

## Chapter 2 – The QVF Inbox

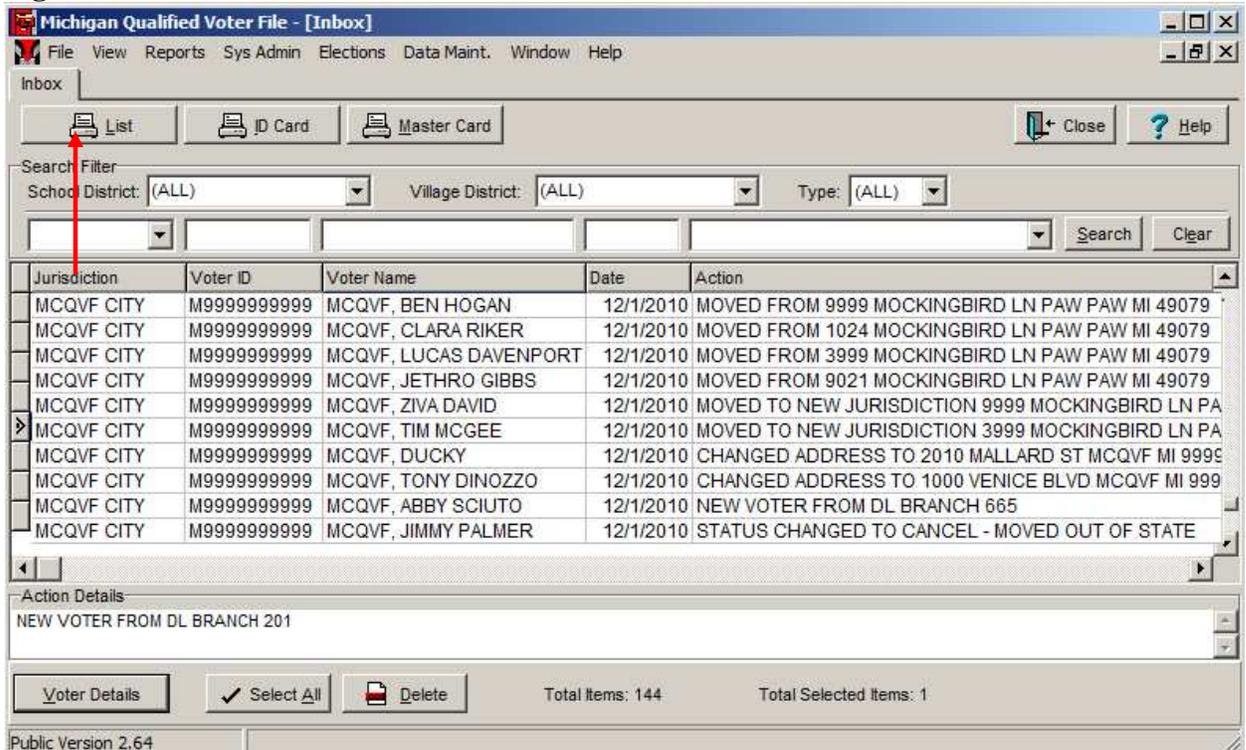
December 17, 2010

The QVF Inbox notifies you of all voter registration transactions affecting your jurisdiction which require some kind of action. All voter transactions generated by the state appear in the QVF Inbox daily. Over the counter changes that jurisdictions enter also generate an Inbox notice.

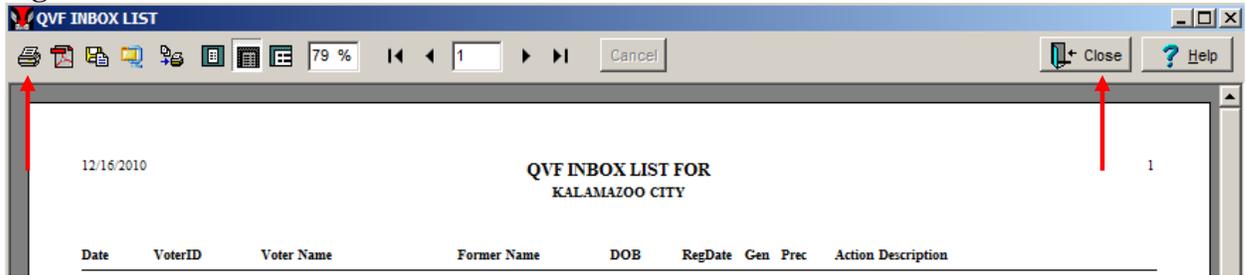
**Opening and Printing the QVF Inbox -** Before starting work on your QVF Inbox each day, it is a good idea to first print out your QVF Inbox. The reason for this is that once you have completed working with the Inbox, you are going to delete it. The printed list gives you a backup copy in case you should delete your QVF Inbox before you are actually done working with it.

