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Mapping

Mapping tools manage the district boundaries in SVRS. Every district has a map to show the territory contained within that district. A district combination or “district combo” (DC) represents an area where these maps overlap. Every voter has a specific geographic location for their address called a geocode. Where a voter’s geocode appears on the map, in relationship to the district maps, determines what district combo is assigned. This district combo assignment then determines what poll book the voter appears in and which ballot they receive when they vote on Election Day.

District boundaries in SVRS are managed by the G.A.B. with assistance from local county and municipal GIS staff. Using tools in SVRS, clerks manage individual voter addresses and their corresponding district combos. This chapter explains the mapping tools in SVRS and how clerks can use them to ensure that all voters are assigned to the correct district combo.

Key Terms

The following key terms are used throughout this chapter:

Address Pin: The cone-shaped pin  that represents the geocode of a voter address in SVRS. The colors and symbols within the pins mean different things in SVRS. (See [Appendix D](#) for complete definitions.)

Boundary Exception: Any voter address within 50 meters (164 feet) of a District Combo boundary.

DC: The abbreviation for district combination and the area where district territories overlap.

Geocode: The specific geographic location, based on latitude and longitude, used to place an address pin.

Geocode District Combo Mismatch: An address assigned to one DC, but whose pin appears in another DC.

Geocode Exception: A voter address for which SVRS is not certain of the geocode. These are represented with red pins.

Geocode Warning: A voter address for which there may be a margin of error of the geocode location. These are represented with orange pins.

GIS: Geographic Information System (GIS) integrates hardware, software, and other geographic data into digital maps. County and local experts use this framework to resolve mapping issues.

Validation: The process in SVRS performed on any new voter address, one that currently does not exist in SVRS. This process standardizes the address to USPS standards, obtains the geocode for the address, and assigns the address to a district combo based on its geocode.

Using the Mapping Screens

Two primary ways exist to explore the mapping tools within SVRS:

- Through the **Voter** and **Voter Application** screens. This method is for correcting individual addresses.
- Through the **District Combos** node under **Districts and Office Types**. Fixing multiple voters and viewing boundaries can only be done through the District Combo node.

 For directions correcting individual addresses, see the [Voter](#) chapter.

How Addresses are Validated in SVRS

When an address is entered into SVRS, it is validated to standardize the address, get the geographic location (geocode), and assign the district combo (DC). It is very important for clerks to review the district combos assigned to voters. Having the correct District Combo ensures that the voter appears on the correct poll book and receives the correct ballot at the polls. District Combos may be reviewed and corrected on voter applications (before they are processed) from the Voter Applications node or in the voter record from the Voter node.

- Most addresses will validate automatically to the correct district combo (DC).
 -  This green box with white check mark is the sign the address has been automatically validated.
 -  The green pencil icon means the address has been manually updated. Each voter's **Home Address** in SVRS needs to show either of these two boxes.
- Addresses that cannot be validated will be given a District Combo of 1. If this occurs, a red circle with a minus sign  will appear in the **Home Address** box on the **Voter** and **Voter Application** screens.
- Some addresses can be validated, but SVRS is unsure of the geocode. These will be flagged as **Geocode Exceptions** or **Warnings** and will be marked with red  or orange pins , depending on the confidence of the geocode location. These voters will be assigned a district combo based on the location of the pin, and a green box with white check mark will appear in the **Home Address** box on the **Voter** and **Voter Applications** screens. These pins should be reviewed; this chapter will provide instructions how to actively proceed in this area and other mapping issues.
- Address pins with more than one data quality issue (e.g. a pin that is both a geocode warning and a boundary exception) must only be corrected once for all issues to be resolved.

Maps and Address Pins

Pins are used to represent a specific address on the maps in each of these nodes. The colors and symbols within the pins mean different things in SVRS. (See [Appendix D](#) for complete definitions.)

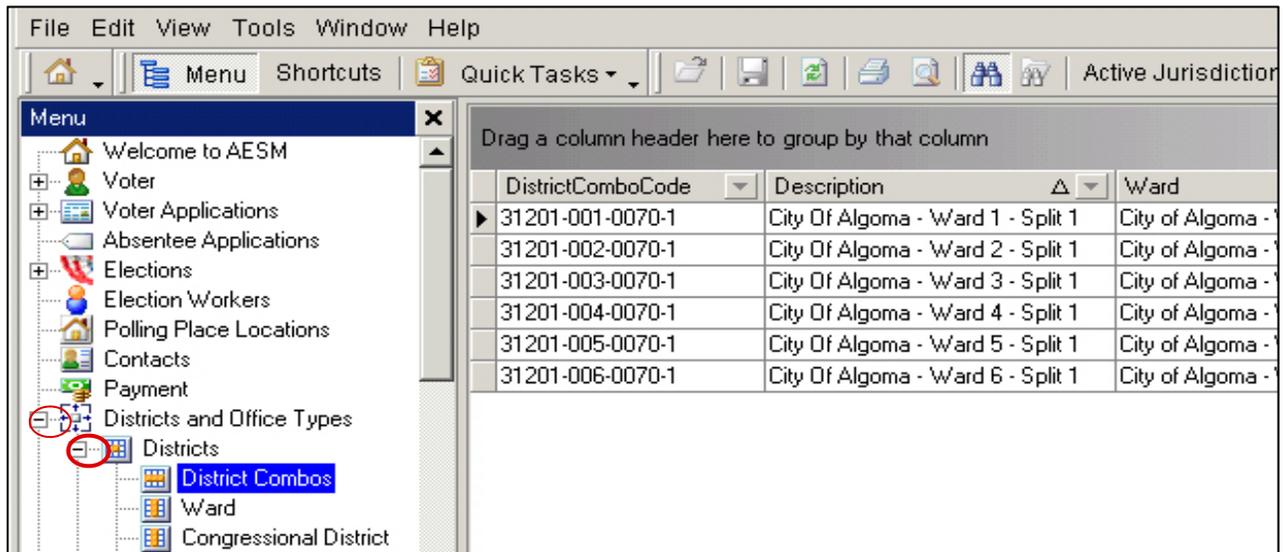
- If multiple voters reside at one address all of those voters are represented by a single pin within the District Combo map screen.
- For addresses with multiple units, each unit will have its own pin.
- A correction to a single pin will correct all the voters at that particular address.

Accessing the District Combo Mapping Screen



The district combo mapping screen is the simplest way to view voter address pins and where they fall within a district combo. Other district boundaries, such as ward boundaries, can also be viewed from the District Combo (DC) screen to see how the different districts relate to the district combo.

1. On the **Menu** tree, click the plus (+) by **Districts and Office Types**.
2. Click the plus (+) by **Districts**. This provides a listing of all the district types in SVRS. By clicking on a specific district type, the grid will display the district details for that district. Double click on any district detail row to view information about the district, or view the map.
3. Click on **District Combos**. The District Combos for the municipality are shown in the data grid.



4. The data grid displays a list of all district combos listed within the municipality and which districts are assigned to each district combo.
5. It also displays important data quality counts about the district combo. These counts are found by scrolling to the right:

- **Geocode Exceptions**
- **Geocode Warnings**
- **Geo DC Mismatches**
- **Boundary Exceptions**
- **Address Count**
(number of unique addresses in that district combo)

Geocode Exceptions	Geocode Warnings	Geo DC Mismatches	Boundary Exceptions	Address Count
0	6	1	1	272
0	0	0	1	171
0	1	0	1	156
0	3	0	0	261
0	9	0	1	89
0	0	0	0	106

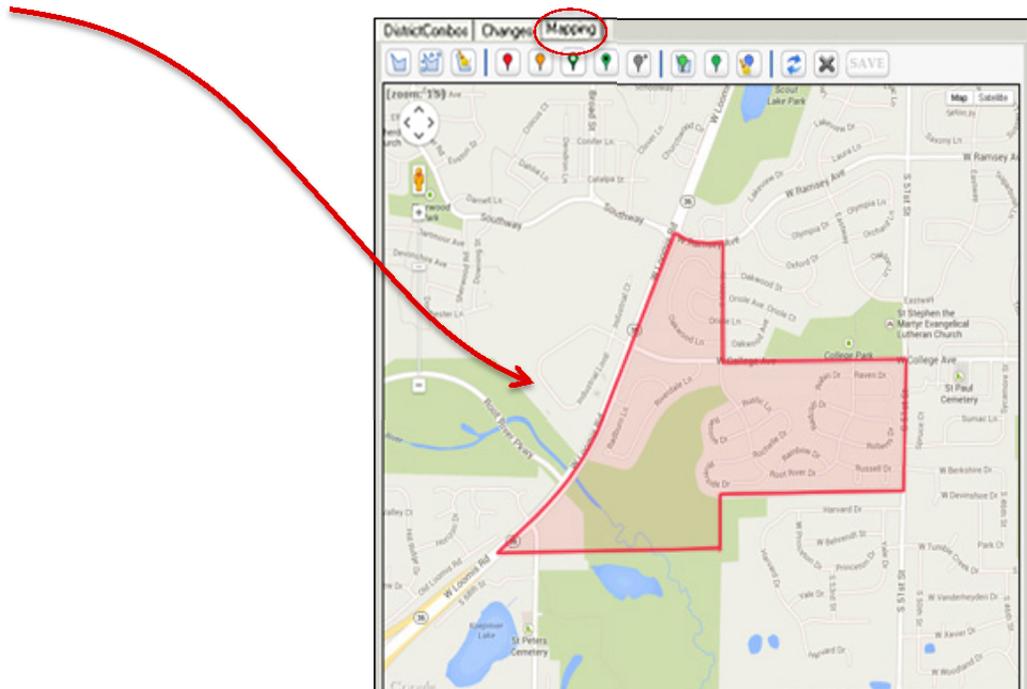


Make sure the correct districts are assigned to the district combos. If an incorrect district is assigned to a particular district combo, please notify the G.A.B.

- Double-click to open the **District Combo** record.

Geocode Exceptions	Geocode Warnings	Geo DC Mismatches	Boundary Exceptions	Address Count
0	6	1	1	272
0	0	0	1	171
0	1	0	1	156
0	3	0	0	261
0	9	0	1	89
0	0	0	0	106

- Click on the **Mapping** tab. The district combo boundaries will be outlined in red with a light-red fill.



If a map does not appear displaying an area, a map may not be available for this particular district combo. The user will be unable to view this particular district combo within any of the mapping features. The missing map should be reported to the G.A.B.

Navigation Tools of the District Combo Mapping Screen

There are a number of useful features on the District Combo map:

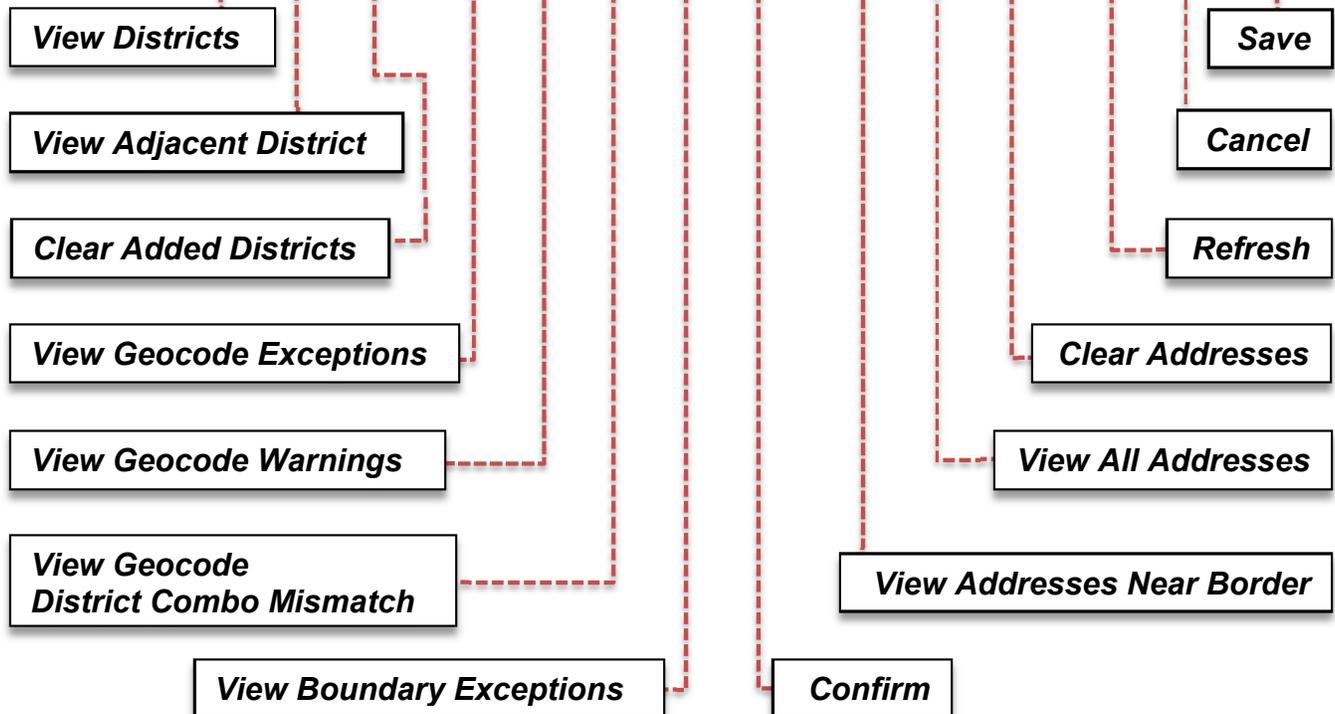
- On the left-side of the map screen there is a zoom-bar for adjusting the view of the map. Some pins may appear outside an initial map view. Zoom out when necessary to view all the affected pins.
- In the upper-right corner of the map display there are two buttons, one says **Map** and is in bold and the other says **Satellite**. Clicking on the **Satellite** button will give the map a satellite overlay.



