

## Spring Election & Presidential Preference Official Absentee Ballot Tracking

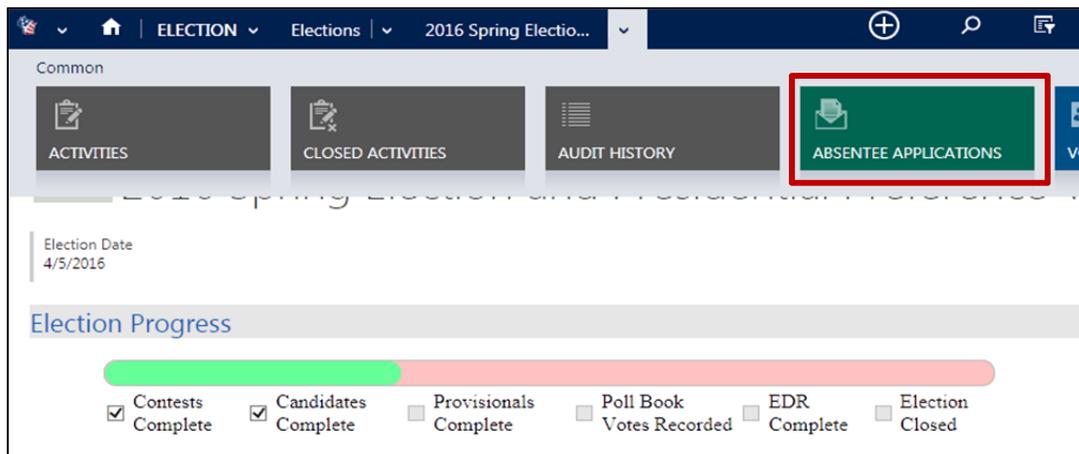
To comply with Federal law, all military and permanent overseas absentee ballots must be tracked in WisVote. Instructions for issuing Spring Election and Presidential Preference absentee ballots to military voters and recording returned absentee ballots in WisVote are outlined below.

Spring Election and Presidential Preference absentee ballots can only be issued in WisVote if the Contests Complete and Candidates Complete Checkpoint are checked.

