

## **SVRS Webinar Training Series**

### **“SVRS Overview and Review”**

SVRS Overview and Best Practices

Wednesday, January 21, 2015

10:00 a.m. – 11:00 a.m.

#### Program Presenters:

Wisconsin Government Accountability Board Staff

- Michael Nelson – SVRS Training Officer
- Juanita Borton – SVRS Training Officer

#### Agenda

- Introduction
- *NEW* - Online Election Management Links
- Applications & MyVote Wisconsin Voter Applications
- HAVA Interfaces Review
- Mapping Data Quality Review
- Election Setup Review
- Absentee Voting & The UOCAVA Voter
- Election Administration Systems Overview

**Summary:** This webinar will feature an overview of the Election Administrations Systems and the interaction of information from one to another, particularly between MyVote Wisconsin and SVRS. We will discuss the growing trend of voter applications being completed online, the different types of online applications and best practices for their administration. Also covered will be a review HAVA interfaces and best practices and the best way to review your Mapping Data Quality. Many clerks are beginning to work the 2015 Spring Election so we will review some of the basics of Election set-up but will concentrate on the most critical areas. A brief overview of Absentee and “Absentee Lite” will follow. We will conclude with an overview of Election Systems and information flow between them.

New quick link buttons have been added to the GAB Website to consolidate all of the Election Administration and Data Systems. Once in SVRS you can still access WEDC and Canvass as in the past.



[gab.wi.gov/clerks](http://gab.wi.gov/clerks)

or

[Online Election Management Links under: Clerks/ Guidelines to Elections](#)

## Review and Best Practices of Voter Applications:

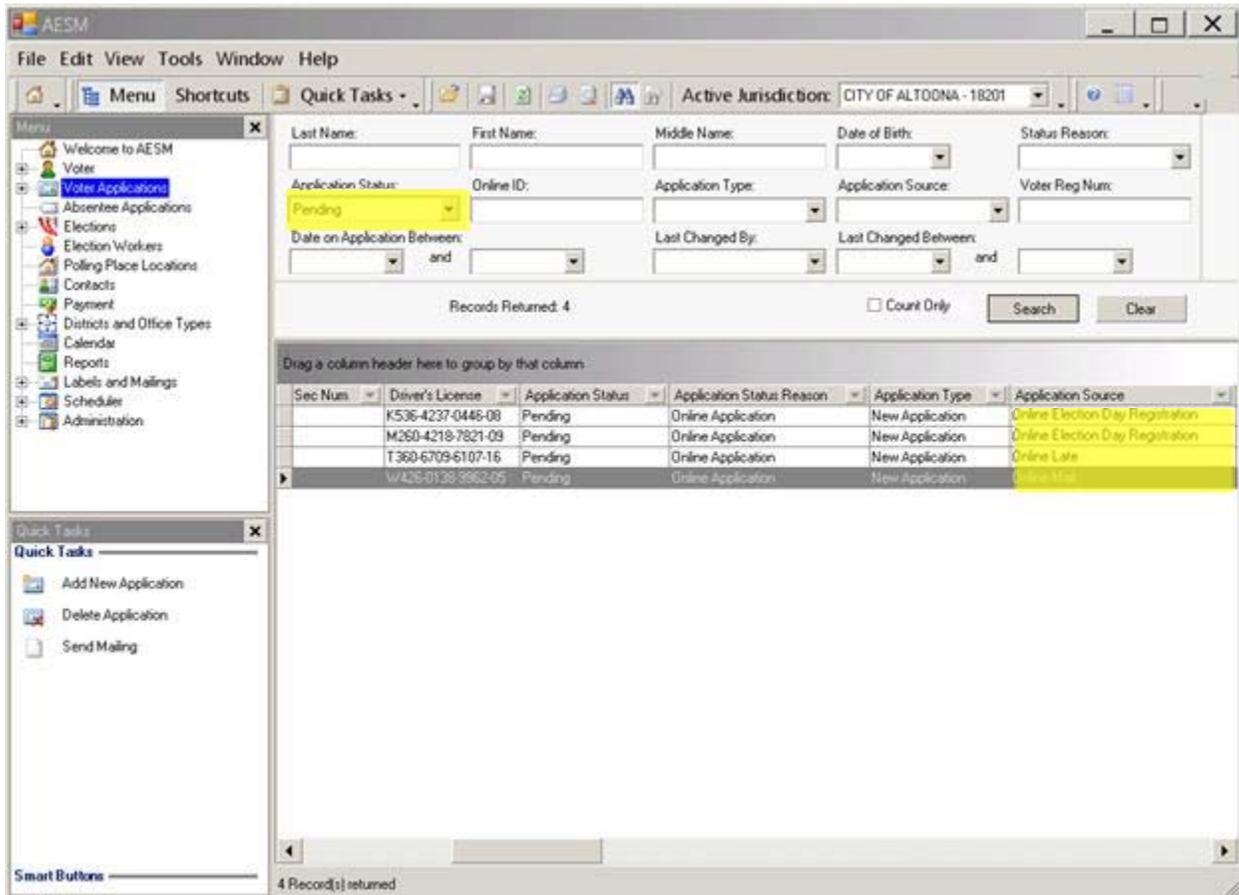
GAB 131 entries into SVRS:

With the passage of Wisconsin Act 182, applicants must present an acceptable form of Proof of Residence (POR) regardless of whether the applicant is registering during the open or closed registration period or as an Election Day registration. With one exception, do not enter applications into SVRS unless the applicant has provided POR and it has been recorded properly on the GAB 131. The one exception is for Election Day Registrants who did not provide an acceptable form of POR and voted. Their applications must be entered and approved in SVRS in order to record the vote. They must then be inactivated and the voter notified of the inactivation status and the POR deficiency.

## MyVote Wisconsin Online Applications:

Once a resident enters an application online through the MyVote website, the application will fall under one of three application sources depending on the date they were submitted and will show up as a pending application in SVRS. SVRS uses an addressing service to validate the applicants address to a municipality and District Combo.

1. Online Mail
2. Online Late
3. Online Election Day Registration



**Online Mail:** This application source is automatically assigned if the MyVote application is submitted during the “open” registration period. A notification is sent to the clerk of the municipality and informing them of what actions are required. Voters are instructed that they may mail in a copy of their registration form with POR providing their mailing is postmarked no later than the last day of “open” registration. Applicants may personally bring their documents to the clerk’s office or with them to their polling place on Election Day.

**Online Late:** This application source is automatically assigned if the MyVote application is submitted during the “closed” registration period. A notification is sent to the clerk of the

municipality informing them of what action is required. Online late applicants may not submit their applications and POR by mail. They are instructed to print and hand-deliver their voter application form to the clerk's office with POR or bring the documents with them to the polling place on Election Day.

**Online Election Day Registration:** This application source is automatically assigned if the MyVote application is submitted after the "closed" registration period thru Election Day. A notification is sent to the clerk of the municipality informing them of what action is required if any. Online Election Day Registrations cannot be mailed or submitted but must be brought to the polling place on Election Day.

Advantages to approving pending MyVote applications as opposed to manual entry.

- With the exception of POR, the applicant had completed the data entry for you resulting in fewer data entry errors.
- Addresses have already been validated. This is especially important for Online Election Day Registrations to minimize voters going to the wrong polling place and the error is not caught until the paperwork is returned to the clerk's office for data entry.
- Online Election Day Registrations will automatically have a vote recorded when approved like other Election Day registrations.

Disadvantages to pending MyVote voter applications:

- A substantial number of applicants never send in or deliver their completed hard copy applications with POR, or submit multiple applications.

Best Practices for Pending MyVote voter applications:

- Process the pending application rather than manually entering another application for the same voter.
- Review pending applications on a regular basis. The Government Accountability Board recommends that you delete applications over 30 days old where the applicant has failed to return hard copy documents as required.

## HAVA Interfaces:

### HAVA Matches:

SVRS “Voter Match Node” is the place where clerks go to perform three important tasks, each of which is required by HAVA. They are 1) Death Matches; 2) Felon Matches; and 3) Duplicate Voter Matches.

Best Practices: The Government Accountability Board recommends that clerks regularly check for matches on a monthly basis and more often in the weeks before an election.

