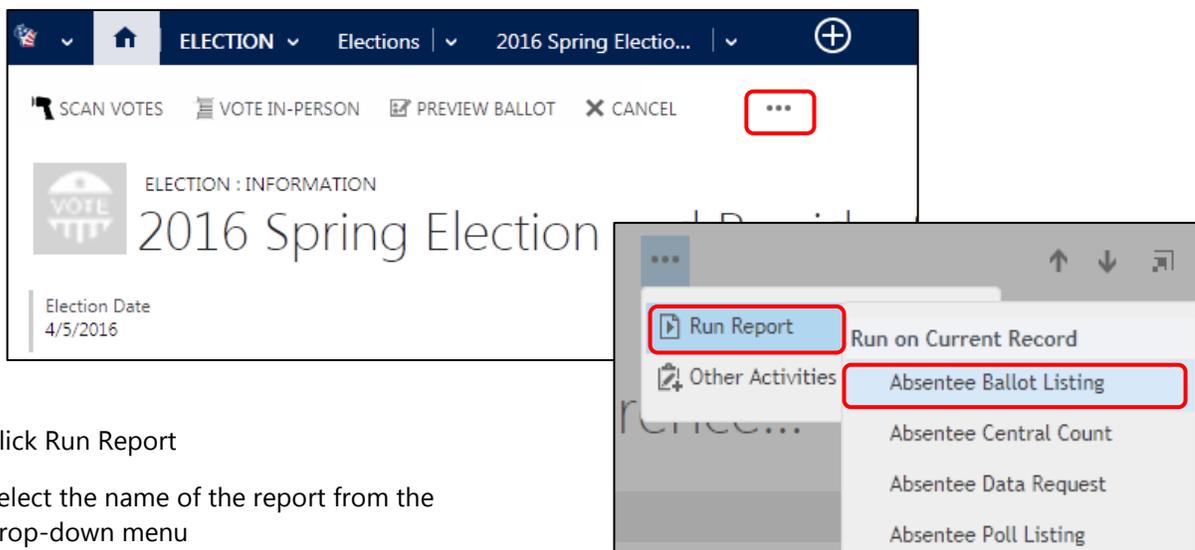


3.9 Run an Absentee Report

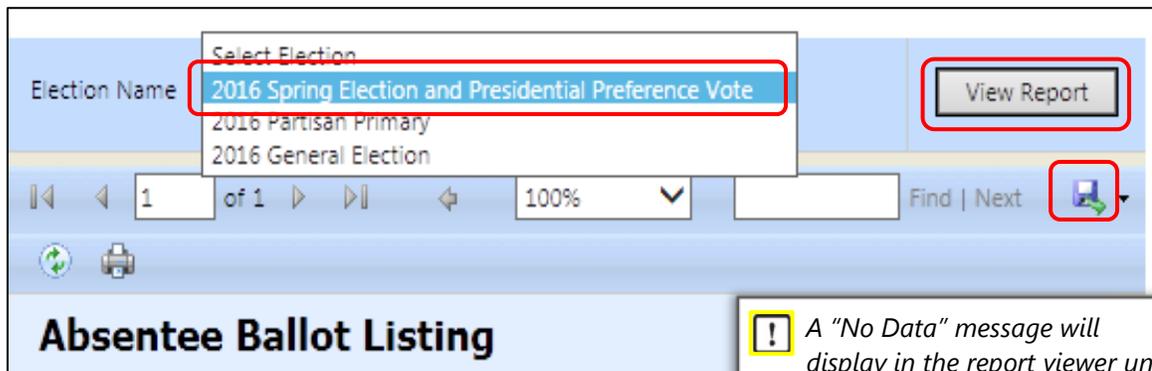
Follow the steps below to run an Absentee Ballot Listing, Absentee Central Count, Absentee Data Request, or Absentee Poll List report.

Run an Absentee Report

1. Click the Elections tile
2. Click the name of the election
3. Click the ellipses (...) at the top of the Election Information page



4. Click Run Report
5. Select the name of the report from the drop-down menu
6. Click the Election Name field at the top of the report viewer and select the election
7. Click View Report to generate the report
8. The report will display in the Report Viewer, click the save & export button to save the report



! A "No Data" message will display in the report viewer until an election is selected.