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Poll Book



Before setting up and printing Poll Books, Polling Place Locations must be assigned to districts (e.g. ward, municipality) within the election, Contests and Candidates must be Setup, Ballot Styles must be generated, and Milestone #4 – Ballot Style Finalized needs to be checked as complete.

Setting up and printing Poll Books is a two-step process. Step one is [Setup Poll Books](#) and can be done any time after checking Milestone #4 – Ballot Style Finalized. Step two is [Print Poll Books](#). Voters entered after setting up poll books, but before printing poll books, will appear on the poll books.



Poll books may be printed after the close of business on the regular registration deadline (20 days before Election Day), but need to include all mail-in registrations postmarked by that date. All registrations received after the deadline and added to SVRS before the poll books are printed will be on the Supplemental Poll List. All registrations received after poll books are printed will be added manually by the clerk or election official to the Supplemental Poll List. See the [Voter Applications](#) chapter for more information on Late Registrations.

Poll Book Configuration

Active registered voters can be organized in poll books in different ways, depending on municipality preference. Poll books are organized through a **Polling Place Assignment Plan (PPAP)** used when setting up an election. If no PPAP was used when setting up an election, polling places need to be assigned to districts within the election.



See the [Polling Places](#) and [Election Setup](#) chapters for more information on these topics. Use the chart below to determine what **District Type** to use to setup poll books for your municipality.

IF YOU HAVE:		Polling Place Assignment	Resulting Poll Books	Choose This District Type
Ward(s)	Polling Location(s)			
Each ward	In different polling place location	Each Ward assigned to a distinct polling place location (e.g. Ward 1 assigned to Fire Station and Ward 2 assigned to Jefferson Elementary School, etc.)	<ul style="list-style-type: none"> 1 poll book for each ward Alphabetized by voter name All voters in the relevant ward 	Ward
Each ward	In 1 polling place location	2 or more Wards assigned to the same physical location. (e.g. Ward 1 assigned to Fire Station, and Ward 2 also assigned to Fire Station)	<ul style="list-style-type: none"> 1 poll book for each ward Alphabetized by voter name All voters in the relevant ward 	Ward
Multiple wards	In 1 polling place location	2 or more Wards assigned to 1 polling location (Consolidated)	<ul style="list-style-type: none"> 1 poll book for each polling place location Alphabetized by voter name (Co-mingled across wards) 	Ward and then use Consolidating Districts Instructions
All wards within an aldermanic district	In 1 polling place location for each aldermanic district	All wards within an aldermanic district vote in the same polling place location	<ul style="list-style-type: none"> 1 poll book for each aldermanic district All voters within aldermanic district, regardless of ward, listed alphabetically 	Ward and then use Consolidating Districts Instructions
All wards in municipality	In 1 polling place location	Regardless of the number of wards, all voters vote in same polling place location	<ul style="list-style-type: none"> 1 poll book for entire municipality All voters, regardless of ward, listed alphabetically 	Ward and then use Consolidating Districts Instructions

SVRS Election Cycle Checklist (Setup & Print Poll Book Portion)

Instructions for completing this portion of the SVRS Election Cycle Checklist are contained in this module of the participant manual. See [Appendix B](#) for the complete checklist. Instructions for additional steps are contained in other election-related tabs.

Milestones and Activities	Details
<input type="checkbox"/> 8. Setup and Print Poll Books.	
<input type="checkbox"/> 9. Continue to Add Absentee Applications, Issue Absentee Ballots and Generate Labels. (See Absentee chapters for information.)	
<input type="checkbox"/> 10. Check Milestone 5: Poll Books Printed.	<ul style="list-style-type: none"> • If checked, poll book printing is completed for the election

Setup Poll Book

- Poll books in Wisconsin are setup alphabetically by last name. Municipalities with more than 35,000 residents must setup a separate poll list for each ward. Municipalities with less than 35,000 residents may combine multiple wards into a single poll list if desired.

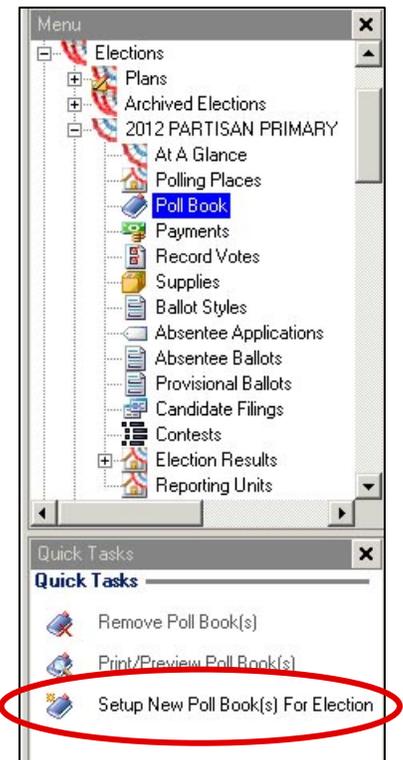
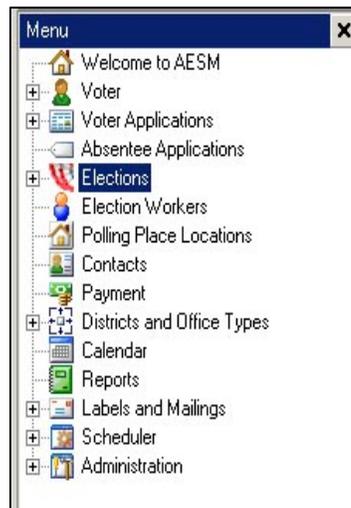
ITEMS TO CHECK IN SVRS BEFORE THE SETUP POLL BOOK STEP

- Do you have a polling place location assigned to each ward, aldermanic district, or municipality within your election? (See the Polling Places or Election Setup chapters.)
- Have you generated ballot styles in SVRS, and are they correct? (See Election Setup.)
- Have you checked Milestone #4 – Ballot Styles Finalized? (See Election Setup.)

