

Chapter 3 - Election Administration Module

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Election Administration

Introduction

Prior to each election certain information needs to be entered into the **QVF Election Wizard (E Wizard)** to allow for the printing of precinct lists and to support the use of other QVF functions such as documenting the issuance and receipt of AV applications and ballots, tracking the receipt and review of petitions signatures and tracking the appointment and training of election inspectors. The information is also used to generate the sample ballots that are posted on the Michigan Voter Information Center (MVIC) website for viewing by voters prior to the election and the ballots posted to the statewide look up site.

Ensuring that all needed information is entered for each scheduled election in a timely manner is a shared responsibility; while some of this information is entered by the state, information regarding local offices, candidates and proposals that will appear on the ballot must be entered locally by county, city and/or township officials.

As noted above, the entry of information into the E Wizard is a task that should be completed as early as possible prior to each scheduled election. The election can not be officially “set-up” in the QVF until all required data is entered.

Based on the information entered, the election is set-up as either a “Simple” election or a “Mixed” election. A “Simple” election is one in which all registered voters within a specified region are qualified to vote. An example of a simple election is an election involving all voters of a county. A “Mixed” election is one in which only certain subgroups of registered voters within a specified region are qualified to vote. An example of a mixed election is an election involving a local school district that encompasses just a portion of a city and a city wide election.

E Wizard

In addition to facilitating the election set-up function, the E Wizard module is designed to assist with other pre and post election responsibilities shared by election officials including 1) the collection, organization and preparation of ballot definition data for entry into the optical scan ballot creation and tabulator programming software and 2) election night reporting.

Information is entered in the E Wizard in two stages as described below:

Stage 1: Five Step Procedure

Identify Offices and/or Proposals that Will Appear on the Ballot

Step 1 Select an election (point and click from a pre-populated list of election dates).

Step 2 Identify offices that will appear on ballot for the election date selected (highlight offices from a pre-populated drop-down menu).

Step 3 Enter or confirm the number of full and partial terms for each office (point and click or enter).

Step 4 Indicate the number of proposals that will appear on ballot for the election date selected (enter a number).

Step 5 Verify and save your work (point and click).

Stage 2: Five Step Procedure

Expand and Define Offices and/or Proposals that Will Appear on the Ballot

Step 1 Select the election date and individual offices (select from pre-populated drop-down menu).

Step 2 Enter the office details for each office, such as term length and the number of candidates to be nominated or elected (point and click or enter).

Step 3 Enter the candidate information (working from the candidates Affidavit of Identity, enter candidate's name as the candidate wishes it to appear on the ballot and residential address).

Step 4 Verify and save your work (point and click).

Step 5 Enter the proposal language (enter or cut and paste), if any, and verify and save your work.

Stage 1 – Defining Offices and/or Proposals

This stage must be completed for all cities and townships including those in which an election will not be held.

Stage 1/Step 1 - Select an Election Date:

| Action | Result |
|---|---|
| From the <i>Elections</i> menu select <i>Offices and Proposals on Ballot (Stage 1)</i> . Figure 3.11 | The <i>Offices and Proposals on Ballot</i> screen is opened. Figure 3.12 |

Figure 3.11

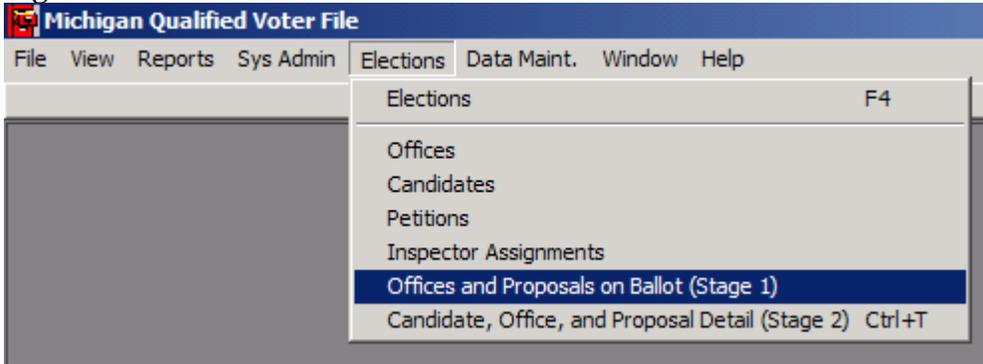
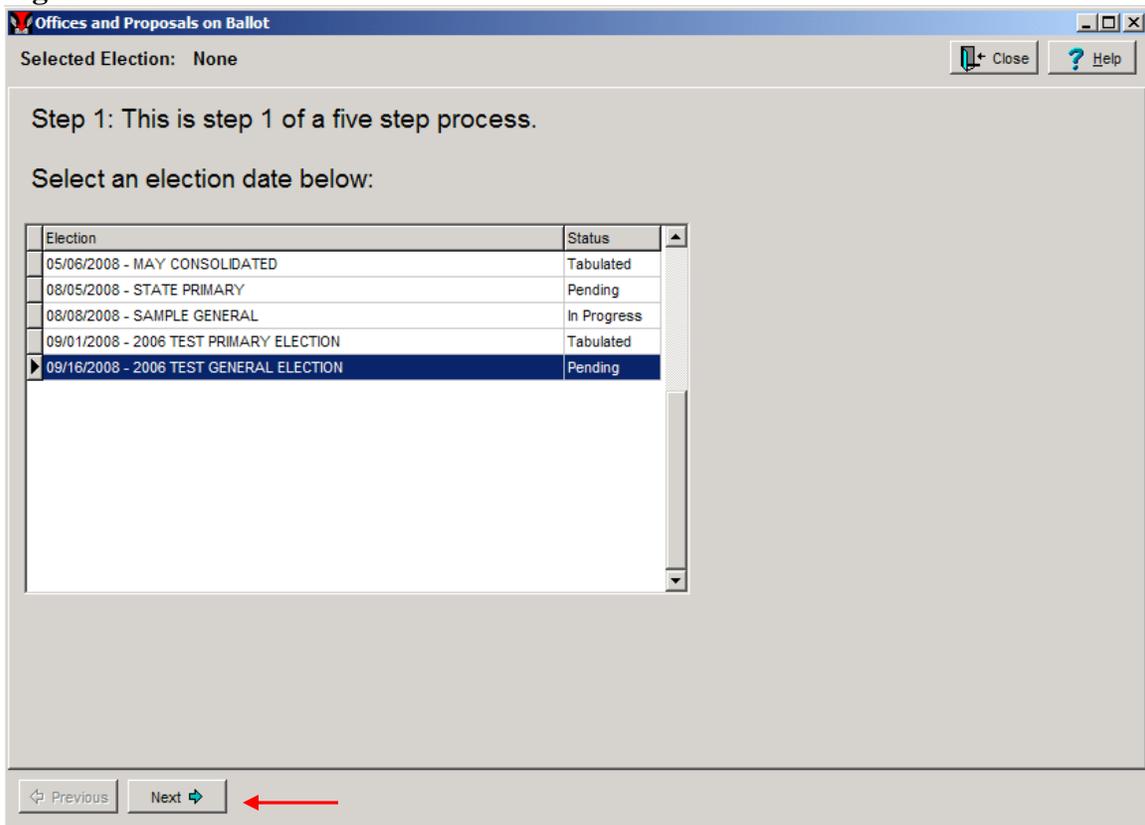


Figure 3.12



| | |
|----------------------------------|---|
| Select an <u>E</u> lection date. | The date is highlighted. Figure 3.12 |
| Click the [Next] button. | The screen advances to <i>Offices and Proposals on Ballot</i> screen <i>Stage 1/Step 2</i> . Figure 3.13 |

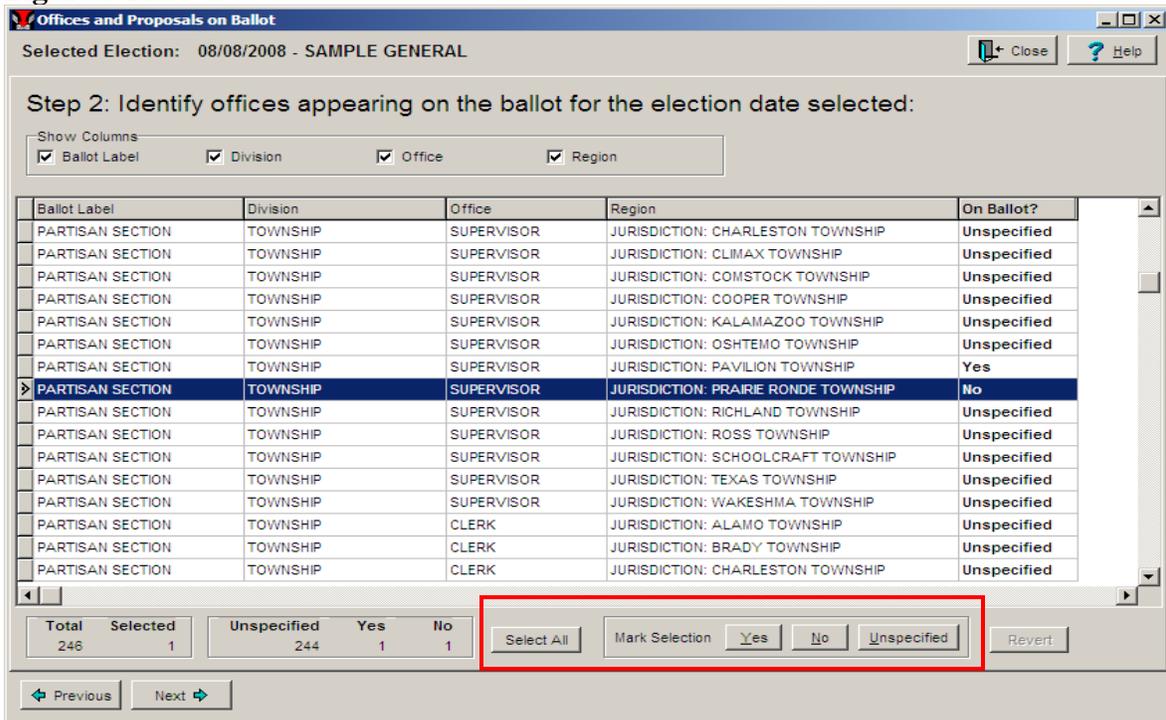
Stage 1/Step 2 – By marking each offices “Yes” or “No,” identify all offices that will appear on the ballot. It is important to note that the offices listed in the grid reflect **ALL** possible offices/proposals that could appear on a ballot within your jurisdiction.

Note: Stage 1 is not complete until all offices are marked “Yes” or “No.”

To mark a single office record:

| Action | Result |
|--|--|
| Highlight a single row and select the [Yes] or [No] button in the Mark Selection area. | The selected office is now marked as <u>Yes</u> or <u>No</u> . Figure 3.13 |
| Marking an office <u>Yes</u> adds the office to the ballot and makes it available for editing in subsequent steps. Mark an office <u>Yes</u> only when you are certain that the office will appear on the ballot. | The selected office is marked <u>Yes</u> and will be appearing on your ballot. Figure 3.13 |
| Marking an office <u>No</u> results in the office not being added to the ballot. Offices marked <u>No</u> are unavailable in subsequent steps. Mark an office <u>No</u> only when you are certain that the office will not appear on the ballot. | The selected office is marked <u>No</u> and will not be appearing on your ballot. Figure 3.13 |
| Leaving an office <u>Unspecified</u> indicates that you are not ready to make this decision. | The office is left <u>Unspecified</u> . Figure 3.13 |

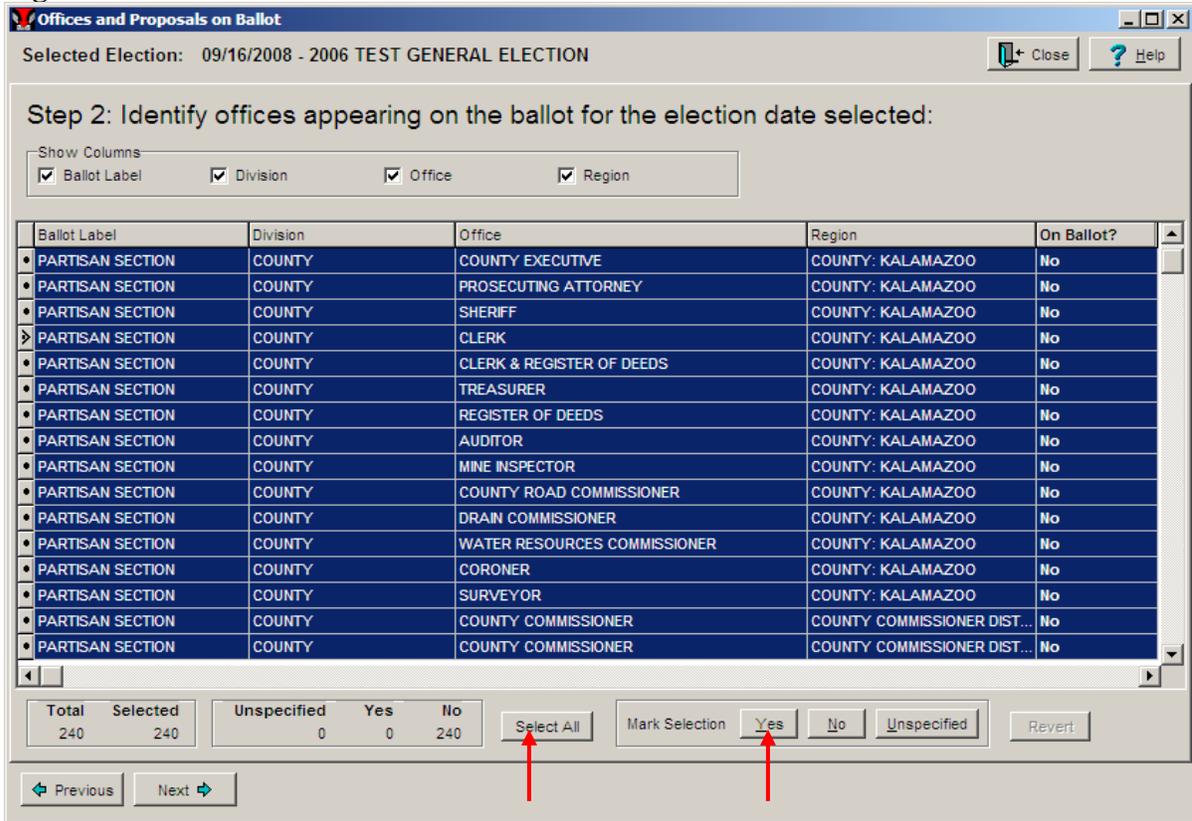
Figure 3.13



If you have NO offices appearing on your ballot:

| Action | Result |
|--|---|
| Click the [Select All] button at the bottom of the screen to highlight all of the offices in your grid. | All of the offices in your grid are highlighted. Figure 3.14 |
| Select the [No] button in the <u>Mark Selection</u> area. | The selected offices are now marked as “No”. Figure 3.14 |
| When you have finished marking your selections, click the [Next] button to move on to Step 3. | Advances screen to the <i>Help</i> screen for <i>Stage 1\Step 3</i> of the E Wizard . Figure 3.16 . (If a <i>Reminder</i> screen appears, click the [OK] button to advance to the <i>Help</i> screen.) |

Figure 3.14

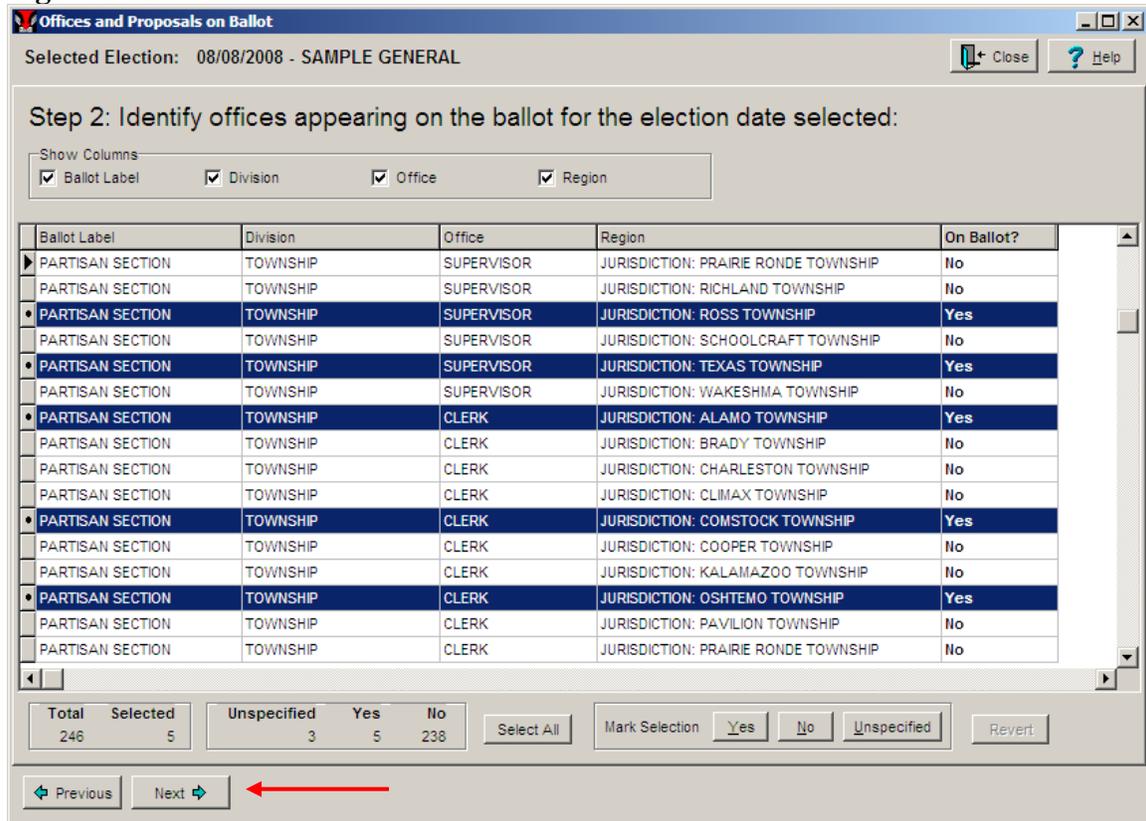


Marking multiple records:

| Action | Result |
|--|--|
| Multiple records may be marked by selecting one office and then by selecting all other desired offices while holding down the Ctrl key on the keyboard. | All of the selected offices in your grid are highlighted. Figure 3.15 |

| | |
|---|---|
| Select the [Yes] or [No] button in the <u>Mark Selection</u> area. | The selected offices are now marked as “Yes” or “No”. Figure 3.15 |
| When you have finished marking your selections, click the [Next] button to move on to Step 3. | Advances screen to the <i>Help</i> screen for <i>Stage 1\Step 3</i> of the <i>E Wizard</i> . Figure 3.16. (If a <i>Reminder</i> screen appears, click the [OK] button to advance to the <i>Help</i> screen.) |

Figure 3.15



Stage 1/Step 3 - Define the number of full and partial terms - The purpose of **Stage 1/Step 3** is to enter the number of times that each office will appear on the ballot based on the number of full terms and partial terms for each office marked “Yes” in **Stage 1/Step 2**. Note that it is not a reference to the number of offices to be filled.

| Action | Result |
|--|---|
| Carefully read the <i>Help</i> screen for <i>Stage 1\Step 3</i> of the <i>E Wizard</i> . The purpose of this screen is to provide instructions for completing <i>Stage 1\Step 3</i> of the <i>E Wizard</i> | You have read the instructions pertaining to <i>Stage 1\Step 3</i> of the <i>E Wizard</i> . Figure 3.16 |
| Close the <i>Help</i> screen for <i>Stage 1\Step 3</i> of the <i>E Wizard</i> | The <i>Offices and Proposals on Ballot</i> screen <i>Stage 1/Step 3</i> of the <i>E Wizard</i> screen opens. Figure 3.17 |

Figure 3.16

Offices and Proposals on Ballot (Step 3)

Please follow these instructions very carefully when performing Step 3 in the "Offices and Proposals On Ballot" module:

Full Term Positions - In most cases, each office will appear on the ballot only once. However, if the ballot will be used to fill multiple full term positions which have different term lengths, the office will appear on the ballot more than once. Example: If both a four-year full term and a two-year full term will appear on the ballot for "Local School District Board Member," the office will appear on the ballot 2 times. (See the example below labeled "Full Term Positions.")

Partial Term Positions - If the ballot will be used to fill one or more partial terms which were created as the result of one or more vacancies, enter the number of times the partial-term office will appear on the ballot to fill the vacant positions. Example: If both a three-year partial term and a two-year partial term will appear on the ballot, the office will appear on the ballot 2 times. (See the example below labeled "Partial Term Positions.")

EXAMPLE:

Region **SCHOOL DISTRICT: BIRCH RUN AREA SCHOOLS**
 Office LOCAL SCHOOL DISTRICT BOARD MEMBER

Full Term Positions **Partial Term Positions**
 This office will appear times. This office will appear times.

"Assign All" Feature: The Step 3 screen has an "Assign All" feature which is located across the bottom of the screen. If all offices will appear on the ballot the same number of times, you can enter the number of times that each office will appear just once and click on the "Assign All" button. Your response will be automatically applied to all offices on the screen. You can use the "Assign All" feature for both full and partial term positions.

NOTE: The "Assign All" button will be grayed out until the number of full or partial term positions is entered.

| | |
|--|--|
| To enter the number of full and partial terms one office at a time: Place the cursor inside the <u>Full Term Positions</u> field for an office and key in the appropriate number. | The appropriate number has been entered. |
| Repeat this process for each office on the ballot. | All of the <u>Full Term Positions</u> fields have a number entered. Figure 3.17 |
| Place the cursor inside the <u>Partial Term Positions</u> field for an office, key in the appropriate number and repeat this process for each office on the ballot. | All of the <u>Partial Term Positions</u> fields have a number entered. Figure 3.17 |
| Select the [Next] button to advance to <i>Stage 1 / Step 4.</i> | The screen advances to <i>Offices and Proposals on Ballot Stage 1 / Step 4.</i> (If a <i>Confirm</i> screen appears see note below.) |

Figure 3.17

| | |
|--|---|
| <p>To enter the number of full terms for <u>all offices at the same time</u>: Place the cursor inside the <u>FULL TERM POSITIONS</u> field at the bottom of the screen, key in the appropriate number and select the [Assign All] button.</p> | <p>All of the offices have the same <u>Full Term Positions</u> number assigned to them. Figure 3.18</p> |
| <p>To enter the number of partial terms for <u>all offices at the same time</u>: Place the cursor inside the <u>PARTIAL TERM POSITIONS</u> field at the bottom of the screen, key in the appropriate number and select the [Assign All] button.</p> | <p>All of the offices have the same <u>Partial Term Positions</u> number assigned to them. Figure 3.18</p> |
| <p>Select the [Next] button to advance to <i>Stage 1 / Step 4.</i></p> | <p>The screen advances to <i>Offices and Proposals on Ballot Stage 1 / Step 4.</i> (If a <i>Confirm</i> screen appears see note below.)</p> |

Figure 3.18

NOTE: In most cases, there will be one **Full Term** and either zero or one **Partial Term** for each office.

| | |
|--|--|
| <p>If you enter more than one “Full Term” for an office (a number greater than one), you will be asked if you really want to do this.</p> | <p>The <i>Confirm</i> screen opens. Figure 3.19</p> |
| <p>Select the [Yes] button if this accurate or select [No] if it is not.</p> | <p>If [Yes] is selected you will advance to <i>Stage 1 / Step 4</i>. If [No] is selected you will stay at <i>Stage 1 / Step 3</i> so that you can make a correction.</p> |
| <p>If you enter more than one “Partial Term” for an office (a number greater than one), you will be asked if you really want to do this.</p> | <p>The <i>Confirm</i> screen opens. Figure 3.20</p> |
| <p>Select the [Yes] button if this accurate or select [No] if it is not.</p> | <p>If [Yes] is selected you will advance to <i>Stage 1 / Step 4</i>. If [No] is selected you will stay at <i>Stage 1 / Step 3</i> so that you can make a correction.</p> |

Figure 3.19

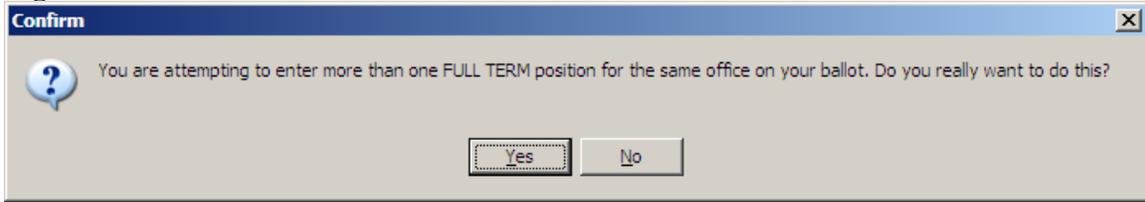
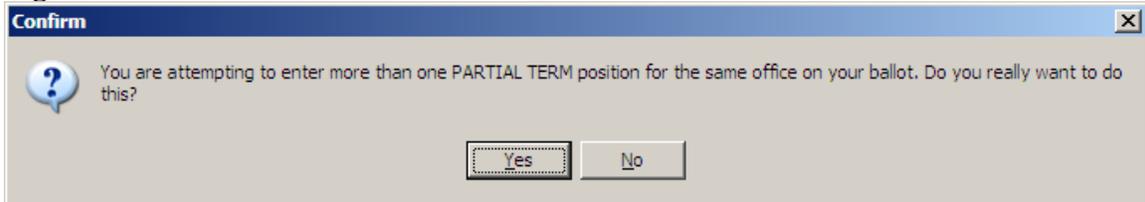


Figure 3.20



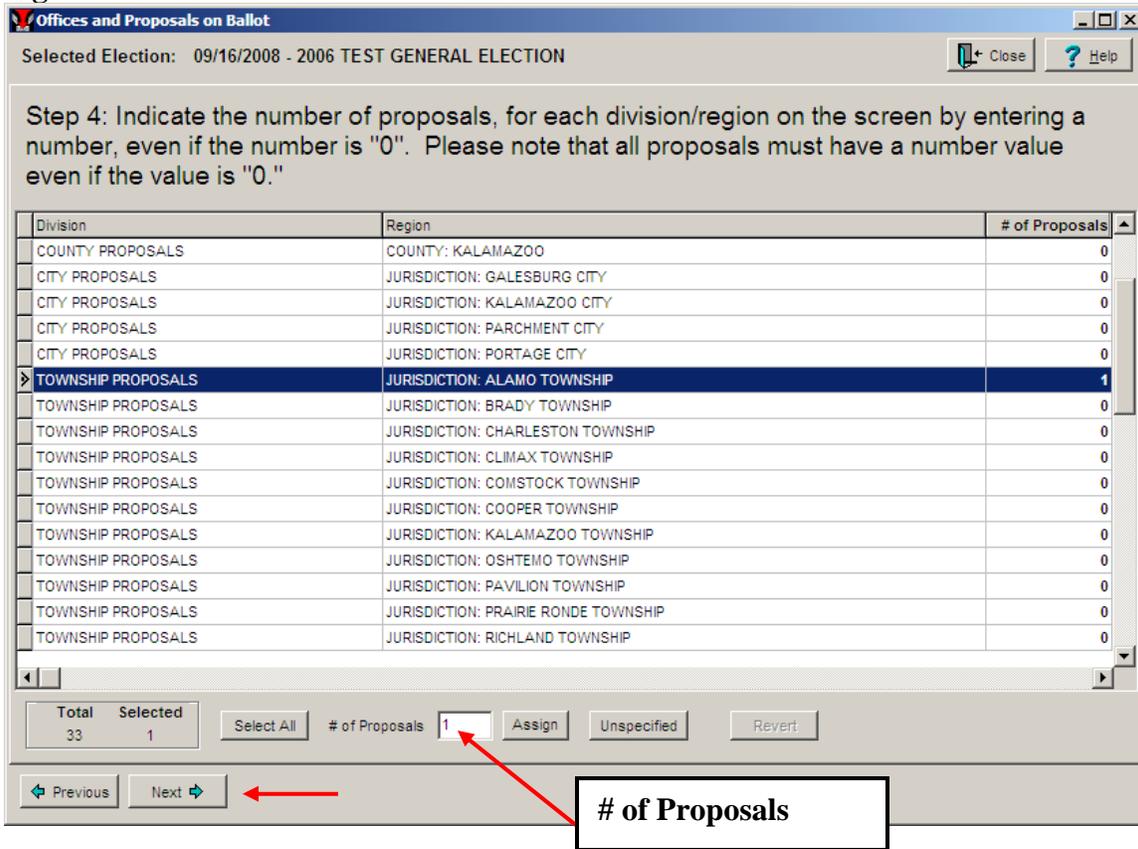
Stage 1/Step 4 - Specify the number of proposals within each category:

This step is used to identify the proposals that will appear on the ballot for each region.