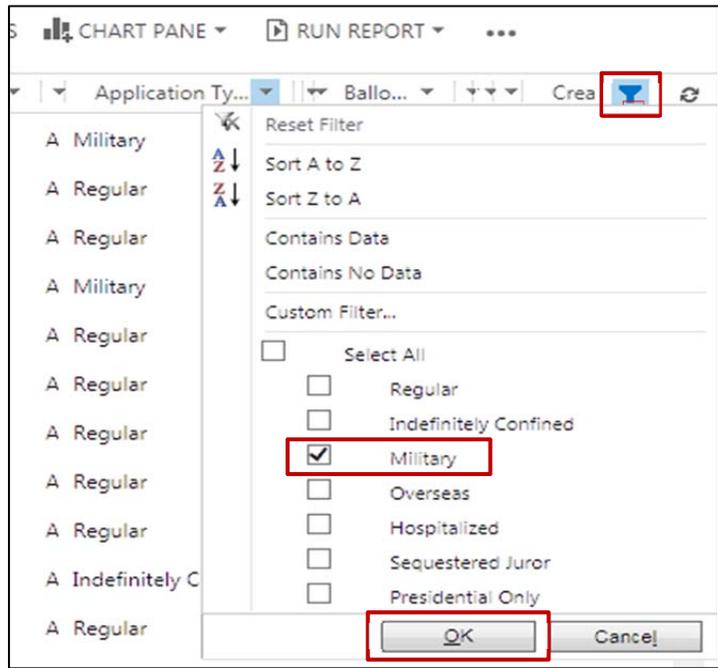
### WisVote Self-Provider Instructions

#### Issue Individual Official Absentee Ballots

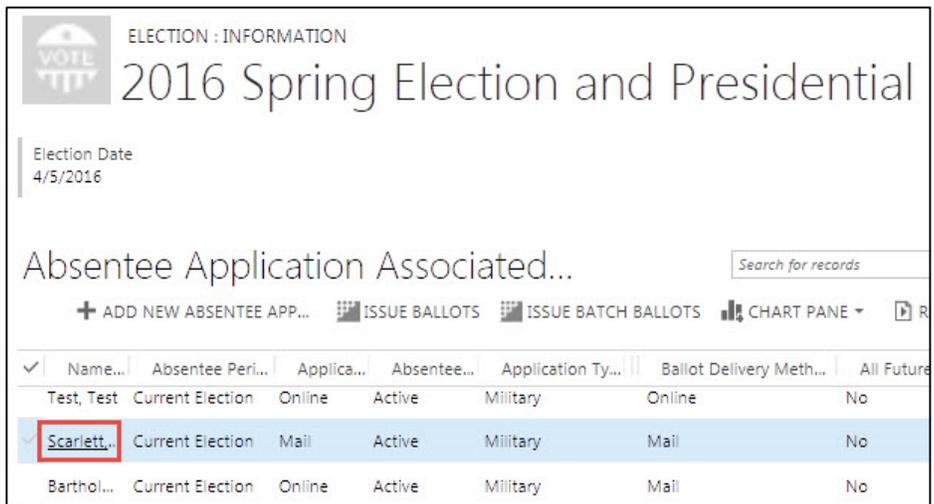
1. Click the Elections tile
2. Click the 2016 Spring Election and Presidential Preference Vote
3. Verify that that the Contests Complete and Candidates Complete Checkpoints **are** checked
4. Click the drop-down arrow to the right of the name of the election to display the navigation bar
5. Click the Absentee Applications tile



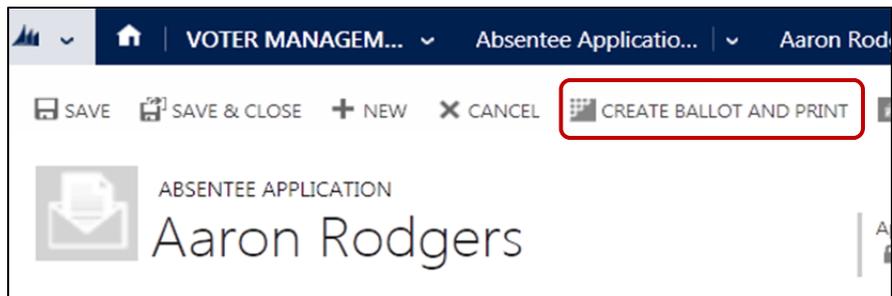
6. On the Absentee Application View page, search for, or locate the military absentee application record in the Absentee Application Associated view grid
7. To filter for military absentee application types, click the filter icon, then click the application type field and select Military, then click OK



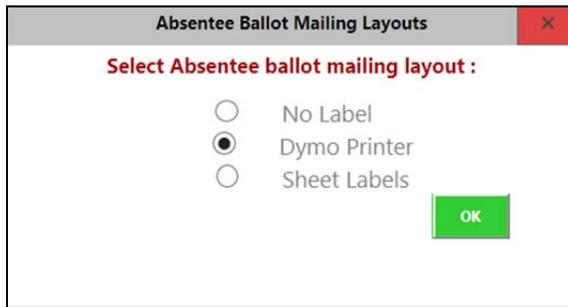
8. Click the name of the voter to open the absentee application record



9. Click the Create Ballot and Print button



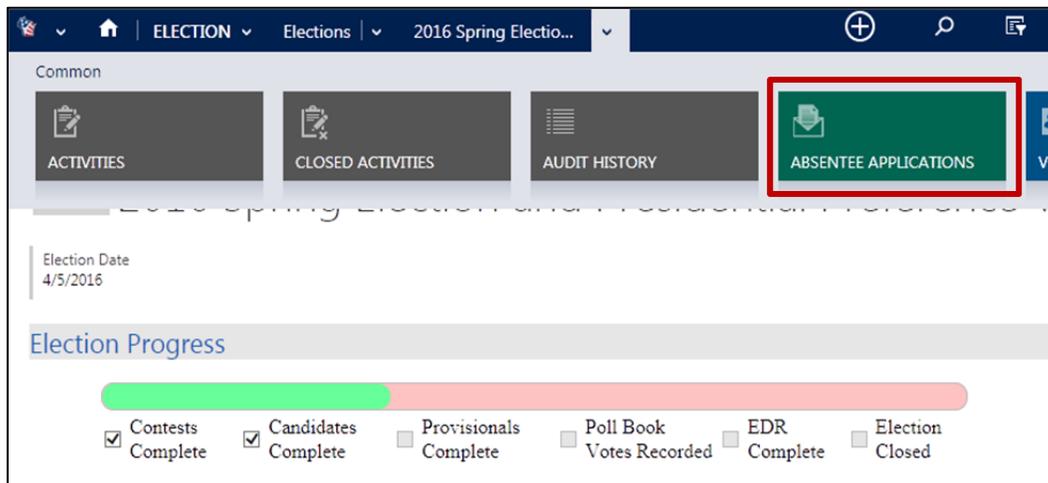
10. Select one of the label options in the Absentee Ballot Mailing Layout window, then click OK