### Death Matches:

On a monthly basis the Government Accountability Board receives a “death record file” from the Wisconsin Department of Health Services (DHS). This file is compared to SVRS voter records to identify potential matches. Voters who have passed away must have their voter record cancelled. Voters who have passed away and are matched in this process must have their “match status” set as “confirmed match” in SVRS. This will automatically cancel the corresponding voter record.

The screenshot shows the AESM (Training) software interface. The window title is "AESM ( Training1 )". The menu bar includes File, Edit, View, Tools, Window, and Help. The toolbar shows various icons and the "Active Jurisdiction" is set to "TOWN OF SUN PRAIRIE".

The interface is divided into several sections:

- Menu:** A tree view on the left containing options like "Welcome to AESM", "Voter", "Voter Transfers", "Voter Match" (highlighted), "Voter Applications", "Absentee Applications", "Elections", "Election Workers", "Polling Place Locations", "Contacts", "Payment", "Districts and Office Types", "Calendar", "Reports", "Labels and Mailings", "Scheduler", and "Administration".
- Search Filters:** A form with fields for "Last Name:", "First Name:", "Middle Name:", "Match Type:" (set to "Felon Record"), "Date of Birth:", "Soc Sec Num:", "Match Status/Reason:", "From Date:", and "To Date:". There is a "Search" button and a "Clear" button.
- Records Returned:** A section showing "Records Returned: 42" and a "Count Only" checkbox.
- Table:** A table with columns: Match Type, Match Created, Voter Reg Num, Name, Date of Birth, Soc Sec Num, Gender, and M. The table contains 20 rows of data, all with "Match Type" set to "Felon" and "Match Created" set to "1/20/2014".
- Quick Tasks:** A section at the bottom left with a "Quick Tasks" button.
- Smart Buttons:** A section at the bottom left with "Smart Buttons".

Match Type	Match Created	Voter Reg Num	Name	Date of Birth	Soc Sec Num	Gender	M
Felons	1/20/2014	000053968	THOMPSON, TERRI J				Ur
Felons	1/20/2014	0000253953	PENSKE, MILES M				Ur
Felons	1/20/2014	0000295141	BIRCH, JANICE K				Ur
Felons	1/20/2014	0000379795	WALKER, JOHN WAYNE				Ur
Felons	1/20/2014	0000380053	ROWLAND, GINA S				Ur
Felons	1/20/2014	0000454887	JACOBSON, DEVIN H				Ur
Felons	1/20/2014	0000507618	WAYNE, RAQUEL L				Ur
Felons	1/20/2014	0000517012	TRAYNOR, MICAH N				Ur
Felons	1/20/2014	0000968009	AUKLAND, JILL ROSE				Ur
Felons	1/20/2014	0000968062	CRAWLEY, STUART J				Ur
Felons	1/20/2014	0000968076	DOBSON, PAMELA R				Ur
Felons	1/20/2014	0000966102	FREDDO, FRANCIS T				Ur
Felons	1/20/2014	0000966113	GARFIELD, EVAN C				Ur
Felons	1/20/2014	0000966188	VANDELDE, JANICE F				Ur
Felons	1/20/2014	0000966377	SCHUTZ, JENNIFER A				Ur
Felons	1/20/2014	0000966390	SPADER, DANIEL T				Ur
Felons	1/20/2014	0016080266	DANSON, JERIMIAH M				Ur
Felons	1/20/2014	0700097710	CRAY, JEFFREY M				Ur
Felons	1/20/2014	0700251160	FREYA, THOMAS A				Ur
Felons	1/20/2014	0700260160	VAN HALEN, EVAN A				Ur
Felons	1/20/2014	0700260430	EGAR, SAMANTHA T				Ur

## Felon Matches:

On a monthly basis, the Government Accountability Board receives a file from the Wisconsin Department of Corrections containing the records of felons that are incarcerated or still under post correctional supervision of the department. This file is compared to SVRS voter records to detect any matches. The matching and confirmation process is similar to that of Death Matches.

The screenshot displays the AESM (Training 1) application window. The 'Menu' on the left includes options like 'Voter Match'. The search filters at the top are set to 'Active Jurisdiction: TOWN OF SUN PRAIRIE'. The search results show 42 records returned. The table below lists the details for each match.

Match Type	Match Created	Voter Reg Num	Name	Date of Birth	Soc Sec Num	Gender	M
Felons	1/20/2014	000003968	THOMPSON, TERRI J				Ur
Felons	1/20/2014	0000253953	PENSKE, MILES M				Ur
Felons	1/20/2014	0000295141	BIRCH, JANICE K				Ur
Felons	1/20/2014	0000379795	WALKER, JOHN WAYNE				Ur
Felons	1/20/2014	0000380053	ROWLAND, GINA S				Ur
Felons	1/20/2014	0000454887	JACOBSON, DEVIN H				Ur
Felons	1/20/2014	0000507618	WAYNE, RAQUEL L				Ur
Felons	1/20/2014	0000517012	TRAYNOR, MICAH N				Ur
Felons	1/20/2014	0000966009	AJKLAND, JILL ROSE				Ur
Felons	1/20/2014	0000966062	CRAWLEY, STUART J				Ur
Felons	1/20/2014	0000966076	DOBSON, PAMELA R				Ur
Felons	1/20/2014	0000966102	FREDDO, FRANCIS T				Ur
Felons	1/20/2014	0000966113	GARFIELD, EVAN C				Ur
Felons	1/20/2014	0000966188	VANDELDE, JANICE F				Ur
Felons	1/20/2014	0000966377	SCHUTZ, JENNIFER A				Ur
Felons	1/20/2014	0000966390	SPADER, DANIEL T				Ur
Felons	1/20/2014	0016080266	DANSON, JERIMIAH M				Ur
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Felons	1/20/2014	0700260430	EGAR, SAMANTHA T				Ur

## Voter Matches:

SVRS uses an Ad Hoc matching process within the application to identify potential duplicate voter records. This is the same Ad Hoc process that SVRS performs when entering a voter application so the potential matches found here are those that were possibly missed when a voter application was entered. If a voter match is confirmed, the two (or more) voter records must be merged in a separate merging process. To merge voter records, refer to Page 16 of the HAVA interfaces chapter of the SVRS Training Manual.

The screenshot shows the AESM (Training1) application window. The menu on the left includes options like 'Voter', 'Voter Transfers', 'Voter Match', 'Voter Applications', 'Absentee Applications', 'Elections', 'Election Workers', 'Polling Place Locations', 'Contacts', 'Payment', 'Districts and Office Types', 'Calendar', 'Reports', 'Labels and Mailings', 'Scheduler', and 'Administration'. The 'Voter Match' option is highlighted.

The search filters at the top include:
 

- Last Name: [ ] First Name: [ ] Middle Name: [ ]
- Match Type: [Voter Record] Date of Birth: [ ] Soc Sec Num: [ ]
- Match Status/Reason: [ ] Between [ ] and [ ] To Date: [ ]
- Records Returned: 21
- Search and Clear buttons.

The table below shows the search results for duplicate voters:

Match Type	Match Created	Voter Reg Num	Name	Date of Birth	Soc Sec Num	Gender	M.
Duplicate Voters	1/20/2014	0703567310	VOELKE, JAMES S	1/1/1900			Un
Duplicate Voters	1/20/2014	0712186250	DANNON, SARAH LEE	1/1/1900			Un
Duplicate Voters	1/20/2014	0000966107	FLUER, RENE R	1/1/1900			Un
Duplicate Voters	1/20/2014	0000966121	GREER, GAVIN C	1/1/1900			Un
Duplicate Voters	1/20/2014	0700254320	JAMES, LORETTA RAE	1/1/1900			Un
Duplicate Voters	1/20/2014	0715595350	BECKETT, MARCUS THOMAS	1/1/1900			Un
Duplicate Voters	1/20/2014	0000966336	PICKERING, KAREN ANN	1/1/1900			Un
Duplicate Voters	1/20/2014	0000368636	AMUNDSON, CARL	1/1/1900	6285		Un
Duplicate Voters	1/20/2014	0000966482	WEAVER, DENNIS P	1/1/1900			Un
Duplicate Voters	1/20/2014	0000966315	THEDA, ANDERS T	1/1/1900	8121		Un
Duplicate Voters	1/20/2014	0702286200	RANSOM, BENTON F	1/1/1900			Un
Duplicate Voters	1/20/2014	0000966423	URICH, ROBERTA AUGUSTA	1/1/1900			Un
Duplicate Voters	1/20/2014	0711279560	NEIGHBORS, GOMER M	1/1/1900	9180		Un
Duplicate Voters	1/20/2014	0700260480	ZOBROWSKI, CRAIG M	1/1/1900			Un
Duplicate Voters	1/20/2014	0000966187	HUMMEL, SCOTT	1/1/1900			Un
Duplicate Voters	1/20/2014	0702448430	LUTHER, TREVOR J	1/1/1900	1664		Un
Duplicate Voters	1/20/2014	0000163721	MAITLAND, CALVIN SEAN	1/1/1900	4850		Un
Duplicate Voters	1/20/2014	0708957940	KRAMER, EDWARD R	1/1/1900			Un
Duplicate Voters	1/20/2014	0000966391	SCHWIMMER, DAVID L	1/1/1900			Un
Duplicate Voters	1/20/2014	0000372443	CLANCEY, DONALD E	1/1/1900			Un
Duplicate Voters	1/20/2014	0715667510	DIEGO, LUIS ESTEBAN	1/1/1900			Un

At the bottom of the window, it says '21 Record(s) returned'.

