

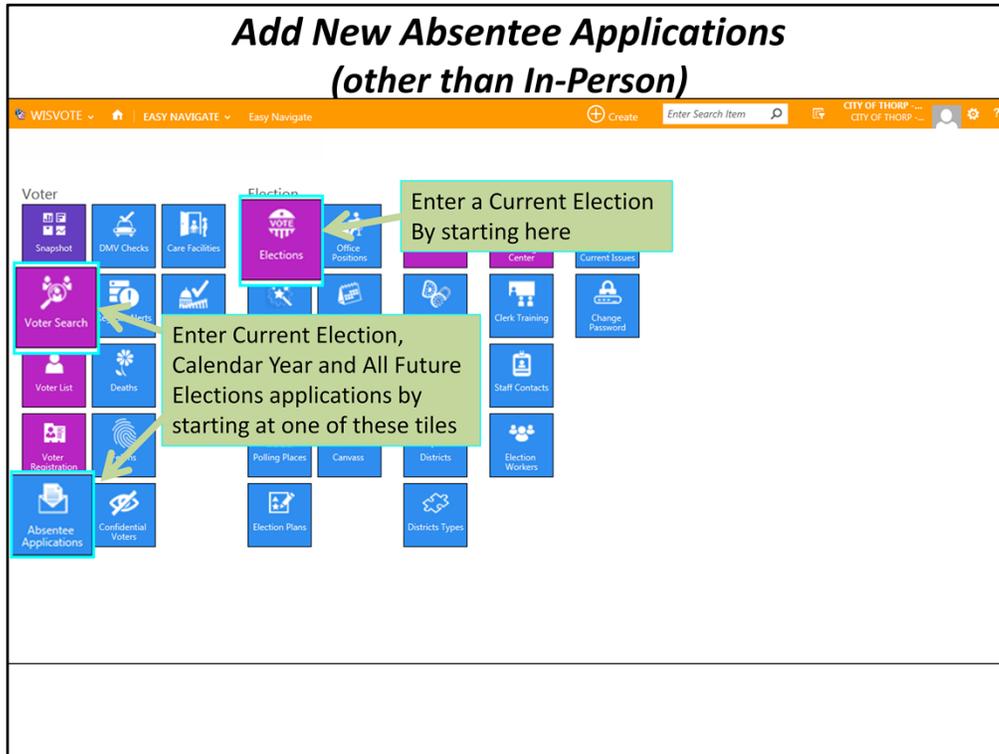


## ***Absentee Tracking***

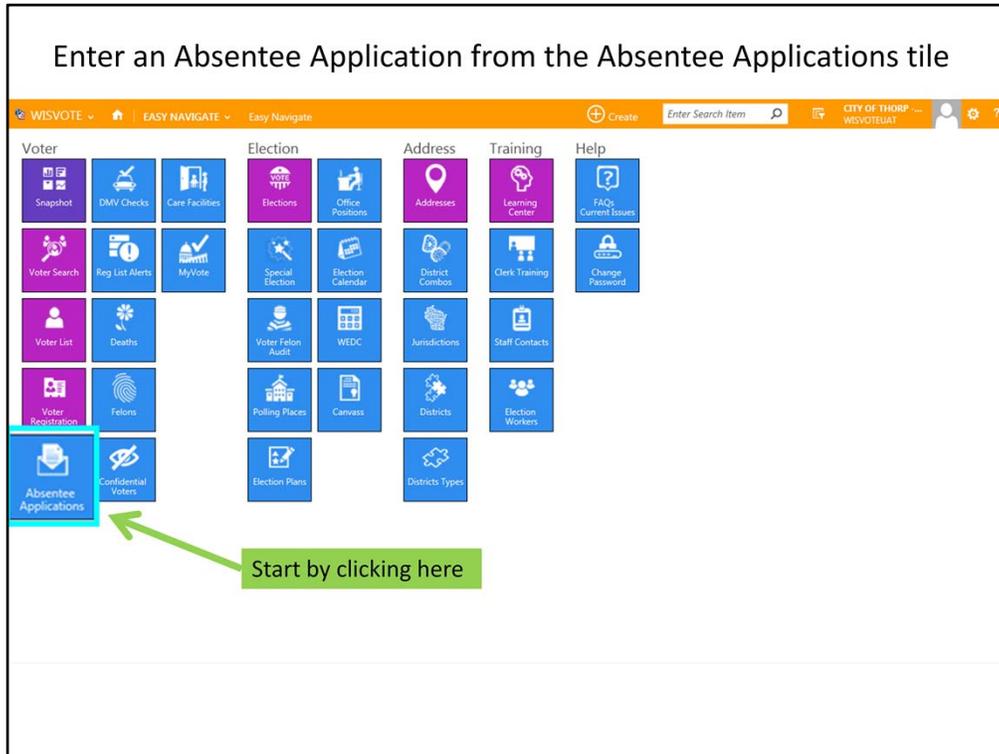
- Adding new absentee applications (other than in-person)
- Issuing ballots
- Printing labels
- Adding new absentee applications (in-person)
- Managing absentee applications
- Managing absentee ballots
- Post-Election activities

### ***Add New Absentee Applications (other than In-Person)***

- Adding Current Election, Calendar Year, and All Future Elections (indefinitely confined) Applications
  - May be added from the voter record
  - May be added from the **absentee applications** tile
- Adding an application for the Current Election only
  - May be added under the **elections** tile



You may enter an absentee application for the current election, calendar year or all future elections by starting from a voter search or the absentee applications tile. In addition, if you are working in a specific election, you may enter a current election absentee application by starting from the elections tile.



Enter an absentee application by starting from the absentee applications tile. Start by clicking here.

## Enter an Absentee Application from the Absentee Applications tile

The screenshot shows the 'My Active Absentee Applications' page in the WisVote system. The table below represents the data shown in the application:

Name	Voter Type	Application Source	Application Type	Ballot Delivery Method	Batch Name	Care Facility Name	District Combo (Home...)	Absentee Period	Name of Election
Blair, Tammy A	Regular	Email	Regular	Mail			10286-001-5726-1	Current Election	2016 Spring Election and Presidential...
Bogumil, Myrth L	Regular	Mail	Indefinitely Conf...	Mail			10286-003-5726-1	All Future Elect...	CITY O
Broda, Kory D	Regular	Voted in Person	Regular	Voted in Person			10286-004-5726-1	Current Election	2016 Spring Election and Presidential...
Czerwinski, Arfe...	Regular	Mail	Indefinitely Conf...	Mail			10286-004-5726-1	All Future Elect...	CITY O
Dolien, Joann E...	Regular	Received In Person	Regular	Mail			10286-004-5726-1	Current Election	2016 Spring Election and Presidential...
Drost, Katharine...	Regular	Mail	Regular	Mail	BATCH 1		10286-001-5726-1	Current Election	7/5/2016 Special Election
Ftzi, Robble J	Regular	Mail	Regular	Mail	BATCH 1		10286-004-5726-1	Current Election	7/5/2016 Special Election
Frost, Melissa Ja...	Regular	Email	Regular	Mail			10286-001-5726-1	Current Election	2016 Spring Election and Presidential...
Frost, Thomas E	Regular	Received In Person	Regular	Mail			10286-001-5726-1	Current Election	2016 Spring Election and Presidential...
Geldemick, Luc...	Regular	Mail	Indefinitely Conf...	Mail			10286-001-5726-1	All Future Elect...	CITY O
Grendzinski, Ale...	Regular	Mail	Regular	Mail			10286-003-5726-1	Calendar Year	CITY O
Hanley, Mary Ag...	Regular	Received In Person	Regular	Mail			10286-001-5726-1	Current Election	2016 Spring Election and Presidential...
Haseiow, Nancy A	Regular	Mail	Indefinitely Conf...	Mail			10286-001-5726-1	All Future Elect...	CITY O
Hull, Edward N	Regular	Mail	Indefinitely Conf...	Mail			10286-004-5726-1	All Future Elect...	CITY O
Hull, Marian J	Regular	Mail	Indefinitely Conf...	Mail			10286-004-5726-1	All Future Elect...	CITY O
Huis, Angeline H	Regular	Mail	Indefinitely Conf...	Mail			10286-001-5726-1	All Future Elect...	CITY O
Jank, Alexandra M	Regular	Mail	Indefinitely Conf...	Special Voting Deputy	REST HAVEN		10286-001-5726-1	All Future Elect...	CITY O
Kaczmarek, Lilla...	Regular	Mail	Indefinitely Conf...	Mail			10286-004-5726-1	All Future Elect...	CITY O

The default view that appears when clicking on the absentee applications tile. Notice that there are active absentee applications for past elections, the current special election on the 5<sup>th</sup> of July that we will work with later, calendar year and all future elections. This is where WisVote accumulates active absentee applications until they are needed for an election or deactivated. In the future, once an election has been closed out you will only see active applications for the current election, calendar year or all future elections. For example, the absentee application record that is highlighted is for a all future elections. When the date is within 65 days of an election with a federal contest, or within 30 days of an election with a state contest, WisVote creates a “current election” application for those elections. For the special election that we will work with, the current election application is created immediately.

## Enter an Absentee Application from the Absentee Applications tile

The screenshot shows the WISVOTE application interface. At the top, there's a navigation bar with 'WISVOTE', 'VOTER', and 'Absentee Application'. Below that, a toolbar contains options like 'NEW', 'LETTERS', 'COPY A LINK', 'EMAIL A LINK', 'RUN REPORT', and 'EXPORT TO EXCEL'. The main content area is titled 'My Active Absentee Applications' and features a search bar and a dropdown menu for 'System Views'. The 'System Views' menu is open, showing options like 'Active Absentee Voters View', 'All Absentee Applications', 'My Active Absentee Applications', 'My Inactive Absentee Applications', 'No Ballots Issued', 'Create Personal View', 'Save Filters as New View', and 'Save Filters to Current View'. The 'No Ballots Issued' option is highlighted. Below the menu is a table of absentee applications.

Application Source	Application Type	Ballot Delivery Method	Batch Name	Care Facility Name	District Combo (Home)	Absentee Period	Name of Election	City
	Regular	Mail			10286-001-5726-1	Current Election	2016 Spring Election and Presidential...	CITY O
	Indefinitely Conf...	Mail			10286-003-5726-1	All Future Electi...		CITY O
Person	Regular	Voted In Person			10286-004-5726-1	Current Election	2016 Spring Election and Presidential...	CITY O
	Indefinitely Conf...	Mail			10286-004-5726-1	All Future Electi...		CITY O
In Person	Regular	Mail			10286-004-5726-1	Current Election	2016 Spring Election and Presidential...	CITY O
	Regular	Mail	BATCH 1		10286-001-5726-1	Current Election	7/5/2016 Special Election	CITY O
Ftzi, Robble J	Regular	Mail	BATCH 1		10286-004-5726-1	Current Election	7/5/2016 Special Election	CITY O
Frost, Melissa Ja...	Regular	Email	Regular	Mail	10286-001-5726-1	Current Election	2016 Spring Election and Presidential...	CITY O
Frost, Thomas E	Regular	Received In Person	Regular	Mail	10286-001-5726-1	Current Election	2016 Spring Election and Presidential...	CITY O
Geldernick, Luc...	Regular	Mail	Indefinitely Conf...	Mail	10286-001-5726-1	All Future Electi...		CITY O
Grendzinski, Ale...	Regular	Mail	Regular	Mail	10286-003-5726-1	Calendar Year		CITY O
Hanley, Mary Ag...	Regular	Received In Person	Regular	Mail	10286-001-5726-1	Current Election	2016 Spring Election and Presidential...	CITY O
Haseiow, Nancy A	Regular	Mail	Indefinitely Conf...	Mail	10286-001-5726-1	All Future Electi...		CITY O
Hull, Edward N	Regular	Mail	Indefinitely Conf...	Mail	10286-004-5726-1	All Future Electi...		CITY O
Hull, Marian J	Regular	Mail	Indefinitely Conf...	Mail	10286-004-5726-1	All Future Electi...		CITY O
Huis, Angeline H	Regular	Mail	Indefinitely Conf...	Mail	10286-001-5726-1	All Future Electi...		CITY O
Jank, Alexandra M	Regular	Mail	Indefinitely Conf...	Special Voting Deputy	REST HAVEN	10286-001-5726-1	All Future Electi...	CITY O
Kaczmarek, Lilla...	Regular	Mail	Indefinitely Conf...	Mail	10286-004-5726-1	All Future Electi...		CITY O

At the bottom of the table, there's a status bar showing '1 - 32 of 32 (0 selected)' and a column selector with letters A through Z.

To better illustrate this, click on the “no Ballots” issued view.

## Enter an Absentee Application from the Absentee Applications tile

The screenshot displays the WisVote web application interface. At the top, there is a navigation bar with 'WISVOTE' and 'VOTER' tabs, and a search bar. Below the navigation bar, there is a toolbar with buttons for '+NEW', 'LETTERS', 'COPY A LINK', 'EMAIL A LINK', 'RUN REPORT', and 'EXPORT TO EXCEL'. The main content area shows a table of absentee applications. The table has columns for Name, Voter Type, Application Source, Ballot Delivery Method, Batch Name, Care Facility Name, District Combo, Absentee Period, Name of Election, and Jurisdiction. The first row is highlighted, showing 'Bogumil, Myrth L' with a 'Regular' voter type and 'Mall' application source. The table also includes a search bar and a 'Charts' sidebar on the right.

Name	Voter Type	Application Source	Ballot Delivery Metho...	Batch Name	Care Facility Name	District Combo (Hom...	Absentee Period...	Name of Election	Jurisdic...
Bogumil, Myrth L	Regular	Mall	Mall			10286-003-5726-1	Current Election	2016 Partisan Primary	CITY OF THORP...
Bogumil, Myrth L	Regular	Mall	Mall			10286-003-5726-1	Current Election	7/5/2016 Special Election	CITY OF THORP...
Czerwinski, Ariene B	Regular	Mall	Mall			10286-004-5726-1	Current Election	2016 Partisan Primary	CITY OF THORP...
Czerwinski, Ariene B	Regular	Mall	Mall			10286-004-5726-1	Current Election	7/5/2016 Special Election	CITY OF THORP...
Drost, Katharine Lachelle	Regular	Mall	Mall	BATCH 1		10286-001-5726-1	Current Election	7/5/2016 Special Election	CITY OF THORP...
Fitz, Robbie J	Regular	Mall	Mall	BATCH 1		10286-004-5726-1	Current Election	7/5/2016 Special Election	CITY OF THORP...
Geidernick, Lucille A	Regular	Mall	Mall			10286-001-5726-1	Current Election	2016 Partisan Primary	CITY OF THORP...
Geidernick, Lucille A	Regular	Mall	Mall			10286-001-5726-1	Current Election	7/5/2016 Special Election	CITY OF THORP...
Grendzinski, Alex R JR	Regular	Mall	Mall			10286-003-5726-1	Current Election	7/5/2016 Special Election	CITY OF THORP...
Grendzinski, Alex R JR	Regular	Mall	Mall			10286-003-5726-1	Current Election	2016 Partisan Primary	CITY OF THORP...
Haselow, Nancy A	Regular	Mall	Mall			10286-001-5726-1	Current Election	2016 Partisan Primary	CITY OF THORP...
Haselow, Nancy A	Regular	Mall	Mall			10286-001-5726-1	Current Election	7/5/2016 Special Election	CITY OF THORP...
Hull, Edward N	Regular	Mall	Mall			10286-004-5726-1	Current Election	2016 Partisan Primary	CITY OF THORP...
Hull, Edward N	Regular	Mall	Mall			10286-004-5726-1	Current Election	7/5/2016 Special Election	CITY OF THORP...
Hull, Marian J	Regular	Mall	Mall			10286-004-5726-1	Current Election	2016 Partisan Primary	CITY OF THORP...
Hull, Marian J	Regular	Mall	Mall			10286-004-5726-1	Current Election	7/5/2016 Special Election	CITY OF THORP...
Huis, Angeline H	Regular	Mall	Mall			10286-001-5726-1	Current Election	2016 Partisan Primary	CITY OF THORP...
Huis, Angeline H	Regular	Mall	Mall			10286-001-5726-1	Current Election	7/5/2016 Special Election	CITY OF THORP...

For the voter with the all future elections application WisVote has created a “current election” application for both the July 5<sup>th</sup> Special Election and the 2016 partisan primary. You will be able to see these applications under their respective elections where the ballots will be issued. To enter a new application, click on the +NEW button

## Enter an Absentee Application from the Absentee Applications tile

WISVOTE | VOTER | Absentee Applicatio... | New Absentee Appl... | Create | Enter Search Item | CITY OF THORP... | CITY OF THORP... | ?

SAVE | SAVE & CLOSE | + NEW | X CANCEL | LETTERS +

New Absentee Application

 Application Type\* Regular |
 Application Source\* -- |
 Effective Start Date --

---

**Voter & Application Info**

<p><b>Voter Info</b></p> <p>Voter Name* <input type="text"/></p> <p>Voter Type* <span style="float: right;">Regular</span></p> <p>Home Address* <input type="text"/></p> <p>Mailing Address <input type="text"/></p> <p>Email Address <input type="text"/></p> <p><b>Ballot Delivery Info</b></p> <p>Ballot Delivery Method* <span style="float: right;">--</span></p>	<p><b>Application Info</b></p> <p>Application Type* <span style="float: right;">Regular</span></p> <p>Application Date* <span style="float: right;">6/26/2016</span></p> <p>Application Source* <span style="float: right;">--</span></p> <p>FPCA <input type="checkbox"/></p> <p>Batch Name <span style="float: right;">--</span></p> <p>Jurisdiction* <span style="float: right;">CITY OF THORP - CLARK COUNTY</span></p> <p>Photo ID Provided <input type="checkbox"/></p> <p><b>Election Info</b></p> <p>Absentee Period* <span style="float: right;">Current Election</span></p> <p>Name of Election* <span style="float: right;">--</span></p>
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**Activities and Notes**

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Created On  | Created By  | Modified On  | Modified By

Active [X]

A new blank absentee application will appear ready for entry.

## Enter an Absentee Application from the Absentee Applications tile

WISVOTE | VOTER | Absentee Applicatio... | New Absentee Appl... | Create | Enter Search Item | CITY OF THORP | CITY OF THORP

SAVE | SAVE & CLOSE | NEW | CANCEL | LETTERS

ABSENTEE APPLICATION | New Absentee Application

Application Type\* | Application Source\* | Effective Start Date  
Regular | -- | --

**Voter & Application Info**

<p><b>Voter Info</b></p> <p>Voter Name* <input type="text" value="VOTER"/> <input type="button" value="🔍"/></p> <p>Voter Type* <span>Regular</span></p> <p>Home Address* <input type="text" value="--"/></p> <p>Mailing Address <input type="text" value="--"/></p> <p>Email Address <input type="text" value="--"/></p> <p><b>Ballot Delivery Info</b></p> <p>Ballot Delivery Method* <input type="text" value="--"/></p>	<p><b>Application Info</b></p> <p>Application Type* <span>Regular</span></p> <p>Application Date* <span>6/26/2016</span></p> <p>Application Source* <span>--</span></p> <p>FPCA <input type="checkbox"/></p> <p>Batch Name <span>--</span></p> <p><b>Jurisdiction*</b> <span>CITY OF THORP - CLARK COUNTY</span></p> <p>Photo ID Provided <input type="checkbox"/></p> <p><b>Election Info</b></p> <p>Absentee Period* <span>Current Election</span></p> <p>Name of Election* <span>--</span></p>
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**Activities and Notes**

Created On  Created By  Modified On  Modified By

Active

Search for the voters name by entering a minimum of a last name. In some cases WisVote may attempt to return more records than can be displayed and generate an error message to that effect. To remedy this, add more information such as last name\*first name. Click on the search (magnifying glass) icon to the right of the

## Enter an Absentee Application from the Absentee Applications tile

WISVOTE | VOTER | Absentee Applicatio... | New Absentee Appl...
Create
Enter Search Item
CITY OF THORP

SAVE | SAVE & CLOSE | NEW | CANCEL | LETTERS

**ABSENTEE APPLICATION**

### New Absentee Application

Application Type\* Regular | Application Source\* -- | Effective Start Date --

---

**Voter & Application Info**

<p><b>Voter Info</b></p> <p>Voter Name* <input type="text" value="VOTER"/></p> <p>Voter Type* <input type="text" value="Voter, Mrs G 1/1/1985"/> 101 E STANLEY ST, THORP, WI 5477...</p> <p>Home Address* <input type="text" value="Voter, Lira B 1/1/1985"/> 105 N WILSON ST, THORP, WI 5477... <a href="#">Look Up More Records</a></p> <p>Mailing Address <input type="text" value="2 results"/> <a href="#">+ New</a></p> <p>Email Address <input type="text"/></p>	<p><b>Application Info</b></p> <p>Application Type* <span>Regular</span></p> <p>Application Date* <span>6/26/2016</span></p> <p>Application Source* <span>--</span></p> <p>FPCA <input type="checkbox"/></p> <p>Batch Name <span>--</span></p> <p>Jurisdiction* <span>CITY OF THORP - CLARK COUNTY</span></p> <p>Photo ID Provided <input type="checkbox"/></p>
<p><b>Ballot Delivery Info</b></p> <p>Ballot Delivery Method* <span>--</span></p>	<p><b>Election Info</b></p> <p>Absentee Period* <span>Current Election</span></p> <p>Name of Election* <span>--</span></p>

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**Activities and Notes**

Created On  Created By  Modified On  Modified By

Active

Select the correct voter name from the results returned.

### Enter an Absentee Application from the Absentee Applications tile

The screenshot displays the 'New Absentee Application' form in the WISVOTE system. The form is divided into several sections: 'Voter & Application Info', 'Voter Info', 'Application Info', 'Ballot Delivery Info', and 'Election Info'. A green callout box with a white border and a green arrow points to a small icon next to the 'Voter Name' field, with the text 'Click here to access the voter record'.

Voter & Application Info	
<b>Voter Info</b>	
Voter Name	Voter, Ura B
Voter Reg Num	700158057
DOB	1/1/1985
Voter Status	Active
Confidential Voter	--
Voter Type	Regular
Home Address	105 N WILSON ST, THORP, WI 54771-9414
District Combo	10286-003-5726-1
Mailing Address	--
Email Address	--
<b>Application Info</b>	
Application Type	Regular
Application Date	6/26/2016
Application Source	--
FPCA	<input type="checkbox"/>
Batch Name	--
Jurisdiction	CITY OF THORP - CLARK COUNTY
Photo ID Provided	<input type="checkbox"/>
<b>Ballot Delivery Info</b>	
Ballot Delivery Method	--
<b>Election Info</b>	
Absentee Period	Current Election
Name of Election	--

The voter information will populate in the voter information section of the absentee application. Click on the voter record pop up to access the voter record.