11. A report viewer window will open and display a "Report is Being Generated" message; after the labels have been generated, click the Save and Export button to save and export the mailing labels
12. To print the labels directly from WisVote, click the Print button

## Issue Official as a Batch

1. Click the Elections tile
2. Click the 2016 Spring Election and Presidential Preference Vote
3. Verify that that the Contests Complete and Candidates Complete Checkpoints **are** checked
4. Click the drop-down arrow to the right of the name of the election to display the navigation bar
5. Click the Absentee Applications tile



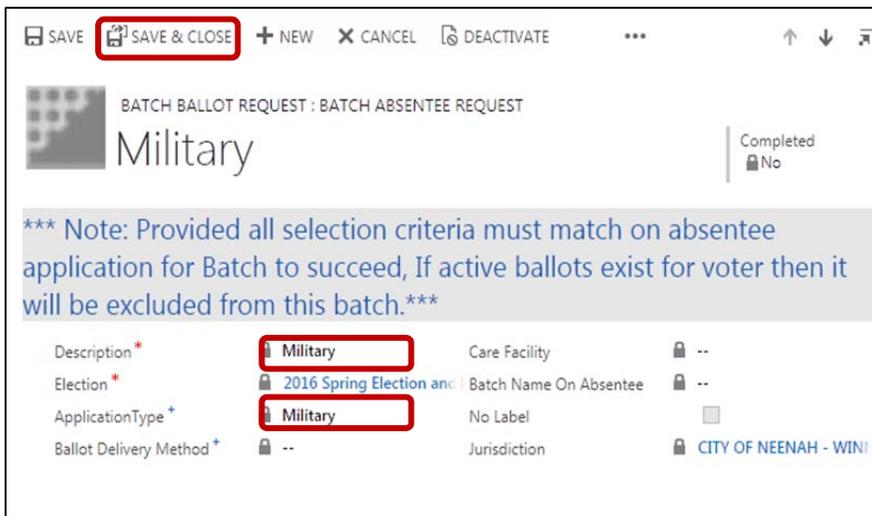
6. Click the Issue Batch Ballots button



7. In the New Batch Absentee Request window, enter a description for the batch

8. Select Military as the application type

9. Select a Ballot Delivery Method (optional)

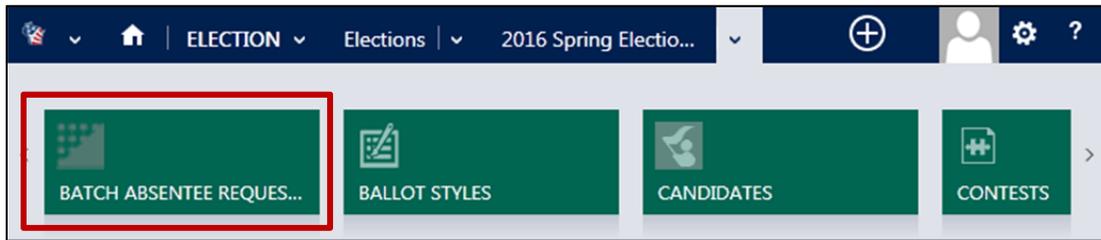


**Important note about entering names into the Batch Name on Absentee field:**

- If a batch name is entered in the Batch Name on Absentee ballot field, ONLY the absentee applications that have the exact same batch name on their absentee application will be included in the batch

10. To finish creating the batch request, click Save and Close

- To retrieve the batch, click the Batch Absentee Request tile in the navigation bar to open the Batch Absentee Request view page