*While the satellite overlay can be useful for placing pins directly on homes it is recommended to navigate in the **Map** overlay and only use **Satellite** mode when zoomed close in the desired area.*



- The circle in the upper-left corner with the four arrows (**Navigation Compass**) can be used for move around the map.
- There is a series of buttons along the top of the map which are used to perform important SVRS tasks on the map. These buttons are discussed in more detail in the following section.

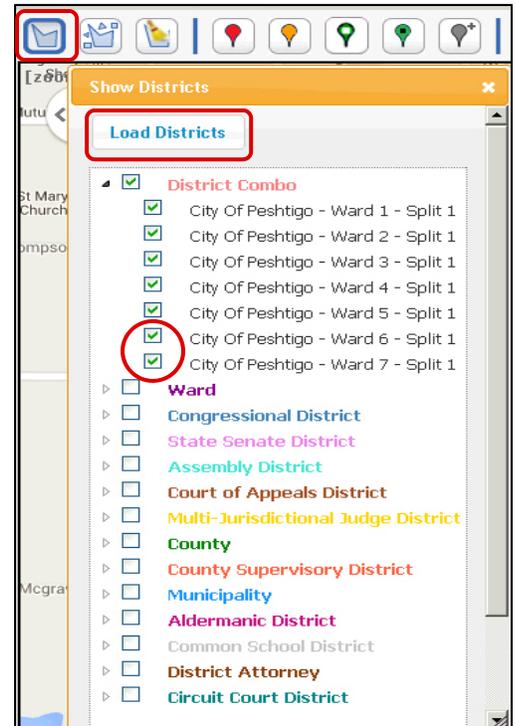


Using Buttons on the District Combo Maps

 **View Districts:** This button allows the user to view different districts within the municipality.

Using the View District Button

1. Click on **View Districts** to bring up the **Show Districts** window.
2. A list of available district types appears in this window. Click on the small-arrow next to the district type to expand the list of district details available to be viewed.
3. Click in the box next to the desired district detail to view the map for that district. A check mark should appear in the box. Multiple districts can be selected. Un-check a selection to remove the district map.
4. Click on **Load Districts** to load selected district boundaries.
5. Once the district is loaded, click the  in the upper-right corner of the **Show Districts** box to close it.
6. To completely clear map of district boundary lines except the District Combo currently being viewed, click on **Clear Added Districts**.



 **View Adjacent Districts:** This button will display the maps of all the districts that border the district, and is useful to see neighboring district combos.

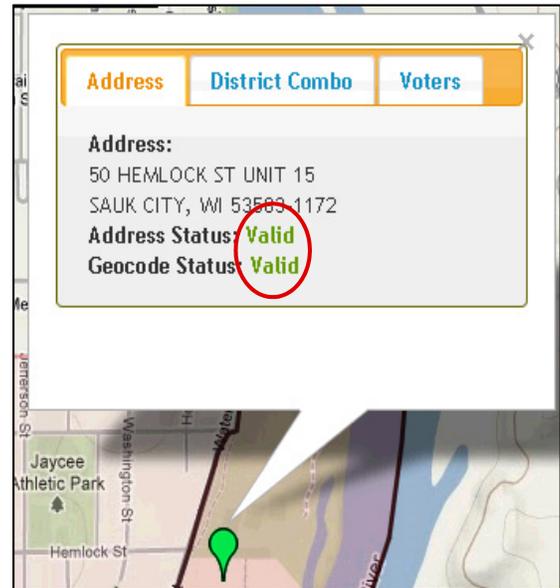
 **Clear Added Districts:** This button removes any districts that have been added using the **View Districts** or **View Adjacent Districts** buttons, and returns to the display of the originally opened district combo map.

Viewing Pins on the District Combo (DC) Map

How to Display Pins

- Click on one of the pin buttons (for example: **View All Addresses**) to display the pins for this district combo. Pins may exhibit different colors and symbols. They can be accessed and viewed individually or together.

1. Right-click on a given pin to reveal information about the specific pin.
 - a. The **Address** tab contains the address and specifies the Address Status and the Geocode Status. It will either say **Valid**, **Warning**, or **Not Valid** next to both Address and Geocode Status. SVRS uses these to determine potential issues such as “Exceptions” and “Warnings”.
 - b. The **District Combo** tab shows the district combination assigned to that address, and a brief description of the district combo (the municipality, ward, and split if there is one). It also includes a **Change District Combo** link. Clicking the link will display a drop-down menu to change the district combo for this particular address.



It is highly recommended pins are physically moved to the correct location rather than choosing a district combo from the drop-down box.

- c. The **Voters** tab will display the number of voters registered at this particular address.
- d. To close the window, click once on the gray  in the upper-right corner of this window.

Pin Buttons



View Geocode Exceptions: This button displays address pins that have very low confidence in the geocode.



View Geocode Warnings: This button displays address pins that have medium confidence in the geocode.



View Geocode District Combo Mismatch: This button displays address pins assigned to one DC while the pin is physically located in another DC.



View Boundary Exceptions: This button shows any address pin within 50 meters of a DC boundary that has not been verified.



Confirm: This button approves the address pin's current location by clicking on that pin. The confirm button remains inactive (grayed out) until pins are displayed on the map.



View Addresses Near Border: This button displays all address pins within 50 meters of a DC border.



View All Addresses: This button displays all address pins assigned to the current DC.



Clear Addresses: This button clears the display of any voter address pins.

Standard Buttons



Refresh: This button refreshes the entire map display without saving any changes.



Cancel: This button is used to cancel any mistakes or the accidental moving of any pin. This will clear any changes not saved.



Save: This button is used to save any changes made within the District Combo mapping screen, such as moving pins or verifying Boundary Exceptions. This button must be clicked before clicking the **Save and Close** button to the window in order for changes to be saved.

Data Quality Tasks



There are several data quality tasks clerks should perform on a regular basis (and run more frequently closer to elections, prior to issuing absentee ballots and printing poll books) in order to ensure the quality of the address and district data in SVRS. These include the following:

- Managing Geocode Exceptions & Warnings
- Managing Geocode District Combo Mismatches
- Managing Boundary Exceptions
- Managing Voters with No District Combination (DC of 1)

District data quality can be managed from the district combo screen, allowing the user to view and correct all exceptions within that district combo. Users can also correct district data quality by running reports in SVRS and fixing voters individually from the Voter screen.

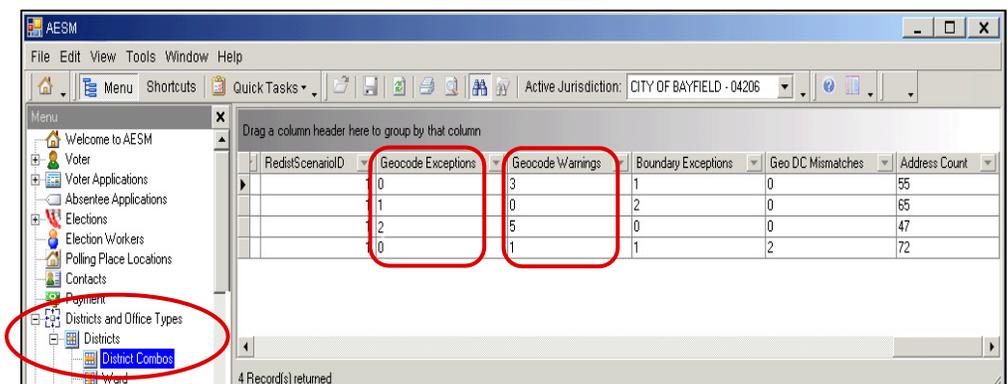
Geocode Exceptions & Geocode Warnings



Geocode warnings and exceptions are voter addresses where SVRS is unsure of the exact geographic location of the address. While these pin locations are not necessarily incorrect, they all need further review and confirmation. These are flagged with red pins (address or geocode invalid) or orange pins (address or geocode warning). Changes made to pins will reflect immediately on the data grid counts if the user refreshes the grid. Geocode Exceptions should be resolved before Geocode Warnings.

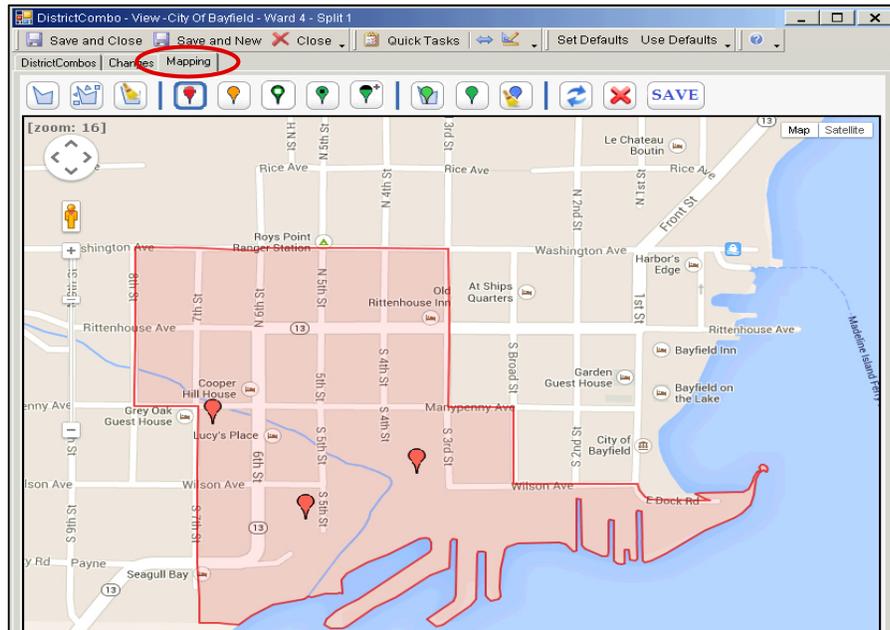
Check and Correct Geocode Exceptions & Geocode Warnings from the DC Screen

1. On the **Menu** tree, click the plus (+) by **Districts and Office Types**.
2. Click the plus (+) by **Districts**.
3. Click on **District Combos**. The District Combos for the municipality will be shown in the grid on the right.



4. Use the bottom scroll bar to move to the right. Listed among the last columns are Geocode Exceptions and Geocode Warnings. Follow the directions below for any district combos that have addresses with warnings or exception geocodes.
5. Double-click to open a **District Combo** record with geocode warnings or exceptions.

6. Click on the **Mapping** tab.
7. Click the icon with the red pin labeled **View Geocode Exceptions** or the orange pin labeled **View Geocode Warnings**. These pins show addresses with questionable geocodes.