Voter: Voter, Ura B - Microsoft Dynamics CRM - Internet Explorer provided by State of Wisconsin

https://wisvotesat.wi.gov/main.aspx?etn=contact&pagetype=entityrecord&id={099B1F48-383A-E611-80EE-0050568C5BD0}#230691220

WISVOTE

SAVE & CLOSE + NEW X CANCEL DEACTIVATE LETTERS EMAIL A LINK

VOTER Voter List Voter, Ura B

VOTER : RECORD

Voter, Ura B

Voter Reg Num 700158057 Voter Type Regular District Combo 10286-003-5726-1

### Voter Information

Voter		Address Location	
Name *	Voter, Ura B	<p>View Map</p> <p>Map data ©20</p>	
Suffix	--		
Home Address *	105 N WILSON ST, TH...		
Different Mailing Address	<input type="checkbox"/>		
DOB *	1/1/1985		
DL/ID	V987-6543-2123-01		
Expiration Date	1/1/1985		
SSN	4321		
Neither DL/ID nor SSN	<input type="checkbox"/>		
Phone	<input type="text"/>		
Email	--		

Created On 6/24/20 Created By [User] Modified On 6/24/20 Modified By [User]

Owner [User]

Active

## Enter an Absentee Application from the Absentee Applications tile

WISVOTE | VOTER | Absentee Applicatio... | New Absentee Appl...
Create

**ABSENTEE APPLICATION**

### New Absentee Application

Application Type\* Regular | Application Source\* | Effective Start Date

**Voter Info**

Voter Name\* Voter, Ura B

Voter Reg Num 700158057

DOB 1/1/1985

Voter Status\* Active

Confidential Voter --

Voter Type\* President Only

Home Address\* Residential

District Combo\* 102800009372015

Mailing Address --

Email Address --

**Application Info**

Application Type\* Regular

Application Date

Application Source\*

FPCA

Batch Name --

Jurisdiction\* CITY OF THORP - CLARK COUNTY

Photo ID Provided

**Ballot Delivery Info**

Ballot Delivery Method\* Mail

**Election Info**

Absentee Period\* Current Election

Name of Election\* --

Created On: Active | Created By: | Modified On: | Modified By: |

The voter type, Ballot Delivery Method and Application Type are interdependent to prohibit selecting an application type, or ballot delivery method that violates Wisconsin Statutes.

## Enter an Absentee Application from the Absentee Applications tile

WISVOTE | VOTER | Absentee Applicatio... | New Absentee Appl... | Create | Enter Search Item | CITY OF THORP | CITY OF THORP

SAVE | SAVE & CLOSE | NEW | CANCEL | LETTERS

### ABSENTEE APPLICATION

## New Absentee Application

**Voter Info**

Voter Name \* Voter, Ura B

Voter Reg Num 700158057

DOB 1/1/1985

Voter Status \* Active

Confidential Voter --

Voter Type \* Regular

Home Address \* 105 N WILSON ST, THORP, WI 54771-9414

District Combo \* 10286-003-5726-1

Mailing Address --

Email Address --

**Ballot Delivery Info**

Ballot Delivery Method \* Mail

Different Absentee Address

**Application Info**

Application Type \* Regular

Application Date \* 6/26/2016

Application Source \* --

FPCA

Batch Name --

Care Facility Name --

Jurisdiction \* CITY OF THORP - CLARK COUNTY

Effective Start Date --

**Election Info**

Absentee Period \* Current Election

Name of Election \* --

Check this box to enter a different absentee address.

Active

If the ballot delivery method of Mail is selected and the voter requests their ballot be sent to an address different than either their mailing address or home address, check the “Different Absentee Address” box.

# Enter an Absentee Application from the Absentee Applications tile

WISVOTE | VOTER | Absentee Applicatio... | New Absentee Appl... | Create | Enter Search Item | CITY OF THORP | CITY OF THORP

ABSENTEE APPLICATION

Application Type\* | Application Source\* | Effective Start Date

## New Absentee Application

**Voter Info**

Voter Name\* Voter, Ura B

Voter Reg Num 700158057

DOB 1/1/1985

Voter Status\* Active

Confidential Voter --

Voter Type\* Regular

Home Address\* 105 N WILSON ST, THORP, WI 54771-9414

District Combo\* 10286-003-5726-1

Mailing Address --

Email Address --

**Ballot Delivery Info**

Ballot Delivery Method\* Mail

Different Absentee Address

Absentee Address\* --

**Application Info**

Application Type\* Regular

Application Date\* 6/26/2016

Application Source\* --

FPCA

Batch Name --

Care Facility Name --

Jurisdiction\* CITY OF THORP - CLARK COUNTY

Photo ID Provided

**Election Info**

Absentee Period\* Current Election

Name of Election\* --

Created On	Created By	Modified On	Modified By
Active			

## Enter an Absentee Application from the Absentee Applications tile

WISVOTE | VOTER | Absentee Applicatio... | New Absentee Appl... | Create | Enter Search Item | CITY OF THORP

SAVE
 SAVE & CLOSE
 NEW
 CANCEL
 LETTERS

Application Type\* Application Source\* Effective Start Date  
Regular -- --

### Voter Info

Voter Name\* Voter, Ura B

Voter Reg Num 700158057

DOB 1/1/1985

Voter Status\* Active

Confidential Voter --

Voter Type\* Regular

Home Address\* 105 N WILSON ST, THORP, WI 54771-9414

District Combo\* 10286-003-5726-1

Mailing Address --

Email Address --

### Application Info

Application Type\* Regular

Application Date\* 6/26/2016

Application Source\* --

FPCA

Batch Name --

Care Facility Name --

Jurisdiction\* CITY OF THORP - CLARK COUNTY

Photo ID Provided

### Ballot Delivery Info

Ballot Delivery Method\* Mail

You must provide a value for Absentee Address.

Absentee Address\* PO BOX 50, THORP, WI 54771

### Election Info

Absentee Period\* Current Election

Name of Election\* --

Created On	Created By	Modified On	Modified By	
Active				

Begin the process by typing in the different address, then click on the search (magnifying glass)

## Enter an Absentee Application from the Absentee Applications tile

WISVOTE | VOTER | Absentee Applicatio... | New Absentee Appl... | Create | Enter Search Item | CITY OF THORP | CITY OF THORP...

SAVE | SAVE & CLOSE | + NEW | X CANCEL | LETTERS

**ABSENTEE APPLICATION**

### New Absentee Application

Application Type\* | Application Source\* | Effective Start Date

Regular | -- | --

**Voter Info**

Voter Name\* Voter, Ura B

Voter Reg Num: 700158057

DOB: 1/1/1985

Voter Status\*: Active

Confidential Voter: --

Voter Type\*: Regular

Home Address\*: 105 N WILSON ST, THORP, WI 54771-9414

District Combo\*: 10286

PO BOX 505, THORP, WI 54771-0505  
CITY OF THORP - CLARK COUNTY

PO BOX 505, THORP, WI 54771-0505  
CITY OF THORP - CLARK COUNTY

PO BOX 508, THORP, WI 54771-0508  
CITY OF THORP - CLARK COUNTY

PO BOX 508, THORP, WI 54771-0508  
CITY OF THORP - CLARK COUNTY

Ballot Delivery Method\* Look Up More Records

You must provide a value for A

Absentee Address\* 4 results

**Application Info**

Application Type\*: Regular

Application Date\*: 6/26/2016

Application Source\*: --

FPCA:

Batch Name: --

Care Facility Name: --

Jurisdiction\*: CITY OF THORP - CLARK COUNTY

Photo ID Provided:

**Election Info**

Absentee Period\*: Current Election

Name of Election\*: --

Created On: | Created By: | Modified On: | Modified By: |

Active

If the search results do not return the correct address, you may try to look up more records or add a new address by clicking on the +NEW button

**Enter an Absentee Application from the Absentee Applications tile**

WISVOTE
Create
Enter Search Item
CITY OF THORP

### Mailing Address

Address Format \*

Address Line 1 \*

Address Line 2 \*

City \*

State \*

Postal Code \*

Care Facility

Jurisdiction \*

Override Postal Standards

Mailing

...

WI

...

CITY OF THORP - CLARK COUNTY

Voter Type \* Regular      Jurisdiction \* CITY OF THORP - CLARK COUNTY

Home Address \* 105 N WILSON ST, THORP, WI 54771-9414      Photo ID Provided

District Combo \* 10286-003-5726-1

Mailing Address

Email Address

**Ballot Delivery Info**

Ballot Delivery Method \* Mail

You must provide a value for Absentee Address.

Absentee Address \*

**Election Info**

Absentee Period \* Current Election

Name of Election \*

Created On      Created By      Modified On      Modified By

Active

A mailing address, foreign address or PO Box address may be entered from this screen

## Enter an Absentee Application from the Absentee Applications tile

0 - House number or PO BOX no. not found. 1 - Check address for completeness.

**Mailing Address**

Address Format \* PO BOX

PO BOX \* 50

City \* THORP

State \* WI

Postal Code \* \_\_\_\_\_

Jurisdiction \* CITY OF THORP - CLARK COUNTY

Override Postal Standards

Override Postal Standards



---

Voter Type \* Regular

Home Address \* 105 N WILSON ST, THORP, WI 54771-9414

District Combo \* 10286-003-5726-1

Mailing Address \* --

Email Address \* --

Jurisdiction \* CITY OF THORP - CLARK COUNTY

Photo ID Provided

**Ballot Delivery Info**

Ballot Delivery Method \* Mail

You must provide a value for Absentee Address.

Absentee Address \* \_\_\_\_\_

**Election Info**

Absentee Period \* Current Election

Name of Election \* --

Created On \_\_\_\_\_ Created By \_\_\_\_\_ Modified On \_\_\_\_\_ Modified By \_\_\_\_\_

Active ⌵

If the address is not found or otherwise does not comply with postal standards, you may override those standards by clicking the box. When complete click save and you will be returned to the absentee application with the new address populated.

## Enter an Absentee Application from the Absentee Applications tile

WISVOTE | VOTER | Absentee Applicatio... | New Absentee Appl... | Create | Enter Search Item | CITY OF THORP | CITY OF THORP

SAVE | SAVE & CLOSE | NEW | CANCEL | LETTERS

### ABSENTEE APPLICATION

## New Absentee Application

**Voter Info**

Voter Name \* Voter, Ura B

Voter Reg Num 700158057

DOB 1/1/1985

Voter Status \* Active

Confidential Voter --

Voter Type \* Regular

Home Address \* 105 N WILSON ST, THORP, WI 54771-9414

District Combo \* 10286-003-5726-1

Mailing Address --

Email Address --

**Ballot Delivery Info**

Ballot Delivery Method \* Mail

Different Absentee Address

Absentee Address \* PO BOX 50, THORP, WI 54771-\_\_\_\_\_

**Application Info**

Application Type \* Regular

Application Date \* 6/26/2016

Application Source \* --

FPCA

Batch Name --

Care Facility Name --

Jurisdiction \* CITY OF THORP - CLARK COUNTY

Photo ID Provided

**Election Info**

Absentee Period \* Current Election

Name of Election \* --

Created On | Created By | Modified On | Modified By

Active

The new address appears in the absentee application.

## Enter an Absentee Application from the Absentee Applications tile

WISVOTE | VOTER | Absentee Applicatio... | New Absentee Appl...
Create
Enter Search Item
CITY OF THORP

**SAVE** **SAVE & CLOSE** **NEW** **CANCEL** **LETTERS**

**ABSENTEE APPLICATION**

### New Absentee Application

Application Type\* Regular

Application Source\* --

Effective Start Date --

**Voter Info**

Voter Name\* Voter, Ura B

Voter Reg Num 700158057

DOB 1/1/1985

Voter Status\* Active

Confidential Voter --

Voter Type\* Regular

Home Address\* 105 N WILSON ST, THORP, WI 54771-9414

District Combo\* 10286-003-5726-1

Mailing Address --

Email Address --

**Ballot Delivery Info**

Ballot Delivery Method\* Mail

Different Absentee Address

Absentee Address\* PO BOX 50, THORP, WI 54771-\_\_\_

**Application Info**

Application Type\* Regular

Application Date\* 6/23/2016

Application Source --

FPCA

Batch Name --

Care Facility Name --

Jurisdiction\* CITY OF THORP - CLARK COUNTY

Photo ID Provided

**Election Info**

Absentee Period\* Current Election

Name of Election\* --

Created On Created By Modified On Modified By

Active

Make any changes in the application date as necessary by entering in the format mm/dd/yyyy or by clicking on the calendar and change the date.

## Enter an Absentee Application from the Absentee Applications tile

WISVOTE | VOTER | Absentee Applicatio... | New Absentee Appl... | Create | Enter Search Item | CITY OF THORP | CITY OF THORP

**ABSENTEE APPLICATION**

### New Absentee Application

Application Type\* Regular

Application Source\* --

Effective Start Date --

**Voter Info**

Voter Name\* Voter, Ura B

Voter Reg Num 700158057

DOB 1/1/1985

Voter Status\* Active

Confidential Voter --

Voter Type\* Regular

Home Address\* 105 N WILSON ST, THORP, WI 54771-9414

District Combo\* 10286-003-5726-1

Mailing Address --

Email Address --

**Ballot Delivery Info**

Ballot Delivery Method\* Mail

Different Absentee Address

Absentee Address\* PO BOX 50, THORP, WI 54771-\_\_\_

**Application Info**

Application Type\* Regular

Application Date\* 6/23/2016

Application Source\* Mail

FPCA Received In Person

Batch Name Email

Care Facility Name Fax

FPCA FPCA

Jurisdiction\* CITY OF THORP - CLARK COUNTY

Photo ID Provided

**Election Info**

Absentee Period\* Current Election

Name of Election\* --

Created On   Created By   Modified On   Modified By  

Active [icon]

Select an Application Source from the dropdown menu.

## Enter an Absentee Application from the Absentee Applications tile

WISVOTE | VOTER | Absentee Applicatio... | New Absentee Appl... | Create | Enter Search Item | CITY OF THORP | CITY OF THORP

SAVE SAVE & CLOSE NEW CANCEL LETTERS

**ABSENTEE APPLICATION**

### New Absentee Application

Application Type\*  
 Regular

Application Source\*  
 Mail

Effective Start Date

**Voter Info**

Voter Name\* Voter, Ura B

Voter Reg Num 700158057

DOB 1/1/1985

Voter Status\* Active

Confidential Voter --

Voter Type\* Regular

Home Address\* 105 N WILSON ST, THORP, WI 54771-9414

District Combo\* 10286-003-5726-1

Mailing Address --

Email Address --

**Ballot Delivery Info**

Ballot Delivery Method\* Mail

Different Absentee Address

Absentee Address\* PO BOX 50, THORP, WI 54771-\_\_\_

**Application Info**

Application Type\* Regular

Application Date\* 6/23/2016

Application Source\* Mail

FPCA

Batch Name --

Care Facility Name --

Jurisdiction\* CITY OF THORP - CLARK COUNTY

Photo ID Provided

**Election Info**

Absentee Period\* Current Election

Name of Election\* --

Created On	Created By	Modified On	Modified By
Active			

If this were a Permanent overseas, Temporarily Overseas, or military voter and the application was received in the form of a Federal Postcard Application, check the box here.

## Enter an Absentee Application from the Absentee Applications tile

WISVOTE | VOTER | Absentee Applicatio... | New Absentee Appl... | Create | Enter Search Item | CITY OF THORP | CITY OF THORP

**SAVE** **SAVE & CLOSE** **NEW** **CANCEL** **LETTERS**

**ABSENTEE APPLICATION**

### New Absentee Application

Application Type\*  Regular  Mail

Application Source\*  Regular  Mail

Effective Start Date

**Voter Info**

Voter Name\*  Voter, Ura B

Voter Reg Num 700158057

DOB 1/1/1985

Voter Status\* Active

Confidential Voter --

Voter Type\* Regular

Home Address\*

District Combo\*

Mailing Address

Email Address

**Ballot Delivery Info**

Ballot Delivery Method\*  Mail  Different Absentee Address

Absentee Address\*

**Application Info**

Application Type\* Regular

Application Date\*

Application Source\* Mail

PSR#

Batch Name

Care Facility Name

Jurisdiction\*

Photo ID Provided

**Election Info**

Absentee Period\* Current Election

Name of Election\* --

Created On  Created By  Modified On  Modified By

Active

Enter your batch name here if it is your practice at your office to use batches for all absentee applications & ballots.

## Enter an Absentee Application from the Absentee Applications tile

WISVOTE | VOTER | Absentee Applicatio... | New Absentee Appl... | Create | Enter Search Item | CITY OF THORP | CITY OF THORP

**SAVE** **SAVE & CLOSE** **NEW** **CANCEL** **LETTERS**

**ABSENTEE APPLICATION**

### New Absentee Application

Application Type\* Indefinitely C... | Application Source\* Mail | Effective Start Date --

**Voter Info**

Voter Name\* Voter, Ura B

Voter Reg Num 700158057

DOB 1/1/1985

Voter Status\* Active

Confidential Voter --

Voter Type\* Regular

Home Address\* 105 N WILSON ST, THORP, WI 54771-9414

District Combo\* 10286-003-5726-1

Mailing Address --

Email Address --

**Ballot Delivery Info**

Ballot Delivery Method\* Mail

Different Absentee Address

Absentee Address\* PO BOX 50, THORP, WI 54771-\_\_\_

**Application Info**

Application Type\* Indefinitely Confined

Application Date\* 6/23/2016

Application Source\* Mail

FPCA

Batch Name RATCH 1

Care Facility Name REST HAVEN

Served by SVD Yes

Jurisdiction\* CITY OF THORP - CLARK COUNTY

Photo ID Provided

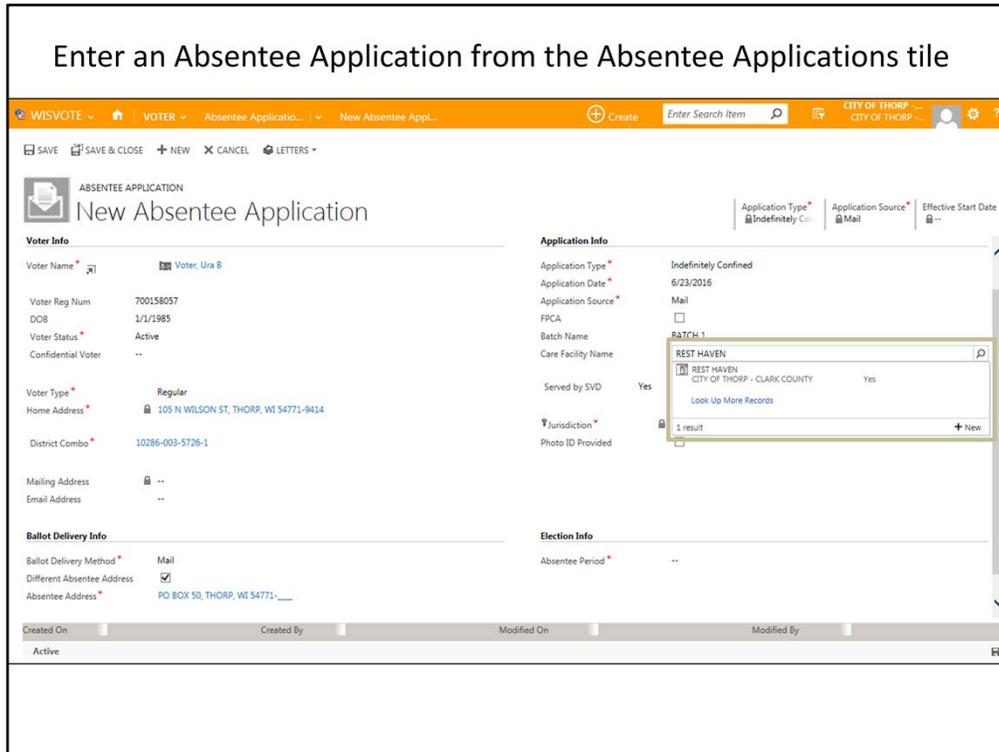
**Election Info**

Absentee Period\* --

Created On Created By Modified On Modified By

Active

If you have your care facilities and addresses entered in WisVote, you may search for and add that care facility to the absentee application. You may also



If you have entered a care facility in WisVote, you may search for the care facility record and add it to the application.

## Enter an Absentee Application from the Absentee Applications tile

WISVOTE
VOTER
Absentee Applicatio...
New Absentee Appl...
Create
Enter Search Item
CITY OF THORP

SAVE
SAVE & CLOSE
NEW
CANCEL
LETTERS

### New Absentee Application

**Voter Info**

Voter Name \* Voter: Ura B

Voter Reg Num 700158057

DOB 1/1/1985

Voter Status \* Active

Confidential Voter --

Voter Type \* Regular

Home Address \* 105 N WILSON ST, THORP, WI 54771-9414

District Combo \* 10286-003-5726-1

Mailing Address --

Email Address --

**Ballot Delivery Info**

Ballot Delivery Method \* Mail

Different Absentee Address

Absentee Address \* PO BOX 50, THORP, WI 54771-\_\_\_

**Application Info**

Application Type \* Regular

Application Date \* 6/23/2016

Application Source \* Mail

FPCA

Batch Name BATCH 1

Care Facility Name --

Jurisdiction \* CITY THORP - CLARK COUNTY

Photo ID Provided

**Election Info**

Absentee Period \* --

Created On  Created By  Modified On  Modified By

Active

Checking here will up date the voter record as well

If you use WisVote to track whether a voter has provided a copy of their photo ID and it is checked on the voter record, then the “photo ID provided box will automatically be checked in the absentee application. If the applicant has provided a copy of their photo ID, the box may be checked here and it will populate the voter record with the same information when the application is saved.

