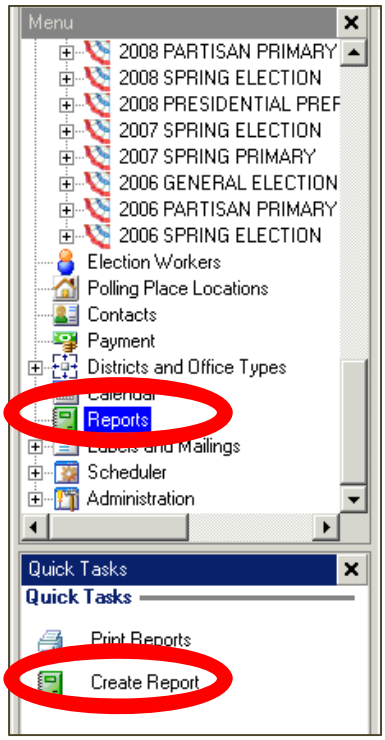
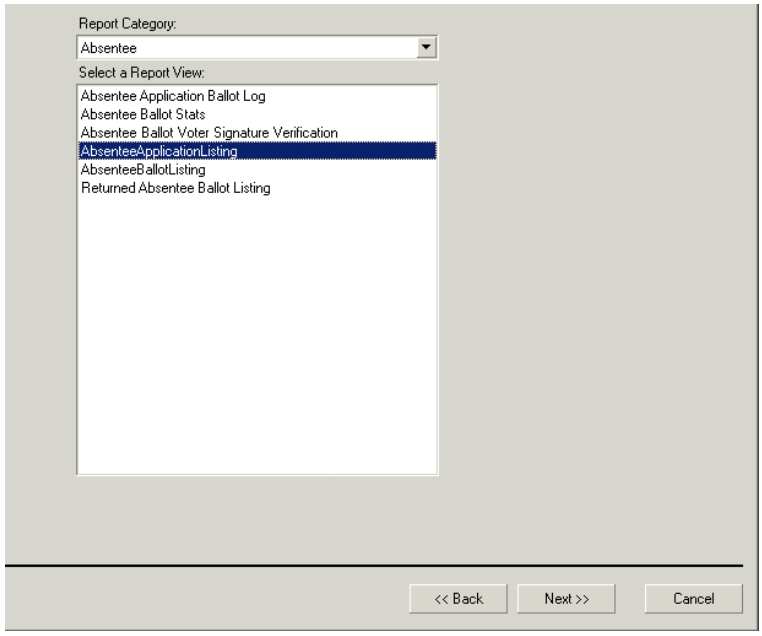
Attachment A

Create a Report for Approved Absentee Applications (Application Date prior than January 1, 2015)

