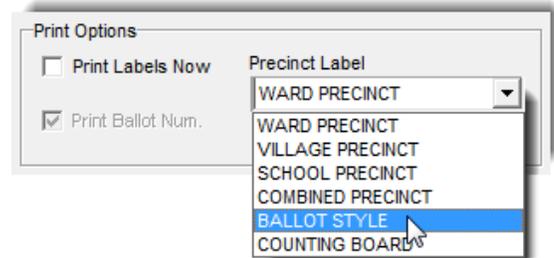
- c. Print Application: Gives you options for what kind of application to print, when to print, and the ability to preview the application.



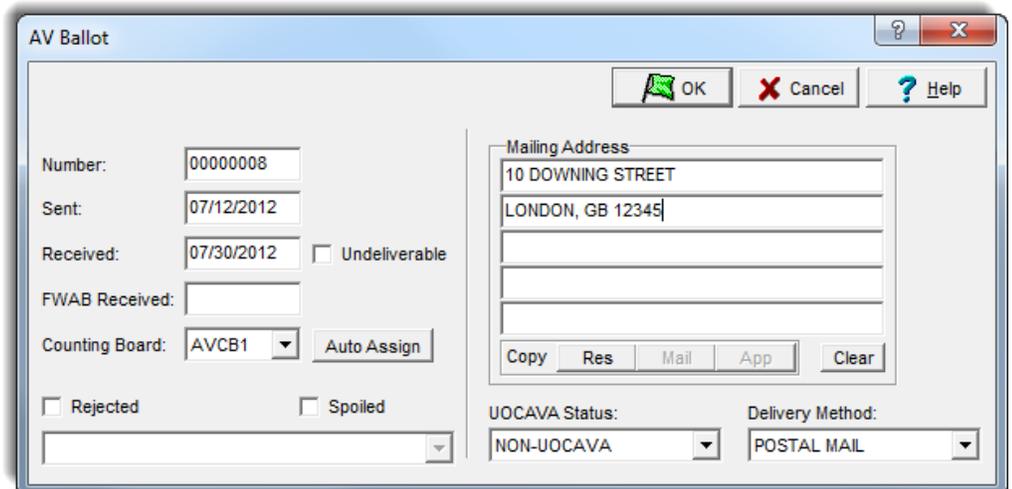
- d. FPCA: Use this button to record the receipt of a Federal Post Card Application from a military or overseas voter.



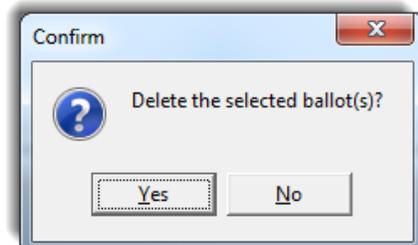
- e. Precinct Label: Designate which precinct type category to include on absent voter applications or absentee ballot labels. It may be helpful to select "Ballot Style" from this menu to identify different ballot styles within split precincts.



- f. Edit Ballot: From this screen you can spoil, reject, change the reason for rejection, change the status of a ballot or mark it as "undeliverable". You can also change the UOCAVA status, delivery method, and address the ballot will be sent to.

