

3.7 Record Returned Absentee Ballots

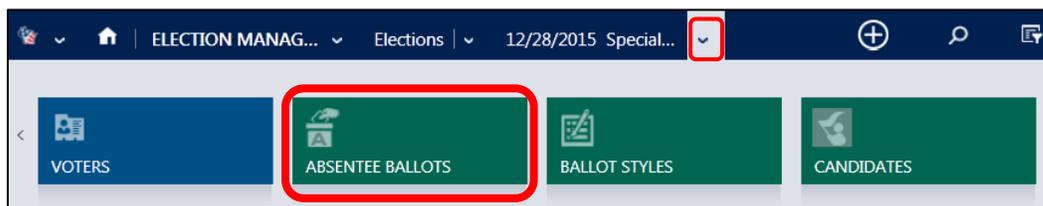
Absentee Ballots may be marked as returned either manually or by scanning the returned mailings barcode. Absentee ballot records in WisVote will have a default ballot status reason of not returned until the absentee ballot record is updated. Returned absentee ballots can be recorded in WisVote up to 20 days after the election. After 20 days, the absentee ballot record will be automatically recorded as not returned.

Ballot Status Reasons

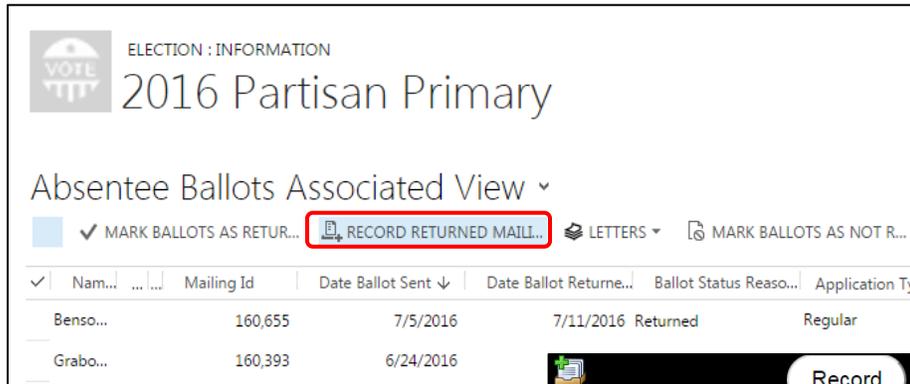
- **Returned**
Voted absentee ballots returned by the deadline.
- **Not Returned**
Absentee ballots not returned.
- **Undeliverable**
Post office was unable to deliver the absentee ballot to the address on the mailing label. The absentee ballot record will be automatically canceled when this reason is selected.
- **Ballot Returned after Deadline**
Voted absentee ballots returned after the deadline.
- **Returned, to be Rejected**
Voted absentee ballots returned by the deadline by marked to be rejected by the clerk or election official.
- **Voter Refused**
Unvoted absentee ballots returned by the deadline but marked as refused by the voter or special voting deputy. The absentee ballot record will be automatically canceled when this reason is selected.