All proposals must have a number assigned even if the number is zero.

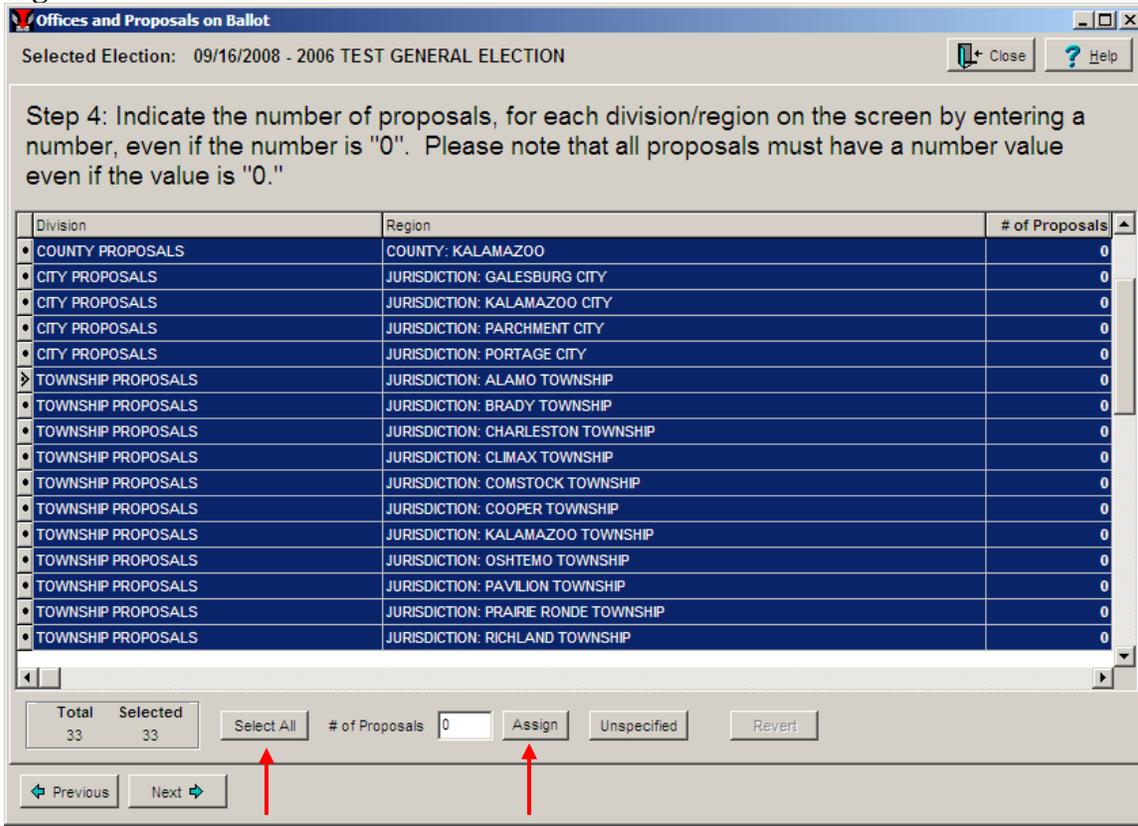
| Action | Result |
|---|--|
| To set the <u># of Proposals</u> one Region at a time : Highlight a single row or region, enter the total number in the <u># of Proposals</u> field at the bottom of the screen and select the [Assign] button. | The selected region has the number of proposal(s) assigned to it. |
| Perform this procedure for each row or region on the screen. | Each region has the correct number of proposals assigned to it. Figure 3.21 |
| When you have finished assigning the number of proposals to each region, select the [Next] button to advance to <i>Stage 1 / Step 5</i> . | The <i>Offices and Proposals on Ballot</i> screen has advanced to <i>Stage 1/Step 5</i> . Figure 3.24 |

Figure 3.21



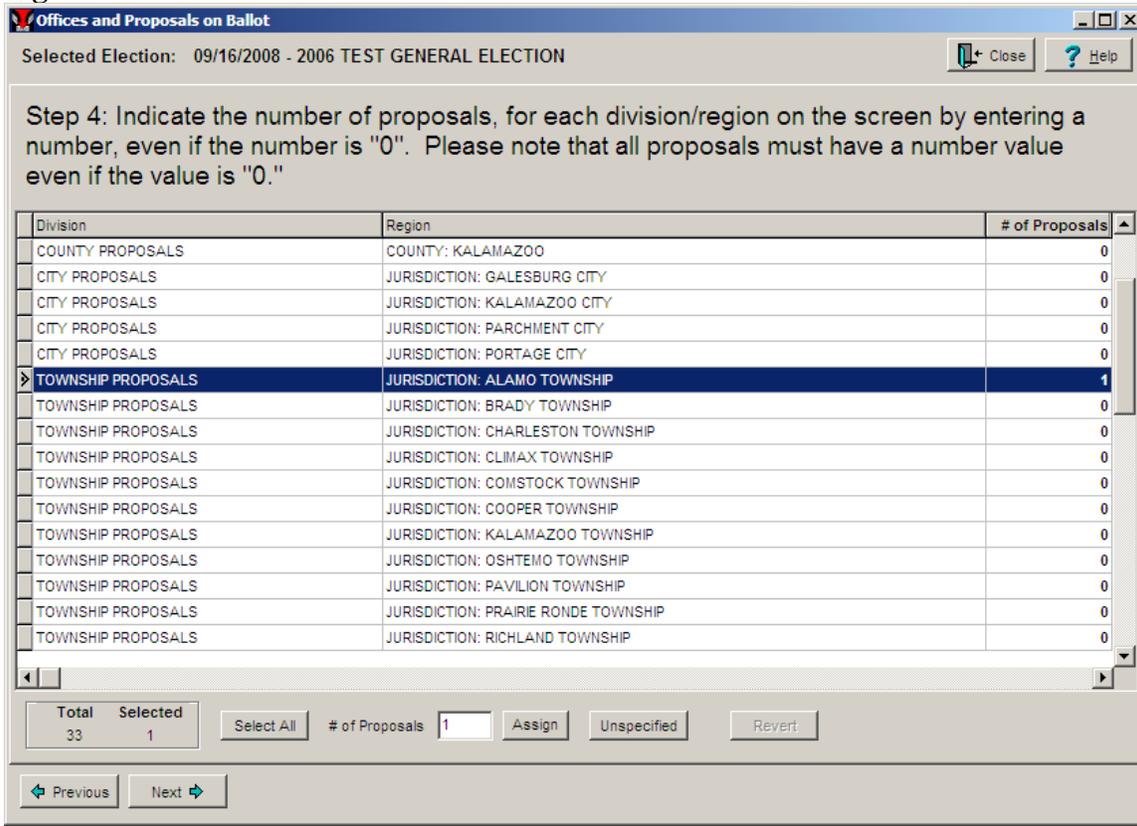
| | |
|--|--|
| <p>To set the # of Proposals for all Regions at one time: Select the [Select All] button at the bottom of the screen.</p> | <p>All rows are now highlighted.</p> |
| <p>In the # of Proposals field at the bottom of the screen, enter a number and select the [Assign] button.</p> | <p>Each region has the same number of proposals assigned to it. Figure 3.22</p> |
| <p>When you have finished assigning the number of proposals to each region, select the [Next] button to advance to Stage 1 / Step 5.</p> | <p>The Offices and Proposals on Ballot screen has advanced to Stage 1 / Step 5. Figure 3.24</p> |

Figure 3.22



| | |
|---|--|
| <p>To make the process easier, if proposals will only appear on the ballot in a couple of regions, you can use the [Select All] button at the bottom of the screen, enter <u>0</u>, and select the [Assign] button at the bottom of the screen.</p> | <p>All rows have the number zero assigned to them.</p> |
| <p>Now go back to each region that is going to have a proposal on the ballot and assign the correct number to it.</p> | <p>Each region has the correct number of proposals assigned to it. Figure 3.23</p> |
| <p>When you have finished assigning the number of proposals to each region, select the [Next] button to advance to Stage 1 / Step 5.</p> | <p>The <i>Offices and Proposals on Ballot</i> screen has advanced to <i>Stage 1 / Step 5</i>. Figure 3.24</p> |

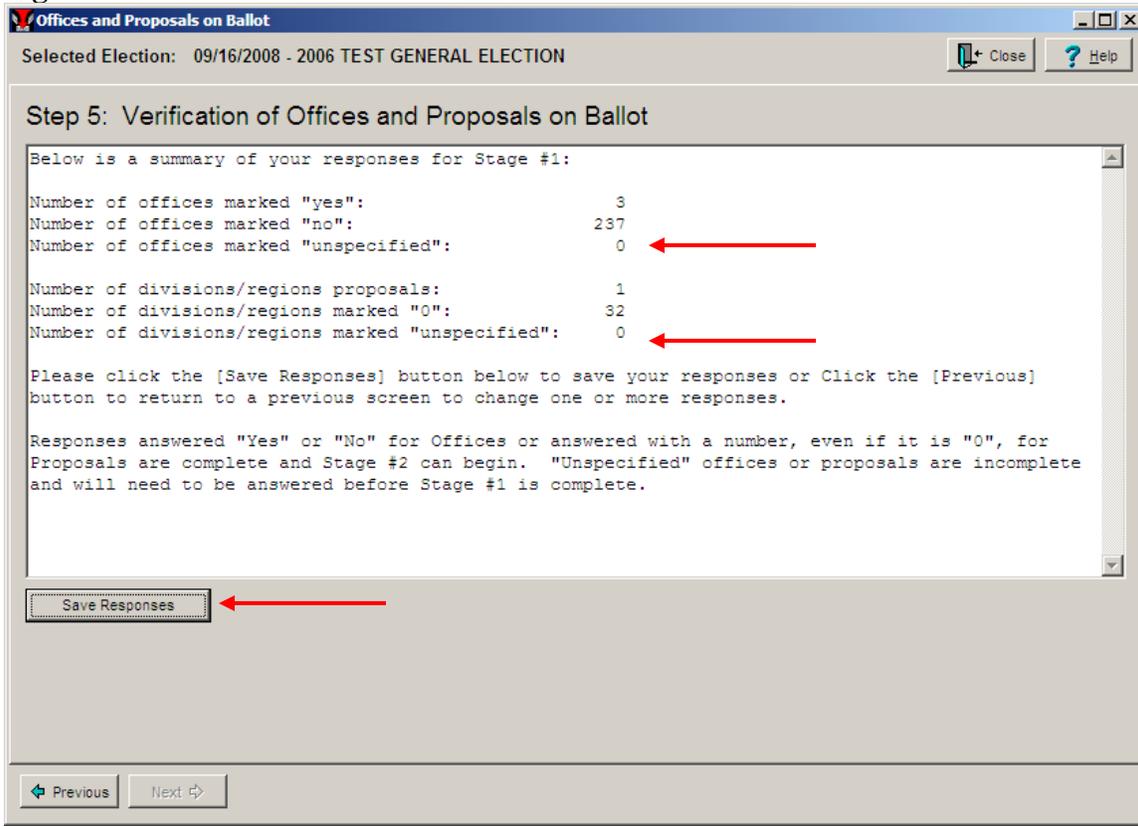
Figure 3.23



Stage 1/Step 5 - Verify offices and proposals and save responses:

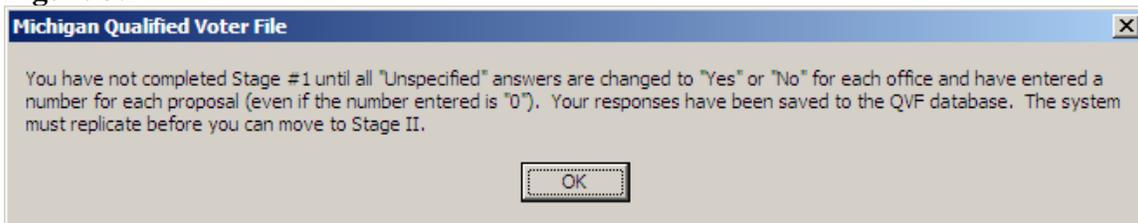
| Action | Result |
|--|---|
| Review the <i>Verification of Offices and Proposals on Ballot</i> screen closely to ensure that all information is accurate. | The <i>Verification</i> screen has been reviewed for accuracy. Figure 3.24 |
| If the <i>Verification</i> screen is inaccurate, select the [Previous] button at the bottom of the screen to go back to the screen needing the correction and make the appropriate correction. Once you have made your correction(s), select the [Next] button until you are back to the <i>Verification</i> screen. | The appropriate corrections have been made and you are back to the <i>Verification</i> screen. Figure 3.24 |
| If the <i>Verification</i> screen is accurate, select the [Save Responses] button to save your work. Figure 3.24 | Your work in E Wizard Stage 1 has been saved. |

Figure 3.24



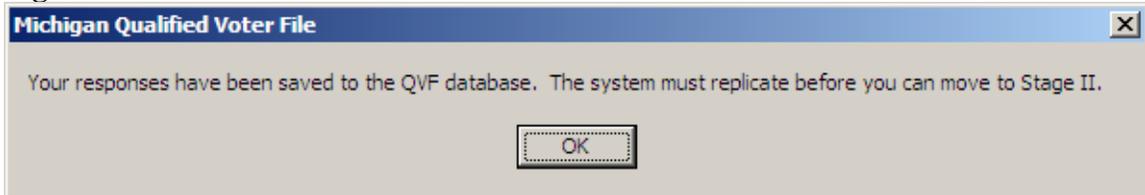
| | |
|--|---|
| <p>If any Offices or Proposals were left "Unspecified," a confirmation message will appear to remind you that all "Unspecified" Offices must be changed to "Yes" or "No" and all "Unspecified" Proposals must have a number entered before <i>Stage 1</i> is complete.</p> | <p>A confirmation message appears letting you know that you still have some "Unspecified" answers. Figure 3.25</p> |
| <p>Select the [OK] button to save and close E Wizard Stage 1.</p> | <p>The E Wizard Stage 1 closes.</p> |

Figure 3.25



| | |
|---|---|
| If all Offices were answered “Yes” or “No” and all Proposals were answered with a number, a confirmation message will appear to remind you to replicate before continuing to <i>Stage 2</i> . | A confirmation message appears reminding you to Replicate (if appropriate) before going on to <i>Stage 2</i> . Figure 3.26 |
| Select the [OK] button to Save and Close E Wizard Stage 1 . | The E Wizard Stage 1 closes. |

Figure 3.26



IMPORTANT: You MUST replicate before continuing to Stage 2.

QVF Users – Perform a manual replication twice or wait for two scheduled replications before continuing to Stage 2.

QVF Lite – Saving your entries in Stage 1 will result in an automatic replication which will take place within approximately 1 minute. Once the automatic replication is complete you may proceed to Stage 2.

Stage 2 – Candidate, Office and Proposal Detail: Stage 2 requires the user to enter data in five steps.

Reminder: Offices and proposals selected in Stage 1 will only appear in Stage 2 following replication. Only those offices marked “Yes” in Stage 1 will appear in Stage 2. Offices marked “Unspecified” will need to be marked “Yes” before they will appear in Stage 2.

Stage 2/Step 1 - Select election date and individual office row:

| Action | Result |
|---|---|
| From the <i>Elections</i> menu select <i>Candidate, Office, and Proposal Detail (Stage2)</i> . Figure 3.27 | The <i>Candidate, Office and Proposal Detail</i> screen opens. Figure 3.28 |
| Select the correct election from the <u>Election</u> drop down field. | The correct election has been selected. Figure 3.28 |

Figure 3.27

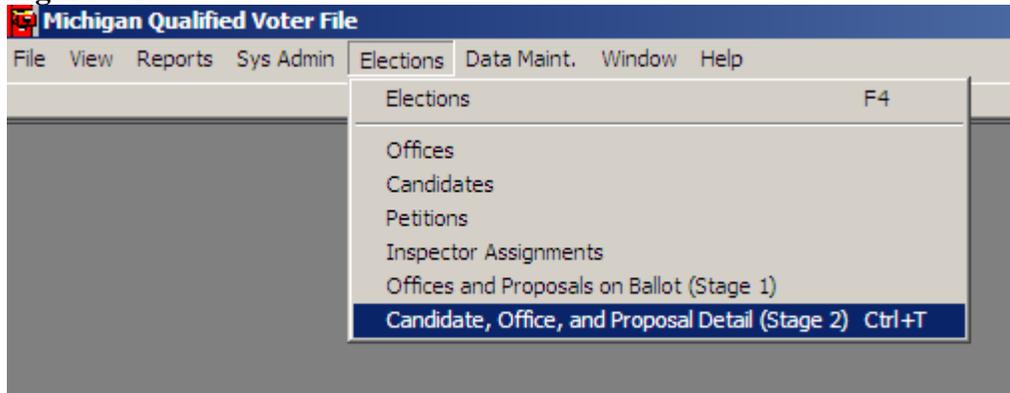
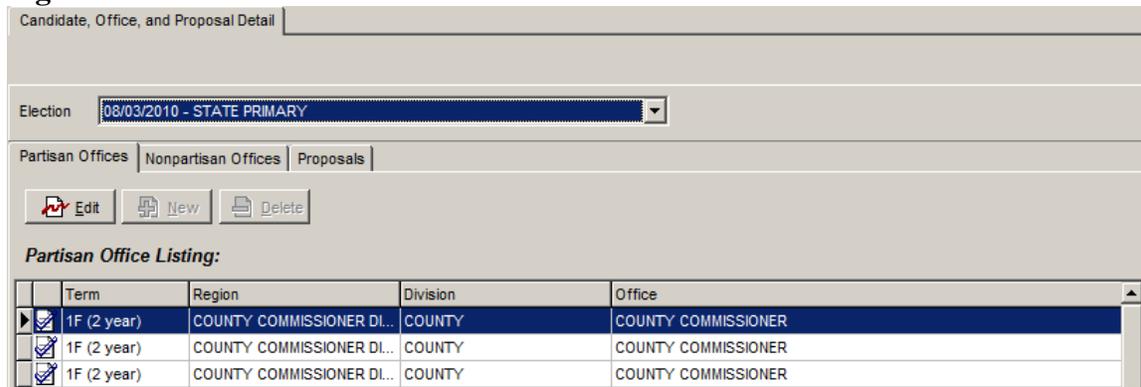


Figure 3.28



Stage 2/Step 2 - Enter office details:

This step is used to enter office details such as the **Term Length** and the **Number of Positions**. Please note that the **Number of Positions** refers to the total number of candidates to be elected to the office selected. (For example, in a “Vote for not more than 2” office you will enter a 2 in the “**Number of Positions**” field.)

| Action | Result |
|---|---|
| Select an <u>Office</u> on the left side of the screen and select the [Edit] button above it. You can also double left click on the <u>Office</u> to get the same result. | The <i>Office Ballot Item</i> screen opens. Figure 3.29 |
| If this is a Full Term Office, enter the <u>Term Length</u> and the <u>Number of Positions</u> (the total number of candidates to be elected to the selected office) on the ballot. | The correct <u>Term Length</u> and the correct <u>Number of Positions</u> has been entered. Figure 3.29 |
| Select the [OK] button to go back to the <i>Candidate, Office, and Proposal Detail</i> screen. | You are now back at the <i>Candidate, Office, and Proposal Detail</i> screen. |

Figure 3.29

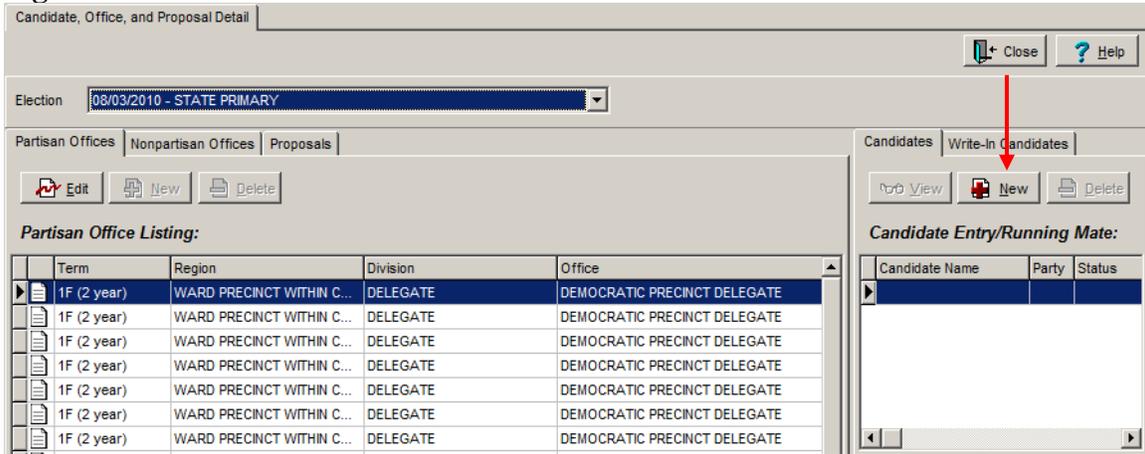
| | |
|---|--|
| <p>If this is a “Partial Term Office,” enter the <u>End Date</u> (Term Ending Date) and the <u>Number of Positions</u> (the total number of candidates to be elected to the selected office) on the ballot.</p> | <p>The correct <u>End Date</u> and the correct <u>Number of Positions</u> has been entered. Figure 3.30</p> |
| <p>Select the [OK] button to go back to the <i>Candidate, Office, and Proposal Detail</i> screen.</p> | <p>You are now back at the <i>Candidate, Office, and Proposal Detail</i> screen.</p> |

Figure 3.30

Stage 2/Step 3 - Enter Candidate Information - This is where you will enter the Candidate Information as it will appear on the ballot. Enter each candidate one at a time using the **Candidate** screen. If a candidate is running for Township Trustee – full term, and is also running for Township Trustee – partial term to fill a vacancy, you will need to enter the candidate twice: once for the full term office and once for the partial term office. Candidates for partisan and non-partisan offices have separate tabs for data entry.

| Action | Result |
|--|---|
| For partisan offices ensure the <u>Partisan Offices</u> tab has been chosen. (Choose the <u>Non-Partisan</u> tab for a list of non-partisan offices and the entry of non-partisan candidates.) Highlight an individual <u>Office</u> record on the left side of the <i>Candidate, Office and Proposal Detail</i> screen. | The <u>Office</u> you wish add new candidates to is highlighted. Figure 3.31 |
| Select [New] above <u>Candidate Entry/Running Mate</u> on the right side of the screen to open the <i>Candidate</i> screen. | The <i>Candidate</i> screen opens. Figure 3.32 |

Figure 3.31



Use the **Affidavit of Identity** to fill in the appropriate fields on the *Candidate* screen. Please note that any field with a pointing hand above it is a required field.

| | |
|--|---|
| Fill in the <u>Last Name</u> , <u>First Name</u> , and <u>Middle Name</u> (if applicable) on the <i>Candidate</i> screen. | The <u>Last Name</u> , <u>First Name</u> , and <u>Middle Name</u> (if applicable) have been entered. Figure 3.32 |
| Fill in the name as it will appear on the ballot in the <u>Name on Ballot</u> field. | The <u>Name on Ballot</u> field has been entered. Figure 3.32 |
| Fill in the <u>Designation</u> if applicable. Designations are determined by the Board of County Canvassers when there is potential confusion between two candidates with similar names. | The <u>Designation</u> has been entered. Figure 3.32 |
| Fill in the <u>Phonetic Name</u> when a candidate has a name that might not be pronounced the way it is spelled. AutoMark programmers get pronunciation guidance from this entry. | The <u>Phonetic Name</u> has been entered. Figure 3.32 |
| If applicable fill in the <u>Former Name</u> field. | If applicable the <u>Former Name</u> field has been filled in. Figure 3.32 |
| If the information has been provided to you, please fill in the <u>City</u> , <u>State</u> , <u>Zip Code</u> , <u>Phone Number</u> , <u>Committee ID</u> , and <u>Web Site</u> fields. | If provided, the <u>City</u> , <u>State</u> , <u>Zip Code</u> , <u>Phone Number</u> , <u>Committee ID</u> , and <u>Web Site</u> fields have been filled in. Figure 3.32 |
| Fill in the <u>Party</u> field. | A <u>Party</u> has been selected. Figure 3.32 |
| When you have completed filling out the form click the [OK] button to close the <i>Candidate</i> screen. | The <i>Candidate</i> screen closes. |
| Repeat the above steps for all of the offices that will be appearing on your ballot. | All of the candidates have been entered for each of the offices appearing on your ballot. The <u>Candidate Entry/Running Mate</u> portion of the screen should look similar to Figure 3.33 . |

Figure 3.32

Candidate [?] [X]

OK Cancel Help

Enter Candidate information directly from the Affidavit of Identity.