## Enter an Absentee Application from the Absentee Applications tile

WISVOTE | VOTER | Absentee Application... | New Absentee Appl... | Create | Enter Search Item | CITY OF THORP

**ABSENTEE APPLICATION**

### New Absentee Application

Application Type\*  Regular

Application Source\*  Mail

Effective Start Date

**Voter Info**

Voter Name\*

Voter Reg Num 700158057

DOB 1/1/1985

Voter Status\* Active

Confidential Voter --

Voter Type\* Regular

Home Address\* 105 N WILSON ST, THORP, WI 54771-9414

District Combo\* 10286-003-5726-1

Mailing Address --

Email Address --

**Ballot Delivery Info**

Ballot Delivery Method\* Mail

Different Absentee Address

Absentee Address\* PO BOX 50, THORP, WI 54771-\_\_\_

**Application Info**

Application Type\* Regular

Application Date\* 6/23/2016

Application Source\* Mail

FPCA

Batch Name BATCH 1

Care Facility Name --

Jurisdiction\* CITY OF THORP - CLARK COUNTY

Photo ID Provided

**Election Info**

Absentee Period\*

Created On Active | Created By | Modified On | Modified By

The final entries in the application is the absentee period. For a regular voter, the choices are current election or a calendar year election. If an application type of indefinitely confined is selected, then the absentee period will default to all future elections. If current election is selected, a selection must be made to tell the system what the current election is.

## Enter an Absentee Application from the Absentee Applications tile

WISVOTE | VOTER | Absentee Applicatio... | New Absentee Appl... | Create | Enter Search Item | CITY OF THORP | CITY OF THORP

SAVE
SAVE & CLOSE
+ NEW
CANCEL
LETTERS

### New Absentee Application

**Voter Info**

Voter Name \* Voter: Ura B

Voter Reg Num 700158057

DOB 1/1/1985

Voter Status \* Active

Confidential Voter --

Voter Type \* Regular

Home Address \* 105 N WILSON ST, THORP, WI 54771-9414

District Combo \* 10286-003-5726-1

Mailing Address --

Email Address --

**Ballot Delivery Info**

Ballot Delivery Method \* Mail

Different Absentee Address

Absentee Address \* PO BOX 50, THORP, WI 54771-\_\_\_

**Application Info**

Application Type \* Regular

Application Date \* 6/23/2016

Application Source \* Mail

FPCA

Batch Name BATCH 1

Care Facility Name --

Jurisdiction \* CITY OF THORP - CLARK COUNTY

Photo ID Provided

**Election Info**

Absentee Period \* Current Election

Name of Election \* 7/5/2016 Special Election

Created On Created By Modified On Modified By

Active

By selecting the July 5<sup>th</sup> Election, WisVote knows to place this application under that election. Click Save then the +NEW button to enter a new absentee application. Click Save & Close if this is your last application.

## Enter an Absentee Application from Voter Record

WISVOTE
VOTER
Voter Search
Create
Enter Search Item
CITY OF THORP

### Voter Search

**Search Focus**

MUNI | CITY OF THORP - CLARK COUNTY
  COUNTY
  STATE
  COUNT ONLY

**General Focus**

First Name	House#	Voter Type	
MIA			
Middle Name	Street	Voter Status	
		Active	
Last Name	District Combo	Status Reason	
VOTER			
DOB			
DL/01/1995			
DL/ID	Reg Date (From)	Last Modified (From)	
	(To)	(To)	
SSN			
Prev First Name	Voter Reg Num	Exclude Confidential Voters	<input type="checkbox"/>
Prev Last Name			

**District Focus**

District Type:

**Election Focus**

Elections:  Any  All

To enter an absentee application from a voter record, first enter some search criteria in the voter search view, then click search.

## Enter an Absentee Application from Voter Record

WISVOTE
CITY OF THORP

### Voter Search

Search Clear

**Search Focus**

MUNI | CITY OF THORP - CLARK COUNTY
  COUNTY
 STATE
 COUNT ONLY

**General Focus**

First Name	House#	Voter Type	
MIA			
Middle Name	Street	Voter Status	Active
		Status Reason	
Last Name	District Combo		
VOTER			
DOB			
01/01/1985			
DL/ID	Reg Date (From)	Last Modified (From)	
SSN	Reg Date (To)	Last Modified (To)	
Prev First Name	Voter Reg Num	Exclude Confidential Voters	<input type="checkbox"/>
Prev Last Name			

**District Focus**

District Type: Districts

**Election Focus**

Elections:  Any  All **Total 1**

	Name	Voter Reg Num	DOB	Address	DL/ID	SSN	Municipality	Status/Reason
<input type="checkbox"/>	Voter, Ima G	700158055	01/01/1985	101 E STANLEY ST, THORP, WI 541123-4567-8921-4	1234	CITY OF THORP - CLARK COUNTY	Active/Registered	

If the correct voter record is returned in the search results, click on the name to open up the voter record.

## Enter an Absentee Application from Voter Record

WISVOTE | VOTER | Voter List | Voter, Ima G | Create | Enter Search Item | CITY OF THORP

SAVE & CLOSE | NEW | CANCEL | DEACTIVATE | LETTERS | EMAIL A LINK

**VOTER : RECORD**

**Voter, Ima G**

Name \* Voter, Ima G

Suffic --

Home Address \* 101 E STANLEY ST, THORP, WI 54771-9657

Different Mailing Address

DOB \* 1/1/1985

DL/ID V123-4567-8921-02

Expiration Date 1/1/2019

SSN 1234

Neither DL/ID nor SSN

Phone --

Email --

Jurisdiction \* CITY OF THORP - CLARK COUNTY

---

**Voter Verification & Status**

Voter Status \* Active

Status Reason \* Registered

DMV Check Link [Voter, Ima G](#)

Voter Reg Num 700158055

Voter Type \* Regular

District Combo 110286-002-5126-1

**View Map**

---

**Registration Information**

Voter Type \* Regular

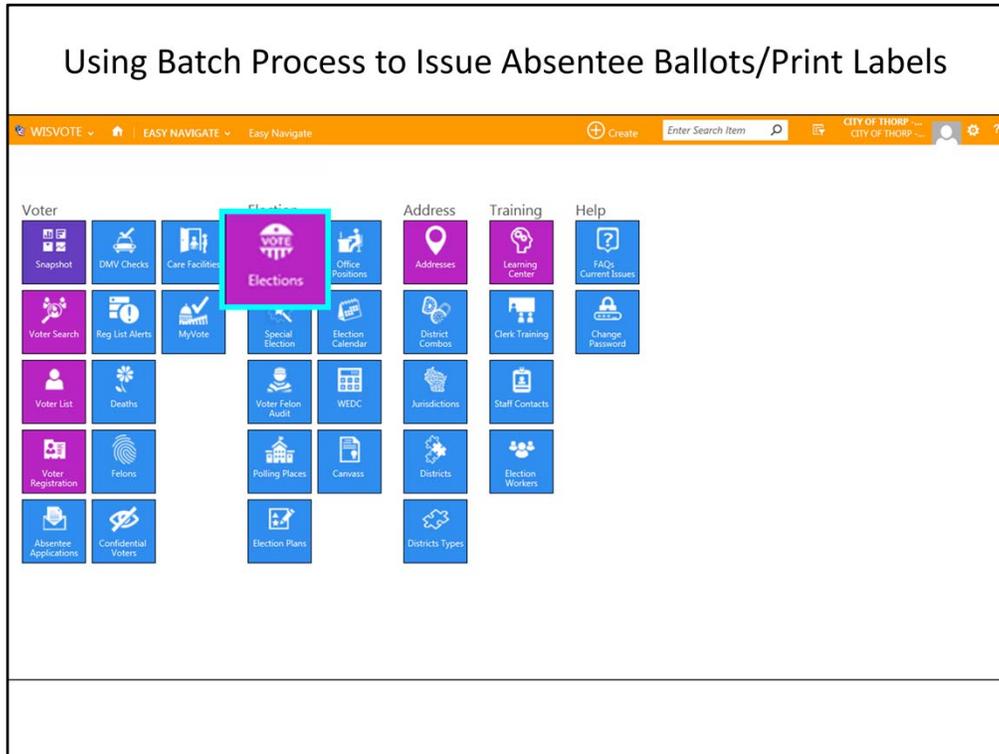
Reg. Source Code \* Mail

Created On 6/24/2016 8:10 AM Created By CITY OF NEENAH - WINNER Modified On 6/24/2016 1:15 PM Modified By CITY OF THORP - CLARK COI

Owner CITY OF THORP - CLARK COI

Active unsaved changes

You will need to scroll down to make the Absentee Applications tab visible, then click on it to open.



From the Home or “Easy Navigate” page, start the process by clicking on the Elections tile.

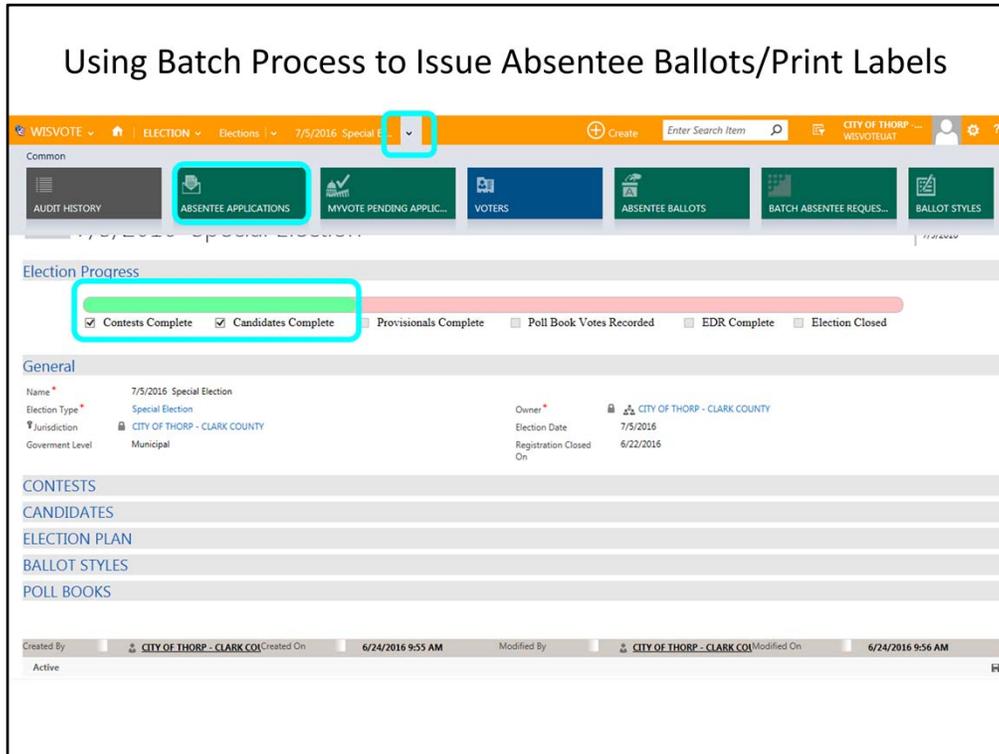
# Using Batch Process to Issue Absentee Ballots/Print Labels

The screenshot shows the WISVOTE interface for the City of Thorp. The top navigation bar includes 'WISVOTE', 'ELECTION', and 'Elections'. A search bar is present with the text 'Enter Search Item'. Below the navigation bar, there are several action buttons: 'SPECIAL ELECTION', 'DELETE', 'COPY A LINK', 'EMAIL A LINK', 'RUN REPORT', and 'EXPORT TO EXCEL'. The main content area is titled 'Current Elections' and contains a table with the following data:

Election Date	Name	Jurisdiction	Registration Clo...	Election Type	Government Level...
11/8/2016	2016 General Election	STATE OF WISCONSIN	10/19/2016	General Election	Federal
8/9/2016	2016 Partisan Primary	STATE OF WISCONSIN	7/20/2016	Partisan Primary	Federal
7/5/2016	Special Election	CITY OF THORP - CLARK COUNTY	6/22/2016	Special Election	Municipal
4/5/2016	2016 Spring Election and Presidential...	STATE OF WISCONSIN	3/16/2016	Spring Election...	Federal

At the bottom of the table, there is a pagination bar showing '1 - 4 of 4 (0 selected)' and a search bar. Below the pagination bar is a row of letters from A to Z, with 'All' selected. The '7/5/2016 Special Election' row is highlighted with a yellow box.

Then select the election.



The Contests Complete and Candidates complete checkpoints must be checked before issuing ballots/printing labels. Then in the top ribbon, hover the mouse over the dropdown arrow to the left of the election, then click on the “Absentee Applications” tile

## Using Batch Process to Issue Absentee Ballots/Print Labels

The screenshot displays the WISVOTE system interface for a 7/5/2016 Special Election. The main heading is "Absentee Application Associated". Below this, there are several action buttons: "ADD NEW ABSENTEE APP...", "ISSUE BALLOTS", "ISSUE BATCH BALLOTS" (highlighted with a yellow box), "CHART PANE", "RUN REPORT", and "EXPORT ABSENTEE APPLIC...". A search bar is located on the right side of the interface.

Name	Absentee Peri...	Application Source...	Absentee...	Application Ty...	Batch Name	Care Facility Name...	Ballot Del...	All Future...	Active Ballot C...	Jurisdiction	Created C
Welch, Amy Lynn	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	0	CITY OF THORP...	6/24/2016 12:59 P
Voter, Uro B	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	0	CITY OF THORP...	6/26/2016 5:58 P
Szyrczuk, Alexa Ray	Current Election	Mail	Active	Indefinitely Con...		REST HAVEN	Special Vot...	No	0	CITY OF THORP...	6/24/2016 10:12 A
Strom, Amy L	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	0	CITY OF THORP...	6/24/2016 1:02 P
Moffitt, Amy Bea	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	0	CITY OF THORP...	6/24/2016 1:01 P
Mauel, Allen E	Current Election	Mail	Active	Indefinitely Con...		REST HAVEN	Special Vot...	No	0	CITY OF THORP...	6/24/2016 10:16 A
Marek, Aaron J	Current Election	Mail	Active	Regular			Mail	No	0	CITY OF THORP...	6/24/2016 10:07 A
Lewan, Alan J	Current Election	Mail	Active	Regular			Mail	No	0	CITY OF THORP...	6/24/2016 10:07 A
Lew, Allen M	Current Election	Mail	Active	Indefinitely Con...		REST HAVEN	Special Vot...	No	0	CITY OF THORP...	6/24/2016 10:15 A
Kaczmarek, Lillian L	Current Election	Mail	Active	Indefinitely Con...			Mail	No	0	CITY OF THORP...	6/24/2016 9:57 A

At the bottom of the interface, there is a metadata section showing "Created By: CITY OF THORP - CLARK COJ", "Created On: 6/24/2016 9:55 AM", "Modified By: CITY OF THORP - CLARK COJ", and "Modified On: 6/24/2016 9:56 AM". The status is "Active".

The Default view that will appear will be the Absentee Applications Associated view. There are 21 absentee applications of all types and delivery methods. To start a batch process click on the issue batch ballots button.

## Using Batch Process to Issue Absentee Ballots/Print Labels

WISVOTE | ELECTION | Elections | 7/5/2016 Special EL... | Create | Enter Search Item | CITY OF THORP - CLARK CO

ELECTION : INFORMATION  
7/5/2016 Special Election | Election Date: 7/5/2016

Batch Absentee Request Associat... | Search for records

+ ADD NEW BATCH BALLOT... | CHART PANE | RUN REPORT | EXPORT BATCH BALLOT R... | SCHEDULE EXPORT

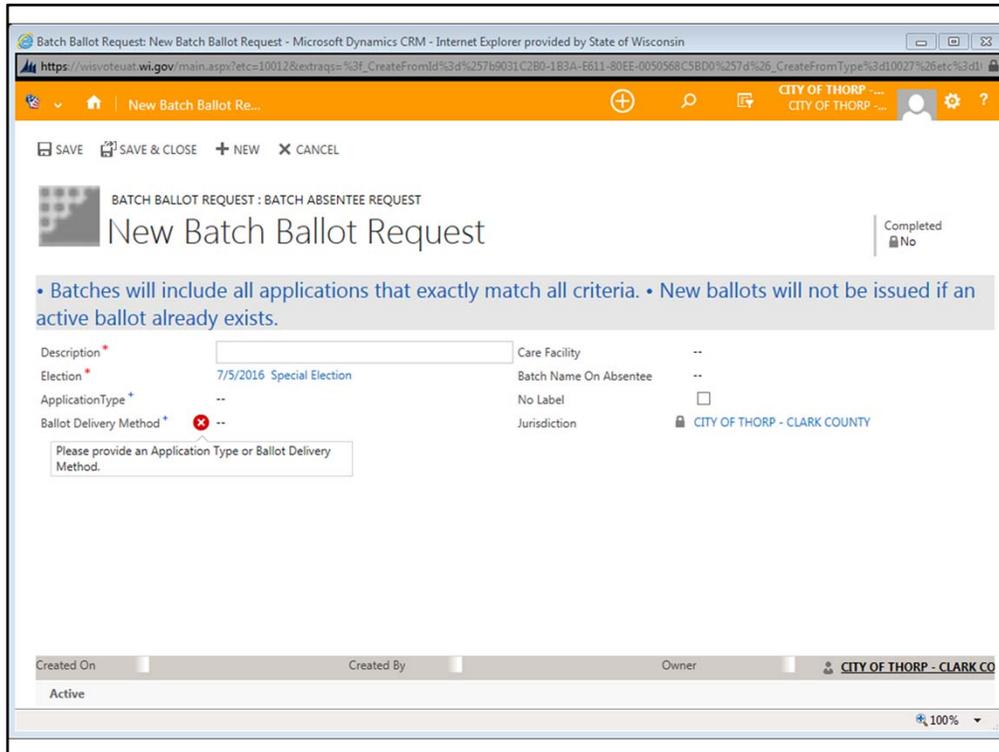
Description	Election	ApplicationType	Ballot Delivery	Care Facility	Batch Name	No Label	Jurisdiction	Completed	Created On
No Batch Ballot Request records found.									

0 - 0 of 0 | Page 1

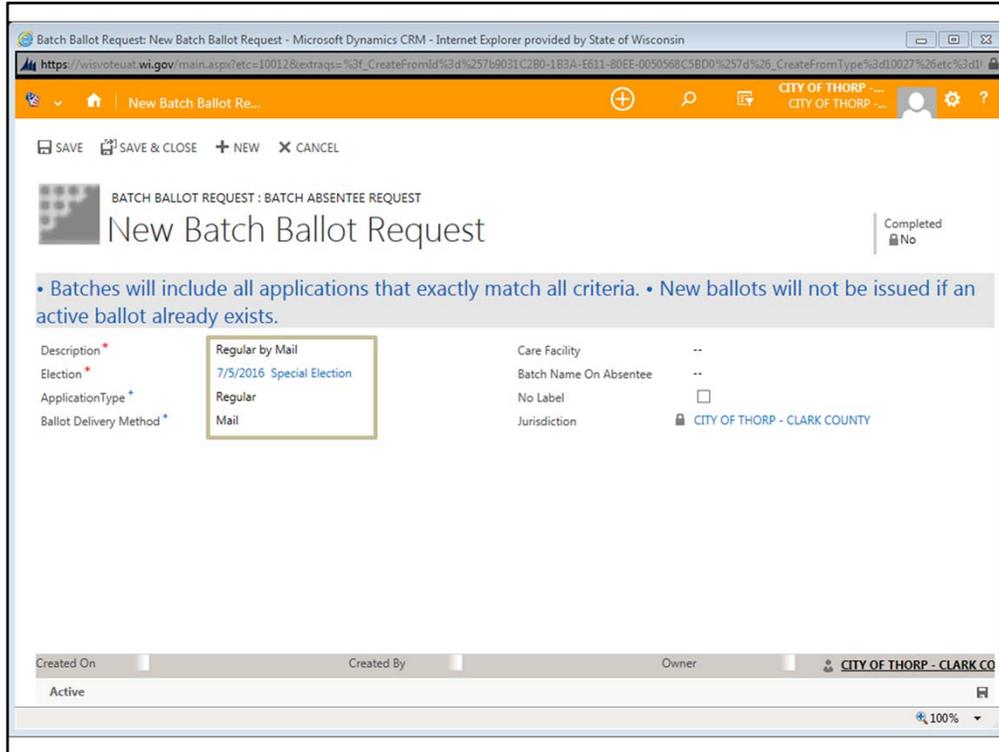
Created By: CITY OF THORP - CLARK CO | Created On: 6/24/2016 9:55 AM | Modified By: CITY OF THORP - CLARK CO | Modified On: 6/24/2016 9:56 AM

Active

From the Batch Absentee Request Associated view all of the batches that have been created will appear here. It is also the starting point for creating a new batch. Click on the “Add New Batch Ballot Request” button above the column headers.



In the New Batch Ballot request, you must enter a description, an application type and/or a ballot delivery method. The description is for your only use to readily identify this batch in the list. So I want to create a batch for only the regular application type with a ballot delivery method of mail. To make it simple, I'll give this batch a description of "Regular by Mail"



You may also add a care facility (nursing or retirement home), and if you use batch names on the absentee applications. Also if you do not print labels you may click here and WisVote will record a ballot sent date when issuing ballots without. When your data entry is complete, click on the Save and click on the New to create a new batch request, or click on the Save & Close to return to the Batch Absentee Request Associated View.

## Using Batch Process to Issue Absentee Ballots/Print Labels

The screenshot displays the WisVote application interface for a '7/5/2016 Special Election'. The main heading is 'Batch Absentee Request Associat...'. Below this, there are several action buttons: '+ ADD NEW BATCH BALLOT...', 'CHART PANE', 'RUN REPORT', 'EXPORT BATCH BALLOT R...', and 'SCHEDULE EXPORT'. A search bar is located on the right side of the interface.

<input checked="" type="checkbox"/>	Description	Election	ApplicationTy...	Ballot Delivery...	Care Facility	Batch Name...	No Label	Jurisdiction	Completed	Created On
<input checked="" type="checkbox"/>	Regular by Mail	7/5/2016 Speci...	Regular	Mail			No	CITY OF THORP...	No	6/27/2016 7:23 PM

At the bottom of the table, there is a metadata bar showing 'Created By: CITY OF THORP - CLARK CO', 'Created On: 6/24/2016 9:55 AM', and 'Modified By: CITY OF THORP - CLARK CO', 'Modified On: 6/24/2016 9:56 AM'. The status is 'Active'.

Now the Regular by mail batch request appears in the view but notice that WisVote has not completed the process which can take up to an hour. You may expedite the processing of your batch by first marking the record by checking the box to the left of the description.

# Using Batch Process to Issue Absentee Ballots/Print Labels

WISVOTE | ELECTION | Elections | 7/5/2016 Special EL... | Create | Enter Search Item | CITY OF THORP... CITY OF THORP... | ?