8. Right-click on a pin to show address and district information.
9. If the address pin is in the wrong place, **drag and drop the pin** to the correct location on the map. The address pin will get a black “hat”. (Skip to step 14 to save.)



When an address pin is moved outside of a municipality, the address will be given no district combination (DC 1).

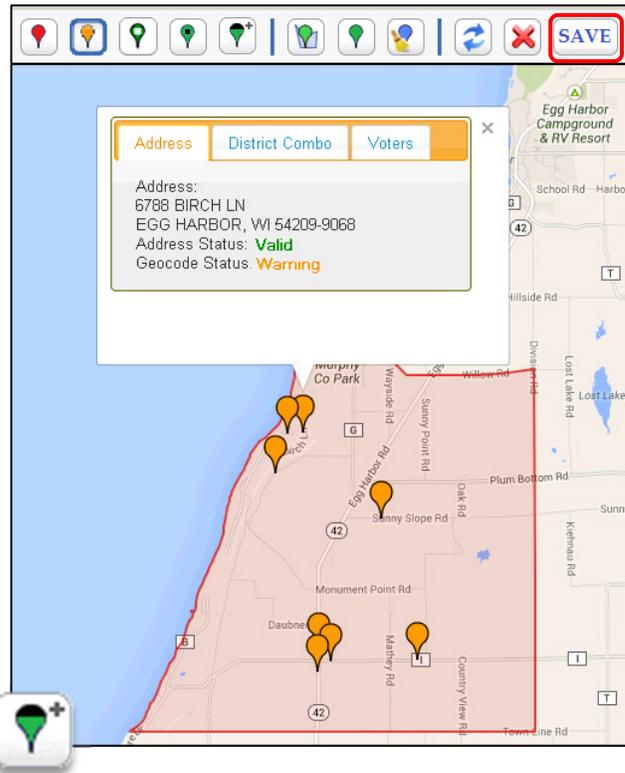


If the number of pins does not match the number listed in the data grid they may be stacked in the same location or outside the map's current view.

10. If the address is correctly placed and the voter is assigned to the correct district combo, click the icon showing a **green pin with a black hat and plus sign**. (By using the cursor to hover over the button, it will say “**Confirm**”). Then click on the pin(s) you wish to confirm. (Skip to step 14 to save.)



*Multiple addresses in this screen can be validated and saved at one time by using the **Confirm** pin.*

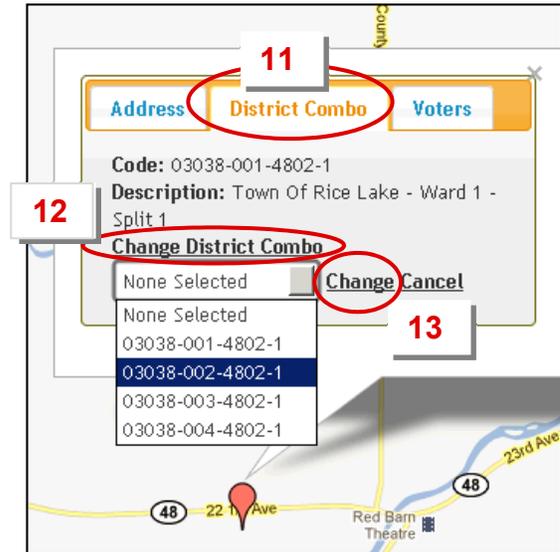


11. If the pin is in the correct location, but the address is assigned to the wrong DC, right click on the pin and select the **District Combo** tab on the information screen. (This usually means the boundary lines are incorrect in SVRS. In this event, please notify the G.A.B. Helpdesk, as it could merit further investigation.)

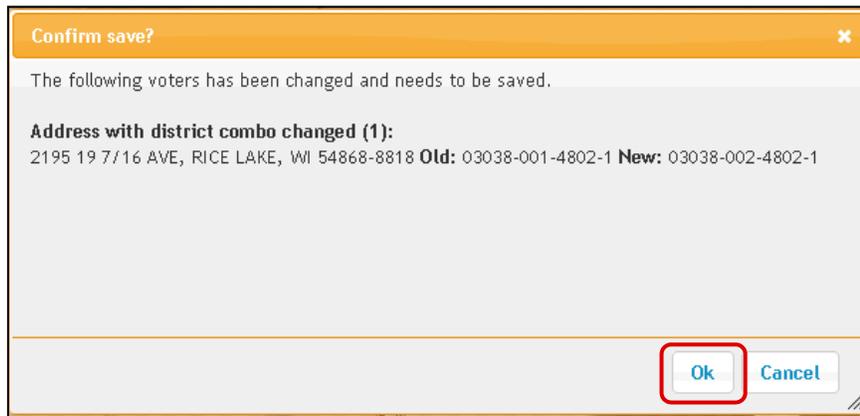
12. Click **Change District Combo** and select the correct DC from the drop-down list.

13. Then click **Change**.

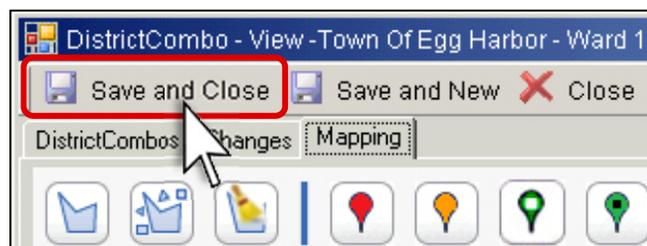
14. IMPORTANT:
Click **Save** to keep changes.



15. Whenever a change is saved to any address, a confirmation screen will appear. Click **Ok** to confirm the changes.



16. When all of the exception pins are confirmed, click **Save and Close** and move on to the next district combination.



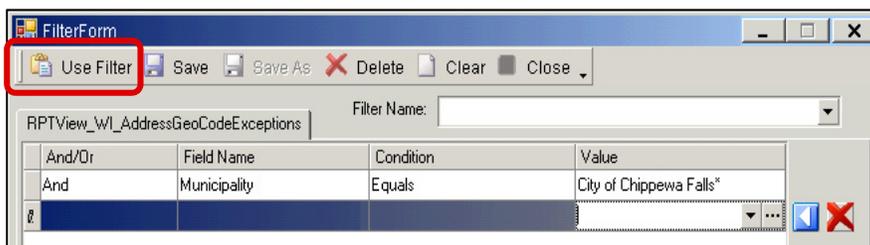
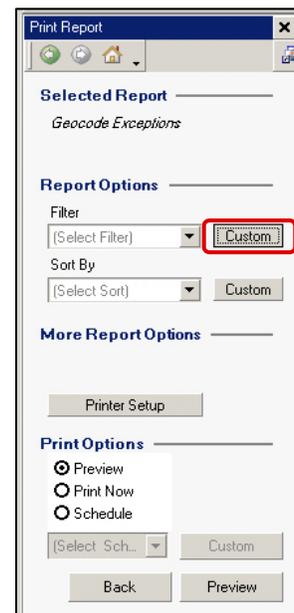
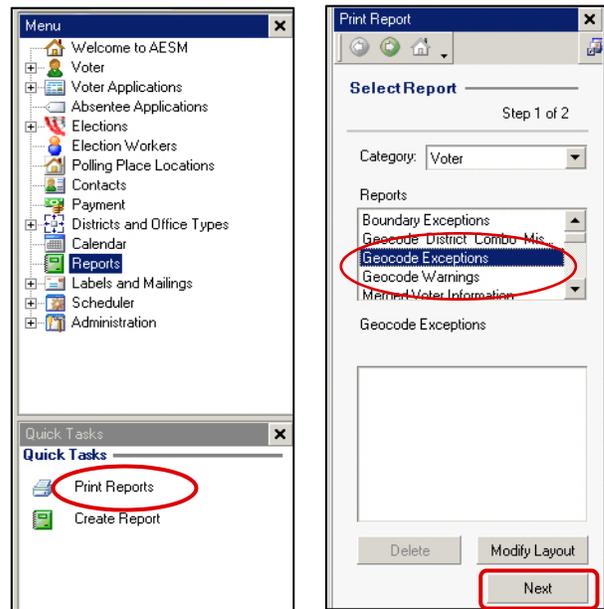
The Geocode Exceptions or Warnings Report

These reports in SVRS will list all voters in a jurisdiction who have been flagged with a Geocode Exception or a Geocode Warning (depending on which report is run). The reports can be generated from both the municipal and county jurisdictional levels in SVRS. Give priority to the Geocode Exceptions and resolve them before resolving Geocode Warnings.

As data quality issues are easier to correct in the District Combo mapping screens, self-provider clerks may not find the Geocode Exception or Geocode Warning Reports as useful as providers, who might want to print the reports on behalf of their reliers. These reports, however, do contain the names of voters and addresses for each data quality pin and can be used to verify specific voter details.

These addresses need to be verified and corrected, either using the District Combo map or fixing the voters directly from the Voter record screen.

1. On the **Menu** tree, click the **Reports** node.
2. On the **Quick Tasks** pane, click **Print Reports**.
3. Leave the report **Category** set to **Voter** and under **Report** select **Geocode Exceptions** (or **Geocode Warnings**) from the list.
4. Click **Next**.
5. (Optional) **Filter** the report.
 - a. When under a single municipality, it is not necessary to filter this report. It will automatically display only addresses with Active voters that may have been geocoded incorrectly. County jurisdictions can use the **Municipality** field to look at one municipality at a time. Click the **Custom** button next to the **Filter** drop-down list.
 - i. Enter the filter shown below to see one municipality only. (Fill the value field by typing the appropriate municipality name and follow it with an asterisk.)



- ii. A **District Combo Code** field can be used to look at a single ward or municipality. Select **District Combo Code, Equals**, and the beginning of the district combo code, followed by an asterisk.

For example: **District Combo Code, Equals, 03038*** shows all addresses in the Town of Rice Lake, and **District Combo Code, Equals, 02201-002*** shows all addresses in the City of Ashland, Ward 2.

b. Click **Use Filter**.

- 6. Click the **Printer Setup** button and verify the printer settings are affirmed. Once they are correct, click **Save Settings**.

- 7. Click the **Print Now** radio button.

- 8. Click the **Print** button.

- 9. The **Printing Notification** dialog box will open. Click **OK**.



These reports have an automatic sort order. No sort setup is necessary. The Sort order is as follows: Municipality, District Combo Code, Street Name, House Number, Voter Last Name.



For directions on how to save filters for future use, see the [Reports](#) chapter.

A sample of the **Geocode Exceptions** report is shown.

Under each address the voters who live at that address are listed by name.

For addresses listed on this report, verify their correct location on the voter record map or district combo map, and their district combo assignment.

Addresses with Geocode Exceptions Report	
Municipality : Town Of Darien	
Address	District Combo
N4478 County Road C Darien, WI 53114-1210	65004-001-1380-1
Impacted Voters :	<u>Voter Reg #</u> <u>Name</u>
	0016702087 Borden, Laurayne Kay
	0700236730 Logterman, Delbert Lowell
W8659 R And D Town Line Rd Delavan, WI 53115-2820	65004-001-1380-1
Impacted Voter :	<u>Voter Reg #</u> <u>Name</u>
	0002610479 Marty, Melissa A
W8861 County Road X Delavan, WI 53115	65004-002-1380-1
Impacted Voter :	<u>Voter Reg #</u> <u>Name</u>
	0714821200 Hesebeck, Scott M
Number of addresses listed as a geocode exception which need validation in Town Of Darien : 4	
Number of voters at addresses listed as a geocode exception which need validation in Town Of Darien : 5	

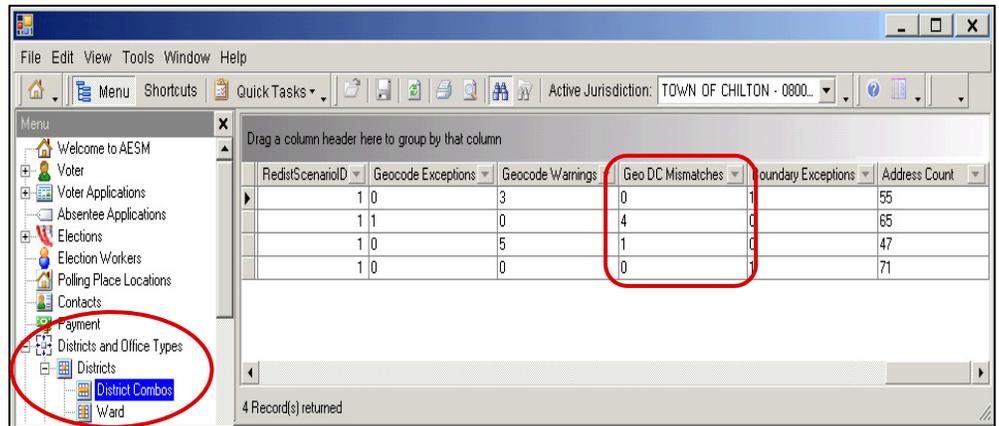
Geocode District Combo Mismatch



Geocode District Combo Mismatch is an address assigned to one district combo (DC), but whose pin appears within the boundaries of a different DC. These are flagged as any of the three colored pins, but include a white square. Once a pin is changed the data grid immediately updates the new district combo information.