Action	Result
In QVF select File / QVF Inbox.	The QVF Inbox opens. <b>Figure 2.1</b>
Click the List button in the upper left corner.	The QVF Inbox List opens. <b>Figure 2.2</b>
To print the report, select the <b>[Printer]</b> icon  at the top left corner.	The QVF Inbox List report prints out.
Click the Close button in the upper right corner to close the QVF Inbox List report.	The QVF Inbox List report closes.

**Figure 2.1**



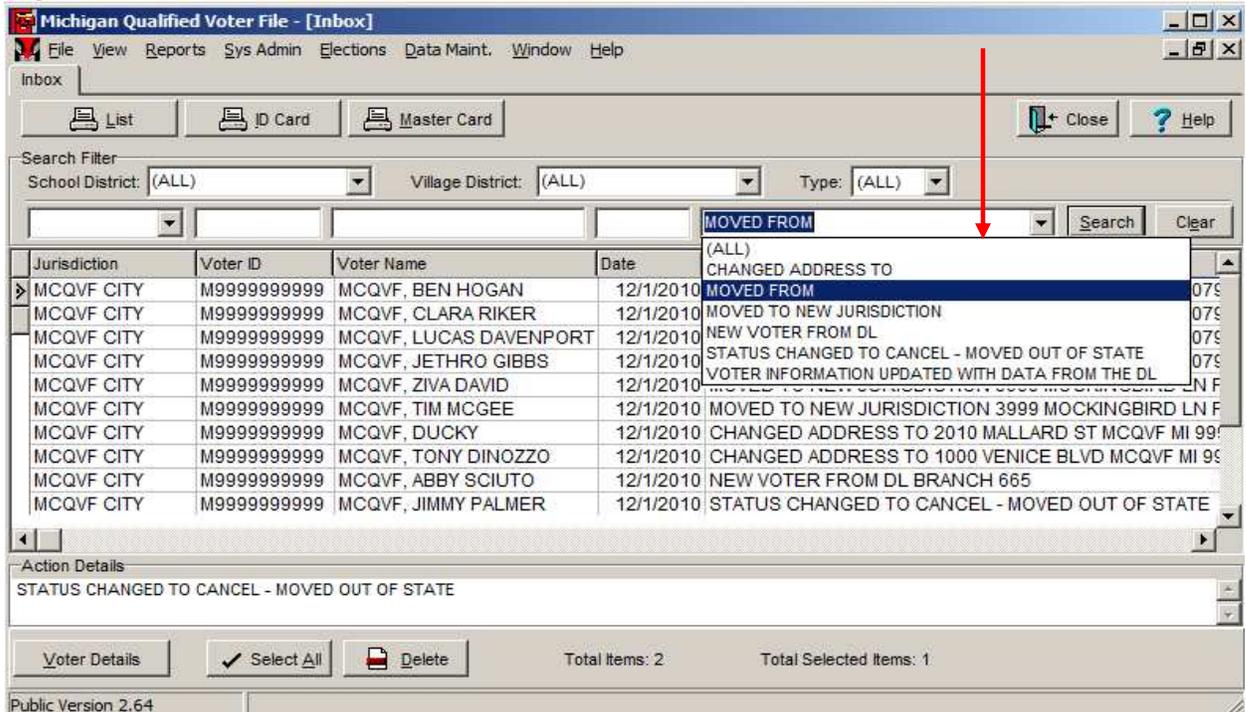
**Figure 2.2**



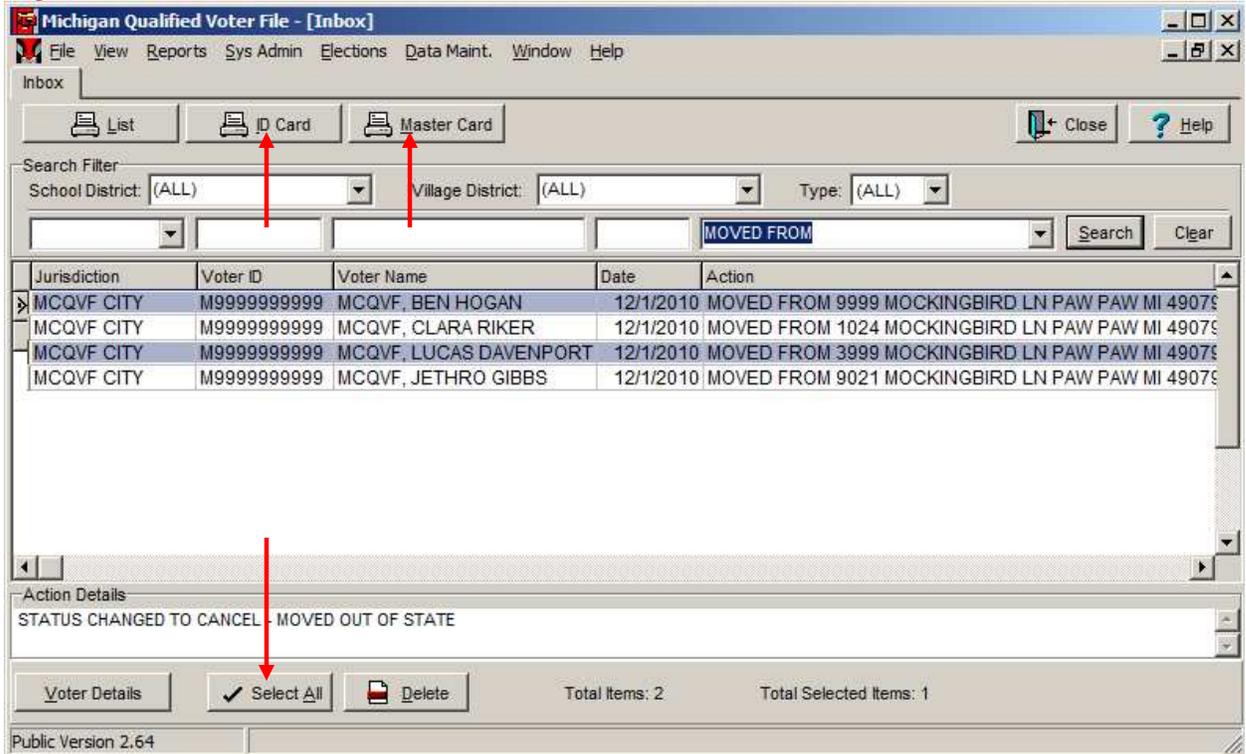
**Filtering QVF Inbox Transactions** – QVF Inbox transactions can be filtered by several different fields. Filtering your transactions helps to make longer QVF Inboxes more manageable to work with. Some of the filters are School District, Village District, Jurisdiction, Voter ID, Voter Name, Date, and Action. Below is an example of how to filter your transactions by Action.

Action	Result
On the QVF Inbox screen select the down arrow for the Action field.	The list of Action selections appears on your screen. <b>Figure 2.3</b>
Select one of the Actions in the dropdown list and click the Search button to the right.	Your filtered results appear in the QVF Inbox list. <b>Figure 2.4</b>
To restore your list of QVF Inbox so that it once again shows all of your transactions, click the dropdown on the field you are filtering on, select (ALL) and click the Search button.	The QVF Inbox list shows all of your transactions. <b>Figure 2.1</b>

