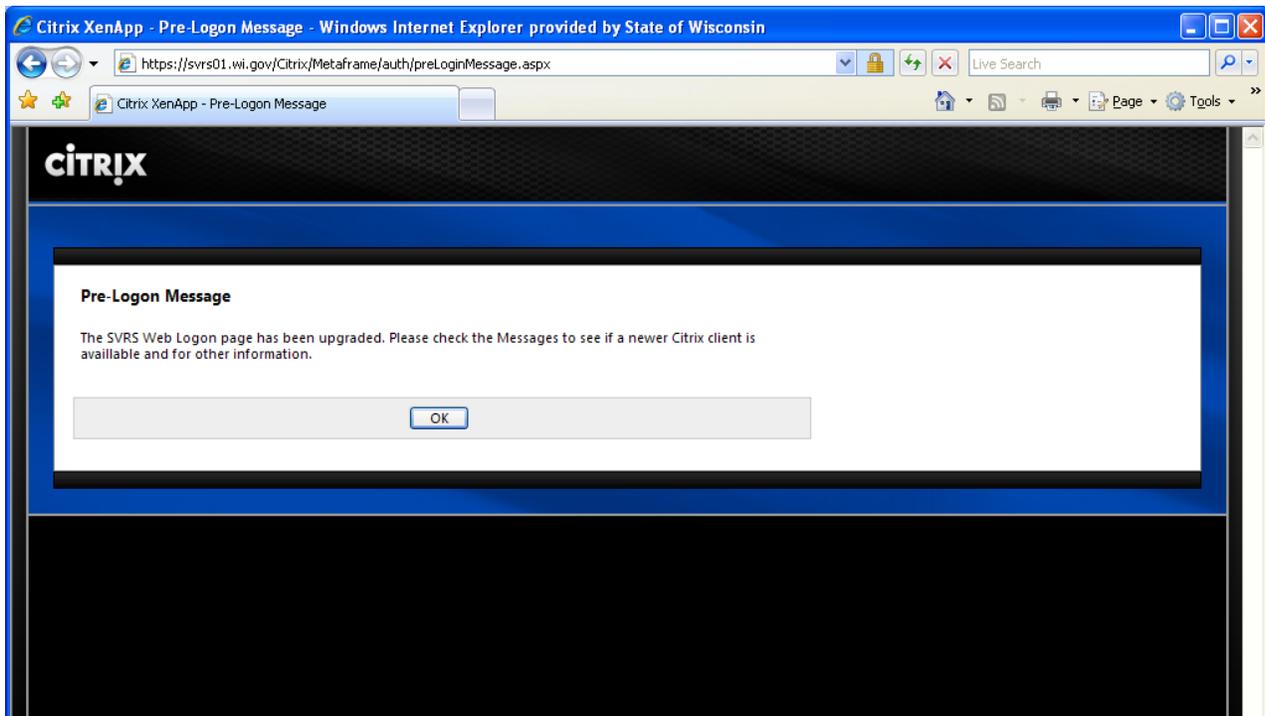


Using WEDCS

Accessing and Navigating WEDCS

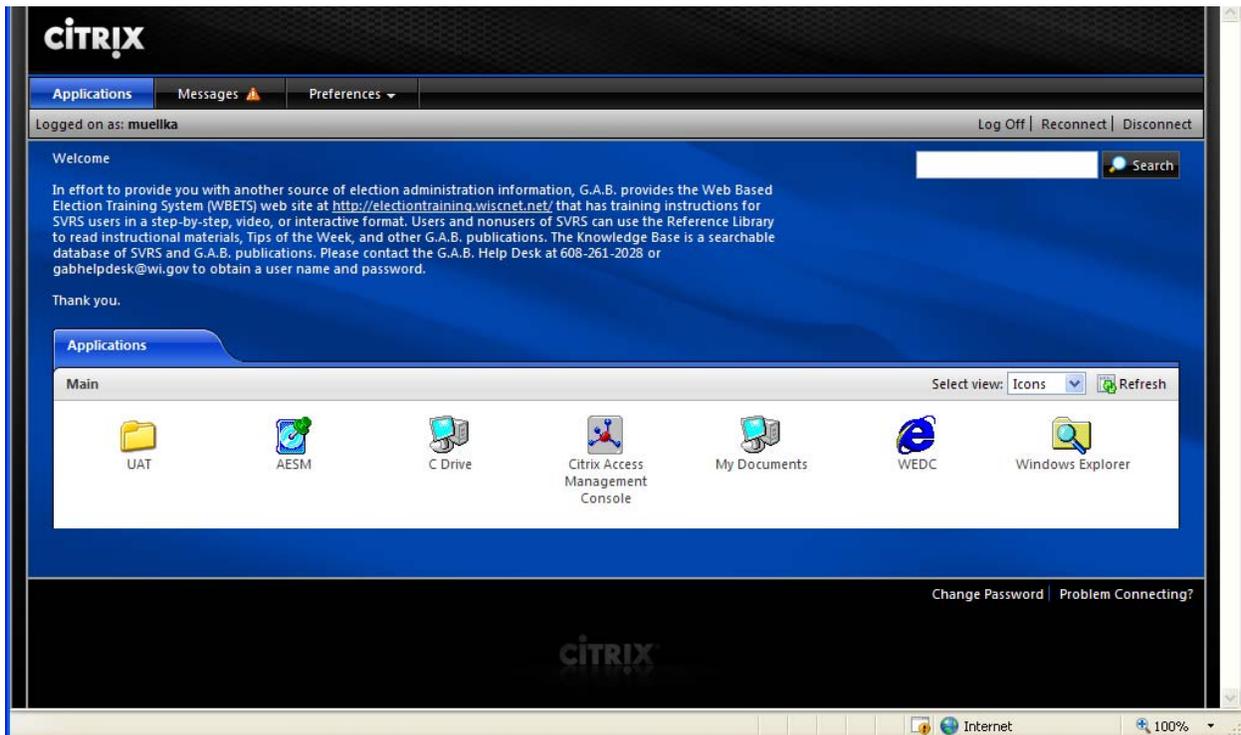
1. Enter the URL <http://svrs.wi.gov> into your Web browser.



2. Click **OK**
3. Type your SVRS user name and password.



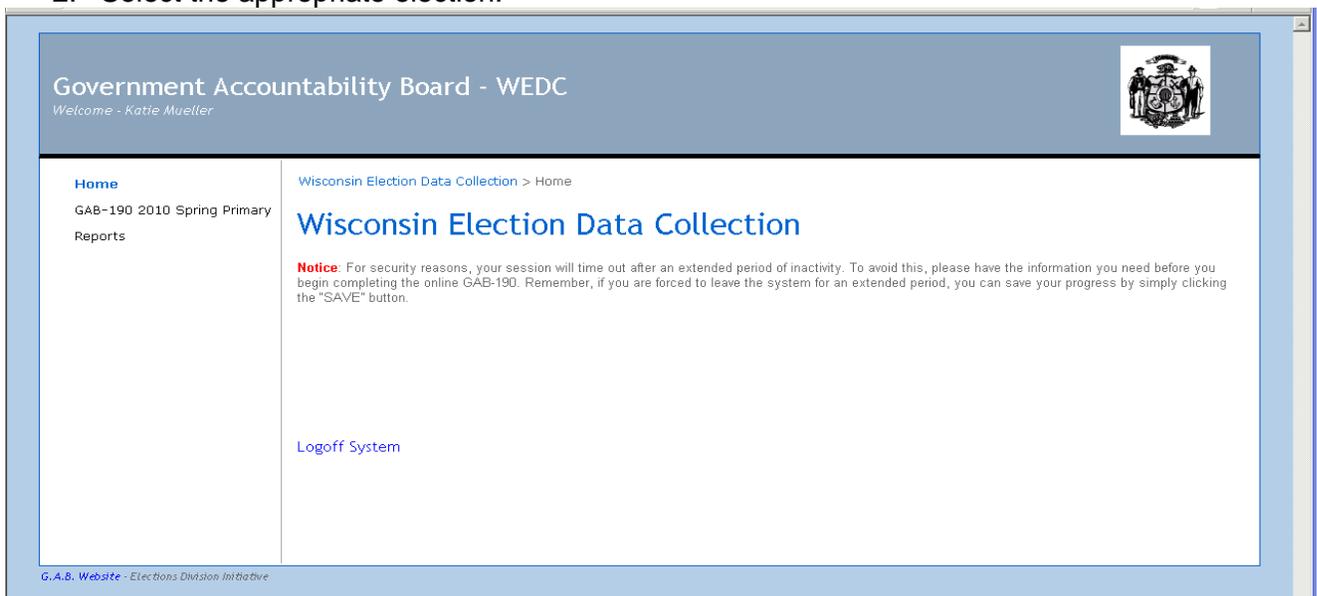
4. Click the **Log On** button.
5. Select the **WEDC** icon.



6. **WEDCS** will open in a new window.

Entering the Data into WEDCS

1. Log in to **WEDCS**.
2. Select the appropriate election.



3. Select the appropriate reporting unit (you may need to double click).

Government Accountability Board - WEDC

Welcome - Name Not Found For: WEDC_Admin

Home

GAB-190 2008 General Election

GAB-190 2009 February Election

Reports

Wisconsin Election Data Collection > GAB-190 2009 February Election

Reporting Units - 22 of 3586 Completed

HINDI	County	ReportingUnit	FormStatus	LastUpdateDateTime
01002	ADAMS COUNTY	TOWN OF ADAMS Wards 1 & 2	Complete	2/5/2009 2:10:31 PM
01004	ADAMS COUNTY	TOWN OF BIG FLATS Ward 1	In Process	2/5/2009 1:58:28 PM
01006	ADAMS COUNTY	TOWN OF COLBURN Ward 1	In Process	2/18/2009 8:17:27 AM
01010	ADAMS COUNTY	TOWN OF EASTON Wards 1 & 2	In Process	2/19/2009 11:09:32 AM
01012	ADAMS COUNTY	TOWN OF JACKSON Ward 1	In Process	2/5/2009 1:17:57 PM

Records per page: 5 Show Filter-Records: 1 - 5 of 3577 - Pages: 1 2 3 4 5 (out of 716) Go to page »

G.A.B. Website - Elections Division Initiative

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

Government Accountability Board - WEDC

Welcome - Name Not Found For: WEDC_Admin

Home

GAB-190 2008 General Election

GAB-190 2009 February Election

Reports

ADAMS COUNTY TOWN OF JACKSON Ward 1

2009 February Election

1) Total Ballots Cast. How many Ballots were cast? [?](#)

2) Total Electors. How many electors voted in the Election? [?](#)

3) Are There More Ballots Than Electors? [?](#) Yes No

If YES, how many more?

