

## Presidential Preference Only Absentee Ballot Tracking

To comply with Federal law, all military and permanent overseas absentee ballots must be tracked in WisVote. Tracking absentee ballots in WisVote is a three step process: 1) record the date the absentee application was received, 2) the date the absentee ballot was sent and 3) the date the absentee ballot was returned.

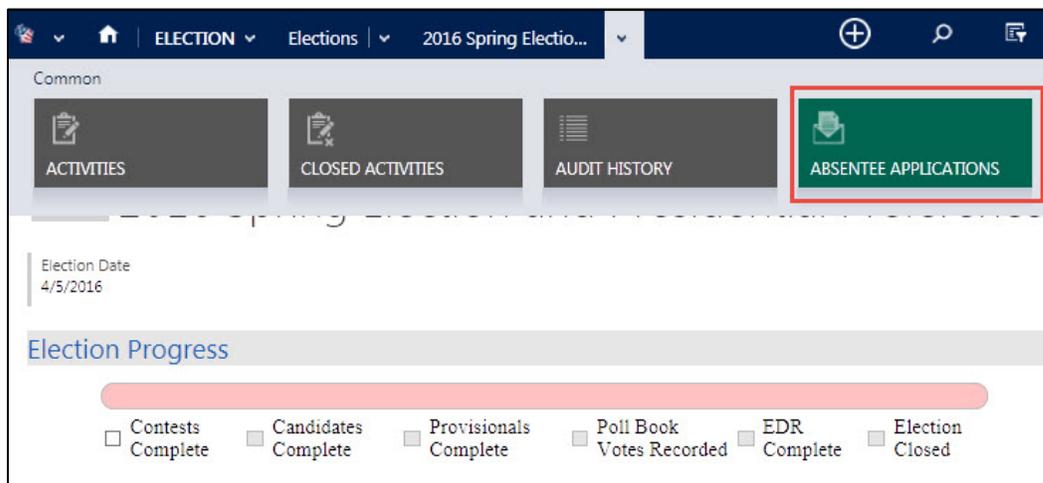
Instructions for issuing Presidential Preference Only absentee ballots to military and overseas voters, updating the absentee ballot sent date field and recording returned absentee ballots in WisVote are outlined below.

Presidential Preference Only absentee ballots can only be issued in WisVote if the Contests Complete and Candidates Complete Checkpoints are unchecked. Do not check the Contests Complete and Candidates Complete Checkpoints until the official Spring Election ballot is ready to be issued.

Click the links below to view the Presidential Preference Only Absentee Ballot Tracking interactive tutorials: <https://vimeo.com/155727089>  
<https://vimeo.com/155718696>

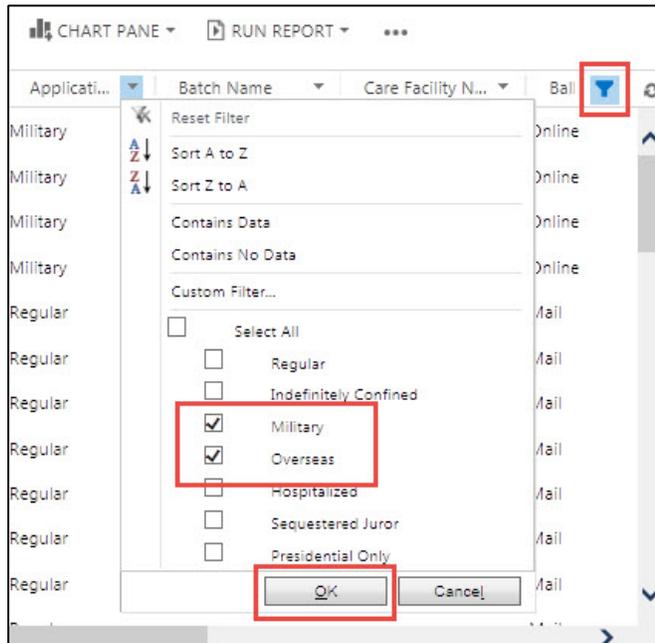
### Issue Individual Presidential Preference Only Absentee Ballots

1. Click the Elections tile
2. Click the 2016 Spring Election and Presidential Preference Vote
3. Verify that the Contests Complete and Candidates Complete Checkpoints are **not** checked
4. Click the drop-down arrow to the right of the name of the election to display the navigation bar
5. Click the Absentee Applications tile