Check and Correct Geocode District Combo Mismatch from the DC Screen

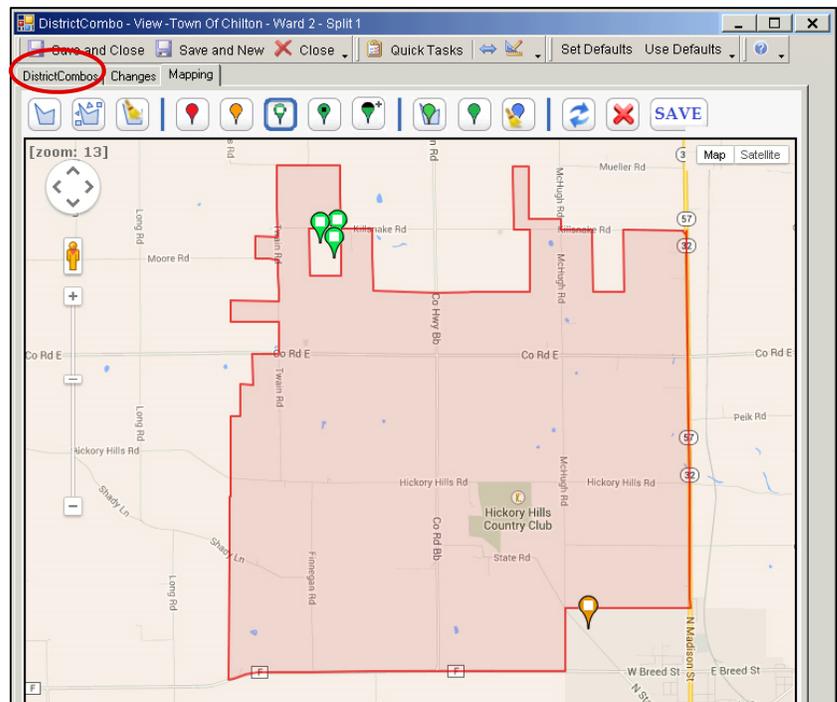
1. On the **Menu** tree, click the plus (+) by **Districts and Office Types**.
2. Click the plus (+) by **Districts**.
3. Click on **District Combos**. The district combos for the municipality will be shown in the grid on the right.



4. Use the bottom scroll bar to move to the right. Listed among the last columns are Geocode District Combo Mismatches. Follow the directions below for any DCs that have addresses with district combo mismatches.
5. Double-click to open a **District Combo** record with district combo mismatches.

6. Click on the **Mapping** tab.
7. Click the **green pin with a white square** icon labeled **Geocode District Combo Mismatch**. These pins show addresses with questionable geocodes.

If the number of pins does not match the number listed in the data grid. They may be stacked in the same location or outside the map's current view.



8. Right-click on a pin to show address and district information.

9. If the address pin is in the wrong place, **drag and drop the pin** to the correct location on the map. The address pin will get a black “hat”. (Skip to step 14 to save.)



If an address pin is moved outside of a municipality, the address will be given no district combination (DC 1).

10. If the address is correctly placed, click the icon showing a **green pin with a black hat and plus sign**. (By using the cursor to hover over the button, it will say “**Confirm**”.) Then click on the pin(s) you wish to confirm. (Skip to step 14 to save.)



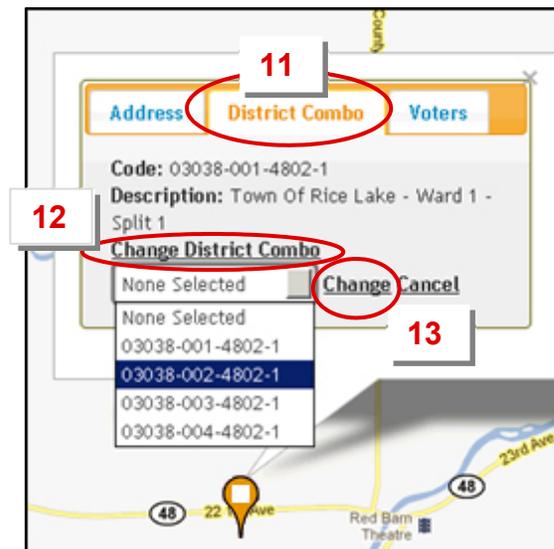
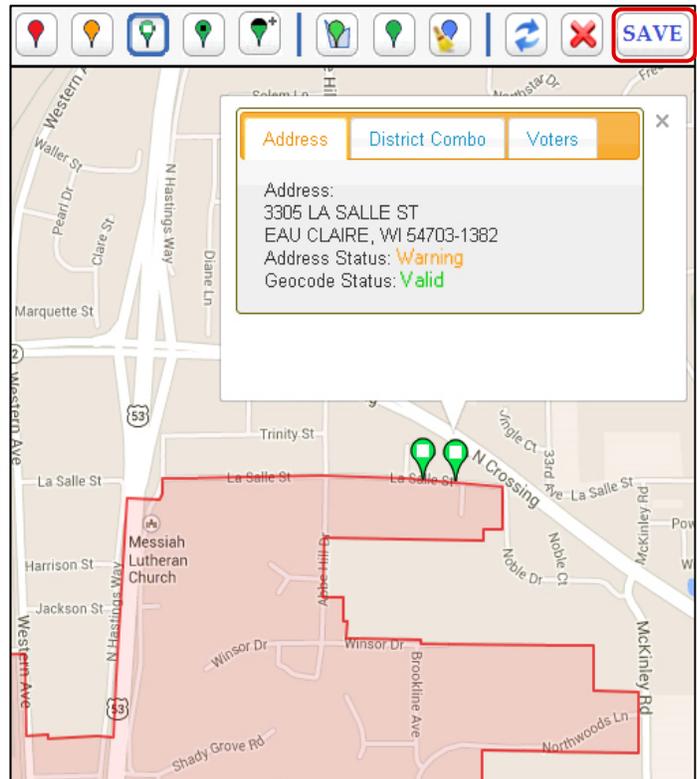
*Multiple addresses in this screen can be validated and saved at one time by using the **Confirm** pin.*

11. If the pin is in the correct location, but the address is still assigned to the wrong DC, right click on the pin and select the **District Combo** tab on the information screen. (This usually means the boundary lines are incorrect in SVRS. In this event, please notify the G.A.B. Helpdesk, as it could merit further investigation.)

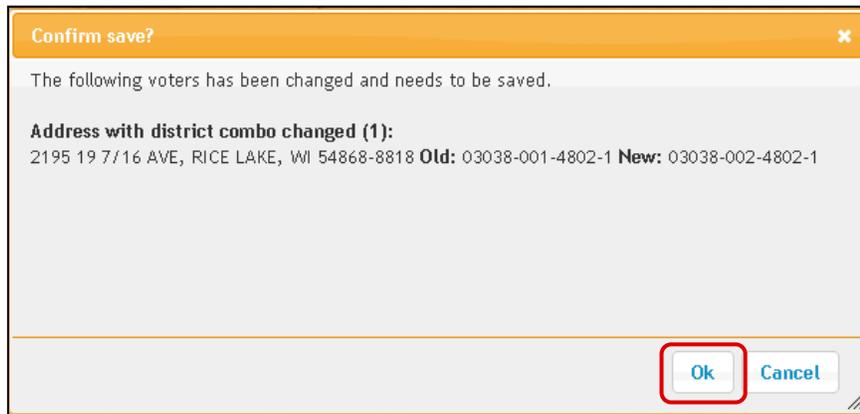
12. Click **Change District Combo** and select the correct DC from the drop-down list.

13. Then click **Change**.

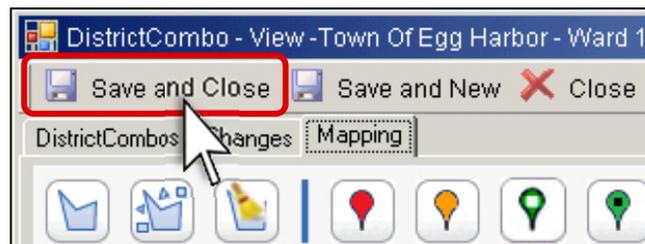
14. IMPORTANT:
Click **Save** to keep changes.



15. Whenever a change is saved to any address, a confirmation screen will appear. Click **Ok** to confirm the changes.



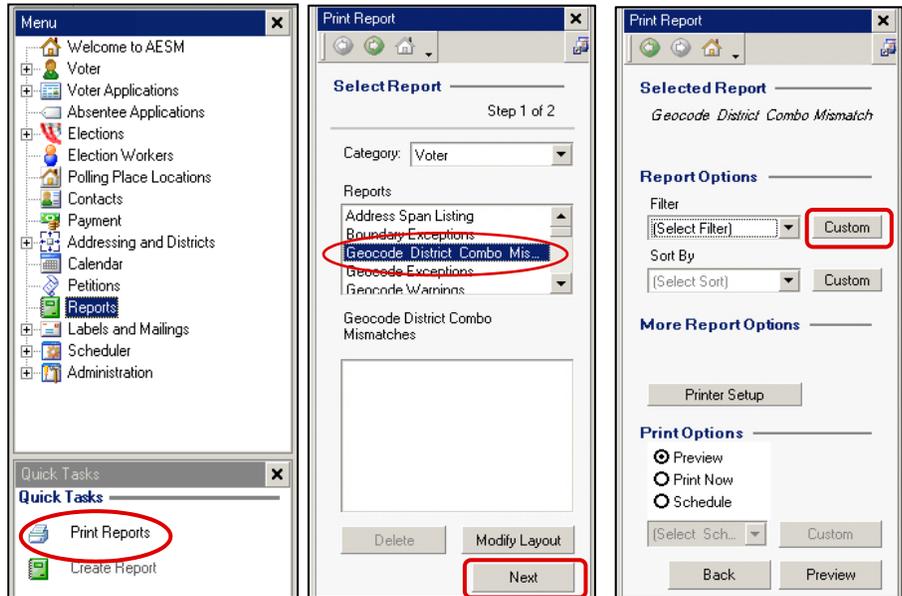
16. When all of the DC mismatched pins are confirmed, click **Save and Close** and move on to the next district combination.



Geocode District Combo Mismatch Report

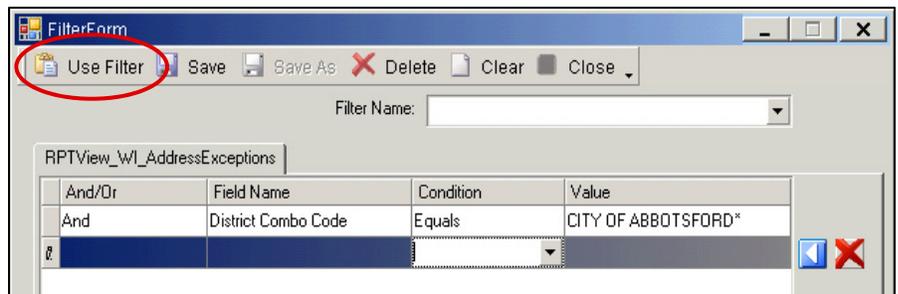
This report lists each address for which there is a mismatch as well as both district combos: the one that is currently assigned to the pin and the one in where the pin is physically located. Similar to the other geocode reports, this can be generated at the county or municipal level. As data quality issues are easier to correct in the District Combo mapping screens, self-provider clerks may not find the Geocode DC Combo Mismatch report as useful as providers, who might want to print the reports on behalf of their reliers. The report, however, does contain the names of voters and addresses for each data quality pin and can be used to verify specific voter details.