Record Returned Absentee Ballots by Scan

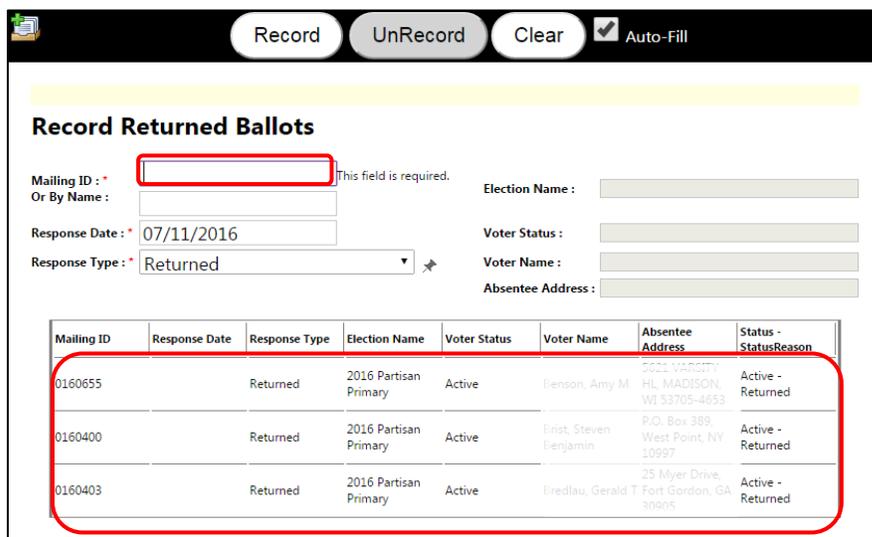
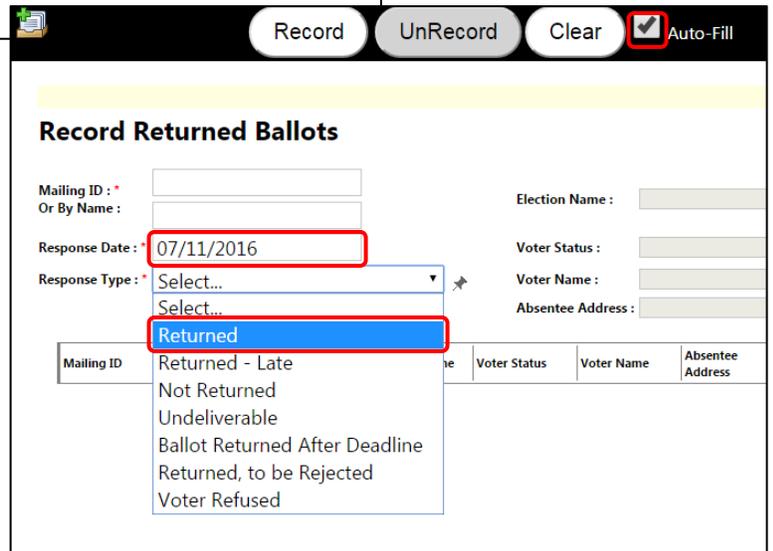
1. Click the Elections tile
2. Click the name of the election to open the Election Information page
3. On the top navigation menu, click the drop-down arrow to the right of the name of the election
4. Click the Absentee Ballots tile in the top navigation bar to open the Absentee Ballots view page



- The page will default to the "Absentee Ballots Associated" view; click the Record Returned Mailings button to open the Record Returned Ballots window



- The Auto-Fill checkbox will be automatically selected
- Select the date the absentee ballot was received in the Response Date field
- Select a Response Type from the drop-down list; the response type selected will be recorded as the response type for all ballots scanned in the session; to record a different response type, select the response type and continue to scan returned absentee ballots
- Place the cursor in the Mailing ID field and scan all of the returned absentee ballots with the selected response type
- The recorded absentee ballot records will display below the data fields in the Record Returned Ballots window to indicate the record has been updated



Note: If you uncheck the Auto-Fill checkbox, the ballot will not automatically be recorded as returned when you scan the Mailing ID. To record the ballot with Auto-Fill off, click the Record button. The absentee ballot record will then display below the data fields.

11. Close the Record Returned Ballots window to finish recording the returned absentee ballot records and return to the Absentee Ballots Associated View page
12. To review the updated absentee ballot records, refresh the page and return to the Absentee Ballots Associated view; the Ballot Status Reason and Date Ballot Returned fields will be updated

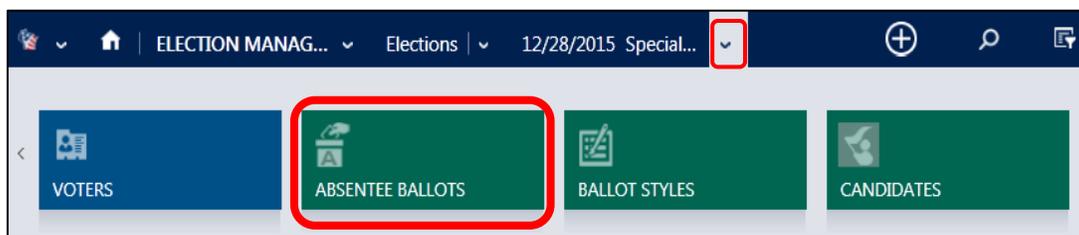
Unrecord Returned Absentee Ballots by Scan

1. Click the Record Returned Mailings button on the Absentee Ballots Associated view page to open the Record Returned Ballots window
2. Unselect the Auto-Fill checkbox
3. Place the cursor in the Mailing ID field and scan the mailing ID; the voter's information will display in the information fields
4. Click the Unrecord button at the top of the Record Returned Ballots window; the absentee ballot record will display below the data fields to indicate the record has been updated
5. Close the Record Returned Ballots window to finish unrecording returned absentee ballots

