

4.3 Poll Books

Poll books can be retrieved and printed 20 days before the election. Poll books are located in the elections tile and are accessed by opening the election and expanding the poll books tab. A message indicating that the poll books are not available will display in the poll books tab if it is more than 20 days before the election.

In WisVote, the date the poll book was printed refers to the day the poll book file was generated. It is strongly recommended that the poll book file be saved as a PDF or other document type after it has been generated. If the poll book is saved as a file type, it can be viewed, or printed again without opening WisVote. **Every time the "Print Poll Book" or "Bundle Poll Book" button is selected, the poll book file is regenerated, which may shift or add voters to the poll book file. Always use the most recent poll book file.**

For example, if a poll book is printed 19 days before the election, all the voter registration records entered after the 19 day before the election will appear in the post-supplemental section. If the poll book is reprinted 5 days before the election, all the voters entered between the 18 and 5 day before the election will transfer from the post-supplemental section to the supplemental section of the poll book.

Introduction to Poll Books

Poll Book Location

1. Click the Elections tile
2. Click the Election Name to open the Election Information page
3. Click the Poll Books tab to expand the view; the poll books will display 20 days prior to the election

Poll Book Ord...	Name ↑	Municipality	Reporting Uni...	Polling Place	Total Number...	Total Participa...	Total Absente...
1	Wards 1-4	CITY OF HILLSB...	Wards 1-4	HILLSBORO CIT...	785	0	0

No Poll Book Records Found

This is the standard message displayed in the Poll Books tab prior to 20 days before the election. This is the normal view. The poll books will display in the Poll Books tab 20 days before the election.

POLL BOOKS							
Poll Books will not be available to print until 20 days before the election.							
Poll Book Ord...	Name ↑	Municipality	Reporting Uni...	Polling Place	Total Number...	Total Participa...	Total Absente...
No Poll Book records found.							

Poll Book Information Page

When the poll books are available, clicking the name of the poll book in the poll books tab will open the poll book information page. The poll book information page contains detailed information about the poll book. A single poll book can be printed from this page; it is also the location in the system where voter participation is recorded. The poll book information page has six tabs. To view the data within a tab, click the name of the tab to expand the view.

General	Detailed information and statistics associated with the poll book
Poll Book	Voters with active registrations or register during the regular registration period
Supplemental	Voters who register after regular registration but before the poll books are printed
Post-Supplemental	Voters who register after poll books are printed
EDR	Voters who register on Election Day

Print a Poll Book

1. To export or print a poll book, click the Elections tile
2. Click the Election Name to open the Election Information page
3. Click the Poll Books tab to expand the view
4. Click the name of the poll book to open the Poll Book Information page

POLL BOOKS							
Poll Book Ord...	Name ↑	Municipality	Reporting Uni...	Polling Place	Total Number...	Total Participa...	Total Absente...
1	Wards 1-4	CITY OF HILLSB...	Wards 1-4	HILLSBORO CIT...	785		

5. Review the general information to confirm all fields are correct

- Click the Print Poll Book button to generate the poll book; a poll book window will open and display a *Report is Being Generated* message, generating the poll book may take up to 20 minutes



WISVOTE | ELECTION | Elections | Wards 1-4

CANCEL | EDR | **PRINT POLL BOOK** | RUN REPORT

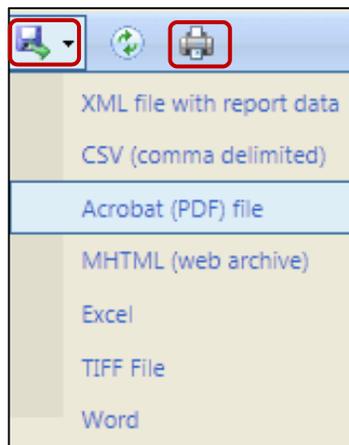
POLL BOOK : INFORMATION

Wards 1-4

General

General	
Election	2016 Partisan Primary
Name *	Wards 1-4
Municipality	CITY OF HILLSBORO - VERNON COUNTY
Reporting Unit	Wards 1-4
Polling Place	HILLSBORO CITY HALL
Owner *	CITY OF HILLSBORO - VERNON COUNTY

- When the poll book file is available, click the Save and Export button at the top of the poll book window, and select the Acrobat (PDF) File to export the poll book
- To print the poll book directly from WisVote, click the printer symbol at the top of the poll book window



Remember to save the poll book file if printing directly from WisVote!