## HAVA Checks:

When a voter application is entered into SVRS, SVRS will communicate with the Wisconsin Department of Transportation and the Social Security Administration on a nightly basis to compare the Name, Date of Birth, Driver License or WI ID number, and Social Security number of the applicant with their databases. Similarly, if any changes are made to the above data fields, SVRS will automatically run another HAVA check. If any of the above data fields are not exactly the same, then the voter will fail the check and it will be the responsibility of the clerk to determine if an error was made in entering data or if the clerk must communicate with the voter via a "DMV Ping Notification Letter".

Best Practices: Check for HAVA failures on a regular basis but avoid using a date earlier than the last date checked or run as a report

The screenshot shows the AESM (Training1) application window. The active jurisdiction is set to TOWN OF SUN PRAIRIE. The search filters are: Date Registered Between (empty), Driver's License (empty), Language (empty), ID Check Result (No Match Found), Age Range (empty), Home Phone (empty), Place of Birth (empty), E-mail (empty), Last Changed Between (empty), Changed By User (empty), and UOCAVA Status (empty). The search results show 24 records returned. The table below displays the first 24 records.

Jurisdiction	Name	Date Of Birth	UOCAVA Status	Status	Status Reason	Address
13058	THIELE, TERRANCE G	1/1/1900		Active	Registered	2679 SYLVER RIDGE LN
13058	DICK, ARTHUR E	1/1/1900		Active	Registered	6274 TOWN HALL DR
13058	KLOCK, LINDA MAY	1/1/1900		Active	Registered	3161 COUNTY ROAD T
13058	ANDRES, ADAM	1/1/1900		Active	Registered	4794 BAILEY SETTLEMENT R
13058	BENTLEY, BUFFORD	1/1/1900		Active	Registered	4795 BAILEY SETTLEMENT R
13058	CARRIBOU, CALLOU	1/1/1900		Active	Registered	4797 BAILEY SETTLEMENT R
13058	DUNKIN, DENISE	1/1/1900		Active	Registered	4800 BAILEY SETTLEMENT R
13058	EDGERTON, ELY	1/1/1900		Active	Registered	4801 BAILEY SETTLEMENT R
13058	FORESTER, FRED	1/1/1900		Active	Registered	4810 BAILEY SETTLEMENT R
13058	GOODSON, GEOFFREY	1/1/1900		Active	Registered	4811 BAILEY SETTLEMENT R
13058	HASKELL, HERMAN	1/1/1900		Active	Registered	4815 BAILEY SETTLEMENT R
13058	JUDD, JUDITH	1/1/1900		Active	Registered	4816 BAILEY SETTLEMENT R
13058	KIPLING, KERMIT	1/1/1900		Active	Registered	4822 BAILEY SETTLEMENT R
13058	LAMBERT, LANE	1/1/1900		Active	Registered	4828 BAILEY SETTLEMENT R
13058	MORTIMER, MASON	1/1/1900		Active	Registered	4829 BAILEY SETTLEMENT R
13058	NICKLEBY, NATHAN	1/1/1900		Active	Registered	4832 BAILEY SETTLEMENT R
13058	PHILIPS, PERRY	1/1/1900		Active	Registered	4833 BAILEY SETTLEMENT R
13058	REGIS, RYAN	1/1/1900		Active	Registered	4836 BAILEY SETTLEMENT R
13058	SUZUKI, SVEN	1/1/1900		Active	Registered	4837 BAILEY SETTLEMENT R

## Mapping Data Quality:

**District Combo 1:** Of all the Mapping Data Quality checks, checking and correcting voter records who have been assigned a District Combo of 1 (DC1) is the most critical. A District Combo of 1 simply means that SVRS was unable to assign a District Combo to the voter for a variety of reasons. Voter information will not be available to those voters on the MyVote Website and their name will not appear on any poll list. To check for those voters with a DC1, select Active from the “General” tab and “1” from the “Districts” tab in the voter node, then hit search.

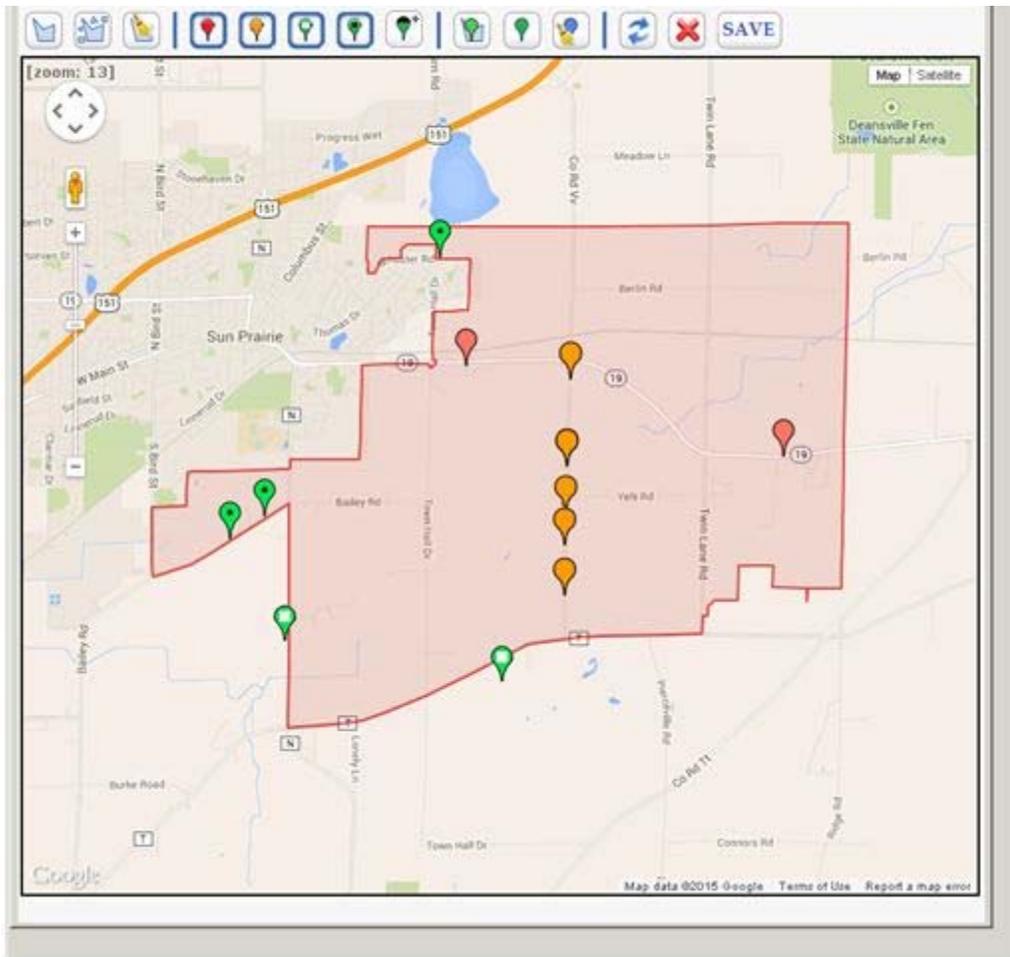
The screenshot shows the AESM (Training1) application window. The 'General' tab is selected, and the 'Districts' dropdown is set to '1'. The search results show 98 records returned for the jurisdiction of 'TOWN OF SUN PRAIRIE'. The table below lists the first 20 records.

