

# State of Wisconsin\Government Accountability Board

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**DATE:** February 5, 2016

**TO:** Wisconsin County Clerks  
Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Milwaukee County Election Commission

**FROM:** Michael Haas, Elections Division Administrator  
Marianne Griffin, Elections Specialist

**SUBJECT:** WisVote Live Update #2

Thank you for your patience during our WisVote launch process. We have received a lot of good feedback from clerks. Our main focus has been fixing immediate errors that keep clerks and staff from performing required tasks. As we get those fixed, we will continue to work on other suggested changes to make the system easier to use.

## Recent Updates to WisVote

G.A.B. staff has been making a number of changes and updates to WisVote in response to suggestions from clerks. Some of these updates are already in WisVote, while some are being added over the weekend. Additional revisions will be made continuously as they are identified. Below are some of the changes:

### Voter

- Voter registration form in WisVote now more closely matches the paper GAB-131 form.
- Voter registration number appears on the top of the GAB-131 screen and is assigned to that voter when you click “save and close.”
- Voter Listing with Districts report has been added to the Reports button in the Voter List tile. The report is now sorted alphabetically by last name, the voter first, middle and last names are now separate fields, and has had district combo code added.
- A number of changes were made for merging records—these revisions should make this process more user-friendly.
- Can now export 10,000 records from the Voter Search page.
- Voter full names will now appear with name formatted as “Last, First Middle Suffix” instead of “First Middle Last Suffix” to make it easier to sort by last name. Example: Smith, John J III

### Address

- The “search for records” box on the Address tile now searches for both Active and Inactive addresses.
- Clerks can now update address pins from both the map on the address record and the district combo map.
- Now able to update geocode warnings/invalid using address map (as well as DC map).

### Absentee

- The voter name on absentee applications and absentee ballots will now appear as Last, First Middle Suffix to make it easier to sort by last name. Example: Smith, John J III. (Please note that when entering a new absentee application and searching for the voter, you will now need to enter the voter's last name to find them instead of first name.)
- The district combo has been added to the Absentee Application views.
- Users should no longer see duplicate absentee records.
- Batch label printing is now available (see an entry in the FAQ's tile for step-by-step instructions).
- Auto-record now works correctly when using the Record Returned Mailings button.
- Ballots can now be marked as Voter Refused, Undeliverable, and Returned to be Rejected under Record Returned Mailings and will no longer show an error message.

### **New tiles: FAQs and Current Issues**

Two new tiles have been added to WisVote – FAQ's and Current Issues. These tiles take you to a list of articles that address common questions or errors identified by clerks. FAQ articles include common questions that have been received from clerks and instructions to perform the task or an explanation of WisVote functionality or navigation. Current Issues articles list errors in WisVote that G.A.B. is aware of and working to resolve. If there is a temporary work-around to solve these errors or complete these task, those instructions are also included.

We hope the FAQ questions and current issues posted to WisVote will help clerks problem-solve quicker and more independently. FAQs and current issues will be added on an on-going basis as errors and common questions are identified. We encourage clerks to review the FAQs and Current Issue tiles before calling the G.A.B. Help Desk or reporting an error in the Issue Tracking Survey.

### **Canvass**

The Canvass system is now up to date and working. Clerks will no longer be able to access Canvass through Citrix/SVRS and should instead go directly to the Canvass website to access the system. Some reports were not available when accessed through Citrix, but work properly when accessing the site directly. In an effort to reduce confusion, we have removed those links from the Citrix home page. A link to Canvass is posted as a button on the Clerks page of the G.A.B. website: <http://www.gab.wi.gov/clerks>. WEDCS is also available from this page, in addition to other G.A.B. supported applications.

### **Reminder: Public Data Requests and Confidential Voter Information**

Please remember to remove all confidential fields on voter lists when fulfilling public data requests. As defined by Wis. Stat. 6.31(1)(b), the following confidential information cannot be released to the public:

- Date of birth
- Driver license or DOT-issued identification number
- Social Security number
- The name and address of a confidential voter
- An indication of an accommodation needed to vote
- Financial account information, often provided as a form of Proof of Residence

## **Election Readiness**

Clerks should have completed most tasks on the pre-election checklist by this time, including setting up Election Plans, and checking the Contests Complete and Candidates Complete checkpoints. However, there are still 30 municipalities that have not set up their Election Plans, and will, therefore, not be able to print their poll books.

The Spring Primary Checklist II: Post-Election Tasks is now posted as a scheduled task on the clerk communication page. The checklist includes the post-election tasks that need to be completed beginning on Election Day.

## **Learning Center**

Many clerks and users have logged on to the WisVote Learning Center, an online platform that consists of interactive tutorials, demonstration overviews, and the WisVote User Manual. The Learning Center allows clerks and other election staff to complete training on their own time and can be used as a reference at any point during the election process. G.A.B. staff is working to make sure these resources are updated to accurately reflect changes made to WisVote.

WisVote Learning Center: <http://www.electiontraining.gab.wi.gov>

Username: Your SVRS username (you do not need to enter SVRS\ for the Learning Center)

Password: Wisvote1

## **Issue tracking**

We encourage you to continue submitting system errors and suggestions directly into the WisVote Issue Tracker Survey (<https://gabapps.wi.gov/survey/SitePages/Home.aspx>). Submitting errors and suggestions through the issue tracker survey helps staff compile and review all of the feedback and problems that clerks encounter while using WisVote or the WisVote Learning Center. Please use the issue tracker to submit feedback about the new system or suggestions for enhancements, or if you are seeing minor errors. If you have immediate concerns, please contact the Help Desk.

## **WisVote Deployment Complete**

G.A.B. staff has truly appreciated everyone's patience and understanding as we all get used to working in WisVote. While we have worked through some initial hiccups and learning curves, we are already seeing that the system is more flexible, user-friendly, and reliable than the latter phases of SVRS. We are looking forward to the Spring Primary on February 16 as one more test of our new system. Thank you to all of the clerks and users that have provided feedback and reported errors. That feedback has allowed us to identify needed changes and to implement improvements quickly.

We will continue to fix and improve the system, and will provide updates as these new builds are developed and installed into WisVote.