1. On the **Menu** tree, click the **Reports** node.
2. On the **Quick Tasks** pane, click **Print Reports**.
3. Leave the report **Category** set to **Voter**, and select **Geocode District Combo Mismatch** from the list.
4. Click **Next**.
5. (Optional) **Filter** the report.

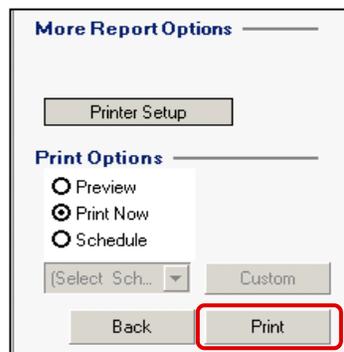


- a. When under a single municipality, it is not necessary to filter this report. It will automatically display only addresses with Active voters that may have been geocoded incorrectly. County jurisdictions can use the **Municipality** field to look at one municipality at a time. Click the **Custom** button next to the **Filter** drop-down list.

- b. Enter the filter shown. For the **Value** field add the specific district combo code.



6. Click **Use Filter**.
7. Click the **Printer Setup** button and verify the printer settings are correct. Once they are affirmed, click **Save Settings**.
8. Click the **Print Now** radio button.
9. Click the **Print** button.



10. The **Printing Notification** dialog box will open. Click **OK**.



These reports have an automatic sort order. No sort setup is necessary. The Sort order is as follows: Municipality, District Combo Code, Street Name, House Number, Voter Last Name.



For directions on how to save filters for future use, see the Reports chapter.

This is a sample of the **Geocode DC Mismatched** report.

Addresses Assigned to District Combos with Geocodes in a Different District Combo			
Address	Current District Combo	District Combo By Geocode	
Municipality : Village Of Deforest			
204 Old Indian Trl De Forest, WI 53532-1031	13118-002-1316-1	13118-004-1316-1	
Impacted Voters :	<u>Voter Reg #</u> 0000233842 0000233843	<u>Name</u> Strangfeld, John E Strangfeld, Leslie A	
508 Old Indian Trl De Forest, WI 53532-3077	13118-002-1316-1	13118-003-1316-1	
Impacted Voter :	<u>Voter Reg #</u> 0712267490	<u>Name</u> Frey, Sue A	
605 Old Indian Trl De Forest, WI 53532-3080	13118-003-1316-1	13118-002-1316-1	
Impacted Voter :	<u>Voter Reg #</u> 0711186870	<u>Name</u> Mckerman, Katrice K	
613 Old Indian Trl De Forest, WI 53532-3080	13118-003-1316-1	13118-002-1316-1	
Impacted Voter :	<u>Voter Reg #</u> 0715004460	<u>Name</u> Delaossa, Darren Francis	
312 Prairie Grass Trl De Forest, WI 53532-3017	13118-004-1316-1	13118-003-1316-1	
Impacted Voter :	<u>Voter Reg #</u> 0000105302	<u>Name</u> Kroneman, Lyndon C	
632 Acker Pkwy De Forest, WI 53532	13118-005-1316-1	13118-004-1316-1	
Impacted Voter :	<u>Voter Reg #</u> 0714561970	<u>Name</u> Campbell, Rachel Marie	
805 Tanglewood Dr Apt 208 De Forest, WI 53532	13118-007-1316-1	13118-009-1316-1	
Impacted Voter :	<u>Voter Reg #</u> 0714756760	<u>Name</u> Larrabee, Michael Paul	
805 Tanglewood Dr Apt 207 De Forest, WI 53532	13118-007-1316-1	13118-009-1316-1	
Impacted Voter :	<u>Voter Reg #</u> 0002147965	<u>Name</u> Olson, Eric L	

Boundary Exceptions

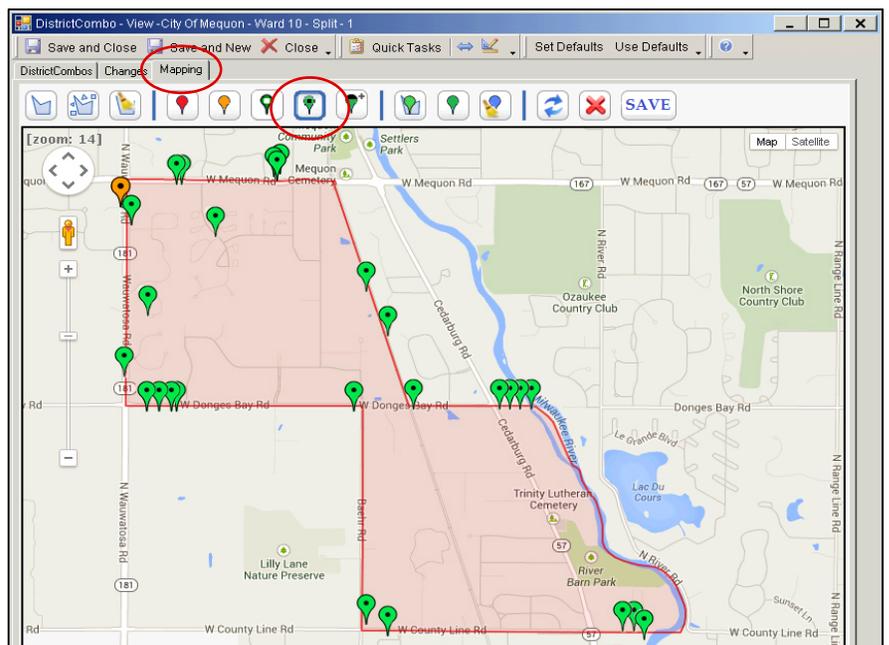
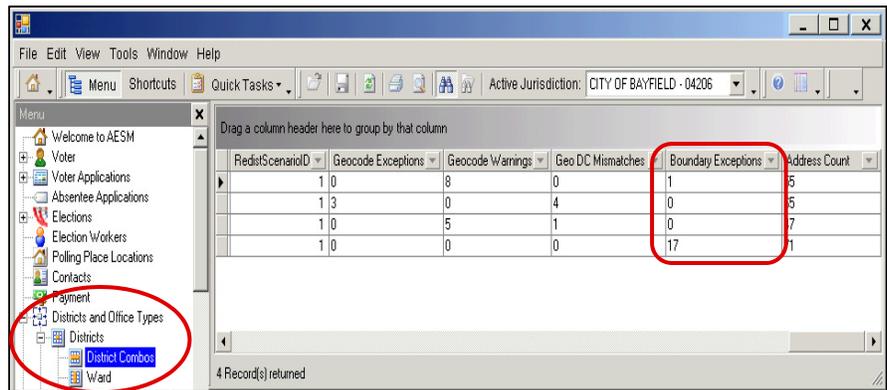


Voter addresses found within 50 meters of a district combo boundary are flagged as Boundary Exceptions. These addresses are not necessarily incorrect. They are flagged to give users the opportunity to verify that any address close to the boundary lines are assigned to the correct district combo. As new voters are added in SVRS, new boundary exceptions will be flagged for addresses within 50 meters of the boundary line.

All boundary exceptions need to be validated, even those in the correct location. The data grid immediately reflects the validated changes in the boundary exception count. This count only includes boundary exceptions within that particular district combo. Boundary Exceptions should be reviewed on a regular basis, particularly before printing a poll book and after Election Day Registrations have been added.

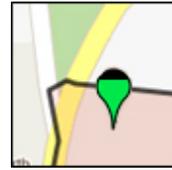
Check and Correct Boundary Exceptions from the District Combo Screen

1. On the **Menu** tree, click the plus (+) by **Districts and Office Types**.
2. Click the plus (+) by **Districts**.
3. Click on **District Combos**. The District Combos for the municipality will be shown in the data grid on the right.
4. Use the bottom scroll bar to move to the right. The third to last column displayed is the **Boundary Exception** column.
5. Double-click to open the **District Combo** record.
6. Click on the **Mapping** tab.
7. Click the **green pin with a black dot icon** labeled **View Boundary Exceptions**. Pins with a black dot are boundary exceptions not yet verified.



 *If the number of pins does not match the number listed in the data grid. They may be stacked in the same location or outside the map's current view.*

8. If the address pin is in the wrong place, **drag and drop the pin** to the correct location on the map. The address pin will get a black “hat”. (Skip to step 10 to save.)

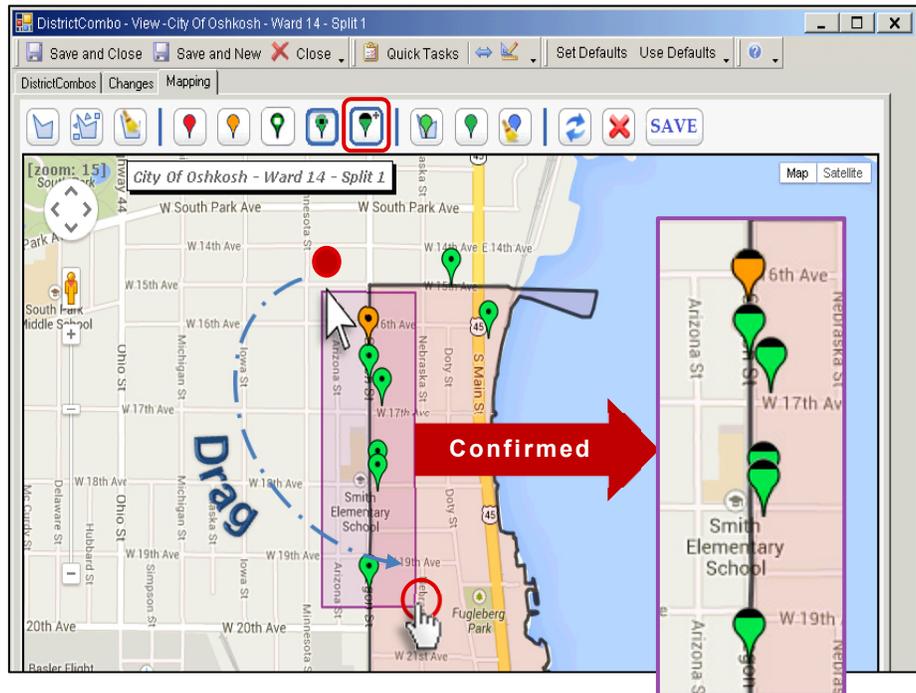


If an address pin is moved outside of a municipality, the address will be given no district combination (DC 1).

9. If the address is correctly placed, click the icon showing a **green pin with a black hat and plus sign**. (By using the cursor to hover over the button, it will say “Confirm”.)



- a. To confirm a valid address, click a single pin. The pin will now have a black hat.
- b. Areas also can be selected and confirmed (see map). Begin by creating a “rectangle”. Left-click the mouse once and release. Move the mouse until the box covers the addresses to be verified. Left-click once. The addresses pins will now display black hats to show they all have been confirmed verified.

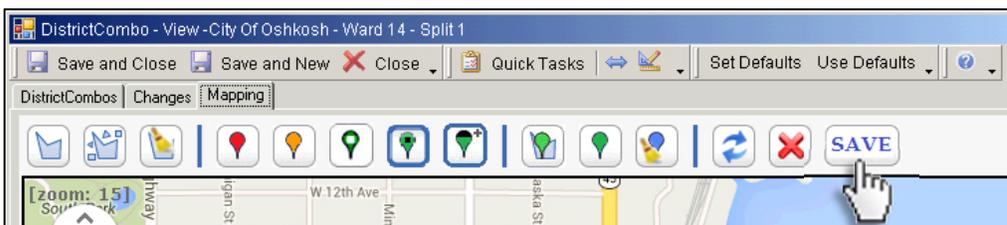


(This option is helpful for voters of multi-dwelling homes.)