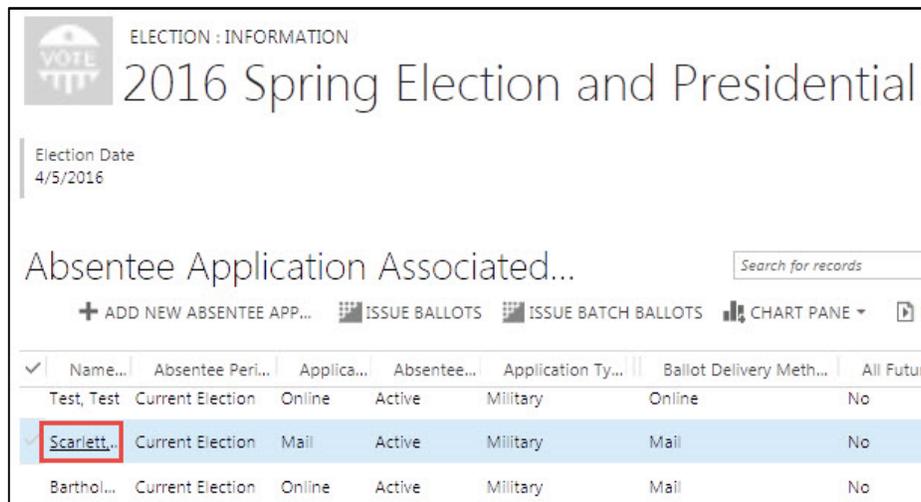


6. On the Absentee Application View page, search for, or locate the military or overseas absentee application record in the Absentee Application Associated view grid

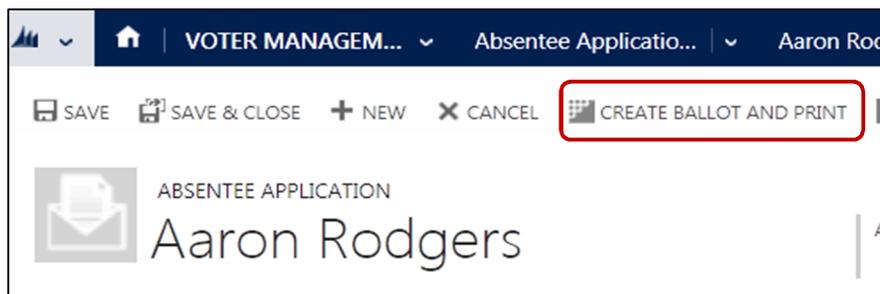
- 7. To filter for military and/or overseas absentee application types, click the filter icon, then click the absentee type field and select Military and/or Overseas, then click OK



- 8. Click the name of the voter to open the absentee application record



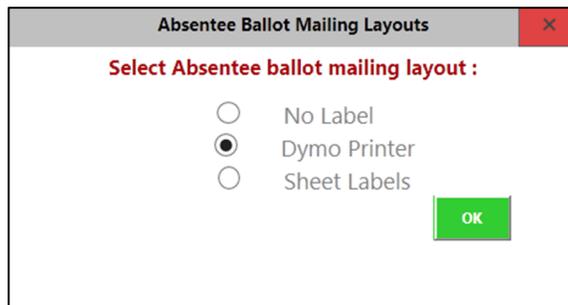
- 9. Click the Create Ballot and Print button



- Select one of the label options in the Absentee Ballot Mailing Layout window, then click OK