**Figure 2.3**



**Figure 2.4**



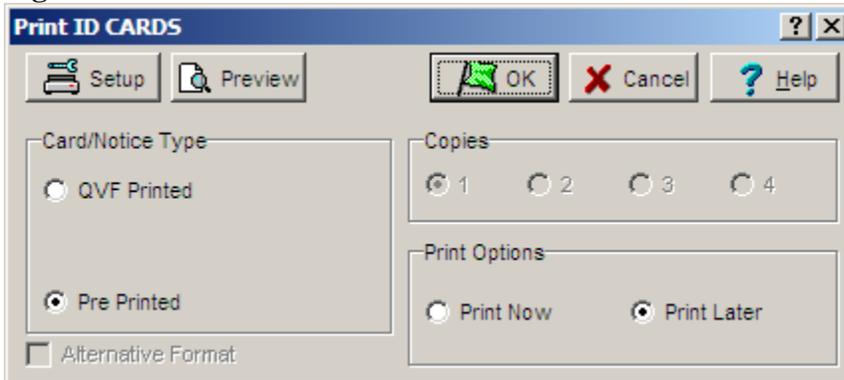
Action	Result
All transactions can be selected in the QVF Inbox by clicking the Select All button at the bottom of the screen.	All records are selected.
Multiple records in the QVF Inbox list can also be selected by selecting one record, holding down the Ctrl key of the keyboard, and by then using your mouse to select the remaining records you want highlighted.	The selected records are highlighted. <b>Figure 2.4</b>

**Printing ID Cards**

Action	Result
To print ID Cards from the QVF Inbox, first select the records you would like to print ID Cards for.	The desired records are highlighted. <b>Figure 2.4</b>
Click the ID Card button at the top of the screen.	The Print ID Cards screen opens. <b>Figure 2.5</b>
Select QVF Printed (blank paper stock) or Pre-Printed stock in the Card/Notice Type field.	The correct selection has been made.
Select a Print Option by clicking on Print Now or Print Later. <b>Note:</b> Print Later sends ID cards to the <i>Local Report Queue</i> where they are stored as a single job.	The correct selection has been made.

Click the OK button.	The ID card(s) starts printing immediately or are sent to the <i>Local Report Queue</i> and you are returned to the QVF Inbox screen.
----------------------	---

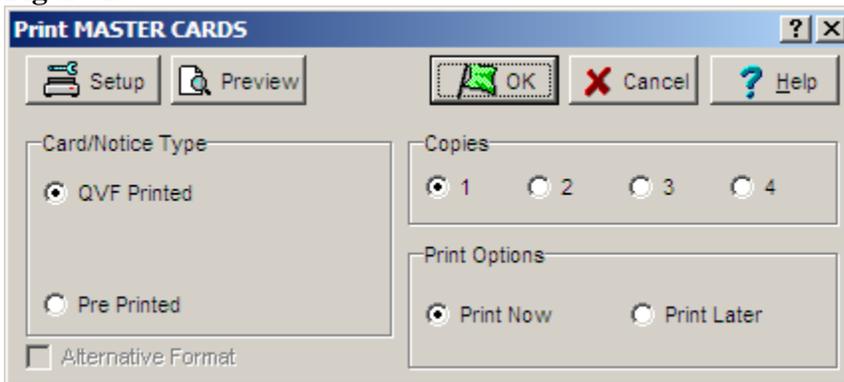
**Figure 2.5**



**Printing Master Cards**

Action	Result
To print Master cards from the QVF Inbox, first select the records you would like to print Master cards for.	The desired records are highlighted. <b>Figure 2.4</b>
Click the Master Card button at the top of the screen.	The Print Master Cards screen opens. <b>Figure 2.6</b>
Select QVF Printed (blank paper stock) or Pre-Printed stock in the Card/Notice Type field.	The correct selection has been made.
Select a Print Option by clicking on Print Now or Print Later. <b>Note:</b> Print Later sends Master cards to the <i>Local Report Queue</i> where they are stored as a single job.	The correct selection has been made.
Click the OK button.	The Master card(s) starts printing immediately or are sent to the <i>Local Report Queue</i> and you are returned to the QVF Inbox screen.

