

Changes to the G.A.B. Canvass System for November, 2010

Please note that the names and formatting of the reports available in the Canvass System have changed. For the November 2010 election forward, please follow the directions below.

Home Data Maintenance Reports Elections 2010 GENERAL ELECTION 2010 PARTISAN PRIMARY 2010 SPRING ELECTION 2008 PRESIDENTIAL AND GENERAL 2008 PARTISAN PRIMARY Logoff	<h3>Reports</h3> <p>Please click the links below to view the reports.</p> <table><tr><td>For Use by Clerks</td><td>For Use by G.A.B.</td></tr><tr><td>Federal/State Office Certification Report for G.A.B.</td><td>Canvass Results Report</td></tr><tr><td>Pre-Election Reports</td><td>Ward by Ward Report</td></tr><tr><td>Pre-Canvass Reporting Unit List</td><td>County by County Report</td></tr><tr><td>Reporting Unit Exception Report</td><td></td></tr><tr><td>Post Election Reports</td><td></td></tr><tr><td>Election Night Call Sheet (Blank)</td><td></td></tr><tr><td>Election Night Call-in Sheet (Worksheet with Totals)</td><td></td></tr><tr><td>Canvass Report - GAB 106</td><td></td></tr><tr><td>Contests By Reporting Unit For County Use</td><td></td></tr></table>	For Use by Clerks	For Use by G.A.B.	Federal/State Office Certification Report for G.A.B.	Canvass Results Report	Pre-Election Reports	Ward by Ward Report	Pre-Canvass Reporting Unit List	County by County Report	Reporting Unit Exception Report		Post Election Reports		Election Night Call Sheet (Blank)		Election Night Call-in Sheet (Worksheet with Totals)		Canvass Report - GAB 106		Contests By Reporting Unit For County Use	
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- 1) The **Canvass Report – GAB 106** should be run after you have uploaded or entered your results. It contains a tabular statement of votes cast for each contest, a summary page with totals, and a certification for the board to sign.
 - a. For County level offices, this report can cover the entire certification process.
 - b. For Federal/State offices, you can print this report, give it to your Canvass Board, and have them proof those numbers. However, you **may not use this report for certification to the G.A.B.**
 - c. After you verify your results, you must print the **Federal/State Office Certification Report for G.A.B.** This report contains only the summary of vote totals for each office, and room for the certification. Your Canvass Board must sign this report and you must send it to the G.A.B. See the certification instructions at the end of this document.

- 2) If you want a tabular statement of votes organized by reporting unit, the **Election Night Call In Sheet (Worksheet with Totals)** can be printed and given to your Canvass Board.

There is a new method clerks can use to fill in zeros for candidates (like registered write-ins) that aren't uploaded, or have been missed.

First you will click **Verify**.

Total (2)	Not Processed (0)	In-Process (2)	Verify
Action	County	Current Status	Comments
Verify	DANE	In Process	

You will see the notice **“Incomplete results.”** at the top of the screen. You will click the **View Empty Results** link.

Incomplete results.
[View Empty Results](#)

Election: 2010 PARTISAN PRIMARY
County: DANE
Current Status: In Process

Comments:

Any empty fields will be identified by the name of the **Reporting Unit** and the **Candidate Name**. Once you have looked through the list and verified that all of these entries should be zero, you may click the **Zero Out Results** button.

The following empty results will be set to zero:

Reporting Unit	Candidate Name
CITY OF EDGERTON Ward 7	CARLO ESQUEDA (DEM)
CITY OF EDGERTON Ward 7	DAVID J MAHONEY (DEM)
CITY OF EDGERTON Ward 7	SCATTERING
CITY OF EDGERTON Ward 7	SCATTERING
CITY OF EDGERTON Ward 7	SCATTERING
CITY OF EDGERTON Ward 7	SCATTERING
CITY OF EDGERTON Ward 7	SCATTERING
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The number of empty results set to 0 will be displayed at the top of the screen. Usually, you will click **Cancel**, because your Canvass Board has not yet approved the results. If your results have already been approved, you may click **Verify**.

63 empty results set to 0

Election: 2010 PARTISAN PRIMARY
County: DANE
Current Status: In Process

Comments:

Certification Instructions:

- 1) When you have completed the entry of election results, and all necessary amendments have been made, print the **Federal/State Office Certification Report** for G.A.B. for your Board of Canvassers to sign.
- 2) Once it is signed, scan the entire document (the **Federal/State Office Certification Report for G.A.B.**) and email it to the G.A.B. at wired@seb.state.wi.us.
- 3) Immediately mail the original signed document (the **Federal/State Office Certification Report for G.A.B.**) to the G.A.B. at P.O. Box 7984, Madison, WI 53707-7984. Overnight delivery is not required. Therefore, prepaid mailers have not been provided.
- 4) Print the **Canvass Report – GAB 106** and retain with your copy of the **Federal/State Office Certification Report for G.A.B.**