If all answers are “yes”, you may proceed to the Setup Poll Book step.

Step by Step

1. Expand (+) the **Elections** node on the Main Menu tree.
2. Expand (+) the selected election.
3. Click the **Poll Book** sub-node under the selected election.
4. Click the **Setup New Poll Book(s) for Election** Quick Task. This will cause the Poll Book Wizard to appear.



5. Select **One for each Election Polling Place** radio button to create a poll book for each active polling place. This will generate poll lists to match the **Polling Place Assignment Plan** you have setup for that election.
6. Normally, you will leave the **Every Election Polling Place being used for this Election** radio button selected.



To create poll books for a specific district type, select the **District Type** radio button and choose the appropriate value from the drop-down list. You may use this option to setup polling books by ward, aldermanic district, or municipality, or generate an extra set of poll lists by school district.



You may use the **One or more selected Election Polling Places** radio button to generate poll lists for only a select few polling places. For example, you have already generated and printed poll lists for all 32 wards in your municipality, but you then discover a street where several voters were assigned to the wrong ward. After fixing those voters, you may select this button and click **Next**. You can then check off just the two wards you need to regenerate poll lists for, rather than regenerating poll lists for the entire municipality.

7. Click the **Next** button to proceed to the next screen of the Wizard.
8. None of the options on the **Advanced Voter Options** screen are used in Wisconsin. Click the **Next** button.
9. Under **Format Poll Book**, the first option, **Start a new page (page break) on the first letter of the last name**, is defaulted and will happen whether or not this checkbox is checked. You will not use the second option. The third option may be chosen if the poll book is to be split at specific letter(s). This will give you multiple certification pages with accurate voter totals for each section. Click the **Next** button to continue.
10. Click the **Finish** button to setup poll book(s).

11. Check to make sure the correct number of poll books have been setup based on the criteria entered through the Polling Place Assignment Plan and Poll Book options. Review the chart on page 2 “Poll Book Configuration” if a different configuration of poll books is needed. If the poll books are not as expected, remove poll books, change polling place locations and poll book options, and regenerate poll books.

Drag a column header here to group by that column

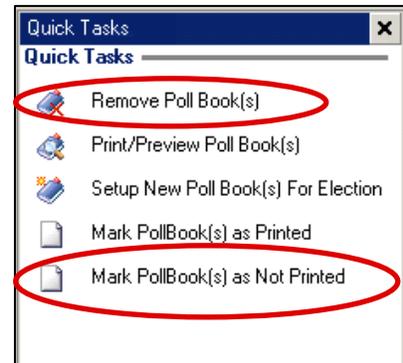
Printed	District Type	Districts	Title	Name Range
NO	ALL	ALL VOTERS	Poll Book - Poll Books Test - MACGREGOR HALL	A to ZZ
NO	ALL	ALL VOTERS	Poll Book - Poll Books Test - FIRST BAPTIST CHURCH	A to ZZ
NO	ALL	ALL VOTERS	Poll Book - Poll Books Test - PEACE LUTHERAN CHURCH	A to ZZ
NO	ALL	ALL VOTERS	Poll Book - Poll Books Test - Election Office	A to ZZ
NO	ALL	ALL VOTERS	Poll Book - Poll Books Test - FIRST CHRISTIAN CHURCH	A to ZZ
NO	ALL	ALL VOTERS	Poll Book - Poll Books Test - MERINO TOWN HALL	A to ZZ
NO	ALL	ALL VOTERS	Poll Book - Poll Books Test - HIGHLINE ELECTRIC	A to ZZ
NO	ALL	ALL VOTERS	Poll Book - Poll Books Test - SACRED HEART CATHOLIC CHURCH PEETZ	A to ZZ
NO	ALL	ALL VOTERS	Poll Book - Poll Books Test - ILIFF COMMUNITY CENTER	A to ZZ
NO	ALL	ALL VOTERS	Poll Book - Poll Books Test - ST. PETERS HALL	A to ZZ
NO	ALL	ALL VOTERS	Poll Book - Poll Books Test - PRINCE OF PEACE CHURCH	A to ZZ
NO	ALL	ALL VOTERS	Poll Book - Poll Books Test - THE UNITED CHURCH OF CROOK	A to ZZ
NO	ALL	ALL VOTERS	Poll Book - Poll Books Test - FIRE HOUSE YOUTH CENTER	A to ZZ
NO	ALL	ALL VOTERS	Poll Book - Poll Books Test - IMMACULATE HEART OF MARY	A to ZZ
NO	ALL	ALL VOTERS	Poll Book - Poll Books Test - ST. MARY'S HIGH	A to ZZ
NO	ALL	ALL VOTERS	Poll Book - Poll Books Test - WEBSTER UNIVERSITY	A to ZZ



If your poll books are incorrect, you can select those poll books, and then use the **Remove Poll Book(s)** Quick Task to delete them. To re-generate the poll books redo **steps 1 through 10** above.