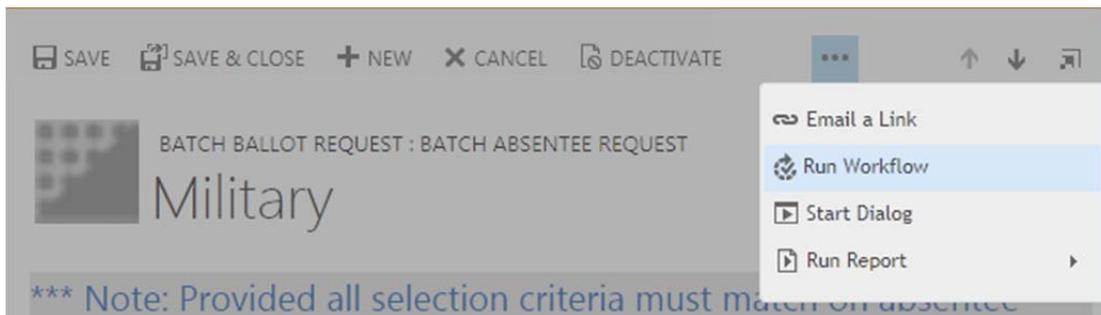


- Click the name of the batch in the Batch Absentee Request Associated view grid

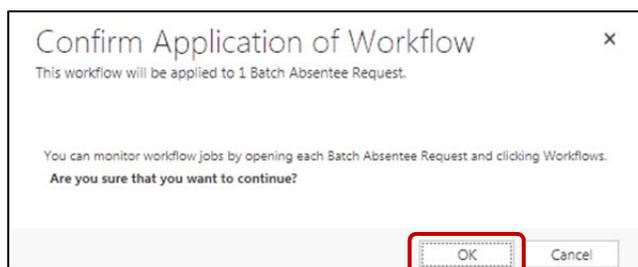


- Click the ellipses at the top of the Batch Absentee Request page to display additional actions, then select "Run Workflow" from the drop-down list

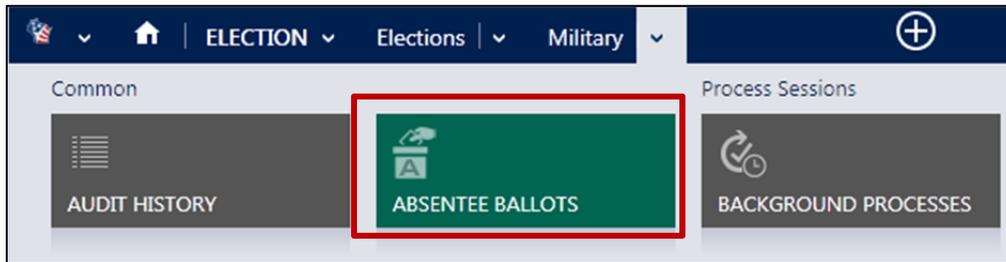
**Note:** the Run Workflow button might display as an action on the page



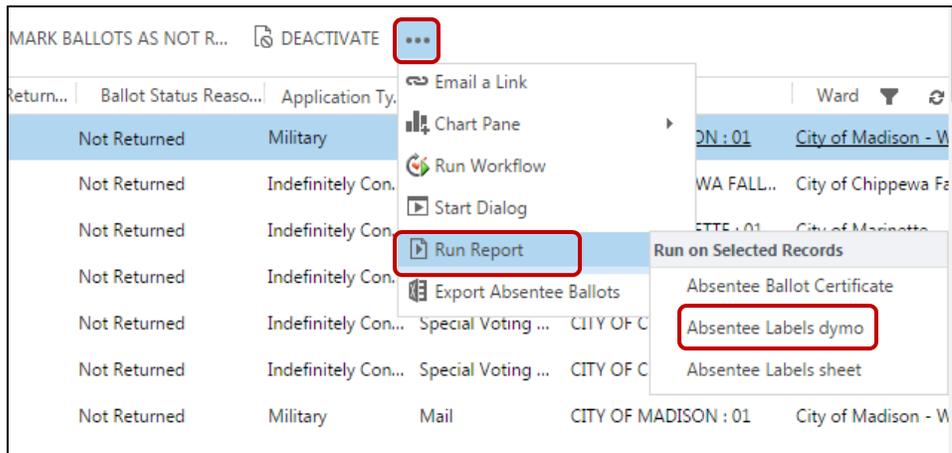
- A Look Up Record window will appear, click Add
  - Click OK in the confirmation window to submit the absentee batch request
- Note:** it may take up to 15 minutes to complete the workflow



- To print the absentee mailing labels for the batch or generate an absentee ballot certificate for ballots that are emailed, click the drop-down arrow to the right of the batch request name to display the navigation bar, then click the Absentee Ballots tile



