

## 6.1 Voter Participation

Wisconsin state law requires that election officials record voter participation no later than 30 days after an election. There are two methods of recording voter participation in WisVote; 1) automatically recording voter participation by scanning the barcodes associated with voter records on the poll book, or 2) manually selecting voter participation using the poll book grid. Poll books are located in the elections tile and are accessed by opening the election and expanding the poll books tab. Voter participation is recorded by scan from the election information page and recorded by using the poll book grid from the poll book information page.

### Record Voter Participation by Scan

1. Click the Elections tile
2. Click the name of the election to open the Election Information page
3. Click the Scan Votes button to open the Process Voter Participation window



4. Select *At Polls* or *Absentee* as the vote method  
**Note:** voter participation records for At Polls and Absentee have to be recorded separately
5. Click or tab to place the cursor in the Voter Registration Number box

Vote Method	Voter Reg Number
<input checked="" type="radio"/> At Polls <input type="radio"/> Absentee	<input type="text"/>

6. Scan the barcode on the poll book to record participation for the voter

13	0012670697	Anhall, Jesse A
WD-002		1117 CONGRESS AVE
71266-002-4179-1		OSHKOSH, WI 54901
CG-06 AS-54		
Notes:	<div style="border: 1px solid black; padding: 5px;">  <i>WisVote will not read the barcode unless the cursor is in the Voter Reg Number box!</i> </div>	

7. The processed voter participation record will display at the bottom of the Process Voter Participation window; WisVote automatically saves the voter participation data after a barcode scan is processed

Record Count : 1					Unrecord
Name	Voter Reg Number	Vote Method	Reporting Unit	Polling Place	
<input type="checkbox"/> Anhalt, Carol J	0012670697	At Polls	Ward 2	OSHKOSH SENIOR CENTER	

8. Continue scanning barcodes until you have finished recording voter participation; voter participation does not have to be recorded in one session

**Note:** the record count displayed in the Process Voter Participation window will only record participation recorded during that session, total voter participation can be viewed on the Poll Book Information page. The list is in descending order; use the scroll bar to view previous entries

Record Count : 4					Unrecord
Name	Voter Reg Number	Vote Method	Reporting Unit	Polling Place	
<input type="checkbox"/> Atkinson, Donovan D	0704157590	At Polls	Ward 2	OSHKOSH SENIOR CENTER	
<input type="checkbox"/> Arzberger, Amanda Kay	0710387420	At Polls	Ward 11	JEFFERSON SCHOOL	
<input type="checkbox"/> Angell, Michelle L	0012671635	At Polls	Ward 2	OSHKOSH SENIOR CENTER	

9. To finish recording voter participation, close the Process Voter Participation window

### Record Voter Participation from the Poll Book Grid: Multiple Voter Records

For faster recording, it is recommended to record voter participation from the poll book grid by selecting all ten voter records displayed on a poll book page instead of selecting them individually. Selecting the checkbox in the top category field will automatically select the individual checkboxes of all ten records on the page and assign them to the vote method of *At Polls*. A selected checkbox in the poll book grid indicates the voter participated in the election. **To unrecord voter participation, unselect the checkbox.**

1. Click the Elections tile
2. Click the name of the Election to open the Election Information page
3. Click the Poll Books tab to expand the view

- 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...
1	Ward 1	CITY OF OSHKO...	Ward 1	OSHKOSH SENI...	1,345
2	Ward 2	CITY OF OSHKO...	Ward 2	OSHKOSH SENI...	1,317

- Click the Poll Book tab to expand the view and display the poll book grid

**Note:** each page of the electronic poll book will display ten voter records that correspond with the printed poll book starting with the letter A; enter the page number or click >> to advance