If need to delete your poll books after they have been marked as printed (the **Printed** column shows **YES**) you must first use the **Mark Poll Book(s) as Not Printed** Quick Task so that the **Printed** column shows **NO**.



Export, Retrieve, and Print Poll Book



Poll books cannot be printed until after the close of registration, Wednesday at 5:00 pm, 20 days before the election. Registrations postmarked or received before close of registration will be listed in the main section of the poll list. All registrations added to SVRS after the deadline up until the poll book(s) are printed will be on the supplemental poll list, a separate section printed after the main section. Any registrations received after poll book(s) are printed need to be added manually to the supplemental poll list.

ITEMS TO CHECK BEFORE THE PRINT POLL BOOK STEP

- Do you have a polling place location assigned to each ward, aldermanic district, or municipality? This will cause voters in that district not to appear on a poll list. See the *Elections Setup* chapter for details on how to make and change these assignments.
- Have you checked and corrected any voters that have no district combo because their address has not been validated? These voters will not appear on a poll list.
- Have you checked for any underage voters, usually caused by a data entry error in the birth date field? These voters will not appear on a poll list. In the *Voter* node, go to the *Other* tab. In the *Age Range* fields, leave the first field blank and enter 17 in the second field, then Search. If any voters appear, verify their date of birth and fix it in the voter record. See the *Voter* chapter.
- Have you checked for voters with future registration dates? These voters will incorrectly show up in the supplemental section of the poll list, instead of the main section. In the *Voter* node, go to the *Other* tab. In the *Date Registered Between* fields, enter tomorrow's date in the first field, and leave the second field blank, then Search. If any voters appear, verify the registration date and fix if necessary. See the *Voter* chapter for more help.
- Have you checked to see if all Voter Applications have been processed? Voters with unprocessed applications will not appear on a poll list. In the *Voter Applications* node, search for *New* and then *Pending* applications. Check for duplicates by searching using the last name. Delete any duplicates, and process non-duplicate applications. See the *Voter Application* chapter.
- Have you checked the *Voter Matches* node for *Death* and *Felon Matches*, to keep deceased voters and felons from appearing on your poll list? Search the *Voter Match* node for *Unresolved Death Record* and *Felony Record matches*. See the *HAVA Interfaces* chapter.
- County Users: Have you checked to see if any voter applications were added at the county level instead of in the correct municipality? These voters will not appear on a poll list. With your county as the *Active Jurisdiction*, search the *Voter Applications* node for any voter applications. Delete any applications, and re-enter the applications in the correct municipality. See *Voter Applications*.

If all answers are "yes", you may proceed to the Print Poll Book step.

Export or Print Poll Book

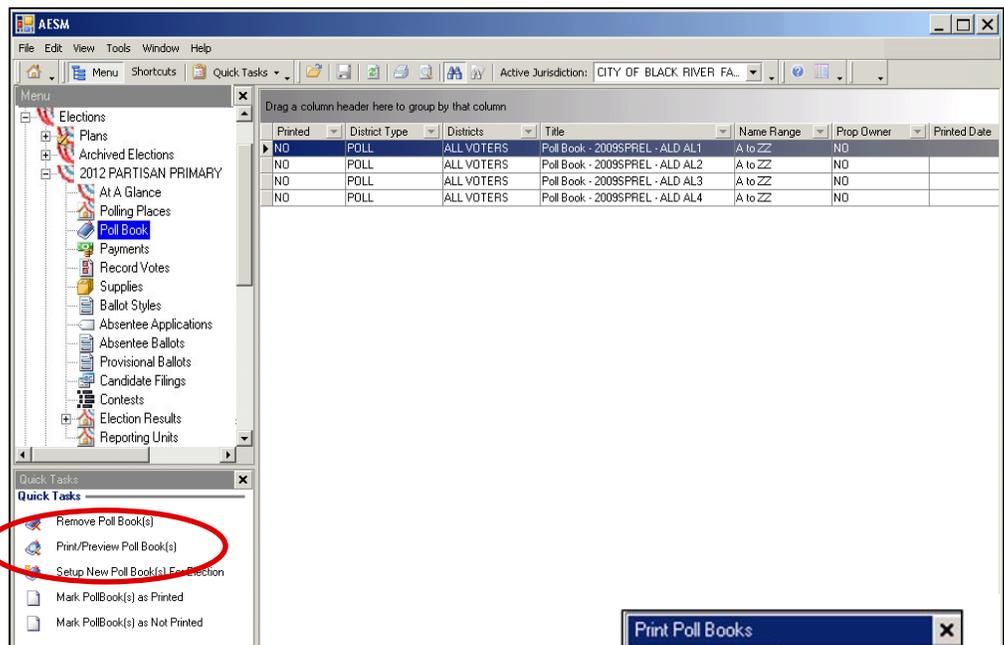
It is best practice to export your poll list before printing it. This means you will have an electronic copy of the list saved in a separate location for your records. Also, if you print a list directly, you must print the entire list. If you export a list, you can print only the pages you wish (for example, if you have newly registered voters, you can choose to print only the supplemental portion of the list.)