4) Absentee Electors. How many Ballots, including Military and Overseas, were: [?](#)

a) Issued?

b) Returned Undeliverable?

5. Enter the appropriate response.
6. Use the **TAB** key to move to the next box.

7. If you do not know what the question is asking for, click the ? icon.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web form titled "2009 February Election". The form contains several questions with input fields and radio buttons. A modal dialog box is overlaid on the form, containing a warning icon and the following text: "The number of issued absentee ballots that were returned to your office because the post office could not deliver them to the elector. Do not include military and true overseas absentee electors." The dialog has an "OK" button.

2009 February Election

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

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

3) Are There More Ballots Than Electors? (?) Yes No

Microsoft Internet Explorer

The number of issued absentee ballots that were returned to your office because the post office could not deliver them to the elector. Do not include military and true overseas absentee electors.

OK

b) Returned Undeliverable? (?)

c) Returned to be Counted? (?)

d) Counted? (?)

8. If you do not know what the question is asking for, you can also hover your mouse over the (?) for further instructions.

The screenshot shows the same Microsoft Internet Explorer browser window with the "2009 February Election" form. A tooltip is displayed over the question mark icon for question 4a, containing the following text: "These numbers should include your permanents, regulars, and sequestered jurors. This should also include anyone who is overseas temporarily, such as students studying abroad or working overseas. Do not include military and true overseas U.S. citizens residing overseas with no intent to return to the U.S."

2009 February Election

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

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

3) Are There More Ballots Than Electors? (?) Yes No

If YES, how many more? (?)

4) Absentee Electors. How many Ballots, including Military and Overseas, were: (?)

a) Issued? (?)

b) Returned Undeliverable? (?)

c) Returned to be Counted? (?)

d) Counted? (?)

e) Rejected or Late? (?)

5) Military Electors. How many ballots, excluding FWAB, were: (?)

a) Issued? (?)

These numbers should include your permanents, regulars, and sequestered jurors. This should also include anyone who is overseas temporarily, such as students studying abroad or working overseas. Do not include military and true overseas U.S. citizens residing overseas with no intent to return to the U.S.

Local Intranet

9. Continue to enter correct responses.
10. If a response is incorrect (use of letters and symbols), a red "Invalid" will appear next to the answer box. Correct the response.

Government Accountability Board - WEDC

Welcome - Name Not Found For: WEDC_Admin



Home

GAB-190 2008 General Election

GAB-190 2009 February Election

Reports

ADAMS COUNTY TOWN OF JACKSON Ward 1

2009 February Election

1) Total Ballots Cast. How many Ballots were cast? [?](#)

2) Total Electors. How many electors voted in the Election? [?](#)

3) Are There More Ballots Than Electors? [?](#) Yes No

If YES, how many more?

4) Absentee Electors. How many Ballots, including Military and Overseas, were: [?](#)

a) Issued? Invalid

b) Returned Undeliverable?

11. After all data is entered, click the **Save and Submit** button.

Optical Scan Ballots:

DRE/(TouchScreen)/AutoMARK:

13) Ballots Counted at: [?](#) Polling Place

14) Voting Equipment(how many of each type of machine is used in this Reporting Unit) [?](#)

Optical Scan	<input style="width: 80px;" type="text" value="1"/>	
Model	Version	Vendor
<input style="width: 100%;" type="text" value="Optech Eagle"/>	<input style="width: 100%;" type="text" value="R86743"/>	<input style="width: 100%;" type="text" value="87612"/>
<input style="width: 100%;" type="text" value="None"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text" value="None"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
DRE (TouchScreen)/AutoMARK		
Model	Version	Vendor
<input style="width: 100%;" type="text" value="ES-S iVotronic"/>	<input style="width: 100%;" type="text" value="Q770693"/>	<input style="width: 100%;" type="text" value="V8303Q"/>
<input style="width: 100%;" type="text" value="None"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text" value="None"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

G.A.B. Website - Elections Division Initiative

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

Government Accountability Board - WEDC
Welcome - Katie Mueller

Home
GAB-190 2008 General Election
GAB-190 2009 February Election
Reports

Wisconsin Election Data Collection > GAB-190 2009 February Election

Reporting Units - 3 of 3567 Completed

You have Successfully Completed ADAMS COUNTY TOWN OF JACKSON Ward 1

HINDI	County	ReportingUnit	FormStatus	LastUpdateDateTime	Repo
01004	ADAMS COUNTY	TOWN OF BIG FLATS Ward 1	Complete	2/24/2009 12:48:52 PM	6978
01006	ADAMS COUNTY	TOWN OF COLBURN Ward 1	Not Complete		6979
01008	ADAMS COUNTY	TOWN OF DELL PRAIRIE Wards 1 & 2	Not Complete		6980
01010	ADAMS COUNTY	TOWN OF EASTON Wards 1 & 2	Not Complete		6981
01012	ADAMS COUNTY	TOWN OF JACKSON Ward 1	Complete	2/25/2009 2:28:54 PM	6982
01014	ADAMS COUNTY	TOWN OF LEOLA Ward 1	Not Complete		6983
01016	ADAMS COUNTY	TOWN OF LINCOLN Ward 1	In Process	2/24/2009 3:11:51 PM	6984
01018	ADAMS COUNTY	TOWN OF MONROE Ward 1	Not Complete		6985
01020	ADAMS COUNTY	TOWN OF NEW CHESTER Wards 1 & 2	Not Complete		6986

Saving Unfinished Work

1. Log in to **WEDCS**.
2. Select the appropriate election.

Government Accountability Board - WEDC
Welcome - Katie Mueller

Home
GAB-190 2010 Spring Primary
Reports

Wisconsin Election Data Collection > Home

Wisconsin Election Data Collection

Notice: For security reasons, your session will time out after an extended period of inactivity. To avoid this, please have the information you need before you begin completing the online GAB-190. Remember, if you are forced to leave the system for an extended period, you can save your progress by simply clicking the "SAVE" button.

[Logoff System](#)

G.A.B. Website - Elections Division Initiative

3. Select the appropriate reporting unit.

Government Accountability Board - WEDC
Welcome - Name Not Found For: WEDC_Admin

Home
GAB- 190 2008 General Election
GAB-190 2009 February Election
Reports

Wisconsin Election Data Collection > GAB-190 2009 February Election

Reporting Units - 22 of 3586 Completed

HINDI	County	ReportingUnit	FormStatus	LastUpdateDateTime
01002	ADAMS COUNTY	TOWN OF ADAMS Wards 1 & 2	Complete	2/5/2009 2:10:31 PM
01004	ADAMS COUNTY	TOWN OF BIG FLATS Ward 1	In Process	2/5/2009 1:58:28 PM
01006	ADAMS COUNTY	TOWN OF COLBURN Ward 1	In Process	2/18/2009 8:17:27 AM
01010	ADAMS COUNTY	TOWN OF EASTON Wards 1 & 2	In Process	2/19/2009 11:09:32 AM
01012	ADAMS COUNTY	TOWN OF JACKSON Ward 1	In Process	2/5/2009 1:17:57 PM

Records per page: 5 Show Filter-Records: 1 - 5 of 3577 - Pages: 1 2 3 4 5 (out of 716) Go to page >

G.A.B. Website - Elections Division Initiative

4. Enter data.

5. If you do not know what the question is asking for, click the ? icon.

InputForm - Microsoft Internet Explorer

Address: http://sebwweb13a/WEDC/Dashboard/Default.aspx?FormName=GAB-190%7e2009%7eFebruary%7eElection

2009 February Election

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

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

3) Are There More Ballots Than Electors? (?) Yes No

Microsoft Internet Explorer

The number of issued absentee ballots that were returned to your office because the post office could not deliver them to the elector. Do not include military and true overseas absentee electors.

OK

b) Returned Undeliverable? (?)

c) Returned to be Counted? (?)

d) Counted? (?)

e) Rejected or Late? (?)

5) Military Electors. How many ballots, excluding FWAB, were: (?)

a) Issued? (?)

Local Intranet

- If you do not know what the question is asking for, you can also hover your mouse over the ? for further instructions.

2009 February Election

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

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

3) Are There More Ballots Than Electors? (?) Yes No

If YES, how many more? (?)

4) Absentee Electors. How many Ballots, including Military and Overseas, were: (?)

- a) Issued? (?)
- b) Returned Undeliverable? (?)
- c) Returned to be Counted? (?)
- d) Counted? (?)

These numbers should include your permanents, regulars, and sequestered jurors. This should also include anyone who is overseas temporarily, such as students studying abroad or working overseas. Do not include military and true overseas U.S. citizens residing overseas with no intent to return to the U.S.

- If not all questions are answered and you click the **Save and Submit** button, "Input Required" will appear below all the boxes that must be filled in for the form to be complete.

a) Issued? (?) Invalid

b) Returned Undeliverable? (?)

c) Returned to be Counted? (?)

d) Counted? (?)

e) Rejected or Late? (?)

7) FWAB. How many federal writein absentee ballots were: (?)

- a) Received to Be Counted? (?) Input Required
- b) Counted? (?) Input Required
- c) Rejected or Late? (?) Input Required

8) Early Registrants. Total number of active voters as of Jan 28, 2009 (?) Input Required

9) Late Registrants. Number of voters registered between Jan 29-Feb 16, 2009 (?) Input Required

10) Election-Day Registrants. Number of voters registered on Feb 17, 2009 (?) Input Required

- Click the **Save** button, if you have not finished entering data and need to leave the application.