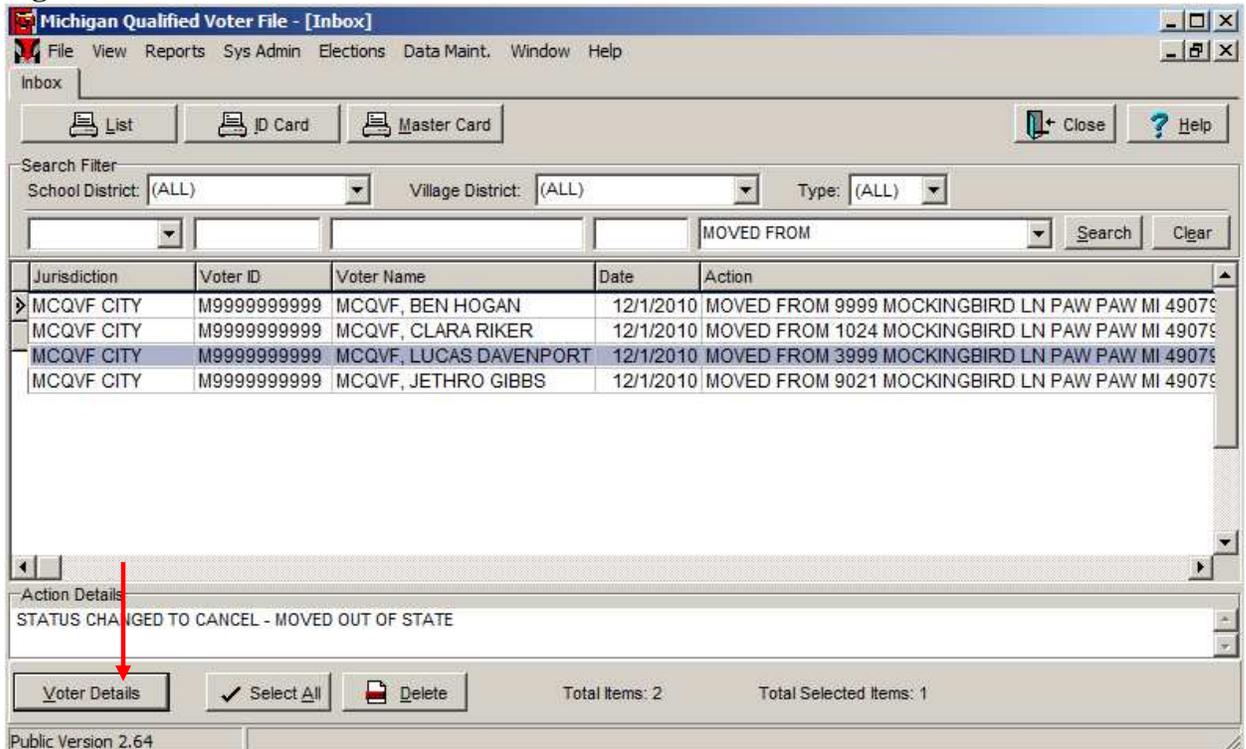
**Figure 2.6**



## Viewing Voter Details

Action	Result
To view a voter's details (their registration record) select the record you would like to view in the QVF Inbox.	The voter's record is selected. <b>Figure 2.7</b>
Click the Voter Details button on the bottom right of the screen to open their registration record.	The Registration record opens. <b>Figure 2.8</b>
Click the Close button on the voter registration record to return to the QVF Inbox.	The registration record closes and you are back at the QVF Inbox.

**Figure 2.7**



**Figure 2.8**

The screenshot shows a software interface for voter registration. At the top, there are buttons for Search, Save, Delete, Clear, Close, and Help. The main area contains several sections:

- Registration Info:** Jurisdiction, County, Status (ACTIVE), Reg Date (05/09/2005), Voter Id (M999999999999), Ward/Precinct, Eff. From (06/06/2005), Entry Date (05/13/2005), Polling Location, Through, Operator (LABOVITZS @ PAW PAW), and Change Agency.
- Personal Info:** Last Name (MCQVF), First Name (LUCAS), Middle Name (DAVENPORT), Suffix, Gender (M), Former Name, DOB (01/02/1977), Phone Number, and Perm. AV (checkbox).
- Identification:** MVIP (checkbox), ID (Confirmed), SSN4, and Cancel Countdown (None).
- Address:** Residential Address (NTH Address) with fields for Number (411), Suffix, Prefix, Street Name (DAVENPORT), Type, Suffix, Ext#, Post Office City, State, and Zip Code (49999). A "Find Street" button is present. A separate "Mailing Address" section includes an "Overseas" checkbox.
- Navigation:** A "Voter Info" tab and a bottom bar with buttons for ID, MC, Com, Sig, Ch. Status, AV, Out of St., History, Address, and Petitions.