Also, note that when you do export your poll list, before you print the list you will have to retrieve it from either your computer's **C-Drive** or from your SVRS **My Documents** folder on Citrix.

1. Expand (+) the **Elections** node on the Main Menu tree.
2. Expand (+) the selected election.



3. Click the **Poll Book** sub-node under the selected election to see a list of Poll Books which have been setup.



4. Select the **Poll Book** to print or preview by highlighting the record. Select only one record at a time.

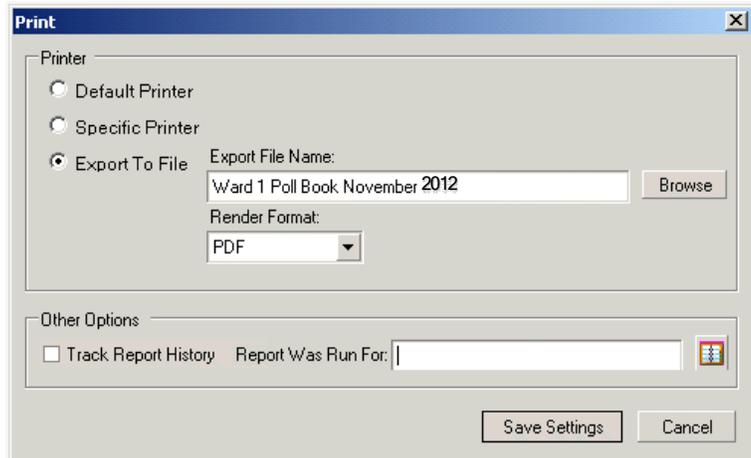
5. Select the **Print/Preview Poll Book(s)** Quick Task.

6. Click on the **Print Settings** button. This dialog box controls whether your poll list will be printed directly to the selected printer, or exported to a file.



7. To Export your Poll Book:

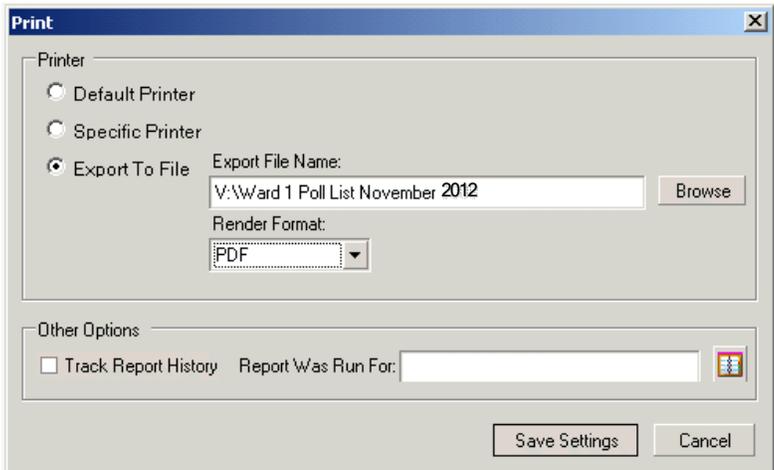
- a. In the **Print Settings** dialogue box, select the **Export to File** radio button.
- b. Enter a unique name of the poll book being exported in the **Export File Name** field.
- c. Click on the **Render Format** drop-down list and select **PDF**.
- d. Click on the **Save Settings** button.



In the example above, the file will export to the **My Documents** folder on your **Citrix Metaframe** screen (where you enter your password to log into SVRS). You will have to follow the directions below on how to retrieve an exported poll book.



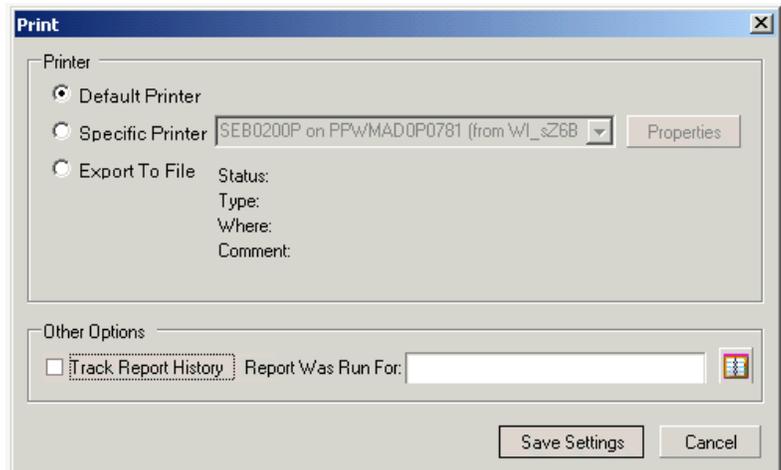
In the example to the right, the file name is preceded by "V:\". In most cases, this will export the file directly to your **C: drive**, meaning you will not have to log into the **Citrix Metaframe** page and move the file from the **My Documents** to the **Client C: Drive** folder. In some networks, 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. Check with your IT staff if no drive is available.



Sending files directly to your **C: drive** may not work if you do not have rights to save files to your **C: drive**, the specific file you want to generate is too large, or the system is too busy. In the rare instance the file is too large or the system is too busy, you will receive a message that the file will be **immediately scheduled**. **If you see this message, the export has failed**, and you should remove the V:\, and export the poll list to the **My Documents** folder instead.