 ELECTION : INFORMATION  
7/5/2016 Special Election | Election Date 7/5/2016

Batch Absentee Request Associat... | Search for records

+ ADD NEW BATCH BALLOT... | DEACTIVATE | DETECT DUPLICATES | COPY A LINK | EMAIL A LINK | CHART PANE | ...

Description	Election	ApplicationTy...	Ballot Delivery...	Care Facility	Batch Name...	No Label	Jurisdiction	Completed	Created On
Regular by Mail	7/5/2016_Spec...	Regular	Mail			No	CITY OF THORP...	Yes	6/27/2016 7:23 PM

1 - 1 of 1 | Page 1

Created By: CITY OF THORP - CLARK CO | Created On: 6/24/2016 9:55 AM | Modified By: CITY OF THORP - CLARK CO | Modified On: 6/24/2016 9:56 AM | Active

# Using Batch Process to Issue Absentee Ballots/Print Labels

The screenshot displays the WISVOTE application interface. At the top, the navigation bar includes 'WISVOTE', 'ELECTION', and '7/5/2016 Special EL...'. The main header shows 'ELECTION INFORMATION' and '7/5/2016 Special Election'. Below this, the 'Batch Absentee Request Associat...' section contains a table with columns: Description, Election, ApplicationTy..., Ballot Delivery..., Care Facility, Batch Name, Completed, and Created On. A single row is visible: 'Regular by Mail', '7/5/2016\_Spec...', 'Regular', 'Mail', and 'Completed: Yes', 'Created On: 6/27/2016 7:23 PM'. A context menu is open over the 'Regular by Mail' row, listing options: 'Run Workflow', 'Start Dialog', 'Run Report', 'Export Batch Ballot Reque...', and 'Schedule Export'. The 'Run Workflow' option is highlighted. At the bottom, a status bar shows 'Created By: CITY OF THORP - CLARK COI', 'Created On: 6/24/2016 9:55 AM', and 'Modified By: CITY OF THORP - CLARK COI', 'Modified On: 6/24/2016 9:56 AM'.

Click on the ellipse (...), then click run workflow

## Using Batch Process to Issue Absentee Ballots/Print Labels

The screenshot displays the WISVOTE application interface. At the top, the navigation bar includes 'WISVOTE', 'ELECTION', and '7/5/2016 Special Ele...'. A 'Look Up Record' dialog box is open in the center, prompting the user to 'Enter your search criteria.' The dialog box contains the following fields and options:

- Look for:** Process (dropdown menu)
- Show Only My Records:**
- Look in:** On Demand Workflows (dropdown menu)
- Search:** Search for records (text input)

Below the search fields, a table displays search results. One record is selected, indicated by a checkmark in the first column:

Process Name	Category	Created On	Mod
Process Batch Absentee Ballot Request	Workflow	12/30/2015 10:3...	3/7/2016

At the bottom of the dialog box, there are three buttons: 'Add' (highlighted with a red box), 'Cancel', and 'Remove Value'. The background interface shows a 'Batch Absentee Request Associated' view with a table listing election details.

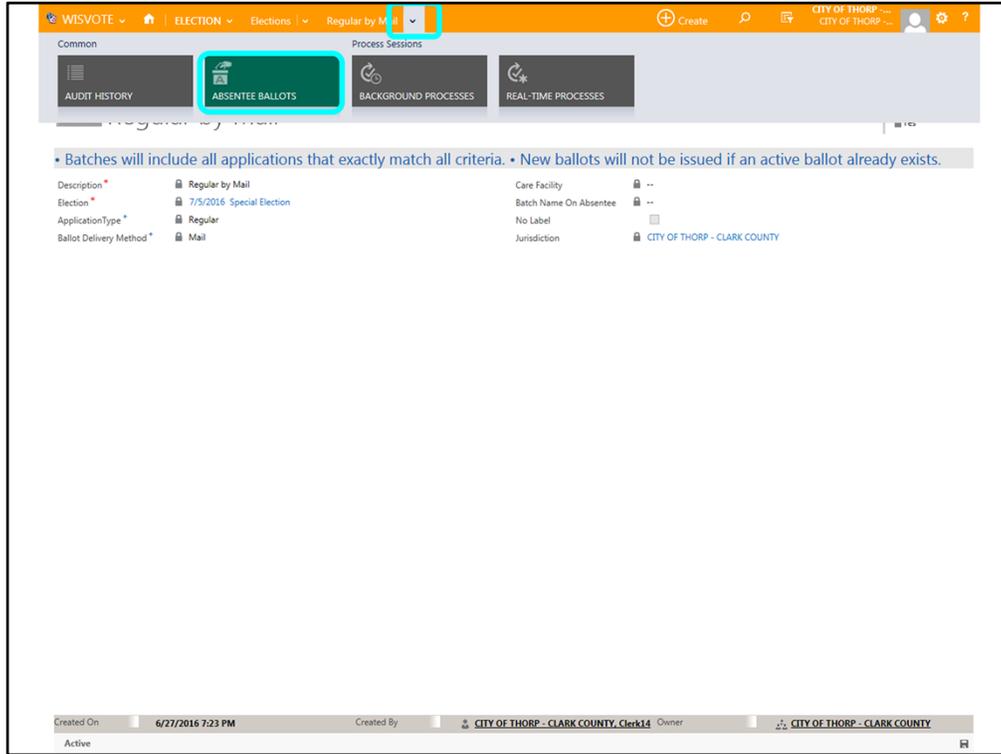
Then click the add button to process the batch absentee ballot request. This will process the batch request and return you to the “Batch Absentee Request Associated” view.

## Using Batch Process to Issue Absentee Ballots/Print Labels

The screenshot displays the WISVOTE system interface for a 7/5/2016 Special Election. The main heading is "Batch Absentee Request Associat...". Below this, there is a table with the following columns: Description, Election, ApplicationType..., Ballot Delivery..., Care Facility, Batch Name..., No Label, Jurisdiction, Completed, and Created On. A single row is visible, with the following data: Description: Regular by Mail; Election: 7/5/2016\_Spec; ApplicationType: Regular; Ballot Delivery: Mail; Care Facility: (blank); Batch Name: (blank); No Label: No; Jurisdiction: CITY OF THORP; Completed: Yes; Created On: 6/27/2016 7:23 PM. The "Completed" cell is highlighted with a red box. At the bottom of the table, there is a metadata bar showing "Created By: CITY OF THORP - CLARK CO", "Created On: 6/24/2016 9:55 AM", "Modified By: CITY OF THORP - CLARK CO", and "Modified On: 6/24/2016 9:56 AM".

Description	Election	ApplicationType...	Ballot Delivery...	Care Facility	Batch Name...	No Label	Jurisdiction	Completed	Created On
Regular by Mail	7/5/2016_Spec	Regular	Mail			No	CITY OF THORP	Yes	6/27/2016 7:23 PM

Now the batch has been processed and the ballots created may be viewed and labels printed. To view the ballots created in this batch and print labels, click on the description.



Hover the mouse over the dropdown arrow to the left of the batch name in the top ribbon, then click on the absentee ballots tile.

WISVOTE | ELECTION | Elections | Regular by Mail

BATCH BALLOT REQUEST : BATCH ABSENTEE REQUEST  
Regular by Mail

Absentee Ballots Associated View

MARK BALLOTS AS RETURNED... RECORD RETURNED MAIL... LETTERS... MARK BALLOTS AS NOT RETURNED... ADD EXISTING ABSENTEE... CHART PANE

Name	Batch Name (A...)	Care Facility N...	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Delivery...	Ballot Type	City
Fitzl, Robbie J	BATCH 1		160,621			Not Returned	Regular	Mail	Official	CITY OF THORP
Grendzinski, Alex R JR			160,617			Not Returned	Regular	Mail	Official	CITY OF THORP
Lewan, Alan J			160,616			Not Returned	Regular	Mail	Official	CITY OF THORP
Marek, Aaron J			160,615			Not Returned	Regular	Mail	Official	CITY OF THORP
Moffitt, Amy Bea	BATCH 1		160,619			Not Returned	Regular	Mail	Official	CITY OF THORP
Strom, Amy L	BATCH 1		160,620			Not Returned	Regular	Mail	Official	CITY OF THORP
Voter, Ura B	BATCH 1		160,614			Not Returned	Regular	Mail	Official	CITY OF THORP
Welch, Amy Lynn	BATCH 1		160,618			Not Returned	Regular	Mail	Official	CITY OF THORP

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Created On: 6/27/2016 7:23 PM | Created By: CITY OF THORP - CLARK COUNTY, Clerk14 | Owner: CITY OF THORP - CLARK COUNTY

This is the absentee ballots associated view that contains only those ballots that were created in the “Regular by Mail” batch request.

WISVOTE | ELECTION | Elections | Regular by Mail | Create | CITY OF THORP - CLARK COUNTY

### BATCH BALLOT REQUEST : BATCH ABSENTEE REQUEST

## Regular by Mail

Completed Yes

#### Absentee Ballots Associated View

Search for records

MARK BALLOTS AS RETURNED RECORD RETURNED MAIL LETTERS MARK BALLOTS AS NOT RETURNED ADD EXISTING ABSENTEE CHART PANE

Name	Batch Name (A...)	Care Facility (N...)	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot	Run on Selected Records
Fitzl, Robbie J	BATCH 1		160.621	6/21/2016		Not Returned	Regular	Mail	Export Absentee Ballot Certificate
Grendzinski, Alex R JR			160.617	6/21/2016		Not Returned	Regular	Mail	Schedule Absentee Labels dymo
Lewan, Alan J			160.616	6/21/2016		Not Returned	Regular	Mail	Absentee Labels sheet
Marek, Aaron J			160.615	6/21/2016		Not Returned	Regular	Mail	Official CITY OF THORP
Moffitt, Amy Bea	BATCH 1		160.619	6/21/2016		Not Returned	Regular	Mail	Official CITY OF THORP
Strom, Amy L	BATCH 1		160.620	6/21/2016		Not Returned	Regular	Mail	Official CITY OF THORP
Voter, Ura B	BATCH 1		160.614	6/21/2016		Not Returned	Regular	Mail	Official CITY OF THORP
Welch, Amy Lynn	BATCH 1		160.618	6/21/2016		Not Returned	Regular	Mail	Official CITY OF THORP

1 - 8 of 8 | H 4 Page 1

All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Created On 6/27/2016 7:23 PM Created By CITY OF THORP - CLARK COUNTY, Clerk14 Owner CITY OF THORP - CLARK COUNTY

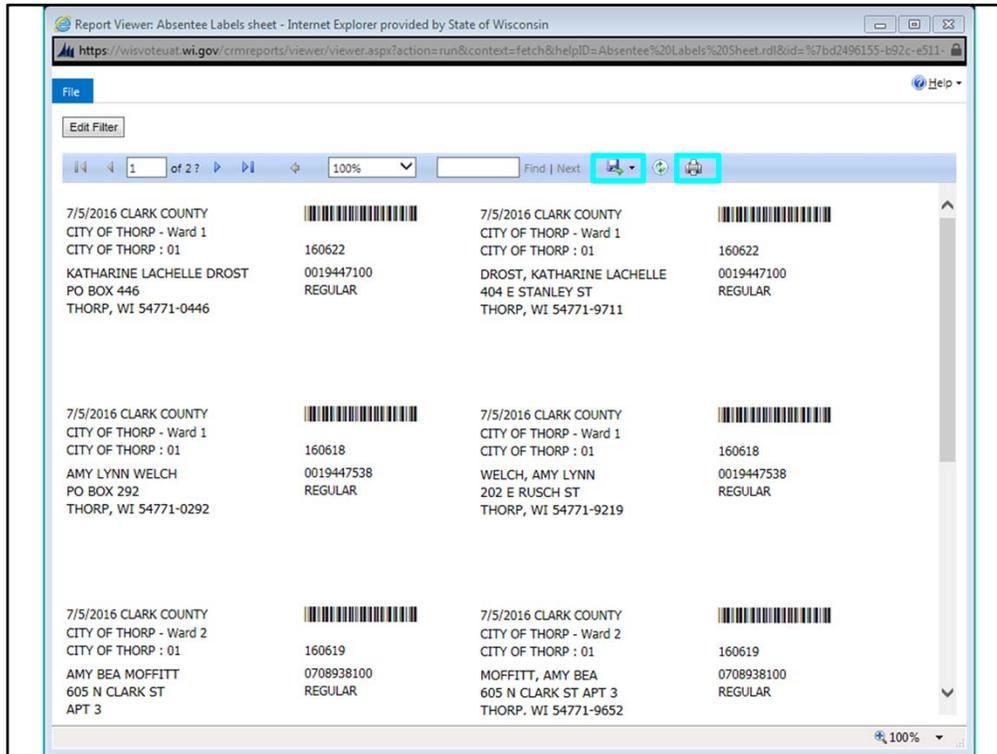
Active

To print the labels for all ballots in this view, click on the ellipse, select run report, then select the type of label that you want to print

## Using Batch Process to Issue Absentee Ballots/Print Labels

The screenshot displays the WISVOTE web application interface. The main header shows 'WISVOTE' and navigation menus for 'ELECTION' and '7/5/2016 Special EL...'. The page title is 'ELECTION INFORMATION 7/5/2016 Special Election'. A modal dialog box titled 'Select Records' is open, prompting the user to 'Select which records you want to use in this report.' The dialog includes a report title 'Report: Absentee Labels sheet' and a description 'Description: Absentee Labels sheet - Main Report'. Under the heading 'Use these records:', there are two radio button options: 'All applicable records' (unselected) and 'All records on all pages in the current view' (selected). The dialog has 'Run Report' and 'Cancel' buttons at the bottom. In the background, a table lists absentee ballot batches with columns for Name, Batch Name, Care Facility, Mailing, Ballot Delivery, Ballot Type, and Ballot Style. The table shows 9 records for various voters, all with 'Mail' delivery and 'Official' ballot type. The footer of the interface shows the report was created by 'CITY OF THORP - CLARK CO' on 6/24/2016 9:55 AM.

Click on “All records on all pages in the current view”. Selecting “All applicable records” will return results from all elections, not just the current one.



The labels are generated and may be printed by clicking on the print icon or with some browsers, you may need to click on the export icon, export the report to a .pdf file then print from there.

WISVOTE | ELECTION | Elections | Regular by Mail

BATCH BALLOT REQUEST : BATCH ABSENTEE REQUEST  
Regular by Mail

Absentee Ballots Associated View

Name	Batch Name (A...)	Care Facility N...	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Delivery...	Ballot Type	Bi
Fitzl, Robbie J	BATCH 1		160.621	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP
Grendzinski, Alex R JR			160.617	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP
Lewan, Alan J			160.616	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP
Marek, Aaron J			160.615	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP
Moffitt, Amy Bea	BATCH 1		160.619	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP
Strom, Amy L	BATCH 1		160.620	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP
Voter, Ura B	BATCH 1		160.614	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP
Welch, Amy Lynn	BATCH 1		160.618	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP

1 - 8 of 8 | H 4 Page 1

All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Created On: 6/27/2016 7:23 PM | Created By: CITY OF THORP - CLARK COUNTY, Clerk14 | Owner: CITY OF THORP - CLARK COUNTY

Returned to the ballots associated view with a ballot sent date automatically recorded,

## Using Batch Process to Issue Absentee Ballots/Print Labels

WISVOTE | ELECTION | Elections | 7/5/2016 Special EL... | Create | Enter Search Item | CITY OF THORP... CITY OF THORP... | ?

ELECTION INFORMATION  
 7/5/2016 Special Election | Election Date 7/5/2016

Absentee Application Associated... | Search for records

+ ADD NEW ABSENTEE APP... | ISSUE BALLOTS | ISSUE BATCH BALLOTS | CHART PANE | RUN REPORT | EXPORT ABSENTEE APPLIC... | ...

Name	Absentee Peri...	Application Source...	Absentee...	Application Ty...	Batch Name	Care Facility Name...	Ballot Del...	All Future...	Active Ballot C...	Jurisdiction	Created C
Hall, Julie A	Current Election	Email	Active	Military			Mail	No	1	CITY OF THORP...	6/27/2016 8:15 P
Schmidt, Ardis Mary	Current Election	Online	Active	Military			Online	No	0	CITY OF THORP...	6/27/2016 8:13 P
Alger, Lori Lee	Current Election	Mail	Active	Military			Mail	No	1	CITY OF THORP...	6/27/2016 8:09 P
Anderson, Vernon Scott	Current Election	Email	Active	Military			Email	No	1	CITY OF THORP...	6/27/2016 8:06 P
Voter, Ura B	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	CITY OF THORP...	6/26/2016 5:58 P
Drost, Katharine Lachelle	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	CITY OF THORP...	6/24/2016 1:08 P
Fitzl, Robbie J	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	CITY OF THORP...	6/24/2016 1:04 P
Strom, Amy L	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	CITY OF THORP...	6/24/2016 1:02 P
Moffitt, Amy Bea	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	CITY OF THORP...	6/24/2016 1:01 P
Welch, Amy Lynn	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	CITY OF THORP...	6/24/2016 12:59 P

1 - 25 of 25 | Page 1

Created By: CITY OF THORP - CLARK CO | Created On: 6/24/2016 9:55 AM | Modified By: CITY OF THORP - CLARK CO | Modified On: 6/24/2016 9:56 AM

Active

Note that one of the military voters has a ballot delivery method of “online”.

## Using Batch Process to Issue Absentee Ballots/Print Labels

The screenshot displays the WISVOTE system interface for a 7/5/2016 Special Election. The main heading is "ELECTION : INFORMATION 7/5/2016 Special Election". Below this, there is a "Batch Absentee Request Associat..." dropdown menu and a search bar for records. A toolbar contains options: "+ ADD NEW BATCH BALLOT...", "CHART PANE", "RUN REPORT", "EXPORT BATCH BALLOT R...", and "SCHEDULE EXPORT".

Description	Election	ApplicationTy...	Ballot Delivery...	Care Facility	Batch Name...	No Label	Jurisdiction	Completed	Created On
Military Not Online	7/5/2016 Speci...	Military				No	CITY OF THORP...	Yes	6/27/2016 8:18 PM
Permanent by Mail	7/5/2016 Speci...	Indefinitely Con...	Mail			No	CITY OF THORP...	Yes	6/27/2016 7:54 PM
Rest Haven Nursing	7/5/2016 Speci...	Indefinitely Con...	Special Voting...	REST HAVEN		No	CITY OF THORP...	Yes	6/27/2016 7:53 PM
Regular by Mail	7/5/2016 Speci...	Regular	Mail			No	CITY OF THORP...	Yes	6/27/2016 7:23 PM

At the bottom of the table, it shows "1 - 4 of 4" records. Below the table, there is a metadata section: "Created By: CITY OF THORP - CLARK COJ", "Created On: 6/24/2016 9:55 AM", "Modified By: CITY OF THORP - CLARK COJ", and "Modified On: 6/24/2016 9:56 AM". The status is "Active".

Create as many and varied batch request that you need how you administer your absentee process. By clicking on the description, the absentee ballots that were created in the "Military Not Online" batch request will appear in a view.

## Using Batch Process to Issue Absentee Ballots/Print Labels

BATCH BALLOT REQUEST : BATCH ABSENTEE REQUEST  
Military Not Online

Absentee Ballots Associated View

Name	Batch Name (A...)	Care Facility N...	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Delivery...	Ballot Type	Ballot Style
Alger, Lori Lee			160.636	6/27/2016		Not Returned	Military	Mail	Official	CITY OF THORP : 01
Anderson, Vernon Scott			160.635	6/27/2016		Not Returned	Military	Email	Official	CITY OF THORP : 01
Hall, Julie A			160.637	6/27/2016		Not Returned	Military	Mail	Official	CITY OF THORP : 01

Created On: 6/27/2016 8:18 PM  
Created By: CITY OF THORP - CLARK COUNTY, Clerk14  
Owner: CITY OF THORP - CLARK COUNTY

WisVote created three of the four military absentee ballot records. The system does not create ballot records for military (or overseas) voters who make a request for an absentee ballot to be issued online. That ballot record is created when the voter downloads the ballot through the MyVote website.

# Using Batch Process to Issue Absentee Ballots/Print Labels

The screenshot displays the WISVOTE system interface for a 7/5/2016 Special Election. The main heading is "Absentee Application Associated...". Below this, there are navigation options: "ADD NEW ABSENTEE APP...", "ISSUE BALLOTS", "ISSUE BATCH BALLOTS", "CHART PANE", "RUN REPORT", and "EXPORT ABSENTEE APPLIC...". A search bar is located on the right side of the table area.

Name	Absentee Peri...	Application Source...	Absentee...	Application Ty...	Batch Name	Care Facility Name...	Ballot Del...	All Future...	Active Ballot C...	Jurisdiction	Created C
Hall, Julie A	Current Election	Email	Active	Military			Mail	No	1	ITY OF THORP...	6/27/2016 8:15 P
Schmidt, Ardis Mary	Current Election	Online	Active	Military			Online	No	0	ITY OF THORP...	6/27/2016 8:13 P
Alger, Lori Lee	Current Election	Mail	Active	Military			Mail	No	1	ITY OF THORP...	6/27/2016 8:09 P
Anderson, Vernon Scott	Current Election	Email	Active	Military			Email	No	1	ITY OF THORP...	6/27/2016 8:06 P
Voter, Ura B	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	ITY OF THORP...	6/26/2016 5:58 P
Drost, Katharine Lachelle	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	ITY OF THORP...	6/24/2016 1:08 P
Fitzl, Robbie J	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	ITY OF THORP...	6/24/2016 1:04 P
Strom, Amy L	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	ITY OF THORP...	6/24/2016 1:02 P
Moffitt, Amy Bea	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	ITY OF THORP...	6/24/2016 1:01 P
Welch, Amy Lynn	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	ITY OF THORP...	6/24/2016 12:59 P

At the bottom of the table, there is a summary bar showing "Created By" as "CITY OF THORP - CLARK CO" and "Created On" as "6/24/2016 9:55 AM". The status is "Active".

When visiting the absentee application associated view, once ballot records are created, notice that the active ballot count will show in the respective column.

## Issue Absentee Ballots/Print Labels by Selecting Single or Multiple Applications

WISVOTE
ELECTION
7/5/2016 Special EL...
Create
Enter Search Item
CITY OF THORP



ELECTION INFORMATION  
**7/5/2016 Special Election**

Election Date  
7/5/2016

Absentee Application Associated... Search for records

+ ADD NEW ABSENTEE APP...
ISSUE BALLOTS
ISSUE BATCH BALLOTS
CHART PANE
RUN REPORT
EXPORT ABSENTEE APPLIC...