If the pin is in the correct location, but in the wrong district combo, contact the G.A.B. Help Desk for assistance.

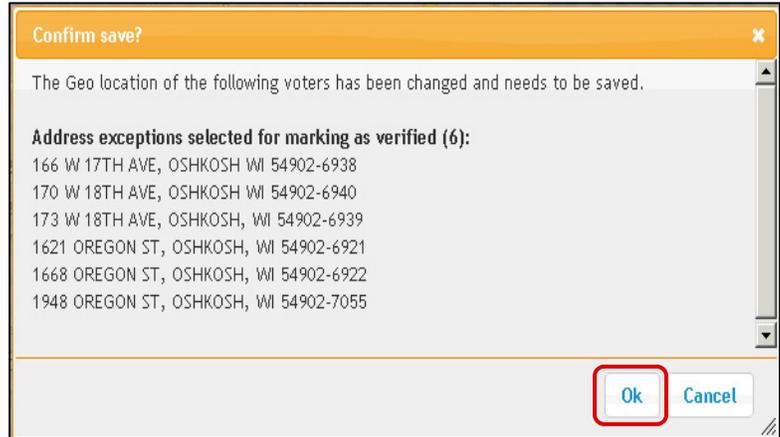
10. IMPORTANT: Once the changes to the pins are made, click  to keep changes. Hitting **Save and Close** will not save any changes to the map, unless **Save** is clicked first.





Save small groups of updated addresses, rather than larger groups. If too many addresses are validated at once, a "time out" error may appear, and the changes will be lost. If this happens, close the mapping screen and reopen it to see how many addresses have been verified.

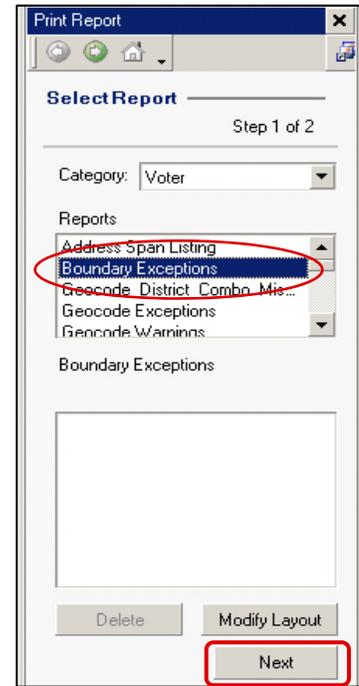
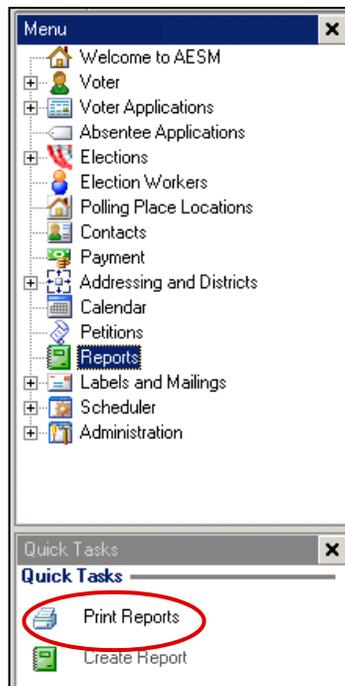
11. A Confirm Save dialog box will appear. Confirm the addresses' location and districts for the listed addresses by pressing **Ok**.
12. When the address exception pins have been updated, **Save and Close** the **District Combo** record and move on to the next **District Combo**.



The Boundary Exceptions Report

This report shows addresses within 50 meters of district or municipal borders. After generating this report, verify the addresses on each street, then confirm these addresses by going to the Mapping tab of the District Combo record. This report can be generated from both the municipal and county jurisdictional levels in SVRS. As data quality issues are easier to correct in the District Combo mapping screens, self-provider clerks may not find the Boundary Exceptions Reports as useful as providers, who might want to print the reports on behalf of their reliers. These reports, however, do contain the names of voters and addresses for each data quality pin and can be used to verify specific voter details.

1. On the **Menu** tree, click the **Reports** node.
2. On the **Quick Tasks** pane, click **Print Reports**.
3. Leave the report **Category** set to **Voter**, and select **Boundary Exceptions** from the list.
4. Click **Next**.



5. (Optional) **Filter** the report.



To see all of the boundary exceptions for an entire municipality, it is not necessary to filter this report. Because larger municipalities may have thousands of boundary exceptions, they may want to filter for only a single ward or district combo at a time. County providers can run the report at the county level, which will include all relier municipalities. Counties can also filter for an individual municipality or make sure their Active Jurisdiction is set to a relier municipality, in which case a filter is not needed.

- a. Click the **Custom** button next to the **Select Filter** drop-down list.
- b. Enter the filter shown below to see one district combo's boundary exceptions. (For the **Value** field add the specific district combo code). This report can also be filtered by Wards.
- c. Click **Use Filter**.

And/Or	Field Name	Condition	Value
And	District Combo Code	Equals	33216-005-1295-1
&			

6. Click the **Printer Setup** button and verify the printer settings are correct. Once they are affirmed, click **Save Settings**.
7. Click the **Print Now** radio button.
8. Click the **Print** button.
9. The **Printing Notification** dialog box will open. Click **OK**.



These reports have an automatic sort order. No sort setup is necessary. The Sort order is as follows: Municipality, District Combo Code, Street Name, House Number, Voter Last Name.



For directions on how to save filters for future use, see the [Reports](#) chapter.

A sample of the **Boundary Exception** report is shown.

	A	B	C	D	E	F	G	H	I	J	K
1	Addresses Near District										
2	Boundaries That Need Validation										
3	County : Lafayette County										
4	Municipality : City Of Darlington										
5	Address		Distance From Boundary		Geocode Status		District Combo				
6	755 Frank St		11 meters		Valid		33216-005-1295-1				
7	Darlington, WI 53530-1021										
8	Impacted Voter :		<u>Voter Reg #</u>		<u>Name</u>						
9			0714793350		Stephenson, Emily Kay						
10	316 E Lucy St		13 meters		Valid		33216-005-1295-1				
11	Darlington, WI 53530-1238										
12	Impacted Voter :		<u>Voter Reg #</u>		<u>Name</u>						
13			0016663002		Boyle, Penny Alberta						
15	704 E North St		25 meters		Valid		33216-005-1295-1				
16	Darlington, WI 53530-1178										
17	Impacted Voter :		<u>Voter Reg #</u>		<u>Name</u>						
18			0707909780		Massey, Thomas Shane						
20	Number of addresses listed as a boundary exception which need validation in City Of Darlington : 3										
21	Number of voters at addresses listed as a boundary exception which need validation in City Of Darlington : 3										
22											

If the street is a border between wards, verify even numbers are all placed in one ward, and odd numbers are all placed in another. The number of voters at each address is also displayed. To fix any addresses in an incorrect ward, go the District Combo mapping screen, and move the address pins to the correct spot (see [Boundary Exceptions](#) in this chapter). Fixing these exceptions one by one by updating the district combo in the voter's address will work, but may take longer. This strategy is recommended if there are but a few exceptions.

Voters with No District Combination

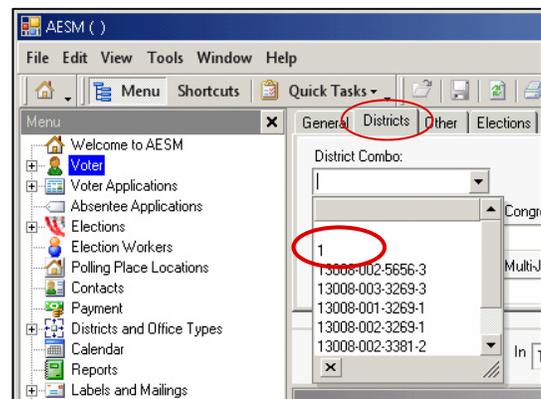
Voters with No District Combinations are voter addresses SVRS could not assign a district combination. These are assigned a district combo of 1 (DC 1). If the voter is assigned a DC 1, they will not appear in a poll book or be able to have a ballot issued in SVRS or on MyVote.WI. Once a voter is assigned a district combination those changes update immediately in the SVRS data grid.

Fix Voters with No District Combo from the Voter Node

This section provides instructions on how to validate addresses within the voter record. Voter addresses need to be validated to the correct district combo in order to appear on the correct poll list.

To validate the Voter Address:

1. If in the **Voter** node:
 - a. Go to the **Voter** node on the Main Menu tree.
 - i. Search for the voter record(s) using the search panel. On the **Districts** tab, under the **District Combo** drop-down, select **1**.
 - ii. Click **Search**. This will bring up all voters with a District Combo of 1.
 - iii. Open the record in the data grid by double-clicking on the record. This will open the **Voter Update** screen.

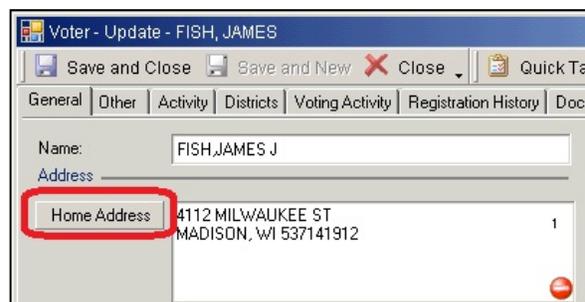


- b. If in an unprocessed **Voter Application**, go to step 2.



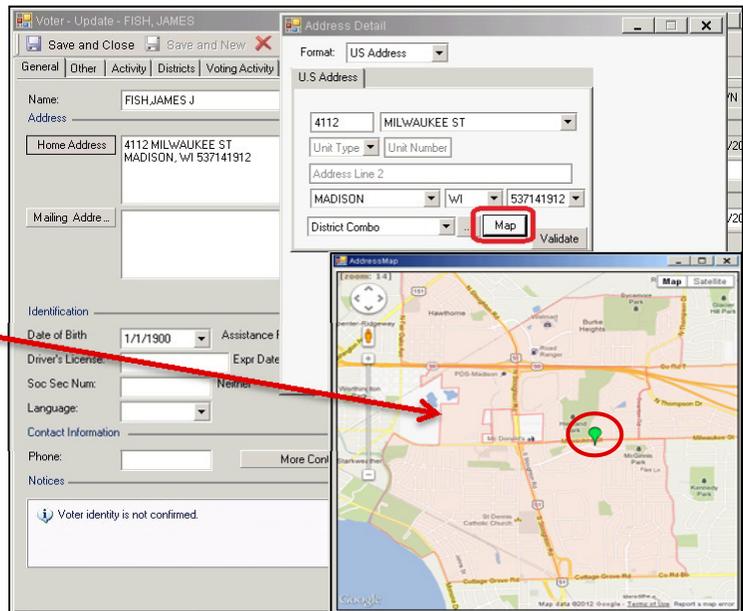
If an application was already processed (a status of approved or denied), the address can no longer be validated. Any address changes or validation will have to occur in the voter's record under the Voter node.

2. Click the **Home Address** button to open up the **Address Detail** screen.



3. Click the **Map** button to see a map of the voter's address.

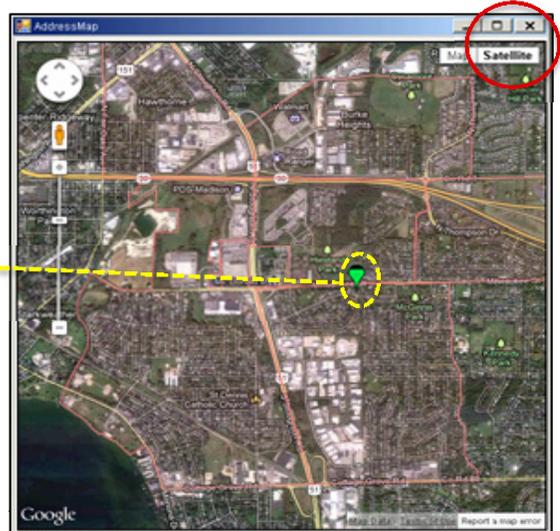
4. Review the location of the address pin. The pin should appear in the approximate location of the voter's residence. The District Combo boundaries will appear in pink shading, showing where the pin is in relationship to the district boundaries.



