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Introduction to the Wisconsin Election Data Collection System

The Wisconsin Election Data Collection System (WEDCS) is an online database where municipal clerks enter their GAB-190 information. The GAB-190 is an election statistics reporting form that each clerk must complete following each statewide election. It is available in paper form on the Government Accountability Board's (GAB) website but has to be entered electronically into the WEDCS so the GAB can access the data. A fillable version of the form is posted under "FORMS" on the GAB website for each statewide election. With the form there is also a GAB-190 Help Guide that explains in detail what information should be included in answering each question, including the cost section of the form.

The GAB-190 asks clerks to gather statutorily required post-election data. The election voting and registration statistics section of the GAB-190 report must be completed for each reporting unit. The election cost section of the GAB-190 report only has to be entered once by each municipality and once by each county for every statewide election. The cost section of the report will now show up in WEDCS after your last reporting unit (note that if your municipality is in multiple counties, the cost report will be listed after the last reporting unit in your "MAIN" jurisdiction). For counties, their cost report will be at the top of the list. This information needs to be entered into the WEDCS within 30 days following each election (within 45 days of a general election).

Key Terms

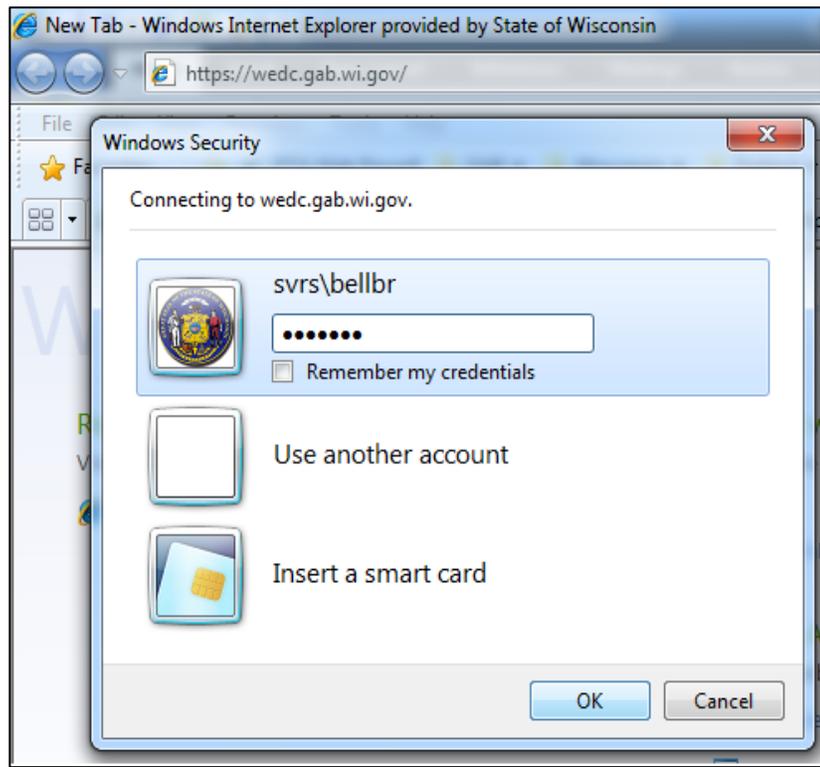
Reporting Unit: Following each election, municipal clerks report the results of the election to their county clerk. These results need to be reported by a specific ward or group of wards. The ward or combination of wards by which clerks report their election results to the county are called reporting units. Some municipalities' reporting unit is the entire municipality. Some municipalities have multiple reporting units made up of different combinations of wards. All municipalities with a population of over 35,000 have one reporting unit for each ward. Reporting units may change from election to election depending on what races are on the ballot. Your county clerk may be able to assist you in determining your municipality's reporting unit(s).