Jurisdiction	Name	Date Of Birth	UOCAVA ST.	Status	Status Reas..	Address
13058	KARLS, MARK R	1/1/1900		Active	Registered	5792 PARKVIEW RD
13058	DENEEN, SHARON T	1/1/1900		Active	Registered	4774 RIDGE RD
13058	CERRRO, CATHLEEN A	1/1/1900		Active	Registered	4943 RIDGE RD
13058	BRADSHAW, TERRENCE...	1/1/1900		Active	Registered	5417 RIDGE RD
13058	BRADSHAW, ANN E	1/1/1900		Active	Registered	5417 RIDGE RD
13058	LOEWEN, LENORE J	1/1/1900		Active	Registered	5047 RIDGE RD
13058	MUNDT, ROBERT JAMES	1/1/1900		Active	Registered	1712 STATE ROAD 1:
13058	NORDSTROM, JAMES L	1/1/1900		Active	Registered	6171 COUNTY ROAD
13058	RAMOS, CLARISSA MAE	1/1/1900		Active	Registered	5771 PARKVIEW RD
13058	RAMOS, LYNNE MARIE	1/1/1900		Active	Registered	5771 PARKVIEW RD
13058	KRAMER, EDWARD R	1/1/1900		Active	Registered	4766 RIDGE RD
13058	GOVIN, ANSELL	1/1/1900		Active	Registered	5787 PARKVIEW RD
13058	MILLER, ELIZABETH A	1/1/1900		Active	Registered	5782 PARKVIEW RD
13058	LAUREL, LANCE	1/1/1900		Active	Registered	3145 COUNTY ROAD
13058	AGNEW, SUSAN L	1/1/1900		Active	Registered	1633 HOMESTEAD R
13058	BIRD, SHARON G	1/1/1900		Active	Registered	1634 HOMESTEAD R
13058	DONNELLY, CHARLES K	1/1/1900		Active	Registered	4791 RIDGE RD
13058	ECKERT, CHRISTOPHER...	1/1/1900		Active	Registered	4848 RIDGE RD
13058	FALLON, ROGER K	1/1/1900		Active	Registered	4867 RIDGE RD

Best Practice for correcting Geocode Exceptions, Geocode Warnings, District Combo Mismatches and Boundary Exceptions: You may run reports from the reports node in SVRS, however these Mapping Data Quality issues are best corrected from the district combo map.

ReportScenarioID	Geocode Exceptions	Geocode Warnings	Geo DC Mismatches	Boundary Exceptions	Address Count
1 3	9	2	3	155	
1 0	0	0	0	0	
1 2	4	2	2	27	
1 0	5	2	3	51	
1 0	0	0	0	3	
1 0	6	2	4	122	
1 0	0	0	0	1	

Select a District Combo that has map pins to be corrected and bring in the pins by using the mapping tools. Refer to the mapping chapter of the SVRS Training manual and use outside means if necessary such as your local County GIS or land department to determine where each pin belongs.

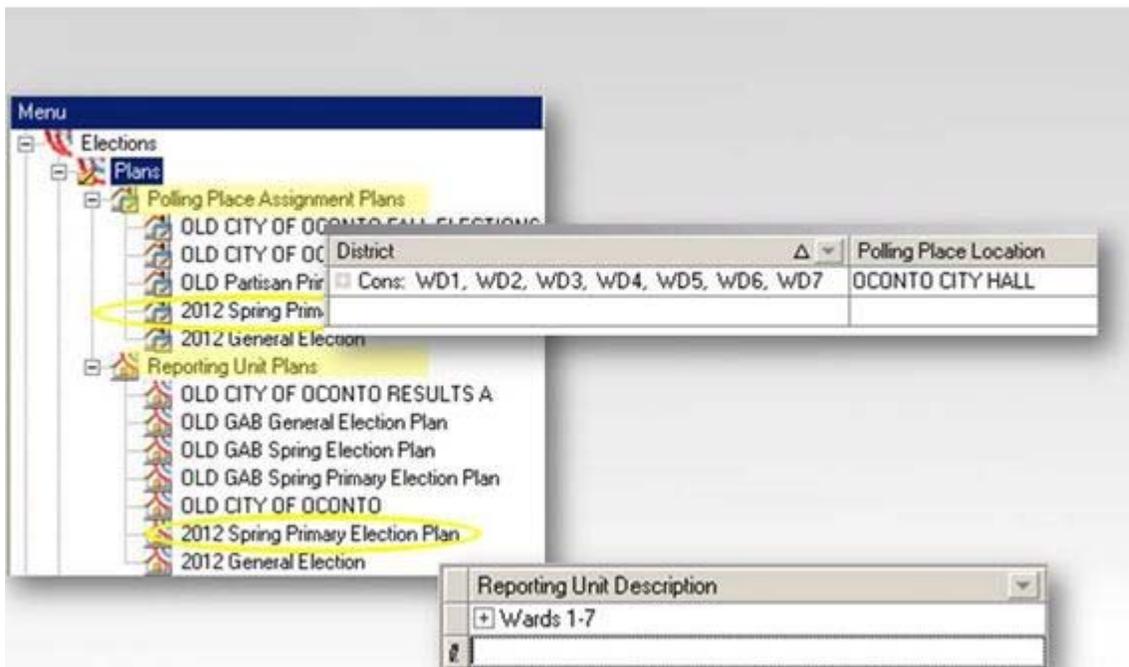


## Election Tasks:

### Polling Locations:

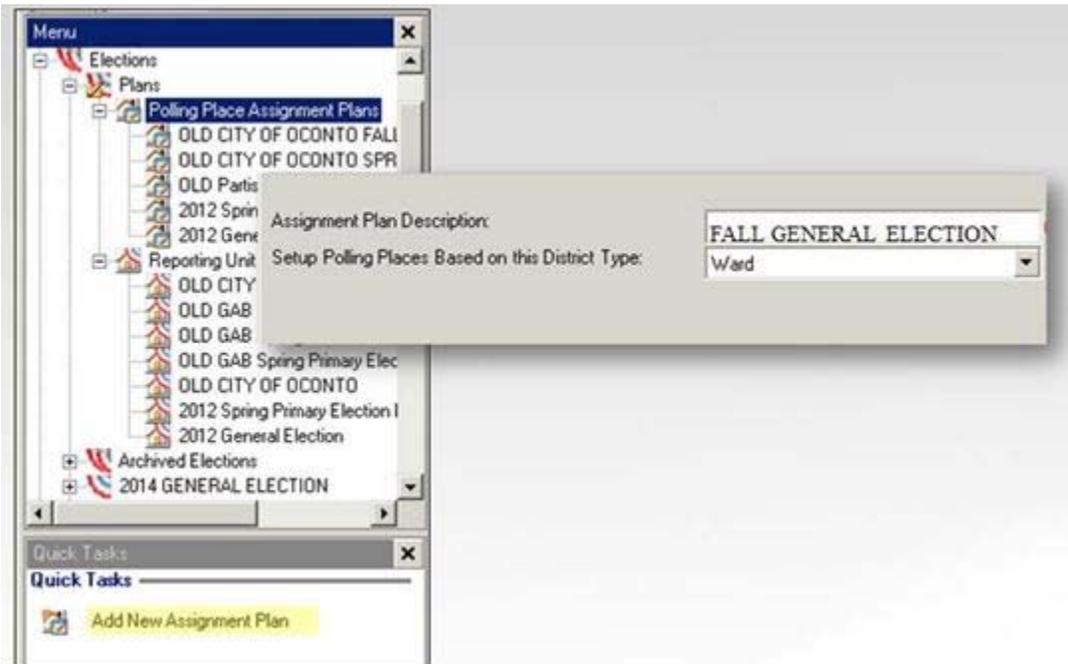
If you have a new polling location, do NOT overwrite an existing polling location. Create a new one.

Check any existing Polling Place Assignment Plans (PPAP) and Reporting Unit Plans (RUP) to see if an existing will meet your needs for the election. PPAPs and RUPs are reusable plans if a new one is not needed.