1. Select Reports in the SVRS Menu and Create Report from the Quick Tasks

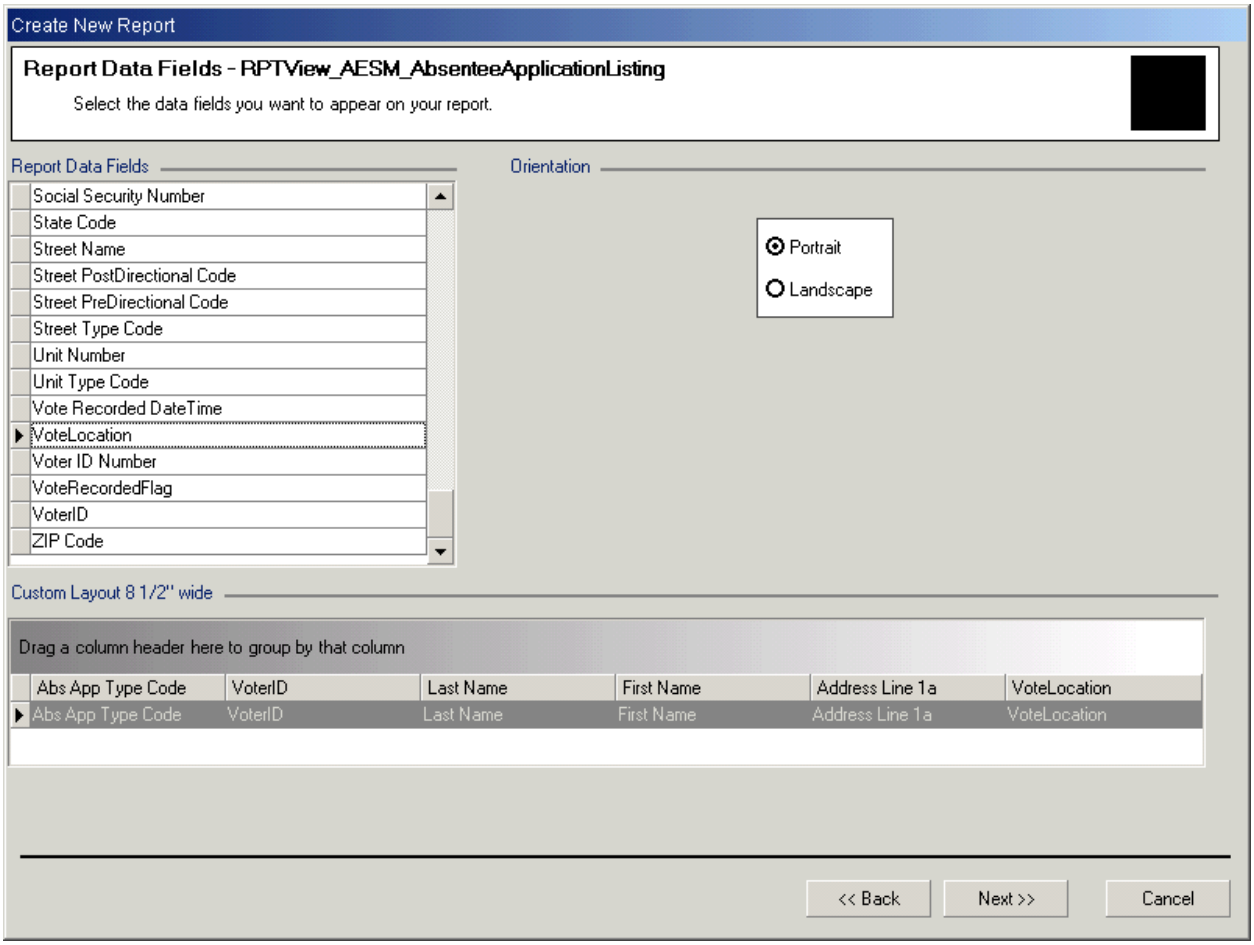


2. When the Report Wizard opens, click Next. On the second screen, select Report Category Absentee and choose AbsenteeApplicationListing from the Select a Report View. Then click Next again.



3. From the list of Report Data Fields, click on the following column headers, drag and drop them in the space below:

    - AbsenteeAppTypeCode
    - Voter ID Number
    - Last Name
    - First Name
    - Address Line 1a (this will show house number and street name only)
    - Vote Location



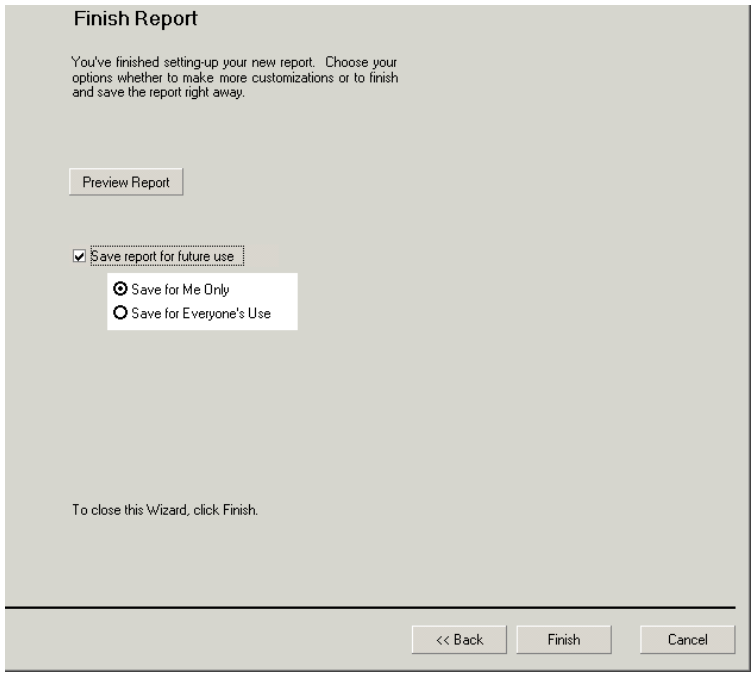
4. Click Next.