Using the Wisconsin Election Data Collection System (WEDCS)

Entering Data

To enter data into the WEDCS:

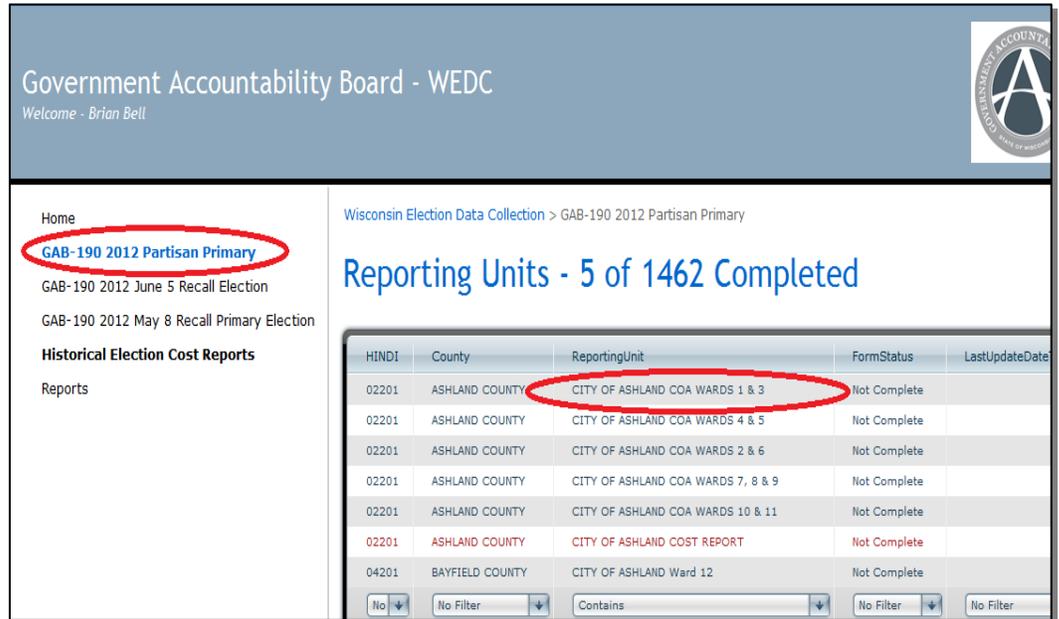
1. Log in to the **WEDCS** website: <https://wedc.gab.wi.gov>. Type "svrs\" and then your **SVRS** username, and use your **SVRS** password.



Accessing **WEDCS** via the website is preferred over the Citrix servers used to log in to SVRS. It has better connectivity and functionality. This website will also allow the user to stay connected to the G.A.B. servers better: as long as you click on something within a two-hour time period **WEDCS** will stay active.

2. Select the appropriate election from the menu.

3. Click on the appropriate reporting unit.



Government Accountability Board - WEDC
Welcome - Brian Bell

Home
[GAB-190 2012 Partisan Primary](#)
 GAB-190 2012 June 5 Recall Election
 GAB-190 2012 May 8 Recall Primary Election
 Historical Election Cost Reports
 Reports

Wisconsin Election Data Collection > GAB-190 2012 Partisan Primary

Reporting Units - 5 of 1462 Completed

HINDI	County	ReportingUnit	FormStatus	LastUpdateDate
02201	ASHLAND COUNTY	CITY OF ASHLAND COA WARDS 1 & 3	Not Complete	
02201	ASHLAND COUNTY	CITY OF ASHLAND COA WARDS 4 & 5	Not Complete	
02201	ASHLAND COUNTY	CITY OF ASHLAND COA WARDS 2 & 6	Not Complete	
02201	ASHLAND COUNTY	CITY OF ASHLAND COA WARDS 7, 8 & 9	Not Complete	
02201	ASHLAND COUNTY	CITY OF ASHLAND COA WARDS 10 & 11	Not Complete	
02201	ASHLAND COUNTY	CITY OF ASHLAND COST REPORT	Not Complete	
04201	BAYFIELD COUNTY	CITY OF ASHLAND Ward 12	Not Complete	