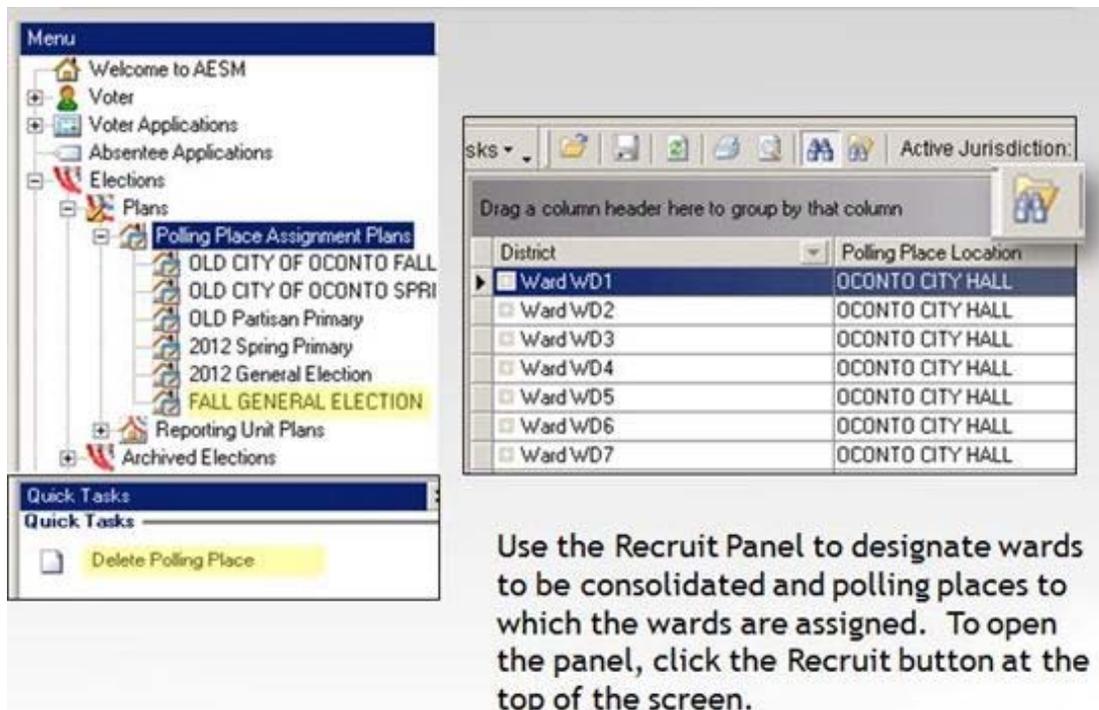


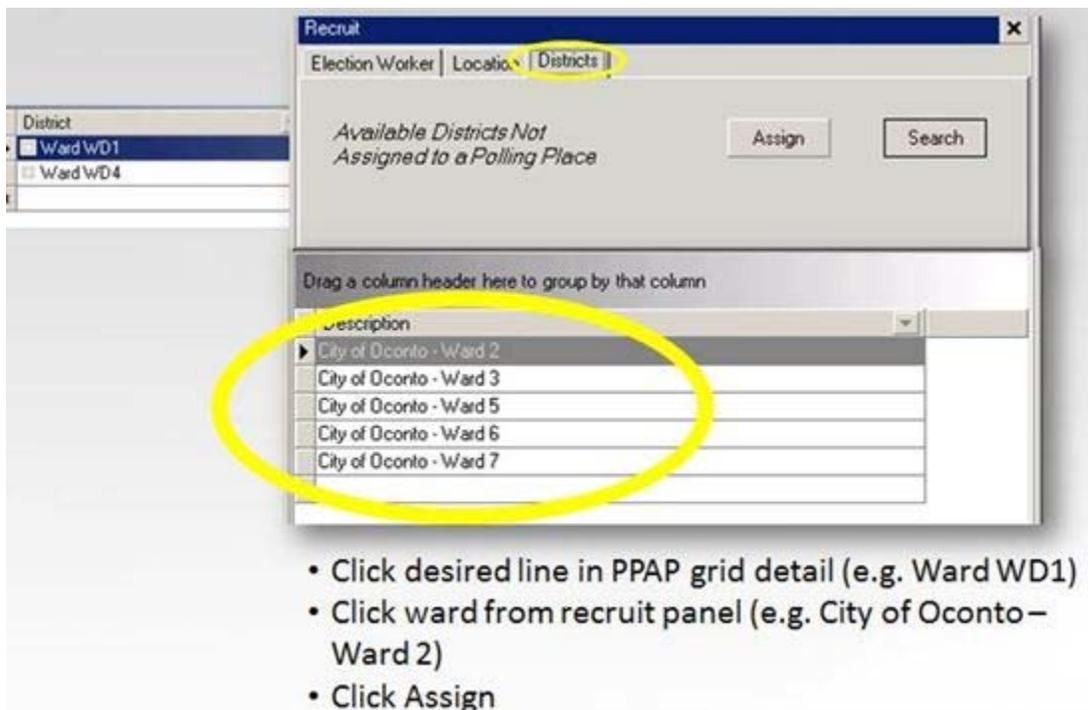
## Polling Place Assignment Plan

If a new Polling place is needed follow the “Add New Assignment Plan” beginning on page 2 of the Polling Place Chapter of the SVRS Manual. Once set up, the polling place location is available from the voter record, used within elections, on poll lists and from the MyVote website. First, name the polling place.

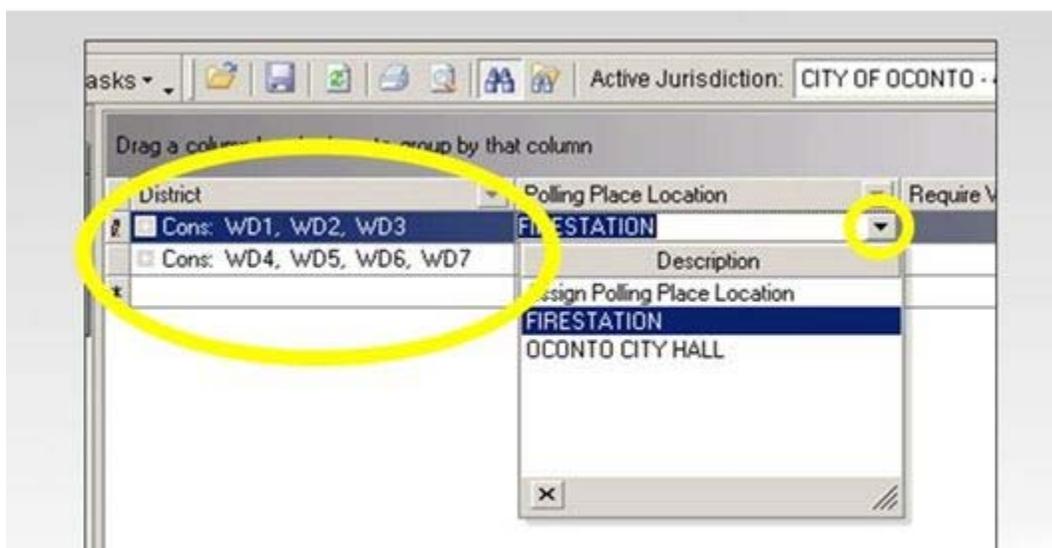


Then use the Recruit Panel to designate the wards that will be using your new polling place.