8. To Print your Poll Book directly: Note: In most cases, poll books are too large to print directly from SVRS, and you will have to export.

- a. In the Print Settings dialogue box, Select the **Default Printer** or select a different printer from the drop-down list by using the **Specific Printer** radio button.
- b. Click on the **Save Settings** button.



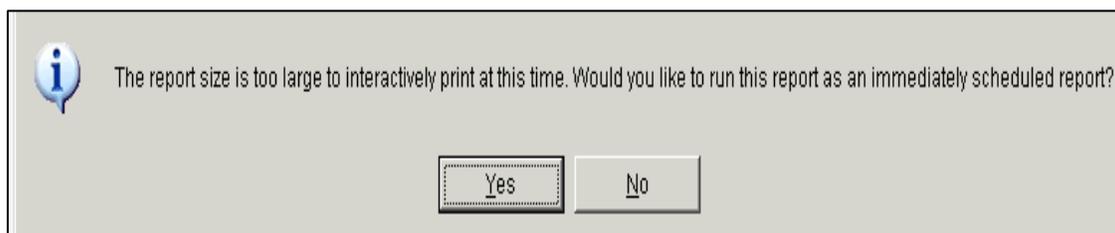
9. Note the options displayed on the **Print Poll Books** task pane.
 - a. **Preview:** The **Preview** option displays a maximum of 50 voter records. You can click on **Preview** to verify that there are voters on your poll book before exporting or printing.
 - b. **Print Now:** The **Print Now** option will print or export the poll book depending on the **Print Settings** you entered above.
 - c. **Schedule for Later:** Allows you to schedule the export or direct-print to run at a specific time.
10. Select the **Print Now** radio button.



11. Click the **Print** button in the **Print Poll Books** task pane.
12. Click the **Yes** button when the message “**Do you want to confirm that the Poll Book was printed?**” appears. This will mark the poll book as printed.

 If you click **No** when the message “**Do You want to confirm that the Poll Book was Printed?**” appears, you can use the Quick Task **Mark Poll books as Printed** at a later time.

 If your poll book is too large to export or print, then it will automatically get scheduled. Click **Yes** and the poll book will be exported to either your **My Documents** folder on Citrix or on your computer's C-Drive. For instructions on how to retrieve the poll book see the next section of this chapter, Retrieve and Print Poll Book.



13. Repeat **Steps 4 - 11** for each poll book. Remember to give a different name to each poll list, or your new file will paste on top of the old file and the old file will be lost.

 There is a setting in SVRS for larger cities that allows them to export all of their poll lists at once rather than one at a time. To use this setting, you must call the GAB Help Desk and ask someone to change that system setting. At that time, you will receive alternate directions on how to export your poll books.

Retrieve and Print Poll Book

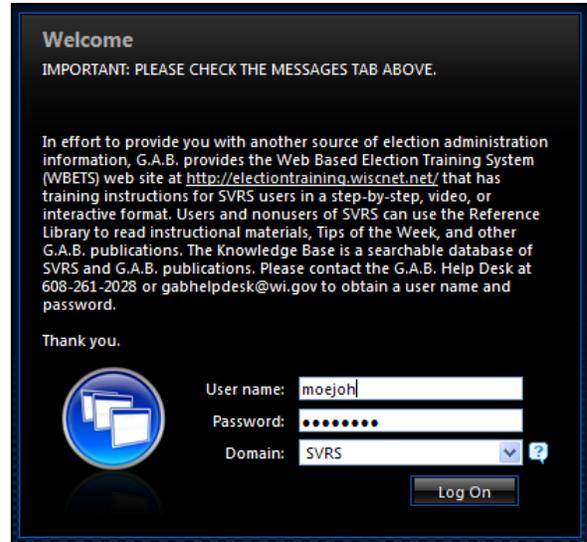


The exported PDF file of your poll book is stored in a My Documents folder located on a SVRS server in Madison. (This is not the My Documents folder on your own computer.) Follow these steps to retrieve and print poll book(s). Note- you will not be able print the poll book from the My Documents folder. Instead you will have to export the book to your computer's C-drive to print.

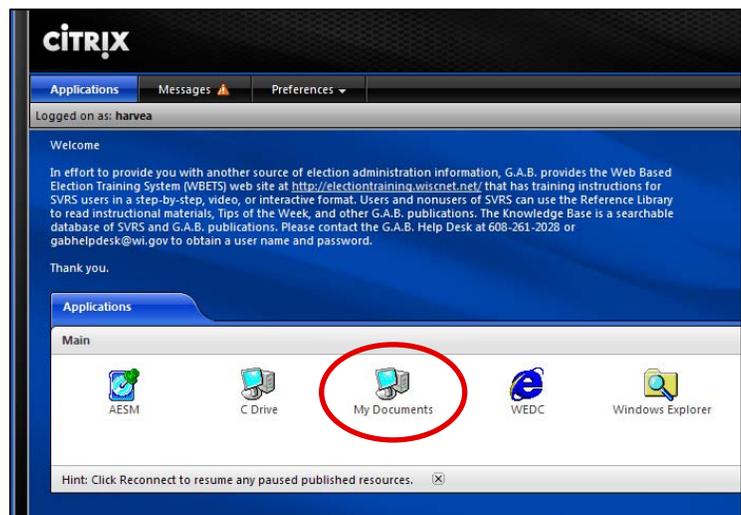


If you have used **V:** in front of the file name and successfully exported your poll list, skip to **Step 10**. Otherwise, follow the steps below.