✓ Name	Absentee Peri...	Application Source...	Absentee...	Application Ty...	Batch Name	Care Facility Name...	Ballot Del...	All Future...	Active Ballot C...	Jurisdiction	Created C
Lange, Hazelbelle	Current Election	Mail	Active	Regular			Mail	No	0	CITY OF THORP...	6/27/2016 8:35 P
Frenette, Holly A	Current Election	Mail	Active	Regular			Mail	No	0	CITY OF THORP...	6/27/2016 8:34 P
Chmelik, Carol N	Current Election	Mail	Active	Regular			Mail	No	0	CITY OF THORP...	6/27/2016 8:32 P
Hall, Julie A	Current Election	Email	Active	Military			Mail	No	1	CITY OF THORP...	6/27/2016 8:15 P
Schmidt, Ardis Mary	Current Election	Online	Active	Military			Online	No	0	CITY OF THORP...	6/27/2016 8:13 P
Alger, Lori Lee	Current Election	Mail	Active	Military			Mail	No	1	CITY OF THORP...	6/27/2016 8:09 P
Anderson, Vernon Scott	Current Election	Email	Active	Military			Email	No	1	CITY OF THORP...	6/27/2016 8:06 P
Voter, Ura B	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	CITY OF THORP...	6/26/2016 5:58 P
Drost, Katharine Lachelle	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	CITY OF THORP...	6/24/2016 1:08 P
Fitzl, Robbie J	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	CITY OF THORP...	6/24/2016 1:04 P

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Created By: CITY OF THORP - CLARK COJ Created On: 6/24/2016 9:55 AM Modified By: CITY OF THORP - CLARK COJ Modified On: 6/24/2016 9:56 AM

Active

To issue absentee ballots and print labels by selecting single or multiple records, start from the absentee application associated view under the election.

## Issue Absentee Ballots/Print Labels by Selecting Single or Multiple Applications

WISVOTE | ELECTION | Elections | 7/5/2016 Special EL... | Create | Enter Search Item | CITY OF THORP... | CITY OF THORP... | ?

**ELECTION INFORMATION**  
7/5/2016 Special Election | Election Date: 7/5/2016

Absentee Application Associated... Search for records

...

Name	Absentee Peri...	Application Source...	Absentee...	Application Ty...	Batch Name	Care Facility Name...	Ballot Del...	All Future...	Active Ballot C...	Jurisdiction	Created C
<input checked="" type="checkbox"/> Lange, Hazelbelle	Current Election	Mail	Active	Regular			Mail	No	0	CITY OF THORP...	6/27/2016 8:35 P
<input checked="" type="checkbox"/> Frenette, Holly A	Current Election	Mail	Active	Regular			Mail	No	0	CITY OF THORP...	6/27/2016 8:34 P
<input checked="" type="checkbox"/> Chmelik, Carol N	Current Election	Mail	Active	Regular			Mail	No	0	CITY OF THORP...	6/27/2016 8:32 P
<input type="checkbox"/> Hall, Julie A	Current Election	Email	Active	Military			Mail	No	1	CITY OF THORP...	6/27/2016 8:15 P
<input type="checkbox"/> Schmidt, Ardis Mary	Current Election	Online	Active	Military			Online	No	0	CITY OF THORP...	6/27/2016 8:13 P
<input type="checkbox"/> Alger, Lori Lee	Current Election	Mail	Active	Military			Mail	No	1	CITY OF THORP...	6/27/2016 8:09 P
<input type="checkbox"/> Anderson, Vernon Scott	Current Election	Email	Active	Military			Email	No	1	CITY OF THORP...	6/27/2016 8:06 P
<input type="checkbox"/> Voter, Ura B	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	CITY OF THORP...	6/26/2016 5:58 P
<input type="checkbox"/> Drost, Katharine Lachelle	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	CITY OF THORP...	6/24/2016 1:08 P
<input type="checkbox"/> Fitzl, Robbie J	Current Election	Mail	Active	Regular	BATCH 1		Mail	No	1	CITY OF THORP...	6/24/2016 1:04 P

1 - 28 of 28 Page 1

Created By: CITY OF THORP - CLARK CO | Created On: 6/24/2016 9:55 AM | Modified By: CITY OF THORP - CLARK CO | Modified On: 6/24/2016 9:56 AM  
 Active

Highlight the record or records that you wish to issue ballots and print labels for by clicking the check boxes to the left of the names, then click the Issue Ballots button above the column headers.

## Issue Absentee Ballots/Print Labels by Selecting Single or Multiple Applications

WISVOTE | ELECTION | Elections | 7/5/2016 Special EL... | Create | Enter Search Item | CITY OF THORP... | CITY OF THORP... | ?

ELECTION INFORMATION | **7/5/2016 Special Election** | Election Date 7/5/2016

Absentee Application Associated... | Search for records

Name	Absentee Peri...	A...	City Name...	Ballot Del...	All Future...	Active Ballot C...	Jurisdiction	Created C
✓ Lange, Hazelballe	Current Election	Mail		Mail	No	0	CITY OF THORP...	6/27/2016 8:35 P
✓ Frenette, Holly A	Current Election	Mail		Mail	No	0	CITY OF THORP...	6/27/2016 8:34 P
✓ Chmelik, Carol N	Current Election	Mail		Mail	No	0	CITY OF THORP...	6/27/2016 8:32 P
Hall, Julie A	Current Election	Emal		Mail	No	1	CITY OF THORP...	6/27/2016 8:15 P
Schmidt, Ardis Mary	Current Election	Online		Online	No	0	CITY OF THORP...	6/27/2016 8:13 P
Alger, Lori Lee	Current Election	Mail		Mail	No	1	CITY OF THORP...	6/27/2016 8:09 P
Anderson, Vernon Scott	Current Election	Email	Active	Military		1	CITY OF THORP...	6/27/2016 8:06 P
Voter, Ura B	Current Election	Mail	Active	Regular	BATCH 1	1	CITY OF THORP...	6/26/2016 5:58 P
Drost, Katharine Lachelle	Current Election	Mail	Active	Regular	BATCH 1	1	CITY OF THORP...	6/24/2016 1:08 P
Fitzl, Robbie J	Current Election	Mail	Active	Regular	BATCH 1	1	CITY OF THORP...	6/24/2016 1:04 P

1 - 28 of 28 | Page 1

Created By: CITY OF THORP - CLARK CO | Created On: 6/24/2016 9:55 AM | Modified By: CITY OF THORP - CLARK CO | Modified On: 6/24/2016 9:56 AM

Active

The system will let you know that it is issuing the ballot(s). Click on the red X to close this popup.

## Issue Absentee Ballots/Print Labels by Selecting Single or Multiple Applications

**ELECTION INFORMATION**  
7/5/2016 Special Election

**Absentee Ballots Associated View**

Name	Batch Name (A...)	Care Facility N...	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Delivery...	Ballot Type	Ballot Style
✓ Lange, Hazelbelle			160.638			Not Returned	Regular	Mail	Official	CITY OF THORP : 01
✓ Frenette, Holly A			160.639			Not Returned	Regular	Mail	Official	CITY OF THORP : 01
✓ Chmelik, Carol N			160.640			Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Anderson, Vernon Scott			160.635	6/27/2016		Not Returned	Military	Email	Official	CITY OF THORP : 01
Alger, Lori Lee			160.636	6/27/2016		Not Returned	Military	Mail	Official	CITY OF THORP : 01
Hall, Julie A			160.637	6/27/2016		Not Returned	Military	Mail	Official	CITY OF THORP : 01
Mauel, Allen E	REST HAVEN		160.634	6/27/2016		Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP : 01
Szyrczuk, Alexa Ray	REST HAVEN		160.631	6/27/2016		Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP : 01
Janik, Aliandra M	REST HAVEN		160.632	6/27/2016		Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP : 01
Lew, Allen M	REST HAVEN		160.633	6/27/2016		Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP : 01

Created By: CITY OF THORP - CLARK COJ Created On: 6/24/2016 9:55 AM Modified By: CITY OF THORP - CLARK COJ Modified On: 6/24/2016 9:56 AM

Active

The ballots just issued will now appear in the absentee ballots associated view without a ballot sent date.

## Issue Absentee Ballots/Print Labels by Selecting Single or Multiple Applications

The screenshot displays the WISVOTE application interface for a 7/5/2016 Special Election. The main view is titled 'Absentee Ballots Associated View'. A table lists voters with the following columns: Name, Batch Name (A...), Care Facility N..., Mailing Id, Date Ballot Sent, Date Ballot Return..., Ballot Status Reaso..., Application Ty..., and Ballot Style. A context menu is open over the table, showing options like 'Run Report' and 'Absntee Labels sheet'.

Name	Batch Name (A...)	Care Facility N...	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Style
✓ Lange, Hazelbelle			160.638			Not Returned	Regular	CITY OF THORP : 01
✓ Frenette, Holly A			160.639			Not Returned	Regular	CITY OF THORP : 01
✓ Chmelik, Carol N			160.640			Not Returned	Regular	
Anderson, Vernon Scott			160.635	6/27/2016		Not Returned	Military	
Alger, Lori Lee			160.636	6/27/2016		Not Returned	Military	
Hall, Julie A			160.637	6/27/2016		Not Returned	Military	
Mauel, Allen E	REST HAVEN		160.634	6/27/2016		Not Returned	Indefinitely Con... Special Voting...	Official CITY OF THORP : 01
Szyrczuk, Alexa Ray	REST HAVEN		160.631	6/27/2016		Not Returned	Indefinitely Con... Special Voting...	Official CITY OF THORP : 01
Janik, Alixandra M	REST HAVEN		160.632	6/27/2016		Not Returned	Indefinitely Con... Special Voting...	Official CITY OF THORP : 01
Lew, Allen M	REST HAVEN		160.633	6/27/2016		Not Returned	Indefinitely Con... Special Voting...	Official CITY OF THORP : 01

To print labels, click on the ellipses ( . . . ) select run report then select the type of label that you want to print.

## Issue Absentee Ballots/Print Labels by Selecting Single or Multiple Applications

WISVOTE | ELECTION | Elections | 7/5/2016 Special EL... | Create | Enter Search Item | CITY OF THORP... | CITY OF THORP... | ?

ELECTION INFORMATION  
7/5/2016 Special Election | Election Date 7/5/2016

Absentee Ballots Associated View | Search for records

MARK BALLOTS AS RETURNED | SET BALLOTS SENT DATE | RECORDS

ACTIVATE ...

Application Type | Ballot Delivery... | Ballot Type | Ballot Style

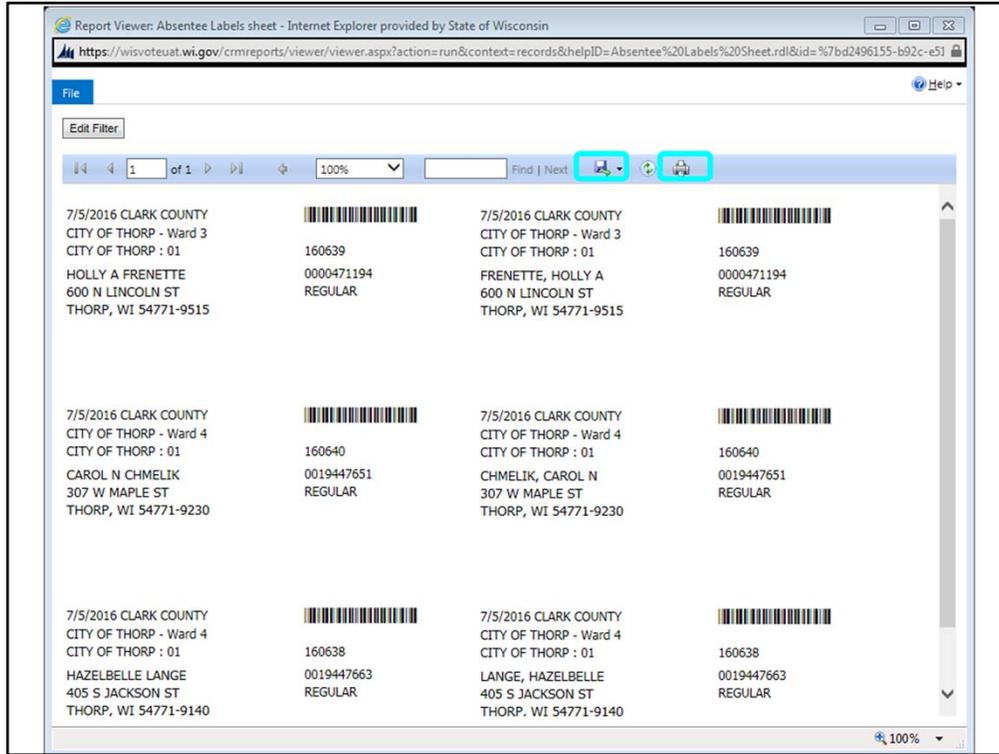
Name	Batch Name (A...)	Care Facility (N...)	Mailing	Application Type	Ballot Delivery...	Ballot Type	Ballot Style	
✓ Lange, Hazelballe				Mail	Official	CITY OF THORP : 01		
✓ Frenette, Holly A				Mail	Official	CITY OF THORP : 01		
✓ Chmelik, Carol N				Mail	Official	CITY OF THORP : 01		
Anderson, Vernon Scott				Mail	Official	CITY OF THORP : 01		
Alger, Lori Lee				Email	Official	CITY OF THORP : 01		
Hall, Julie A				Mail	Official	CITY OF THORP : 01		
Mauel, Allen E	REST HAVEN			Mail	Official	CITY OF THORP : 01		
Syryczuk, Alexa Ray	REST HAVEN			Special Voting...	Official	CITY OF THORP : 01		
Janik, Alixandra M	REST HAVEN			Special Voting...	Official	CITY OF THORP : 01		
Lew, Allen M	REST HAVEN	160.633	6/27/2016	Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP : 01

1 - 27 of 27 | Page 1

Created By: CITY OF THORP - CLARK CO | Created On: 6/24/2016 9:55 AM | Modified By: CITY OF THORP - CLARK CO | Modified On: 6/24/2016 9:56 AM

Active

Make sure you select “the selected records” option then click run report.



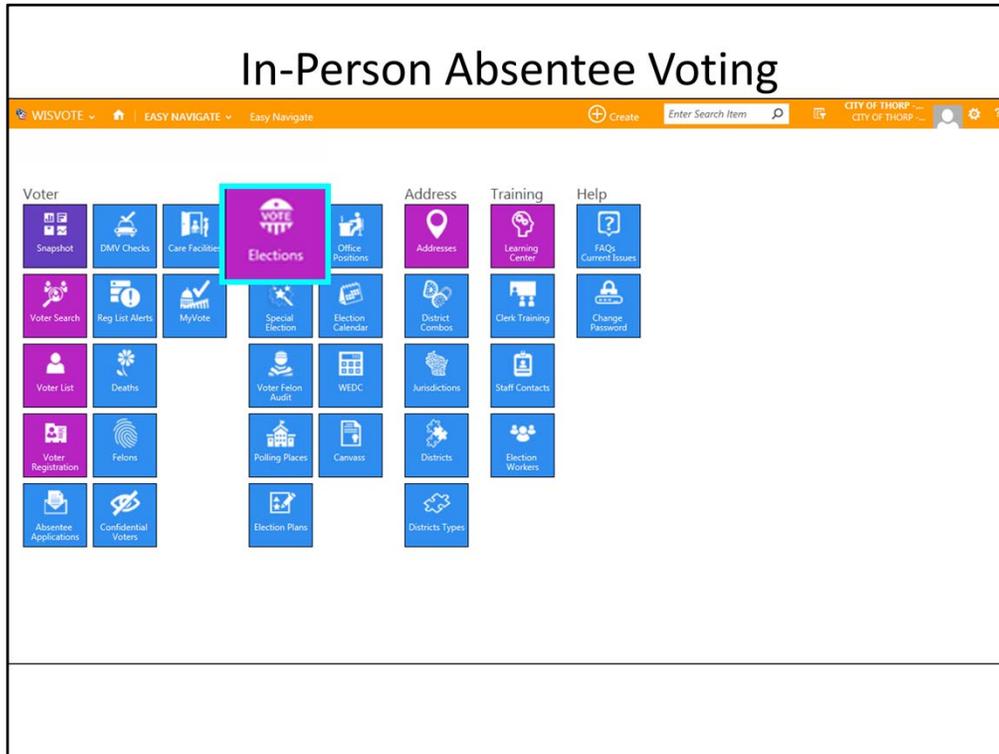
Either print labels from here if your browser supports direct printing or export the labels to a .pdf and print from there.

## Issue Absentee Ballots/Print Labels by Selecting Single or Multiple Applications

The screenshot displays the WISVOTE application interface for a 7/5/2016 Special Election. The main view is titled 'Absentee Ballots Associated View'. A table lists various ballot records with columns for Name, Mailing Id, Date Ballot Sent, Date Ballot Return, Ballot Status Reason, Application Type, Ballot Delivery, Ballot Type, and Ballot Style. The 'Date Ballot Sent' column is highlighted with a yellow box, indicating that the date is defaulted to 6/27/2016 for all entries. The interface also includes a search bar, navigation buttons, and a footer with creation and modification timestamps.

Name	Batch Name (A...)	Care Facility N...	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Delivery...	Ballot Type	Ballot Style
Lange, Hazelbelle			160.638	6/27/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Frenette, Holly A			160.639	6/27/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Chmelik, Carol N			160.640	6/27/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Anderson, Vernon Scott			160.635	6/27/2016		Not Returned	Military	Email	Official	CITY OF THORP : 01
Alger, Lori Lee			160.636	6/27/2016		Not Returned	Military	Mail	Official	CITY OF THORP : 01
Hall, Julie A			160.637	6/27/2016		Not Returned	Military	Mail	Official	CITY OF THORP : 01
Mauel, Allen E	REST HAVEN		160.634	6/27/2016		Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP : 01
Szyrczuk, Alexa Ray	REST HAVEN		160.631	6/27/2016		Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP : 01
Janik, Aliandra M	REST HAVEN		160.632	6/27/2016		Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP : 01
Lew, Allen M	REST HAVEN		160.633	6/27/2016		Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP : 01

When returned to the absentee ballots associated view, a date ballot sent date will be created (defaulted to today's date).



In person absentee voting is a separate streamlined process to take advantage of the repetitive nature of in person voting as well as defaulting most of the data entry for each applicant. It is available from the 3<sup>rd</sup> Monday before an election till 20 days after an election for entries. There will be no exceptions beyond the 20 days for entering absentee applications either in person or otherwise. Starting from the Home or Easy Navigate page, click on the elections tile.

# In-Person Absentee Voting

WISVOTE | ELECTION | Elections | Create | Enter Search Item | CITY OF THORP

SPECIAL ELECTION | DELETE | COPY A LINK | EMAIL A LINK | RUN REPORT | EXPORT TO EXCEL

Current Elections | Search for records

Election Date	Name	Jurisdiction	Registration Clo...	Election Type	Government Level...
11/8/2016	2016 General Election	STATE OF WISCONSIN	10/15/2016	General Election	Federal
8/9/2016	2016 Partisan Primary	STATE OF WISCONSIN	7/20/2016	Partisan Primary	Federal
7/5/2016	7/5/2016 Special Election	CITY OF THORP - CLARK COUNTY	6/22/2016	Special Election	Municipal
4/5/2016	2016 Spring Election and Presidential...	STATE OF WISCONSIN	3/16/2016	Spring Election...	Federal

1 - 4 of 4 (0 selected) | All | # | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Page 1

Select the election by clicking on the name of the election.

**In-Person Absentee Voting**

WISVOTE | ELECTION | Elections | 7/5/2016 Special EL... | Create | Enter Search Item | CITY OF THORP - CLARK COUNTY

SAVE | SAVE & CLOSE | SCAN VOTES | **VOTE IN-PERSON** | PREVIEW BALLOT | CANCEL | DELETE

**ELECTION INFORMATION**  
7/5/2016 Special Election | Election Date: 7/5/2016

**Election Progress**

Contests Complete |  Candidates Complete |  Provisionals Complete |  Poll Book Votes Recorded |  EDR Complete |  Election Closed

**General**

Name: 7/5/2016 Special Election  
Election Type: Special Election  
Jurisdiction: CITY OF THORP - CLARK COUNTY  
Government Level: Municipal  
Owner: CITY OF THORP - CLARK COUNTY  
Election Date: 7/5/2016  
Registration Closed On: 6/22/2016

**CONTESTS**  
**CANDIDATES**  
**ELECTION PLAN**  
**BALLOT STYLES**  
**POLL BOOKS**

Created By: CITY OF THORP - CLARK CO | Created On: 6/24/2016 9:55 AM | Modified By: CITY OF THORP - CLARK CO | Modified On: 6/24/2016 9:56 AM  
Active

The contests complete and candidates complete checkpoints must be checked before beginning to issue in person absentee ballots. The click on the Vote-In-Person button at the top. This will open a new vote in person absentee application.

# In-Person Absentee Voting

ABSENTEE APPLICATION  
New Absentee Application

Application Type: Regular | Application Source: Voted in Person | Effective Start Date: --

**Voter & Application Info**

**Voter Info**

Voter Name: [ ]

Voter Type: Regular

Home Address: [ ]

**Application Info**

Application Type: Regular

Application Date: 6/27/2016

Application Source: Voted in Person

FPCA:

Batch Name: --

Jurisdiction: CITY OF THORP - CLARK COUNTY

Curbside Voted:

**Ballot Delivery Info**

Ballot Delivery Method: Voted in Person

**Election Info**

Absentee Period: Current Election

Name of Election: 7/5/2016 Special Election

**Activities and Notes**

Created On	Created By	Modified On	Modified By
Active			

In the in-person absentee application., the ballot delivery method, application type, application date, application source and election are all defaulted. Of these only the date may be edited. The date is important as this is the date that WisVote will use for setting a ballot sent date and ballot returned date.