5. If the pin is NOT appearing in the approximate location of the voter's residence, click on it and drag then drop it to its correct position. (If the pin was outside of the municipal boundaries, the pink district combo lines will reappear once the pin is dragged back into the municipality.)

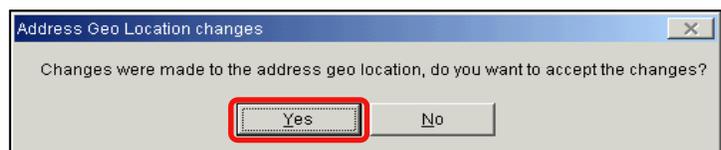
6. Click the **Satellite** button to see aerial photography of the area to help determine where to move the pin.

7. The pin will turn green and display a black hat top of it. The black hat will disappear once the record is saved.



8. Once the pin is placed correctly, click the "X" in the upper right-hand corner of the map screen to close it.

9. When the message, "**Changes were made...**" appears, click "**Yes.**"



- Click **“OK.”**
Do not click the **“Validate”** button.

- Click **Save and Close**. DO NOT tab through the Home Address fields, as this will re-validate the address, which gets a new pin and will undo the changes.

- In some cases, the pin may already be in the correct location, but the voter is assigned to the wrong district combo. This can happen if district combo boundary lines are incorrect in SVRS. If this is the case, close the mapping screen and select the correct district combo from the drop-down on the Address Detail screen.

(This usually means the boundary lines are incorrect in SVRS. In this event, please notify the G.A.B. Helpdesk, as it could merit further investigation.)

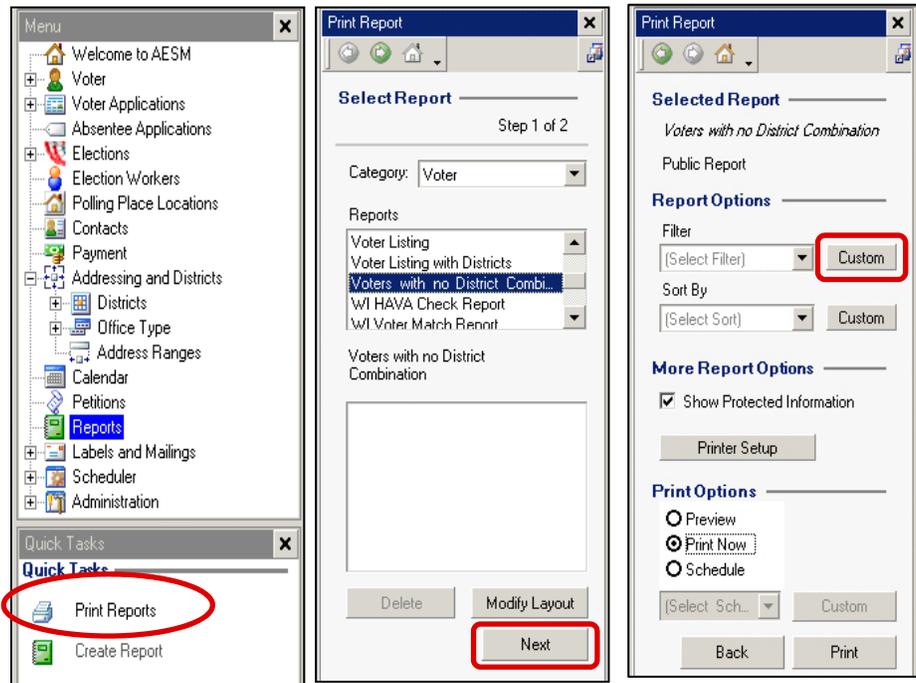


When one voter is assigned a district combo, every voter at that address will be moved to the same district combo. This will not work for apartments or trailer parks, since each lot\unit has a unique address.

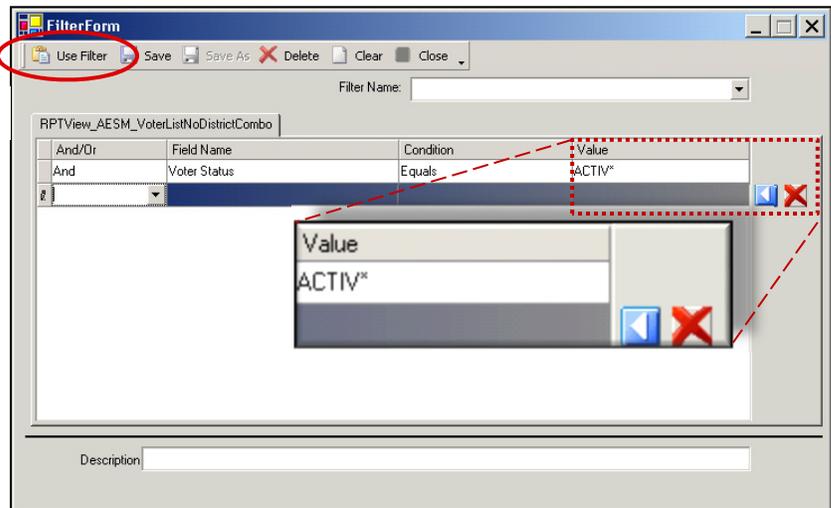
The Voters with No District Combination Report

The Voters with No District Combination Report will list all of the voters in a municipality who have a district combo of 1 and need their address validated. Fixing voter addresses, discussed in the previous section, describes how to obtain a list of these voters and how to correct them – all from within the Voter node. For this reason, self-providers may choose to work directly in the Voter node and may not find this report as useful as providers, who might want to print the report on behalf of their reliers. Remember voters without validated addresses will not print on a poll book; therefore, it is recommended to run this report during every election cycle before poll books are printed.

1. In the Main Menu tree, click the **Reports** node.
2. Click the **Print Reports** Quick Task.
3. Leave the **Category** set to **Voter**.
4. Under **Reports**, click **Voters with no District Combination**.
5. Click the **Next** button.

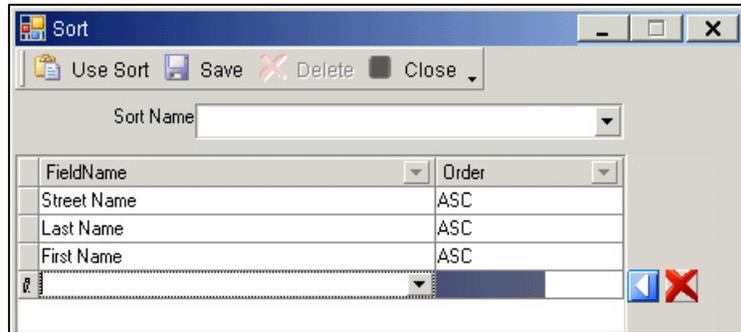


6. (Optional) Filter the report:
 - a. Click the **Custom** button next to the **Filter** drop-down.
 - b. Create the **Filter** viewed here.
 - c. Click **Use Filter**.



7. (Optional) Sort the report:

- a. Click the **Custom** button next to the **Sort** drop-down.
- b. Create a **Sort** like the one to the right.
- c. Click **Use Sort**.



 For further information on sorts and filters, or printing and exporting a report, see the [Reports](#) chapter.

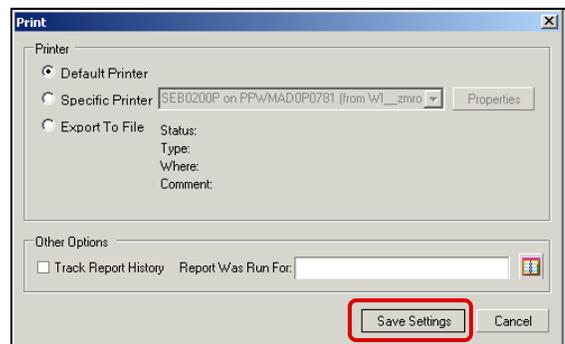
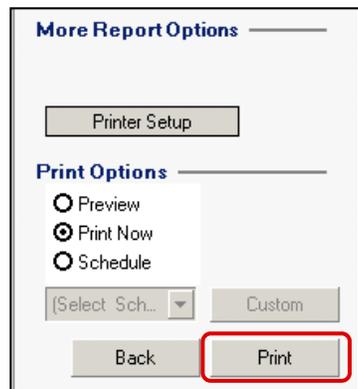
8. Click the **Printer Setup** button and verify the printer settings are correct. Once they are affirmed, **Save Settings** button.

9. Click the **Print Now** radio button.

10. Click **Print**.

11. Retrieve the report. (A sample of the report is below.)

12. Validate these voters' addresses from the **Voter** node.



CITY OF MIDDLETON				0000-VOT-034-C
				9/18/2013 12:42:15 PM
Voters with no District Combination				
ID Number	Name	Address	Date of Birth	
0000320382	DREGNE, CONNIE K	5000 COUNTY ROAD Q WAUNAKEE, WI 535979440	12/20/1957	
0000322644	DREGNE, LINDA L	5000 COUNTY ROAD Q WAUNAKEE, WI 535979440	9/7/1959	
0000323747	ATWOOD, K EDWARD	5000 COUNTY ROAD Q WAUNAKEE, WI 535979440	5/25/1940	
0000585269	OMOIELE, TAMBURA	1264 DEMING WAY MADISON, WI 537171988	5/6/1988	
0000911688	LAMBERT, LAURA	3300 HEDDEN RD MIDDLETON, WI 535622447	10/10/1970	
0000913726	ROSENFELD, ROSE	3300 HEDDEN RD MIDDLETON, WI 535622447	12/21/1981	
0000916872	MODZELEWSKI, DAVID	3300 HEDDEN RD MIDDLETON, WI 535622447	2/3/1953	
Total voters on Report:			7	

Other Mapping Reports



There are several other reports available in SVRS that may be useful in helping clerks review and ensure their voters are assigned to the correct districts.

The Address Span Listing Report

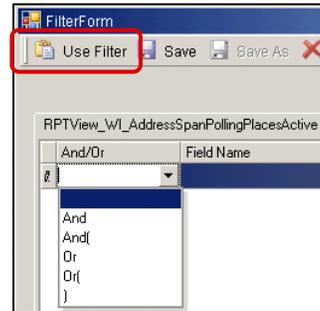
This report will list all of the streets in a municipality or a ward where voters are registered, and indicate the house numbers that fall into each district. Only active voters and addresses where people are registered will appear on the report. This report can be generated from both the municipal and county jurisdictional levels in SVRS. This report can be useful to have at the polling place on Election Day to assist election workers in directing voters to the correct wards. It can also be a useful tool for clerks to use to ensure that the addresses in a municipality are assigned to the correct district combos.

1. On the **Menu** tree, click the **Reports** node.
2. On the **Quick Tasks** pane, click **Print Reports**.
3. Leave the report **Category** set to **Voter**, and select **Address Span Listing** from the list.
4. Click **Next**.
5. (Optional) **Filter** the report.

- a. Click **Custom** button next to the **Filter** drop-down.
- b. To filter for a single ward, type **And, DistrictComboCode, Equals,** and the HINDI and ward number followed by an asterisk. In the example, **42281-004*** will bring up addresses only in Ward 4 of the City of Sparta.

And/Or	Field Name	Condition	Value
And	DistrictComboCode	Equals	42281-004*
Or	DistrictComboCode	Equals	42281-005*
Or	DistrictComboCode	Equals	42281-006*
)	DistrictComboCode	Equals	42281-004*

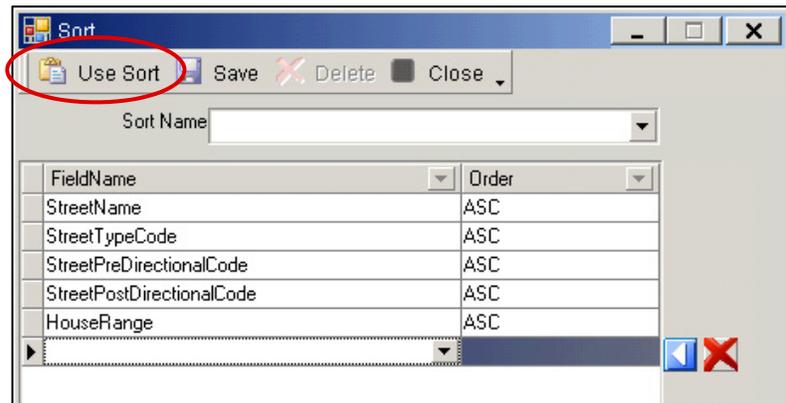
c. To filter for multiple wards, use the **And(, Or, and)** functions to filter as shown in the example.



d. Click **Use Filter**.