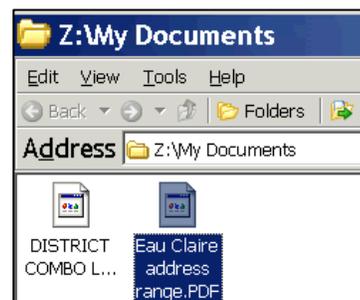
1. **Log in** to SVRS. Even if you have been actively working in SVRS, you may still have gotten logged out of the **Citrix Metaframe** page.



2. The **Citrix Web Interface** screen displays. This screen contains several icons including the **AESM** icon, **Client C Drive**, and **My Documents**.
3. Click the **My Documents** icon to open the folder.



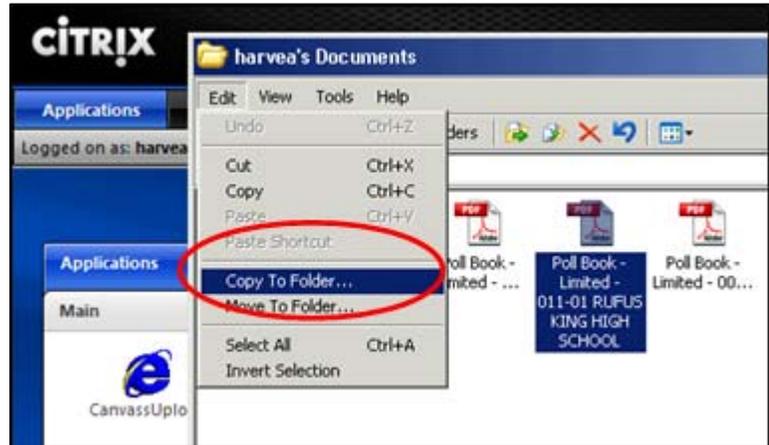
4. You will see **Z:\My Documents**. Highlight the poll book(s) to retrieve by single clicking on the file(s).



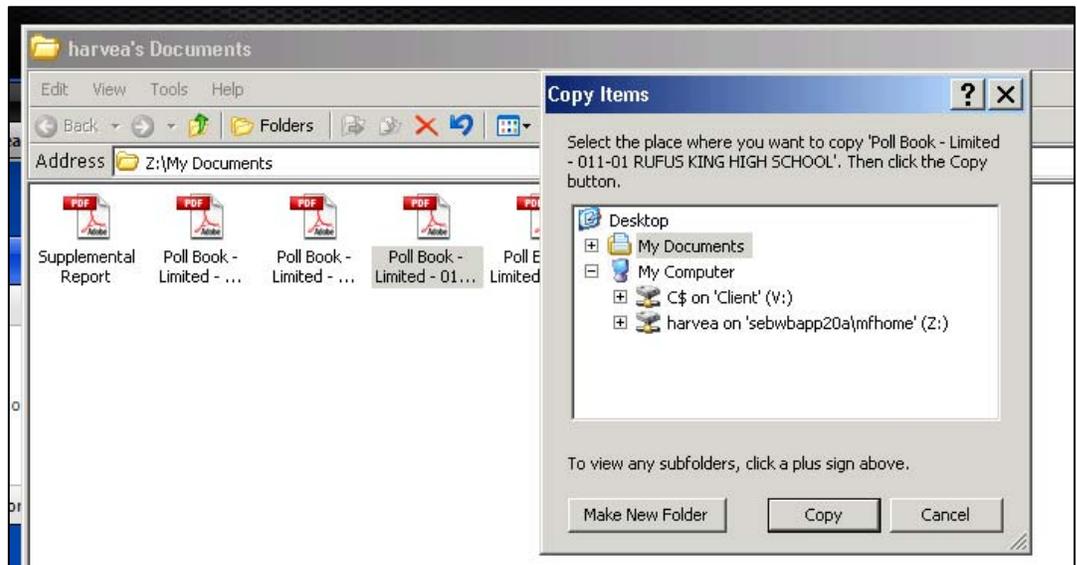
- Click on **Edit** and select the **Copy to Folder** command.