Print Multiple Poll Books

1. Click the Associated View button  below the Poll Books tab

POLL BOOKS				
Poll Book Ord...	Name ↑	Municipality	Reporting Uni...	Polling Place
1	Wards 1- 3	CITY OF HILLSB...	Wards 1- 3	HILLSBORO CIT...
2	Ward 4	CITY OF HILLSB...	Ward 4	HILLSBORO CIT...

2. In the Poll Book Associated View, check the poll books you want to print
3. Click the Bundle Poll Book button to generate the poll books
Note: two poll books must be selected to bundle poll books
4. A *Poll books are being generated* pop-up will appear on the screen, click OK to confirm, poll books bundled are generated once every hour (9am, 10am, 11a etc.)



ELECTION : INFORMATION
2016 Partisan Primary

PRINT POLL BOOK
BUNDLE POLL BOOKS
BUNDLE INELIGIBLE LIST
CHART PANE
RUN WORKFLOW

✓	Name ↑	Polling Place	Poll Book...	Municipality	Printed Date
✓	Wards 1-3	HILLSBORO CITY HALL	1	CITY OF HILLSBORO - VERNON C...	
✓	Wards 4	HILLSBORO MANOR	2	CITY OF HILLSBORO - VERNON C...	

Message from webpage ✕

 Your poll books are being generated. They will be available under Generated Reports as soon as they are ready.

OK

5. To retrieve the generated poll books, open the election information page,
6. Click the drop-down arrow to the right of the name of the election on the navigation bar

7. Scroll in the navigation bar until the Generate Reports tile appears, click the Generate Reports tile to open the Generate Report Associated View



8. In the Generate Report Associated View, click the poll book bundle name



9. To open or save the poll book, click the attachment below the Generated Poll Books tab



10. The poll books will be created as PDF files, click the PDF file to open and print the poll book

Name	Type
 Ward 1-4	Adobe Acrobat Document
 Ward 5-7,7	Adobe Acrobat Document

Schedule a Poll Book Print

Poll books can be scheduled to print (generate) on a specific day in the 20 days before the election. For example, poll books can be scheduled to print 16 days before the election or 2 days before the election. If this setting is selected, poll books will be scheduled to print on that day for every future election. This setting can be edited in between elections.

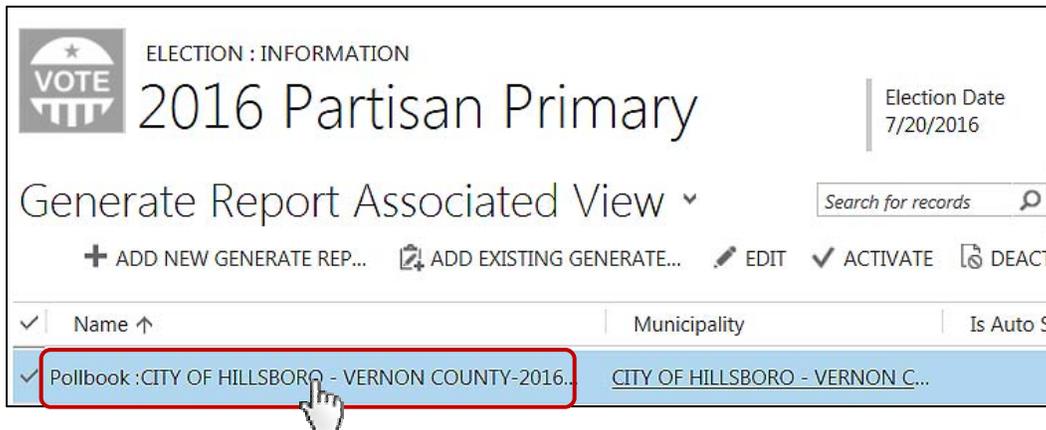
1. Click the Jurisdictions tile
2. Search for your jurisdiction
3. In the Jurisdiction Record page, select the Schedule Poll Books field
4. Enter the number of days before the election to generate your poll books

Election Related	
Reporting Units Not Required	<input type="checkbox"/>
Poll Book No Page Break	<input type="checkbox"/>
Schedule Poll Books?	<input checked="" type="checkbox"/>
Days before election *	18

5. Click Save and Close, to save the poll book print schedule
6. To retrieve the generated poll book file, open the election information page,
7. On the top navigation bar, click the drop-down arrow to the right of the name of the election
8. Scroll in the navigation bar until the Generate Reports tile appears, click the Generate Reports tile to open the Generate Report Associated View



9. In the Generate Report Associated View, click the poll book bundle name



10. To open or save the poll book, click the attachment below the Generated Poll Books tab



11. The poll books will be created as PDF files, click the PDF file to open and print the poll