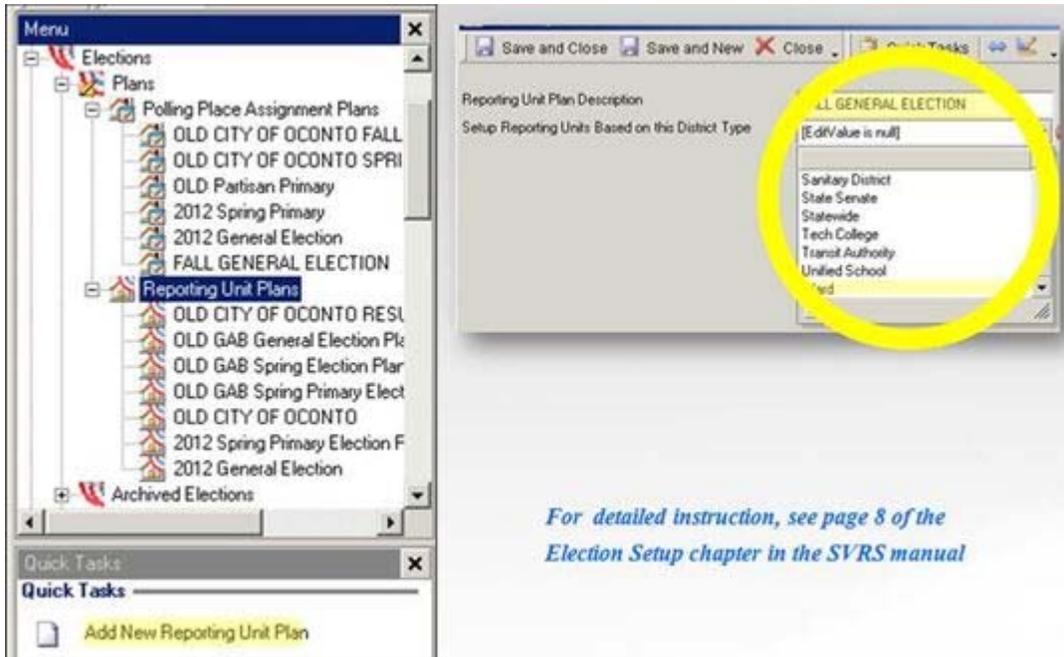
Once districts are assigned you may assign a polling place location for the ward or consolidated wards.



*For detailed instruction, see page 4 of the Election Setup chapter in the SVRS manual*

## Reporting Unit Plan

Reporting units are the ward or combination of wards by which a municipal clerk reports their election results to their county. Reporting units may change from election to election depending on what races are on the ballot. Your county clerk will be able to assist you in determining your municipality's reporting unit(s).



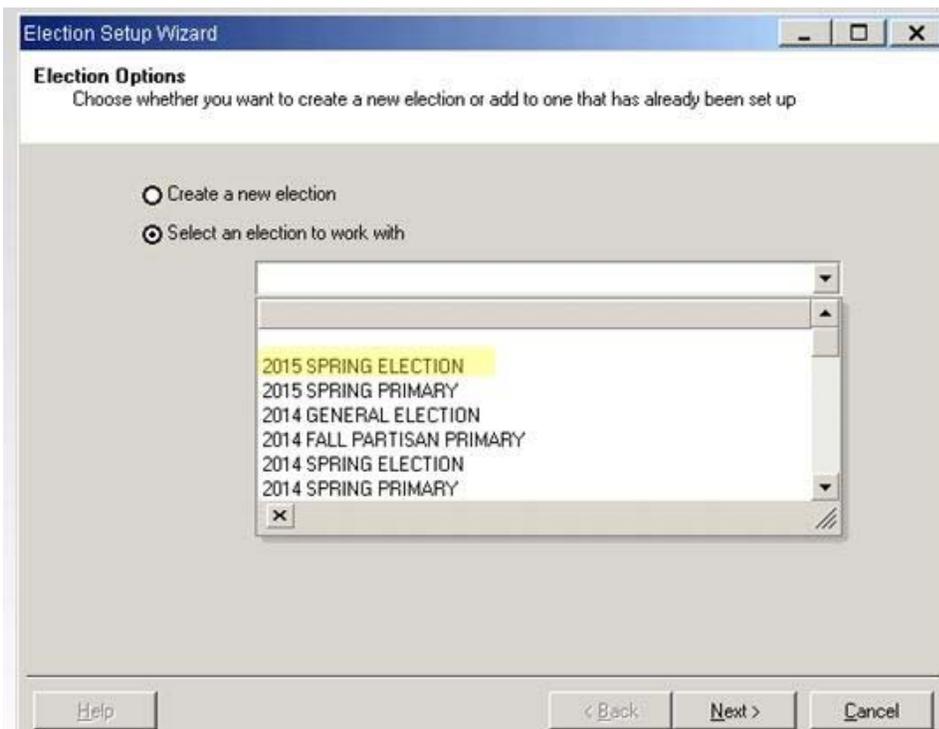
*For detailed instruction, see page 8 of the  
Election Setup chapter in the SVRS manual*

## Inheriting An Election

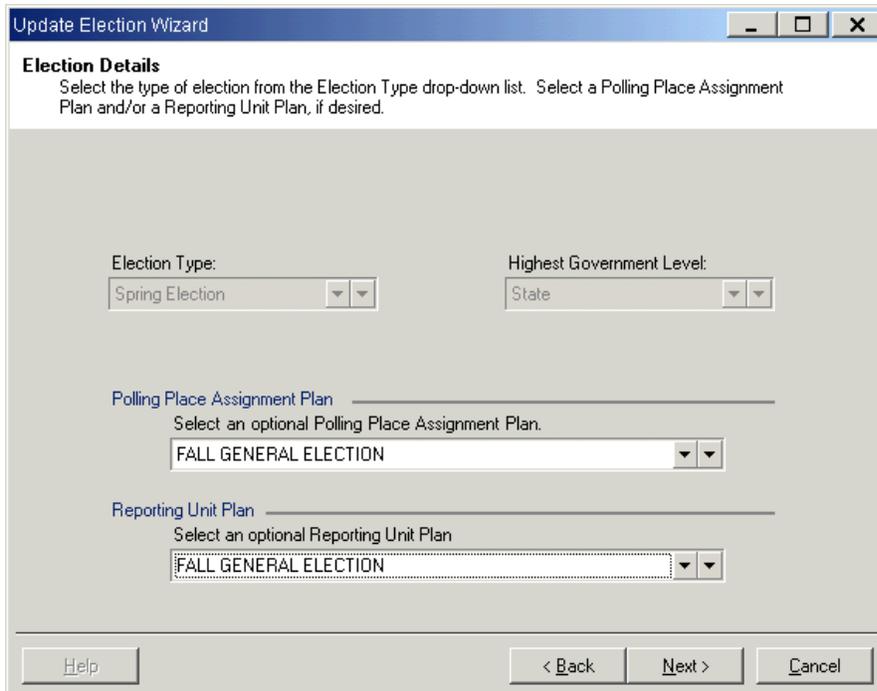
Inheriting an Election vs. creating an Election: Always choose to inherit an election if you are able to do so. You must inherit an election if any of the following contests are on the ballot:

- Federal contests
- State contests or referenda
- School District contests or referenda
- Multijurisdictional Judge (MJJ) contests or Sanitary District contests
- County contests or referenda

Elections that are available to be inherited will appear on dropdown menu in the Election Options window of the Election Setup Wizard.

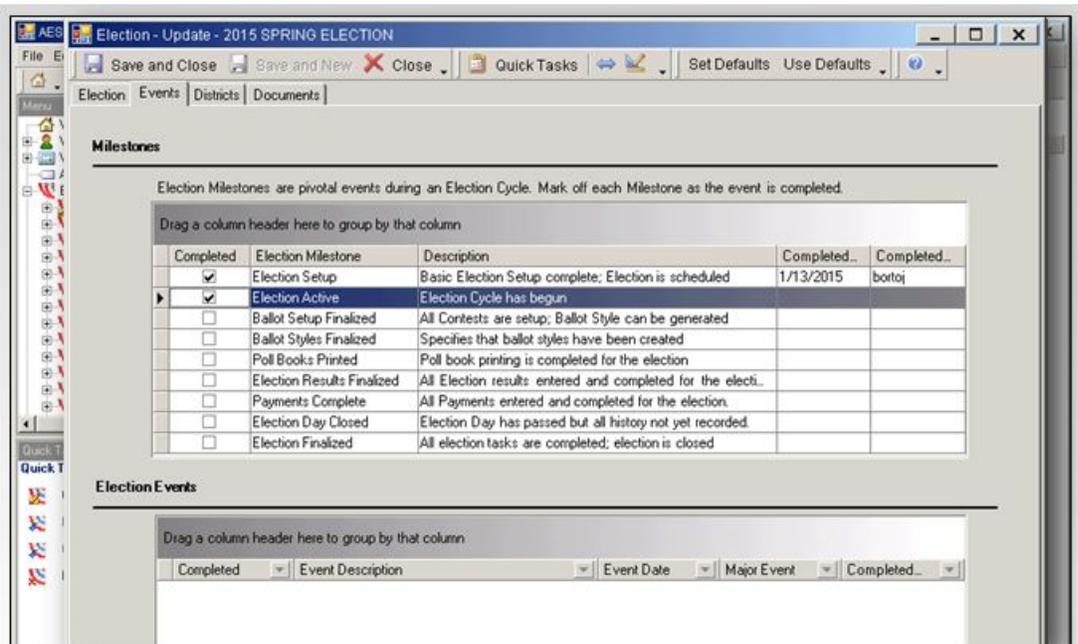


Select the PPAP and RUP for this Election from the dropdown menu then finish the Election Setup Wizard.