Poll Book

POLL BOOK					
ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z					
<input type="checkbox"/>	Vote Method	Name	Voter Reg Number	Address	Date Vote Recorded
<input type="checkbox"/>	▼	Abad, Toryn F	0715030580	1162 HIGH AVE OSHKOSH, WI 54901	
<input type="checkbox"/>	▼	Abderholden, Alexander N	0711204380	1183 ALGOMA BLVD OSHKOSH, WI 54901	
<input type="checkbox"/>	▼	Abderholden, Joanna	700023500	1183 ALGOMA BLVD OSHKOSH, WI 54901	
<input type="checkbox"/>	▼	Abraham, Jeffrey A	0012670674	1225 ONTARIO ST OSHKOSH, WI 54901	
<input type="checkbox"/>	▼	Abraham, Jennifer L	0715125570	1720 RIVER MILL RD OSHKOSH, WI 54901	
<input type="checkbox"/>	▼	Abraham, Sandra L	0012663426	1335 SUMMIT AVE APT 205 OSHKOSH, WI 54901	
<input type="checkbox"/>	▼	Abraham, Terry A	0012663434	1720 RIVER MILL RD OSHKOSH, WI 54901	
<input type="checkbox"/>	▼	Ackerman, Kara Ann	0714348060	820 VINE AVE APT A OSHKOSH, WI 54901	
<input type="checkbox"/>	▼	Albrecht, Chloe M	0713221050	1302 SUMMIT AVE OSHKOSH, WI 54901	
<input type="checkbox"/>	▼	Aldrich, Natalie Susan	0714387290	1153 CHERRY ST OSHKOSH, WI 54901	

Page :  Go
<< Page 2 of 146 >>

Process

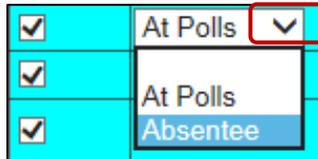
- To record voter participation beginning at specific letter of the alphabet: 1) arrow through the entire poll book to the letter, or 2) enter the page number which corresponds to the poll book

Poll Book

Page :  Go
<< Page 2 of 146 >>

Process

7. Select the checkbox in the category field to select participation for all ten records on the page and assign them to the vote method of *At Polls*
8. Click the drop-down arrow in the Voter Method field to change the vote method to *Absentee* for the voters who have an absentee indicator on the poll book



<input checked="" type="checkbox"/>	Vote Method	
<input checked="" type="checkbox"/>	At Polls	Becktold, Ke
<input checked="" type="checkbox"/>	At Polls	Becktold, Wi
<input checked="" type="checkbox"/>	At Polls	Bednarek, D
<input checked="" type="checkbox"/>	At Polls	Bednarek, R
<input checked="" type="checkbox"/>	At Polls	Bedune, Ione
<input checked="" type="checkbox"/>	At Polls	Beeman, Car
<input checked="" type="checkbox"/>	At Polls	Behlman, Ca
<input checked="" type="checkbox"/>	At Polls	Behlman, Jar
<input checked="" type="checkbox"/>	At Polls	Behlman, Le
<input checked="" type="checkbox"/>	At Polls	Behm, Micha

Page :  Go

Process

9. Click the checkbox to the left of the voter records to unrecord voter participation for the records of voters who did not participate in the election
10. Click the Process button to record voter participation for the selected voter records

### Record Voter Participation from the Poll Book Grid – Single Voter Record

1. Click the Elections tile
2. Click the name of the election to open the Election Information page
3. Click the Poll Books tab to expand the view
4. Click the name of 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...
1	Ward 1	CITY OF OSHKO...	Ward 1	OSHKOSH SENI...	1,345
2	Ward 2	CITY OF OSHKO...	Ward 2	OSHKOSH SENI...	1,317

5. Click the Poll Book tab to expand the view and display the poll book grid  
**Note:** each page of the electronic poll book will display ten voter records that correspond with the printed poll book starting with the letter A; enter the page number or click >> to advance