# In-Person Absentee Voting

Absentee Application: New Absentee Application - Microsoft Dynamics CRM - Internet Explorer provided by State of Wisconsin

https://wiscrm.wi.gov

X CANCEL CREATE BALLOT AND PRINT LETTERS

## ABSENTEE APPLICATION

### New Absentee Application

Application Type: Regular | Application Source: Voted in Person | Effective Start Date: --

#### Voter & Application Info

Voter Info	Application Info
Voter Name: KIESER, DENNIS	Application Type: Regular
Voter Type: Regular	Application Date: 6/27/2016
Home Address: --	Application Source: Voted in Person
	FRCA: <input type="checkbox"/>
	Batch Name: --
	Jurisdiction: CITY OF THORP - CLARK COUNTY
	Curbside Voted: <input type="checkbox"/>

#### Ballot Delivery Info

Ballot Delivery Method: Voted In Person

#### Election Info

Absentee Period: Current Election  
Name of Election: 7/5/2016 Special Election

#### Activities and Notes

Created On	Created By	Modified On	Modified By
Active			

Search for the voter name

# In-Person Absentee Voting

Ab absentee Application: New Absentee Application - Microsoft Dynamics CRM - Internet Explorer provided by State of Wisconsin

https://wv.gov

X CANCEL CREATE BALLOT AND PRINT LETTERS

## ABSENTEE APPLICATION

### New Absentee Application

Application Type: Regular | Application Source: Voted in Person | Effective Start Date: --

#### Voter & Application Info

<b>Voter Info</b>	<b>Application Info</b>
Voter Name: KIESER, DENNIS	Application Type: Regular
Voter Type: Kieser, Dennis 9/13/1938	Application Date: 6/27/2016
Home Address: 413 W STANLEY ST, THORP, WI 547...	Application Source: Voted in Person
Look Up More Records	FPCA: <input type="checkbox"/>
1 result + New	Batch Name: --
	Jurisdiction: CITY OF THORP - CLARK COUNTY
	Curbside Voted: <input type="checkbox"/>

<b>Ballot Delivery Info</b>	<b>Election Info</b>
Ballot Delivery Method: Voted In Person	Absentee Period: Current Election
	Name of Election: 7/5/2016 Special Election

#### Activities and Notes

Created On	Created By	Modified On	Modified By
Active			

Select the voter if the correct record is returned in the results.

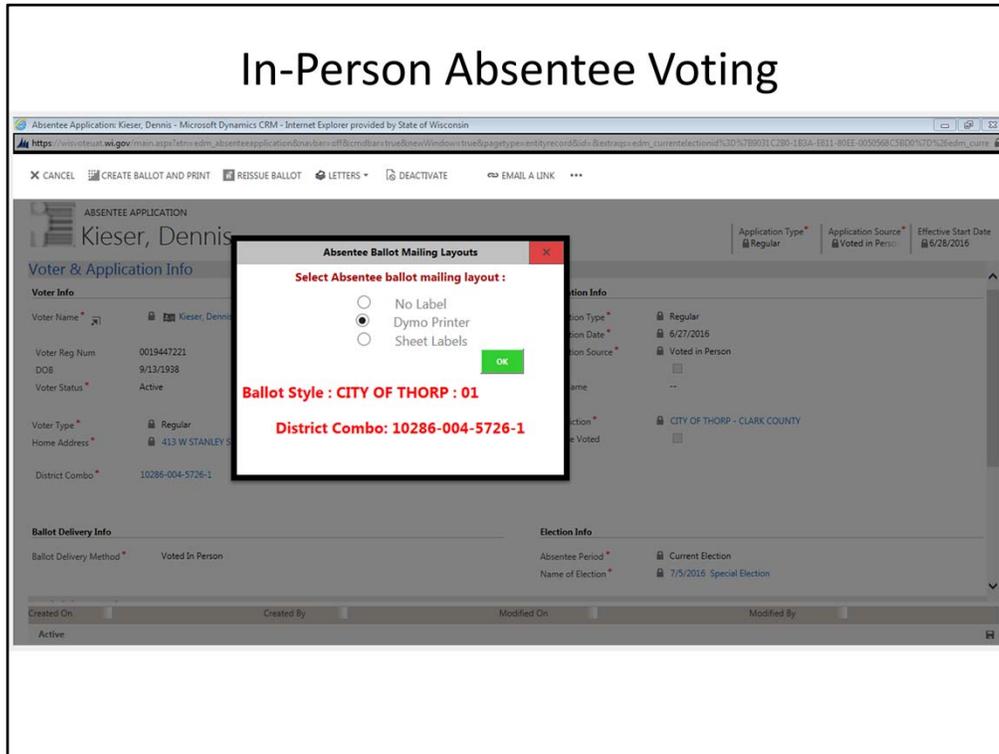
# In-Person Absentee Voting

The screenshot shows a web browser window displaying a Microsoft Dynamics CRM form titled "New Absentee Application". The browser's address bar shows "https://wi.gov". At the top of the form, there are navigation buttons: "CANCEL", "CREATE BALLOT AND PRINT", and "LETTERS". The form is divided into several sections:

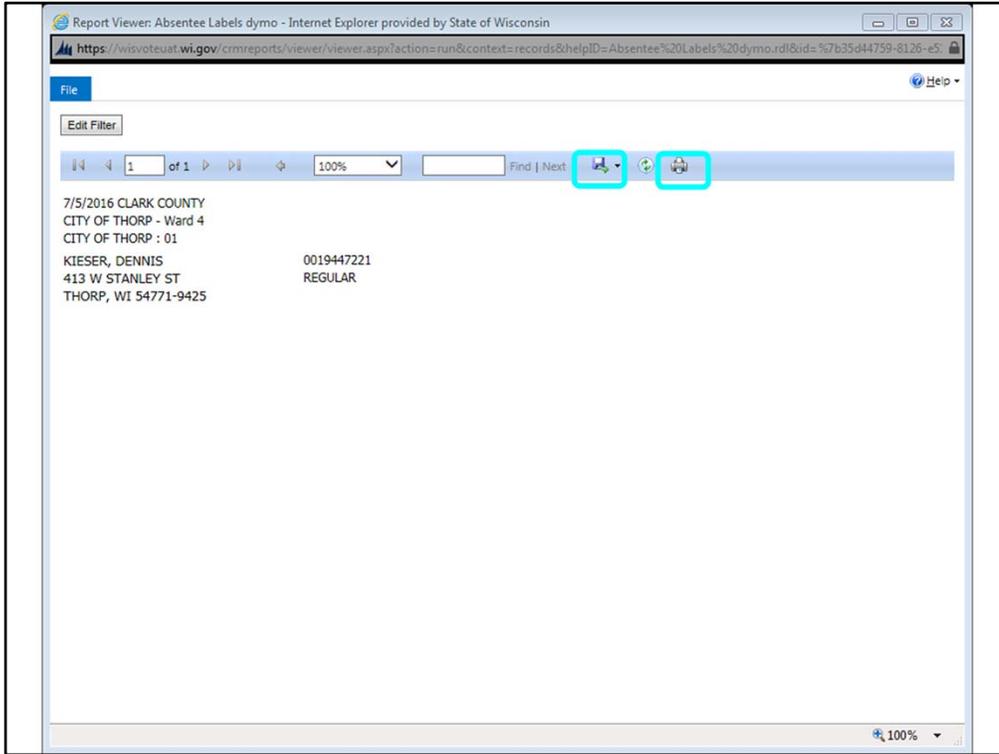
- Header:** "ABSENTEE APPLICATION" and "New Absentee Application". On the right, there are dropdown menus for "Application Type" (set to "Regular"), "Application Source" (set to "Voted in Person"), and "Effective Start Date".
- Voter & Application Info:** This section is split into two columns.
  - Voter Info:** Voter Name: Kieser, Dennis; Voter Reg Num: 0019447221; DOB: 9/13/1938; Voter Status: Active; Confidential Voter: --; Voter Type: Regular; Home Address: 413 W STANLEY ST, THORP, WI 54771-9425; District Combo: 10286-004-5726-1.
  - Application Info:** Application Type: Regular; Application Date: 6/27/2016; Application Source: Voted in Person; FPCA: ; Batch Name: --; Jurisdiction: CITY OF THORP - CLARK COUNTY; Curbside Voted: .
- Ballot Delivery Info:** Ballot Delivery Method: Voted In Person.
- Election Info:** Absentee Period: Current Election; Name of Election: 7/5/2016 Special Election.
- Footer:** A table with columns: Created On, Created By, Modified On, Modified By. The "Created On" cell contains the text "Active".

The in-person absentee application is now complete. Click on the “Create Ballot and Print” button.

# In-Person Absentee Voting



Select the method of printing or if no label is desired, select no label.



Print from the label report or export to a .pdf and print from that document.

# In-Person Absentee Voting

Abesntee Application: New Absentee Application - Microsoft Dynamics CRM - Internet Explorer provided by State of Wisconsin

https://wv.gov

CANCEL CREATE BALLOT AND PRINT LETTERS

ABSENTEE APPLICATION  
New Absentee Application

Application Type: Regular | Application Source: Voted in Person | Effective Start Date: --

### Voter & Application Info

<b>Voter Info</b>	<b>Application Info</b>
Voter Name *	Application Type * Regular
Voter Type * Regular	Application Date * 6/27/2016
Home Address *	Application Source * Voted in Person
	FPCA <input type="checkbox"/>
	Batch Name --
	Jurisdiction * CITY OF THORP - CLARK COUNTY
	Curbside Voted <input type="checkbox"/>

<b>Ballot Delivery Info</b>	<b>Election Info</b>
Ballot Delivery Method * Voted In Person	Absentee Period * Current Election
	Name of Election * 7/5/2016 Special Election

### Activities and Notes

Created On	Created By	Modified On	Modified By
Active			

A new in-person absentee application will appear, ready for the next voter.

## Manage Absentee Ballots/ Record Returned Mailings

WISVOTE | ELECTION | Elections | 7/5/2016 Special EL... | Create | Enter Search Item | CITY OF THORP... | CITY OF THORP...

SAVE | SAVE & CLOSE | SCAN VOTES | VOTE IN-PERSON | PREVIEW BALLOT | CANCEL | DELETE

**ELECTION INFORMATION**  
**7/5/2016 Special Election** | Election Date: 7/5/2016

Absentee Ballots Associated View | Search for records

MARK BALLOTS AS RETUR... | **RECORD RETURNED MAIL...** | LETTERS | MARK BALLOTS AS NOT R... | CHART PANE | RUN REPORT

Name	Batch Name (A...)	Care Facility N...	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Delivery...	Ballot Type	Ballot Style
Alger, Lori Lee			160.636	6/21/2016		Not Returned	Military	Mail	Official	CITY OF THORP : 01
Anderson, Vernon Scott			160.635	6/21/2016		Not Returned	Military	Email	Official	CITY OF THORP : 01
Bogumill, Myrth L			160.623	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Chmelik, Carol N			160.640	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Czerwinski, Arlene B			160.624	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Drost, Katharine Lachelle	BATCH 1		160.622	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Fitzl, Robbie J	BATCH 1		160.621	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Frenette, Holly A			160.639	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Geldernick, Lucille A			160.625	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Grendzinski, Alex R JR			160.617	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01

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Created By: CITY OF THORP - CLARK CO | Created On: 6/24/2016 9:55 AM | Modified By: CITY OF THORP - CLARK CO | Modified On: 6/24/2016 9:56 AM

Active

The preferred method but not the only method for recording returned ballots is through the Record Returned Mailings Button. Clicking on the Record Returned Mailings button will open

Record Returned Ballots -- Webpage Dialog

https://wisvoteat.wi.gov/WebResources/edm\_Html/RecordMailing.html?id=%769031C280-1B3A-E611-80EE-0030568C3BD0%7d

Record UnRecord Clear  Auto-Fill

### Record Returned Ballots

Mailing ID : \*   
 Or By Name :   
 Response Date : \*   
 Response Type : \*

Election Name :   
 Voter Status :   
 Voter Name :   
 Absentee Address :

Mailing ID	Response Date	Response Type	Election Name	Voter Status	Voter Name	Absentee Address	Status -StatusReason
------------	---------------	---------------	---------------	--------------	------------	------------------	-------------------------

Record Returned Ballots -- Webpage Dialog

https://wisvoteat.wi.gov/WebResources/edm\_Html/RecordMailing.html?id=%769031C280-1B3A-E611-80EE-0030568C3BD0%7d

Record UnRecord Clear  Auto-Fill

### Record Returned Ballots

Mailing ID : \*   
 Or By Name :   
 Response Date : \*   
 Response Type : \*

Election Name :   
 Voter Status :   
 Voter Name :   
 Absentee Address :

Mailing ID	Response Date	Response Type	Election Name	Voter Status	Voter Name	Absentee Address	Status -StatusReason
------------	---------------	---------------	---------------	--------------	------------	------------------	-------------------------

Record Returned Ballots -- Webpage Dialog

https://wisvoteat.wi.gov/WebResources/edm\_Html/RecordMailing.html?id=%769031C280-1B3A-E611-80EE-0030568C3BD0%7d

Record UnRecord Clear  Auto-Fill

### Record Returned Ballots

Mailing ID : \*   
 Or By Name :

Response Date : \*

Response Type : \* Returned

Election Name :

Voter Status :

Voter Name :

Absentee Address :

Mailing ID	Response Date	Response Type	Election Name	Voter Status	Voter Name	Absentee Address	Status -StatusReason
------------	---------------	---------------	---------------	--------------	------------	------------------	-------------------------

Record Returned Ballots -- Webpage Dialog

https://wisvoteat.wi.gov/WebResources/edm\_Html/Record/Mailing.html?id=%769031C280-1B3A-E611-80EE-0030568C3BD0%7d

Record UnRecord Clear  Auto-Fill

### Record Returned Ballots

Mailing ID :   
 Or By Name :

Election Name :

Response Date : \* 06/27/2016  
 Voter Status :

Response Type : \*  June 2016    
 Voter Name :

Absentee Address :

Mailing ID	Election Name	Voter Status	Voter Name	Absentee Address	Status -StatusReason
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

Record Returned Ballots -- Webpage Dialog

https://wisvoteat.wi.gov/WebResources/edm\_Html/RecordMailing.html?id=%769031C280-1B3A-E611-80EE-0030568C3BD0%7d

Record UnRecord Clear  Auto-Fill

### Record Returned Ballots

Mailing ID : \*  This field is required. Election Name :

Or By Name :  Voter Status :

Response Date : \* 06/28/2016 Voter Name :

Response Type : \* Returned  Absentee Address :

Mailing ID	Response Date	Response Type	Election Name	Voter Status	Voter Name	Absentee Address	Status -StatusReason
160636	06/28/2016	Returned	7/5/2016 Special Election	Active	Alger, Lori Lee	405 S CLARK ST, THORP, WI 54771-9634	Active - Returned

Record Returned Ballots -- Webpage Dialog

https://wisvoteat.wi.gov/WebResources/edm\_Html/RecordMailing.html?id=%7b9031c280-1b3a-e611-80ee-0030568c3bd0%7d

Record UnRecord Clear  Auto-Fill

### Record Returned Ballots

Mailing ID : \* 160627 This field is required.

Or By Name : hull

Response Date : Hull, Edward N 305 W RUSCH ST, THORP, WI 54771-9236  
Hull, Marian J 305 W RUSCH ST, THORP, WI 54771-9236

Response Type : \* Returned

Election Name : \_\_\_\_\_

Voter Status : \_\_\_\_\_

Voter Name : \_\_\_\_\_

Absentee Address : \_\_\_\_\_

Mailing ID	Response Date	Response Type	Election Name	Voter Status	Voter Name	Absentee Address	Status -StatusReason
160636	06/28/2016	Returned	7/5/2016 Special Election	Active	Alger, Lori Lee	405 S CLARK ST, THORP, WI 54771-9634	Active - Returned

Record Returned Ballots -- Webpage Dialog

https://wisvoteat.wi.gov/WebResources/edm\_Html/RecordMailing.html?id=%769031C280-1B3A-E611-80EE-0030568C3BD0%7d

Record UnRecord Clear  Auto-Fill

### Record Returned Ballots

Mailing ID :   
 Or By Name :

Response Date : 06/28/2016  
 Response Type : Returned

Election Name :   
 Voter Status :   
 Voter Name :   
 Absentee Address :

Mailing ID	Response Date	Response Type	Election Name	Voter Status	Voter Name	Absentee Address	Status -StatusReason
160636	06/28/2016	Returned	7/5/2016 Special Election	Active	Alger, Lori Lee	405 S CLARK ST, THORP, WI 54771-9634	Active - Returned
160627	06/28/2016	Returned	7/5/2016 Special Election	Active	Hull, Edward N	305 W RUSCH ST, THORP, WI 54771-9236	Active - Returned

## Manage Absentee Ballots/ Record Returned Mailings

WISVOTE | ELECTION | Elections | 7/5/2016 Special El... | Create | Enter Search Item | CITY OF THORP | CITY OF THORP

SAVE | SAVE & CLOSE | SCAN VOTES | VOTE IN-PERSON | PREVIEW BALLOT | CANCEL | DELETE

**ELECTION INFORMATION**  
**7/5/2016 Special Election** | Election Date: 7/5/2016

Absentee Ballots Associated View | Search for records

MARK BALLOTS AS RETUR... | RECORD RETURNED MAIL... | LETTERS | MARK BALLOTS AS NOT R... | CHART PANE | RUN REPORT

Name	Batch Name (A...)	Care Facility N...	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Delivery...	Ballot Type	Ballot Style
Alger, Lori Lee			160.636	6/21/2016	6/27/2016	Returned	Military	Mail	Official	CITY OF THORP : 01
Anderson, Vernon Scott			160.635	6/21/2016	6/27/2016	Returned	Military	Email	Official	CITY OF THORP : 01
Bogumill, Myrth L			160.623	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Chmelik, Carol N			160.640	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Czerwinski, Arlene B			160.624	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Drost, Katharine Lachelle	BATCH 1		160.622	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Fitzl, Robbie J	BATCH 1		160.621	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Frenette, Holly A			160.639	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Geldernick, Lucille A			160.625	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Grendzinski, Alex R JR			160.617	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01

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Created By: CITY OF THORP - CLARK CO | Created On: 6/24/2016 9:55 AM | Modified By: CITY OF THORP - CLARK CO | Modified On: 6/24/2016 9:56 AM | Active

The date ballot returned will now appear in the absentee ballots associated view.

## Manage Absentee Ballots/ Deactivate a Ballot

WISVOTE | ELECTION | Elections | 7/5/2016 Special EL... | Create | Enter Search Item | CITY OF THORP | CITY OF THORP

SAVE | SAVE & CLOSE | SCAN VOTES | VOTE IN-PERSON | PREVIEW BALLOT | CANCEL | DELETE

**ELECTION INFORMATION**  
**7/5/2016 Special Election** | Election Date: 7/5/2016

Absentee Ballots Associated View | Search for records

MARK BALLOTS AS RETURNED | SET BALLOTS SENT DATE | RECORD RETURNED MAIL... | LETTERS | MARK BALLOTS AS NOT R... | **DEACTIVATE**

Name	Batch Name (A...)	Care Facility (N...)	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Delivery...	Ballot Type	Ballot Style
Alger, Lori Lee			160.636	6/21/2016	6/27/2016	Returned	Military	Mail	Official	CITY OF THORP : 01
Anderson, Vernon Scott			160.635	6/21/2016	6/27/2016	Returned	Military	Email	Official	CITY OF THORP : 01
Bogumill, Myrth L			160.623	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Chmelik, Carol N			160.640	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Czerwinski, Arlene B			160.624	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
<input checked="" type="checkbox"/> Drost, Katharine Lachelle	BATCH 1		160.622	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Fitzl, Robbie J	BATCH 1		160.621	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Frenette, Holly A			160.639	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Geldernick, Lucille A			160.625	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Grendzinski, Alex R JR			160.617	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01

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Created By: CITY OF THORP - CLARK CO | Created On: 6/24/2016 9:55 AM | Modified By: CITY OF THORP - CLARK CO | Modified On: 6/24/2016 9:56 AM

Active

To deactivate a ballot first mark a record for deactivation then click the deactivate button.

## Manage Absentee Ballots/ Deactivate a Ballot

The screenshot shows a web browser window titled "Absentee Ballot Status Reason - Internet Explorer provided by State of Wisconsin". The address bar displays the URL: <https://wisvoteuat.wi.gov/cs/dialog/rundialog.aspx?DialogId=FFF447EA-EE2E-4B0E-88F0-9B466EEB4A48&En>. The main content area is titled "Absentee Ballot Status Reason" and contains the text: "Do you want to deactivate the selected Absentee Ballots ? You can reactivate it later, if you wish." Below this text is a "Ballot Status Reason" dropdown menu with a list of options: Undeliverable, Cancelled Administrative Action, Ballot Not Received, Voter Spoiled, Voter Request, Ballot Returned After Deadline, Voter Moved, Rejected at Polls/MBOC, and Ineligible. To the right of the dropdown is a "Tip" section with the text: "This action will change the status of the selected Absentee Ballots to Inactive". At the bottom of the dialog, there are four buttons: "Help", "Summary", "Next", and "Cancel". The browser's zoom level is set to 100%.

Select one of the reasons for deactivation from the dropdown menu.

## Manage Absentee Ballots/ Mark Ballot(s) as Returned

WISVOTE | ELECTION | Elections | 7/5/2016 Special El... | Create | Enter Search Item | CITY OF THORP | CITY OF THORP

SAVE | SAVE & CLOSE | SCAN VOTES | VOTE IN-PERSON | PREVIEW BALLOT | CANCEL | DELETE

**ELECTION INFORMATION**  
**7/5/2016 Special Election** | Election Date 7/5/2016

Absentee Ballots Associated View | Search for records

MARK BALLOTS AS RETURNED...
  SET BALLOTS SENT DATE
  RECORD RETURNED MAIL...
  LETTERS
  MARK BALLOTS AS NOT R...
  DEACTIVATE

Name	Batch Name (A...)	Care Facility N...	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Delivery...	Ballot Type	Ballot Style
Alger, Lori Lee			160.636	6/21/2016	6/27/2016	Returned	Military	Mail	Official	CITY OF THORP : 01
Anderson, Vernon Scott			160.635	6/21/2016	6/27/2016	Returned	Military	Email	Official	CITY OF THORP : 01
Bogumill, Myrth L			160.623	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
<input checked="" type="checkbox"/> Chmelik, Carol N			160.640	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
<input checked="" type="checkbox"/> Czerwinski, Arlene B			160.624	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
<input checked="" type="checkbox"/> Fitzl, Robbie J	BATCH 1		160.621	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Frenette, Holly A			160.639	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Geldernick, Lucille A			160.625	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Grendzinski, Alex R JR			160.617	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Hall, Julie A			160.637	6/21/2016		Not Returned	Military	Mail	Official	CITY OF THORP : 01

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Created By: CITY OF THORP - CLARK CO | Created On: 6/24/2016 9:55 AM | Modified By: CITY OF THORP - CLARK CO | Modified On: 6/24/2016 9:56 AM

Active

To mark a single or multiple ballot records as returned, first mark the records, then click the “mark ballots as returned” button.