### Absentee Ballot Tracking Only Users

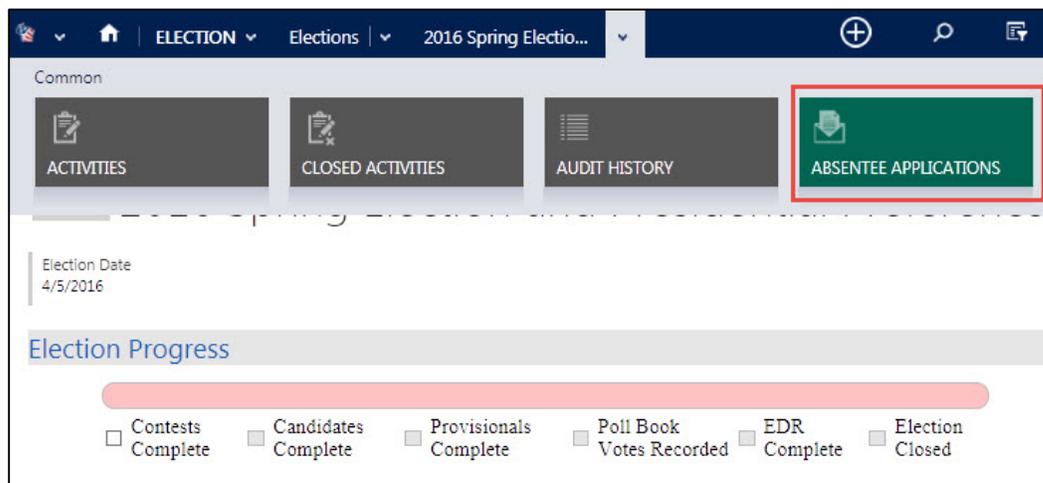
Select the No Label field if mailing labels are not desired; if the no label option is selected, the Ballot Sent Date field will automatically populate to the date the ballots are issued



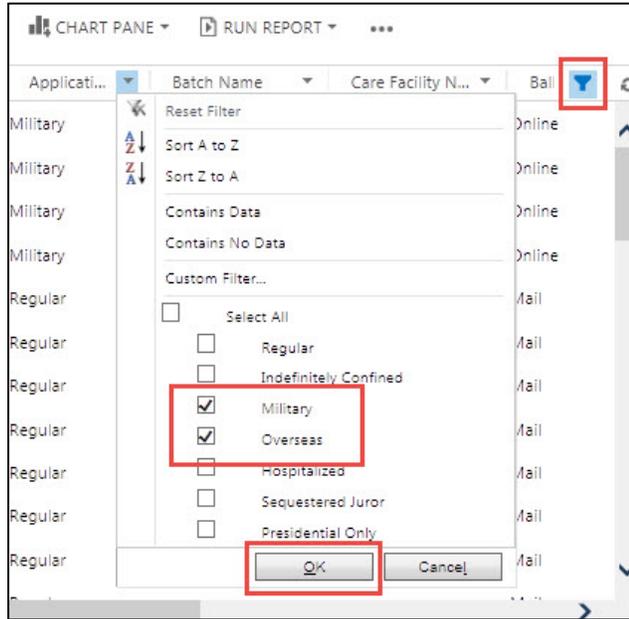
- Two mailing labels are generated for each absentee voter. The Home Address is printed on the first label and is placed on the return envelope; the Absentee Address is printed on the second label and is placed on the mailing envelope
- A report viewer window will open and display a "Report is Being Generated" message; after the labels have been generated, click the Save and Export button to save and export the mailing labels
- To print the labels directly from WisVote, click the Print button

### Issue Multiple Presidential Preference Only Absentee Ballots

- Click the Elections tile
- Click the 2016 Spring Election and Presidential Preference Vote
- Verify that the Contests Complete and Candidates Complete Checkpoints are **not** checked
- Click the drop-down arrow to the right of the name of the election to display the navigation bar
- Click the Absentee Applications tile



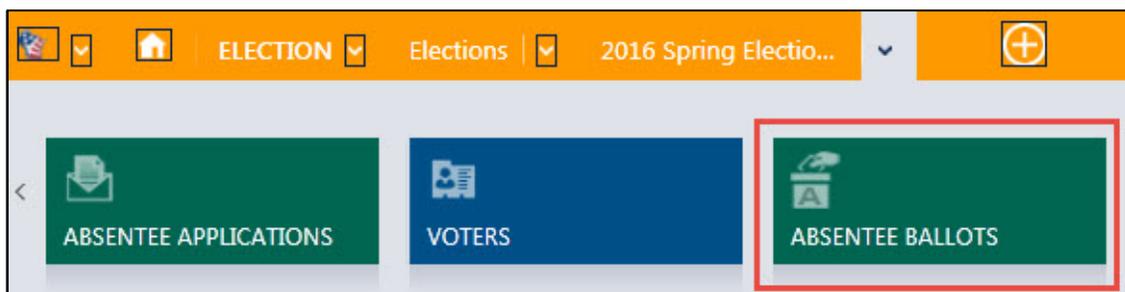
6. On the Absentee Application View page, search for, or locate the military or overseas absentee application record in the Absentee Application Associated view grid
7. To filter for military and/or overseas absentee application types, click the filter icon, then click the absentee type field and select Military and Overseas, then click OK