- Click the ellipses to display additional actions, then select Run Report to open a drop-down list of printing options
- Select one of the label options in the drop-down list  
**Note:** For absentee ballots with the delivery method of email, select Absentee Ballot Certificate

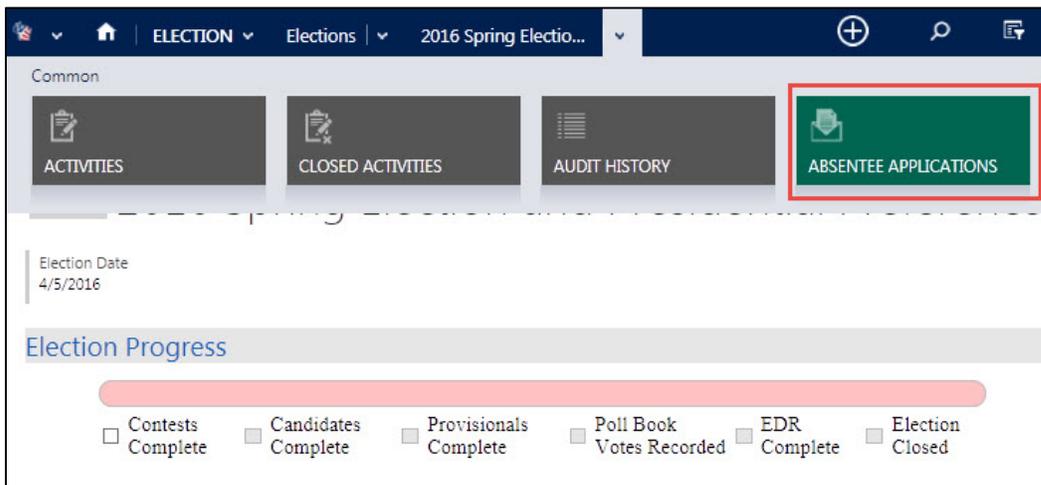


- In the Select Records window, select, "All records on all pages in the current view", then click Run Report to generate the labels for the applications in the batch
- A report viewer window will open and a display a "Report is Being Generated" message; after the labels have been generated, click the Save and Export button to save and export the mailing labels
- To print the labels directly from WisVote, click the Print button

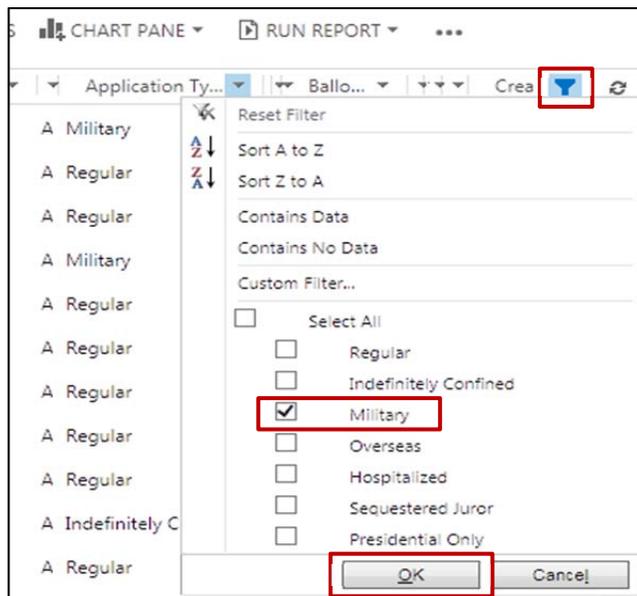
## Absentee Tracking Only Instructions for WisVote Providers