Optical Scan Ballots:

DRE/(TouchScreen)/AutoMARK:

13) Ballots Counted at: [?](#) Polling Place

14) Voting Equipment(how many of each type of machine is used in this Reporting Unit) [?](#)

Optical Scan

Model	Version	Vendor
<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>

DRE (TouchScreen)/AutoMARK

Model	Version	Vendor
<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>

- The Saved reporting unit will have "In Process" listed as its FormStatus.
- Once you are back to the main menu, select the same reporting unit.

Government Accountability Board - WEDC

Welcome - Name Not Found For: WEDC_Admin

Home

GAB-190 2008 General Election

GAB-190 2009 February Election

Reports

Wisconsin Election Data Collection > GAB-190 2009 February Election

Reporting Units - 22 of 3586 Completed

HINDI	County	ReportingUnit	FormStatus	LastUpdateDateTime
01002	ADAMS COUNTY	TOWN OF ADAMS Wards 1 & 2	Complete	2/5/2009 2:10:31 PM
01004	ADAMS COUNTY	TOWN OF BIG FLATS Ward 1	In Process	2/5/2009 1:58:28 PM
01006	ADAMS COUNTY	TOWN OF COLBURN Ward 1	In Process	2/18/2009 8:17:27 AM
01010	ADAMS COUNTY	TOWN OF EASTON Wards 1 & 2	In Process	2/19/2009 11:09:32 AM
01012	ADAMS COUNTY	TOWN OF JACKSON Ward 1	In Process	2/5/2009 1:17:57 PM

Records per page: Show Filter-Records: 1 - 5 of 3577 - Pages: 1 2 3 4 5 (out of 716)

G.A.B. Website - Elections Division Initiative

- Enter missing data.

12. Click the **Save and Submit** button.

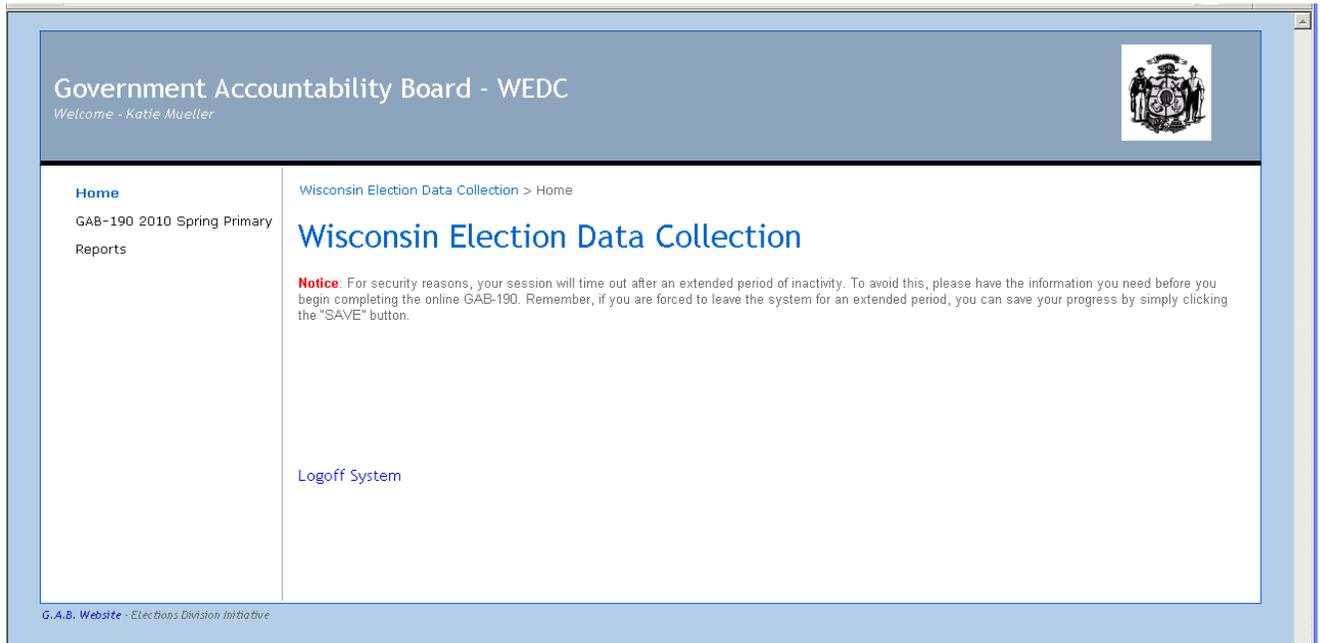
Optical Scan Ballots:		<input type="text" value="74"/>
DRE/(TouchScreen)/AutoMARK:		<input type="text" value="0"/>
13) Ballots Counted at: ?		<input type="text" value="Polling Place"/>
14) Voting Equipment(how many of each type of machine is used in this Reporting Unit) ?		
Optical Scan		<input type="text" value="1"/>
Model	Version	Vendor
<input type="text" value="Optech Eagle"/>	<input type="text" value="R86743"/>	<input type="text" value="87612"/>
<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>
DRE (TouchScreen)/AutoMARK		<input type="text" value="1"/>
Model	Version	Vendor
<input type="text" value="ES-S iVotronic"/>	<input type="text" value="Q770693"/>	<input type="text" value="V8303Q"/>
<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Print"/>
<input type="button" value="Save and Submit"/>		

G.A.B. Website - Elections Division Initiative

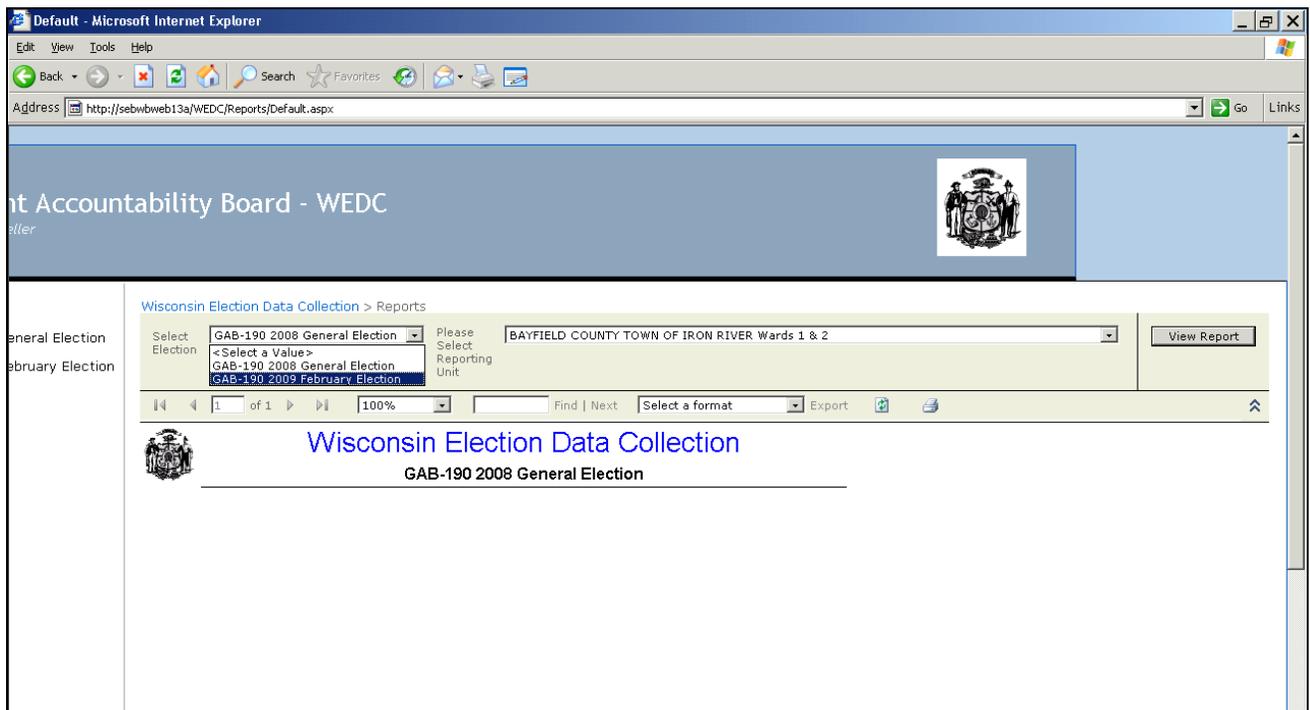
The Reports Function in WEDCS

Printing a Report Using “Reports”