**Deleting the QVF Inbox** - Once you have completed working with the Inbox, all transactions should be deleted.

Action	Result
Clear out any filters you may have been using so that you are viewing all transactions within the QVF Inbox.	All transactions are showing in the QVF inbox. <b>Figure 2.9</b>
Click the Select All button at the bottom of the screen.	All records are selected. <b>Figure 2.9</b>
Click the Delete button.	The Confirm screen pops up. <b>Figure 2.10</b>
Click the Yes button on the Confirm screen.	All selected records are deleted.

Figure 2.9

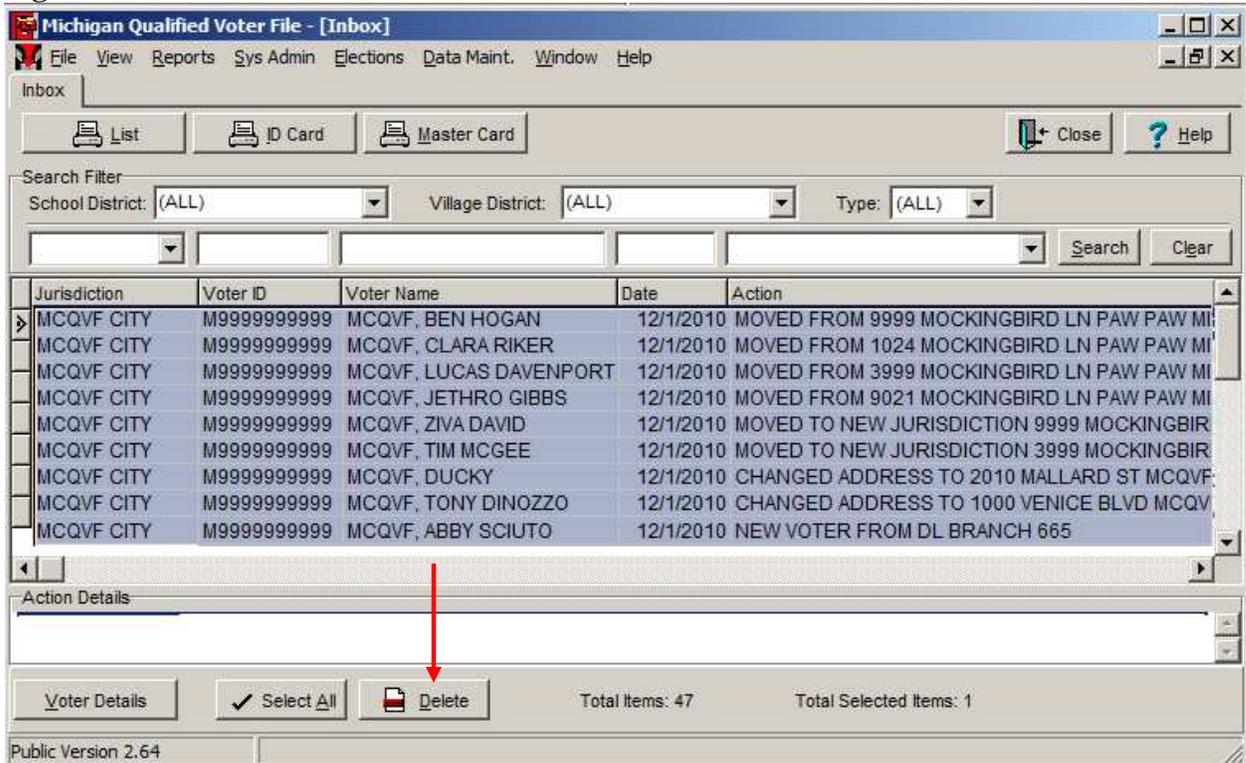
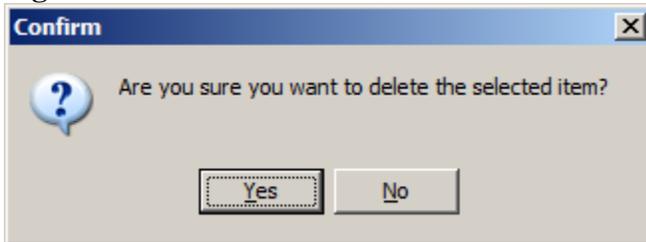