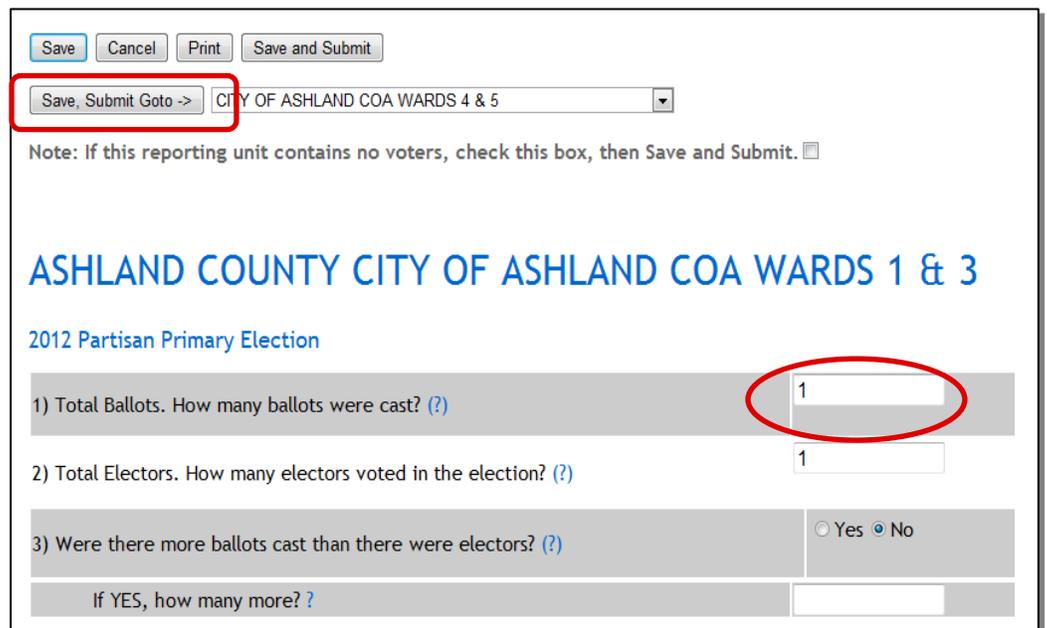
4. Click in the entry box for question number one.

5. Enter the appropriate response.

6. Use the **TAB** or **ENTER** key to move to the next box.

7. Continue to enter correct responses.

8. After all data is entered, click that **Save and Submit** button.



Save Cancel Print Save and Submit

Save, Submit Goto -> CITY OF ASHLAND COA WARDS 4 & 5

Note: If this reporting unit contains no voters, check this box, then Save and Submit.

ASHLAND COUNTY CITY OF ASHLAND COA WARDS 1 & 3

2012 Partisan Primary Election

1) Total Ballots. How many ballots were cast? (?)

2) Total Electors. How many electors voted in the election? (?)

3) Were there more ballots cast than there were electors? (?) Yes No

If YES, how many more? ?



If you click **Save and Submit** without all of the required fields filled, you will receive an **Input Required** message under the field with missing information. You will need to complete all required fields before you can **Save and Submit** data. For directions on saving an incomplete form, see the next page.

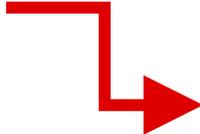


Save Cancel Print **Save and Submit**

ADAMS COUNTY CITY OF WIS

- A message will appear in the header of the main page indicating that you have successfully completed that reporting unit.

The **FormStatus** will change to **“Complete”** and the **Reporting Unit** will turn **green**.



Wisconsin Election Data Collection > GAB-190 2012 Partisan Primary

Reporting Units - 6 of 1462 Completed

You have Successfully Completed ASHLAND COUNTY CITY OF ASHLAND COA WARDS 1 & 3

HINDI	County	ReportingUnit	FormStatus	LastUpdateDateTime
02	ASHLAND COUNTY	ASHLAND COUNTY COST REPORT	Not Complete	
02201	ASHLAND COUNTY	CITY OF ASHLAND COA WARDS 1 & 3	Complete	8/7/2012 10:09:04 AM
02201	ASHLAND COUNTY	CITY OF ASHLAND COA WARDS 4 & 5	Not Complete	
02201	ASHLAND COUNTY	CITY OF ASHLAND COA WARDS 2 & 6	Not Complete	
02201	ASHLAND COUNTY	CITY OF ASHLAND COA WARDS 7, 8 & 9	Not Complete	
02201	ASHLAND COUNTY	CITY OF ASHLAND COA WARDS 10 & 11	Not Complete	
02201	ASHLAND COUNTY	CITY OF ASHLAND COST REPORT	Not Complete	



Each **Reporting Unit** must be marked as **“Complete”** and green within 45 days of each general election, and within 30 days following all other statewide election. You can edit a reporting unit even after you have marked it as **“Complete.”** After making changes, you must select **“Save and Submit”** again.

Assistance with Answering Questions and Data Validation



If you enter an alpha response in a data entry field, you will receive an “Invalid” message. Click on the icon to view additional information about each question. You can also use your mouse and hover over the (?) icon to read the same information.

2012 Partisan Primary Election

1) Total Ballots. How many ballots were cast? (?)

2) Total Electors. How many electors voted in the election? (?) Invalid

3) Were there more ballots cast than there were electors? (Y/N)
If YES, how many more? ?