5. Name the report by entering a general name for the report (e.g. City of Eau Claire Absentee Application Listing for Review)

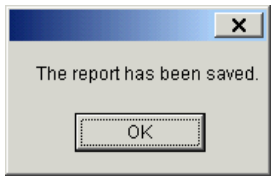
6. Leave the default Filter and Sort blank at this time (a custom Filter and Sort will be created prior to printing the report).

7. Click Next

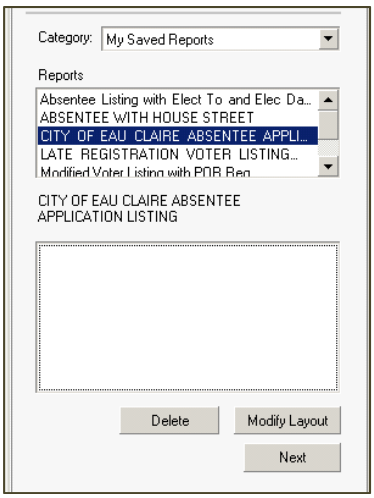
8. Click the box “Save report for future use” and then select Save for Me Only. (NOTE: Previewing the report will allow review of page layout. If the preview shows the report in Portrait and Landscape is more appropriate based on the number of columns, use the back button to return to the screen shown in step 3 above to select page orientation.)



9. Click Finish (NOTE: A report is not generated after this step!). A message will appear to show the report has been saved. Click OK.

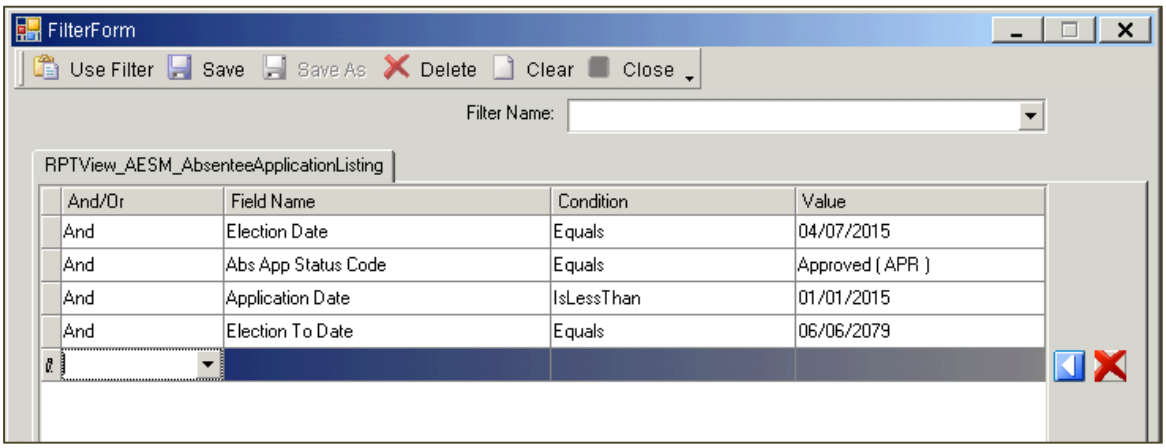


10. On the main SVRS Menu, Reports is still selected. Click Print Reports from the Quick Tasks below the menu. On the Print Report panel, select category My Saved Reports and from Reports select the report (the name you gave the report in step 5 will be listed here with any other reports you have created).