Main Candidate

| | | | | | |
|-----------------------------|----------------|--------------|----|----------|-------|
| Last Name | HOGAN | | | | |
| First Name | BEN | | | | |
| Middle Name | | | | | |
| Name on Ballot | Ben Hogan | | | | |
| Designation | | | | | |
| Phonetic Name | | | | | |
| Former Name (if applicable) | | | | | |
| Address | 922 PALMER AVE | | | | |
| City | PAW PAW | State | MI | Zip Code | 49079 |
| Phone Number | 555-555-5555 | Committee ID | | | |

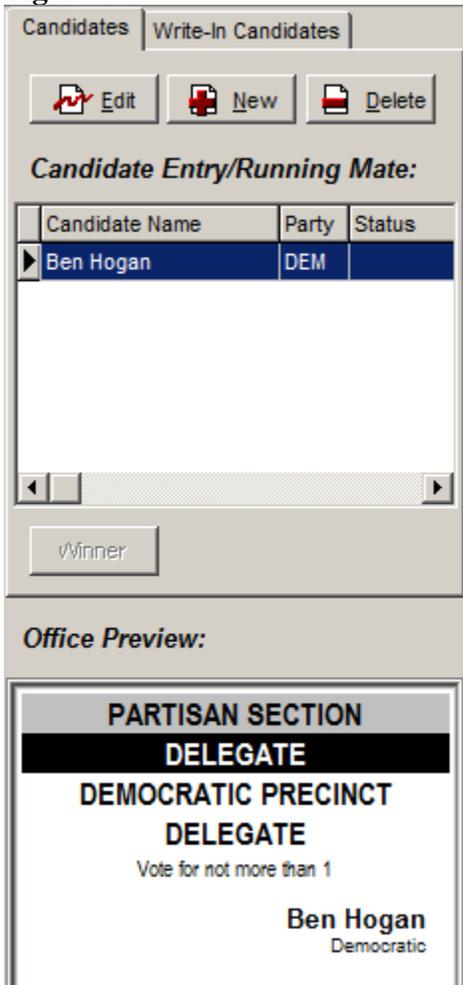
Web Site:

Party: Position on Ballot:

Filing Date:

Incumbent Withdrew Disqualified Winner

Figure 3.33

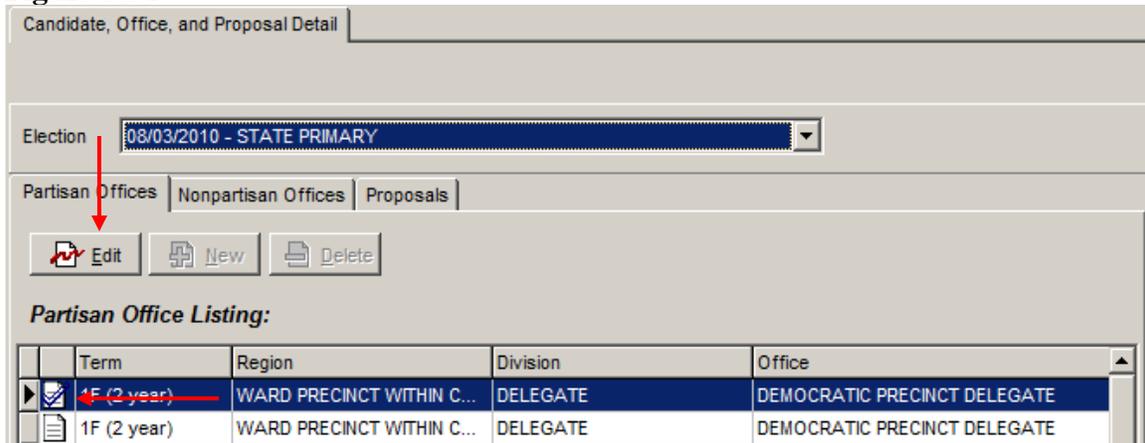


NOTE: If a candidate is running for both a full term position and a partial term position to fill a vacancy, you will need to enter the candidate twice: once for the full term office and once for the partial term office.

Stage 2/Step 4 – Check “This Item is Complete” in Office Ballot Item screen

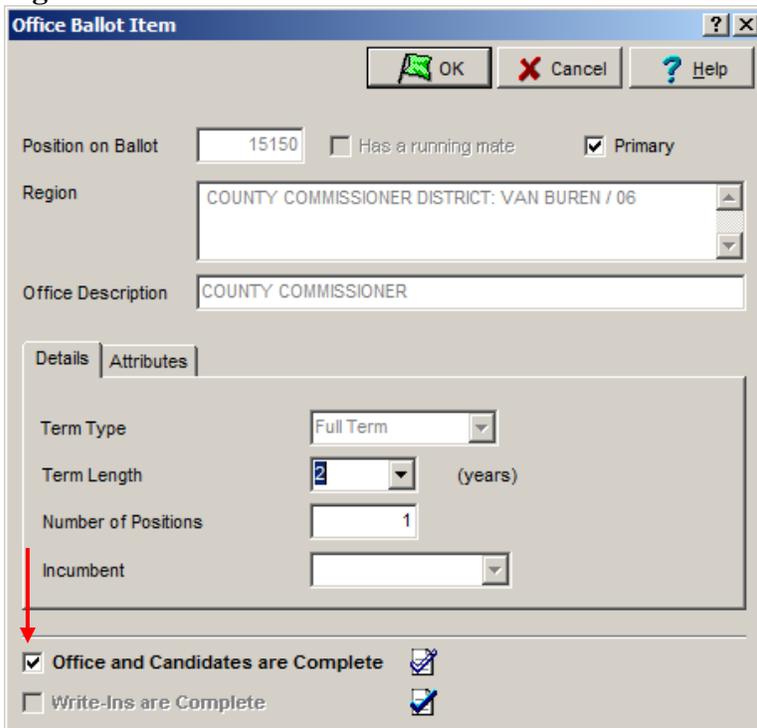
| Action | Result |
|---|--|
| When you have completed entering all office and all candidate information for a given office highlight that <u>Office</u> on the left hand side of the screen | The <u>Office</u> you want to mark complete is highlighted. Figure 3.34 |
| Select the [Edit] button to open the <i>Office Ballot Item</i> screen. | The <i>Office Ballot Item</i> screen opens. Figure 3.35 |

Figure 3.34



| | |
|--|--|
| Check the <u>Office and Candidates are Complete</u> box located in the bottom left corner of the screen. | The <u>Office and Candidates are Complete</u> box located in the bottom right corner of the screen has been checked. Figure 3.35 |
| Select the [OK] button to close the <i>Office Ballot Item</i> screen. | The <i>Office Ballot Item</i> screen has been closed and a checkmark appears in the left hand column of the <i>Candidate, Office, and Proposal Detail</i> screen. Figure 3.34 |

Figure 3.35



Stage 2/Step 5 - Enter Proposal Language and Check “This Item is Complete

This step explains how to enter any Proposal Language that will be appearing on your ballot.

| Action | Result |
|---|---|
| On the <i>Candidate, Office and Proposal Detail</i> screen, select the <u>Proposals</u> tab on the left side of the screen. | The <u>Proposals</u> tab has been selected and the <u>Proposal Listing</u> is visible. Figure 3.36 |
| Highlight a proposal and select the [Edit] button (or double-click on the proposal) to open the <i>Proposal Ballot Item</i> screen. | The <i>Proposal Item</i> screen opens. Figure 3.37 |

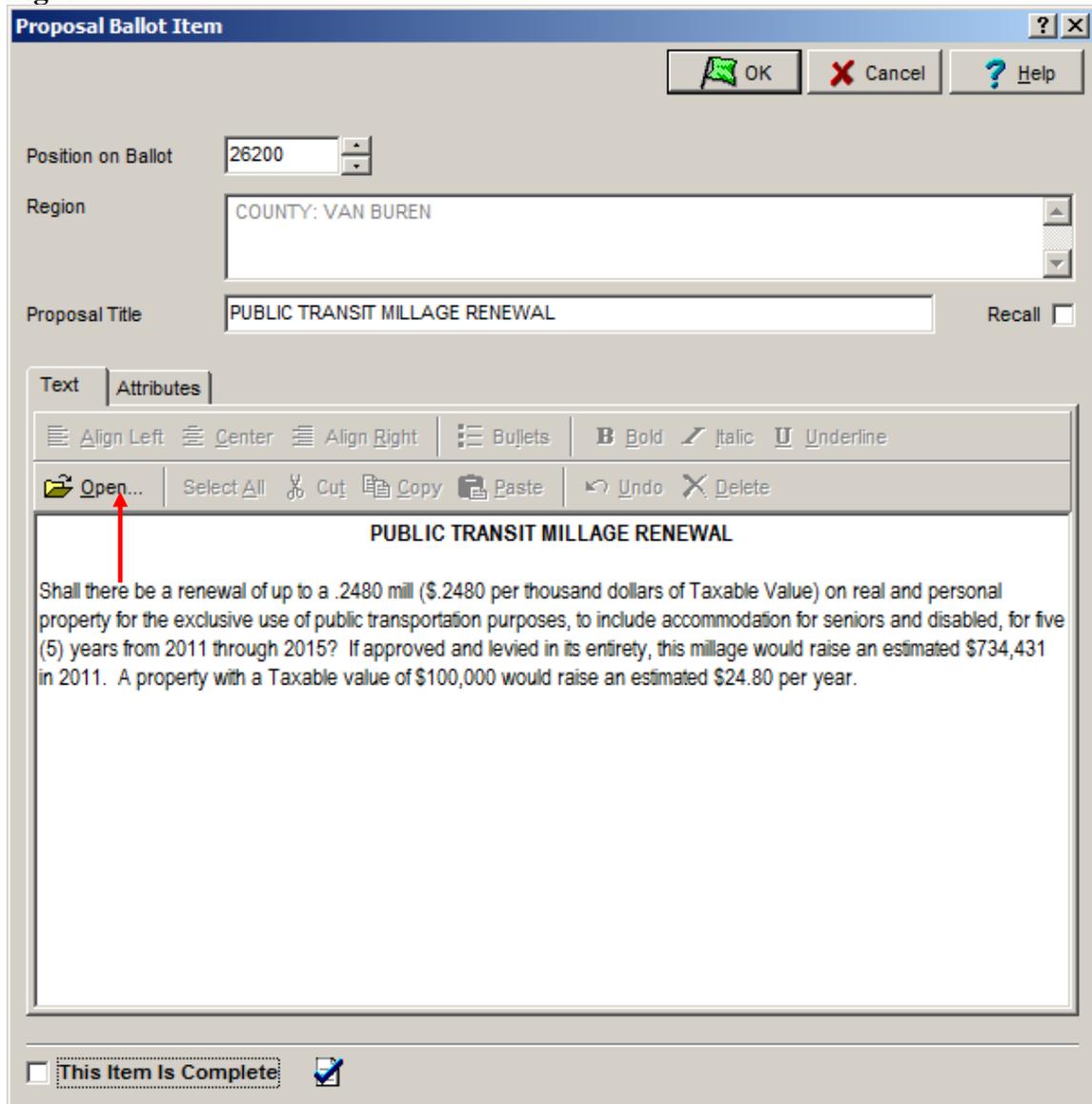
Figure 3.36

The screenshot shows a web application interface. At the top, there is a breadcrumb trail: "Candidate, Office, and Proposal Detail". Below this is a dropdown menu for "Election" set to "08/03/2010 - STATE PRIMARY". There are three tabs: "Partisan Offices", "Nonpartisan Offices", and "Proposals", with "Proposals" being the active tab. Below the tabs are three buttons: "Edit" (with a pencil icon), "New" (with a plus icon), and "Delete" (with a trash icon). Underneath is the heading "Proposal Listing:" followed by a table with three columns: "Division", "Proposal Description", and "Region".

| | Division | Proposal Description | Region |
|-------------------------------------|------------------|--------------------------------|-------------------|
| <input checked="" type="checkbox"/> | COUNTY PROPOSALS | PUBLIC TRANSIT MILLAGE RENEWAL | COUNTY: VAN BUREN |
| <input checked="" type="checkbox"/> | COUNTY PROPOSALS | PUBLIC SAFETY MILLAGE RENEWAL | COUNTY: VAN BUREN |

| | |
|---|---|
| Enter the title of the proposal in the <u>Proposal Title</u> field. | The proposal title has been entered. Figure 3.37 |
|---|---|

Figure 3.37



Proposal Language may be entered using one of the following four methods:

- 1. Uploading text from another document.** Note: Only RTF (rich text field) documents may be opened using this process.

| Action | Result |
|--|--|
| Select the [Open] button from the <i>Proposal Ballot Item</i> screen. Figure 3.37 | The <i>Open</i> screen opens. Figure 3.38 |
| Browse to the folder containing the “Proposal Language” documents at the <u>Look in:</u> field and select the document containing the “Proposal Language.” | The document containing the “Proposal Language” is now highlighted. Figure 3.38 |

Select the **[Open]** button at the bottom right hand corner of the *Open* screen.

Figure 3.38

The “Proposal Language” text is imported into the *Proposal Ballot Item* screen.

Figure 3.36

Figure 3.38

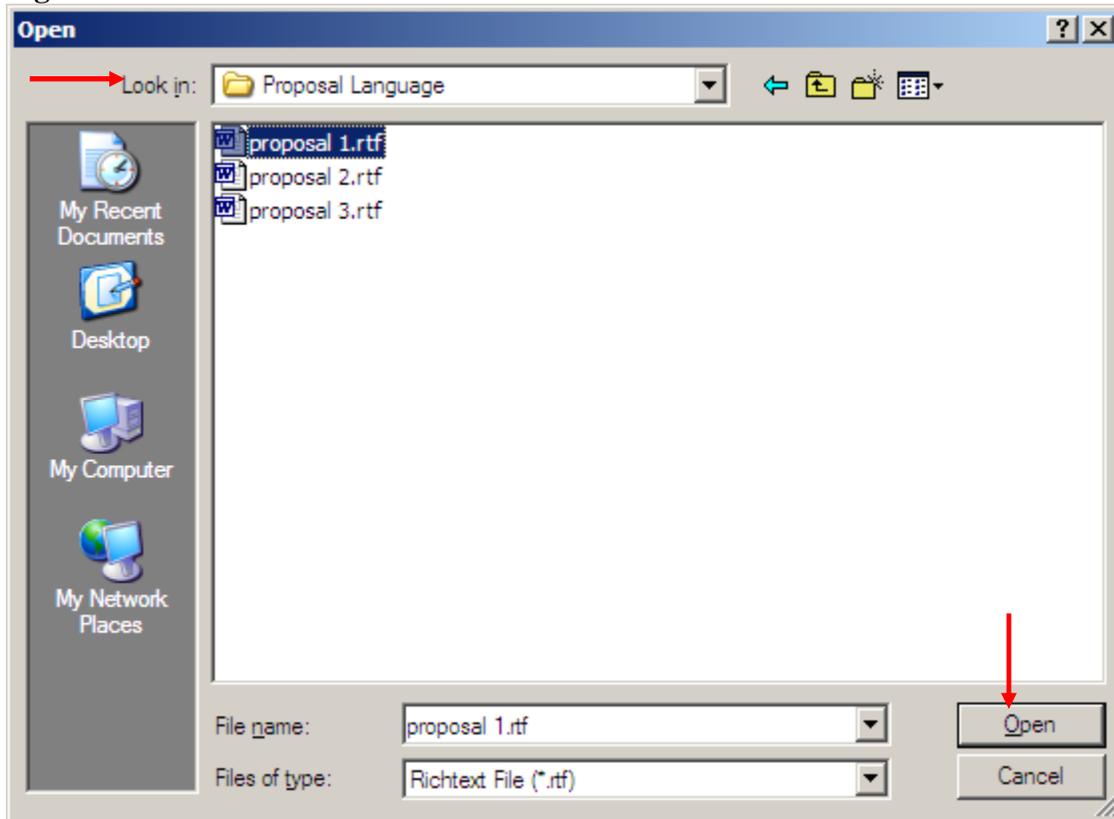
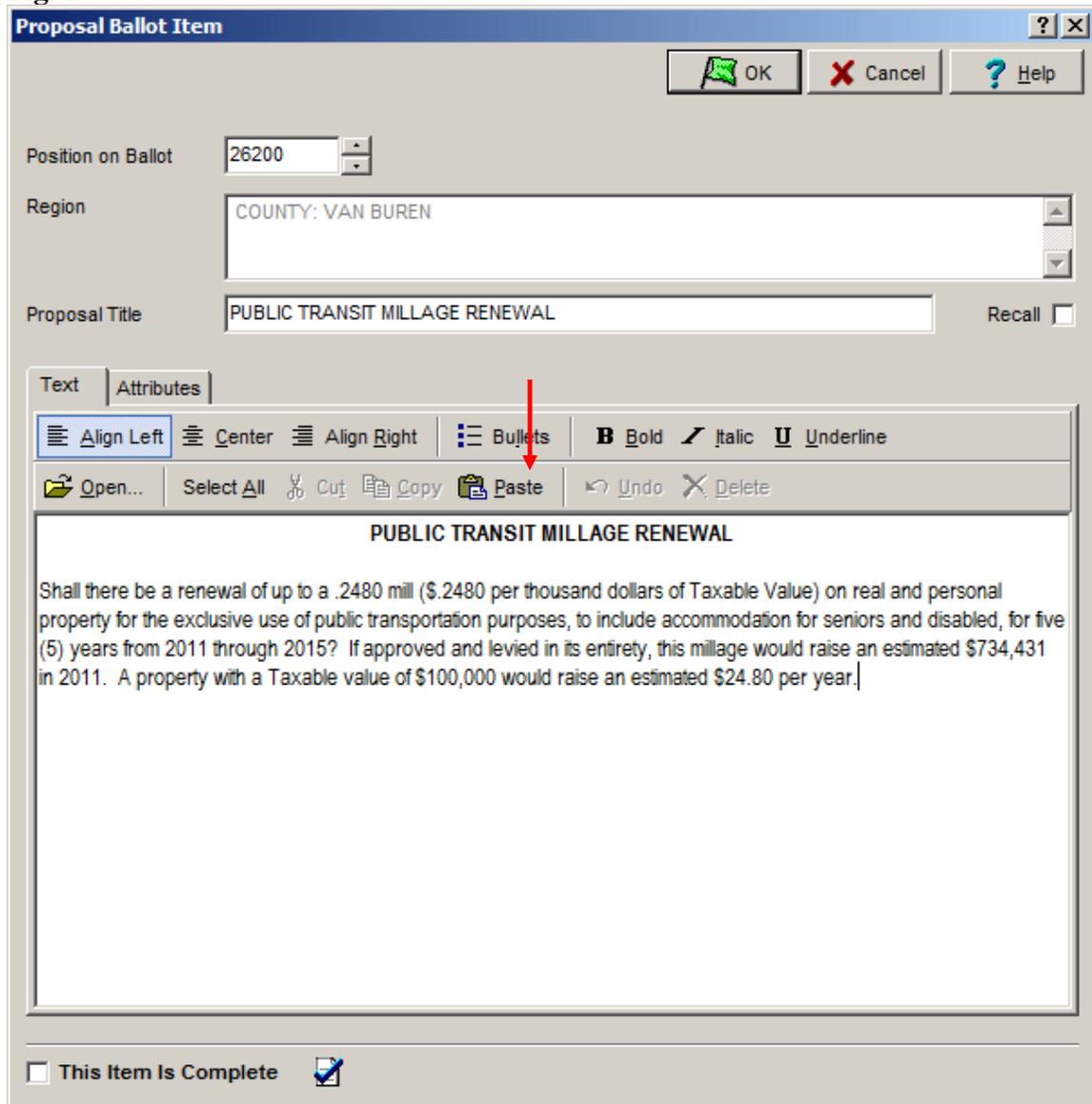


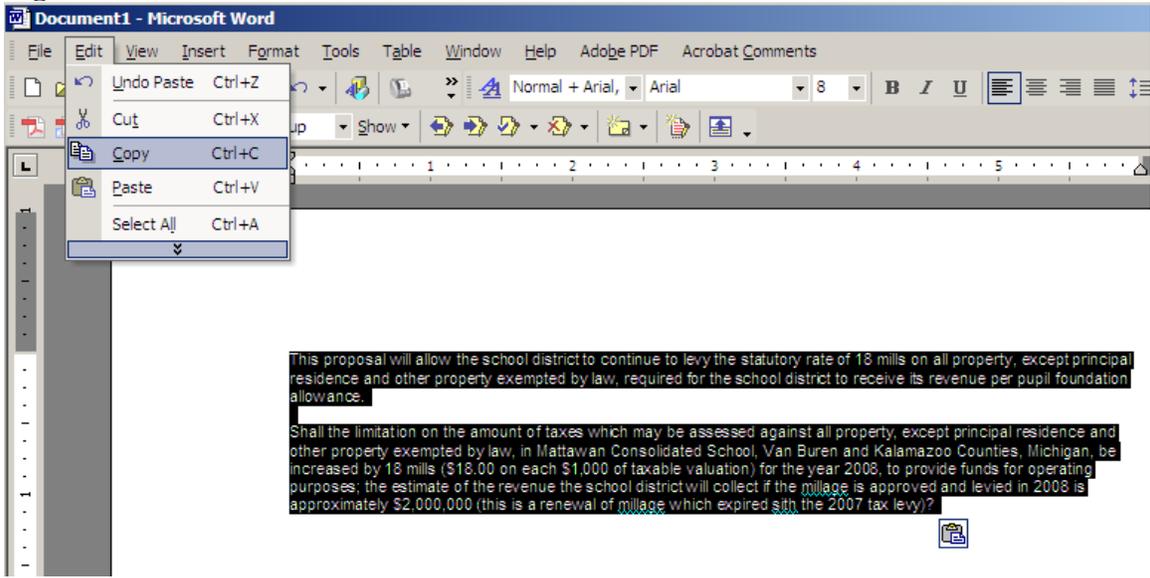
Figure 3.39



2. Copy the Proposal Language from another document and Paste it into the Proposal Ballot Item screen.

| Action | Result |
|--|--|
| Open the document containing the "Proposal Language." | The document has been opened. |
| Select all of the text within the document and select <u>E</u> dit / <u>C</u> opy from the menu. Figure 3.40 | The selected text has been copied to the Windows clipboard. |
| Select the [P aste] button on the <i>Proposal Ballot Item</i> screen. Figure 3.39 | The copied text has been pasted into the <i>Proposal Ballot Item</i> screen. |

Figure 3.40



3. Type the language directly into the screen. Basic formatting tools are included above the text area for your convenience.

| Action | Result |
|---|---|
| Begin by typing the “Proposal Language” directly into the body of the <i>Proposal Ballot Item</i> screen using the formatting tools provided. | The “Proposal Language” text has been typed into the <i>Proposal Ballot Item</i> screen. Figure 3.41 |

Figure 3.41

4. Use the Recall Format tool to format and enter Proposal Language.

| Action | Result |
|--|---|
| Select the [Recall Format] button on the <i>Proposal Ballot Item</i> screen. Figure 3.42 | The body of the <i>Proposal Ballot Item</i> screen is formatted for a “Recall Proposal.” Figure 3.42 |
| Using the provided format, type in the “Proposal Language.” Figure 3.42 | The “Proposal Language” has been entered using the Recall Format . |

Figure 3.42

| | |
|---|--|
| <p>Once the “Proposal Language” has been entered using one of the above four methods, check your work and put a check mark in the <u>This Item Is Complete</u> field.</p> | <p>The <u>This Item Is Complete</u> field has been checked. Figure 3.43</p> |
| <p>Select the [OK] button to close the <i>Proposal Ballot Item</i> screen. Figure 3.43</p> | <p>The <i>Proposal Ballot Item</i> screen closes.</p> |

Figure 3.43

Proposal Ballot Item

Position on Ballot: 26200

Region: COUNTY: VAN BUREN

Proposal Title: PUBLIC TRANSIT MILLAGE RENEWAL

Recall:

Text | Attributes

Align Left | Center | Align Right | Bullets | **B** Bold | Italic | Underline

Open... | Select All | Cut | Copy | Paste | Undo | Delete

PUBLIC TRANSIT MILLAGE RENEWAL

Shall there be a renewal of up to a .2480 mill (\$.2480 per thousand dollars of Taxable Value) on real and personal property for the exclusive use of public transportation purposes, to include accommodation for seniors and disabled, for five (5) years from 2011 through 2015? If approved and levied in its entirety, this millage would raise an estimated \$734,431 in 2011. A property with a Taxable value of \$100,000 would raise an estimated \$24.80 per year.