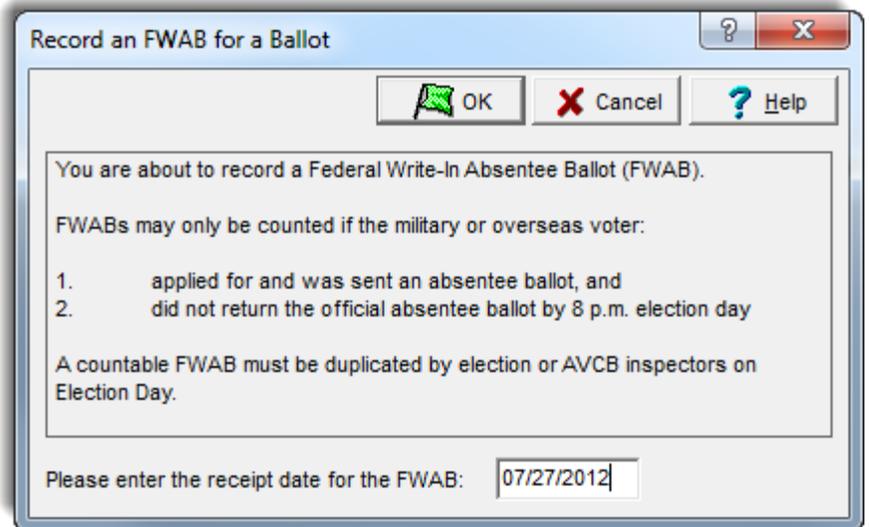


- g. Delete Ballot: Deletes, or undoes, the issuance of a ballot.

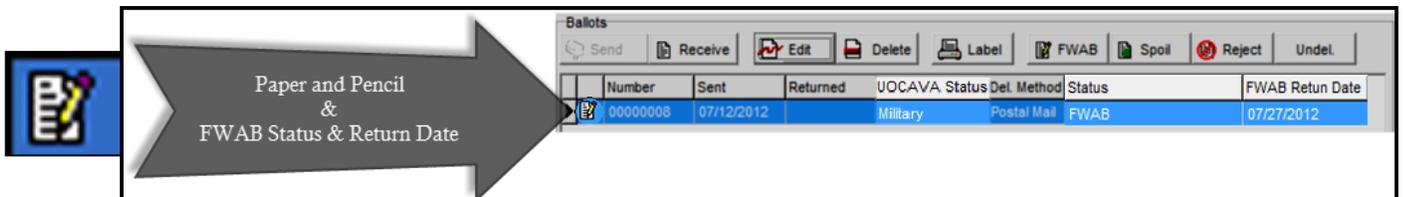


h. **Print Label:** Prints a label for you to use when sending the ballot. The label will automatically go to your Print Queue to print later unless you enable the option to “Print Labels Now”.

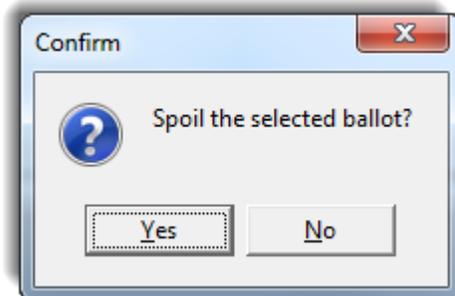
i. **FWAB:** You may receive a Federal Write-In Ballot from a military or overseas voter for you to count in the event that the ballot the clerk already sent is not returned in time. (If you receive an FWAB ballot, you must record the receipt of the FWAB as it will act as a place-holder for the clerk-issued ballot.)



Once you have received an FWAB in QVF, you will notice changes in the status of the ballot, shown below:



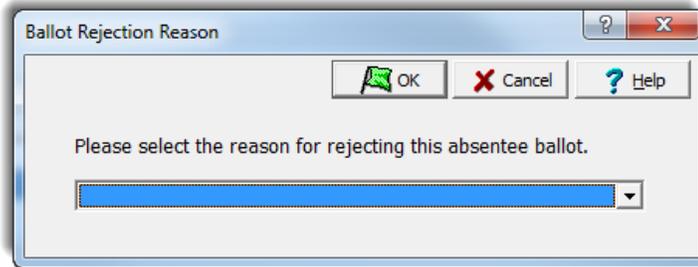
j. **Spoil:** To be used if a voter requests a new ballot



- k. **Reject:** To be used under the rare circumstance that an AV ballot will not be sent to the polls on Election Day.

When rejecting an absentee ballot you must select a reason for the rejection:

- No signature by Election Day
- Signature does not match by Election Day
- Ballot returned after 8 PM by Election Day
- Voter sentenced to serve jail time by Election Day
- Voter moved and eligible to vote in new jurisdiction
- Voter died before Election Day



- l. **Undeliverable:** If a ballot is returned by the U.S. Postal Service as “**undeliverable**”, you can record that in QVF by click the *Undel.* button.

