

State of Wisconsin\Government Accountability Board

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DATE: May 3, 2016

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

FROM: Michael Haas, Elections Division Administrator
Marianne Griffin, Elections Specialist

SUBJECT: WisVote Live Update #6

Recent Updates to WisVote

G.A.B. staff is continually making changes and updating WisVote in response to suggestions from clerks. Now that we have finished the April election, we have moved to a longer period of time between WisVote updates. We plan to continue to make system improvements on a monthly basis. Below are some of the changes that were installed last week:

WisVote System-wide Updates

- Full text search: full text search is a system-wide update that simplifies the process of searching for addresses and voter names in WisVote. Full text search works like a “contains” search and is less restrictive than the former, “begins with” search. For example, a search for 1000 Derby, will display 1000 Derby LN and 1 Derby LN, Apt 1000; but not 1001 Derby LN. The search results will only display the addresses that contain “1000” and “Derby” in the address. A search for a common number or name, such as the number 1 will result in a, “there are more search results than can be displayed” error message. To search for a specific word that would result in a high number of search results, enter the entire word to limit the search results. For example, if searching for 722 Main St, abbreviating the street name and searching for “Ma” would retrieve results for every address that contain the letters Ma, however, searching for “Main” limits the results to only the addresses that contain the word Main.
- When providers use the Change Jurisdiction feature to change the jurisdiction they are working in, they can now hit the “enter” key on the keyboard once they have selected the new jurisdiction instead of having to click the “change” button.

Voter Updates

- A Merged Out Voters Report is now available. This report helps clerks find voters who have been merged out of their jurisdiction so clerks can maintain updated registration files. This report is available from the Voter List tile using the Run Reports button.
- A Wrong Polling Place view is now available from the Voter Snapshot tile. This view will list Election Day Registrations where the voter’s district combo does not match the reporting unit where the EDR was entered. Clerks should review these voters to

determine if the voter inadvertently registered in the wrong reporting unit, or if the clerk accidentally entered the voter under the wrong reporting unit. If the EDR was entered incorrectly, clerks should re-enter the EDR in the reporting unit where the voter registered and voted.

- Corrected a voter map error that caused the map to zoom in incorrectly and not display the address pin.
- Corrected an EDR and Voter Registration search error that would show the same voter multiple times even though the voter only had one record. Corrected a Data Entry user permissions error that occurred when entering Election Day Registrations.

Absentee Updates

- If the absentee application type is Indefinitely Confined, the Absentee Period will now default to All Future Elections.
- When clerks deactivate an absentee application, the system will check to see if the absentee application has any active ballots. If so, the user must cancel the outstanding ballot before they can deactivate the absentee application.
- Absentee ballots can now be marked as issued again for the Spring Election. Previously WisVote stopped allowing absentee ballots to be tracked 10 days after the election, but many clerks had not finished entering all of their absentee ballots. Absentee tracking for the Spring Election will remain available until May 20. All absentee ballots for the Spring Election must be entered by that time. Please note that recent legislation requires tracking for all absentee ballots to be completed within 48 hours, or within 72 hours by providers. There is expected to be significantly more interest in obtaining this data on a timely basis in advance of the fall partisan elections.

Election Updates

- Corrected a data entry user permissions error that appeared when recording votes using the Scan Votes button.
- Corrected an error that caused the Suffix to not display in the voter name field on the Poll Book grid used for recording votes.
- An Absentee Ballot Preview report has been added to WisVote. This allows clerks to preview the absentee ballots that will be issued by MyVote to military and overseas voters and can help clerks verify that their candidates and contests have been added correctly into WisVote.

Pre-Election Preparation

While we know many clerks are still completing Spring Election tasks, we need to start looking towards the Partisan Primary on August 9, 2016. A pre-election checklist will be posted soon, focusing on important tasks that WisVote users should begin working on now.

- Please enter candidates for the fall elections within the November 8, 2016 General Election in WisVote, NOT the Partisan Primary. WisVote will automatically transfer candidates into the Partisan Primary after the filing deadline.
- Update election plans for the Partisan Primary and General Election. Election plans must be updated in WisVote to ensure that voters can find their polling place using MyVote. If election plans are not updated in WisVote, MyVote search results will be incomplete.

Training Update and Provider/Relier changes

With the implementation of Act 261, which requires absentee applications and ballots to be tracked in WisVote, there are some reliers who will now be responsible for entering voter registrations and absentee tracking into WisVote. In order to accommodate this change, relier clerks can be certified for a “data entry” role in WisVote by following the training curriculum on the WisVote Learning Center. The data-entry curriculum requirements can be customized based on the tasks that each staff member is assigned to do in WisVote. Please contact the G.A.B. Help Desk if you would like more information on how to customize the data entry training curriculum.

MyVote 2.0 Coming in June!

MyVote 2.0 will be launched in early June. The new website will feature a new design and improved voter usability. The “click and mail” function will be available again, allowing voters to fill in a voter registration form that they can then print and mail to their clerk along with proof of residence. This process will create a “pending application” in WisVote to make data entry easier for these voter registrations.