

Absentee Tracking in WisVote Webinar

Question	Answer
Is there an absentee ballot report for the whole county?	There is not a WisVote view that generates an absentee ballot report for the entire county.
How do we know the application is saved? I did not see a verification.	There currently is no pop-up verification that the application has been saved. However if any of the required data entries are not completed, the system will not allow the document to be saved. Also if you try to exit an application without saving, the system will warn you that your changes have not been saved.
I usually have 10-12 Permanent Absentee voters. Am I required to use the labels?	No. Printing labels is not required to meet the tracking requirements of absentee applications and ballots.
How do I enter an application if they just want April and November?	The selected elections process is still in development. To accomplish this task, enter separate single election applications for the Spring Election and November General Election.
Or how do I save an application if they want August and November?	The selected elections process is still in development. To accomplish this task, enter a calendar year absentee application for this voter. WisVote will create “current election” applications under each election.
Will changes in absentee be in the manual?	Expect the absentee portion of the manual to be updated this month (and subsequent updates as new WisVote enhancements are developed).
Does WisVote keep on file an application for a previous year's election?	In WisVote, absentee applications from prior elections will be deactivated as expired. They are stored in WisVote but will no longer appear in your absentee application views. Absentee applications and ballots from elections prior to the WisVote go-live are currently stored in SVRS. Elections Commission staff is investigating if it is possible to move these historical records to WisVote.
Is recording returned ballots in lieu of scanning the poll book after the election?	No. Recording returned ballots is a separate process from the post-election process of recording voter participation.

<p>How do I change a regular voter to an indefinitely confined voter?</p>	<p>Deactivate the regular absentee application, and then create a new one with the application type listed as indefinitely confined.</p>
<p>Will recording returned ballots record a vote in the system?</p>	<p>No. Returned absentee ballots must be sent to the polling place/central count, given a voter number and election participation for the absentee voter recorded after the election.</p>
<p>We have so many in-office voters. Can we enter the in-person application on the next day or do we have to stay that night until they are all entered?</p>	<p>When entering in-person absentee applications past the date the voter actually voted, change the application date on the form to the correct date. The date entered is the date WisVote will record a ballot as issued and returned.</p>
<p>Last year I noticed when I used "mark ballot as returned" it would mark it as returned, but would not put a date it. I'm not sure if this was fixed, because I use the other method on all ballots now.</p>	<p>When using the Mark Ballot As Returned button from the Absentee Ballots Associated View, the returned date will populate using "today's date". When using the Mark Ballot As Returned when on the Absentee Ballot record form, the date does not automatically populate, allowing the user to set the date manually by selecting the Date Ballot Returned from the dropdown calendar or typing it in as mm/dd/yyyy.</p> <p><u>This process is recommended if you are marking an individual ballot as returned using a date other than today's date.</u> Alternatively, you can use the Record Returned Mailings button to mark ballots as returned using a date other than today's date.</p>
<p>Can changes be made to the application after it is saved?</p>	<p>Certain fields on an existing absentee application can be changed, such as the Ballot Delivery Method, Absentee Address, Email Address, Care Facility Name and Batch Name. Any other changes to an absentee ballot request require the voter to submit a new request. You must then deactivate the old application and enter a new one.</p>
<p>When the reliers have 48 hours to get the info to the County to enter how can the date be changed for the application sent date when the date is already prefilled?</p>	<p>From the "absentee ballots associated " view, once a ballot or multiple ballots are checked, a "set ballots sent date" button will appear just above the column headers. It may also be changed in the popup window that appears.</p>