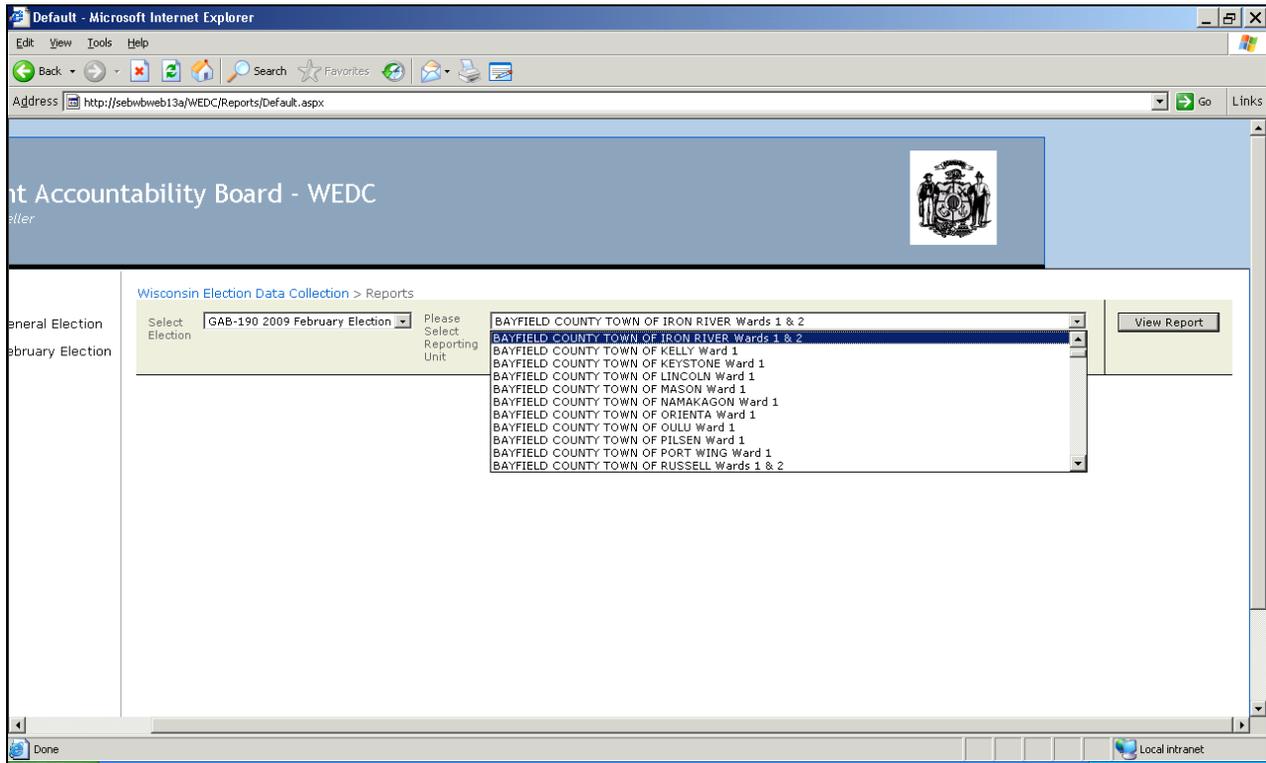
1. Log in to **WEDCS**.
2. Click **Reports**.



3. Select the desired election in the **Select Election** drop-down list.



4. Select the desired **Reporting Unit** 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.

Wisconsin Election Data Collection > Reports

Select Election: GAB-190 2009 February Election | Please Select Reporting Unit: BAYFIELD COUNTY TOWN OF IRON RIVER Wards 1 & 2 | View Report

1) Total Ballots Cast. How many Ballots were cast? 273

2) Total Electors. How many electors voted in the Election? 273

3) Are There More Ballots Than Electors? No

If YES, how many more?

4) Absentee Electors. How many Ballots, including Military and Overseas, were:

a) Issued? 89

b) Returned Undeliverable? 09

c) Returned to be Counted? 9

6. Click the **Printer** icon, which is located on the right side of the toolbar.

Wisconsin Election Data Collection > Reports

Select Election: GAB-190 2009 February Election | Please Select Reporting Unit: BAYFIELD COUNTY TOWN OF IRON RIVER Wards 1 & 2 | View Report

1) Total Ballots Cast. How many Ballots were cast? 273

2) Total Electors. How many electors voted in the Election? 273

3) Are There More Ballots Than Electors? No

If YES, how many more?

4) Absentee Electors. How many Ballots, including Military and Overseas, were:

a) Issued? 89

b) Returned Undeliverable? 09

c) Returned to be Counted? 9

7. The report will print.

Printing a Report from within the Reporting Unit Form

1. Log in to **WEDCS**.
2. Click the appropriate election.

Government Accountability Board - WEDC
Welcome - Name Not Found For: WEDC_Admin

Wisconsin Election Data Collection > Home

Data Collection Training/Support Info

This page is designed to display content for the support of the Wisconsin Election Data Collection process. Links to training and other useful information can be put here to help support this new application.

[Logoff System](#)

G.A.B. Website - Elections Division Initiative

3. Select the appropriate reporting unit.

Government Accountability Board - WEDC
Welcome - Name Not Found For: WEDC_Admin

Wisconsin Election Data Collection > GAB-190 2009 February Election

Reporting Units - 22 of 3586 Completed

HINDI	County	ReportingUnit	FormStatus	LastUpdateDateTime
01002	ADAMS COUNTY	TOWN OF ADAMS Wards 1 & 2	Complete	2/5/2009 2:10:31 PM
01004	ADAMS COUNTY	TOWN OF BIG FLATS Ward 1	In Process	2/5/2009 1:58:28 PM
01006	ADAMS COUNTY	TOWN OF COLBURN Ward 1	In Process	2/18/2009 8:17:27 AM
01010	ADAMS COUNTY	TOWN OF EASTON Wards 1 & 2	In Process	2/19/2009 11:09:32 AM
01012	ADAMS COUNTY	TOWN OF JACKSON Ward 1	In Process	2/5/2009 1:17:57 PM

Records per page: 5 Show Filter-Records: 1 - 5 of 3577 - Pages: 1 2 3 4 5 (out of 716) Go to page »

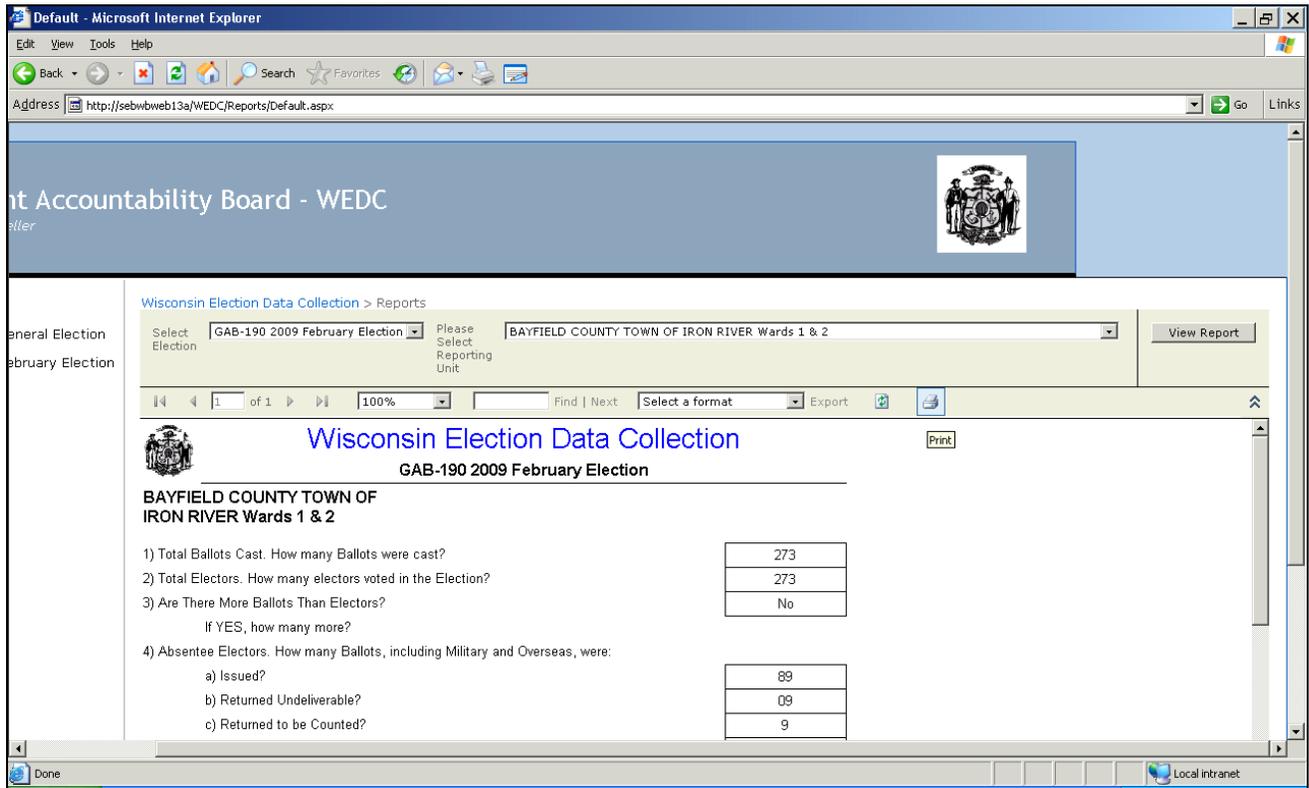
G.A.B. Website - Elections Division Initiative

4. Click the **Print** button. The Print button also saves data you are working on. If you have not selected Save and Submit for that reporting unit, you will have to go back in and click **Save and Submit** separately.

Optical Scan Ballots:	<input type="text" value="74"/>	
DRE/(TouchScreen)/AutoMARK:	<input type="text" value="0"/>	
13) Ballots Counted at: ?	<input type="text" value="Polling Place"/>	
14) Voting Equipment(how many of each type of machine is used in this Reporting Unit) ?		
Optical Scan	<input type="text" value="1"/>	
Model	Version	Vendor
<input type="text" value="Optech Eagle"/>	<input type="text" value="R86743"/>	<input type="text" value="87612"/>
<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>
DRE (TouchScreen)/AutoMARK	<input type="text" value="1"/>	
Model	Version	Vendor
<input type="text" value="ES-S iVotronic"/>	<input type="text" value="Q770693"/>	<input type="text" value="V8303Q"/>
<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="None"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/> <input type="button" value="Save and Submit"/>		

