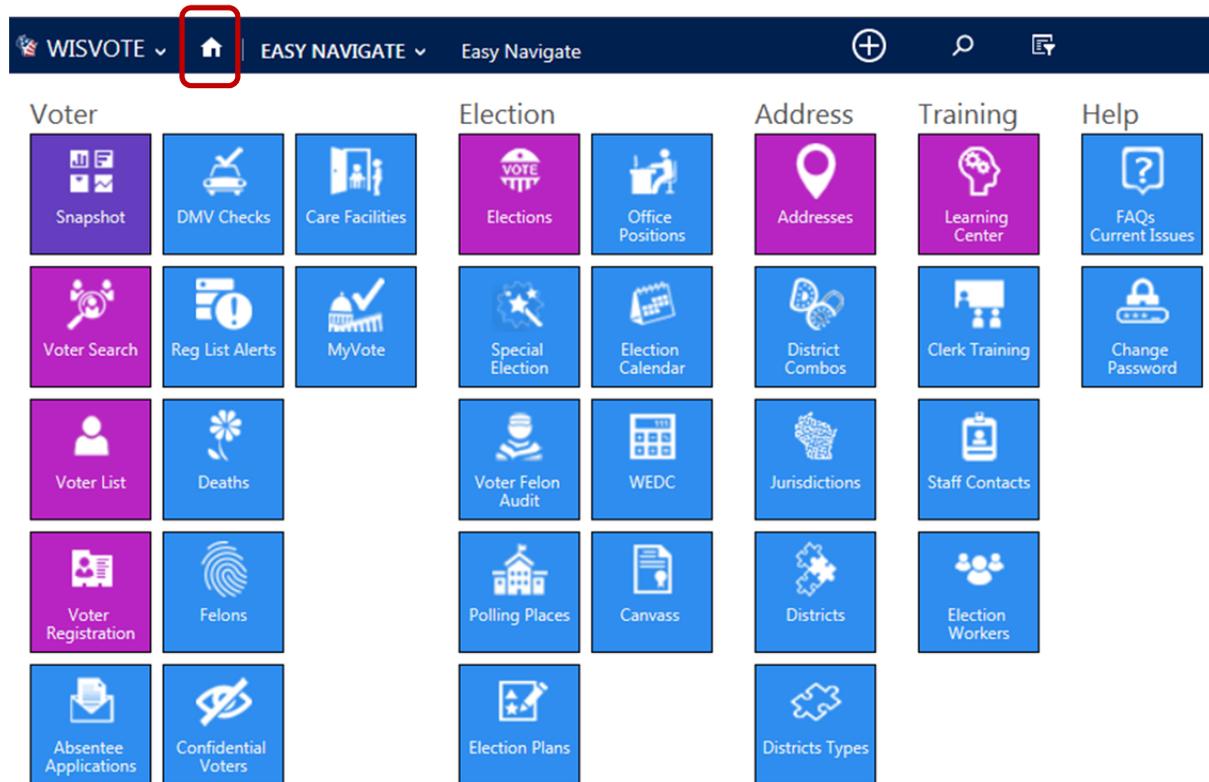


1.2 Navigating WisVote

Home Navigation Page

The WisVote homepage, *Easy Navigate* is displayed when you log in to the system. The information displayed on the navigation page is organized into four categories: 1) Voter, 2) Election, 3) Address, 4) Training and 5) Help. Tiles labeled with the name of specific election administration tasks are displayed below each category. Clicking the home icon on the command bar will return you to this homepage.



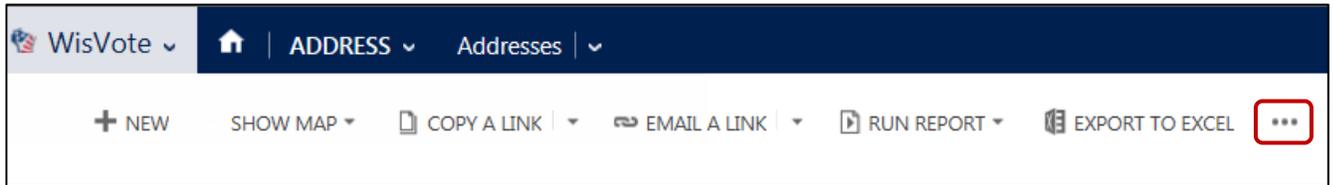
Navigation Overview

■ Navigation Features

The command bar at the top of the screen is the central navigation bar in WisVote. The hierarchy of the navigation goes from left to right. If a user is viewing information in the election category, the navigation bar can direct them to any of the election tiles or additional records linked to a specific election.