<p><b>Will this be available to print off to update our Manual?</b></p>	<p>There is a handout of the webinar slides with notes included, however, it is over 100 pages in length. The manual will be updated during the week of soon.</p>
<p><b>If the absentee is returned because of the wrong address, do you deactivate the initial ballot if you mail them out a new ballot to their current address</b></p>	<p>If the ballot is returned as Undeliverable, you should deactivate the ballot as Undeliverable using the Record Returned Mailings feature or using the Cancel Ballot button. You should then investigate why the ballot was undeliverable. If there is an error in the Absentee Address, that should be corrected and a new ballot re-issued. If the problem is with the Home Address, this must be corrected on the Voter record. If the voter has moved, you should deactivate their absentee application and the voter must submit a new EL-131 and a new Absentee Ballot request. If the address is incorrect due to some other reason such as a typographical error, the home address should be corrected on the Voter Record. The Absentee Application will be automatically updated with the corrected address and you should re-issue the ballot.</p>
<p><b>If in person voter spoils a ballot, we need to deactivate and reissue?</b></p>	<p>Yes, from the absentee ballots tile, click on the voters name to open the absentee ballot. Then click on the “cancel ballot” button then select “voter spoiled” as the reason. After the ballot is cancelled, click the “reissue” button. A new ballot record will be created in the absentee ballots associated view marked as ballot number 2.</p>
<p><b>Do we need to have the “all applicable records” as an option when selecting which records to print labels? It seems like we are playing with fire there.</b></p>	<p>This is an inherent functional option within Microsoft CRM software when running reports or exporting records from any views in CRM. We are not able to remove this feature JUST for printing absentee labels.</p>
<p><b>Why are all applicable records a choice for printing labels if it should never be used?</b></p>	<p>This is an inherent functional option within Microsoft CRM software when running reports or exporting records from any views in CRM. We are not able to remove this feature JUST for printing absentee labels.</p>

<p>If a voter requests an absentee for the calendar year, and is a snowbird, so the spring ballots get mailed to FL, and the rest of the year go to their home address, is there a way to change the address mid-year if it's entered as a calendar year application, or should we enter as all separate election applications?</p>	<p>Enter a separate application for the spring election, then a calendar year application for the remainder of the elections in the year.</p>
<p>Is there a way to do an absentee from a new voter registration? If not, is that in the works?</p>	<p>Currently in WisVote, you cannot create an absentee application directly from the EL-131 form. You must enter the EL-131 first and then enter the absentee application. The one exception is that if the voter submits a Federal Postcard Application (FPCA), WisVote will automatically create an absentee application for the voter when the clerk saves the EL-131.</p>
<p>Can the ballot style printed on labels be named something else?</p>	<p>Yes. The Wisconsin Elections Commission recommends that ballot styles be renamed especially when there are 2 or more for an election.</p>
<p>If they have an absentee application on file, can we go into the old one listed and just change the information pertinent to this election, or create a whole new application?</p>	<p>Certain fields on an existing absentee application can be changed, such as the Ballot Delivery Method, Absentee Address, Email Address, Care Facility Name and Batch Name. Any other changes to an absentee ballot request require the voter to submit a new request. You must then deactivate the old application and enter a new one.</p>
<p>Could you quickly go through a process (not in-person) without batches or labels? This will help providers entering for municipalities and smaller clerks entering for themselves</p>	<p>To issue ballots without using the batch absentee process or print labels, start by accessing the absentee applications associated view under an election. Select the application or applications records that you want to issue ballots for by checking the box to the left of the name(s). A whole page of 50 may be selected by checking the box to the left of the name column. Then click on the "issue ballots" button. Now access the absentee ballots associated view and mark the ballots that need a ballot sent date, click on the "set ballots sent date" button and follow the instructions.</p>