6. (Optional) **Sort** the report.

a. Click the **Custom** button next to the **Sort By** drop-down list.



b. Copy the **Sort** displayed.

c. Click **Use Sort**.

 For directions on how to save filters and sorts for future use, see the [Reports](#) chapter.

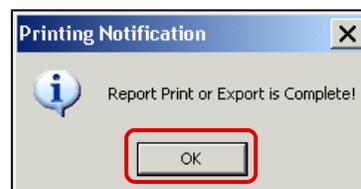
8. Click the **Printer Setup** button and verify the printer settings are correct. Once they are affirmed, **Save Settings** button.

9. Click the **Print Now** radio button.

10. Click the **Print** button.



11. The **Printing Notification** dialog box will open. Click **OK**.



This is a sample of the **Address Span Listing** report exported as an Excel document.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Muni	OEB	Prefix	House Range	Pre Dir	Street Name	Type	Post Dir	City -Zip	District Combo	Polling Place Location				
1	CITY OF SPARTA - EVEN 42281			128 to 128		BALDWIN	CT		SPARTA - 54656	42281-005-5460-1	CITY HALL				
2	CITY OF SPARTA - ODD 42281			101 to 509	N	BENTON	ST		SPARTA - 54656	42281-005-5460-1	CITY HALL				
3	CITY OF SPARTA - EVEN 42281			212 to 510	N	BENTON	ST		SPARTA - 54656	42281-005-5460-1	CITY HALL				
4	CITY OF SPARTA - EVEN 42281			100 to 110	S	BENTON	ST		SPARTA - 54656	42281-005-5460-1	CITY HALL				
5	CITY OF SPARTA - ODD 42281			103 to 103	S	BENTON	ST		SPARTA - 54656	42281-005-5460-1	CITY HALL				
6	CITY OF SPARTA - EVEN 42281			102 to 522		BLAKE	ST		SPARTA - 54656	42281-004-5460-1	CITY HALL				
7	CITY OF SPARTA - ODD 42281			509 to 521		BLAKE	ST		SPARTA - 54656	42281-004-5460-1	CITY HALL				
8	CITY OF SPARTA - EVEN 42281			208 to 410		CENTRAL	AVE		SPARTA - 54656	42281-004-5460-1	CITY HALL				
9	CITY OF SPARTA - ODD 42281			215 to 417		CENTRAL	AVE		SPARTA - 54656	42281-004-5460-1	CITY HALL				
10	CITY OF SPARTA - ODD 42281			101 to 317	N	CHESTER	ST		SPARTA - 54656	42281-005-5460-1	CITY HALL				
11	CITY OF SPARTA - EVEN 42281			102 to 516	N	CHESTER	ST		SPARTA - 54656	42281-005-5460-1	CITY HALL				
12	CITY OF SPARTA - ODD 42281			409 to 509	N	CHESTER	ST		SPARTA - 54656	42281-006-5460-1	CITY HALL				
13	CITY OF SPARTA - ODD 42281			105 to 105	S	CHESTER	ST		SPARTA - 54656	42281-005-5460-1	CITY HALL				
14															

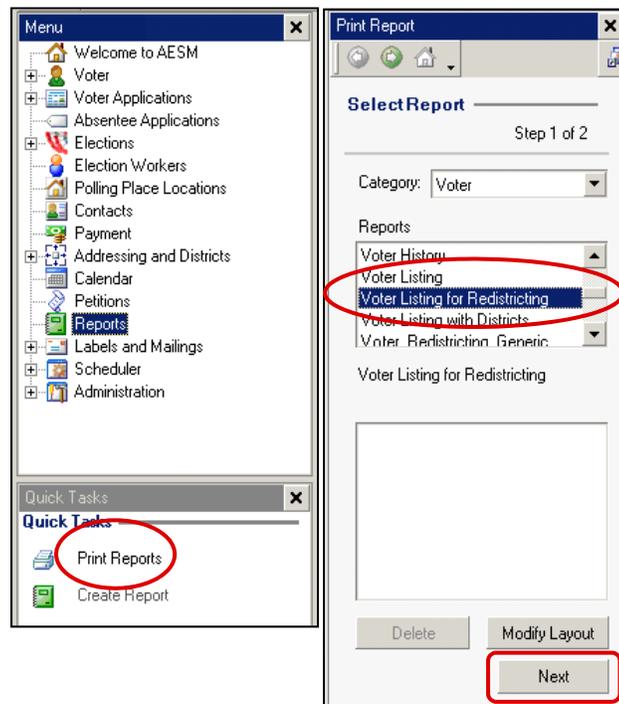
Voter Listing for Redistricting Report

This report provides a listing of all the voters in the municipality, along with key district assignments and polling place information. This report can be run at the municipal or county level. It can be sorted by voter name, or by District Combo and street address. The District Combo/Street Address sort is recommended to help clerks review all addresses within their district combos to verify that addresses are assigned to the correct district combos.

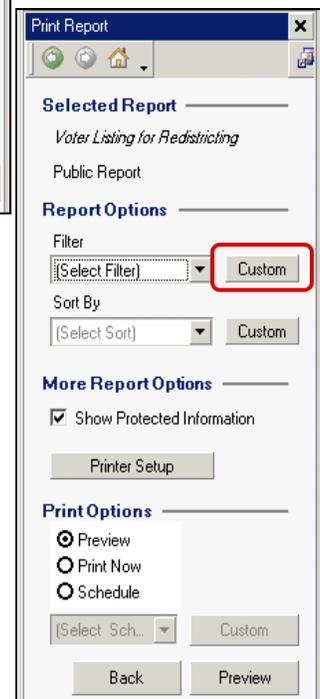


Before running this report, make sure all data cleanup is finished. Voters with no district combo will not show up on this report, and voters in the wrong districts will get incorrect information.

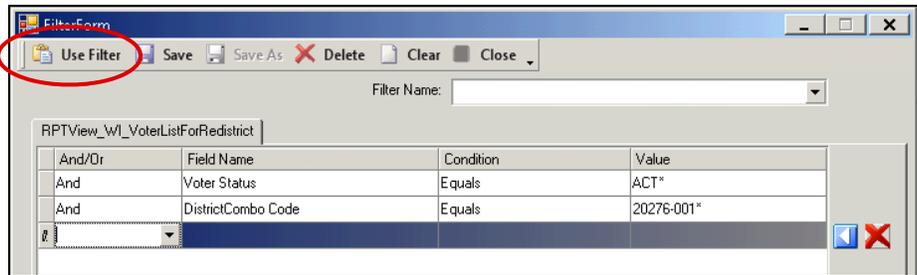
1. On the **Menu** tree, click the **Reports** node.
2. On the **Quick Tasks** pane, click **Print Reports**.
3. Leave the report **Category** set to **Voter**, and select **Voter Listing for Redistricting** from the list.



4. Click **Next**.
5. (Optional) **Filter** the report.
 - a. Click the **Custom** button next to the **Filter** drop-down list.
 - b. Copy the filter (as shown on the next page). The first line will limit the report to only active voters. The second line is optional. To include the entire municipality, omit the second line.



c. Click **Use Filter**.

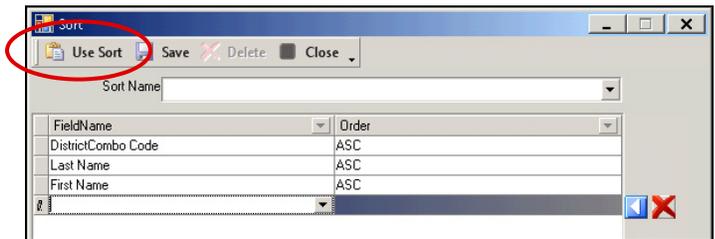


6. (Optional) **Sort** the report.

a. Click the **Custom** button next to the **Sort By** drop-down list.

b. Copy the **Sort** displayed.

c. Click **Use Sort**.

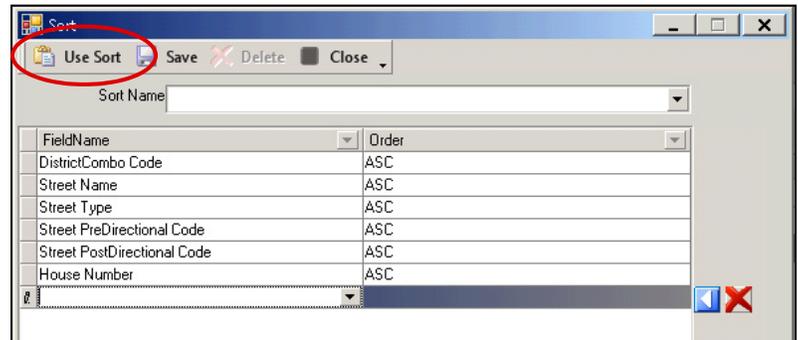


7. (Optional) An alternative sort:

a. Click the **Custom** button next to the **Sort By** drop-down list.

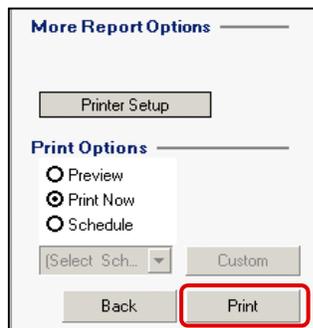
b. Copy the **Sort** displayed.

c. Click **Use Sort**.

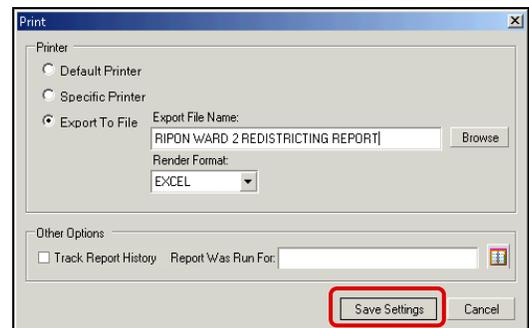


For directions on how to save filters and sorts for future use, see the [Reports](#) chapter.

8. Click the **Printer Setup** button and verify the printer settings are correct. Once they are affirmed, click **Save Settings**.



9. Click the **Print Now** radio button.



10. Click the **Print** button.

How to Report Mapping Problems

When clerks identify problems with the mapping tools in SVRS, these problems should be reported so they can be corrected. G.A.B. staff is available to assist clerks in resolving these types of issues.

Reporting New Streets and Street Name Changes to United States Postal Service (USPS)

When new streets are created, or when street names change it is very important to report these instances to USPS as soon as possible because SVRS validates all addresses against USPS. An address will not automatically validate until that address exists in the USPS database.

Municipalities should report new streets and street name changes to USPS through their local postmaster. Many municipal planning departments have contacts with the postmaster and report these types of changes regularly.

Reporting Streets that are Missing or Named Incorrectly on the Street Maps

If a street is missing or named incorrectly, please contact the G.A.B. immediately.

Reporting Problems with District Boundaries in SVRS

Boundary line errors in SVRS should be reported immediately to the G.A.B. Help Desk.

G.A.B. staff will notify the municipality prior to updating district boundaries in SVRS. They will also provide a list of impacted voters whose district combo may need to be updated as a result of the correction. Voters will only be moved into a different district combo if approved by the clerk.

District boundaries are generally not updated in SVRS once absentee ballots are issued in a given election. G.A.B. staff also attempts to avoid redistricting voters immediately after an election when clerks are recording voter participation. Staff will work with clerks on the most appropriate timing to load the district updates.

Reporting Problems to the G.A.B. Help Desk

If at any time users are having difficulty entering certain addresses, or getting voters correctly validated into the proper district combo, they may contact the G.A.B. Help Desk for assistance. G.A.B. has several staff available who are knowledgeable in the mapping tasks in SVRS and can help users perform the necessary tasks.

The G.A.B. Help Desk contact information is (608) 261-2028 and gabhelpdesk@wi.gov.