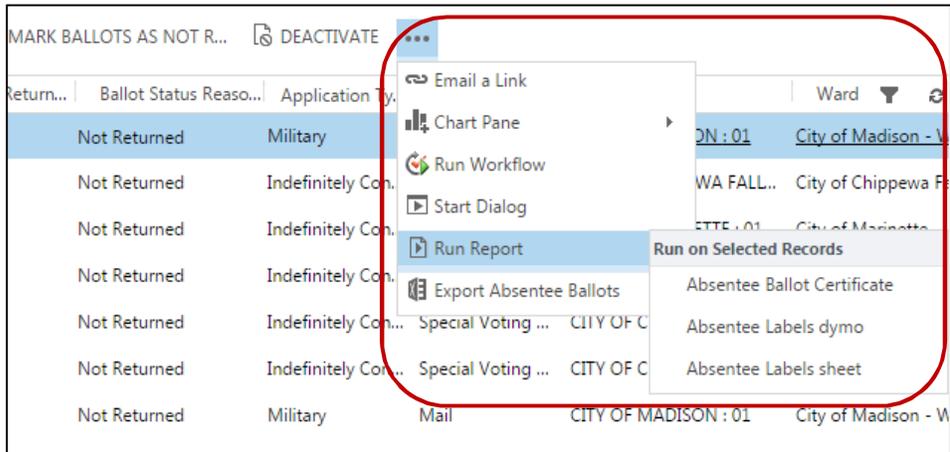
8. Select the military/overseas absentee application records, then click Issue Ballots



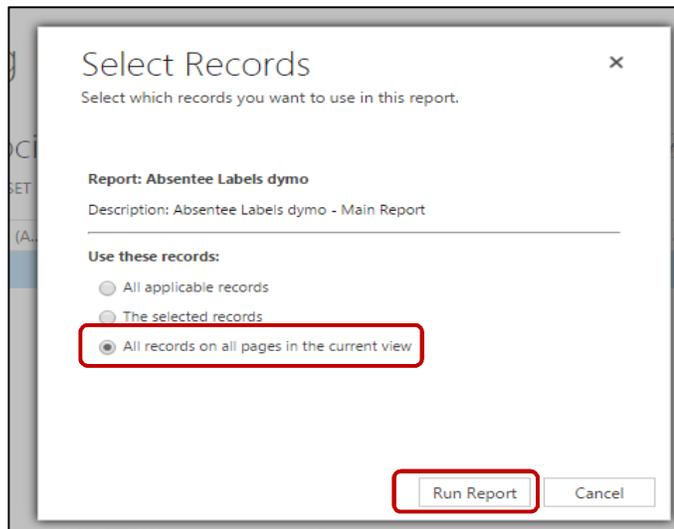
9. To print the absentee mailing labels, click the drop-down arrow to the right of the election name to display the navigation bar, then click the Absentee Ballots tile



10. On the Absentee Ballots Associated View page, select the records
11. Click the ellipses to display additional actions, then select Run Report to open a drop-down list of printing options
12. Select one of the label options in the drop-down list



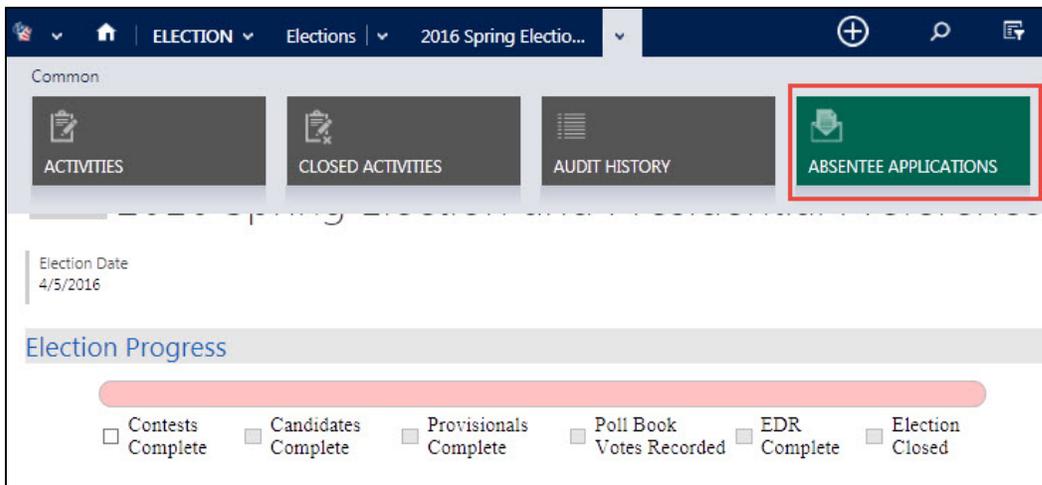
13. In the Select Records window, select option three, "All records on all pages in the current view", then click Run Report to generate the labels for the applications in the batch