4) Absentee Electors. How many ballots, excluding military, were: (?) Input Required

The number of people who have a voter number next to their names on the poll list and supplemental list. If there were no numbers skipped, used twice, and all electors handed a voter number received a ballot, this should be the last voter number you gave out and/or wrote on the poll list.

Saving Unfinished Work

1. Follow Steps 1-7 in the Entering Data section above.
2. If not all of the data can be entered, Click on the **Save** button.
3. The reporting unit will be labeled as **In Process**.

01014	ADAMS COUNTY	TOWN OF LEOLA Ward 1	Not Complete		14813
01016	ADAMS COUNTY	TOWN OF LINCOLN Ward 1	Not Complete		14814
01018	ADAMS COUNTY	TOWN OF MONROE Ward 1	In Process	7/8/2009 3:00:49 PM	14815
01020	ADAMS COUNTY	TOWN OF NEW CHESTER Wards 1 & 2	Not Complete		14816
01022	ADAMS COUNTY	TOWN OF NEW HAVEN Ward 1	Not Complete		14817

4. When you have obtained missing information, click on the same reporting unit to complete data entry.
5. Once all of the data has been entered, click on the **Save and Submit** button.



Each reporting unit must be marked as **“Complete”** in order for the Government Accountability Board to accept the data. You must complete data entry for every field and use the **Save and Submit** process described above.

Entering Election Cost Data

1. Election cost data must be entered once per municipality and once per county for each statewide election.
2. The cost report will be at the top of the page for the county cost report. For municipalities, the cost report will be listed after the last reporting unit (note that if your municipality is in multiple counties, the cost report will be listed after the last reporting unit in your “MAIN” jurisdiction). The cost report will be in a red font if not completed or in process, and will be green if the report was completed.

Home

[GAB-190 2012 Partisan Primary](#)

GAB-190 2012 June 5 Recall Election

GAB-190 2012 May 8 Recall Primary Election

Historical Election Cost Reports

Reports

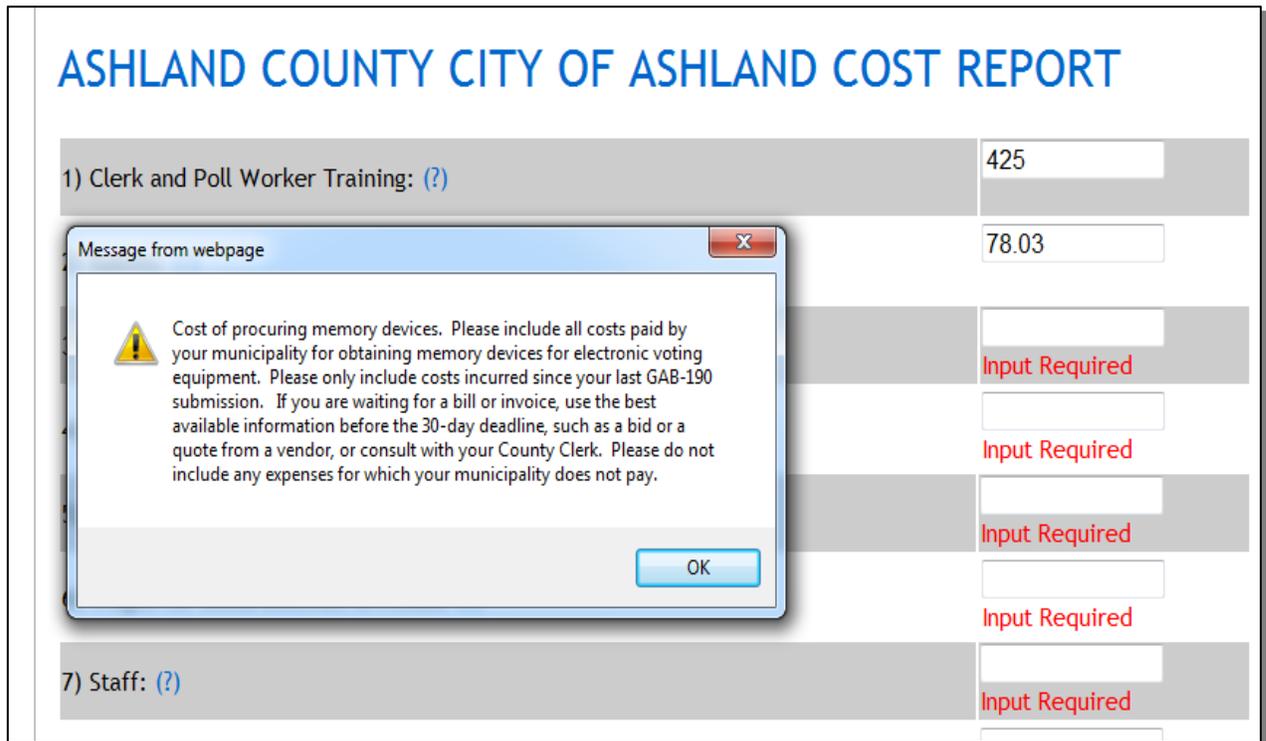
Wisconsin Election Data Collection > GAB-190 2012 Partisan Primary