This Item Is Complete

NOTE: Once the This Item Is Complete box is checked and the [OK] button is selected you will not be able to edit the proposal. Therefore, a proposal should only be marked **Complete** when you are certain that all information for the proposal is accurate and complete.

When all proposals have been marked complete, the Proposal Listing grid should look similar to **Figure 3.44** and the Proposal Preview pane will look similar to **Figure 3.45**.

Figure 3.44

Candidate, Office, and Proposal Detail

Election: 08/03/2010 - STATE PRIMARY

Partisan Offices | Nonpartisan Offices | Proposals

Edit New Delete

Proposal Listing:

| <input type="checkbox"/> | Division | Proposal Description | Region |
|-------------------------------------|------------------|--------------------------------|-------------------|
| <input checked="" type="checkbox"/> | COUNTY PROPOSALS | PUBLIC TRANSIT MILLAGE RENEWAL | COUNTY: VAN BUREN |
| <input checked="" type="checkbox"/> | COUNTY PROPOSALS | PUBLIC SAFETY MILLAGE RENEWAL | COUNTY: VAN BUREN |

Figure 3.45

Proposal Preview:

PROPOSAL SECTION

COUNTY PROPOSALS

PUBLIC TRANSIT MILLAGE RENEWAL

Shall there be a renewal of up to a .2480 mill (\$.2480 per thousand dollars of Taxable Value) on real and personal property for the exclusive use of public transportation purposes, to include accommodation for seniors and disabled, for five (5) years from 2011 through 2015? If approved and levied in its entirety, this millage would raise an estimated \$734,431 in 2011. A property with a Taxable value of \$100,000 would raise an estimated \$24.80 per year.

Yes

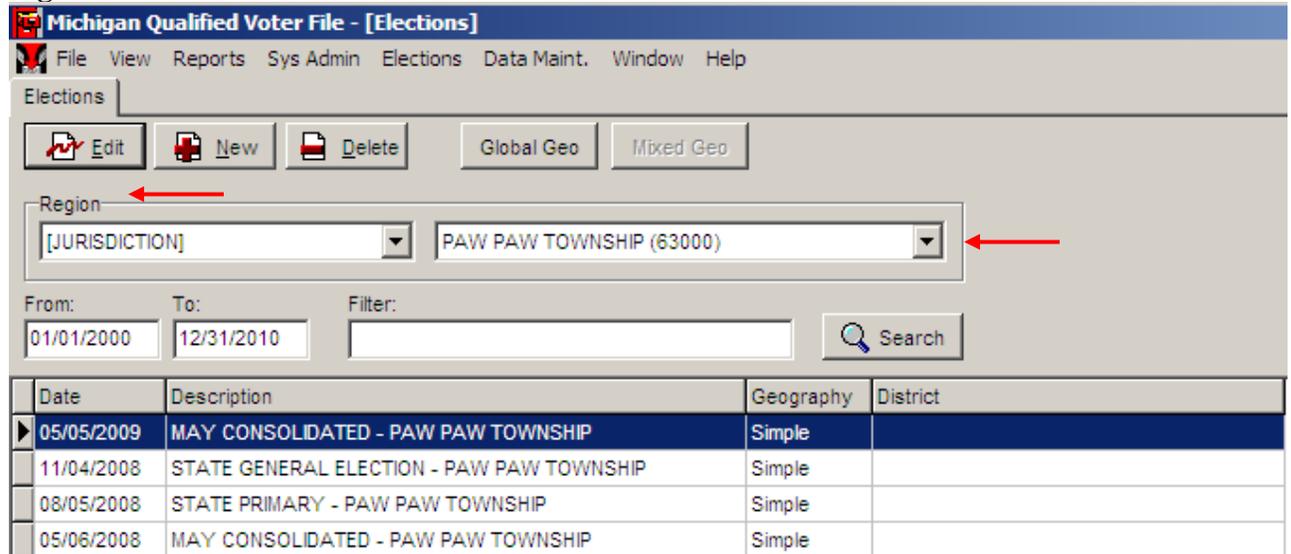
No

Election Administration - Key Election Module Features

Region Control: This feature group’s elections displayed in the election grid based on their Region type. The different Region types are State, County, Jurisdiction, Village District, School District, Intermediate School District, and Community College District.

| Action | Result |
|--|---|
| From the <i>Elections</i> menu select <i>Elections</i> . | The <i>Elections</i> screen is displayed. |
| Select the <u>Region</u> type from the drop-down. | The selected region type is displayed. Figure 3.46 |
| Choose a jurisdiction from the dropdown list. | The selected jurisdiction is displayed and a list of elections specific to the selected jurisdiction appears in the grid. |

Figure 3.46



From: and To: Date Range Filter: This feature allows the user to filter the elections shown in the election grid by a specified date range.

| Action | Result |
|--|--|
| Enter the beginning date in the <u>From</u> field. | The starting date is displayed. |
| Enter the ending date in the <u>To</u> field. | The ending date is displayed. |
| Click [Search]. | Elections held within the specified date range are displayed. Figure 3.47 |

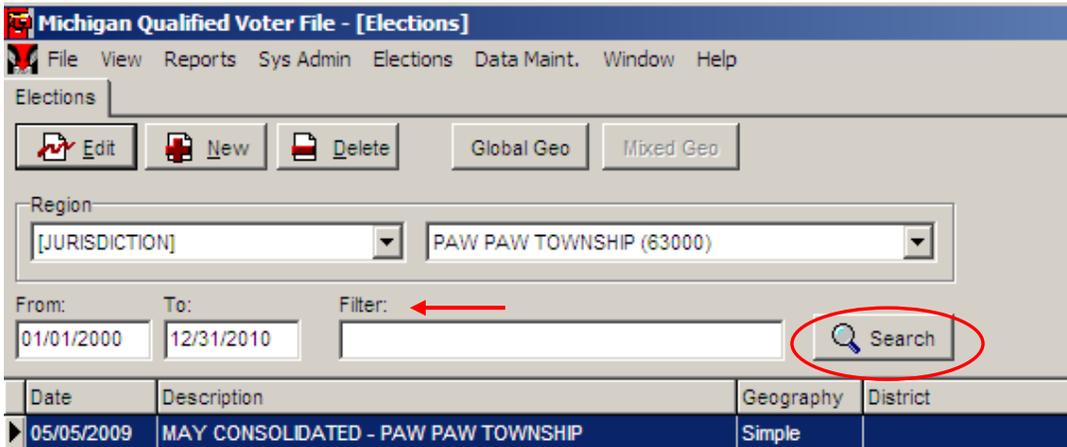
Figure 3.47



Election Description Filter: This feature allows the user to filter the elections shown in the election grid by a specified election description. For example, entering the word SPECIAL in the Filter field eliminates all elections from the grid that *do not* contain the word SPECIAL in the description.

| Action | Result |
|--|---|
| Enter the election description in the <u>Filter</u> field. | The search criteria are displayed. |
| Click [Search]. | Elections meeting the specified search criteria are displayed. Figure 3.48 |

Figure 3.48



Sorting Elections in the Election Grid: This feature is used to sort selected elections by Date, Description, Geography or District. Click on any one of the four column headings to sort the Election Grid. **Figure 3.49**

Figure 3.49

| From: | To: | Filter: | |
|------------|-------------------------------------|-----------|-----------------------------|
| 01/01/2000 | 12/31/2010 | | <input type="text"/> Search |
| Date | Description ▲ | Geography | District |
| 05/02/2006 | ANNUAL SCHOOL ELECTIONS | Simple | |
| 05/05/2009 | MAY CONSOLIDATED - PAW PAW TOWNSHIP | Simple | |

Global Geography Module

This module allows the user to define **Ballot Style Aliases**, create **Combined Precincts**, establish **Absent Voter Counting Boards** and assign **Polling Locations** for both **Simple** elections (involving a single jurisdiction or election district) and **Mixed** elections (involving multiple jurisdictions or election districts).

The concept of Distinct Political Areas (DPA) is the foundation of the Global Geography Module. A DPA is an area of a jurisdiction having exactly the same district attributes. The street index will show a match on everything from precinct number though judicial districts. When even a single district is different it will cause a new DPA to be created and shown as a separate line. DPAs may be whole precincts, or they may be parts of a precinct. A single precinct may be split into several DPAs if that precinct has multiple splits. The DPAs displayed in the *Global Geography* screen are a result of the jurisdiction or county chosen and the district overlaps between counties and jurisdictions. A jurisdiction will probably see DPAs that lie outside of their jurisdiction but have a district (most often a school district) in common with other DPAs in the jurisdiction. DPAs are not precincts and do not take the place of precincts; they are simply an administrative tool to manage district differences that may occur within a jurisdiction. The DPA designation is an alpha/numeric generated by the QVF software.

Using Global Geography:

| Action | Result |
|--|--|
| From the <i>Elections</i> menu select <i>Elections</i> . | The <i>Election</i> screen opens. |
| Select a <u>Region</u> type from the drop-down. | The selected <u>Region</u> type is displayed. |
| Select a <u>Region</u> from the secondary region drop-down. | The selected <u>Region</u> is displayed. |
| Select the <u>Election</u> you want to work with in the <u>Elections</u> grid. | The selected election is highlighted. |
| Click on the [Global Geo] button. Figure 3.50 | The <i>Global Geography</i> screen opens. This screen displays a grid with all the DPAs associated with the chosen election. This screen also contains information in four tabs on the right side of the screen. Figure 3.51 |

Figure 3.50

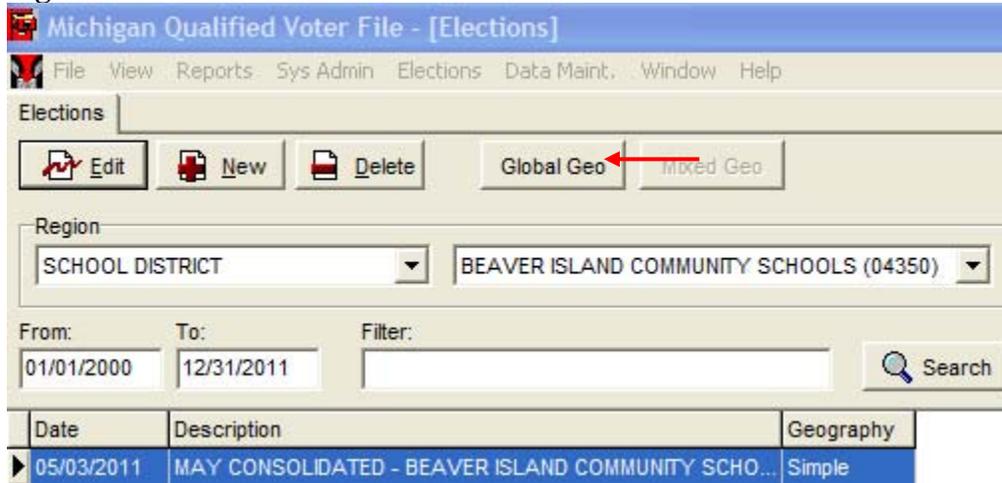
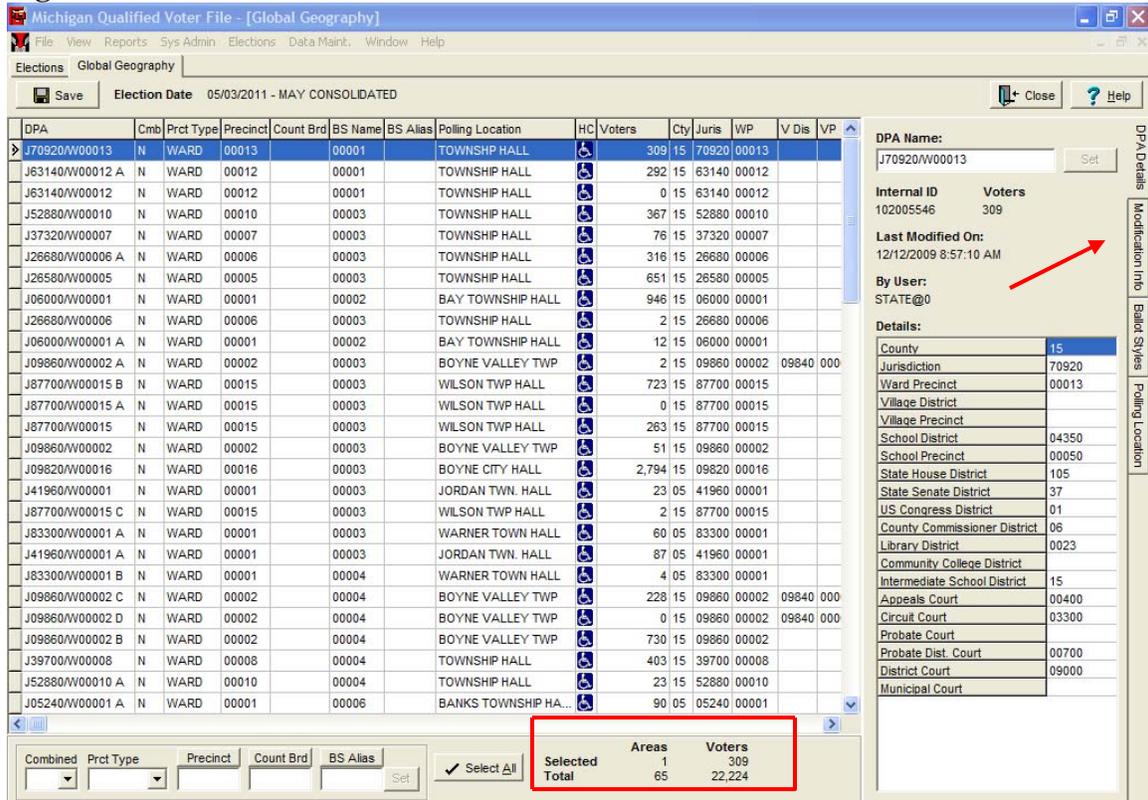


Figure 3.51



The *Global Geography* screen opens with the DPA Details tab open.

This tab displays the various districts in the highlighted DPA. The tab also displays the user who last modified any DPA districts and the date of that last modification. (This will usually be a state user.) **Figure 3.52**

If you want to learn about who made a modification to a DPA for a specific election and when, click on the Modification Info tab

The Modification Info tab is displayed showing who last made a change and when to any of the Combined, Precinct Type, Precinct, Counting Board, Ballot Style Alias, or Polling Location fields.

The *Global Geography* screen displays the number of DPAs listed at the bottom of the screen along with the number of DPAs selected and how many voters are in the selected DPAs. Highlight a different DPA.

The number of voters changes to reflect the new DPA. **Figure 3.51**

Figure 3.52

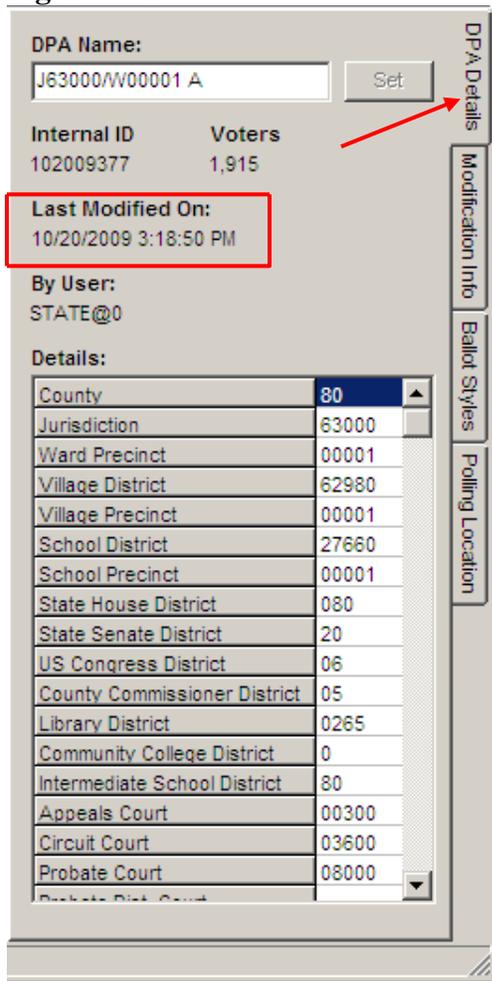
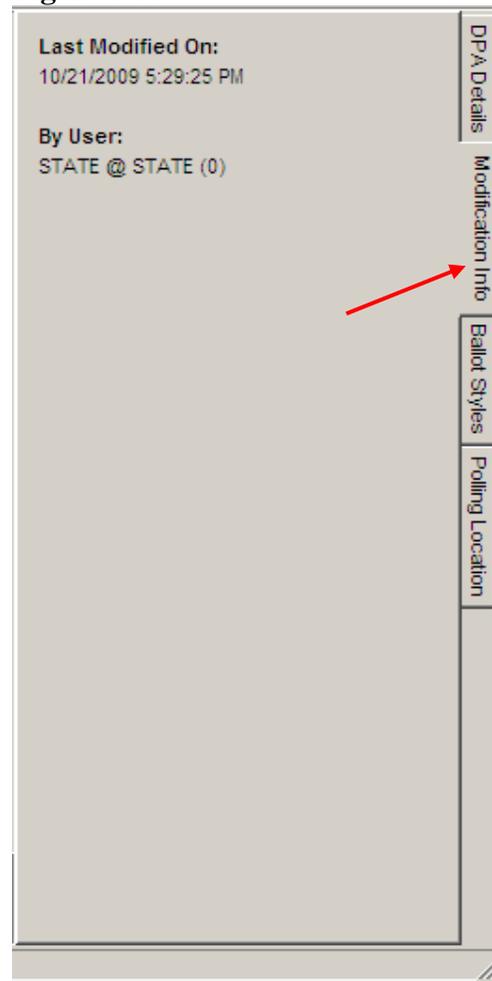


Figure 3.53



DPA Details Tab: The DPA Details tab (on the right side of the *Global Geography* screen) will display the various districts contained in a highlighted DPA. It is useful for determining what district variables exist between two or more DPAs. The DPA Details tab also displays the date and user responsible for the last change to any DPA attribute. (This change information is also available in the Modification Info tab.) To compare two or more DPAs, use the following instructions.

| Action | Result |
|--|---|
| In the <i>Global Geography</i> screen highlight one DPA. | The DPA Details tab will display the various districts for that DPA |
| Select a second DPA by holding down the Ctrl key and clicking on another DPA. | A second DPA is highlighted. All the districts in common between the DPAs will show the same district information. The districts which are different will display “Various”. Figure 3.54 |
| Consecutive DPAs can be chosen by first selecting one DPA, then hold down the Shift key and use the Arrow Up and Down keys to highlight other DPAs. | Other DPAs are highlighted. All the districts in common between the DPAs will show the same district information. The districts which are different will display “Various”. Figure 3.54 |

Figure 3.54

The screenshot shows the Michigan Qualified Voter File - [Global Geography] application. The main window displays a table of DPAs with columns: DPA, Cmb, Prct Type, Precinct, Count Brd, BS Name, BS Alias, Polling Location, HC, Voters, Cty, Juris, WP, V Dis, and VP. The table lists various DPAs such as J70920/W00013, J63140/W00012, etc. The right-hand side of the interface shows the 'DPA Details' panel for the selected DPA 'J63140/W00012'. The 'DPA Name' field is set to '[VARIOUS]'. Below this, the 'Internal ID' is '601' and 'Voters' is '601'. The 'Last Modified On' date is '12/12/2009 8:57:10 AM'. The 'By User' is 'STATE@0'. The 'Details' section shows a list of districts with their respective counts, such as 'County' (15), 'Jurisdiction' ([various]), 'Ward Precinct' ([various]), 'Village District' ([various]), 'School District' (04350), 'School Precinct' (00050), 'State House District' (105), 'State Senate District' (37), 'US Congress District' (01), 'County Commissioner District' (06), 'Library District' ([various]), 'Community College District' ([various]), 'Intermediate School District' (15), 'Appeals Court' (00400), 'Circuit Court' (03300), 'Probate Court' (00700), 'Probate Dist. Court' (09000), and 'Municipal Court' (09000). At the bottom of the interface, there is a summary table with columns 'Selected', 'Areas', and 'Voters'. The 'Selected' row shows '3' and the 'Total' row shows '65' for 'Areas' and '22,224' for 'Voters'. A red box highlights this summary table.

| DPA | Cmb | Prct Type | Precinct | Count Brd | BS Name | BS Alias | Polling Location | HC | Voters | Cty | Juris | WP | V Dis | VP |
|-----------------|-----|-----------|----------|-----------|---------|----------|----------------------|----|--------|-----|-------|-------|-------|-----|
| J70920/W00013 | N | WARD | 00013 | | 00001 | | TOWNSHIP HALL | | 309 | 15 | 70920 | 00013 | | |
| J63140/W00012 A | N | WARD | 00012 | | 00001 | | TOWNSHIP HALL | | 292 | 15 | 63140 | 00012 | | |
| J63140/W00012 | N | WARD | 00012 | | 00001 | | TOWNSHIP HALL | | 0 | 15 | 63140 | 00012 | | |
| J52880/W00010 | N | WARD | 00010 | | 00003 | | TOWNSHIP HALL | | 367 | 15 | 52880 | 00010 | | |
| J37320/W00007 | N | WARD | 00007 | | 00003 | | TOWNSHIP HALL | | 76 | 15 | 37320 | 00007 | | |
| J26680/W00006 A | N | WARD | 00006 | | 00003 | | TOWNSHIP HALL | | 316 | 15 | 26680 | 00006 | | |
| J26580/W00005 | N | WARD | 00005 | | 00003 | | TOWNSHIP HALL | | 651 | 15 | 26580 | 00005 | | |
| J06000/W00001 | N | WARD | 00001 | | 00002 | | BAY TOWNSHIP HALL | | 946 | 15 | 06000 | 00001 | | |
| J26680/W00006 | N | WARD | 00006 | | 00003 | | TOWNSHIP HALL | | 2 | 15 | 26680 | 00006 | | |
| J06000/W00001 A | N | WARD | 00001 | | 00002 | | BAY TOWNSHIP HALL | | 12 | 15 | 06000 | 00001 | | |
| J09860/W00002 A | N | WARD | 00002 | | 00003 | | BOYNE VALLEY TWP | | 2 | 15 | 09860 | 00002 | 09840 | 000 |
| J87700/W00015 B | N | WARD | 00015 | | 00003 | | WILSON TWP HALL | | 723 | 15 | 87700 | 00015 | | |
| J87700/W00015 A | N | WARD | 00015 | | 00003 | | WILSON TWP HALL | | 0 | 15 | 87700 | 00015 | | |
| J87700/W00015 | N | WARD | 00015 | | 00003 | | WILSON TWP HALL | | 263 | 15 | 87700 | 00015 | | |
| J09860/W00002 | N | WARD | 00002 | | 00003 | | BOYNE VALLEY TWP | | 51 | 15 | 09860 | 00002 | | |
| J09820/W00016 | N | WARD | 00016 | | 00003 | | BOYNE CITY HALL | | 2,794 | 15 | 09820 | 00016 | | |
| J41960/W00001 | N | WARD | 00001 | | 00003 | | JORDAN TWN. HALL | | 23 | 05 | 41960 | 00001 | | |
| J87700/W00015 C | N | WARD | 00015 | | 00003 | | WILSON TWP HALL | | 2 | 15 | 87700 | 00015 | | |
| J83300/W00001 A | N | WARD | 00001 | | 00003 | | WARNER TOWN HALL | | 60 | 05 | 83300 | 00001 | | |
| J41960/W00001 A | N | WARD | 00001 | | 00003 | | JORDAN TWN. HALL | | 87 | 05 | 41960 | 00001 | | |
| J83300/W00001 B | N | WARD | 00001 | | 00004 | | WARNER TOWN HALL | | 4 | 05 | 83300 | 00001 | | |
| J09860/W00002 C | N | WARD | 00002 | | 00004 | | BOYNE VALLEY TWP | | 228 | 15 | 09860 | 00002 | 09840 | 000 |
| J09860/W00002 D | N | WARD | 00002 | | 00004 | | BOYNE VALLEY TWP | | 0 | 15 | 09860 | 00002 | 09840 | 000 |
| J09860/W00002 B | N | WARD | 00002 | | 00004 | | BOYNE VALLEY TWP | | 730 | 15 | 09860 | 00002 | | |
| J39700/W00008 | N | WARD | 00008 | | 00004 | | TOWNSHIP HALL | | 403 | 15 | 39700 | 00008 | | |
| J52880/W00010 A | N | WARD | 00010 | | 00004 | | TOWNSHIP HALL | | 23 | 15 | 52880 | 00010 | | |
| J05240/W00001 A | N | WARD | 00001 | | 00006 | | BANKS TOWNSHIP HA... | | 90 | 05 | 05240 | 00001 | | |

| Selected | Areas | Voters |
|----------|-------|--------|
| 3 | 65 | 601 |
| Total | 65 | 22,224 |

