

**Webinar: WisVote 101**  
**July 12, 2016**

Due to the nature of this webinar, most of the webinar will involve simulation of the WisVote system. As such, the PowerPoint presentation is not available. You may follow along using this outline. The recorded webinar will be available following completion of the webinar.

- I. Introduction
  - a. Presenters: Mai Choua Thao, Juanita Borton, Patrick Brennan
  - b. Moderator: Jodi Kitts
  
- II. WisVote Learning Center
  - a. Finding the Learning Center
    - 1. Easy Navigate
    - 2. WEC Website
    - 3. Electiontraining.gab.wi.gov
  - b. Login
    - 1. Username – same as WisVote login, but doesn't require SVRS\ in front of the username
    - 2. Password – no requirement for changing the password
  
- III. Basic Navigation
  - a. The Easy Navigate Page
  - b. The Navigation Bar
  - c. Links in WisVote
    - 1. Underlined links
    - 2. Blue links
    - 3. Voter record link
  
- IV. Navigation Tips
  - a. Snapshot – Review the options on the Voter Dashboard or Snapshot page:
    - 1. New registrations within the last week
    - 2. Tasks Due in the Next 7 Days
    - 3. EDR – Wrong Polling Place
  - b. Associated Views
    - 1. Icon
    - 2. System Views
  - c. Add a Task
    - 1. Add task from the voter record
    - 2. Display on voter record
    - 3. Display on Snapshot
  - d. +New
    - 1. Sometimes: Tasks
    - 2. Always
      - i. Reporting Units
      - ii. Absentee Applications (except In-person)
    - 3. Never: Voter Record (top of page)

- e. Filter & Sort Lists
  - 1. EDR Wrong Polling Place – Snapshot
    - i. Review list
    - ii. Use Associated View icon
  - 2. Parts of the Associated view page
    - i. View name
    - ii. Export to Excel
    - iii. Refresh
    - iv. Filter
  - 3. Filter a list
    - i. Filter by column
    - ii. Sort options in the filter menu
    - iii. Filter by specific information in the column
      - 1. Look Up Records
      - 2. Search
      - 3. Select
      - 4. Add
      - 5. Re-use selected records
      - 6. Contains Data
      - 7. Contains No Data
      - 8. Custom Filter
  - 4. Sorting the list using the header row
- f. Arrow Navigation – reviews how to use the arrow up and arrow down feature
- g. Bonus:
  - 1. Rename Ballot Styles
  - 2. Using Cancel

V. FAQs

- a. FAQ Tile
- b. Search FAQs
- c. Printing FAQs

VI. Questions

VII. Wrap-up