### Record the Issuance of Official Absentee Ballots

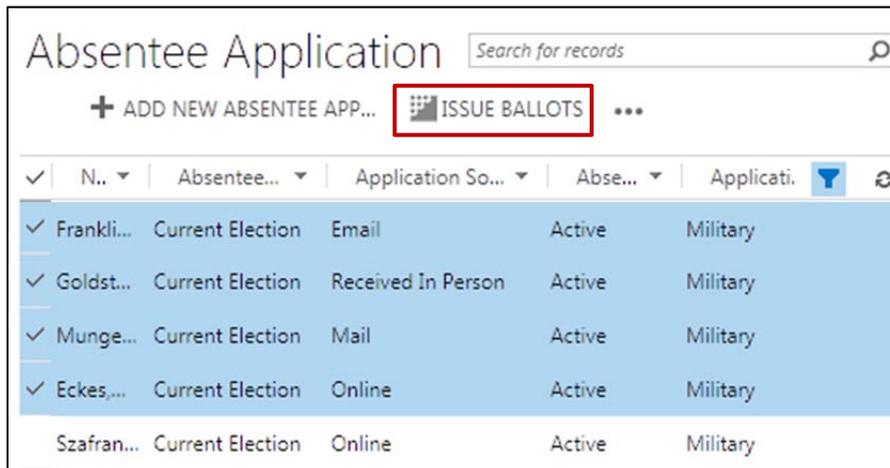
1. Click the Elections tile
2. Click the 2016 Spring Election and Presidential Preference Vote
3. Verify that that the Contests Complete and Candidates Complete Checkpoints are checked
4. Click the drop-down arrow to the right of the name of the election to display the navigation bar
5. Click the Absentee Applications tile



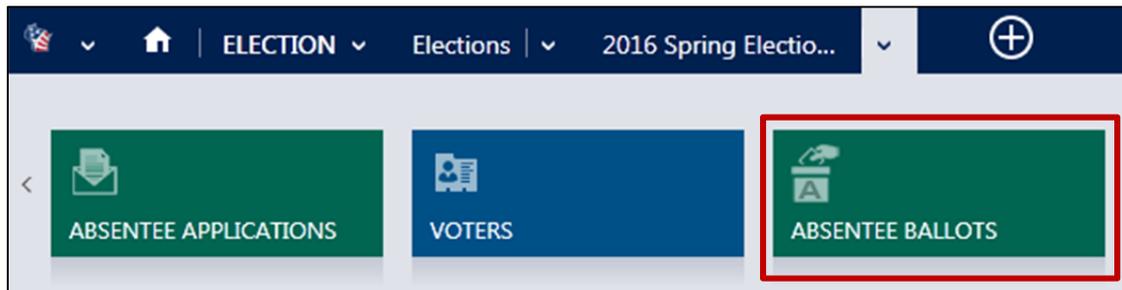
6. On the Absentee Application View page, search for, or locate the military absentee application record in the Absentee Application Associated view grid
7. To filter for military absentee application types, click the filter icon, then click the application type field and select Military, then click OK



8. Select to voter names to record an absentee ballot for then click the Issue Ballots button



9. An Issue Ballots notification message will display
10. To confirm the ballots were recorded as being issued click the drop-down arrow to the right of the name of the election to display the navigation bar
11. Click the Absentee Ballots button



12. Locate the desired records in the Absentee Ballots Associated view page and review the record

## Self-Provider and Provider Instructions for Recording Returned Absentee Ballots

### Record Returned Official Absentee Ballots

1. Click the Elections tile
2. Click the 2016 Spring Election and Presidential Preference Vote
3. Click the drop-down arrow to the right of the name of the election to display the navigation bar
4. Click the Absentee Ballots button
5. Select the absentee ballot record to be recorded as returned
6. Click the Mark Ballots as Returned button

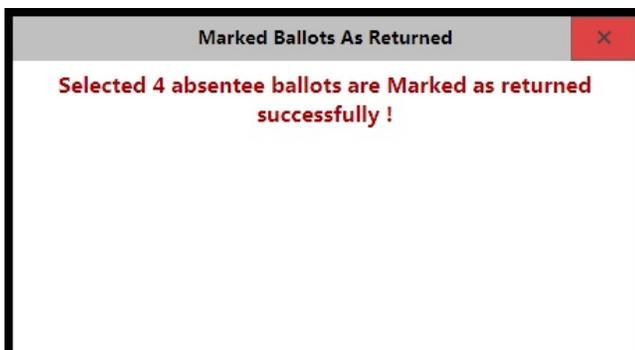
ELECTION : INFORMATION  
1/19/2016 Special Election  
Election Date 1/19/2016

Absentee Ballots Associated View

MARK BALLOTS AS RETURN...  SET BALLOTS SENT DATE  RECORD RETURNED MAIL...  LETTERS ...