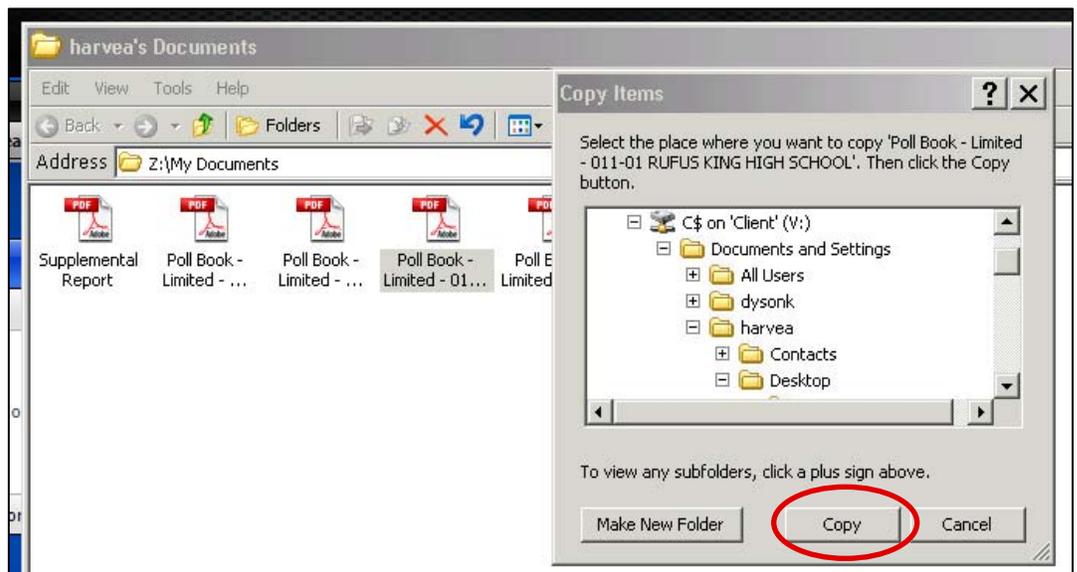
You can move or copy multiple files at the same time. Highlight specific multiple files by holding the **Control** key while clicking on the files to be moved or copied. You can also move sequential files by clicking on the first file, holding the **Shift** key, and clicking the last file to be moved or copied. You will not be able to copy & export any file that is opened.



- A dialogue box will open. Expand, or hit the plus sign (+) by the **C\$ on Client (V:)**.



- Choose the location within the C drive to move or copy the files. You may choose to leave the **C\$ on Client (V:)** selected and move the file to your C: drive, or select a subfolder. Hit the plus sign (+) by a folder to see available subfolders. *Note: In most cases, poll books are too large to print directly from SVRS, and you will instead have to export.*



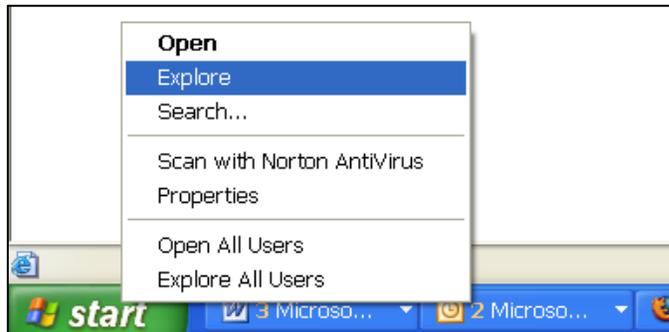
- Click the **Move** or **Copy** button.
- The file is moved or copied to the local hard drive.

10. To open and print the report, use Windows Explorer to access the report.

- a. Right click on the Windows' **Start** button.
- b. Click on **Explore**.



OR



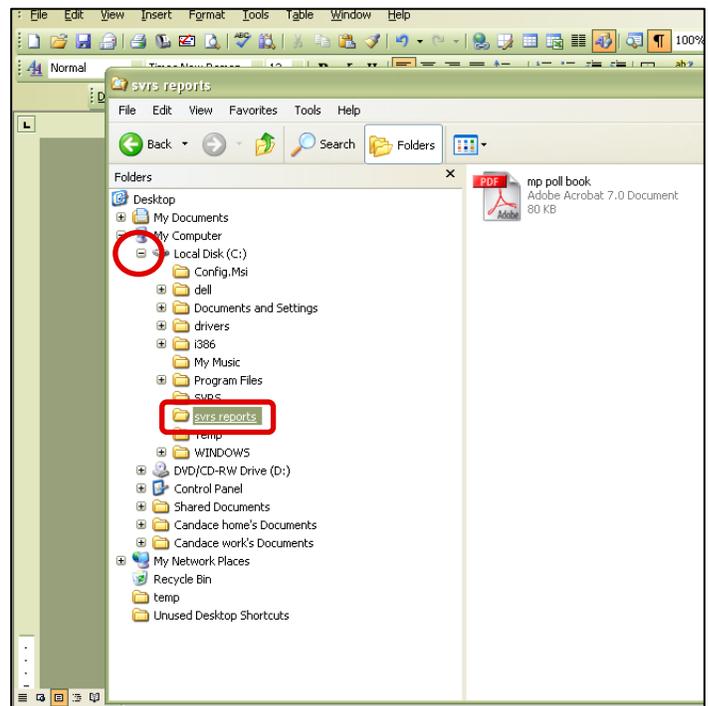
11. Expand (+) the **Local disk (C:)** drive.

12. Click on the folder where you copied or moved your poll book file. (This may be the **Local Disk (C:)** drive). Locate the poll book pdf file.

13. Double-click to open and view the poll book file.

14. Print the .PDF  poll book file.

 *If the .PDF file does not open, it may be necessary to download the Adobe Acrobat Reader software. For more information on downloading a free version of Adobe Acrobat Reader, visit: www.adobe.com/products/acrobat.*



Review Poll Book(s)



After the poll book is printed, it should be checked to see that it contains the correct sections and correct voters. Correct and reprint, if necessary.

1. Review the first section of the poll book. It is the certification page. It includes the total number of voters within all sections of the poll book.

Election: 2012 SPRING PRIMARY ELECTION - 21 FEB 2012 WI_FL_ELE_POLL-LN

District(s): WD3

TOWN OF BLOOMING GROVE
Blooming Grove Town hall Poll Book - SPRING PRIM 2012 - Blooming Grove Town hall

Certification of Administrator

I certify that the attached list is a true and complete registration list of the municipality or the ward or the wards for which the list is prepared.