## Checking Milestones

Make your Election active. Refer to page 14 of the Election Setup chapter of the SVRS Training Manual for complete instructions.



## Entering Contests and Candidates

- Contests
  - State adds all Federal, State, School Board, MJJ, and sanitary contests
  - When entering a contest into the election, be sure to use the correct Ballot Position for the contest
- Candidates
  - Create a new contact record for the candidate and select Candidate as the type (see the Contacts section of the SVRS Manual)
  - Add a candidate filing under the election
    - Select the contest
    - Enter the correct Ballot Position as below

<b>Office Contests</b> Numbering Scheme for Ballot Positions in SVRS:	<b>Referenda</b> Numbering Scheme for Ballot Positions in SVRS:
State: 001000 - 099999	State: 700000 - 709999
County: 100000 - 199999	County: 710000 - 719999
Multi-Jurisdictional Judge: 200000 - 299999	Multi-Jurisdictional Judge: 720000 - 729999
Municipality: 300000 - 399999	Municipality: 730000 - 739999
Union/Unified School District: 400000 - 499999	Union/ Unified School District: 800000 - 899999
Common School District: 500000 - 599999	Common School District: 900000 - 969999
Special District: 600000 - 699999	Special District: 970000 - 999999

- Assign a number within the range allotted for your jurisdiction; double check your digits—there should be SIX!
- Assign numbers in the order the contest should appear on the ballot (low to high)
- Leave some space between numbers

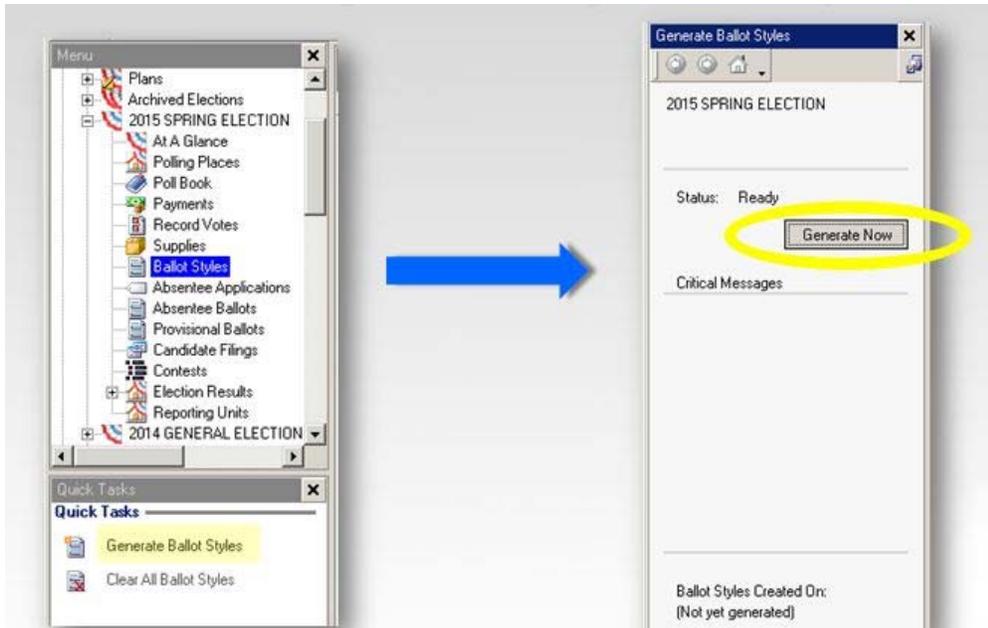
*For detailed instruction, see page 17 of the Election Setup chapter in the SVRS manual*

Enter the Ballot Position for the candidate that was determined by random selection (flip a coin, draw cards, draw numbers from a hat, etc.) If there is only one candidate enter the number “1

## Generating and Naming Ballot Styles

Ballot Style refers to the unique set of Contests and Candidates that will appear on a given voter’s ballot. All voters with this exact same set of Contests and Candidates will have the same Ballot Style in SVRS, regardless of ward. Two voters whose ballots differ by even one Contest will therefore require different Ballot Styles.

Creating a ballot style is a straightforward process in SVRS. However, you must check “milestone 3” indicating that all contests and candidates have been set up before proceeding with generating ballot styles.



The default naming convention for Ballot Styles in SVRS is NP-1, 2, 3, 4 ..... etc. To make it easier for poll workers to issue the correct ballot to voters on Election Day, it is recommended that you rename the default ballot style to something unique for each one. In the below example, ballot styles have been renamed to indicate the color of paper they will be printed on in addition to a brief description. The renamed ballot styles will appear on the poll book with the voter’s name.

Ballot Style Description	Party
+ BLUE SCHOOL DISTRICT XYZ	Non-Partisan
+ YELLOW SCHOOL DISTRICT ABC	Non-Partisan
+ BEIGE SCHOOL DISTRICTS CDE	Non-Partisan
+ GREEN SCHOOL DIST FGH	Non-Partisan
+ PINK NO SCHOOLS	Non-Partisan
+ GOLD NO SCHOOLS	Non-Partisan
+ TEAL SCHOOL DISTRICT MNO	Non-Partisan

## Printing Poll Books

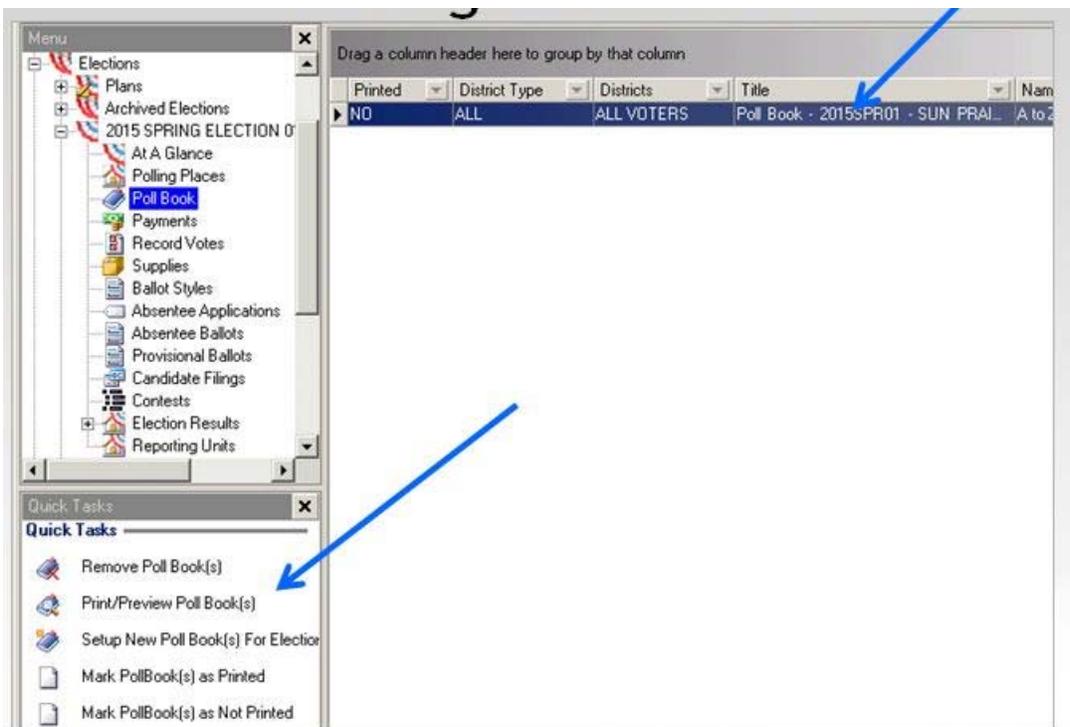
Setup the poll book(s). (Instructions for this step begin on page 4 of the Poll Book chapter of the SVRS Manual.)