14. A report viewer window will open and display a "Report is Being Generated" message; after the labels have been generated, click the Save and Export button to save and export the mailing labels
15. To print the labels directly from WisVote, click the Print button

### Issue Presidential Preference Only Absentee Ballots as a Batch

1. Click the Elections tile
2. Click the 2016 Spring Election and Presidential Preference Vote
3. Verify that the Contests Complete and Candidates Complete Checkpoints are **not** checked
4. Click the drop-down arrow to the right of the name of the election to display the navigation bar
5. Click the Absentee Applications tile



6. To issue ballots and generate mailing labels as a batch, click the Issue Batch Ballots button



7. In the New Batch Absentee Request window, enter a description for the batch, verify that the correct election is selected
8. Select Military or Overseas as the application type  
**Note:** Batches can only be created for a single application type

- Select the No Label field if mailing labels are not desired

**Note:** If this option is selected, the Ballot Sent Date field will automatically populate with the date the batch was created

**Important note about entering names into the Batch Name on Absentee field:**

- If the Batch Name on Absentee ballot field is left blank, all of the outstanding absentee applications that match the voter type, delivery method and care facility (if applicable) will be included in the batch
- If a batch name is entered in the Batch Name on Absentee ballot field, ONLY the absentee applications that have the exact same batch name on their absentee application will be included in the batch

- To finish creating the batch request, click Save and Close

- To retrieve the batch, click the Batch Absentee Request tile in the navigation bar to open the Batch Absentee Request view page