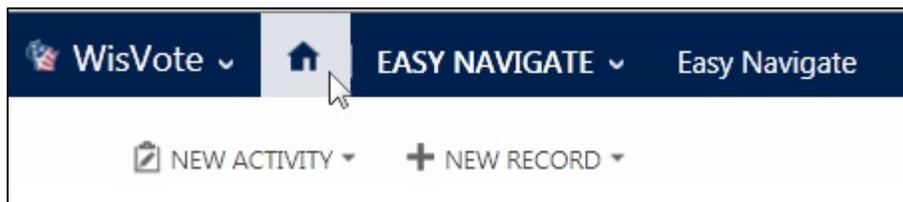


Below the navigation bar, are local command (action) buttons related to the specific area of the application you are currently viewing. The top five commands are displayed on the page; additional commands are found by clicking the ellipses button located to the right of the command buttons.



■ Home Icon

When you log in to WisVote, the homepage, *Easy Navigate* opens. You can return to the homepage at any time by clicking the Home button at the top of the screen.



■ Views

Data is displayed in a View. The data fields in the view grids sometimes have hyperlinks, clicking a hyperlink will direct you to a different page. Clicking the Cancel button or the browser’s back button will return to the previous screen. Each View has a filter and data refresh button.



My Active Voters

Search for records

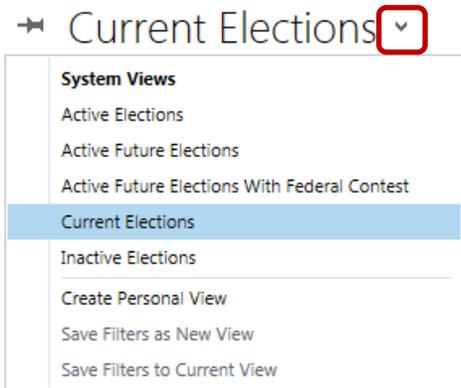
✓	Last Name ↑	First Name ↑	Middle Name	Date of Birth	Home Address	Voter Reg Num	Status	Voter Status Reas	Filter	Refresh
	Tadych	Brian	Lawrence	1/8/1938	117 E HIGHLAN...	0046524772	Active	Registered		
	Taft	Ronald	Daniel	10/25/1974	81 RANKIN ST, F...	0704706690	Active	Registered		
	Tague	Vicki	A	7/14/1975	117 E HIGHLAN...	0046524983	Active	Registered		
	Tague	Kathryn	Anne	8/1/1941	223 ROOSEVELT...	0716403660	Active	Registered		
	Talamante	Robert	Stephen	2/27/1950	415 COUNCIL S...	0046524014	Active	Registered		
	Talley	George	Glen	1/30/1928	516 EAST ST, FO...	0046529100	Active	Registered		
	Tanguay	Megan	Louise	7/31/1936	516 EAST ST, FO...	0046527147	Active	Registered		
	Tank	Robert	George	8/1/1989	1506 DOMMO...	0007508002	Active	Registered		
	Tanksley	Curtis	Scott	11/27/1938	1000 N MAIN ST...	0046524028	Active	Registered		
	Tanner	Diane	Alene	1/15/1946	1000 N MAIN ST...	0046524044	Active	Registered		
	Tauch	Gregory	James	5/12/1949	206 N 3RD ST, F...	0046525310	Active	Registered		
	Tavira	Cynthia	Marie	10/10/1929	314 ZIDA ST, FO...	0046524072	Active	Registered		
	Taylor	Shaun	Stephen	6/24/1980	1000 S MAIN ST...	0712454210	Active	Registered		
	Taylor	Norman	Duane	4/27/1981	314 ZIDA ST, FO...	0046524088	Active	Registered		

1 - 50 of 2500+ (0 selected) Page 1

All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

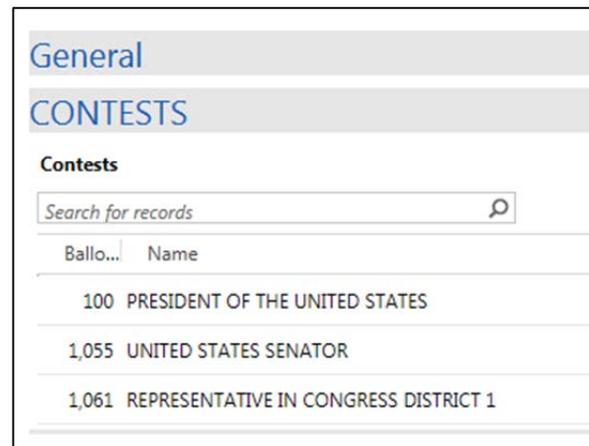
■ **Change Views**

A View controls what data is presented in the grid. Often there is more than one view available. Clicking the chevron selects another view or to create a personal view.