G.A.B. Website - Elections Division Initiative

5. Click the **Printer** icon, which is located on the right side of the toolbar.



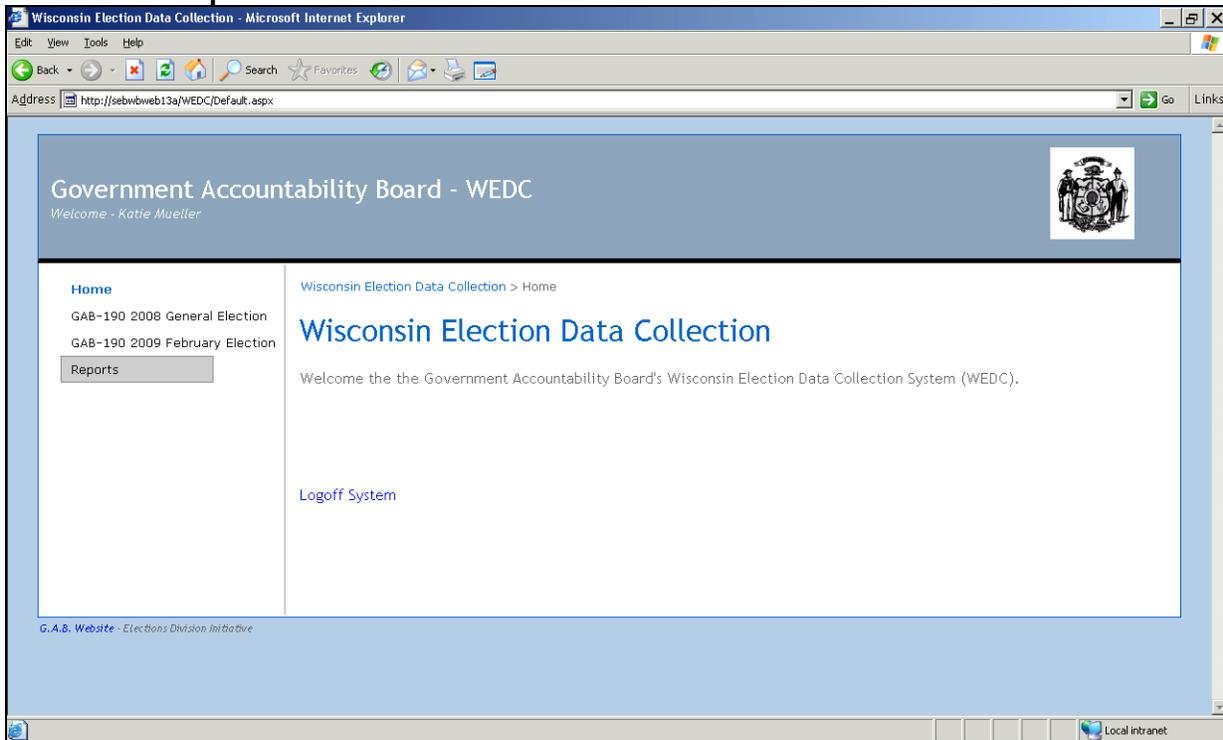
6. The report will print.

Exporting a Report

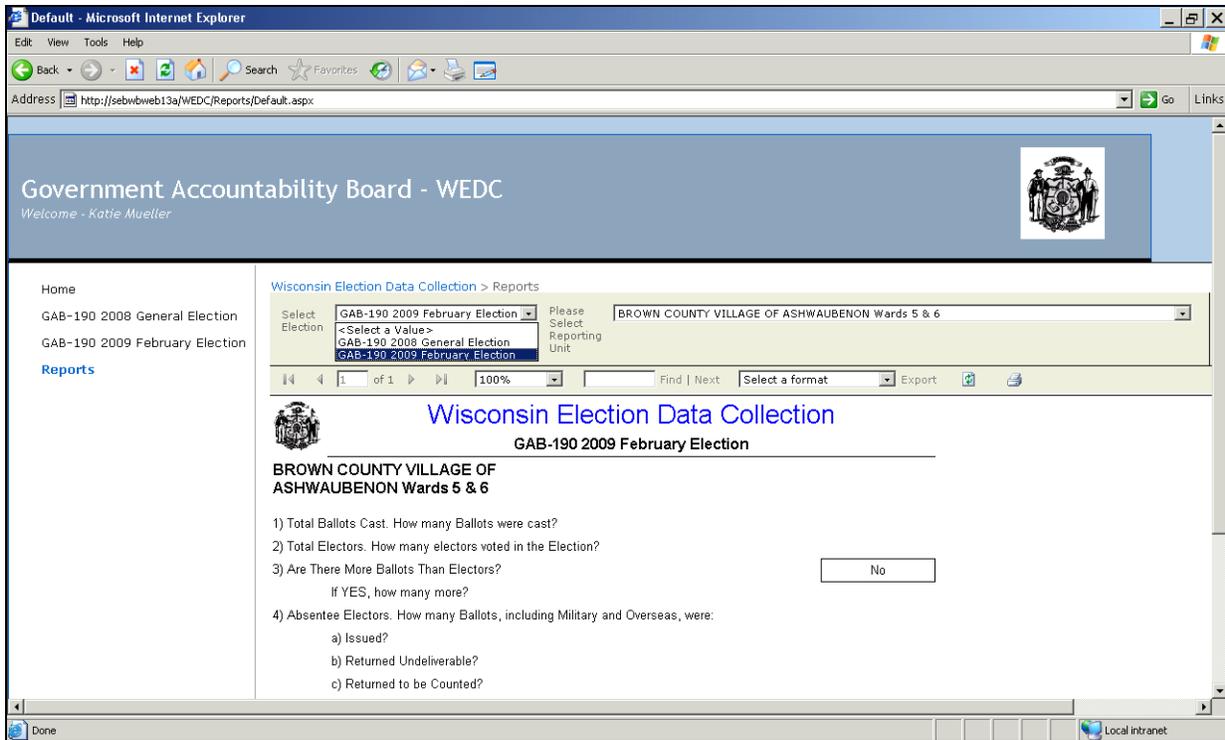
1. Log in to WEDCS.



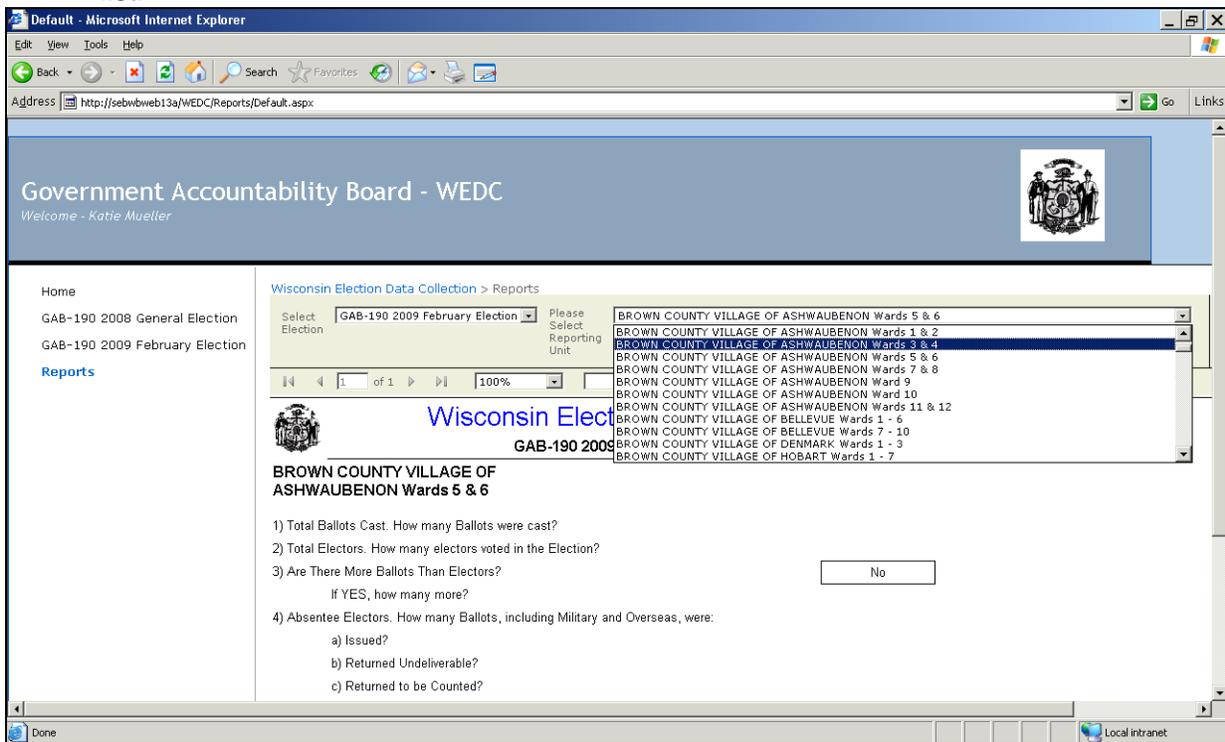
2. Click Reports.



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**. You may have to scroll to the right to see the **View Report** button. The report will generate and appear below the menu bar.

Wisconsin Election Data Collection > Reports

Select Election: GAB-190 2009 February Election | Please Select Reporting Unit: BROWN COUNTY VILLAGE OF ASHWAUBENON Wards 3 & 4 | View Report

Wisconsin Election Data Collection
GAB-190 2009 February Election

BROWN COUNTY VILLAGE OF ASHWAUBENON Wards 3 & 4

1) Total Ballots Cast. How many Ballots were cast?	134
2) Total Electors. How many electors voted in the Election?	134
3) Are There More Ballots Than Electors?	No
If YES, how many more?	
4) Absentee Electors. How many Ballots, including Military and Overseas, were:	
a) Issued?	13
b) Returned Undeliverable?	1
c) Returned to be Counted?	10

