

3.4 Manage Absentee Applications

In WisVote, absentee applications are canceled by deactivating the absentee application record. The system will automatically deactivate an absentee application if the corresponding voter record is deactivated. Absentee applications can be manually deactivated if the voter's indefinitely confined absentee status or address changes.

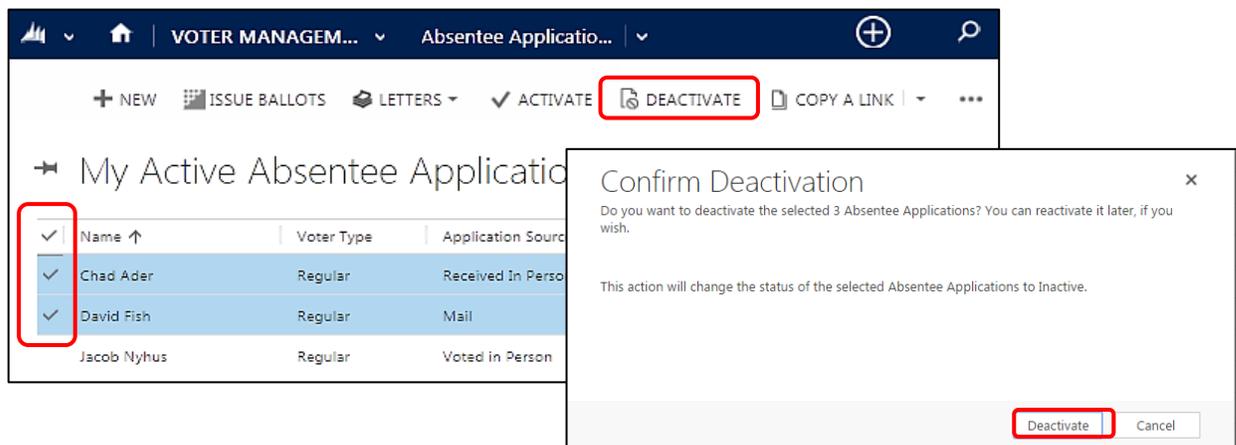
Five Steps to Managing an Absentee Voter Record

1. Add the absentee application in WisVote
2. Issue an absentee ballot, print the mailing labels and update the ballot sent date
3. Record the ballot as returned (or not returned)
4. Record a vote cast by an absentee voter on the poll book
5. Post-election: cancel unreturned ballots; adjust indefinitely confined absentee applications

Cancel an Absentee Application

1. Click the Absentee Applications tile
2. The page will default to My Active Absentee Applications view; search for, or locate the absentee application records to cancel in the grid
3. Select the absentee applications you want to deactivate by clicking the records in the far left check box column
4. Click the Deactivate button at the top of the Absentee View page
5. Click the Deactivate button in the Confirm Deactivation window to complete the deactivation

Note: The Deactivate button will appear when a record is selected.



6. Once deactivated, the record will be moved from the My Active Absentee Applications views to the My Inactive Absentee Applications view