- The next step is to print the poll book
- Print directly to a default printer
- Print to a specific printer
- Export the file as a pdf

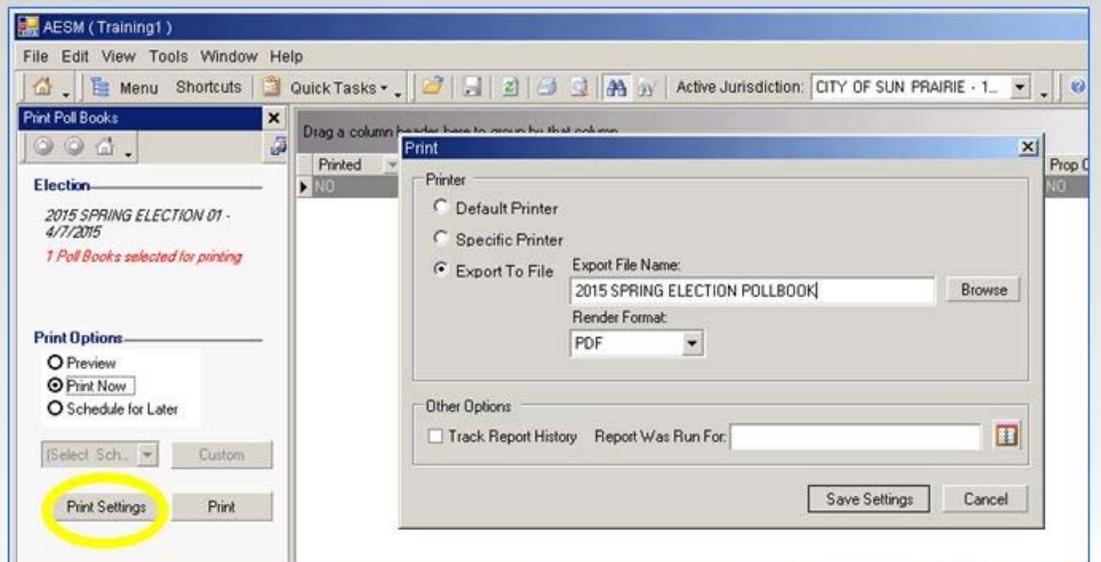
Scheduling the poll book to print later

Note: Review the checklist on page 7 of the Poll Book chapter of the SVRS Manual before printing your poll book!!

Select the poll book that you want to print then select “Print/Preview Poll Book(s).



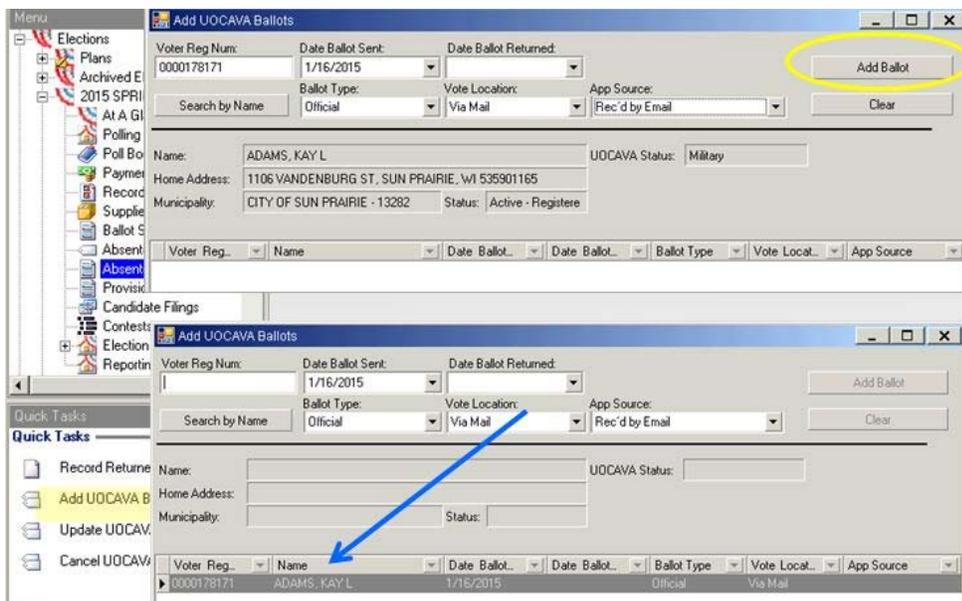
It is best practice to export your poll list before printing it. This means you will have an electronic copy of the list saved in a separate location for your records. Also, if you print a list directly, you must print the entire list. If you export a list, you can print only the pages you wish (for example, if you have newly registered voters, you can choose to print only the supplemental portion of the list.)



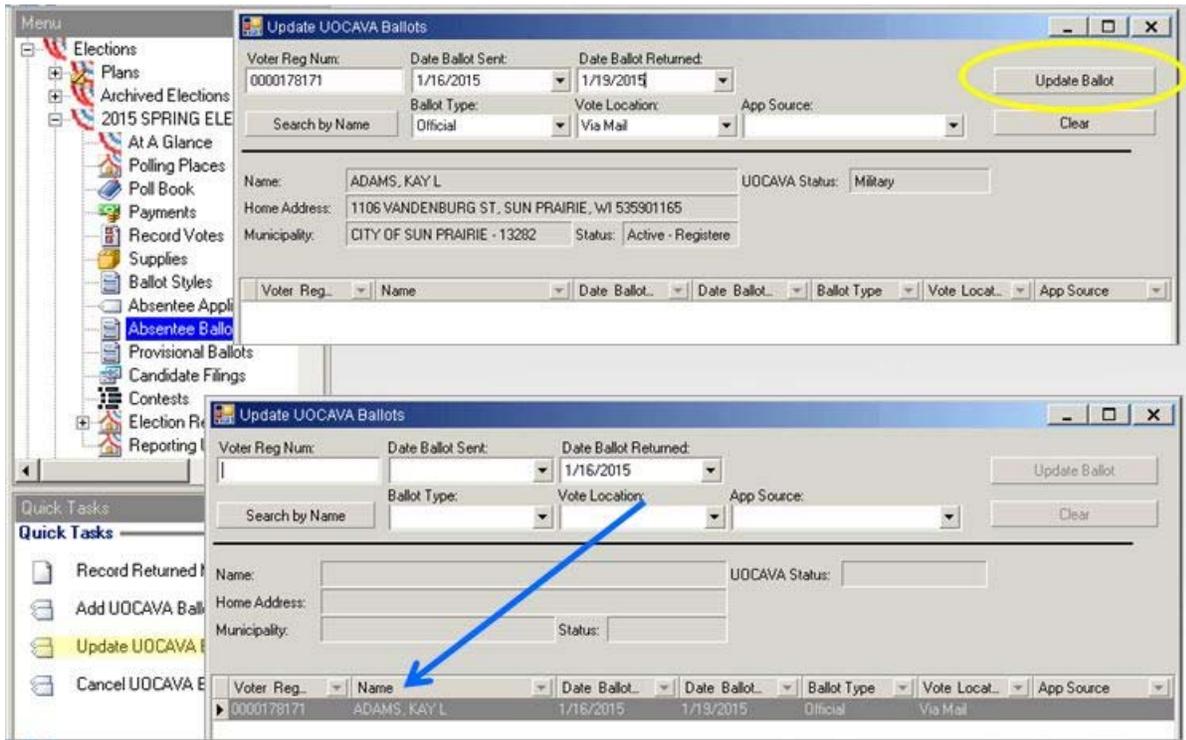
**REMINDER: Only 50 records will be displayed in the preview! When previewing the poll book, the Total Number of Voters on the Poll List will only reflect the 50 voters being previewed.**

## 'Absentee Voting and the UOCAVA Voter

Even if you don't use SVRS for printing labels or tracking absentee ballots, you must still track UOCAVA absentee ballots in SVRS. All absentee requests are limited to the current calendar year unless the voter indicates on their absentee ballot request that they are indefinitely confined due to age, illness, infirmity, or disability. To add a UOCAVA ballot only, select "Add UOCAVA Ballot" from the quick tasks menu. Then search for the voter by name or registration number. Then select "Add Ballot".



UOCAVA ballots must be updated in SVRS if and when they are returned.



Only voters with an “application type” of permanent (indefinitely confined) may have an open ended election request as below.