Changing the Precinct Type: There are three precinct type values; “WARD” for general jurisdiction wards and precincts, “SCHOOL” for school precincts, and “VILLAGE” for village precincts. By default, all records in GlobalGeo will be set to a precinct type of “WARD”. The election day’s precinct value and polling location will likewise default to the ward/precinct values. In the case that an election will be held by either school or village precinct, you will need to change the precinct type accordingly.

| Action | Result |
|---|---|
| Select the records you wish to change. | Selected records are highlighted in blue. Figure 3.55 |
| Click the downward arrow for the <i>Prct Type</i> drop-down menu, and select the precinct type you wish to change the records to. | Figure 3.56 |
| Click on the [Set] button. | The <i>Prct Type</i> reflects the change for the selected records. Likewise, the <i>Precinct</i> values and <i>Polling Location</i> have changed to the corresponding values of the precinct type. Figure 3.56 |
| Click the [Save] button. | |

Figure 3.55

| DPA | Cmb | Prct Type | Precinct | Count Brd | BS Name | BS Alias | Polling Location | HC | Voters | Cty | Juris | WP | Sch Dis |
|-------------------|-----|-----------|----------|-----------|---------|----------|------------------|----|--------|-----|-------|-------|---------|
| J39700/W00008 | N | WARD | 00008 | | 00004 | | TOWNSHIP HALL | | 403 | 15 | 39700 | 00008 | 06510 |
| J52880/W00010 A | N | WARD | 00010 | | 00004 | | TOWNSHIP HALL | | 23 | 15 | 52880 | 00010 | 06510 |
| • J09820/W00016 | N | WARD | 00016 | | 00003 | | BOYNE CITY HALL | | 2,794 | 15 | 09820 | 00016 | 06500 |
| • J41960/W00001 | N | WARD | 00001 | | 00003 | | JORDAN TWN. H... | | 23 | 05 | 41960 | 00001 | 06500 |
| • J41960/W00001 A | N | WARD | 00001 | | 00003 | | JORDAN TWN. H... | | 87 | 05 | 41960 | 00001 | 06500 |
| • J83300/W00001 A | N | WARD | 00001 | | 00003 | | WARNER TOWN ... | | 60 | 05 | 83300 | 00001 | 06500 |
| • J09860/W00002 A | N | WARD | 00002 | | 00003 | | BOYNE VALLEY ... | | 2 | 15 | 09860 | 00002 | 06500 |
| • J09860/W00002 | N | WARD | 00002 | | 00003 | | BOYNE VALLEY ... | | 51 | 15 | 09860 | 00002 | 06500 |
| • J87700/W00015 B | N | WARD | 00015 | | 00003 | | WILSON TWP HALL | | 723 | 15 | 87700 | 00015 | 06500 |
| • J87700/W00015 A | N | WARD | 00015 | | 00003 | | WILSON TWP HALL | | 0 | 15 | 87700 | 00015 | 06500 |
| • J87700/W00015 | N | WARD | 00015 | | 00003 | | WILSON TWP HALL | | 263 | 15 | 87700 | 00015 | 06500 |
| ▶ J87700/W00015 C | N | WARD | 00015 | | 00003 | | WILSON TWP HALL | | 2 | 15 | 87700 | 00015 | 06500 |
| J06000/W00001 | N | WARD | 00001 | | 00002 | | BAY TOWNSHIP ... | | 946 | 15 | 06000 | 00001 | 06500 |
| J06000/W00001 A | N | WARD | 00001 | | 00002 | | BAY TOWNSHIP ... | | 12 | 15 | 06000 | 00001 | 06500 |
| J26580/W00005 | N | WARD | 00005 | | 00003 | | TOWNSHIP HALL | | 651 | 15 | 26580 | 00005 | 06500 |
| J26680/W00006 A | N | WARD | 00006 | | 00003 | | TOWNSHIP HALL | | 316 | 15 | 26680 | 00006 | 06500 |
| J26680/W00006 | N | WARD | 00006 | | 00003 | | TOWNSHIP HALL | | 2 | 15 | 26680 | 00006 | 06500 |
| J37320/W00007 | N | WARD | 00007 | | 00003 | | TOWNSHIP HALL | | 76 | 15 | 37320 | 00007 | 06500 |

| | | | | | | | | | |
|----------|-----------|----------|-----------|----------|-----|--------------|----------------|-------|--------|
| Combined | Prct Type | Precinct | Count Brd | BS Alias | Set | ✓ Select All | Selected Total | Areas | Voters |
| | | | | | | | 10 | 65 | 4,005 |
| | | | | | | | | | 22,224 |

Figure 3.56

| DPA | Cmp | Prct Type | Precinct | Count Brd | BS Name | BS Alias | Polling Location | HC | Voters | Cty | Juris | WP | Sch Dis |
|-----------------|-----|-----------|----------|-----------|---------|----------|------------------|----|--------|-----|-------|-------|---------|
| J52880/W00010 A | N | WARD | 00010 | | 00004 | | TOWNSHIP HALL | ♿ | 23 | 15 | 52880 | 00010 | 06510 |
| J09820/W00016 | N | SCHOOL | 00052 | | 00003 | | BOYNE CITY HALL | ♿ | 2,794 | 15 | 09820 | 00016 | 06500 |
| J41960/W00001 | N | SCHOOL | 00053 | | 00003 | | JORDAN TWN. H... | ♿ | 23 | 05 | 41960 | 00001 | 06500 |
| J41960/W00001 A | N | SCHOOL | 00053 | | 00003 | | JORDAN TWN. H... | ♿ | 87 | 05 | 41960 | 00001 | 06500 |
| J83300/W00001 A | N | SCHOOL | 00053 | | 00003 | | WARNER TOWN ... | ♿ | 60 | 05 | 83300 | 00001 | 06500 |
| J09860/W00002 A | N | SCHOOL | 00053 | | 00003 | | WILSON TOWNSH... | ♿ | 2 | 15 | 09860 | 00002 | 06500 |
| J09860/W00002 | N | SCHOOL | 00053 | | 00003 | | WILSON TOWNSH... | ♿ | 51 | 15 | 09860 | 00002 | 06500 |
| J87700/W00015 B | N | SCHOOL | 00053 | | 00003 | | WILSON TWP HALL | ♿ | 723 | 15 | 87700 | 00015 | 06500 |
| J87700/W00015 A | N | SCHOOL | 00053 | | 00003 | | WILSON TWP HALL | ♿ | 0 | 15 | 87700 | 00015 | 06500 |
| J87700/W00015 | N | SCHOOL | 00053 | | 00003 | | WILSON TWP HALL | ♿ | 263 | 15 | 87700 | 00015 | 06500 |
| J87700/W00015 C | N | SCHOOL | 00053 | | 00003 | | WILSON TWP HALL | ♿ | 2 | 15 | 87700 | 00015 | 06500 |
| J06000/W00001 | N | WARD | 00001 | | 00002 | | BAY TOWNSHIP ... | ♿ | 946 | 15 | 06000 | 00001 | 06500 |
| J06000/W00001 A | N | WARD | 00001 | | 00002 | | BAY TOWNSHIP ... | ♿ | 12 | 15 | 06000 | 00001 | 06500 |
| J26580/W00005 | N | WARD | 00005 | | 00003 | | TOWNSHIP HALL | ♿ | 651 | 15 | 26580 | 00005 | 06500 |
| J26680/W00006 A | N | WARD | 00006 | | 00003 | | TOWNSHIP HALL | ♿ | 316 | 15 | 26680 | 00006 | 06500 |
| J26680/W00006 | N | WARD | 00006 | | 00003 | | TOWNSHIP HALL | ♿ | 2 | 15 | 26680 | 00006 | 06500 |
| J37320/W00007 | N | WARD | 00007 | | 00003 | | TOWNSHIP HALL | ♿ | 76 | 15 | 37320 | 00007 | 06500 |
| J52880/W00010 | N | WARD | 00010 | | 00003 | | TOWNSHIP HALL | ♿ | 367 | 15 | 52880 | 00010 | 06500 |

Combined
Prct Type
Precinct
Count Brd
BS Alias
Set

SCHOOL

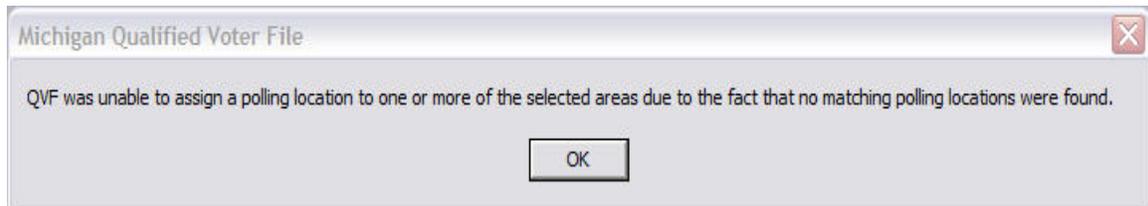
Set

✓ Select All
Selected Total
Areas
Voters

10
4,005

65
22,224

Note: When setting precinct type, you may get the following error message:



This error occurs where more than one polling location is assigned to the same precinct. In this case, click okay and the program will go ahead and assign a polling location. You should immediately reset the appropriate polling locations using the ***“Polling Locations”*** tab.

Temporarily Combining Precincts: The *Global Geography* module is used to temporarily combine precincts when turnout for an election is anticipated to be low. Often combinations are done for school or village elections when the cost of multiple precinct boards is not justified by the expected voter turnout. A consolidated precinct may not contain more than 5,000 registered voters and must be a combination of whole precincts. Precincts may not be combined for state and federal elections. There are 3 important steps to take to create a combined precinct.

- 1) Confirm that a DPA is part of a combined precinct.
- 2) Assign a precinct value or name to the combined precinct.
- 3) Assign the same polling location to each DPA in the combined precinct.

1) Creating a Combined Precinct

| Action | Result |
|--|---|
| In the <i>Global Geography</i> module, select the DPAs that make up the precincts to be consolidated. | Selected records are highlighted in blue. |
| Click the downward arrow for the <i>Combined</i> drop-down menu, and select <i>Yes</i> . Then, click the [Set] button. | A “Y” appears in the <i>Cmb</i> (Combined) column. Figure 3.57 |
| Click the [Save] button. | |

Figure 3.57

The screenshot shows the 'Global Geography' module interface. At the top, there is a 'Save' button and the text 'Election Date 05/03/2011 - MAY CONSOLIDATED'. Below this is a table with columns: DPA, Cmb, Prct ... ^, Precinct, Count Brd, BS Name, BS Alias, Polling Location, HC, Voters, Cty, Juris, and WF. The table contains several rows of data, with the first 10 rows highlighted in blue. A red box highlights the 'Cmb' column for the first 10 rows, showing 'Y' in each cell. Below the table is a control panel with fields for 'Combined', 'Prct Type', 'Precinct', 'Count Brd', and 'BS Alias'. The 'Combined' field is a dropdown menu with 'Yes' selected. A red arrow points to the 'Set' button in the control panel. To the right of the control panel, there is a 'Select All' button and a summary table:

| Selected Total | Areas | Voters |
|----------------|-------|--------|
| | 10 | 4,005 |
| | 65 | 22,224 |

2) Naming a Combined Precinct

| Action | Result |
|---|---|
| Assign a precinct value using no more than 5 characters. Click the [Set] button. | The <i>Precinct</i> value for the selected rows is changed. Figure 3.58 |
| Click the [Save] button. | |

Figure 3.58

| DPA | C | Prct Type | Precinct | Count Brd | BS Name | BS Alias | Polling Location | HC | Voters | Cty | Juris | WF |
|-----------------|---|-----------|----------|-----------|---------|----------|----------------------|----|--------|-----|-------|----|
| J41960/W00001 | Y | SCHOO | 52-53 | | 00003 | | JORDAN TWN. HALL | ♿ | 23 | 05 | 41960 | 00 |
| J41960/W00001 A | Y | SCHOO | 52-53 | | 00003 | | JORDAN TWN. HALL | ♿ | 87 | 05 | 41960 | 00 |
| J83300/W00001 A | Y | SCHOO | 52-53 | | 00003 | | WARNER TOWN HALL | ♿ | 60 | 05 | 83300 | 00 |
| J09820/W00016 | Y | SCHOO | 52-53 | | 00003 | | BOYNE CITY HALL | ♿ | 2,794 | 15 | 09820 | 00 |
| J09860/W00002 A | Y | SCHOO | 52-53 | | 00003 | | WILSON TOWNSHIP H... | ♿ | 2 | 15 | 09860 | 00 |
| J09860/W00002 | Y | SCHOO | 52-53 | | 00003 | | WILSON TOWNSHIP H... | ♿ | 51 | 15 | 09860 | 00 |
| J87700/W00015 B | Y | SCHOO | 52-53 | | 00003 | | WILSON TWP HALL | ♿ | 723 | 15 | 87700 | 00 |
| J87700/W00015 A | Y | SCHOO | 52-53 | | 00003 | | WILSON TWP HALL | ♿ | 0 | 15 | 87700 | 00 |
| J87700/W00015 | Y | SCHOO | 52-53 | | 00003 | | WILSON TWP HALL | ♿ | 263 | 15 | 87700 | 00 |
| J87700/W00015 C | Y | SCHOO | 52-53 | | 00003 | | WILSON TWP HALL | ♿ | 2 | 15 | 87700 | 00 |
| J05240/W00001 A | N | WARD | 00001 | | 00006 | | BANKS TOWNSHIP HA... | ♿ | 90 | 05 | 05240 | 00 |
| J24640/W00001 F | N | WARD | 00001 | | 00005 | | ECHO TOWNSHIP HALL | ♿ | 193 | 05 | 24640 | 00 |
| J24640/W00001 E | N | WARD | 00001 | | 00005 | | ECHO TOWNSHIP HALL | ♿ | 1 | 05 | 24640 | 00 |
| J24640/W00001 G | N | WARD | 00001 | | 00005 | | ECHO TOWNSHIP HALL | ♿ | 0 | 05 | 24640 | 00 |

| | | | | | | | | | |
|----------|-----------|----------|-----------|----------|-----|--------------|----------------|-------|--------|
| Combined | Prct Type | Precinct | Count Brd | BS Alias | Set | ✓ Select All | Selected Total | Areas | Voters |
| | | 52-53 | | | | | 10 | 65 | 4,005 |
| | | | | | | | | | 22,224 |

3) Assigning a Temporary Polling Location

| Action | Result |
|--|--|
| Select all the DPA's within a precinct. | Selected records are highlighted in blue. |
| From the <i>Polling Location</i> tab on the right of the screen, select a jurisdiction from the drop-down menu, then select the location you wish to assign. | Polling Location options are displayed. Figure 3.59 |
| Click the [Assign] button. | The selected records display the assigned polling location. Figure 3.59 |

Figure 3.59

| DPA | C | Prct Type | Precinct | Count Brd | BS Name | BS Alias | Polling Location | HC | Voters | Cty | Juris | WP | V Dis | VP |
|-----------------|---|-----------|----------|-----------|---------|----------|----------------------|----|--------|-----|-------|-------|-------|-----|
| J41960/W00001 | Y | SCHOOL | 52-53 | | 00003 | | BOYNE CITY HALL | | 23 | 05 | 41960 | 00001 | | |
| J41960/W00001 A | Y | SCHOOL | 52-53 | | 00003 | | BOYNE CITY HALL | | 87 | 05 | 41960 | 00001 | | |
| J83300/W00001 A | Y | SCHOOL | 52-53 | | 00003 | | BOYNE CITY HALL | | 60 | 05 | 83300 | 00001 | | |
| J09820/W00016 | Y | SCHOOL | 52-53 | | 00003 | | BOYNE CITY HALL | | 2,794 | 15 | 09820 | 00016 | | |
| J09860/W00002 A | Y | SCHOOL | 52-53 | | 00003 | | BOYNE CITY HALL | | 2 | 15 | 09860 | 00002 | 09840 | 000 |
| J09860/W00002 | Y | SCHOOL | 52-53 | | 00003 | | BOYNE CITY HALL | | 51 | 15 | 09860 | 00002 | | |
| J87700/W00015 B | Y | SCHOOL | 52-53 | | 00003 | | BOYNE CITY HALL | | 723 | 15 | 87700 | 00015 | | |
| J87700/W00015 A | Y | SCHOOL | 52-53 | | 00003 | | BOYNE CITY HALL | | 0 | 15 | 87700 | 00015 | | |
| J87700/W00015 | Y | SCHOOL | 52-53 | | 00003 | | BOYNE CITY HALL | | 263 | 15 | 87700 | 00015 | | |
| J87700/W00015 C | Y | SCHOOL | 52-53 | | 00003 | | BOYNE CITY HALL | | 2 | 15 | 87700 | 00015 | | |
| J05240/W00001 A | N | WARD | 00001 | | 00006 | | BANKS TOWNSHIP HA... | | 90 | 05 | 05240 | 00001 | | |
| J24640/W00001 F | N | WARD | 00001 | | 00005 | | ECHO TOWNSHIP HALL | | 193 | 05 | 24640 | 00001 | | |
| J24640/W00001 E | N | WARD | 00001 | | 00005 | | ECHO TOWNSHIP HALL | | 1 | 05 | 24640 | 00001 | | |
| J24640/W00001 G | N | WARD | 00001 | | 00005 | | ECHO TOWNSHIP HALL | | 0 | 05 | 24640 | 00001 | | |
| J41960/W00001 E | N | WARD | 00001 | | 00005 | | JORDAN TWN. HALL | | 585 | 05 | 41960 | 00001 | | |
| J41960/W00001 F | N | WARD | 00001 | | 00005 | | JORDAN TWN. HALL | | 1 | 05 | 41960 | 00001 | | |
| J83300/W00001 B | N | WARD | 00001 | | 00004 | | WARNER TOWN HALL | | 4 | 05 | 83300 | 00001 | | |
| J06000/W00001 | N | WARD | 00001 | | 00002 | | BAY TOWNSHIP HALL | | 946 | 15 | 06000 | 00001 | | |
| J06000/W00001 A | N | WARD | 00001 | | 00002 | | BAY TOWNSHIP HALL | | 12 | 15 | 06000 | 00001 | | |
| J09860/W00002 C | N | WARD | 00002 | | 00004 | | BOYNE VALLEY TWP | | 228 | 15 | 09860 | 00002 | 09840 | 000 |
| J09860/W00002 D | N | WARD | 00002 | | 00004 | | BOYNE VALLEY TWP | | 0 | 15 | 09860 | 00002 | 09840 | 000 |
| J09860/W00002 B | N | WARD | 00002 | | 00004 | | BOYNE VALLEY TWP | | 730 | 15 | 09860 | 00002 | | |
| J14560/W00003 | N | WARD | 00003 | | 00006 | | TOWNSHIP HALL | | 169 | 15 | 14560 | 00003 | | |

Assigning Precincts to an Absentee Voter Ballot Counting Board: The *Global Geography* screen is used to set up AVCBs for an election.

| Action | Result |
|--|--|
| In the <i>Global Geography</i> screen highlight the precincts to be assigned to an AVCB. If all precincts will be counted by one AVCB click on the [Select All] button, otherwise use the Ctrl or Shift key to select multiple DPAs. | The selected rows are highlighted. |
| Enter the counting board designation (maximum of six characters) in the <u>Count Brd</u> field at the bottom of the screen. Then click on the [Set] button. | The AVCB designation is displayed in the <i>Count Brd</i> column of the DPA grid. Figure 3.60 |
| Click on the [Save] button in the upper left corner of the <i>Global Geography</i> screen. | The AVCB is saved and available to assign AV ballots to. |

Figure 3.60

| DPA | Cmb | Prct ... / | Precinct | Count Brd | BS Name | BS Alias | Polling Location | HC | Vote... | Cty | Juris | WP | V |
|-----------------|-----|------------|----------|-----------|---------|----------|-------------------|----|---------|-----|-------|-------|---|
| J09860/W00002 A | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 2 | 15 | 09860 | 00002 | 0 |
| J87700/W00015 B | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 723 | 15 | 87700 | 00015 | |
| J87700/W00015 A | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 0 | 15 | 87700 | 00015 | |
| J87700/W00015 | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 263 | 15 | 87700 | 00015 | |
| J09860/W00002 | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 51 | 15 | 09860 | 00002 | |
| J09820/W00016 | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 2,794 | 15 | 09820 | 00016 | |
| J41960/W00001 | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 23 | 05 | 41960 | 00001 | |
| J87700/W00015 C | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 2 | 15 | 87700 | 00015 | |
| J83300/W00001 A | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 60 | 05 | 83300 | 00001 | |
| J41960/W00001 A | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 87 | 05 | 41960 | 00001 | |
| J05240/W00001 A | N | WARD | 00001 | | 00006 | | BANKS TOWNSH... | | 90 | 05 | 05240 | 00001 | |
| J24640/W00001 F | N | WARD | 00001 | | 00005 | | ECHO TOWNSHIP ... | | 193 | 05 | 24640 | 00001 | |
| J24640/W00001 E | N | WARD | 00001 | | 00005 | | ECHO TOWNSHIP ... | | 1 | 05 | 24640 | 00001 | |
| J24640/W00001 G | N | WARD | 00001 | | 00005 | | ECHO TOWNSHIP ... | | 0 | 05 | 24640 | 00001 | |

| | | | | | | | | |
|----------|-----------|----------|-----------|----------|--|----------------|-------|--------|
| Combined | Prct Type | Precinct | Count Brd | BS Alias | <input checked="" type="checkbox"/> Select All | Selected Total | Areas | Voters |
| | | | AV901 | | <input type="button" value="Set"/> | 10 | 65 | 4,005 |
| | | | | | | | | 22,224 |

Setting a Ballot Style Alias: Each DPA is given a Ballot Style Name, a number automatically generated by the software that can not be changed, and a Ballot Style Alias, a value that a clerk can customize for each individual DPA, independent of the values set by neighboring jurisdictions. A list of ballot details for a DPA can be found under the *Ballot Styles* tab at the right side of the screen. Also, after creating a BS Alias value, it is possible to include that designation on a precinct list.

| Action | Result |
|--|--|
| In the <i>Global Geography</i> screen select the DPAs that need a ballot style alias change. | The selected rows will be highlighted in blue Figure 3.61 |
| In the BS Alias field at the bottom of the screen, define the ballot style in a way that is meaningful to you and the election workers (maximum of 5 characters). Click the [Set] button. Figure 3.61 | All DPAs that were selected reflect the new alias assigned. Figure 3.62 |
| Click on the [Save] button in the upper left corner of the screen. | The new ballot alias is saved. Figure 3.63 |

Figure 3.61

| DPA | Cmb | Prct ... / | Precinct | Count Brd | BS Name | BS Alias | Polling Location | HC | Voters | Cty | Juri |
|-----------------|-----|------------|----------|-----------|---------|----------|----------------------|----|--------|-----|------|
| J09860/W00002 A | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 2 | 15 | 098 |
| J87700/W00015 B | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 723 | 15 | 877 |
| J87700/W00015 A | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 0 | 15 | 877 |
| J87700/W00015 | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 263 | 15 | 877 |
| J09860/W00002 | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 51 | 15 | 098 |
| J09820/W00016 | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 2,794 | 15 | 098 |
| J41960/W00001 | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 23 | 05 | 419 |
| J87700/W00015 C | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 2 | 15 | 877 |
| J83300/W00001 A | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 60 | 05 | 833 |
| J41960/W00001 A | Y | SCHOOL | 52-53 | AV901 | 00003 | | BOYNE CITY HALL | | 87 | 05 | 419 |
| J05240/W00001 A | N | WARD | 00001 | | 00006 | | BANKS TOWNSHIP HA... | | 90 | 05 | 052 |
| J24640/W00001 F | N | WARD | 00001 | | 00005 | | ECHO TOWNSHIP HALL | | 193 | 05 | 246 |
| J24640/W00001 E | N | WARD | 00001 | | 00005 | | ECHO TOWNSHIP HALL | | 1 | 05 | 246 |
| J24640/W00001 G | N | WARD | 00001 | | 00005 | | ECHO TOWNSHIP HALL | | 0 | 05 | 246 |

Ballot Style Name: 00003 [Set]

Internal ID: 102078536

Last Modified On: 03/18/2011 8:07:18 PM

By User: STATE @ STATE (0)

Ballot Details:

- Local School District Board Memb
Boyne City Public Schools 2F (4 year)
- Intermediate School District Boarc
Charlevoix-Emmet Isd 2F (4 year)
- Intermediate School District Boarc
Charlevoix-Emmet Isd 1P (06/30/2)
- Bonding Proposal
Boyne City Public Schools

Combined Prct Type Precinct Count Brd BS Alias BLUE [Set] [Select All] Selected Total Areas 10 Voters 4,01

Figure 3.62

Save Election Date 05/03/2011 - MAY CONSOLIDATED

| DPA | Cmb | Prct ... / | Precinct | Count Brd | BS Name | BS Alias | Polling Location |
|-----------------|-----|------------|----------|-----------|---------|----------|------------------|
| J09860/W00002 A | Y | SCHOOL | 52-53 | AV901 | 00003 | BLUE | BOYNE CITY HALL |
| J87700/W00015 B | Y | SCHOOL | 52-53 | AV901 | 00003 | BLUE | BOYNE CITY HALL |
| J87700/W00015 A | Y | SCHOOL | 52-53 | AV901 | 00003 | BLUE | BOYNE CITY HALL |

Including the Ballot Style Alias on a Precinct List:

| Action | Result |
|---|--|
| Click on the File menu and select Options | The QVF Options window opens. |
| Add a check-mark to the last option: "Print ballot style aliases rather than ballot style names" Figure 3.63 | |
| Click on the Reports menu, select Reports Module , then select Precinct List . | The Reports Module is opened and the Precinct List options are displayed. |
| Add a check-mark to the "Print ballot style" option. Figure 3.64 | The ballot style column on the precinct list will now reflect the alias you created for the ballot style each person should receive. |

Figure 3.63

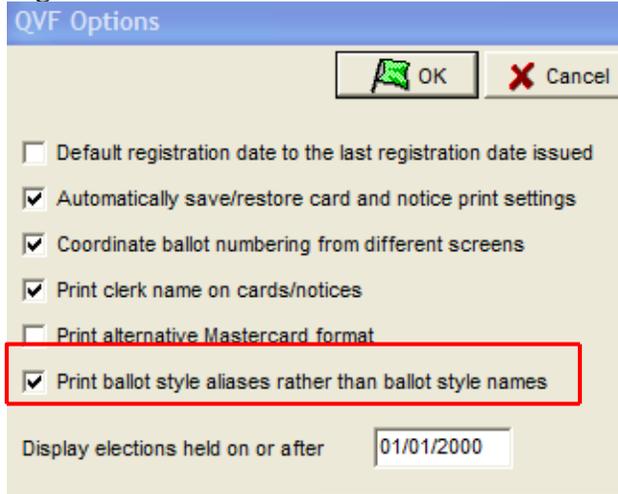
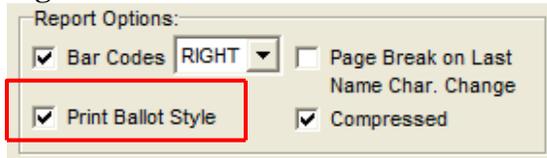


Figure 3.64



Assigning a Temporary Polling Location: The *Global Geography* module is used to temporarily change a polling location for a particular precinct. Changing a DPAs Precinct Type from WARD to SCHOOL or VILLAGE will update the corresponding Polling Location. If a different polling location that is not normally used needs to be assigned temporarily for an election date, please follow the instructions below.

| Action | Result |
|--|--|
| From the <i>Global Geography</i> screen highlight the DPA or DPAs that constitute a precinct. Then click on the <u>Polling Location</u> tab on the right side of the screen. | The <u>Polling Location</u> tab is displayed. Figure 3.65 |
| Choose the jurisdiction from the drop down list at the top of the tab. | A list of polling locations in the chosen jurisdiction is displayed and the [Assign] button is enabled. Figure 3.64 |
| Highlight the polling location you want the precinct temporarily assigned to. Then click on the [Assign] button. | The polling location for the highlighted precinct in the DPA grid changes to the temporary location. |
| Click on the [Save] button in the upper left corner of the <i>Global Geography</i> screen. | The temporary polling location change is saved. |

Figure 3.65

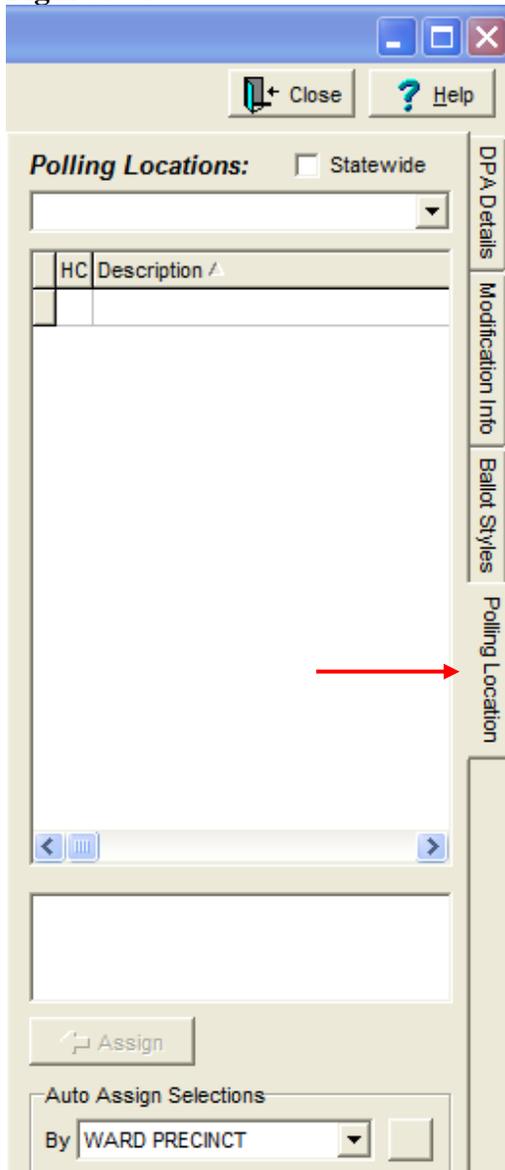
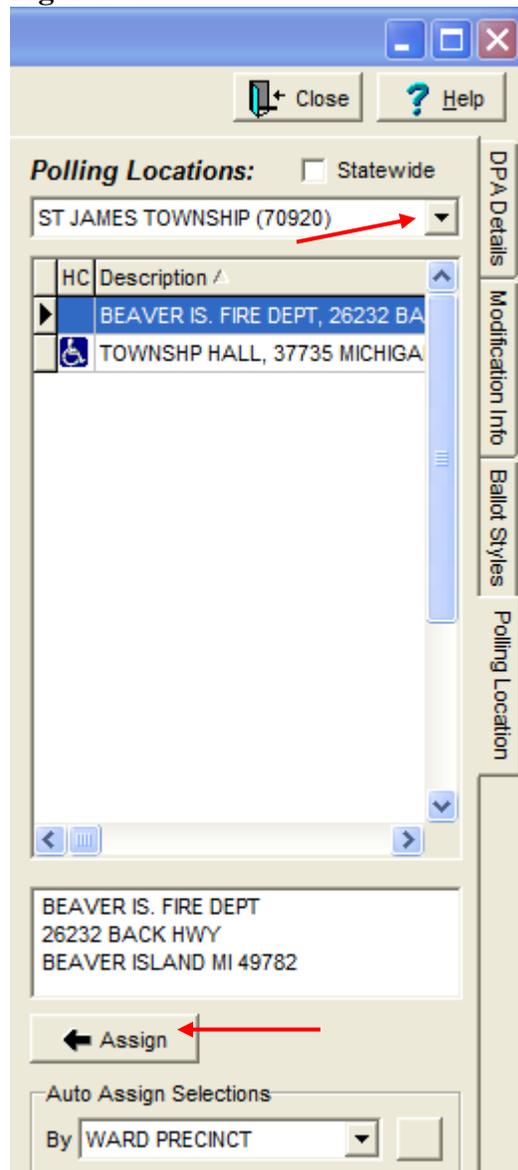


Figure 3.66



Petitions Search Module

The Petitions Search Module was developed to take the place of the old Petitions module. (Information for it can be found at the back of this section.) It provides some new functionalities that will be of benefit to the elections community. Chief among these new functionalities is the decoupling of the module from the creation of an election. You are now able to start processing a petition on receipt of the filing. You no longer need to wait for the state to enter the appropriate election before starting to process petitions.

Creating a Petition

| Action | Result |
|--|---|
| From the <i>File</i> menu select <i>Petitions Search</i> . | The <i>Petitions Search</i> screen is opened. Figure 3.67 |
| Select the appropriate petition type from the <u>Petition Type</u> drop down list. | The petition type will become part of the file name. |
| Enter the candidate's name and office or issue title in the <u>Candidate and/or Issue Description</u> field. | This description becomes a part of the file name for later reference. Only alpha and numeric characters will be accepted. |

Figure 3.67

The screenshot shows the 'Petitions Search' application window. The title bar includes standard window controls (minimize, maximize, close) and a help icon. Below the title bar is a menu bar with 'New', 'Open', 'Save', 'Close', and 'Help' buttons. The main interface contains several input fields and dropdown menus:

- Petition Type:** A dropdown menu currently set to 'CANDIDATE'.
- Candidate and/or Issue Description:** A text input field containing 'LETTIA BOPEEP FOR TRUSTEE'.
- Election Date:** A date input field containing '11/08/2011'.
- Signed Between:** Two date input fields showing '08/01/2011' and '08/31/2011' with 'and' between them. An 'Unlock Settings' button is located to the right.
- Primary Region:** Two dropdown menus. The first is labeled '[JURISDICTION]' and the second is labeled 'EATON RAPIDS CITY (24540)'.
- Secondary Region:** Two dropdown menus. The first is labeled '[STATE]' and the second is empty.

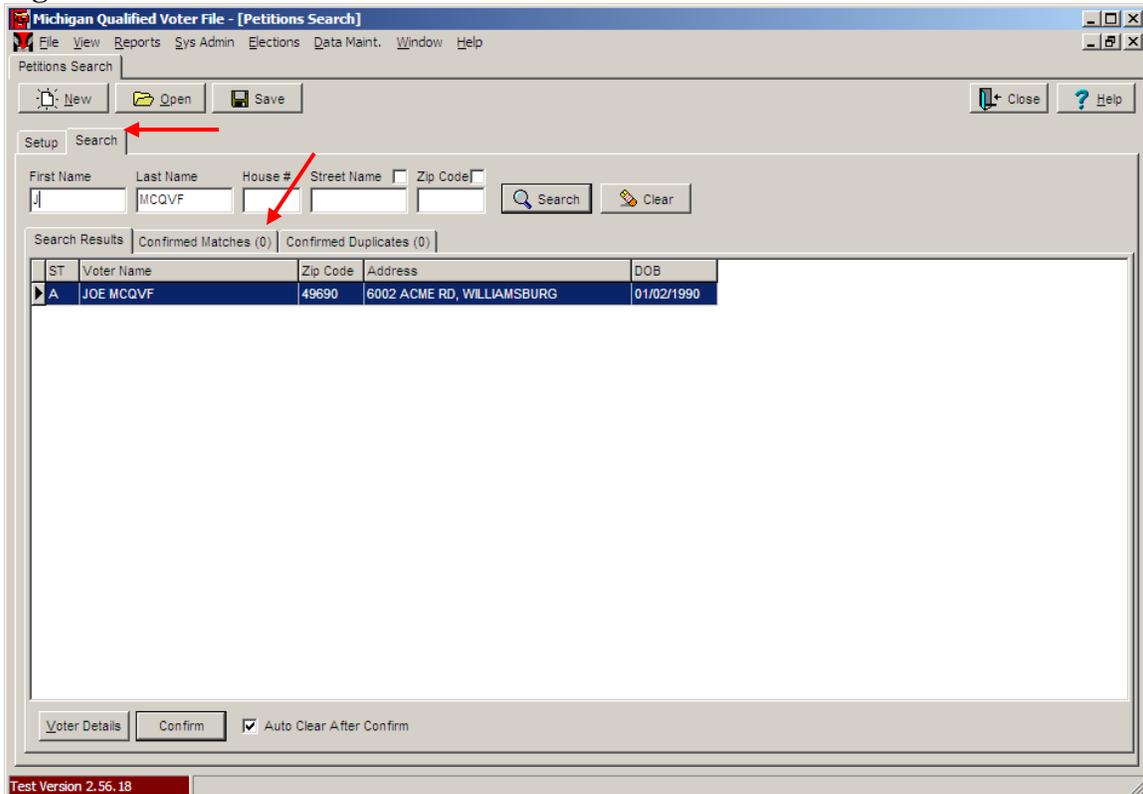
Below the input fields, there are two notes:

- NOTE:** These settings should be properly configured prior to searching and confirming signatures. Please set them very carefully before proceeding to the next step.
- NOTE:** You should uncheck this item only if you are creating the current Petitions Search project for testing purposes, and you do not want to permanently remove confirmed matches from the cancellation countdown.

At the bottom of the window, there is a checkbox labeled 'Remove confirmed voters from the cancellation countdown.' which is checked, and a 'Proceed To Search Voters' button with a right-pointing arrow.

| | |
|---|--|
| Enter the date of the election in the <u>Election Date</u> field. | This helps you identify the petition if you need to refer to it later and becomes a part of the file name. |
| Enter a starting date and an ending date for valid signatures in the two <u>Signed Between</u> fields. | This allows the system to check the date of a signature against these dates to help ensure its validity. |
| From the <u>Primary Region</u> drop down lists define the area you want to search for voters in. | Jurisdictions for the most part will want to search within the jurisdiction |
| By making choices in the <u>Secondary Region</u> drop down lists you can further narrow your voter searches. | This will be of most benefit to county users and school election coordinators. These two fields are optional. |
| A checkmark defaults into the <u>Remove confirmed voters from the cancellation countdown</u> field. Leave it checked unless directed otherwise. | With this checked, when a voter is processed as having signed a petition, it removes the cancellation countdown from their record. |
| When all the required fields have entries that are correct click on the [Proceed to Search Voters] button. | A Confirm screen appears "...Are you certain that you have configured those settings correctly?" |
| Click on the [Yes] button. | A Search tab is displayed. Figure 3.68 |

Figure 3.68



Recording Petition Signatures

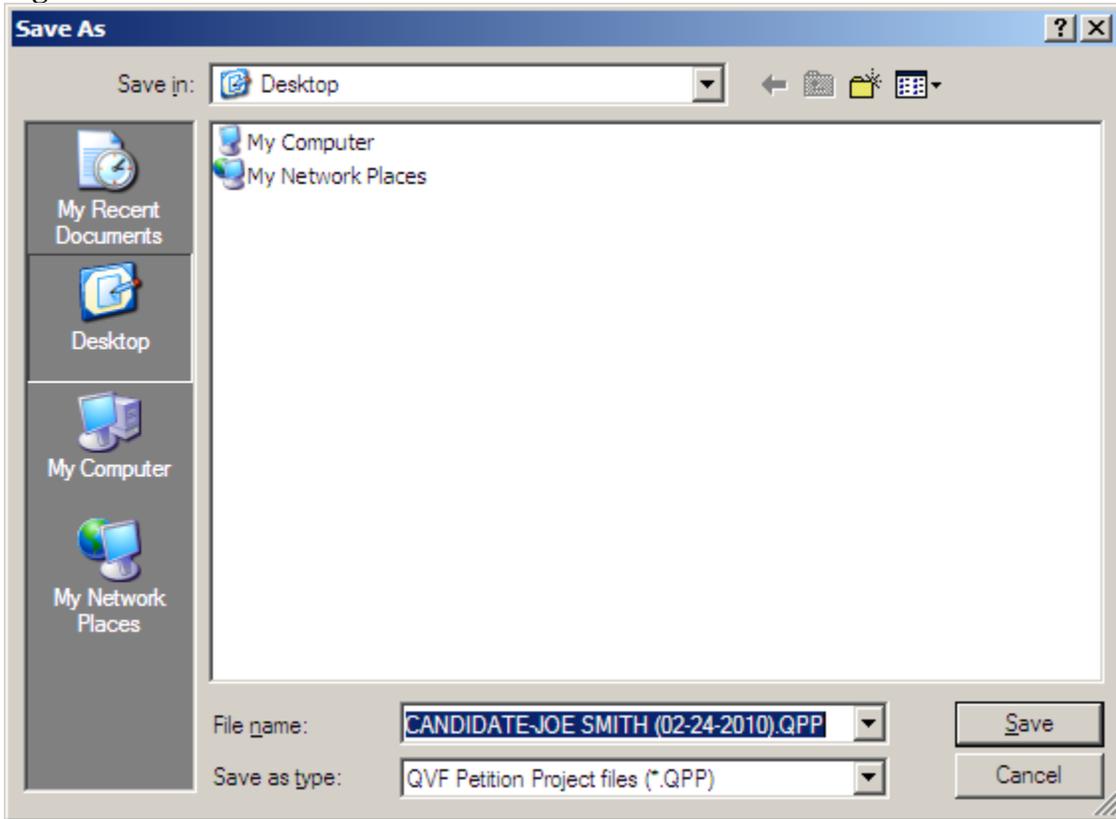
| Action | Result |
|--|--|
| In the <i>Petition Search</i> screen find the first voter on the petition sheet by entering any or all of the search criteria in the <u>First Name</u> , <u>Last Name</u> , <u>House#</u> , <u>Street Name</u> and <u>Zip Code</u> fields. Then click on the [Search] button. | A list of names that match your search criteria will display in the grid. Figure 3.68 |
| Highlight the name of the voter who signed the petition. Then click on the [Confirm] button (or double click on the name). | The <i>Confirm Petition Signature</i> screen is displayed. Figure 3.69 |

Figure 3.69

| | |
|---|---|
| In the <u>Page Signed</u> field enter the page number of the petition containing the signature. | A check in the <u>Remember Next Time</u> check box will automatically enter this number for other names until it is manually changed. |
|---|---|

| | |
|--|---|
| In the <u>Date Signed</u> field enter the date the voter signed the petition. | A check in the <u>Remember Next Time</u> check box will automatically enter this date for other names until it is manually changed. |
| Check the voter's registration date against the signature date. If the voter was registered at the time they signed click on the [OK] button. | The <i>Confirm Petition Signature</i> screen disappears and the number on the <u>Confirmed Matches</u> tab increments by one. Figure 3.68 |
| Repeat this process for all the names that require registration checks. Any time you want to view a list of names processed, click on the <u>Confirmed Matches</u> tab. | The <u>Confirmed Matches</u> tab displays a grid with the names of all voters whose signatures have been processed. |
| When performing consecutive voter searches, the [Clear] button can be used to remove all information entered into the search criteria fields. | Any information in the <u>First Name</u> , <u>Last Name</u> , <u>House#</u> , <u>Street Name</u> and <u>Zip Code</u> fields is removed and any search results are cleared. |
| You may want to perform successive searches on a particular street name or Zip Code. To enter this information once and have it retained when the [Clear] button is activated, enter the <u>Street Name</u> and or <u>Zip Code</u> then put checks in the check boxes above either or both of those two fields. | The entry field is grayed out behind the information entered. Now when the clear button is activated, the information in the <u>Street Name</u> and or <u>Zip Code</u> field is retained. |
| Occasionally a voter signs the same petition twice. (When this happens, neither signature is counted.) The first signature is processed as usual. The second signature is also processed as above. In the <i>Confirm Petition Signature</i> screen click on the [OK] button. | A <i>Confirm</i> screen displays informing you that the signature is a duplicate and asking if you want to record the signature as a duplicate. |
| Click on the [Yes] button | The <i>Confirm</i> screen disappears. The voters name is removed from the list of <u>Confirmed Matches</u> and that number has decreased by one. The voter's name now appears in the <u>Confirmed Duplicates</u> tab and the number there has increased by two. |
| If you had clicked on the [No] button. | The <i>Confirm</i> screen disappears and the signature record is not saved; the number of confirmed matches does not increment and the first signature remains in the <u>Confirmed Matches</u> list. |
| When you are finished processing signatures for this petition click on the [Save] button. | The <i>Save As</i> screen displays. Figure 3.70 |

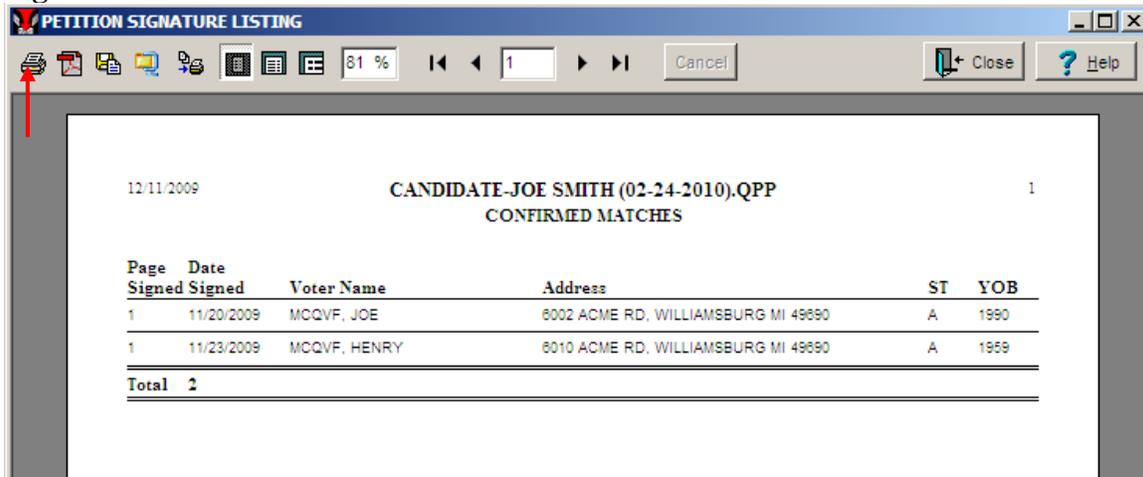
Figure 3.70



| | |
|---|---|
| <p>The name created for this petition file will display in the <u>File name</u> field. In the <u>Save in</u> field browse to where you want to save the file. Then click on the [Save] button.</p> | <p>The <i>Save As</i> screen disappears and the file has been saved to where you designated. NOTE: This petition information does not replicate. Know where you save this file. It would be wise to back up the file by saving it to some removable media as well.</p> |
| <p>Click on the [Close] button.</p> | <p>You are returned to the <i>QVF Main Desktop</i>.</p> |
| <p>Later, if you need to add signatures due to having received a supplemental filing (or you simply did not complete the processing at one sitting), in the <i>Petitions Search</i> screen click on the [Open] button.</p> | <p>The <i>Open</i> screen appears.</p> |
| <p>In the <u>Look in</u> field browse to where you saved the file, highlight the file name and click on the [Open] button (or double click the file name).</p> | <p>The <i>Open</i> screen disappears and the information for the petition you want to work with is loaded.</p> |
| <p>Click on the <u>Search</u> tab.</p> | <p>The <i>Search</i> screen appears and you can again process names as before.</p> |

| | |
|---|---|
| If you want to generate a report of the names of voters whose registration status has been confirmed for the petition click on the <u>Confirmed Matches</u> tab. | The list of confirmed voter signatures is displayed. |
| If you want to generate a report of the names of voters whose signatures have been disqualified because they have signed the same petition more than once click on the <u>Confirmed Duplicates</u> tab. | The list of signatures disqualified is displayed. |
| Click on the [Listing] button. | The list in a report format is displayed. Figure 3.71 |
| Click on the [Print] button. | The report is sent to the printer. |

Figure 3.71



Petitions Project Consolidation

The Petitions Project Consolidator allows the clerk to compare signatures between two or more petitions. This also means that multiple users can work from the same petition, save them as separate petitions, and then use the Petitions Project Consolidator to consolidate them back into one petition.

As an example, say that Acme Twp has a 20 page petition to check. Clerk A checks the first 10 pages using the Petitions Search module and saves her petition. Clerk B checks pages 11 through 20 and saves her work as a separate petition. Once they have both completed their portion of the petition using the Petitions Search instructions above, the petitions can be consolidated using the Petitions Project Consolidation providing the clerks with a report listing the number of valid signatures and the number of duplicate signatures.