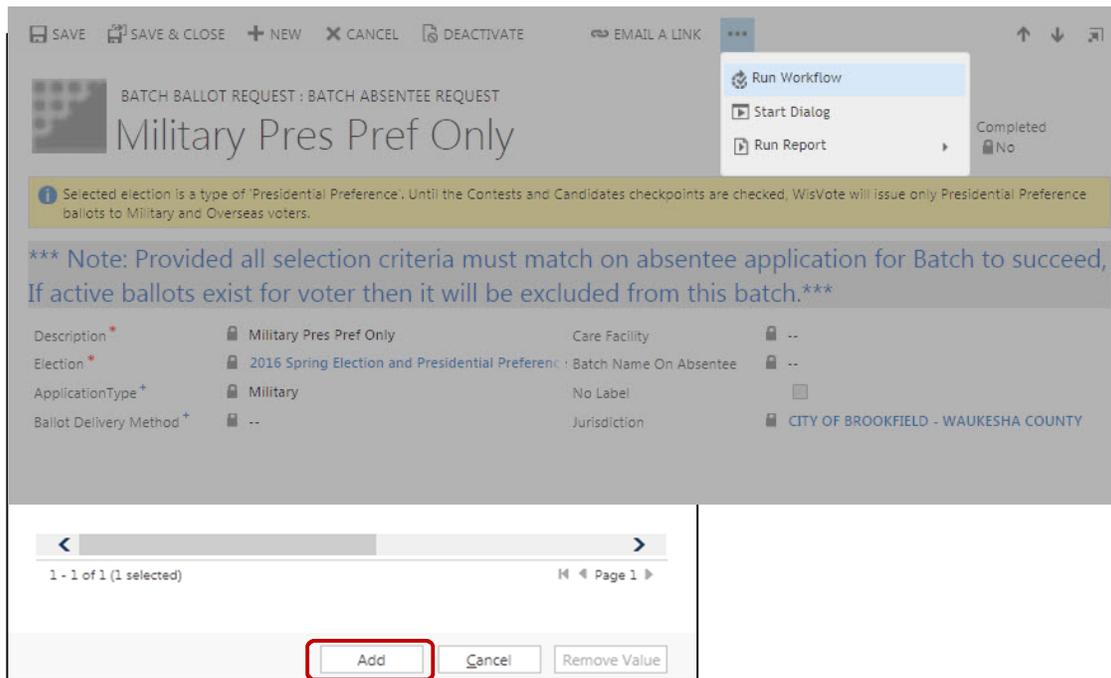


- 12. Click the name of the batch in the Batch Absentee Request Associated view grid, to open the Batch Absentee Request page

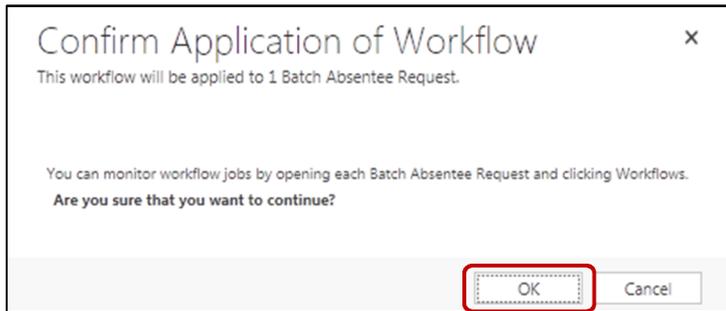


- 13. Click the ellipses at the top of the Batch Absentee Request page to display additional actions, then select "Run Workflow" from the drop-down list  
**Note:** the Run Workflow button might display as an action on the page

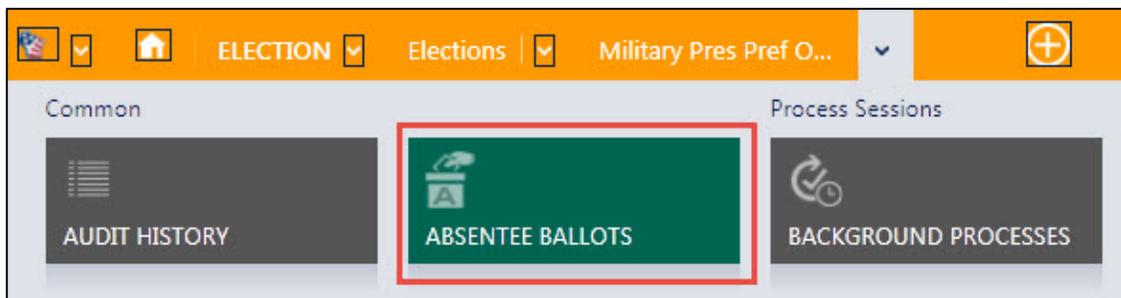
- 14. A Look Up Record window will appear, click Add



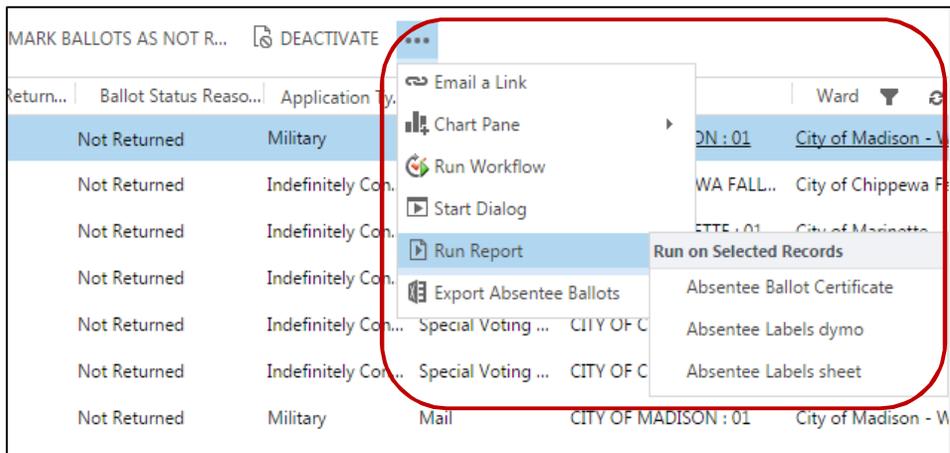
- Click OK in the confirmation window to submit the absentee batch request  
**Note:** it may take up to 15 minutes to complete the workflow



