

## 2.3 Voter Records

After a voter registration record is entered into WisVote, the voter search, voter list and voter registration tiles within the voter category will be used to access and update voter records. The voter record contains a voter's verification, status, registration, address, and absentee application information; election participation and registration history, and any mailing activities or personalized notes.

The voter list tile contains views for different categories of voters. By accessing the data in the voter list views, a list of voters in a particular jurisdiction can easily be viewed, exported and printed.

### Voter List Tile – System Views

The Voter List tile has eight system views. The default view is My Active Voters. To switch views, click the name of the view and select the preferred view from the drop-down list.

<b>Inactive Voters</b>	Inactive voters in your jurisdiction
<b>My Active Voters</b>	Active voters in your jurisdiction; this is the default view
<b>New Registrations Within the Last Week</b>	Voter registrations entered by a specific user within the last week
<b>Presidential Only Voters</b>	Voters in your jurisdiction with an absentee application type of presidential only
<b>UOCAVA Voters</b>	Active voters in your jurisdiction with a voter type of military or overseas
<b>Voters Who Need Proof of Residence</b>	Active voters in your jurisdiction with a POR Provided field of <i>No</i>
<b>Voters with Default Date of Birth</b>	Active voters in your jurisdiction with a date of birth of 01/01/1900
<b>Voters with Photo ID on File</b>	Active voters in your jurisdiction with a Photo ID on File indicator of <i>Yes</i>
<b>Create Personal View</b>	Customize a view through the Advance Find tool

## View and Export a List of Voters by Type

1. Click the Voter List tile to open the *Voter List* view page

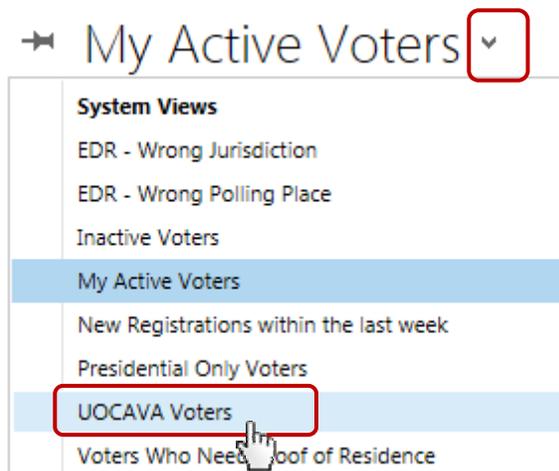
The default view is *My Active Voters*; this view will display all of the active voters in your jurisdiction

✓	Last Name ↑	First Name ↑	Middle Name	Date of Birth	Home Address	Voter Reg Num	Status	⌵
	Judith	A	01/1955	820 SUMMIT AV.	000421488	Active	R	
	Lee	A	01/1987	128 HOBART ST.	000420992	Active	R	
	Richard	G	01/1948	861 WHIPPOREL.	000420992	Active	R	
	Tricia	LAN	12/4/1975	528 W LINDA ST.	000420997	Active	R	
	Brent	E	01/01/1969	740 LYNN ST. C.	000421934	Active	R	
	Charlene	A	4/18/1954	408 WESTHAYE.	000421287	Active	R	
	Kim	B	2/5/1954	408 WESTHAYE.	000421287	Active	R	
	Lu	Ann M	1/13/1956	740 LYNN ST. C.	000421933	Active	R	
	Nicole	M	12/18/1984	740 LYNN ST. C.	000421933	Active	R	
	Gary	F	4/8/1942	840 BUTTERF.	000421087	Active	R	
	Linda	J	5/7/1948	840 BUTTERF.	000421088	Active	R	
	Jennifer	J	10/1/1980	220 HANFIELD.	070270400	Active	R	
	Emilio	Joseph	12/4/1982	482 W SPRUCE.	070284490	Active	R	
	Janie	Patricia	01/7/1982	482 W SPRUCE.	070284700	Active	R	
	Ana	Regina	1/24/1976	1008 W BLAN ST.	000421798	Active	R	

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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

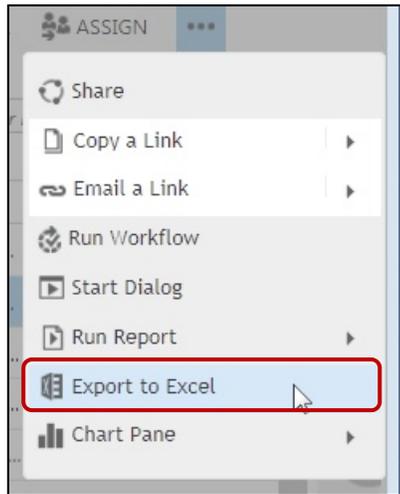
1. To open the voter record, double click the name of the voter
2. To switch views, click the chevron and select the preferred view from the drop-down list