Figure 2.10



***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>
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.

INBOX MESSAGE	EXPLANATION	REQUIRED ACTION
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 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 ID 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.
GENDER CHANGE FROM __	An outside agency has entered a new or different gender to a voter's record.	Verify that the change is correct. If correct, record the change to the Master Card.
MATCHES A BUSINESS ADDRESS	The address of registration provided by the voter matches a business address within your jurisdiction.	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.  If local zoning ordinance does not prohibit the use of the address as a place of residence, process the application as usual.
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.

INBOX MESSAGE	EXPLANATION	REQUIRED ACTION
MOVED 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 thirty days on a read only basis.	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.
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 has assigned the voters record to your jurisdiction.	If the voter/address is within your jurisdiction, prepare a Master Card and prepare and issue a Voter ID Card.  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.

<b>INBOX MESSAGE</b>	<b>EXPLANATION</b>	<b>REQUIRED ACTION</b>
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."
STATUS CHANGED TO CHALLENGED - AGE, BUSINESS ADDRESS, CITIZENSHIP, ID CARD RETURNED (Duplicate Card), RESIDENCY, REG BY MAIL	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), Residency or Reg. by Mail."

<b>INBOX MESSAGE</b>	<b>EXPLANATION</b>	<b>REQUIRED ACTION</b>
STATUS CHANGED TO REJECTED - CITIZENSHIP, NO SIGNATURE	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, Citizenship”</p> <p>Place Master Card (if any) and original application to register into Cancellation File for later review.</p> <p>If the missing information is provided by the voter at a later date (Signature, Residential Address, DOB, Complete Name), register the voter by adding a new record to QVF.</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.”
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.

INBOX MESSAGE	EXPLANATION	REQUIRED ACTION
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.
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.

INBOX MESSAGE	EXPLANATION	REQUIRED ACTION
VOTER MOVED OUT OF STATE	State received confirmation that voter registered to vote outside state.	<ol style="list-style-type: none"> <li>1. Record cancellation and date to Master Card.</li> <li>2. Retain Master Card in Cancellation File for 10 years.</li> <li>3. Notify village of cancellation, if applicable.</li> </ol>
SURRENDERED LICENSE	State receives “reliable information” that voter is no longer a resident of the city or township. <i>(Voter surrendered Michigan driver license in another state.)</i>	<ol style="list-style-type: none"> <li>1. Mail postage prepaid and preaddressed confirmation notice: “Notice of Cancellation” move made to address <u>outside</u> city or township.</li> <li>2. Set Cancellation Countdown.</li> <li>3. Record mailing of notice and date to Master Card. (Optional)</li> <li>4. Confirm address <u>inside</u> same city or township before issuing ballot.</li> <li>5. If new address <u>inside</u> same city or township is confirmed: <ul style="list-style-type: none"> <li>• Enter address update into QVF.</li> <li>• Change voter status to “Active.”</li> <li>• Record address update and date to Master Card. (Optional)</li> <li>• Forward updated Voter ID Card.</li> <li>• If new address is <u>outside</u> village, notify village of cancellation, if</li> </ul> </li> </ol>

		<p>applicable.</p> <ul style="list-style-type: none"> <li>• If new address is <u>inside</u> village, notify village of change, if applicable.</li> </ul> <p>6. If new address <u>outside</u> city or township is confirmed:</p> <ul style="list-style-type: none"> <li>• Change voter status to “Cancel – Residency.”</li> <li>• Record cancellation and date to Master Card.</li> <li>• Retain Master Card in Cancellation File for 10 years.</li> <li>• Notify village of cancellation, if applicable.</li> </ul> <p>7. If no response is received following second even numbered year general election:</p> <ul style="list-style-type: none"> <li>• Change voter status to “Cancel – Residency.”</li> <li>• Record cancellation and date to Master Card.</li> <li>• Retain Master Card in Cancellation File for 10 years.</li> <li>• Notify village of cancellation, if applicable.</li> </ul>
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 QVF 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*.