- To print the absentee mailing labels for the batch, click the drop-down arrow to the right of the batch request name to display the navigation bar, then click the Absentee Ballots tile



- On the Absentee Ballots Associated View page, select at least one record
- Click the ellipses to display additional actions, then select Run Report to open a drop-down list of printing options
- Select one of the label options in the drop-down list



- In the Select Records window, select option three, "All records on all pages in the current view", then click Run Report to generate the labels for the applications in the batch

21. A report viewer window will open and display a "Report is Being Generated" message; after the labels have been generated, click the Save and Export button to save and export the mailing labels
22. To print the labels directly from WisVote, click the Print button

## Update the Absentee Ballot Sent Date Field

1. Click the Elections tile
2. Click the 2016 Spring Election and Presidential Preference Vote
3. Click the drop-down arrow to the right of the name of the election to display the navigation bar
4. Click the Absentee Ballots button
5. Select the absentee ballot record or multiple absentee ballot records to update
6. Click the Set Ballots Sent Date button

**Note:** the Set Ballots Sent Date button will not display unless a record is selected

ELECTION : INFORMATION  
2016 Spring Election and Presidential

Election Date  
4/5/2016

Absentee Ballots Associated

MARK BALLOTS AS RETUR... 
  SET BALLOTS SENT DATE 
  RECORD RETURNED MAIL... 
 ...

<input checked="" type="checkbox"/>	Name...	Mailing Id...	Date Ballot Sent	Ballot Status Reaso...	Application Ty...	Ballot C
<input type="checkbox"/>	Alston,...	53,878		Not Returned	Military	Email
<input checked="" type="checkbox"/>	Anders,...	53,860		Not Returned	Military	Email
<input checked="" type="checkbox"/>	Bartholo...	53,816	2/17/2016	Not Returned	Military	Mail
<input checked="" type="checkbox"/>	Bastin,...	53,811	2/12/2016	Not Returned	Military	Mail
<input type="checkbox"/>	Beck, Ky...	53,881	2/17/2016	Not Returned	Military	Online

7. Edit the date in the Set Ballots Sent Date window then click OK

**Note:** refresh the screen to view the updated ballot sent date field

Set Ballots Sent Date [X]

Please provide Ballot sent date:

Wed Feb 10 2016 [OK]

## Manually Record Returned Presidential Preference Only Ballots

1. Click the Elections tile
2. Click the 2016 Spring Election and Presidential Preference Vote
3. Click the drop-down arrow to the right of the name of the election to display the navigation bar
4. Click the Absentee Ballots button
5. Select the absentee ballot record to be recorded as returned
6. Click the Mark Ballots as Returned button

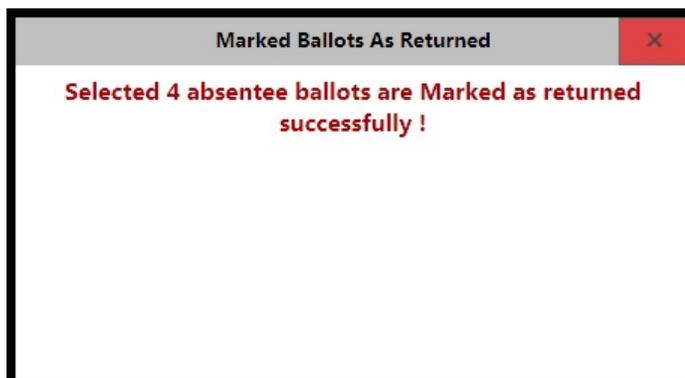
ELECTION : INFORMATION  
1/19/2016 Special Election  
Election Date 1/19/2016

Absentee Ballots Associated View

MARK BALLOTS AS RETURN...  SET BALLOTS SENT DATE  RECORD RETURNED MAIL...  LETTERS ...