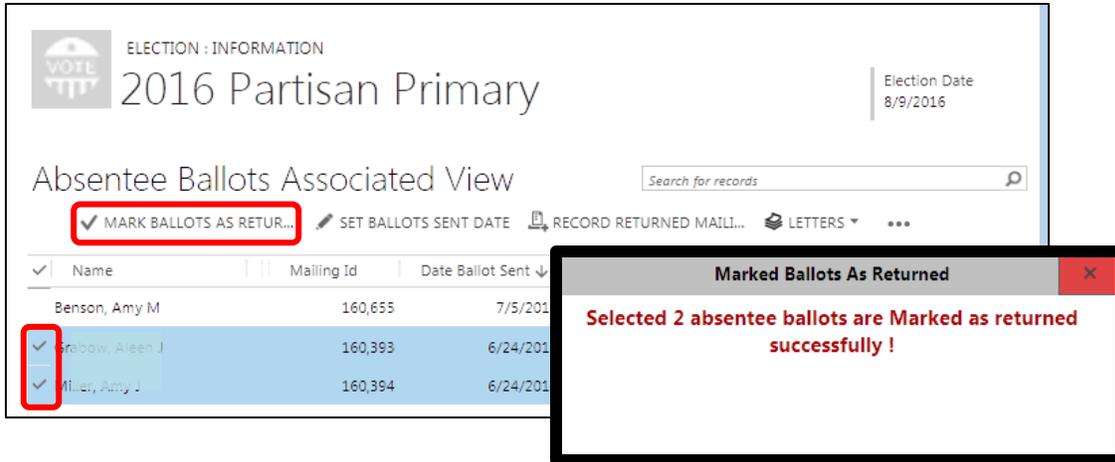
Mailing ID	Response Date	Response Type	Election Name	Voter Status	Voter Name	Absentee Address
0160409	07/12/2016	Not Returned	2016 Partisan Primary	Active	Butz, Christopher J	2901 Sunset Dr. Apt. 18G, S

Manually Record Returned Absentee Ballots

1. Click the Elections tile
2. Click the name of the election to open the Election Information page
3. On the top navigation menu, click the drop-down arrow to the right of the name of the election
4. Click the Absentee Ballots tile in the navigation bar to open the Absentee Ballots view page



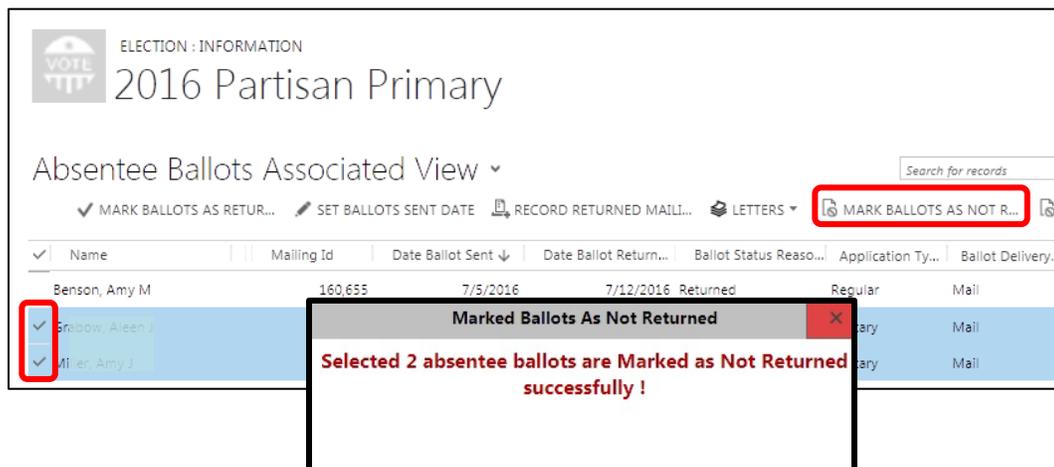
5. Click the checkbox on the far left column of the absentee ballot record(s) to select the absentee ballots to mark as returned; click the Mark Ballots as Returned button
6. A confirmation window will appear confirming the number of ballot that have been marked as returned



7. To review the updated absentee ballot records, refresh the page and return to the Absesentee Ballots Associated view; the Ballot Status Reason and Date Ballot Returned fields will be updated

Manually Record Unreturned Ballots

1. In the Absesentee Ballots Associated View page, select the absentee ballot record to be recorded as not returned by selecting the checkbox in the far left column of each record
2. Click the checkbox on the far left column of the absentee ballot record(s) to select the absentee ballots to mark as unreturned; click the Mark Ballots as Not Returned button
3. A confirmation window will appear confirming the number of ballot that have been marked as not returned



8. To review the updated absentee ballot records, refresh the page and return to the Absesentee Ballots Associated view; the Ballot Status Reason field will be updated