# Manage Absentee Ballots/ Mark Ballot(s) as Returned

The screenshot displays the WISVOTE application interface for a 7/5/2016 Special Election. The main window is titled "Absentee Ballots Associated View" and contains a table of ballot records. A modal popup titled "Marked Ballots As Returned" is overlaid on the table, displaying the message: "Selected 3 absentee ballots are Marked as returned successfully!".

Name	Batch Name	Application Type	Ballot Delivery	Ballot Type	Ballot Style
Alger, Lori Lee		Military	Mail	Official	CITY OF THORP : 01
Anderson, Vernon Scott		Military	Email	Official	CITY OF THORP : 01
Bogumill, Myrth L		Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Chmelik, Carol N		Regular	Mail	Official	CITY OF THORP : 01
Czerwinski, Arlene B		Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Fitzl, Robbie J	BATCH 1	Regular	Mail	Official	CITY OF THORP : 01
Frenette, Holly A		Regular	Mail	Official	CITY OF THORP : 01
Geldernick, Lucille A		Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Grendzinski, Alex R JR		Regular	Mail	Official	CITY OF THORP : 01
Hall, Julie A		Military	Mail	Official	CITY OF THORP : 01

A popup verifying that the 3 ballots have been returned successfully.

# Manage Absentee Ballots/ Mark Ballot(s) as Returned

WISVOTE | ELECTION | Elections | 7/5/2016 Special El... | Create | Enter Search Item | CITY OF THORP | CITY OF THORP

SAVE | SAVE & CLOSE | SCAN VOTES | VOTE IN-PERSON | PREVIEW BALLOT | CANCEL | DELETE

**ELECTION INFORMATION**  
**7/5/2016 Special Election** | Election Date: 7/5/2016

Absentee Ballots Associated View | Search for records

MARK BALLOTS AS RETURNED | RECORD RETURNED MAIL | LETTERS | MARK BALLOTS AS NOT RETURNED | CHART PANE | RUN REPORT

Name	Batch Name (A...)	Care Facility N...	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Delivery...	Ballot Type	Ballot Style
Alger, Lori Lee			160.636	6/21/2016	6/27/2016	Returned	Military	Mail	Official	CITY OF THORP : 01
Anderson, Vernon Scott			160.635	6/21/2016	6/27/2016	Returned	Military	Email	Official	CITY OF THORP : 01
Bogumill, Myrth L			160.623	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Chmelik, Carol N			160.640	6/21/2016	6/27/2016	Returned	Regular	Mail	Official	CITY OF THORP : 01
Czerwinski, Arlene B			160.624	6/21/2016	6/27/2016	Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Fitzl, Robbie J	BATCH 1		160.621	6/21/2016	6/27/2016	Returned	Regular	Mail	Official	CITY OF THORP : 01
Frenette, Holly A			160.639	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Geldernick, Lucille A			160.625	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Grendzinski, Alex R JR			160.617	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Hall, Julie A			160.637	6/21/2016		Not Returned	Military	Mail	Official	CITY OF THORP : 01

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Created By: CITY OF THORP - CLARK CO | Created On: 6/24/2016 9:55 AM | Modified By: CITY OF THORP - CLARK CO | Modified On: 6/24/2016 9:56 AM | Active

# Manage Absentee Ballots/ Mark Ballot(s) as Not Returned

WISVOTE | ELECTION | Elections | 7/5/2016 Special EL... | Create | Enter Search Item | CITY OF THORP | CITY OF THORP

SAVE | SAVE & CLOSE | SCAN VOTES | VOTE IN-PERSON | PREVIEW BALLOT | CANCEL | DELETE

**ELECTION INFORMATION**  
**7/5/2016 Special Election** | Election Date: 7/5/2016

Absentee Ballots Associated View

MARK BALLOTS AS RETURNED | SET BALLOTS SENT DATE | RECORD RETURNED MAIL... | LETTERS | **MARK BALLOTS AS NOT RETURNED** | DEACTIVATE

Name	Batch Name (A...)	Care Facility N...	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Delivery...	Ballot Type	Ballot Style
Alger, Lori Lee			160.636	6/21/2016	6/27/2016	Returned	Military	Mail	Official	CITY OF THORP : 01
Anderson, Vernon Scott			160.635	6/21/2016	6/27/2016	Returned	Military	Email	Official	CITY OF THORP : 01
Bogumill, Myrth L			160.623	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Chmelik, Carol N			160.640	6/21/2016	6/27/2016	Returned	Regular	Mail	Official	CITY OF THORP : 01
Czerwinski, Arlene B			160.624	6/21/2016	6/27/2016	Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Fitzl, Robbie J	BATCH 1		160.621	6/21/2016	6/27/2016	Returned	Regular	Mail	Official	CITY OF THORP : 01
Frenette, Holly A			160.639	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Geldernick, Lucille A			160.625	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Grendzinski, Alex R JR			160.617	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Hall, Julie A			160.637	6/21/2016		Not Returned	Military	Mail	Official	CITY OF THORP : 01

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Created By: CITY OF THORP - CLARK CO | Created On: 6/24/2016 9:55 AM | Modified By: CITY OF THORP - CLARK CO | Modified On: 6/24/2016 9:56 AM

Active

Click on the Mark Ballots as not returned.

# Manage Absentee Ballots/ Mark Ballot(s) as Not Returned

The screenshot displays the WISVOTE application interface for a 7/5/2016 Special Election. The main window shows a table of absentee ballots with columns for Name, Batch Name, Application Type, Ballot Delivery, Ballot Type, and Ballot Style. A popup window titled "Marked Ballots As Not Returned" is overlaid on the table, displaying the message: "Selected 1 absentee ballots are Marked as Not Returned successfully!".

Name	Batch Name	Application Type	Ballot Delivery	Ballot Type	Ballot Style	
Alger, Lori Lee		Military	Mail	Official	CITY OF THORP : 01	
Anderson, Vernon Scott		Military	Email	Official	CITY OF THORP : 01	
Bogumill, Myrth L		Indefinitely Con...	Mail	Official	CITY OF THORP : 01	
Chmelik, Carol N		Regular	Mail	Official	CITY OF THORP : 01	
Czerwinski, Arlene B		Indefinitely Con...	Mail	Official	CITY OF THORP : 01	
Fitzl, Robbie J	BATCH 1	Regular	Mail	Official	CITY OF THORP : 01	
Frenette, Holly A		Not Returned	Regular	Mail	CITY OF THORP : 01	
Geldernick, Lucille A		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01
Grendzinski, Alex R JR		Not Returned	Regular	Mail	Official	CITY OF THORP : 01
Hall, Julie A		Not Returned	Military	Mail	Official	CITY OF THORP : 01

Created By: CITY OF THORP - CLARK COJ Created On: 6/24/2016 9:55 AM Modified By: CITY OF THORP - CLARK COJ Modified On: 6/24/2016 9:56 AM

A popup to verify that the ballot has been marked as not returned.

# Manage Absentee Ballots

## Reissue ballot/Reprint Label from Ballot Record

**ELECTION : INFORMATION**  
**7/5/2016 Special Election**  
 Election Date: 7/5/2016

**Absentee Ballots Associated View**

MARK BALLOTS AS RETURNED SET BALLOTS SENT DATE RECORD RETURNED MAIL LETTERS MARK BALLOTS AS NOT RETURNED DEACTIVATE

Name	Batch Name (A...)	Care Facility N...	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Delivery...	Ballot Type	Br
Lewan, Alan J			160.616	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THC
Marek, Aaron J			160.615	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THC
Mauel, Allen E		REST HAVEN	160.634	6/21/2016		Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THC
Moffitt, Amy Bea	BATCH 1		160.619	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THC
<b>Panek, Edward G</b>				<b>6/28/2016</b>	<b>6/28/2016</b>	<b>Returned</b>	<b>Regular</b>	<b>Voted In Person</b>	<b>Official</b>	<b>CITY OF THC</b>
Pattee, Penny Jo				6/28/2016	6/28/2016	Returned	Regular	Voted In Person	Official	CITY OF THC
Patterson, Dolores Rita				6/28/2016	6/28/2016	Returned	Regular	Voted In Person	Official	CITY OF THC
Pawlak, Marcia Ann				6/28/2016	6/28/2016	Returned	Regular	Voted In Person	Official	CITY OF THC
Strom, Amy L	BATCH 1		160.620	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THC
Spyrczuk, Alexa Ray		REST HAVEN	160.631	6/21/2016		Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THC
Vote, Ura B	BATCH 1		160.614	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THC
Welch, Amy Lynn	BATCH 1		160.618	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THC

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Created By: CITY OF THORP - CLARK Created On: 6/24/2016 9:55 AM Modified By: CITY OF THORP - CLARK Modified On: 6/24/2016 9:56 AM

Start by marking a ballot record from the absentee ballots associated view.

## Manage Absentee Ballots

### Reissue ballot/Reprint Label from Ballot Record

WISVOTE | ELECTION | Panelk, Edward G | Create | CITY OF THORP

SAVE | SAVE & CLOSE | CANCEL | SET RETURNED STATUS | REISSUE BALLOT | CANCEL BALLOT | REPRINT LABEL

**ABSENTEE BALLOT**

**Panelk, Edward G**

Ballot Number: 1

Application Type: Regular

Delivery Method: Voted In Person

Status Reason: Returned

---

**Voter and Absentee Application Information**

<p><b>Absentee Application Information</b></p> <p>Absentee Application: Panelk, Edward G</p> <p>Ballot Type: Official</p> <p>Batch: --</p> <p>Absentee Address: 501 S CLARK ST, THORP, WI 54771-9635</p> <p>Application Type: Regular</p> <p>Ballot Delivery Method: Voted In Person</p>	<p><b>Voter Information</b></p> <p>Voter Name: Panelk, Edward G</p> <p>Voter Reg Num: 0704162200</p> <p>Jurisdiction: CITY OF THORP - CLARK COUNTY</p>
--	--

---

**Election and Ballot Information**

<p><b>Election Info</b></p> <p>District/Combo: 10286-001-5726-1</p> <p>Ward: City of Thorp - Ward 1</p> <p>Ballot Style: CITY OF THORP - 01</p> <p>Election Name: 7/5/2016 Special Election</p>	<p><b>Ballot Information</b></p> <p>Date Ballot Sent: 6/28/2016</p> <p>Date Ballot Returned: 6/28/2016</p> <p>Mailing Id: --</p> <p>Note: --</p> <p>Ballot Status: Active</p>
---	---

---

Created On: 6/28/2016 12:41 PM | Created By: CITY OF THORP - CLARK | Modified On: 6/28/2016 12:41 PM | Modified By: CITY OF THORP - CLARK

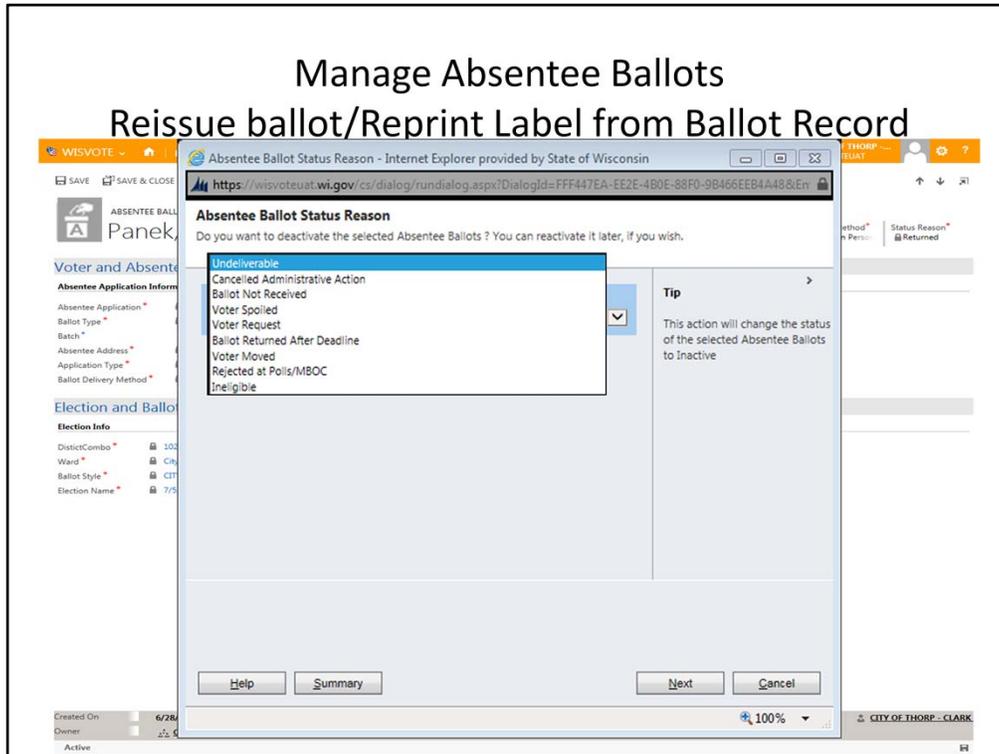
Owner: CITY OF THORP - CLARK

Active

From the individual absentee ballot screen, you may set the returned status, reissue a ballot, cancel a ballot or reprint a label. You may set the returned status for this individual ballot just like when recording returned ballots. Reprinting a label does not cancel the active ballot, it only reprints the label. To reissue the ballot, you must first cancel the active ballot by clicking on the cancel ballot button, then click the reissue ballot button.

# Manage Absentee Ballots

## Reissue ballot/Reprint Label from Ballot Record



The most common reason for cancelling a ballot is “voter spoiled” but choose the most appropriate reason here.

# Manage Absentee Ballots

## Reissue ballot/Reprint Label from Ballot Record

The screenshot displays the WISVOTE system interface for managing absentee ballots. The top navigation bar includes buttons for SAVE, SAVE & CLOSE, CANCEL, SET RETURNED STATUS, REISSUE BALLOT (highlighted), CANCEL BALLOT, and REPRINT LABEL. The main content area is titled 'ABSENTEE BALLOT' and shows details for 'Panek, Edward G'. The interface is divided into several sections:

- Absentee Application Information:** Includes fields for Absentee Application (Panek, Edward G), Ballot Type (Official), Batch, Absentee Address (501 S CLARK ST, THORP, WI 54771-9635), Application Type (Regular), and Ballot Delivery Method (Voted In Person).
- Voter Information:** Includes Voter Name (Panek, Edward G), Voter Reg Num (0704162200), and Jurisdiction (CITY OF THORP - CLARK COUNTY).
- Election and Ballot Information:** Includes Election Info (District: 10286-001-5726-1, Ward: City of Thorp - Ward 1, Ballot Style: CITY OF THORP - 01, Election Name: 7/5/2016 Special Election) and Ballot Information (Date Ballot Sent: 6/28/2016, Date Ballot Returned: 6/28/2016, Mailing Id: --, Note: --, Ballot Status: Active).

The bottom of the page shows a footer with metadata: Created On (6/28/2016 12:41 PM), Created By (CITY OF THORP - CLARK), Modified On (6/28/2016 12:41 PM), Modified By (CITY OF THORP - CLARK), and an Active status indicator.

Then click on the reissue ballot button.

# Manage Absentee Ballots

## Reissue ballot/Reprint Label from Ballot Record

WISVOTE | ELECTION | Elections | 7/5/2016 Special EL... | Create | CITY OF THORP | CITY OF THORP

**ELECTION : INFORMATION**  
**7/5/2016 Special Election** | Election Date 7/5/2016

Absentee Ballots Associated View

MARK BALLOTS AS RETURNED | SET BALLOTS SENT DATE | RECORD RETURNED MAIL... | LETTERS | MARK BALLOTS AS NOT RETURNED | DEACTIVATE

Name	Batch Name (A...)	Care Facility N...	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Delivery...	Ballot Type	City
Kaczmarek, Lillian L			160.690	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP
Kieser, Dennis				6/21/2016	6/27/2016	Returned	Regular	Voted In Person	Official	CITY OF THORP
Lange, Hazelbelle			160.638	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP
Lev, Allen M		REST HAVEN	160.633	6/21/2016		Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP
Levan, Alan J			160.616	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP
Marek, Aaron J			160.615	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP
Mauel, Allen E		REST HAVEN	160.634	6/21/2016		Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP
Moffitt, Amy Bea	BATCH 1		160.619	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP
<b>Panek, Edward G</b>				<b>6/28/2016</b>	<b>6/28/2016</b>	<b>Returned</b>	<b>Regular</b>	<b>Voted In Person</b>	<b>Official</b>	<b>CITY OF THORP</b>
Pattee, Penny Jo				6/28/2016	6/28/2016	Returned	Regular	Voted In Person	Official	CITY OF THORP
Patterson, Dolores Rita				6/28/2016	6/28/2016	Returned	Regular	Voted In Person	Official	CITY OF THORP
Paviak, Marcia Ann				6/28/2016	6/28/2016	Returned	Regular	Voted In Person	Official	CITY OF THORP
Strom, Amy L	BATCH 1		160.620	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP
Szyrczuk, Alexa Ray		REST HAVEN	160.631	6/21/2016		Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP
Voter, Ura B	BATCH 1		160.614	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP

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ALL # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Created By CITY OF THORP - CLARK Created On 6/24/2016 9:55 AM Modified By CITY OF THORP - CLARK Modified On 6/24/2016 9:56 AM

Active

By scrolling to the right.....

# Manage Absentee Ballots

## Reissue ballot/Reprint Label from Ballot Record

WISVOTE | ELECTION | Elections | 7/5/2016 Special EL... | Create | CITY OF THORP | CITY OF THORP

ELECTION INFORMATION  
**7/5/2016 Special Election** | Election Date 7/5/2016

Absentee Ballots Associated View

MARK BALLOTS AS RETURNED | SET BALLOTS SENT DATE | RECORD RETURNED MAIL... | LETTERS | MARK BALLOTS AS NOT R... | DEACTIVATE

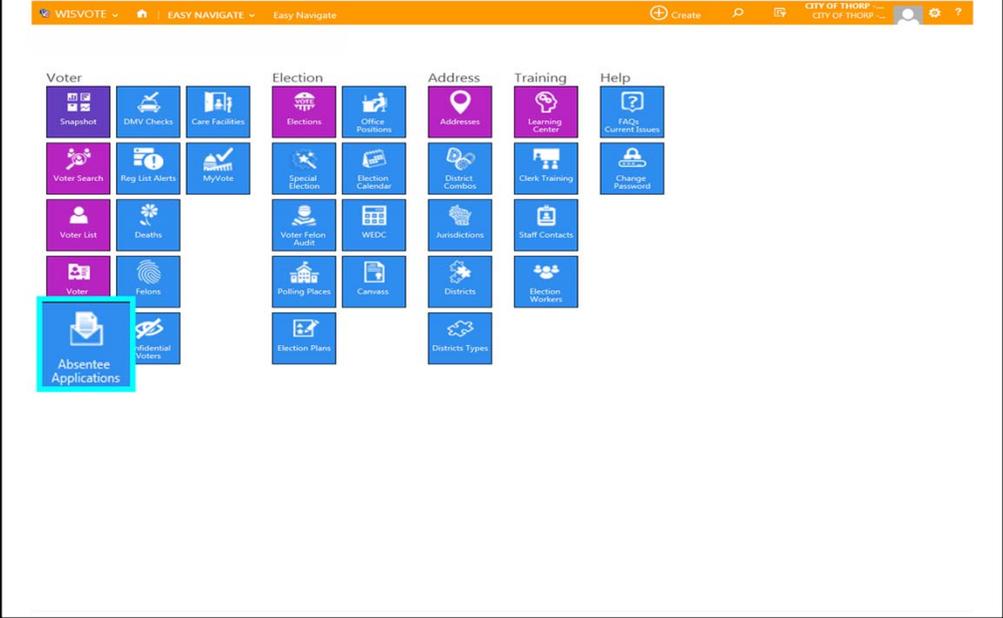
Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Delivery...	Ballot Type	Ballot Style	Ward	District Combo...	Ballot Number...	Created
6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP : 01	City of Thorp - Ward 4	10286-004-572...	1	6/27/2016 7:55...
6/21/2016	6/27/2016	Returned	Regular	Voted In Person	Official	CITY OF THORP : 01	City of Thorp - Ward 4	10286-004-572...	1	6/27/2016 9:02...
6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01	City of Thorp - Ward 4	10286-004-572...	1	6/27/2016 8:39...
6/21/2016		Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP : 01	City of Thorp - Ward 1	10286-001-572...	1	6/27/2016 7:55...
6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01	City of Thorp - Ward 3	10286-003-572...	1	6/27/2016 7:25...
6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01	City of Thorp - Ward 3	10286-003-572...	1	6/27/2016 7:25...
6/21/2016		Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP : 01	City of Thorp - Ward 4	10286-004-572...	1	6/27/2016 7:25...
6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01	City of Thorp - Ward 2	10286-002-572...	1	6/27/2016 7:25...
6/28/2016	6/28/2016	Returned	Regular	Voted In Person	Official	CITY OF THORP : 01	City of Thorp - Ward 1	10286-001-572...	2	6/27/2016 1:04...
6/28/2016	6/28/2016	Returned	Regular	Voted In Person	Official	CITY OF THORP : 01	City of Thorp - Ward 1	10286-001-572...	1	6/27/2016 12:4...
6/28/2016	6/28/2016	Returned	Regular	Voted In Person	Official	CITY OF THORP : 01	City of Thorp - Ward 4	10286-004-572...	1	6/28/2016 12:4...
6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01	City of Thorp - Ward 4	10286-004-572...	1	6/27/2016 12:4...
6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01	City of Thorp - Ward 2	10286-002-572...	1	6/27/2016 7:25...
6/21/2016		Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP : 01	City of Thorp - Ward 2	10286-002-572...	1	6/27/2016 7:55...
6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THORP : 01	City of Thorp - Ward 3	10286-003-572...	1	6/27/2016 7:25...

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Created By: CITY OF THORP - CLARK Created On: 6/24/2016 9:55 AM Modified By: CITY OF THORP - CLARK Modified On: 6/24/2016 9:56 AM

Note that the reissued ballot is ballot number 2.