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

Wisconsin Election Data Collection > Reports

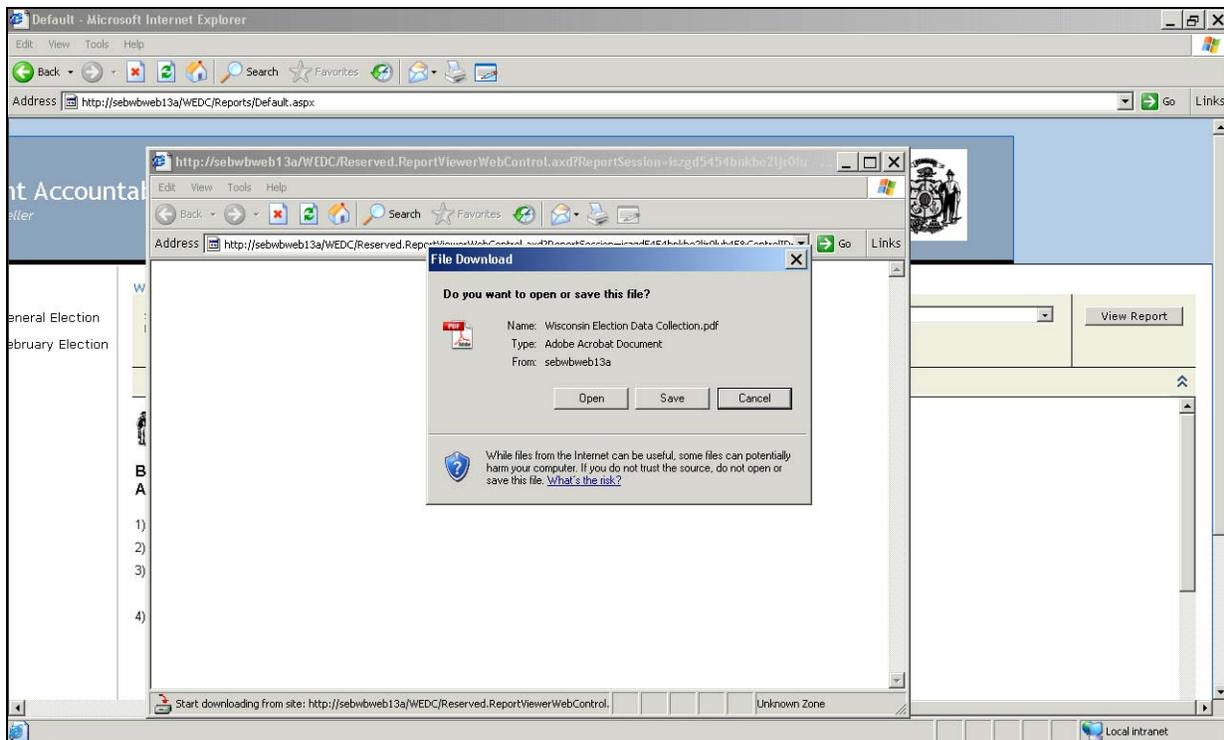
Select Election: GAB-190 2009 February Election | Please Select Reporting Unit: BROWN COUNTY VILLAGE OF ASHWAUBENON Wards 3 & 4 | View Report

Wisconsin Election Data Collection
GAB-190 2009 February Election

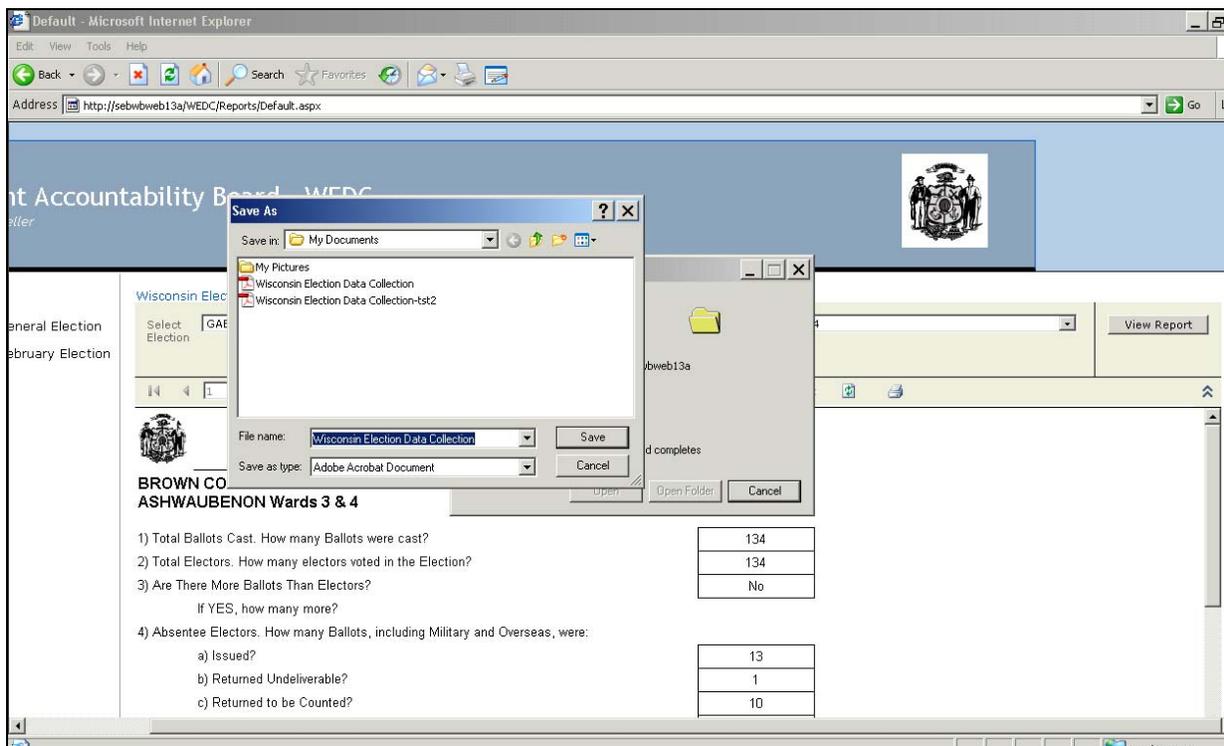
BROWN COUNTY VILLAGE OF ASHWAUBENON Wards 3 & 4

1) Total Ballots Cast. How many Ballots were cast?	134
2) Total Electors. How many electors voted in the Election?	134
3) Are There More Ballots Than Electors?	No
If YES, how many more?	
4) Absentee Electors. How many Ballots, including Military and Overseas, were:	
a) Issued?	13
b) Returned Undeliverable?	1

7. Click the word **Export**. (Export is located next to the Select a format drop-down list.) A new window will appear.

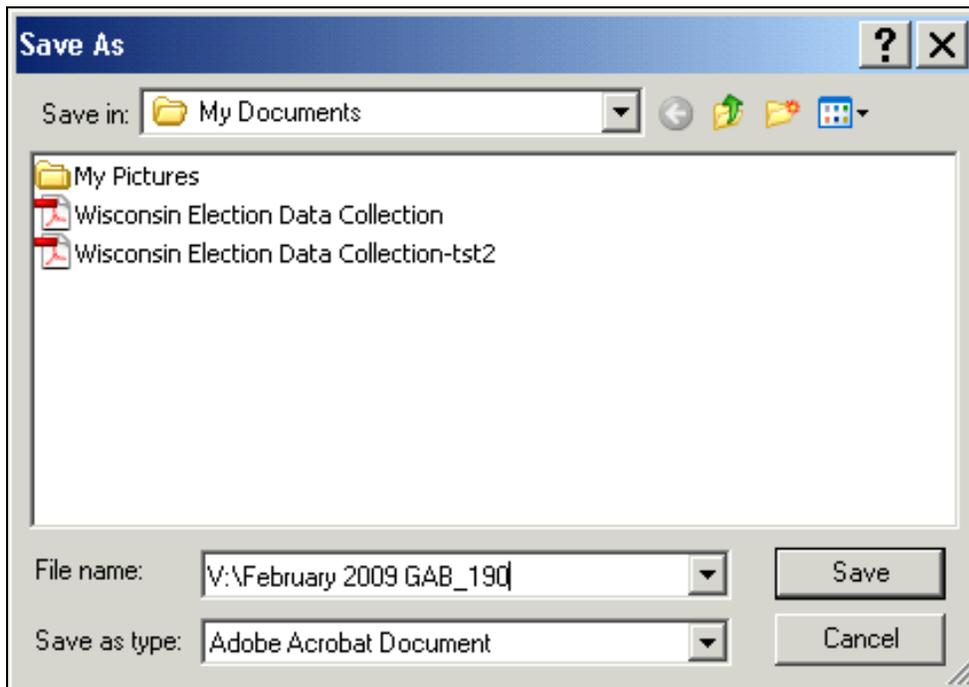


8. Click **Save**. A new window will appear.

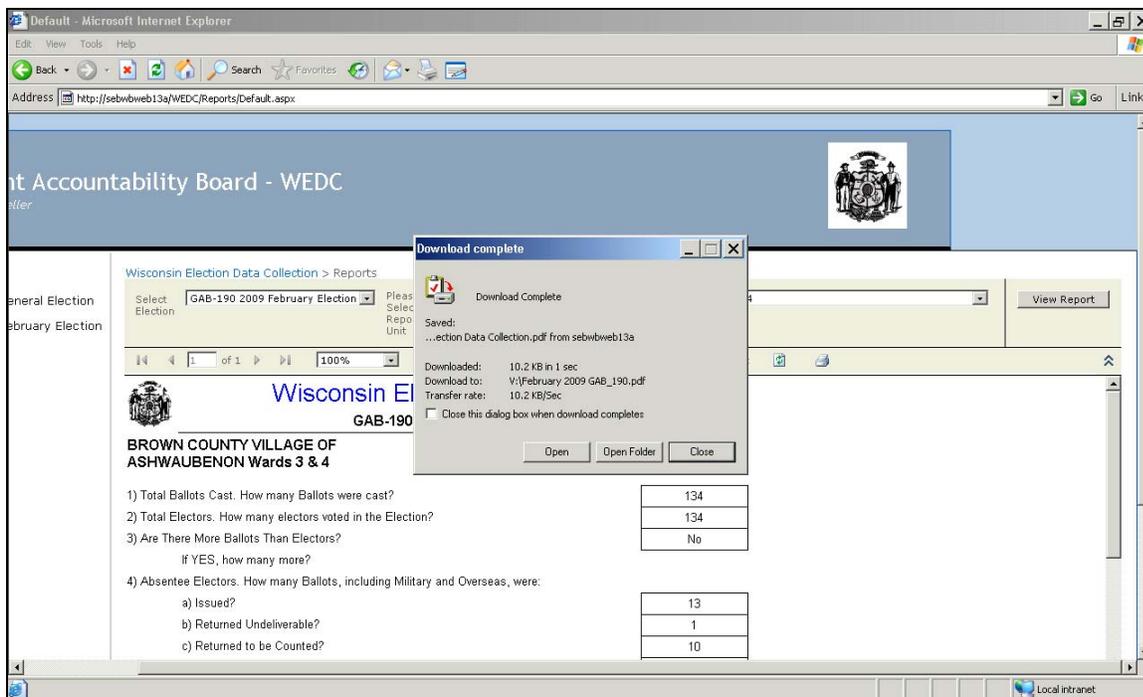


9. Enter **V:** and then an appropriate file name in the **File name** field. If you get an error message or you know V:\ does not work for you in SVRS, please skip to Step 13.