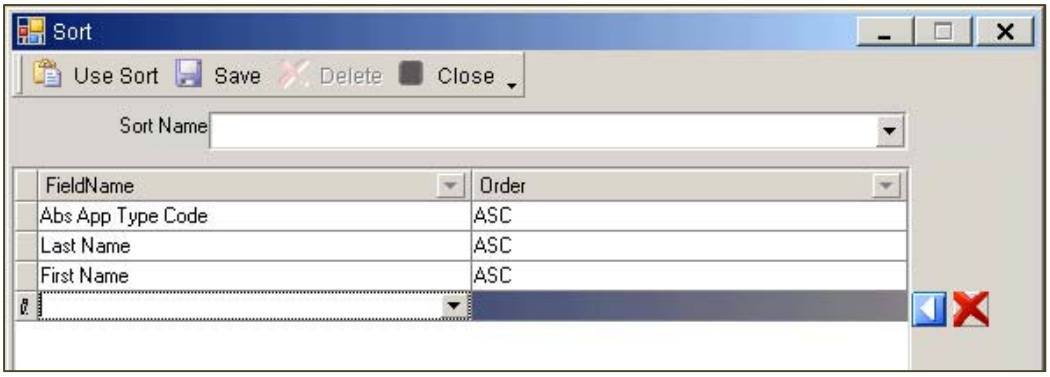


11. Click Next.

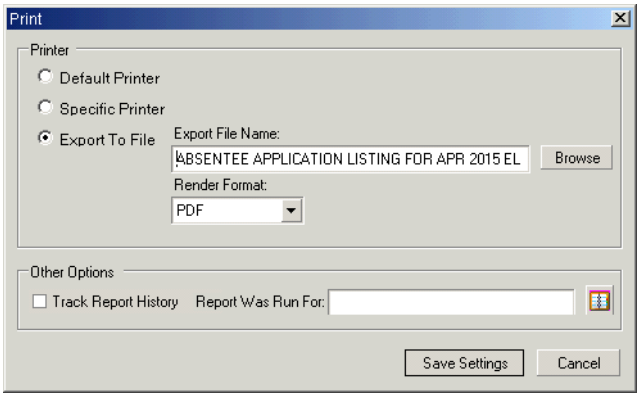
12. Click Custom under Filter, enter the criteria shown here and click Use Filter:



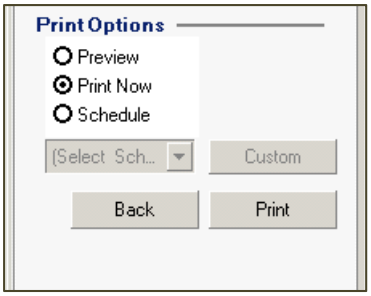
13. Click Custom under Sort, enter the following criteria, then click Use Sort



14. Click Printer settings and choose to print or export, depending on whether you want to save a copy of the report. For assistance in selecting the print options, see page 19 in the Reports chapter of the SVRS Manual. When exporting, you may choose to export as an Excel file or a PDF.



15. Under Print Options, click Print Now and Print



16. The report will print as shown below. Unlike a regular report, this one will not print with a header and may show a strange error message (ignore this message).

Error: Subreport could not be shown.

Abs App Type Co	Voter ID Number	Last Name	First Name	Address Line 1a	VoteLocation
PERM	0701086090	ABBOTT	DEAN	1405 TRUAX BL	SVD Care Facility
PERM	0012005011	ABERG	NAOMI	3706 DAMON ST	Via Mail
PERM	0004413393	ABLEY	IONE	1703 MITSCHER	Via Mail
PERM	0004376269	ABRAHAMSON	BEVERLY	1403 TRUAX BL	Via Mail
PERM	0004408134	ADLER	JOHN	1403 TRUAX BL	Via Mail
PERM	0004410126	ADLER	PATRICIA	1403 TRUAX BL	Via Mail
PERM	0004409430	ALCOTT	JOYCE	816 PORTER AV	SVD Care Facility
PERM	0004410996	ALDRICH	ARTHUR	1824 KENDALL	Via Mail