# Manage Absentee Applications/ Deactivate an Absentee Application



With the home page as a starting point, click on the absentee applications tile

# Manage Absentee Applications/ Deactivate an Absentee Application

The screenshot displays the 'My Active Absentee Applications' page in the WISVOTE system. The page features a search bar at the top right and a table of application records. The table columns are: Name, Voter Type, Application Source, Application, Ballot Delivery Method, Batch Name, Care Facility Name, District Combo, Absentee Reason, and Name of Election. The records list various voters such as Alger, Lori Lee, Anderson, Vern..., and others, with their respective application details and election information.

Name	Voter Type	Application Source	Application	Ballot Delivery Method	Batch Name	Care Facility Name	District Combo	Absentee Reason	Name of Election
Alger, Lori Lee	Military	Mail	Military	Mail			10286-001-5726-1	Current Election	7/5/2016 Special Election
Anderson, Vern...	Military	Email	Military	Email			10286-001-5726-1	Current Election	7/5/2016 Special Election
Blair, Tammy A	Regular	Email	Regular	Mail			10286-001-5726-1	Current Election	2016 Spring Election and Presi
Bogumil, Myrth L	Regular	Mail	Indefinitely Conf...	Mail			10286-003-5726-1	All Future Elect...	
Broda, Kory D	Regular	Voted In Person	Regular	Voted In Person			10286-004-5726-1	Current Election	2016 Spring Election and Presi
Chenik, Carol N	Regular	Mail	Regular	Mail			10286-004-5726-1	Current Election	7/5/2016 Special Election
Czerwinski, Ane...	Regular	Mail	Indefinitely Conf...	Mail			10286-004-5726-1	All Future Elect...	
Dolien, Joann E...	Regular	Received In Person	Regular	Mail			10286-004-5726-1	Current Election	2016 Spring Election and Presi
Drost, Katharine...	Regular	Mail	Regular	Mail	BATCH 1		10286-001-5726-1	Current Election	7/5/2016 Special Election
Fitz, Robbie J	Regular	Mail	Regular	Mail	BATCH 1		10286-004-5726-1	Current Election	7/5/2016 Special Election
Frenette, Holly A	Regular	Mail	Regular	Mail			10286-003-5726-1	Current Election	7/5/2016 Special Election
Frost, Melissa Ja...	Regular	Email	Regular	Mail			10286-001-5726-1	Current Election	2016 Spring Election and Presi
Frost, Thomas E	Regular	Received In Person	Regular	Mail			10286-001-5726-1	Current Election	2016 Spring Election and Presi
Geldernick, Lucil...	Regular	Mail	Indefinitely Conf...	Mail			10286-001-5726-1	All Future Elect...	
Grendzinski, Ale...	Regular	Mail	Regular	Mail			10286-003-5726-1	Calendar Year	
Hall, Julie A	Military	Email	Military	Mail			10286-002-5726-1	Current Election	7/5/2016 Special Election
Hanley, Mary Ag...	Regular	Received In Person	Regular	Mail			10286-001-5726-1	Current Election	2016 Spring Election and Presi
Haseiow, Nancy A	Regular	Mail	Indefinitely Conf...	Mail			10286-001-5726-1	All Future Elect...	
Hull, Edward N	Regular	Mail	Indefinitely Conf...	Mail			10286-004-5726-1	All Future Elect...	
Hull, Marian J	Regular	Mail	Indefinitely Conf...	Mail			10286-004-5726-1	All Future Elect...	
Hulk, Angeline H	Regular	Mail	Indefinitely Conf...	Mail			10286-001-5726-1	All Future Elect...	
Janik, Alexandra M	Regular	Mail	Indefinitely Conf...	Special Voting Device		BRKT HAVERN	10286-001-5726-1	All Future Elect...	

At the bottom of the page, there is a pagination indicator showing '1 - 45 of 45 (0 selected)' and a navigation bar with letters A through Z.

# Manage Absentee Applications/ Deactivate an Absentee Application

The screenshot shows the WISVOTE system interface for managing absentee applications. The top navigation bar includes 'NEW', 'LETTERS', 'DEACTIVATE', 'DETECT DUPLICATES', 'COPY A LINK', and 'EMAIL A LINK'. The main content area displays a table of active absentee applications.

Name	Voter Type	Application Source	Application	Ballot Delivery Method	Batch Name	Care Facility Name	District Combo	Absentee Period	Name of Election
Alger, Lori Lee	Military	Mail	Military	Mail			10286-001-5726-1	Current Election	7/5/2016 Special Election
Anderson, Vern...	Military	Email	Military	Email			10286-001-5726-1	Current Election	7/5/2016 Special Election
Blair, Tammy A.	Regular	Email	Regular	Mail			10286-001-5726-1	Current Election	2016 Spring Election and Presi...
<b>Bogumil, Myrth L.</b>	Regular	Mail	Indefinitely Conf...	Mail			<b>10286-003-5726-1</b>	All Future Elect...	
Broda, Kory D.	Regular	Voted In Person	Regular	Voted In Person			10286-004-5726-1	Current Election	2016 Spring Election and Presi...
Chmelik, Carol N.	Regular	Mail	Regular	Mail			10286-004-5726-1	Current Election	7/5/2016 Special Election
Czerwinski, Arie...	Regular	Mail	Indefinitely Conf...	Mail			10286-004-5726-1	All Future Elect...	
Dolien, Joann E...	Regular	Received In Person	Regular	Mail			10286-004-5726-1	Current Election	2016 Spring Election and Presi...
Drost, Katharine...	Regular	Mail	Regular	Mail	BATCH 1		10286-001-5726-1	Current Election	7/5/2016 Special Election
Fitz, Robbie J.	Regular	Mail	Regular	Mail	BATCH 1		10286-004-5726-1	Current Election	7/5/2016 Special Election
Frenette, Holly A.	Regular	Mail	Regular	Mail			10286-003-5726-1	Current Election	7/5/2016 Special Election
Frost, Melissa Ja...	Regular	Email	Regular	Mail			10286-001-5726-1	Current Election	2016 Spring Election and Presi...
Frost, Thomas E.	Regular	Received In Person	Regular	Mail			10286-001-5726-1	Current Election	2016 Spring Election and Presi...
Getdemick, Lucil...	Regular	Mail	Indefinitely Conf...	Mail			10286-001-5726-1	All Future Elect...	
Grendzinski, Aie...	Regular	Mail	Regular	Mail			10286-003-5726-1	Calendar Year	
Hall, Julie A.	Military	Email	Military	Mail			10286-002-5726-1	Current Election	7/5/2016 Special Election
Hanley, Mary Ag...	Regular	Received In Person	Regular	Mail			10286-001-5726-1	Current Election	2016 Spring Election and Presi...
Haseiow, Nancy A.	Regular	Mail	Indefinitely Conf...	Mail			10286-001-5726-1	All Future Elect...	
Hull, Edward N.	Regular	Mail	Indefinitely Conf...	Mail			10286-004-5726-1	All Future Elect...	
Hull, Marian J.	Regular	Mail	Indefinitely Conf...	Mail			10286-004-5726-1	All Future Elect...	
Huis, Angeline H.	Regular	Mail	Indefinitely Conf...	Mail			10286-001-5726-1	All Future Elect...	
Iank, Alexandra M.	Regular	Mail	Indefinitely Conf...	Special Voting Device	BEST HAUVN		10286-001-5726-1	All Future Elect...	

The interface also shows a search bar for records, a 'DEACTIVATE' button highlighted in orange, and a table with 10 columns: Name, Voter Type, Application Source, Application, Ballot Delivery Method, Batch Name, Care Facility Name, District Combo, Absentee Period, and Name of Election. The application for Bogumil, Myrth L. is selected, and its 'DEACTIVATE' button is highlighted. The bottom of the screen shows '1 - 45 of 45 (1 selected)' and a page navigation bar.

This has inactivated the current election application for the

## Manage Absentee Applications/ Deactivate an Absentee Application

The screenshot displays the WISVOTE system interface for managing absentee applications. The main area shows a table of 'My Active Absentee Applications' with columns for Name, Voter Type, Application Source, Application Type, Ballot Delivery Method, Batch Name, Care Facility Name, District Combo, Absentee Period, and Name of Election. A dialog box titled 'Confirm Deactivation' is overlaid on the table, asking 'Do you want to deactivate the selected 1 Absentee Application? You can reactivate it later, if you wish.' and 'This action will change the status of the selected Absentee Application to Inactive.' The dialog has 'Deactivate' and 'Cancel' buttons.

Name	Voter Type	Application Source	Application Type	Ballot Delivery Method	Batch Name	Care Facility Name	District Combo (Hom...	Absentee Period...	Name of Election
Alger, Lori Lee	Military	Mail	Military	Mail			10286-001-5726-1	Current Election	7/5/2016 Special Election
Anderson, Vern...	Military	Email	Military	Email			10286-001-5726-1	Current Election	7/5/2016 Special Election
Blak, Tammy A.	Regular	Email	Regular	Mail			10286-001-5726-1	Current Election	2016 Spring Election and Presi...
Broda, Kory D.	Regular	Voted In Person	Regular	Voted In Person			10286-004-5726-1	Current Election	2016 Spring Election and Presi...
Chmelik, Carol N.	Regular	Mail						Current Election	7/5/2016 Special Election
Czerwinski, Arle...	Regular	Mail						Current Election	2016 Spring Election and Presi...
Dollen, Joann E...	Regular	Received In Perso...						Current Election	7/5/2016 Special Election
Drost, Katharine...	Regular	Mail						Current Election	2016 Spring Election and Presi...
Fitz, Robbie J.	Regular	Mail						Current Election	7/5/2016 Special Election
Frenette, Holly A.	Regular	Mail						Current Election	7/5/2016 Special Election
Frost, Melissa Ja...	Regular	Email						Current Election	2016 Spring Election and Presi...
Frost, Thomas E.	Regular	Received In Perso...						Current Election	2016 Spring Election and Presi...
Gedemick, Lucil...	Regular	Mail						All Future Electi...	
Grendzinski, Ale...	Regular	Mail						Calendar Year	
Hall, Julie A.	Military	Email	Military	Mail			10286-002-5726-1	Current Election	7/5/2016 Special Election
Hanley, Mary Ag...	Regular	Received In Person	Regular	Mail			10286-001-5726-1	Current Election	2016 Spring Election and Presi...
Haseelow, Nancy A.	Regular	Mail	Indefinitely Conf...	Mail			10286-001-5726-1	All Future Electi...	
Hull, Edward N.	Regular	Mail	Indefinitely Conf...	Mail			10286-004-5726-1	All Future Electi...	
Hull, Marlan J.	Regular	Mail	Indefinitely Conf...	Mail			10286-004-5726-1	All Future Electi...	
Hull, Angeline H.	Regular	Mail	Indefinitely Conf...	Mail			10286-001-5726-1	All Future Electi...	
Jank, Aliandra M.	Regular	Mail	Indefinitely Conf...	Special Voting Deputy		REST HAVEN	10286-001-5726-1	All Future Electi...	
Kaczmarek, Lilla	Regular	Mail	Indefinitely Conf...	Mail			10286-004-5726-1	All Future Electi...	

By clicking the deactivate button the all future elections absentee application will be inactivated for this voter as well as the current election application for the 2016 partisan primary. The current application for the July 5<sup>th</sup> Special Election remains intact as there is an active ballot

## Manage Absentee Applications/ Export Applications to Excel

The screenshot shows the WISVOTE web application interface. At the top, there's a navigation bar with 'WISVOTE' and 'VOTER' tabs. Below that, a toolbar contains various actions like 'NEW', 'LETTERS', 'DEACTIVATE', 'DETECT DUPLICATES', 'COPY A LINK', and 'EMAIL A LINK'. The main content area is titled 'My Active Absentee Applications' and displays a table of application records. A context menu is open over the table, showing options: 'Run Workflow', 'Start Dialog', 'Run Report', 'Export to Excel' (highlighted), and 'Chart Pane'. The table columns include Name, Voter Type, Application Source, Application Type, Ballot Delivery Method, Batch Name, Care Facility, Absentee Period, and Name of Election. The bottom of the screen shows a pagination bar with '1 - 44 of 44 (1 selected)' and a column selection bar with letters A through Z.

Name	Voter Type	Application Source	Application Type	Ballot Delivery Method	Batch Name	Care Facility	Absentee Period	Name of Election
Alger, Lori Lee	Military	Mail	Military	Mail			Current Election	7/5/2016 Special Election
Anderson, Vern...	Military	Email	Military	Email			Current Election	7/5/2016 Special Election
Blair, Tammy A	Regular	Email	Regular	Mail			Current Election	2016 Spring Election and Presi
Broda, Kory D	Regular	Voted In Person	Regular	Voted In Person			Current Election	2016 Spring Election and Presi
Chmelk, Carol N	Regular	Mail	Regular	Mail			Current Election	7/5/2016 Special Election
Czerwinski, Arie...	Regular	Mail	Indefinitely Conf...	Mail			All Future Electi...	
Dolan, Joann E...	Regular	Received In Person	Regular	Mail			Current Election	2016 Spring Election and Presi
Drost, Katharine...	Regular	Mail	Regular	Mail	BATCH 1		Current Election	7/5/2016 Special Election
Fitz, Robbie J	Regular	Mail	Regular	Mail	BATCH 1		Current Election	7/5/2016 Special Election
Frenette, Holly A	Regular	Mail	Regular	Mail			Current Election	7/5/2016 Special Election
Frost, Melissa Ja...	Regular	Email	Regular	Mail			Current Election	2016 Spring Election and Presi
Frost, Thomas E	Regular	Received In Person	Regular	Mail			Current Election	2016 Spring Election and Presi
Geldernick, Lucie...	Regular	Mail	Indefinitely Conf...	Mail			All Future Electi...	
Grendzinski, Arie...	Regular	Mail	Regular	Mail			Calendar Year	
Hall, Julie A	Military	Email	Military	Mail			Current Election	7/5/2016 Special Election
Hanley, Mary Ag...	Regular	Received In Person	Regular	Mail			Current Election	2016 Spring Election and Presi
Haseow, Nancy A	Regular	Mail	Indefinitely Conf...	Mail			All Future Electi...	
Hull, Edward N	Regular	Mail	Indefinitely Conf...	Mail			All Future Electi...	
Hull, Marian J	Regular	Mail	Indefinitely Conf...	Mail			All Future Electi...	
Hull, Angeline H	Regular	Mail	Indefinitely Conf...	Mail			All Future Electi...	
Janik, Aliandra M	Regular	Mail	Indefinitely Conf...	Special Voting Deputy	REST HAVEN		All Future Electi...	
Kaczmarek, Lilla	Regular	Mail	Indefinitely Conf...	Mail			All Future Electi...	

Export to excel by clicking on the ellipse, then select export to excel.

# Post Election Activities/ Send Indefinitely Confined letter

**ELECTION : INFORMATION**  
6/30/2016 Special Election

Election Date: 6/30/2016

Absentee Ballots Associated View

Name	Batch Name (A...)	Care Facility N...	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Delivery...	Ballot Type	Bi
Alger, Lori Lee			160.636	6/21/2016	6/28/2016	Returned	Military	Mail	Official	CITY OF THC
Anderson, Vernon Scott			160.635	6/21/2016	6/28/2016	Returned	Military	Email	Official	CITY OF THC
Bogumill, Myrth L			160.623	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THC
Chmelik, Carol N			160.640	6/21/2016	6/28/2016	Returned	Regular	Mail	Official	CITY OF THC
Czerwinski, Arlene B			160.624	6/21/2016	6/27/2016	Returned	Indefinitely Con...	Mail	Official	CITY OF THC
Fitzl, Robbie J	BATCH 1		160.621	6/21/2016		Not Returned	Regular	Mail	Official	CITY OF THC
Franette, Holly A			160.639	6/21/2016	6/28/2016	Returned	Regular	Mail	Official	CITY OF THC
Geldernick, Lucille A			160.625	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THC
Grendzinski, Alex R JR			160.617	6/21/2016	6/28/2016	Returned	Regular	Mail	Official	CITY OF THC
Hall, Julie A			160.637	6/21/2016	6/28/2016	Returned	Military	Mail	Official	CITY OF THC
Haselow, Nancy A			160.626	6/21/2016	6/28/2016	Returned	Indefinitely Con...	Mail	Official	CITY OF THC
Hull, Edward N			160.627	6/21/2016	6/28/2016	Returned	Indefinitely Con...	Mail	Official	CITY OF THC
Hull, Marian J			160.628	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THC
Huls, Angeline H			160.629	6/21/2016	6/28/2016	Returned	Indefinitely Con...	Mail	Official	CITY OF THC
Kaczmarek, Lillian L			160.630	6/21/2016		Not Returned	Indefinitely Con...	Mail	Official	CITY OF THC

Created By: CITY OF THORP - CLARK Created On: 6/24/2016 9:55 AM Modified By: Oberle, Ann Modified On: 6/28/2016 1:42 PM

Indefinitely confined voters who do not return a ballot after a general election must be sent the indefinitely confined letter informing them that their absentee application will be deactivated if they do not respond with 30 days. To generate a letter, click on a record for an indefinitely confined voter with a ballot status reason of not returned.

# Post Election Activities/ Send Indefinitely Confined letter

The screenshot shows the WISVOTE interface for a Special Election on 6/30/2016. The page title is "Post Election Activities/ Send Indefinitely Confined letter". The interface includes a navigation bar with "WISVOTE", "ELECTION", and "6/30/2016 Special..." options. Below the navigation bar, there is a "VOTE" logo and the text "ELECTION : INFORMATION 6/30/2016 Special Election". The main content area is titled "Absentee Ballots Associated View" and contains a table of ballot records. A "LETTERS" button is highlighted above the "Date Ballot Re..." column header. The table lists several voters, including Bogumill, Myrth L, Geldemick, Lucille A, Hull, Marian J, Kaczmarek, Lillian L, Lew, Allen M, Mauel, Allen E, and Szyczuk, Alexa Ray. The table columns include Name, Batch Name, Care Facility, Mailing Id, Date Ballot Se..., Date Ballot Re..., Ballot Status R..., Application..., Ballot Del..., Ballot Typ..., and Bi. The "Date Ballot Re..." column is highlighted in blue, and the "LETTERS" button is positioned above it. Below the table, there is a pagination bar showing "1 - 7 of 7" and "14 4 Page 1". At the bottom, there is a footer with "Created By: CITY OF THORP - CLARK", "Created On: 6/24/2016 9:55 AM", "Modified By: Oberle, Ann", and "Modified On: 6/28/2016 1:42 PM".

Name	Batch Name	Care Facility	Mailing Id	Date Ballot Se...	Date Ballot Re...	Ballot Status R...	Application...	Ballot Del...	Ballot Typ...	Bi
Bogumill, Myrth L			160.623	6/21/2016	6/21/2016	Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP
Geldemick, Lucille A			160.625	6/21/2016	6/21/2016	Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP
Hull, Marian J			160.628	6/21/2016	6/21/2016	Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP
Kaczmarek, Lillian L			160.630	6/21/2016	6/21/2016	Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP
Lew, Allen M		REST HAVEN	160.633	6/21/2016	6/21/2016	Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP
Mauel, Allen E		REST HAVEN	160.634	6/21/2016	6/21/2016	Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP
Szyczuk, Alexa Ray		REST HAVEN	160.631	6/21/2016	6/21/2016	Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP

The click the letters button above the column headers.

WISVOTE | ELECTION | Elections | 6/30/2016 Special... | Create | CITY OF THORP - CITY OF THORP

**ELECTION : INFORMATION**  
**6/30/2016 Special Election** | Election Date: 6/30/2016

Absentee Ballots Associated View | Search for records

MARK BALLOTS AS RETUR... SET BALLOTS SENT DATE RECORD RETURNED MAIL... **LETTERS** MARK BALLOTS AS NOT R... DEACTIVATE ...

Name	Batch Name	Care Facility	Mailing Id	Date Ballot Se	Indefinitely Confined Lette...	Status R...	Applicatio...	Ballot Del...	Ballot Typ...	Bi
Bogumill, Myrth L			160.623	6/21/2016	Returned	Indefinitely Con...	Mail	Official	CITY OF THORP	
Geldernick, Lucille A			160.625	6/21/2016	Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP	
Hull, Marian J			160.628	6/21/2016	Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP	
Kaczmarek, Lillian L			160.630	6/21/2016	Not Returned	Indefinitely Con...	Mail	Official	CITY OF THORP	
Lew, Allen M	REST HAVEN		160.633	6/21/2016	Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP	
Mauel, Allen E	REST HAVEN		160.634	6/21/2016	Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP	
Szyrczuk, Alexa Ray	REST HAVEN		160.631	6/21/2016	Not Returned	Indefinitely Con...	Special Voting...	Official	CITY OF THORP	

1 - 7 of 7 | H 4 Page 1

All | # | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Created By: CITY OF THORP - CLARK Created On: 6/24/2016 9:55 AM Modified By: Oberle, Ann Modified On: 6/28/2016 1:42 PM

Active

The select the indefinitely confined letter from the dropdown.

**CITY OF THORP - CLARK COUNTY** ✕

Randall Reeg/ Municipal Clerk  
300 W PROSPECT ST  
THORP, WI 54771-9302  
7156695371

Bogumil, Myrth L  
600 W STANLEY ST  
THORP, WI 54771-9405

June 28, 2016

Dear Bogumil, Myrth L,

Our records indicate that we did not receive an absentee ballot from you for the 6/30/2016 Special Election on 06/30/2016. Our office is responsible for comparing the list of permanent absentee ballot voters to those voters who cast and returned an absentee ballot during this election. S. 6.86 (2)(b), Wis. Stats. It is our responsibility to notify you that your name will be removed from the list of permanent absentee voters, unless you submit the renewal request below to our office within 30 days of receipt of this notification. Failure to do so within the 30-day period will cause your name to be removed from the list of permanent absentee voters. Please note that the removal of your name from this list does not affect your voter registration.

We appreciate your prompt attention to this notification. Please feel free to contact our office if you have any questions at 7156695371.

Sincerely,  
**Randall Reeg**  
Municipal Clerk

---

**Request for Renewal of Permanent Absentee Ballot**

I request that an absentee ballot be sent to me as provided by S. 6.86 (2)(a), Wis. Stats., and I certify that I am a United States Citizen, age 18 or older, and that I have resided at my legal voting address for at least 28 days.

I further certify that I am indefinitely confined because of age, illness, infirmity or disability. I request that an absentee ballot be automatically provided for every election until such time as I notify you or until such time as I fail to return an absentee ballot.

\_\_\_\_\_  
Bogumil, Myrth L  
(Signature of Absentee Elector)



160623

Print the generated report from here or export to word. WisVote will mark the voter record has having an indefinitely confined letter generated.