Reporting Units - 6 of 1462 Completed

HINDI	County	ReportingUnit	FormStatus	LastUpdateDateTime
02201	ASHLAND COUNTY	CITY OF ASHLAND COA WARDS 1 & 3	Complete	8/7/2012 10:09:04 AM
02201	ASHLAND COUNTY	CITY OF ASHLAND COA WARDS 4 & 5	Not Complete	
02201	ASHLAND COUNTY	CITY OF ASHLAND COA WARDS 2 & 6	Not Complete	
02201	ASHLAND COUNTY	CITY OF ASHLAND COA WARDS 7, 8 & 9	Not Complete	
02201	ASHLAND COUNTY	CITY OF ASHLAND COA WARDS 10 & 11	Not Complete	
02201	ASHLAND COUNTY	CITY OF ASHLAND COST REPORT	Not Complete	
04201	BAYFIELD COUNTY	CITY OF ASHLAND WARD 12	Not Complete	

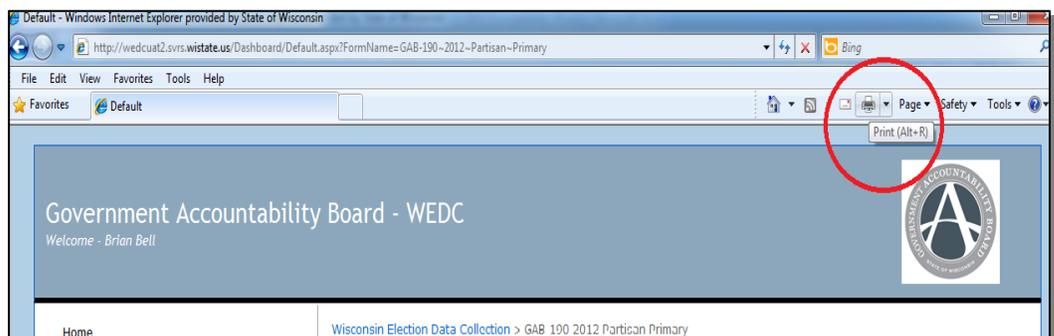
Records per page: 25 | Apply Filter | Hide Filter | Remove Filter | Records: 1 - 7 of 7 - Pages: 1 (out of 1)

- The election cost data section of the GAB-190 is entered just like the reporting unit information. Note that all fields are required. If your municipality did not have any costs in a category, enter 0. Cost data can be entered in whole dollars (example, 425) or dollars and cents (example 78.03). You do not need to enter a dollar sign (\$).



- The cost report also has the same help function available by clicking on the (?) icons next to each question.
- After you have entered your costs, click on the “SAVE AND SUBMIT” button. You can also click on “SAVE” if you do not have all of your cost data for that election. If click on “SAVE” the cost report will be listed as “IN PROCESS” and will still show up in a red font. You can also go back and update your cost data after you click on “SAVE AND SUBMIT”, just like you can with your reporting units.

- Clerks will be able to print a report for the cost section, just like the reporting units, starting after the November 2012 General Election.



For the August 2012 Partisan Primary, you can use the internet browser’s print function by clicking on the printer icon in the menu bar of the browser window.

- To View election cost data from the April 3rd, May 8th, or June 5th elections in 2012 select "Historical Election Cost Reports" from the WEDCS menu.



- From the menu, you can look up costs from a particular election (example, June 5 Cost Reports).
- If you want to look up all elections costs beginning with the April 3, 2012 election, select "Municipality Historical Cost Reports" from the menu.
- The "Municipality Cost Averages" will provide the average cost for each of the 11 categories statewide, for a particular election, or for all municipalities in a county.