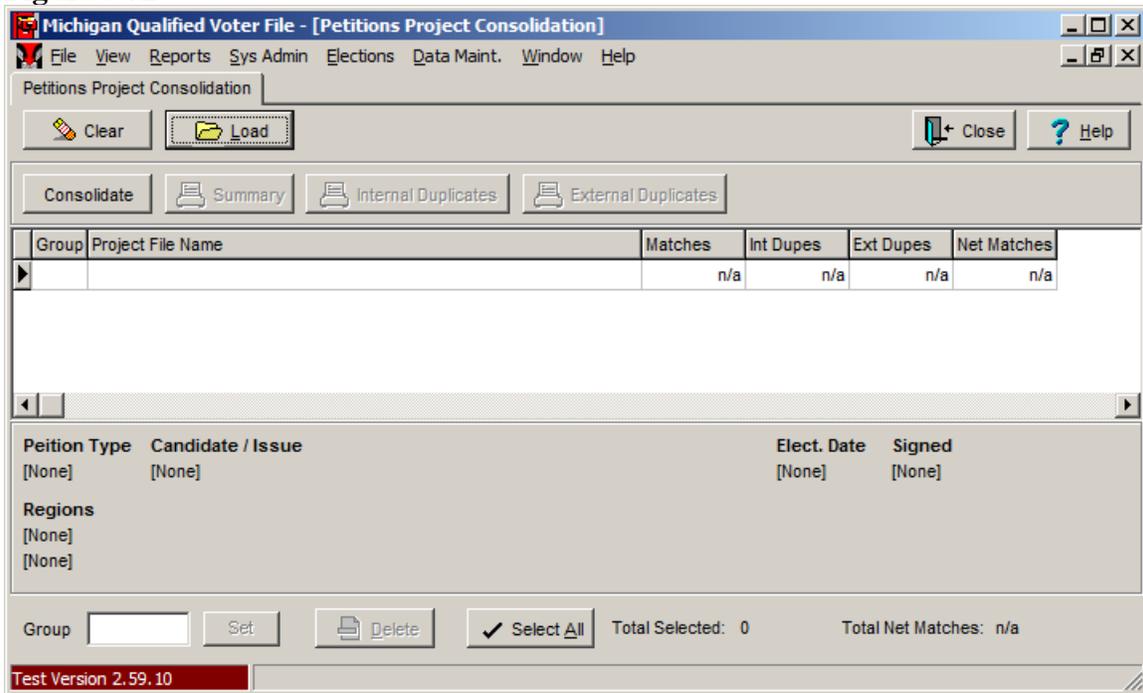
As another example say that Paw Paw Twp has 2 petitions for the office of Supervisor. The clerk can check each petition using the Petitions Search module and save them as separate petitions. After both petitions have been completed the clerk can consolidate both petitions using the Petitions Project Consolidation to get the number of external duplicate signatures. An external duplicate signature is when a voter has signed more than one petition for the same office.

The three reports provided by the Petitions Project Consolidation are the Summary report, the Internal Duplicates report, and the External Duplicates report. The Summary report provides a summary of the total number of matches (good signatures), internal duplicate signatures, and external duplicate signatures. The Internal Duplicates report provides a list of names of voters that were flagged as internal duplicate signatures. An Internal Duplicate is when a voter is flagged as a duplicate signature within one petition. The External Duplicates report provides a list of names of voters who were flagged as external duplicate signatures. An External Duplicate is when a voter is flagged as a duplicate signature across multiple petitions.

Consolidating Multiple Petitions for the same Candidate/Proposal:

| Action | Result |
|--|---|
| Access the <i>Petitions Project Consolidation</i> by selecting <i>Petition Consolidator</i> from the <i>File</i> menu. | The <i>Petitions Project Consolidation</i> screen opens. Figure 3.72 |

Figure 3.72



| | |
|---|---|
| To consolidate multiple petitions, click the [Load] button at the top of the screen. | The <i>Open</i> screen is displayed. Figure 3.73 |
|---|---|

| | |
|--|---|
| In the <u>Look in</u> field browse to the location you have saved your petitions to. | The location your petitions have been saved to has been selected. |
| Select the petitions you would like to consolidate and click the [Open] button on the bottom right. | The <i>Open</i> screen closes and you are back at the <i>Petitions Project Consolidation</i> screen with the chosen petitions displayed in the grid. Figure 3.74 |

Figure 3.73

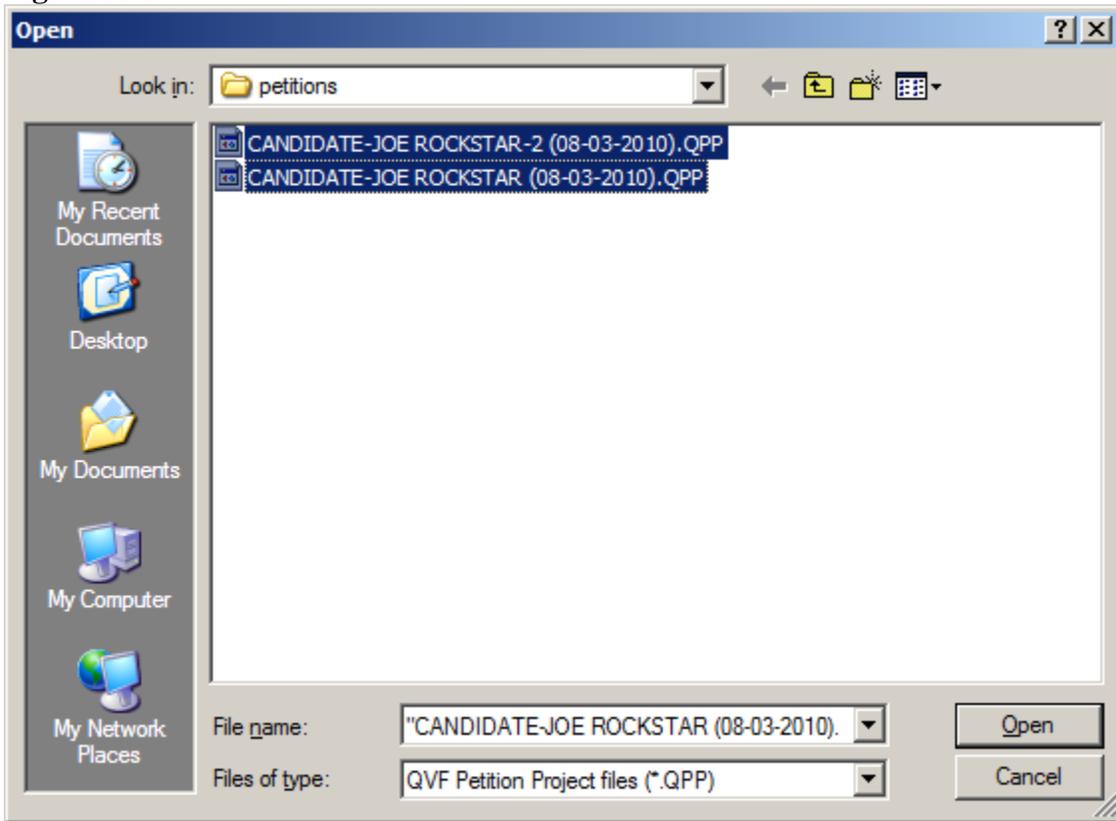
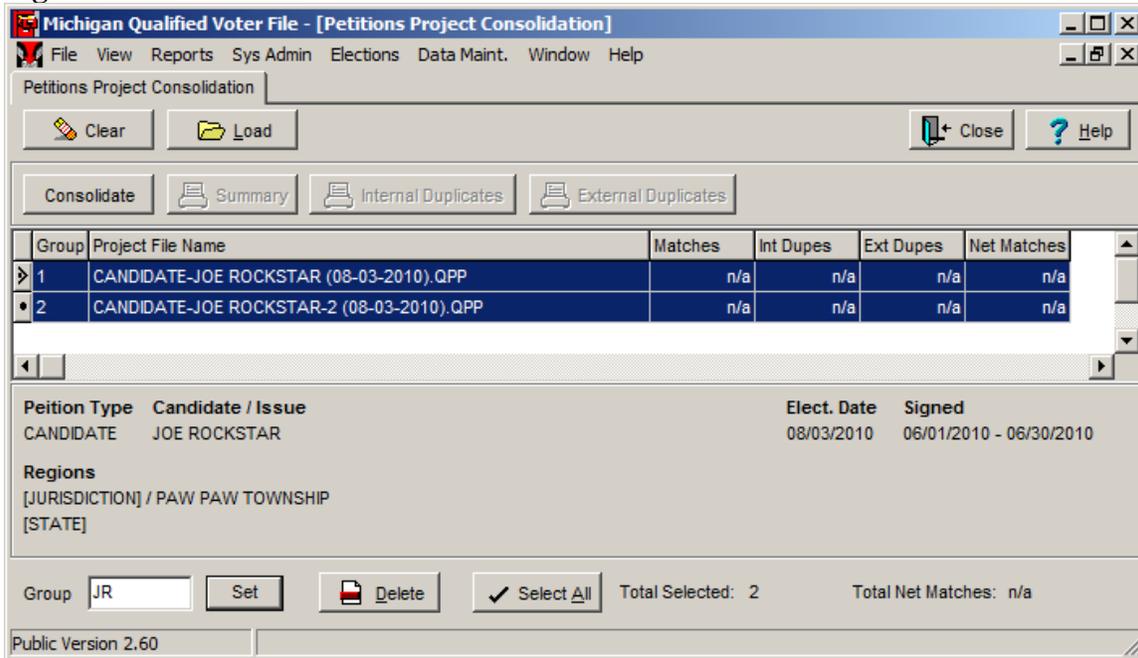
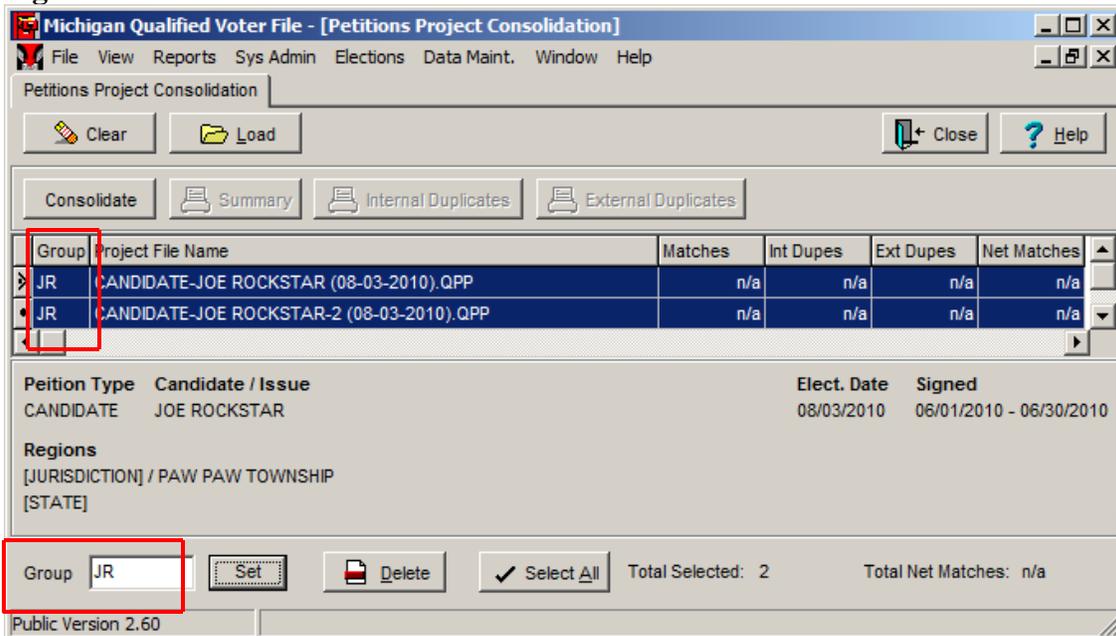


Figure 3.74



| | |
|--|---|
| Click the [Select All] button at the bottom of the screen. | The loaded petitions are highlighted. |
| In the <u>Group</u> field give your petition a name and click the [Set] button. | The loaded petitions now have the same <u>Group</u> name and will be treated as one single petition. Figure 3.75 |

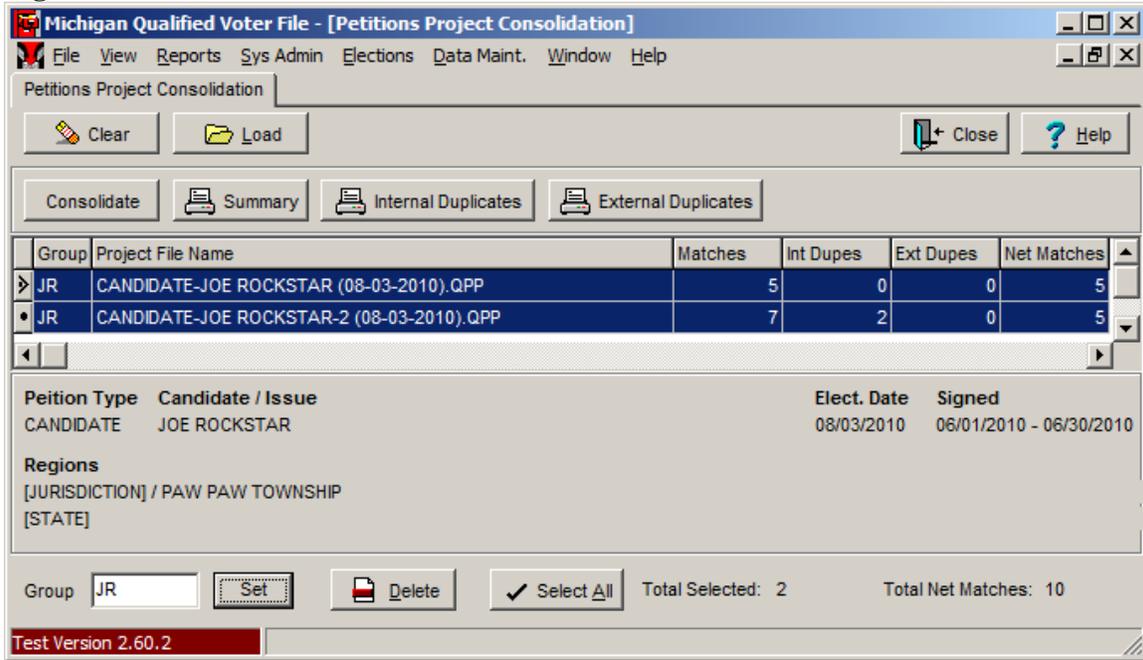
Figure 3.75



Click the **Consolidate** button.

The total signature **Matches** and **Internal Duplicates** are now calculated for the Consolidated Petition. **Figure 3.76**

Figure 3.76



Click the [**Summary**] button to open the **Summary** report.

The **Summary** report opens. **Figure 3.77**

To print the report, select the [**Printer**] icon  at the top left corner.

The **Summary** report prints out.

Click the [**Internal Duplicates**] button to open the **Internal Duplicates** report.

The **Internal Duplicates** report opens up. **Figure 3.78**

To print the report, select the [**Printer**] icon  at the top left corner.

The **Internal Duplicates** report prints out.

Figure 3.77

06/25/2010 10:15:01 AM

PETITIONS SEARCH - PROJECT SUMMARY

Page 1

| Group | FileName | Petition Type | Description | Matches | Duplicates | | Net Matches |
|--------------|---|---------------|--------------|-----------|------------|----------|-------------|
| | | | | | Internal | External | |
| JR | CANDIDATE-JOE ROCKSTAR (08-03-2010).QPP | CANDIDATE | JOE ROCKSTAR | 5 | 0 | 0 | 5 |
| JR | CANDIDATE-JOE ROCKSTAR-2 (08-03-2010).QPP | CANDIDATE | JOE ROCKSTAR | 7 | 2 | 0 | 5 |
| Total | | | | 12 | 2 | 0 | 10 |

Figure 3.78

06/25/2010 10:17:43 AM

PETITIONS SEARCH - INTERNAL DUPLICATES REPORT

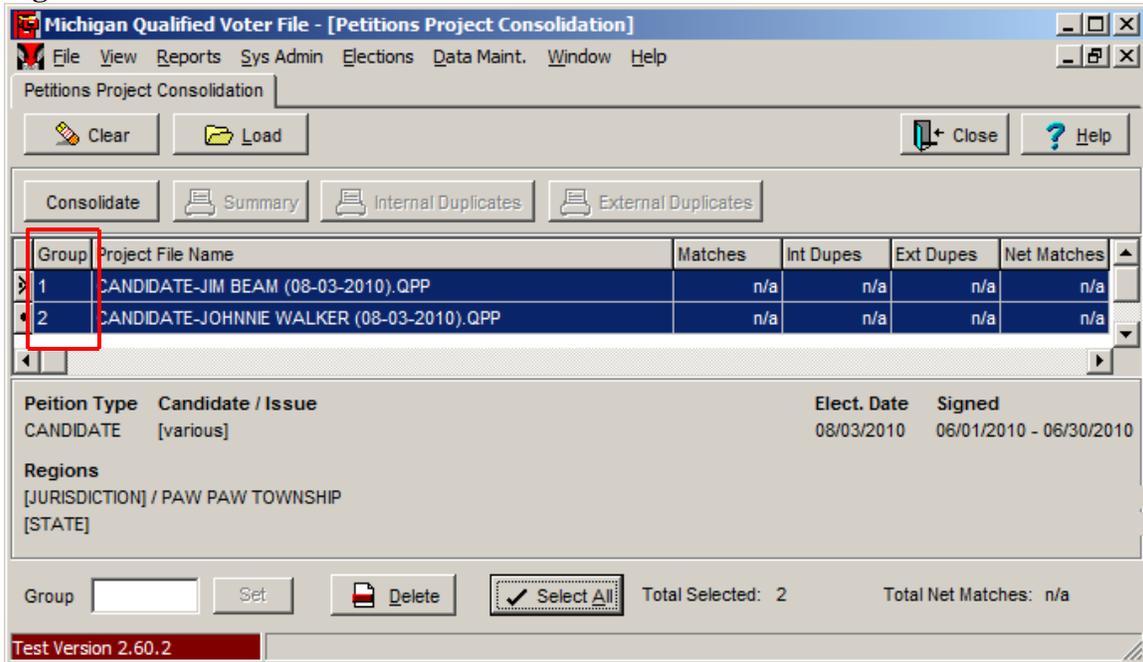
Page 1

| Voter ID | Name | Address | Signed | Page | Group | Project Filename | # |
|------------|----------------|--|------------|------|-------|--|---|
| 4002522516 | MCQVF, MARIE F | 307 E BERRIEN ST APT 2, PAW PAW MI 49079 | 06/12/2010 | 3 | JR | CANDIDATE-JOE ROCKSTAR-2 (08-03-2010).QF | 1 |
| 4002522516 | MCQVF, MARIE F | 307 E BERRIEN ST APT 2, PAW PAW MI 49079 | 06/12/2010 | 3 | JR | CANDIDATE-JOE ROCKSTAR-2 (08-03-2010).QF | 2 |

Consolidating Multiple Petitions for Multiple Candidates:

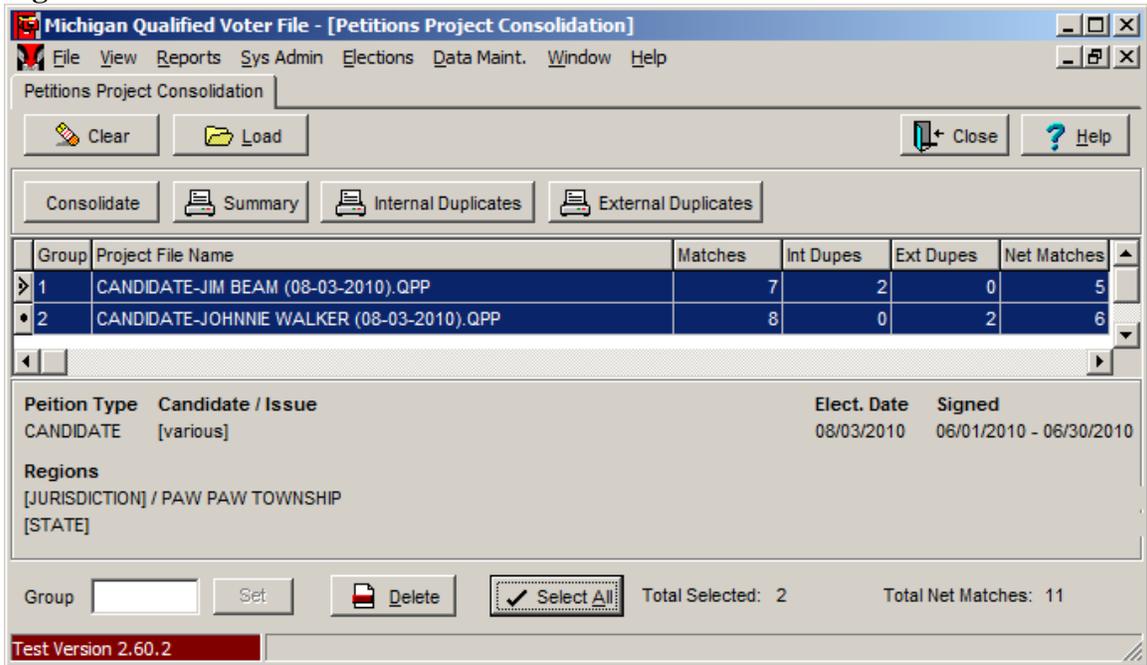
| Action | Result |
|--|---|
| Access the <i>Petitions Project Consolidation</i> by selecting <i>Petition Consolidator</i> from the <i>File</i> menu. | The <i>Petitions Project Consolidation</i> screen opens. Figure 3.72 |
| To consolidate multiple petitions, click the [Load] button at the top of the screen. | The <i>Open</i> screen is displayed. Figure 3.73 |
| In the <u>Look in</u> field browse to the location you have saved your petitions to. | The location your petitions have been saved to has been selected. |
| Select the petitions you would like to consolidate and click the [Open] button on the bottom right. | The <i>Open</i> screen closes and you are back at the <i>Petitions Project Consolidation</i> screen with the chosen petitions displayed in the grid. Figure 3.79 |
| Click the [Select All] button at the bottom of the screen. | The loaded petitions are highlighted. Figure 3.79 |

Figure 3.79



| | |
|---|---|
| <p>Click the Consolidate button.</p> | <p>The total signature <u>Matches</u> (good signatures), <u>Internal Duplicates</u> (invalid signatures, voter signed the same petition more than once) and <u>External Duplicates</u> (investigation needed to determine which petition was signed first) are now calculated for the Consolidated Petition. Figure 3.80</p> |
|---|---|

Figure 3.80



| | |
|--|---|
| <p>Click the [Summary] button to open the Summary report.</p> | <p>The Summary report opens. Figure 3.81</p> |
| <p>To print the report, select the [Printer] icon  at the top left corner.</p> | <p>The Summary report prints out.</p> |
| <p>Click the [Internal Duplicates] button to open the Internal Duplicates report.</p> | <p>The Internal Duplicates report opens up. Figure 3.82</p> |
| <p>To print the report, select the [Printer] icon  at the top left corner.</p> | <p>The Internal Duplicates report prints out.</p> |
| <p>Click the [External Duplicates] button to open the External Duplicates report.</p> | <p>The External Duplicates report opens up. Figure 3.83</p> |
| <p>To print the report, select the [Printer] icon  at the top left corner.</p> | <p>The External Duplicates report prints out.</p> |

Figure 3.81

06/25/2010 11:22:23 AM

PETITIONS SEARCH - PROJECT SUMMARY

Page 1

| Group | FileName | Petition Typ | Description | Matches | Duplicates | | Net Matches |
|--------------|--|--------------|---------------|-----------|------------|----------|-------------|
| | | | | | Internal | External | |
| 1 | CANDIDATE-JIM BEAM (08-03-2010).QPP | CANDIDATE | JIM BEAM | 7 | 2 | 0 | 5 |
| 2 | CANDIDATE-JOHNIE WALKER (08-03-2010).OPP | CANDIDATE | JOHNIE WALKER | 8 | 0 | 2 | 6 |
| Total | | | | 15 | 2 | 2 | 11 |

Figure 3.82

06/25/2010 11:24:00 AM

PETITIONS SEARCH - INTERNAL DUPLICATES REPORT

Page 1

| Voter ID | Name | Address | Signed | Page | Group | Project Filename | # |
|----------|-----------------|----------------------------------|------------|------|-------|-------------------------------------|---|
| 6047384 | MCQVF, BB BRIAN | 403 W NORTH ST, PAW PAW MI 49079 | 06/13/2010 | 1 | 1 | CANDIDATE-JIM BEAM (08-03-2010).QPP | 1 |
| 6047384 | MCQVF, BB BRIAN | 403 W NORTH ST, PAW PAW MI 49079 | 06/13/2010 | 1 | 1 | CANDIDATE-JIM BEAM (08-03-2010).QPP | 2 |

Figure 3.83

06/25/2010 11:25:08 AM

PETITIONS SEARCH - EXTERNAL DUPLICATES REPORT

Page 1

| Voter ID | Name | Address | Signed | Page | Group | Project Filename | # |
|-----------|----------------|----------------------------------|------------|------|-------|--|---|
| 103269430 | MCQVF, BENNY D | 202 W NORTH ST, PAW PAW MI 49079 | 06/13/2010 | 1 | 1 | CANDIDATE-JIM BEAM (08-03-2010).QPP | |
| 103269430 | MCQVF, BENNY D | 202 W NORTH ST, PAW PAW MI 49079 | 06/15/2010 | 3 | 2 | CANDIDATE-JOHNIE WALKER (08-03-2010).Q | 1 |
| 102584357 | MCQVF, DONNA B | 212 N BROWN ST, PAW PAW MI 49079 | 06/13/2010 | 1 | 1 | CANDIDATE-JIM BEAM (08-03-2010).QPP | |
| 102584357 | MCQVF, DONNA B | 212 N BROWN ST, PAW PAW MI 49079 | 06/15/2010 | 3 | 2 | CANDIDATE-JOHNIE WALKER (08-03-2010).Q | 2 |

Election Inspectors

Election Inspector Title Lookup: This module provides the dropdown list of Inspector Titles when creating inspectors in QVF.

| Action | Result |
|--|--|
| From the <i>Data Maintenance</i> menu select <i>Election Inspector Title Lookup</i> . | The <i>Election Inspector Title Lookup</i> screen is opened. Figure 3.84 |
| Select the <u>Region</u> and <u>Jurisdiction</u> . | The selected <u>Region</u> and <u>Jurisdiction</u> are displayed. Figure 3.84 |
| Click on the [New] button. | The <i>Election Inspector Title</i> screen is displayed. Figure 3.85 |
| Enter the <u>Inspector Title</u> and <u>Payment Amount</u> . | The <u>Inspector Title</u> and <u>Payment Amount</u> are displayed. Figure 3.85 |
| Click [OK]. | The <i>Election Inspector Title</i> screen is closed and the title is displayed in the grid. |
| To edit an election inspector title, highlight the title in the grid and click on the [Edit] button. | The selected record is open for editing. |
| To delete an election inspector title, highlight the title in the grid and click on the [Delete] button. | A <i>Confirm</i> screen opens. |
| Click on the [Yes] button. | The title is deleted. |

Figure 3.84

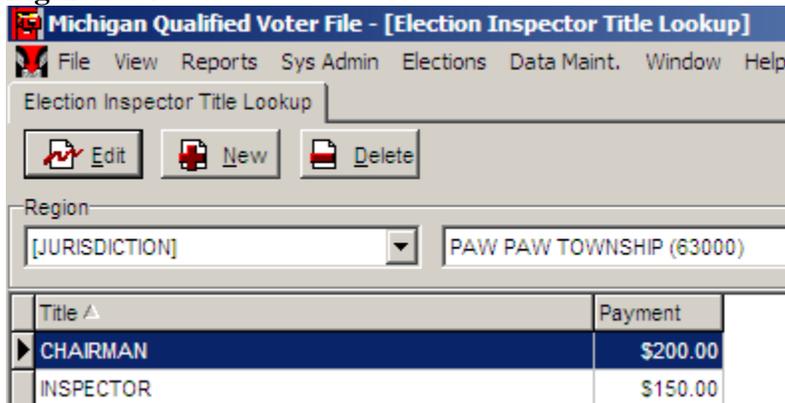
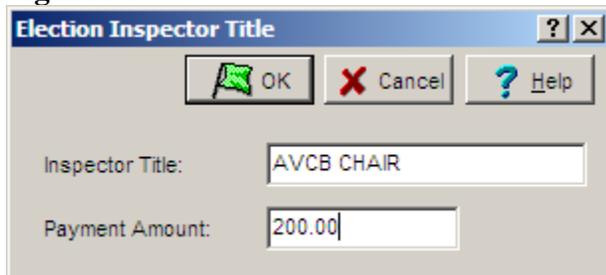


Figure 3.85



Designating Election Inspectors: This section contains instructions on how to designate a voter as an Election Inspector.

| Action | Result |
|---|--|
| Open the voter registration record of the voter that you would like to designate as an inspector. | The selected <i>Voter Registration</i> screen is displayed. Figure 3.86 |

Figure 3.86

The screenshot shows a software interface for voter registration. At the top, there are buttons for Search, Save, Delete, Clear, Close, and Help. Below these are fields for Jurisdiction (PAW PAW TOWNSHIP), County (VAN BUREN), Status (ACTIVE), Reg Date (08/21/1992), and Voter Id (M999988888888). A red arrow points to the 'Inspector' button. Other fields include Last Name (MCQVF), First Name (BILLIE), Middle Name (JEAN), Gender (F), DOB (05/19/1965), and Phone Number. There are also sections for Residential Address and Mailing Address, and a bottom bar with buttons for ID, Master, Chng Status, Absentee, Out of State, History, Address, and Petitions.

| | |
|--|--|
| Click on the [Inspector] button (upper left). | The <i>Local Inspector</i> screen is opened. Figure 3.87 |
| Enter the applicants <u>Political Party</u> , <u>Title</u> , and <u>Payment Amount</u> . | The entries are displayed as entered. Figure 3.87 |
| As an option, you can also enter and track the types of <u>Training</u> programs that the applicant attended and the training <u>Dates</u> in the training grid. | The training types and dates are displayed as entered. |
| Click [OK]. | The <i>Local Inspector</i> screen is closed. A check mark appears on the Inspector button indicating this voter is a prospective election inspector. |

To deactivate an election inspector, open the inspector’s voter registration record, click on the **[Inspector]** button and deselect the Active check mark.