NOTE: V:\ does not work for everyone. Sometimes higher security settings, firewalls, and networks prevent documents from using V:\ to save directly to your C drive.



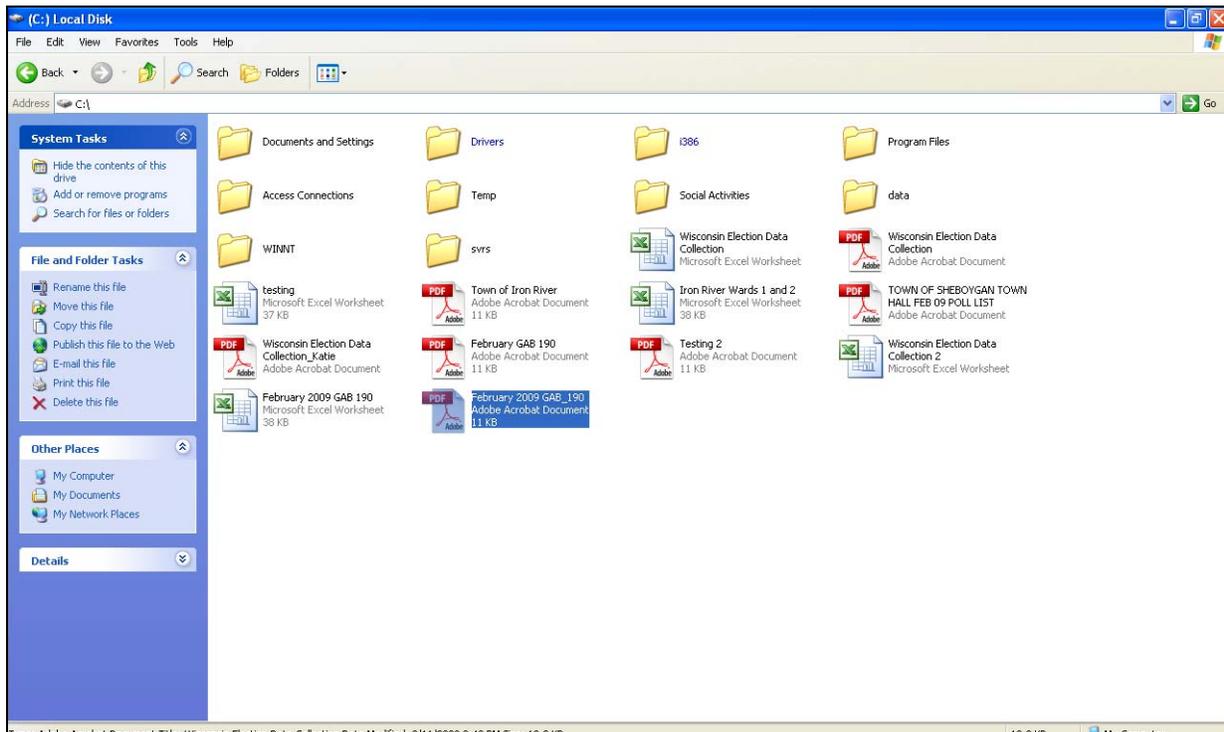
10. Click **Save**. A new window will appear.



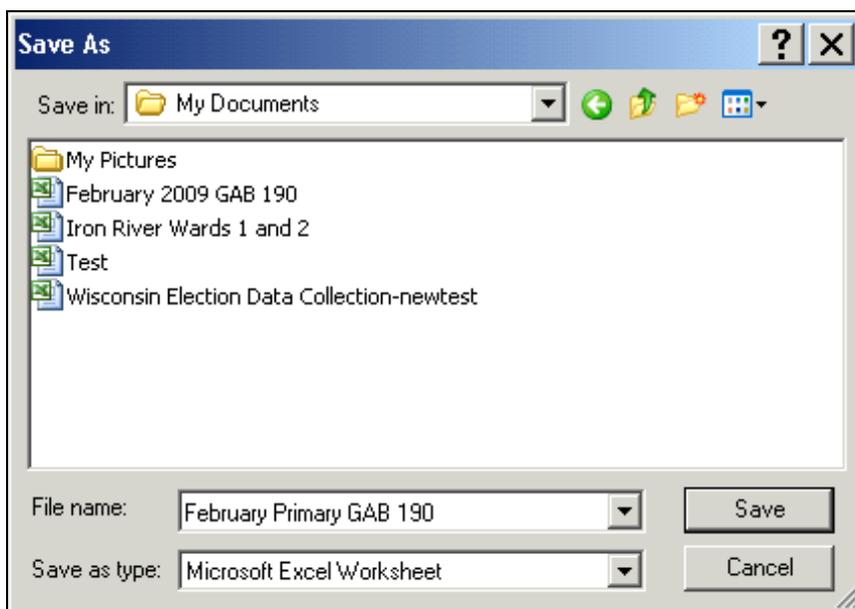
11. Click **Close**.

12. The file is now on your computer's C drive. To retrieve the file, open your C drive. You can move the file to another folder or print it. You are finished. You do not need to do

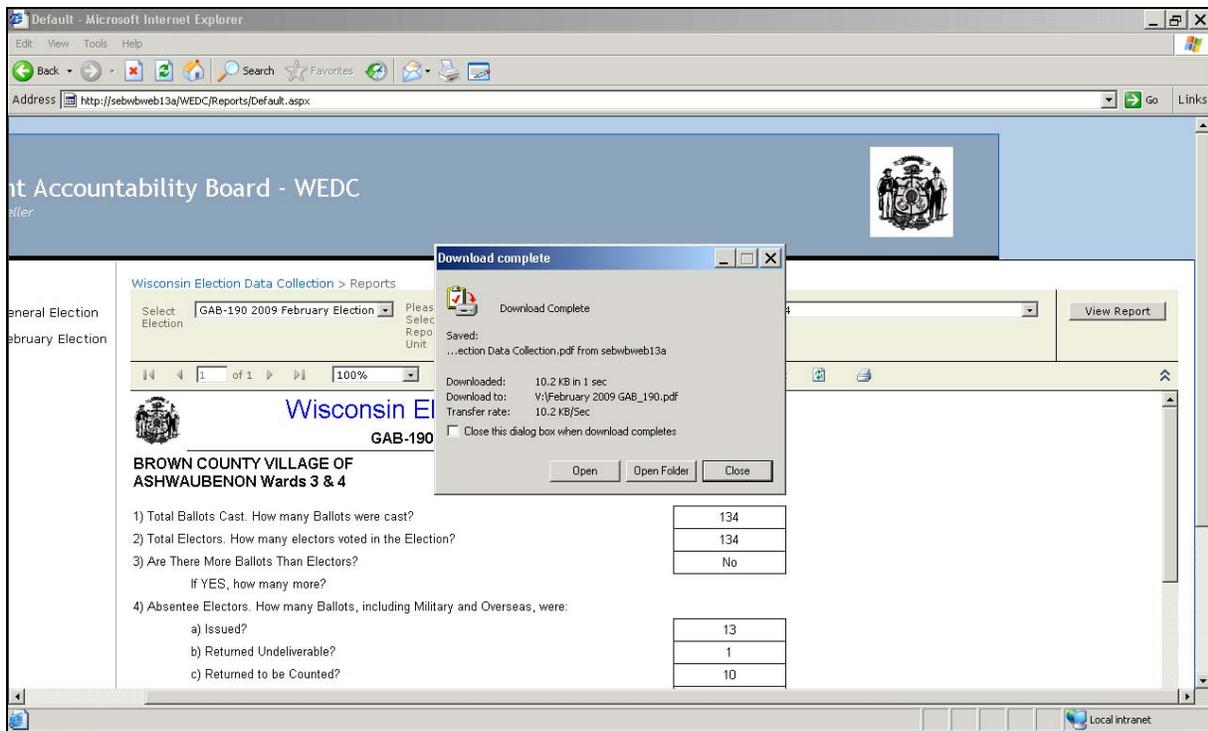
any of the following steps.



13. Enter an appropriate file name in the **File Name** field.
14. Select **My Documents** in the **Save in** drop-down list at the top of the window. If **My Documents** is not available, click the green **Back** arrow or the **Up One Level** button next to it. You may need to select the **Z** drive to find the **My Documents** folder.