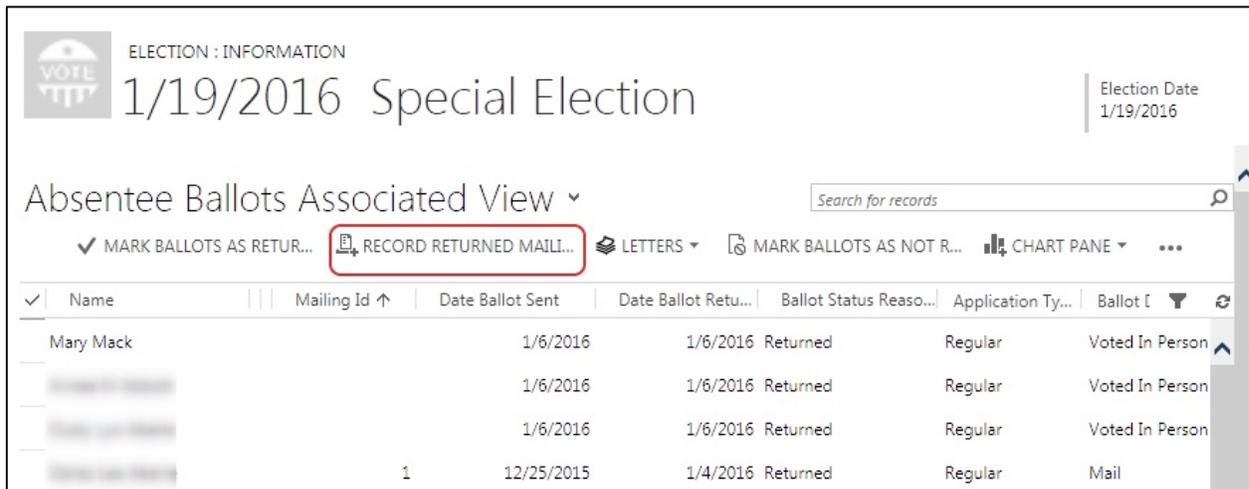
<input checked="" type="checkbox"/>	Name	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reason...	Application Ty...	<input type="checkbox"/>
<input checked="" type="checkbox"/>	[Redacted]	1	12/25/2015		Not Returned	Regular	Mail
<input checked="" type="checkbox"/>	[Redacted]	2	12/25/2015		Not Returned	Regular	Mail
<input checked="" type="checkbox"/>	[Redacted]	2	12/25/2015		Not Returned	Regular	Mail
<input checked="" type="checkbox"/>	[Redacted]	5	12/25/2015		Not Returned	Regular	Mail
<input checked="" type="checkbox"/>	[Redacted]	6	12/25/2015		Not Returned	Regular	Mail

7. A confirmation window will appear confirming the number of ballot that have been marked as returned



### Record Returned Presidential Preference Only Ballots by Scan

1. Click the Elections tile
2. Click the 2016 Spring Election and Presidential Preference Vote
3. Click the drop-down arrow to the right of the name of the election to display the navigation bar
4. Click the Absentee Ballots button
5. In the Absentee Ballots Associated View page, click the Record Returned Mailings button to open the Record Returned Ballots Webpage Dialog



6. To scan multiple returned absentee ballots, select the Auto-Record checkbox
7. Enter the date the absentee ballot was received in the Response Date field  
**Note:** The response date will default to today's date but may be edited
8. Select a Response Type from the drop-down list; the response type selected will be recorded as the response type for all ballots scanned in the session, to record a different response type, edit the Response Type field before you continue to scan additional ballots



- 9. Place the cursor in the Mailing ID field and scan all of the returned absentee ballots with the selected response type

**Record Returned Ballots**

Record UnRecord Clear  Auto-Record

Mailing ID : \*  This field is required.

Response Date : \* 01/04/2016

Response Type : Returned

Election Name :

Voter Status :

Voter Name :

Absentee Address :

Status :

-StatusReason :

Mailing ID	Response Date	Response Type	Election Name	Voter Status	Voter Name	Absentee Address	Status-Reason
4	01/04/2016	757580000	1/19/2016 Special Election	Active	Ana Regina Akan	1005 W ELM ST, CHIPPEWA FLS, WI 547291603	757580000
9	01/04/2016	757580000	1/19/2016 Special Election	Active	Danielle Lynn Cance	504 E GRAND AVE, CHIPPEWA FLS, WI 547292724	757580000

- 10. The recorded absentee ballot records will display below the data fields in the Record Returned Ballots Webpage Dialog window
- 11. Close the Record Returned Ballots Webpage Dialog window to finish recording the returned absentee ballot records and return to the Absentee Ballots Associated View page