

WISCONSIN ELECTIONS COMMISSION

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DATE: September 9, 2016

TO: Wisconsin County Clerks
Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Milwaukee County Election Commission

FROM: Michael Haas, Interim Administrator
Sarah Whitt, WisVote Functional Lead

SUBJECT: WisVote Live Update #10

Recent Updates to WisVote

On the evening of Thursday, September 1, updates were made to the WisVote system. This update contained several minor system modifications with a few noticeable updates to improve the functionality of WisVote.

- WisVote will no longer set the **Voter Name** to be upper and lower case. WisVote will now accept the capital and small letters the clerk chooses to type. Clerks will now be able to correctly enter names that include multiple capital letters such as McMahon and O'Connor. However clerks will need to deliberately capitalize the letters they want capitalized. WisVote will not set these capitals for you. The name will appear on the poll book based on how the clerk enters it.
- New columns for address details have been added to the **Voter Search** page in the Add/Remove columns option. This allows clerks to separate house number from street name for better sorting.
- Clerks will be able to begin issuing **in-person absentee ballots** as soon as the Candidates Complete checkpoint is checked. This allows clerks who wish to expand their in-person absentee hours based on the recent court ruling to do so. To get the Vote In-Person button to appear, ensure that your candidates are entered accurately, check the Candidates Complete checkpoint, and then refresh the page.
- Clerks will be able to enter **absentee applications** for regular and indefinitely confined voters with the delivery methods of email and fax, in accordance with the recent court ruling.

- The **absentee label** that prints for fax and email ballots will now include the applicable email address or fax number.
- **Ballot Styles** have a new naming convention in WisVote. The default Name on Poll Book will now include BS (such as BS 01) to make it easier to differentiate between the ballot style and ward. Clerks can still rename the Name on Poll Book if they would like something different. Changing the Name on Poll Book will also automatically update the Ballot Style Name so it does not need to be renamed twice.
- Users will no longer get an error message when adding **Elected Officials**.
- **MyVote** will now be more restrictive about processing hard-to-find addresses that are not in WisVote. This will reduce the number of voters getting incorrect information from MyVote, but there may be an increase in the number of voters who are who are greatly hindered by what they can do and see in MyVote.

MyVote Reminders

MyVote information is WisVote information. The myvote.wi.gov website that voters use retrieves all of its data from the WisVote system. If information is entered incorrectly into WisVote, then it will display incorrectly on the MyVote website. This makes Election Plans particularly important as the creating and updating of these plans determine the polling places as they appear on MyVote. Another important WisVote action is correctly and promptly entering candidate and contest information, as this is used for MyVote's sample ballots and the ballots Military and Overseas voters download. Overall please verify that all election-related records are up-to-date in WisVote to ensure our voters are correctly informed.