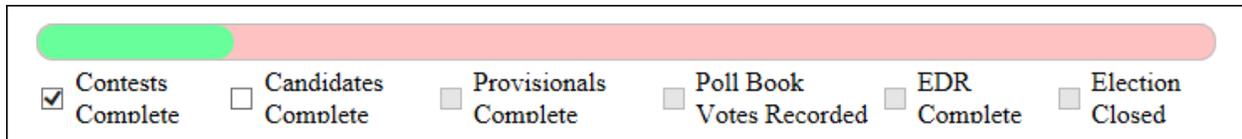


## 4.5 Election Checkpoints

In WisVote, the stages and tasks completed throughout an election cycle are tracked using Election Checkpoints. The election checkpoints are located in every Election Information Page below the Election Progress tab. There are six election checkpoints: Contests Complete, Candidates Complete, Provisionals Complete, Poll Book Votes Recorded, EDR Complete and Election Closed.



<input checked="" type="checkbox"/> Contests Complete	<input type="checkbox"/> Candidates Complete	<input type="checkbox"/> Provisionals Complete	<input type="checkbox"/> Poll Book Votes Recorded	<input type="checkbox"/> EDR Complete	<input type="checkbox"/> Election Closed
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### Contests Complete

The Contests Complete checkpoint is selected after all of your jurisdiction's office holder and referendum contests have been entered. Once selected, a pop-up window will prompt a review and verify the contest information.

A user can uncheck the Contest Complete Checkpoint to add or edit a contest. If a new contest is added, ballot styles will be regenerated when the contest complete checkpoint is checked again. When ballot styles are regenerated, the system clears any custom ballot style information entered by the user, including ballot styles that have been renamed. Unchecking the Contests Complete Checkpoint will uncheck all of the other checkpoints. The Contests Complete Checkpoint must be selected before absentee ballots can be issued.

### Candidates Complete

The Candidates Complete checkpoint is selected after all of your jurisdiction's candidate information has been entered and the candidate filing status has been finalized. Once the checkpoint is selected, a user can uncheck the checkpoint to add or edit a candidate filing.

Unchecking will unpublish your contests and candidates from MyVote. **This affects Military Online Ballots and sample ballots for MyVote users.**

The Contest Complete Checkpoint must be selected before the Candidates Complete Checkpoint can be selected. The Candidates Complete Checkpoint must be selected before absentee ballots can be issued.

### Provisionals Complete

The Provisionals Complete checkpoint is selected once all of the provisional ballots have been entered into WisVote on Election Night. **If you do not issue any provisional ballots for the election, there are no required steps on Election night. Check the Provisionals Complete Checkpoint by the preceding Friday.** Once the checkpoint is selected, a user can uncheck the checkpoint to add or edit provisional ballots.

### **Poll Book Votes Recorded**

The Poll Book Votes Recorded checkpoint is selected after all of your jurisdiction's voter participation records have been recorded. A user can unselect the Poll Book Votes Recorded checkpoint to add or edit voter participation.

### **EDR Complete**

The EDR Complete checkpoint is selected after all of your jurisdiction's election day registrations have been recorded. Once selected, a confirmation window with the number of Election Day registrations that have been entered will appear. A user can uncheck the EDR Complete checkpoint to add or edit an Election Day registration.

### **Election Closed**

The Election Closed checkpoint is the final step of the election process in WisVote. This checkpoint is selected after recording voter participation, entering provisional ballots, and completing their reports in Canvass and WEDCS when necessary.

Until you check this checkpoint, the Election Plan associated with the election will be locked in order to preserve your reporting units. When the Election Complete checkpoint is checked, it sends a signal to WisVote to freeze the reporting units associated with the election in order to preserve the reporting unit structure of the election. If you need to make adjustments to the election, you can uncheck the Election Complete Checkpoint, make your changes, and recheck the checkpoint.