The election inspector designation is removed.

Figure 3.87

Assigning Out County Election Inspectors: Inspectors entered from the *Election Inspector Lookup* screen are listed as **Out County** even if they are **Local** (registered) in your jurisdiction.

| Action | Result |
|--|---|
| From the <i>Data Maint.</i> menu select <i>Election Inspector Lookup</i> . | The <i>Inspector Lookup</i> screen is opened. Figure 3.88 |
| Select the <u>Region</u> and <u>Jurisdiction</u> (top). | The selected <u>Region</u> and <u>Jurisdiction</u> are displayed. A grid displays all the election workers available for assignment. Figure 3.88 |
| To enter a new worker click on the [New] button. | The <i>Out County Inspector</i> screen is opened. Figure 3.89 |
| Fill in all required fields and click [OK] . | The Out County Inspector has been added to the list of inspectors. |

Figure 3.88

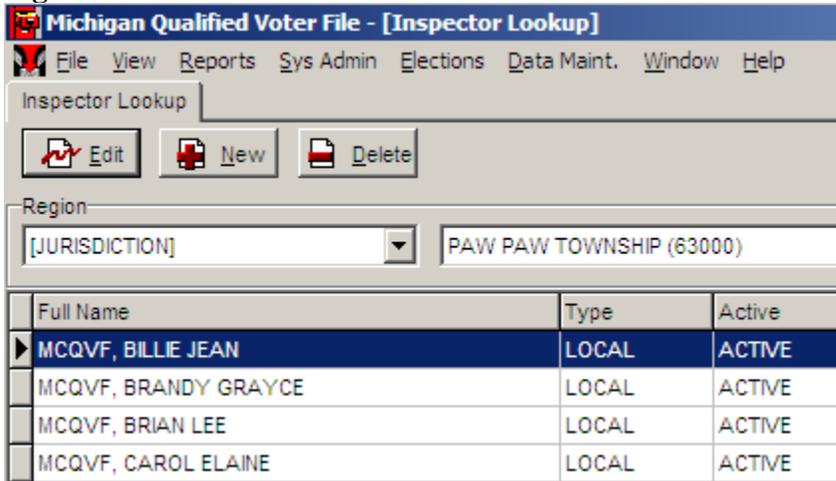
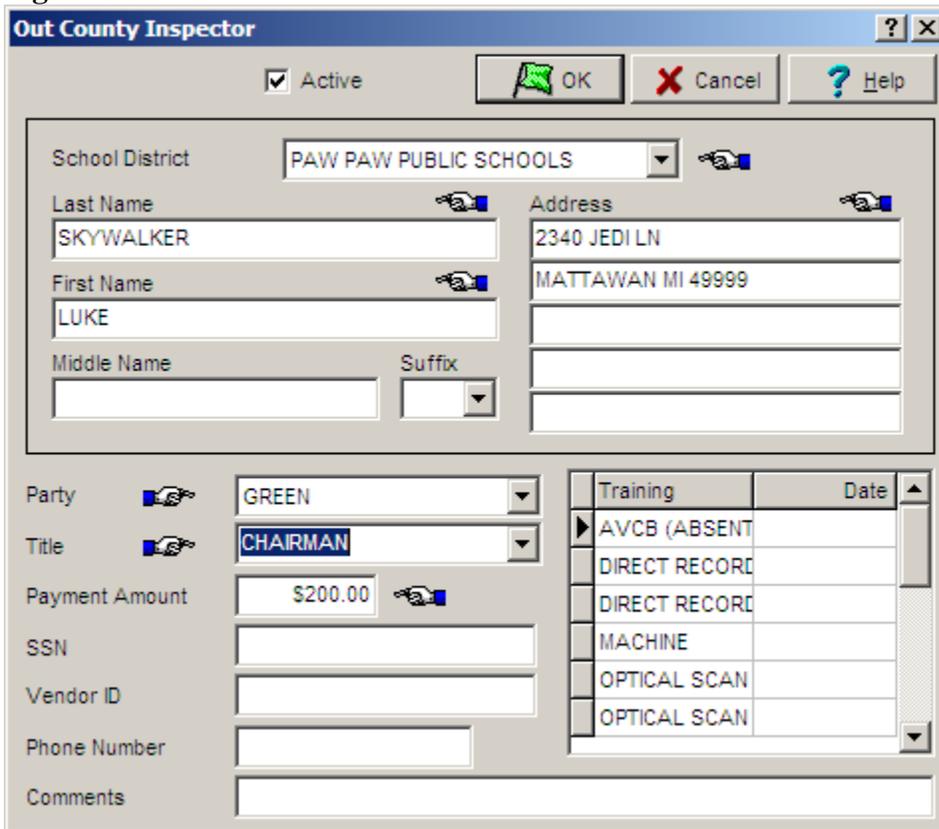


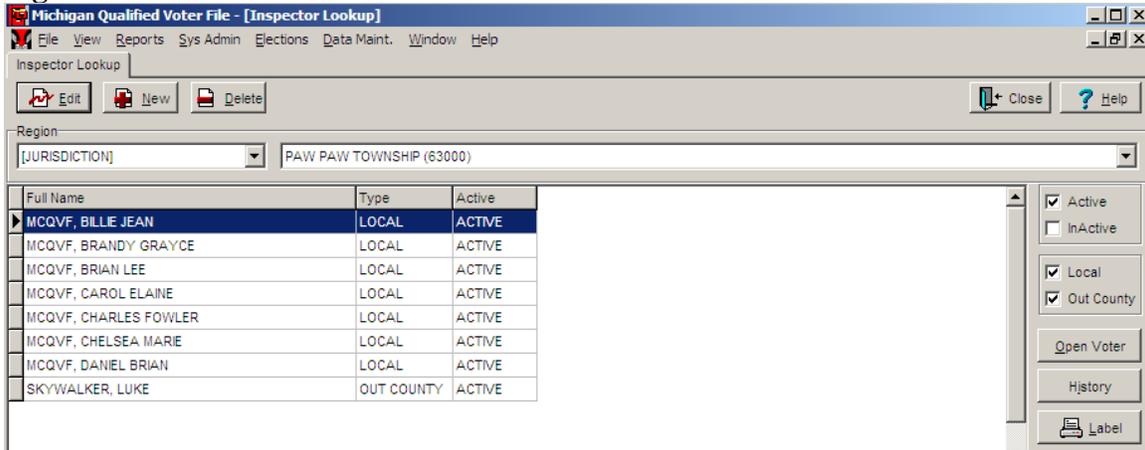
Figure 3.89



Inspector Lookup Screen: As noted above, the *Inspector Lookup* screen is used as a tool to manage your list of election inspectors. From this screen, you are able to print **Mailing Labels**, view **Inspector History**, **Edit** inspector information, and **Delete** inspectors from the list.

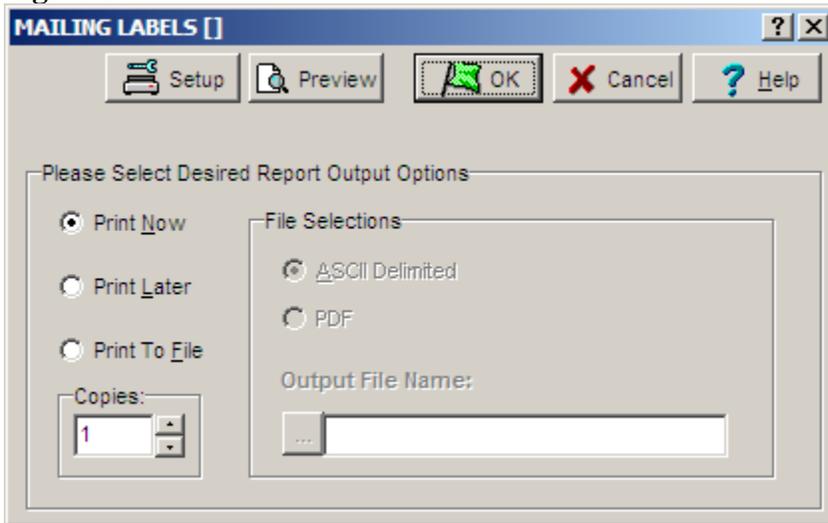
| Action | Result |
|---|---|
| From the <i>Data Maint.</i> menu select <i>Election Inspector Lookup</i> . | The <i>Election Inspector Lookup</i> screen is opened. Figure 3.90 |
| Select the <u>Region</u> and <u>Jurisdiction</u> (top). | The grid of election inspectors populates with any inspectors in the system. |
| Click on the check boxes on the right to filter the list. | The list of Inspectors is displayed based on your choices. |
| If <u>Active</u> is checked: | The names of all active election inspectors are displayed. |
| If <u>Inactive</u> is checked: | The names of all inactive election inspectors are displayed |
| If <u>Local</u> is checked: | The names of election inspectors who reside within your jurisdiction are displayed. |
| If <u>Out County</u> is checked: | The names of election inspectors who do not reside within your jurisdiction are displayed. |
| To edit a local election inspector record, highlight the record, and click on the [Edit] button. | The <i>Local Inspector</i> screen for that voter opens for editing. |
| To delete an election inspector record, highlight the record and click on the [Delete] button. | A <i>Confirm</i> screen opens. |
| Click on the [Yes] button. | The Election Inspector record is deleted. <i>(Note: If a Training Record is attached to the inspector, the record can not be deleted. In this case, it is suggested that you make the record Inactive.)</i> |

Figure 3.90



| Action | Result |
|--|--|
| To generate a mailing label, highlight a name and click on [Label] . | The Mailing Labels screen is displayed. Figure 3.91 |
| To immediately print a single mailing label, ensure the <u>Please Select Desired Report Output Options</u> radio button is on <u>Print Now</u> , then click on [OK] . | A single mailing label is immediately printed to your Dymo Label Writer. |
| To print multiple mailing labels, click on <u>Print Later</u> then click on the [OK] button. | The requested labels will batch as a single job in the Local Report Queue . |

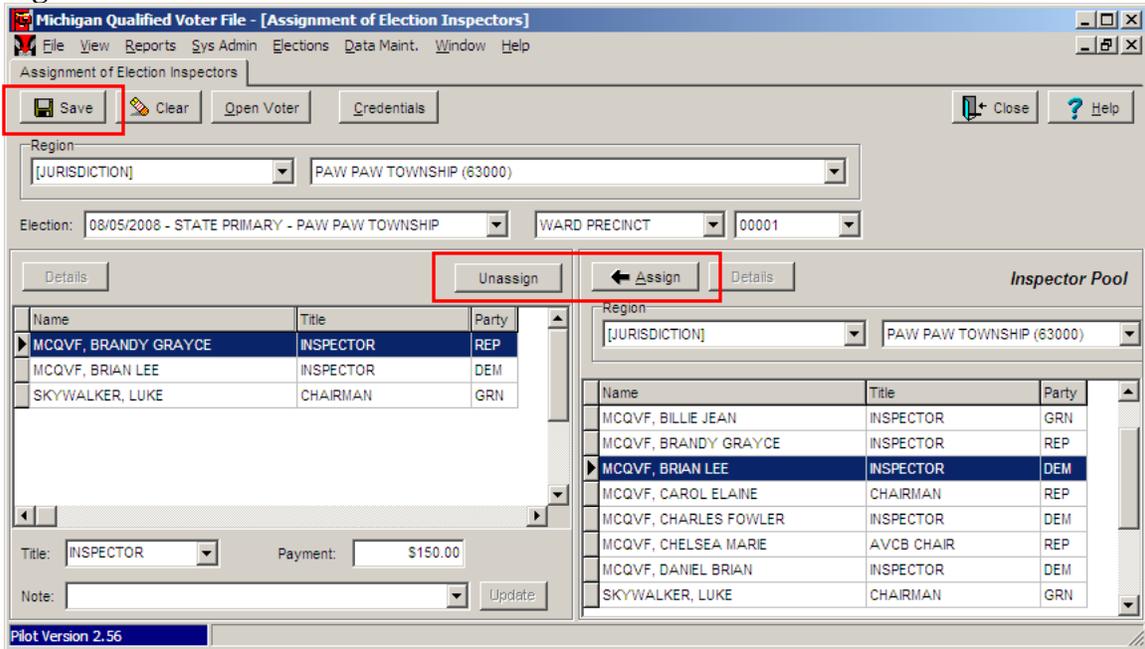
Figure 3.91



Assigning Election Inspectors: This section is used to Assign and Unassign election inspectors to a given election. Please note that while you will not be allowed to assign an election inspector to more than one precinct, you may assign an inspector to a precinct and to an AV counting board.

| Action | Result |
|--|--|
| From the <i>Elections</i> menu select <i>Inspector Assignments</i> . | The <i>Assignment of Election Inspectors</i> screen is opened. Figure 3.92 |
| Select the <u>Region</u> , <u>Jurisdiction</u> , <u>Election</u> , and the type of <u>Precinct</u> or <u>Counting Board</u> that you wish to assign an inspector to (top). | The <u>Region</u> , <u>Jurisdiction</u> , <u>Election</u> , and <u>Precinct</u> or <u>Counting Board</u> are displayed. Figure 3.92 |
| Select the specific <u>Precinct</u> or <u>Counting Board</u> number to which you wish to assign inspectors. | The specific precinct or counting board is displayed. |
| Select the <u>Region</u> and <u>Jurisdiction</u> to view a list of <u>Available Inspectors</u> (right). | A list of available inspectors is displayed in the <u>Inspector Pool</u> grid (right). Figure 3.92 |
| To assign an inspector, click on the inspectors name then click on the [Assign] button (right). | The inspectors name is copied to the left side of the screen. |
| To unassign an inspector, click on the inspectors name then click on the [Unassign] button (left). | The inspectors name is deleted from the left side of the screen. |
| After assigning and/or unassigning inspectors, click the [Save] button (top left). | Your actions are saved. Figure 3.92 |
| Clicking the [Clear] button will delete any actions that were not saved during the session (top left). | All unsaved actions are deleted. |

Figure 3.92



Office and Candidate Information

Office Lookup: This feature is used to populate the “Offices” list when assigning offices to an election for the purpose of checking petitions in the old petitions module.

| Action | Result |
|---|--|
| To add an office, from the <i>Data Maint.</i> menu select <i>Office Lookup</i> . | The <i>Office Lookups</i> screen opens. Figure 3.93 |
| At the top of the screen, select a <u>Region</u> and your <u>Jurisdiction</u> . | The selected <u>Region</u> and your <u>Jurisdiction</u> are displayed. |
| Click on the [New] button (top left). | The <i>Office Information</i> screen opens. Figure 3.94 |
| Key in the <u>Office</u> title and <u>Term</u> and click [OK]. | The <i>Office Information</i> screen closes. |
| Repeat the above steps for each office. | All offices and terms are displayed. |
| You can edit an office by selecting the office and clicking on the [Edit] button. | The <i>Office Information</i> screen opens. Figure 3.94 |
| Make your edits and click [OK]. | The changes are saved and the <i>Office Information</i> screen closes. |
| You can delete an office by selecting it and clicking on the [Delete] button. | A <i>Confirm</i> screen opens. |
| Click on [Yes]. | The office is deleted. |

Figure 3.93

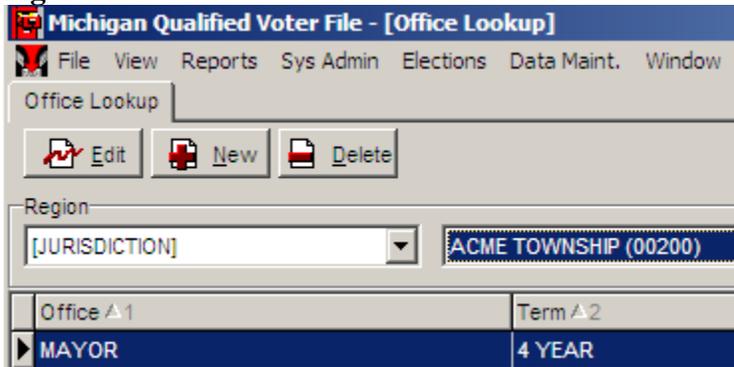
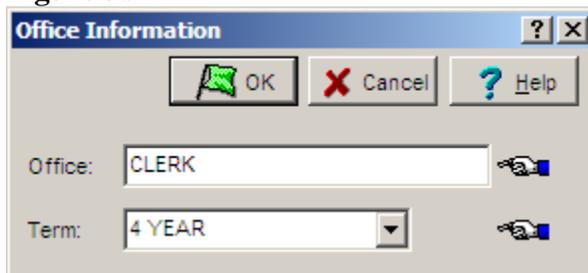


Figure 3.94



Election/Offices: This module is used for assigning Offices to a specific election for the purpose of checking petitions in the old petitions module.

| Action | Result |
|---|---|
| From the <i>Elections</i> menu select <i>Offices</i> . | The <i>Election Offices</i> screen is opened. Figure 3.95 |
| Select a <u>Region</u> , <u>Jurisdiction</u> and <u>Election</u> . | The selected <u>Region</u> , <u>Jurisdiction</u> and <u>Election</u> are displayed. Figure 3.95 |
| Click on the [New] button. | The <i>Election Office Information</i> screen is opened. Figure 3.96 |
| Enter the <u>Office</u> , <u>Order</u> (order on the ballot) and <u>Elected Number</u> (number to be elected). As an option, the <u>Term Ending Date</u> may also be entered. | The information is displayed as entered. Figure 3.96 |
| Click [OK]. | The <i>Election Office Information</i> screen is closed and the office entered appears in the <u>Election Offices</u> grid. |
| To edit an office, highlight the office in the <u>Election Offices</u> grid and click on the [Edit] button. | The <i>Election Office Information</i> screen is open for editing. |
| To delete an office, highlight the office in the <u>Election Offices</u> grid and click on the [Delete] button. | A <i>Confirm</i> screen opens. |
| Click on [Yes]. | The selected office is deleted. |

Figure 3.95

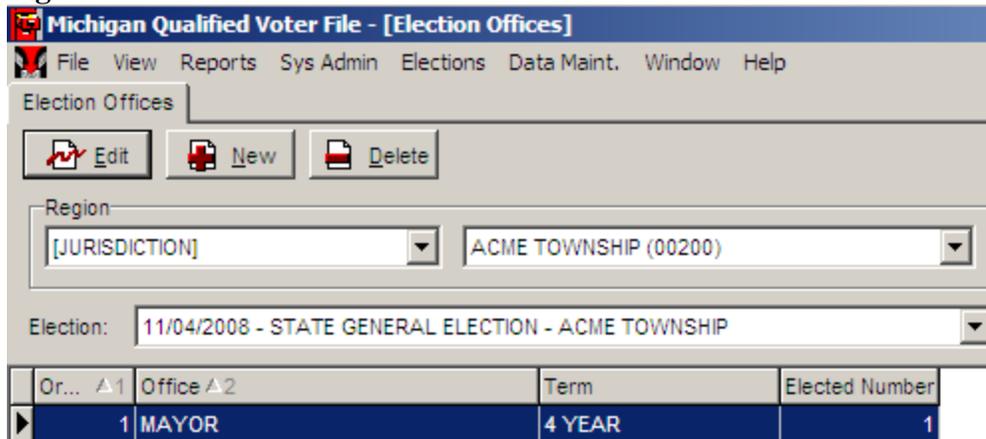


Figure 3.96

Entering Candidates: Once the offices are entered for a given election, the name of each candidate who filed for the office may be entered. The purpose of doing this would be to get a Candidate Listing from the Reports Module.

| Action | Result |
|--|---|
| From the <i>Elections</i> menu select <i>Candidates</i> . | The <i>Candidate Tracking</i> screen is displayed. Figure 3.97 |
| Select the <u>Region</u> , <u>Jurisdiction</u> and <u>Election</u> . | The <u>Region</u> , <u>Jurisdiction</u> and <u>Election</u> are displayed. Figure 3.97 |
| Click [New]. | The <i>Candidate Information</i> screen is opened. Figure 3.98 |
| Enter the information in the required fields as shown in. (The pointing finger denotes a required field.) | All required information has been entered. Figure 3.98 |
| Click [OK]. | The <i>Candidate Information</i> screen is closed and the candidate's name appears in the Candidate Tracking grid. |
| Candidate information can be edited by highlighting the candidate's name in the <u>Candidate Tracking</u> grid and clicking on the [Edit] button. | The <i>Candidate Information</i> screen is open for editing. |
| Delete a candidate by highlighting the candidates name in the <u>Candidate Tracking</u> grid and clicking [Delete]. | A <i>Confirm</i> screen opens. |
| Click on [Yes]. | The candidate is deleted. |

Figure 3.97

Michigan Qualified Voter File - [Candidate Tracking]

File View Reports Sys Admin Elections Data Maint. Window Help

Candidate Tracking Reports

Edit New Delete

Region: [JURISDICTION] ACME TOWNSHIP (00200)

Election: 11/04/2008 - STATE GENERAL ELECTION - ACME TOWNSHIP

| Candidate's Name ^1 | Office ^2 | Withdraw |
|---------------------|-----------|----------|
| FINCH, ATTICUS G | MAYOR | N |

Figure 3.98

Candidate Information [?] [X]

OK Cancel Help

Last Name: FINCH First Name: ATTICUS Middle Name: G Suffix: [v]

Address: 1313 MOCKINGBIRD LN City: ACME State: MI Zip Code: 49999

Phone #: 555-555-5555 Email Address: FINCH@YAHOO.COM Incumbent Elected Withdrew

Party: GREEN Office: MAYOR (4 YEAR) # of Signatures: 4 # on Ballot: 1

Filing Method: PETITION Filing Place: COUNTY Filing Date: 06/01/2008 Filing Fee / Petitions: 20

Campaign Finance #: [] Government Unit: [v] Petition Instructions: [v]