Poll Book

<input type="checkbox"/>	Vote Method	Name	Voter Reg Number	Address	Date Vote Recorded
<input type="checkbox"/>		Abad, Toryn F	0715030580	1162 HIGH AVE OSHKOSH, WI 54901	
<input type="checkbox"/>		Abderholden, Alexander N	0711204380	1183 ALGOMA BLVD OSHKOSH, WI 54901	
<input type="checkbox"/>		Abderholden, Joanna	700023500	1183 ALGOMA BLVD OSHKOSH, WI 54901	
<input type="checkbox"/>		Abraham, Jeffrey A	0012670674	1225 ONTARIO ST OSHKOSH, WI 54901	
<input type="checkbox"/>		Abraham, Jennifer L	0715125570	1720 RIVER MILL RD OSHKOSH, WI 54901	
<input type="checkbox"/>		Abraham, Sandra L	0012663426	1335 SUMMIT AVE APT 205 OSHKOSH, WI 54901	
<input type="checkbox"/>		Abraham, Terry A	0012663434	1720 RIVER MILL RD OSHKOSH, WI 54901	
<input type="checkbox"/>		Ackerman, Kara Ann	0714348060	820 VINE AVE APT A OSHKOSH, WI 54901	
<input type="checkbox"/>		Albrecht, Chloe M	0713221050	1302 SUMMIT AVE OSHKOSH, WI 54901	
<input type="checkbox"/>		Aldrich, Natalie Susan	0714387290	1153 CHERRY ST OSHKOSH, WI 54901	

Page :  Go << Page 2 of 146 >>

Process

- To record voter participation beginning at specific letter of the alphabet: 1) arrow through the entire poll book to the letter, or 2) enter the page number which corresponds to the poll book

Page :  Go << Page 2 of 146 >>

Process

- Click the checkbox to the left of the voter record to record voter participation; the vote method will default to *At Polls*
- Click the drop-down arrow in the Voter Method field to change the vote method to *Absentee*
- Repeat steps 6 and 7 until voter participation for the poll book page has been recorded
- Click the Process button to record voter participation for the selected voter records

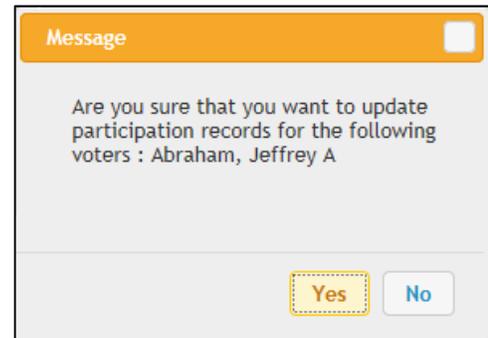
<input type="checkbox"/>	Vote Method	Name
<input type="checkbox"/>		Abad, Toryn F
<input checked="" type="checkbox"/>	At Polls	Abderholden, Alexander N
<input type="checkbox"/>		Abderholden, Joanna
<input checked="" type="checkbox"/>	At Polls	Abraham, Jeffrey A
<input type="checkbox"/>	Absentee	Abraham, Jennifer L
<input type="checkbox"/>		Abraham, Sandra L
<input checked="" type="checkbox"/>	At Polls	Abraham, Terry A
<input checked="" type="checkbox"/>	At Polls	Ackerman, Kara Ann
<input type="checkbox"/>		Albrecht, Chloe M
<input type="checkbox"/>		Aldrich, Natalie Susan

Page :  Go

Process

## Unrecord Voter Participation

1. Click the Elections tile
2. Click the name of the election 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
5. Click the Poll Book tab to expand the view and display the poll book
6. Click the checkbox to the left of the voter records to unrecord voter participation
7. A confirmation message will appear after unselecting the checkbox, click yes to confirm the change
8. To edit the voter method, click the drop-down arrow in the Voter Method field and change the method to *At Polls* or *Absentee*
9. Click the process button to finish editing the voter participation records



## Poll Book Votes Recorded Checkpoint

Select the Poll Book Votes Recorded Checkpoint after all of your jurisdiction's voter participation has been recorded. A user can uncheck the Poll Book Votes Recorded Checkpoint to add or edit voter participation.

### Election Progress

Contests Complete
  Candidates Complete
  Provisionals Complete
  Poll Book Votes Recorded

#### General

Name \* 2016 Partisan Primary  
 Election Type \* Partisan Primary  
 Jurisdiction STATE OF WISCONSIN  
 Government Level Federal

#### CONTESTS

#### CANDIDATES

#### Message from webpage



You are confirming that you have votes for 2,220 voters from your poll book(s).

OK

Cancel