The Reports Function in WEDCS



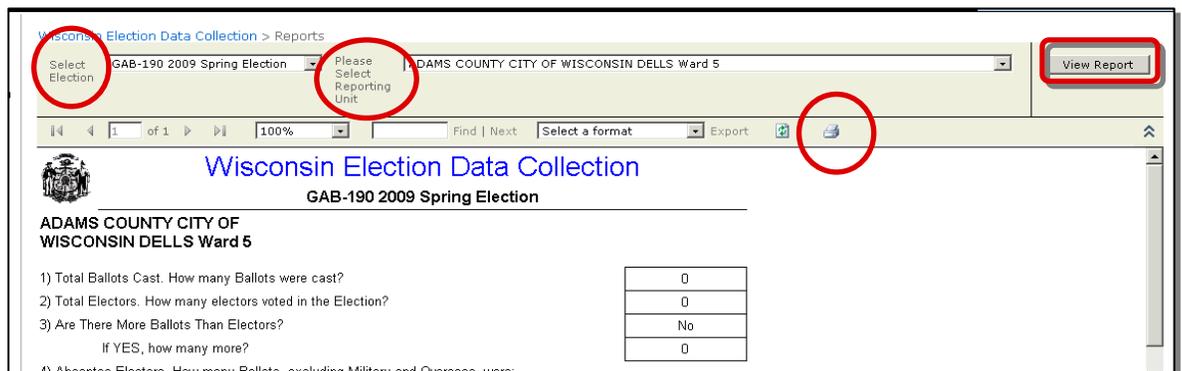
Each municipal clerk needs to keep a copy of each GAB-190 for 22 months following each federal election and 90 days following non federal elections. The GAB-190 can be in paper or electronic form. WEDCS can be used to print a paper GAB-190, or export it to an electronic file. Entering all GAB-190 information into WEDCS satisfies both the records retention requirements, and providing the information to the county and state.

Using Reports from the Menu

1. Log in the **WEDCS**.
2. Click on **Reports** from the Menu.



3. Select the desired election in the **Select Election** drop-down list.
4. Select the desired **Reporting Unit** in the **Please Select Reporting Unit** drop-down list.
5. Click **View Report**. You may need to scroll to the right in order to see the View Report button.



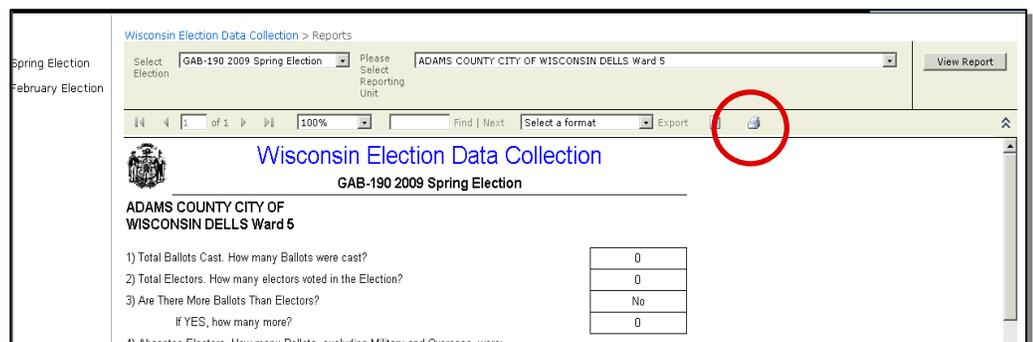
6. Click the **Printer** icon, which is located on the right side of the tool bar. A dialog box will appear.
7. Select the desired printer from the drop-down box.
8. Click **OK** to print the report.