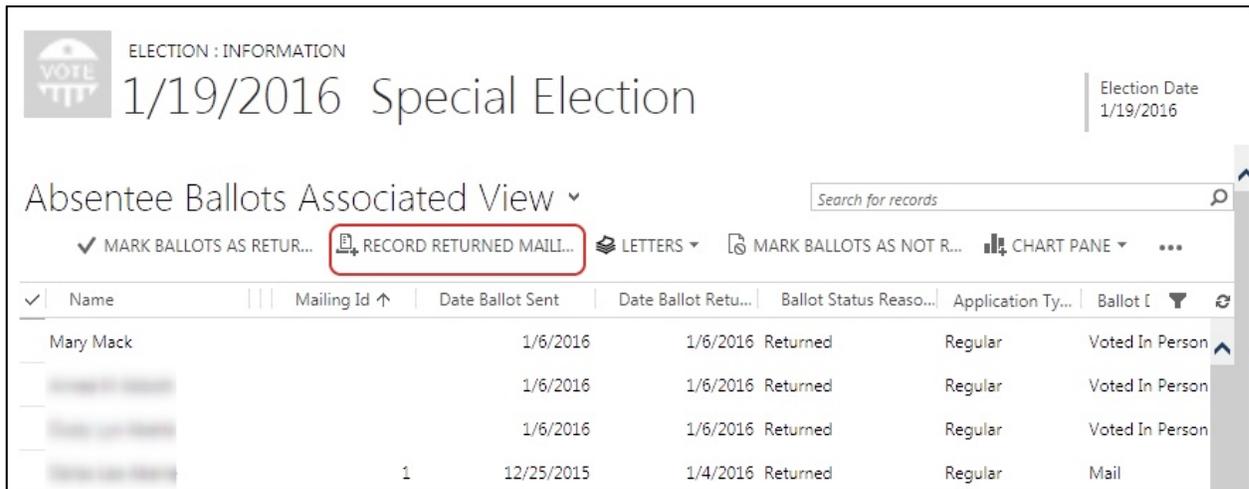
<input checked="" type="checkbox"/>	Name	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reason...	Application Ty...
<input checked="" type="checkbox"/>	[Redacted]	1	12/25/2015		Not Returned	Regular Mail
<input checked="" type="checkbox"/>	[Redacted]	2	12/25/2015		Not Returned	Regular Mail
<input checked="" type="checkbox"/>	[Redacted]	2	12/25/2015		Not Returned	Regular Mail
<input checked="" type="checkbox"/>	[Redacted]	5	12/25/2015		Not Returned	Regular Mail
<input type="checkbox"/>	[Redacted]	6	12/25/2015		Not Returned	Regular Mail

7. A confirmation window will appear confirming the number of ballot that have been marked as returned



### Record Returned Official Absentee Ballots by Scan

1. Click the Elections tile
2. Click the 2016 Spring Election and Presidential Preference Vote
3. Click the drop-down arrow to the right of the name of the election to display the navigation bar
4. Click the Absentee Ballots button
5. In the Absentee Ballots Associated View page, click the Record Returned Mailings button to open the Record Returned Ballots Webpage Dialog



6. To scan multiple returned absentee ballots, select the Auto-Record checkbox
7. Enter the date the absentee ballot was received in the Response Date field  
**Note:** The response date will default to today's date but may be edited
8. Select a Response Type from the drop-down list; the response type selected will be recorded as the response type for all ballots scanned in the session, to record a different response type, edit the Response Type field before you continue to scan additional ballots



- Place the curser in the Mailing ID field and scan all of the returned absentee ballots with the selected response type

Record
UnRecord
Clear
 Auto-Record

### Record Returned Ballots

Mailing ID : \*  This field is required.

Response Date : \* 01/04/2016

Response Type :

Election Name :

Voter Status :

Voter Name :

Absentee Address :

Status :

-StatusReason :

Mailing ID	Response Date	Response Type	Election Name	Voter Status	Voter Name	Absentee Address	Status -StatusReason
4	01/04/2016	757580000	1/19/2016 Special Election	Active	Ana Regina Akan	1005 W ELM ST, CHIPPEWA FLS, WI 547291603	757580000
9	01/04/2016	757580000	1/19/2016 Special Election	Active	Danielle Lynn Cance	504 E GRAND AVE, CHIPPEWA FLS, WI 547292724	757580000

- The recorded absentee ballot records will display below the data fields in the Record Returned Ballots Webpage Dialog window
- Close the Record Returned Ballots Webpage Dialog window to finish recording the returned absentee ballot records and return to the Absentee Ballots Associated View page