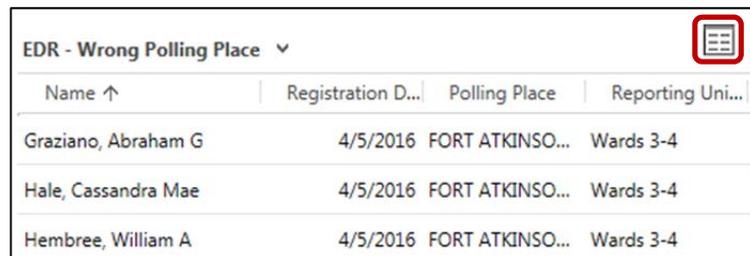
■ **Tabs**

Views are incorporated in pages and displayed under a tab. Some of the tabs are defaulted open while others are collapsed. Clicking a tab collapses or expands the abbreviated view.



■ **Expand Associated Views**

The abbreviated view can be expanded further as it opens into a new page. Click the expand icon for a full page view.



■ **Arrow Navigation**

There is a shortcut solution to viewing individual records from a View. Arrows allow the user to move through the list without having to return to the original System or Associated View.

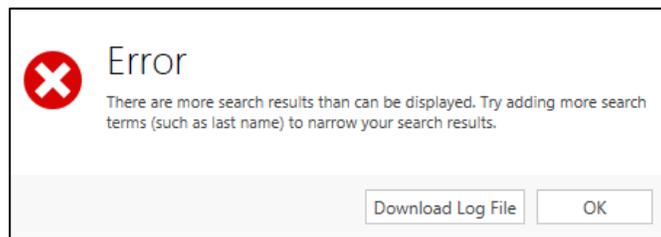


Views may have more data than can be displayed in a single page. At the bottom of the grid shows how many records are on the present page and how many associated pages are available. Click the arrow by the Page number to advance or return. Sometimes the display order can also be modified by selecting a first letter or by choosing numbers.



Search Function in WisVote

Full text searching simplifies the process of searching for addresses. In larger municipalities searching for a common number or name, (10, Paul) or a partial word (10 Main, Paul Stevens) will result in more search results than the system can display. A pop-up window with an error message will appear if a search produces too many results.



Recommended Search Method

When searching for addresses with a large number of apartments or units, or an address combination that would produce a high number of results, enter the address without the directional (802 5th). For example, to search for 1234 N Park St, enter: **1234 N Park St**. For all searches omit the unit type, for 3400 N Maryland Ave Apt S1720, enter **3400 Maryland Ave S1720**. Do not use quotations.

Searching for Paul will find:

Voters with the first, last or middle name of Paul:
Paul Stevens; Megan **Paul**; Roger **Paul** Johnson
 John **Paulsen**; Karen **Pauls**

Searching for **10 Main St** will find:

All addresses that contain 10 *and* Main *and* St:
10 Main St; **11 Main St Apt 10**

Change User Jurisdiction

A County user or Provider can change the user jurisdiction by clicking the user name in the upper right corner of the screen. This action will open a Change Jurisdiction window where a different jurisdiction can be selected from the drop-down list.

1. Click the user name located at the top right corner of the screen
2. In the Change Jurisdiction window, click the "Change Jurisdiction To" field
3. Select the jurisdiction from the drop-down list or search by typing the name of the jurisdiction



4. Click the Change button to complete the jurisdiction change

Change Jurisdiction

Current Jurisdiction: OUTAGAMIE COUNTY
Your Role: State Admin

Change Jurisdiction to:

Change Cancel

- OUTAGAMIE COUNTY
- TOWN OF BLACK CREEK - OUTAGAMIE COUNTY
- TOWN OF BOVINA - OUTAGAMIE COUNTY
- TOWN OF BUCHANAN - OUTAGAMIE COUNTY**
- TOWN OF CENTER - OUTAGAMIE COUNTY
- TOWN OF CICERO - OUTAGAMIE COUNTY
- TOWN OF DALE - OUTAGAMIE COUNTY
- TOWN OF DEER CREEK - OUTAGAMIE COUNTY
- TOWN OF ELLINGTON - OUTAGAMIE COUNTY
- TOWN OF FREEDOM - OUTAGAMIE COUNTY
- TOWN OF GRAND CHUTE - OUTAGAMIE COUNTY
- TOWN OF GREENVILLE - OUTAGAMIE COUNTY
- TOWN OF HORTONIA - OUTAGAMIE COUNTY
- TOWN OF KAUKAUNA - OUTAGAMIE COUNTY
- TOWN OF LIBERTY - OUTAGAMIE COUNTY
- TOWN OF MAINE - OUTAGAMIE COUNTY
- TOWN OF MAPLE CREEK - OUTAGAMIE COUNTY
- TOWN OF ONEIDA - OUTAGAMIE COUNTY

Log out

If multiple users access WisVote from a single computer you may wish to log out of WisVote at the end of a work session. Clicking the user name in the upper right corner of the screen and then clicking the Sign out button will end the user's session.