Printing a Report from within the Reporting Unit Form

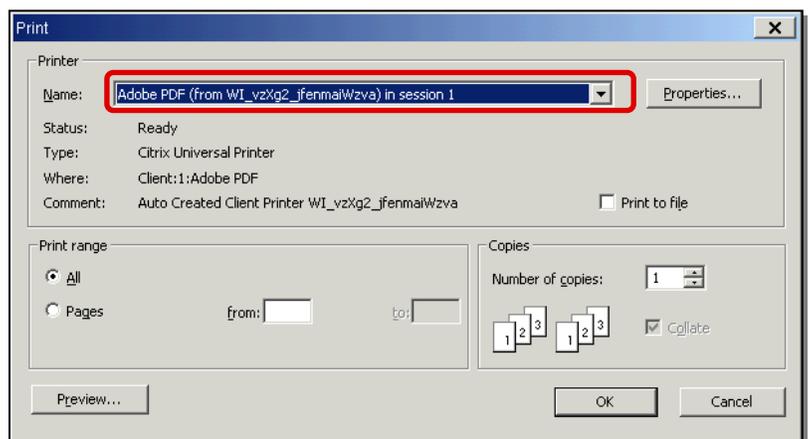
1. Log in to **WEDCS**.
2. Click the appropriate election.
3. Select the appropriate reporting unit.
4. Click the **Print** button. The GAB-190 page will appear.



5. Click the **Print** icon. A dialog box will appear.



6. Select the desired printer from the drop-down box.
7. Click OK to print the report



 When selecting the **Print** button from within the reporting unit form, the system saves the data entered. However, it does not give the form a **Complete** status. The user needs to go back into the reporting unit form and select the **Save and Submit** button separately.

Exporting a Report



Exporting a report gives you an electronic copy of the report that you can print if you wish. When you export a report, the system will save the V:\ or Z:\My Documents\ information that you entered. The next report you export from WEDCS will be sent directly to your C drive or to the My Documents folder, depending on the information you previously entered.

Exporting directly to the C: drive



This will export the file directly to your **C: drive**, meaning you will not have to log into the **Citrix Metaframe** page and move the file from the **My Documents** to the **Client C: Drive** folder. This may not work if do not have rights to save files to your **C: drive**. In some networks, your hard drive is not called the **C: drive**, it is called the **H: drive** or another letter. In that case, you can try using "**H:**" instead, or another letter as appropriate. If you are unable to use the path **V:** for SVRS reports, you will not be able to use it for WEDCS reports. Please follow the directions for exporting to the **Citrix My Documents** folder if you are unable to export directly to the **C: drive**.

1. Log in to **WEDCS**.
2. Click **Reports**.
3. Select the desired election in the **Select Election** drop-down list.



4. Select the desired **Reporting Unit** from the **Please Select Reporting Unit** drop-down list.

5. Click **View Report**.

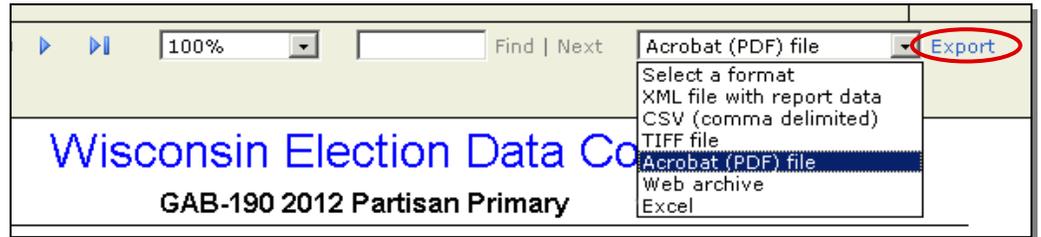


A screenshot of the WEDCS report viewer interface. The page title is 'Government Accountability Board - WEDC' with a subtitle 'Welcome - Christopher Doffing'. The main content area shows a report for 'GAB-190 2012 Partisan Primary' in 'KENOSHA COUNTY CITY OF KENOSHA Ward 1'. The report data is as follows:

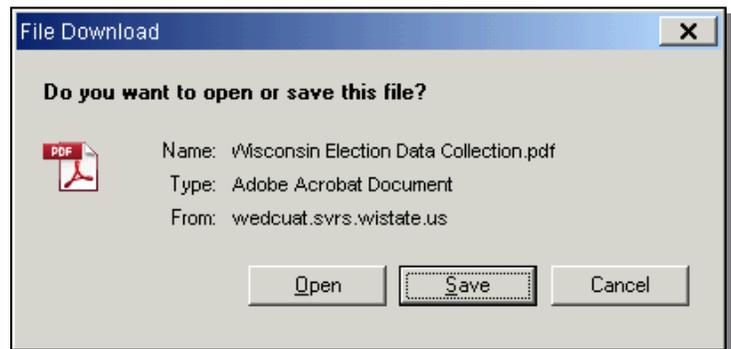
1) Total Ballots. How many ballots were cast?	592
2) Total Electors. How many electors voted in the election?	592

The interface includes a navigation bar with 'Home', 'GAB-190 2012 Partisan Primary', 'GAB-190 2012 June 5 Recall Election', 'GAB-190 2012 May 8 Recall Primary Election', 'Historical Election Cost Reports', and 'Reports'. A 'View Report' button is circled in red. A dropdown menu for 'Select a format' is open, showing options: 'Acrobat (PDF) file', 'HTML file with report data (CSV (comma delimited))', 'Acrobat (PDF) file', 'Web archive', and 'Excel'. The 'Acrobat (PDF) file' option is circled in red.