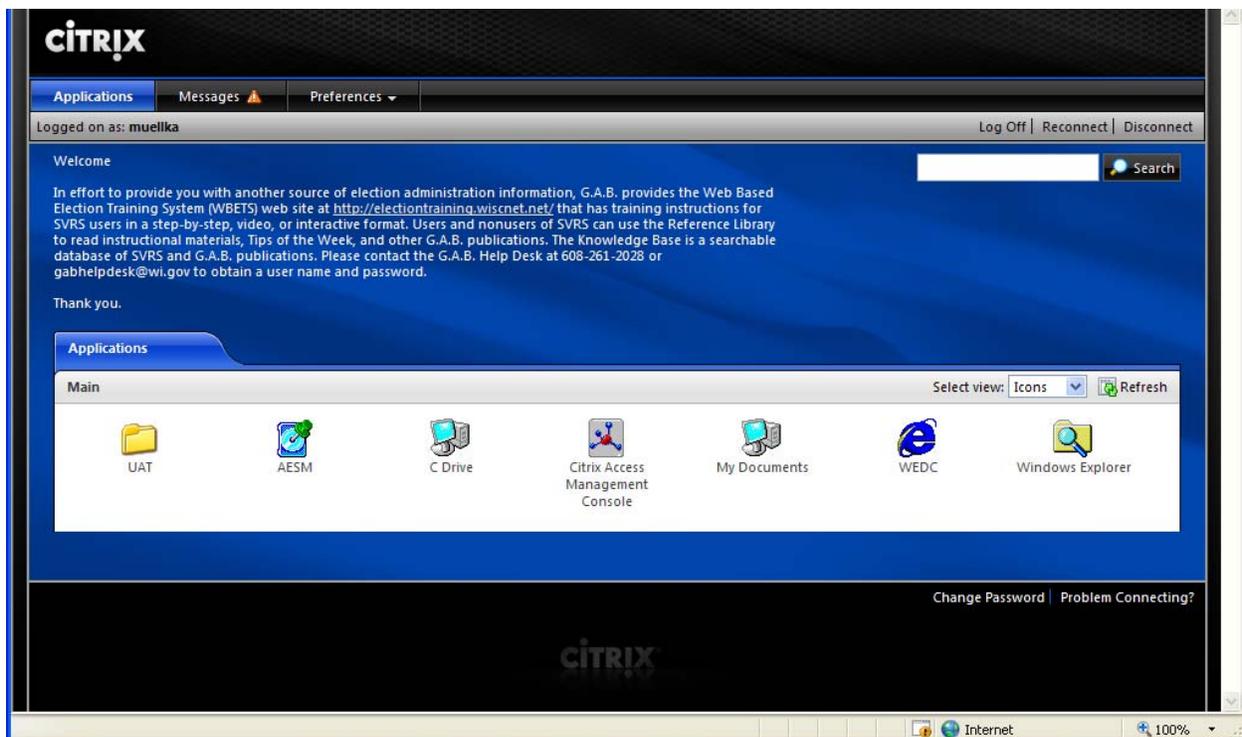


15. Click **Save**. A new window will appear.



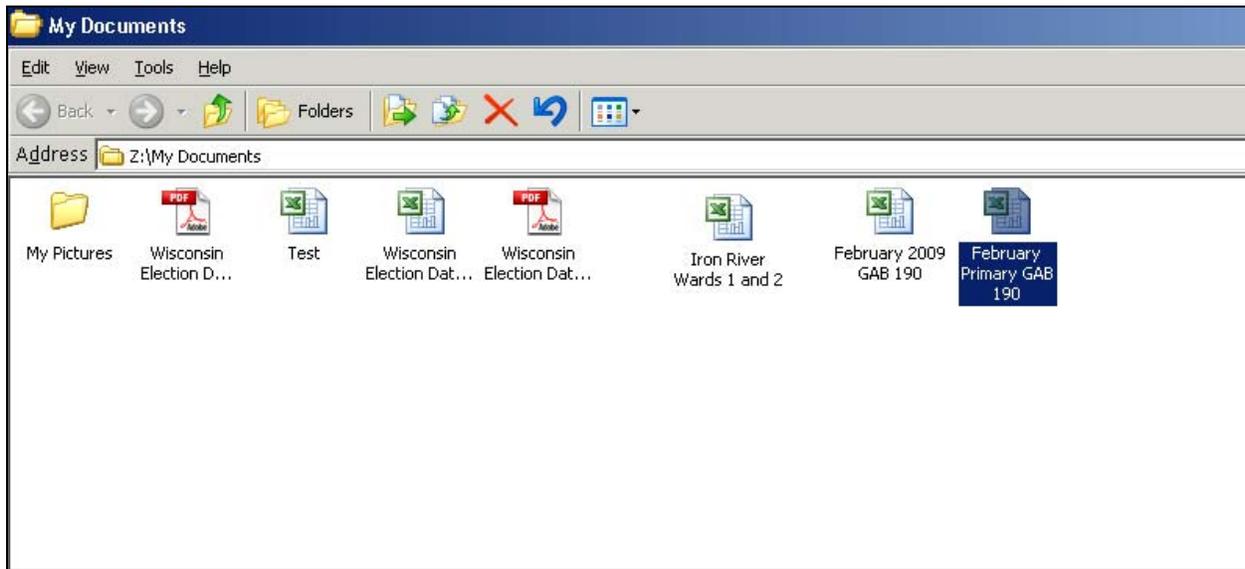
16. Click **Close**. The file is now in your Citrix My Documents folder. This folder is can be found on the login page.

17. Return to the Citrix login page. You may need to log in again.



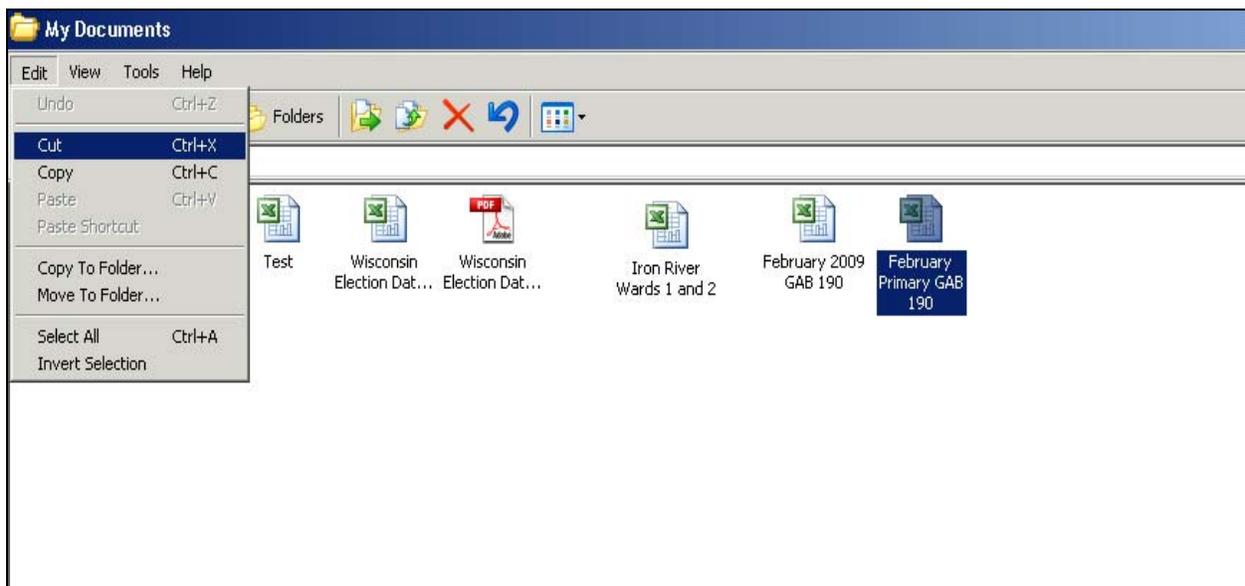
18. Click the **My Documents** folder.

19. Click once on the report you exported to highlight it.



20. Click **Edit** in your Web browser toolbar.

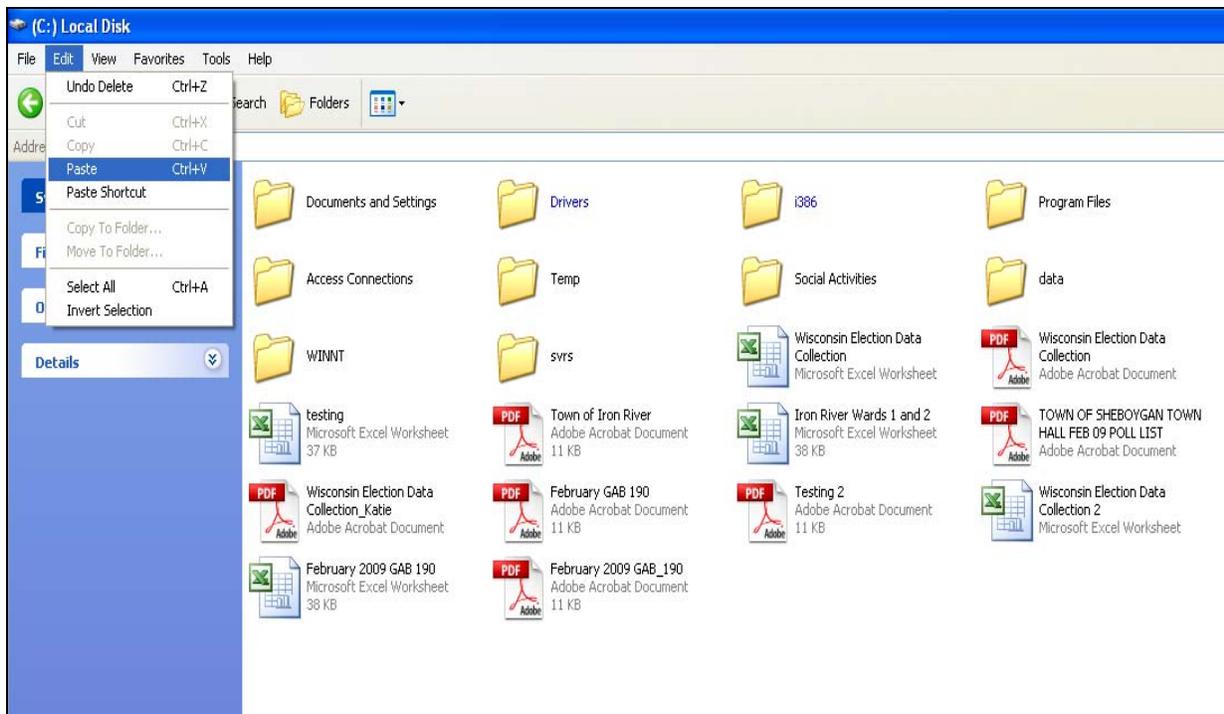
21. Select **Copy**.



22. On your computer, open the folder that you wish to save the report in.

23. Click **Edit** in your Web browser toolbar.

24. Select **Paste**.



25. The file should appear in the folder.