- To export a voter list, click the, Export to Excel button at the top of the *Voter List* view page



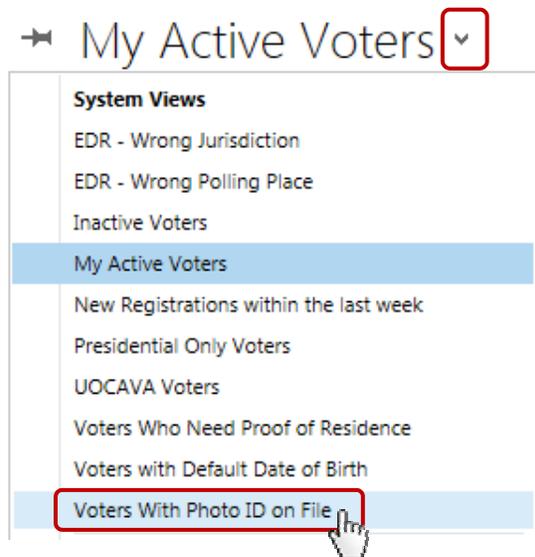
- If the screen is minimized and the Export to Excel button is not displayed, click the  button to open a drop-down list, then click Export to Excel



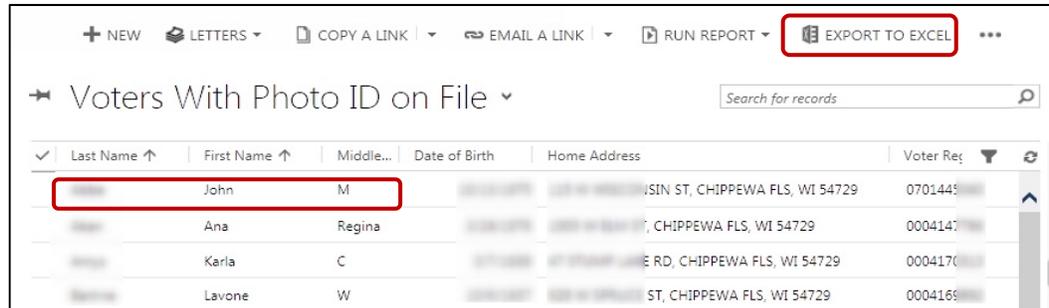
## Photo Identification on File

### Review and Export a List of Voters with Photo ID on File

- Click the Voter List tile to open the *Voter List* view page
- Switch the view to *Voters with Photo ID on File*



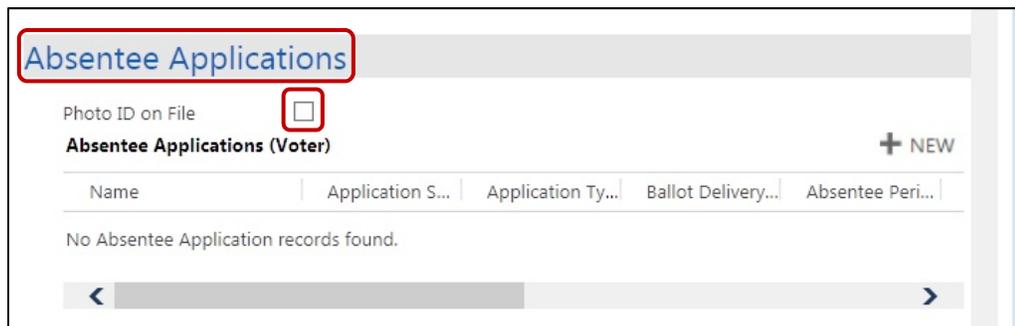
3. To open the voter record, double click the name of the voter
4. To export a list of voters with photo ID on file, click the Export to Excel button at the top of the *Voter List* view page



✓	Last Name ↑	First Name ↑	Middle...	Date of Birth	Home Address	Voter Reg	
	John	M			SIN ST, CHIPPEWA FLS, WI 54729	0701445	
	Ana	Regina			, CHIPPEWA FLS, WI 54729	0004147	
	Karla	C			E RD, CHIPPEWA FLS, WI 54729	0004170	
	Lavone	W			ST, CHIPPEWA FLS, WI 54729	0004169	

## Update a Photo ID Indicator

1. Open the Voter Record
2. Click the Absentee Applications tab on the Voter Record to expand the view
3. Select the Photo ID on File checkbox; to indicate the voter has submitted a valid photo ID
4. Click Save & Close to save the updated information and close the voter record



**Absentee Applications**

Photo ID on File

**Absentee Applications (Voter)** + NEW

Name	Application S...	Application Ty...	Ballot Delivery...	Absentee Peri...
No Absentee Application records found.				