7. Click the word **Export**. A **File Download** window will appear.

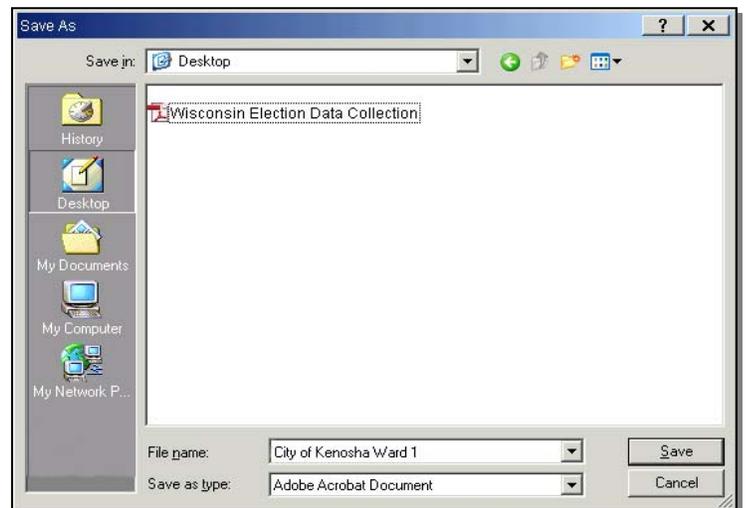


8. Click **Save**.
A **Save As** window will appear.



9. Enter an appropriate file name in the **File Name** field.

10. Click **Save**. A new window will appear.



11. Click **Close**.

12. The file is now located on your computer's **C: drive**. To retrieve the file, open your C: drive.

Exporting a Report to to the Citrix My Documents Folder

1. Log in to **WEDCS**.
2. Click **Reports**.
3. Select the desired election in the **Select Election** drop-down list.
4. Select the desired **Reporting Unit** from the **Please Select Reporting Unit** drop-down list.



5. Click **View Report**.



6. Select a report format (Excel, PDF, etc.) from the **Select a format** drop-down list located on the tool bar.

7. Click the word **Export**. A new window will appear.

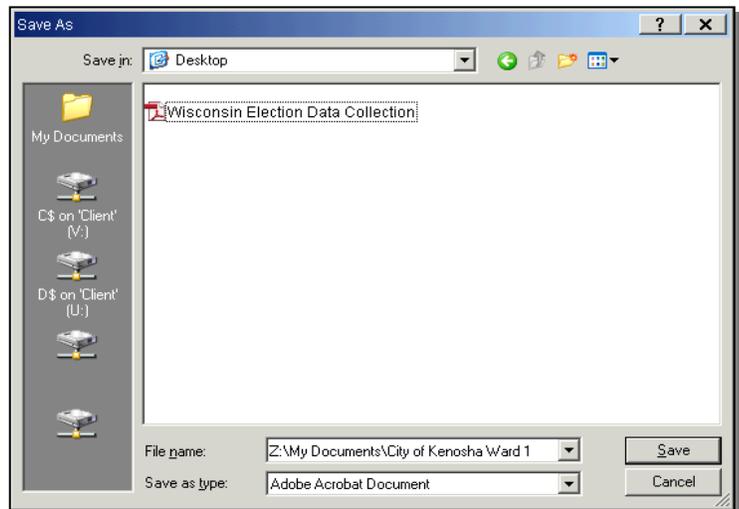
8. Click **Save**. A new window will appear.

9. Enter **Z:\My Documents** and then an appropriate file name in the **File name** field.

10. Click **Save**. A new window will appear.

11. Click **Close**.

12. The file is now in the **My Documents** folder on the Citrix log in page. Move it to your C drive as you would a poll book or other SVRS report.



i See the [Poll Books](#) or [Reports](#) chapters for additional instructions on how to retrieve an exported file.