<p><b>Where do we find the manual?</b></p>	<p>WisVote Learning Center: <a href="http://www.electiontraining.gab.wi.gov">http://www.electiontraining.gab.wi.gov</a> or the agency website: <a href="http://www.gab.wi.gov/node/3782">http://www.gab.wi.gov/node/3782</a></p>
<p><b>The default ballot styles created by WisVote causes confusion with the Ward numbers.</b></p>	<p>It is always recommended that you rename your ballots styles and how they will appear on the poll book to avoid this confusion.</p>
<p><b>What is the difference between the mark ballots as returned button and the record returned mailings button?</b></p>	<p>The “mark ballots as returned” button is limited to populating the date ballot returned as today’s date and the ballot status reason as returned. The “record returned mailings” button includes all ballot status reasons for selection and date ballot returned as any prior date.</p>
<p><b>Can you enter multiple absentee apps in Voter Search tile - meaning calendar year or all future elections?</b></p>	<p>You cannot enter absentee applications directly from the voter search tile, you must first search for and open a voter record. Once you have opened a voter record, you can enter an absentee application for a specific election, calendar year or indefinitely confined.</p>
<p><b>They should allow us to check a hide box so they don’t print certain fields on the label.</b></p>	<p>Labels and how they print are static in and were set to include all fields necessary, unless a voter is marked as “confidential”. For confidential voters, certain confidential fields are automatically omitted from the label.</p>
<p><b>We rename our ballot styles. Didn't follow what was said about renaming "name on poll book".</b></p>	<p>When renaming ballots styles, there are two entries, one for name (how is appears everywhere except the poll book) and one for how it will appear on the poll book. Limit the characters on both the name and name on poll book to 16 to prevent them from being cut off in labels. The poll book name is limited to 16 characters.</p>
<p><b>For Nursing Homes: When a registered voter living in the NH, appears but has not requested an absentee ballot, do they need to complete the EL-121 Form or is their signature on the ballot envelope sufficient?</b></p>	<p>Yes, have them complete an EL-121. This allows you to have a record of the request for your files. The voter’s signature, however, is only required on the certificate (EL-122).</p>

<p>Will this PROCESS be in a manual so we don't have to call or check with other clerks?</p>	<p>Yes. Expect the manual to be updated soon. Also expect future updates as we further develop new enhancements for the Absentee process.</p>
<p>If we have an error in data entry in absentee app in the home address - can we edit and save, or do we need to deactivate and re-enter the absentee application?</p>	<p>The Home Address on the absentee application comes from the Voter Record. If there is an error on the home address, this must be corrected on the voter record. Once the correction is made on the voter record, WisVote will automatically update the absentee application. However if the voter has moved to a different address, the voter must fill out a new voter registration application and a new absentee application and you should deactivate the existing absentee application at the old address. If there is an error on the Absentee Address on the absentee application, this can be corrected directly on the Absentee Application.</p>
<p>What kind of scanner may be used to return ballots?</p>	<p>There are many scanners available in the \$100 range that will work with Bar Codes on returned ballots. The WEC uses an older Wasp WLS9000 scanner that has been replaced by the Wasp WLR8950 scanner.</p>
<p>What is the Dymo Label number used?</p>	<p>The Dymo Shipping Label is 30256.</p>
<p>Can you tell me what Avery Label # to use to print the absentee labels?</p>	<p>Avery #5663 for a clear label                  Avery #5352 for a white label                  Avery #5263 for a white label</p>
<p>Can you get 2 x 5 labels on sheet?</p>	<p>Yes. Use the Avery label numbers from the prior question.</p>
<p>If using sheet labels, do we need to reduce printing size? I know we go to 90% on the dymo labels.</p>	<p>If you are using the Avery label #8163 or equivalent, there should be no need to reduce the custom scale to 90% for the sheet labels.</p>
<p>Will there ever be a label option to print the certificate envelope label only. Specifically for nursing homes when SVD are sent.</p>	<p>WisVote currently prints 2 labels for all absentee ballots with the exception of in-person voting. WisVote does not currently have the option to print a single label for indefinitely confined voters in care facilities.</p>



<p>With the updates, the DYMO printer still prints too large. Labels need to be saved to .pdf then printed at 95% for everything to appear on the label.</p>	<p>On most combinations of Dymo printer and computer, it is not necessary to save to PDF and adjust the scaling. It may still be necessary with some Dymo printers.</p>
<p>Are there any other sheet labels that can be used?</p>	<p>Another label that can be used is the Avery #5163.</p>