Michael Haas

Government Accountability Board Administrator, Elections Division

Certification

We certify that the attached list contains all the names of persons voting at the election held on, February 21st, 2012, and that it contains all the information about the electors required by law. We further certify that this list is true, correct and complete.

Total Number of Voters Printed on the Poll List: 399

Total Number of Voters: _____

Page Number of Last Voter: _____

Number of Absentee Electors: _____

Election Inspector Signatures:

1. _____
Chief Inspector

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____
Election Inspectors

The information on this form is required by ss.8.79(1m)(4)(b), 6.82(1)(a),2(d),6.88(3)(a), Stats.

GAB-107 (SVRS 2012)

Chief inspector or poll workers complete this section at end of Election.

Chief inspector and all poll workers who managed this copy of the list will sign this section on Election Day.

2. Review the second section of the poll book. In addition to legibility, items to check include:
 - a. The **Voter ID Barcode** printed correctly. Barcodes can be tested by using the barcode scanner to scan into a new Word.doc. Make sure that the number matches the number scanned in. DO NOT practice scanning in SVRS as this records voter participation history.
 - b. Registered voters are included in the correct poll book.

Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature
NP-1 WD3 13008-003-3381 CG02 3381 AS47 Notes:	0712146940 	3 Names beginning with the letter [A] ABLE, Nancy L		Nancy L ABLE
		3392 BEES RD MADISON, WI 535	4	ABSENTEE
NP-1 WD3 13008-003-3381 CG02 3381 AS47 Notes:	2 0712146920 	ACE, Harold R		Harold R ACE
		5600 BRUGGER RD		EXEMPT POR REQUIRED
NP-1 WD3 13008-003-3381 CG02 3381 AS47 Notes:	0000040021 	AMPE, Kyle J		Kyle J AMPE
		4479 KUEHLING DR MADISON, WI 53718		
NP-1 WD3 13008-003-3381 CG02 3381 AS47 Notes:	0000040022 	ANDERSON, Lisa M		Lisa M ANDERSON
		3263 MANSION CIR MC FARLAND, WI 53558		MILITARY
NP-1 WD3 13008-003-3381 CG02 3381 AS47 Notes:	0000040026 	AYERS, Daniel D		Daniel D AYERS
		3327 SIGGELKOW RD MADISON, WI 53711		

1. Ballot, Ward, and District Information

3. Voter name and address

2. Voter Registration Number and Barcode

4. Line for the ballot number assigned to the voter

5. Voters signature block

- Review the third section of the poll book. It is the **Confidential Voters** page. If the municipality has no confidential voters, the page will appear as below.

Election: SPRING PRIMARY ELECTION - 21 Feb 2012		WI_PL_ELE_POLL-LN
District(s): WD3		
TOWN OF BLOOMING GROVE	* Confidential Voters *	
Blooming Grove Town hall	Poll Book - SPRING PRIM 2012 - Blooming Grove Town hall	
No voters found in the system for this municipality and district combination.		

- Review the fourth section of the poll book. It is the **Supplemental Poll List**. This section contains voters who were entered into SVRS between the close of regular registration and the time when poll books were printed. If the poll book was printed at the close of regular registration, then the Supplemental Poll List will appear blank and any voter who registers afterwards will have to be manually written on the list.

Supplemental Poll List					
Ballot, Ward, District	Voter Reg & Barcode	Name and Address	Voter #	Voter Signature	
Names beginning with the letter [A]					
NP-1 WD3 13008-003-3381-1 CG02 3381 AS47	0712146930 	Ace, Adian B 5600 BEEGS RD MADISON, WI 53558		Adian B Ace <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	1 1
Notes: _____					
NP-1 WD3 13008-003-3381-1 CG02 3381 AS47	0712146970 	APPLES, Annie L 3600 BEEGS RD		Annie L APPLES <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	2 2
Notes: _____					

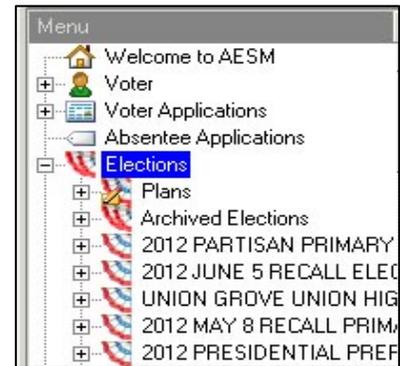
- Review the fifth section of the poll book. It lists any **Supplemental Confidential Voters** who have registered after the close of regular registration. If the municipality has no voters who fit these criteria, the page will appear as below.

Election: SPRING PRIMARY ELECTION - 21 Feb 2012		WI_PL_ELE_POLL-LN
District(s): WD3		
TOWN OF BLOOMING GROVE	* Confidential Voters *	
Blooming Grove Town hall	Poll Book - SPRING PRIM 2012 - Blooming Grove Town hall	
No voters found in the system for this municipality and district combination.		

Check Milestone #5 – Poll Book Printed

- After successfully printing all poll books, the municipality may check off Milestone #5.

1. Expand (+) the **Elections** node on the Main Menu tree.



2. Click the current election.

3. Double click on the election from the data grid.



4. Click the **Events** tab.



5. Check **Milestone #5 Poll Books Printed**.

6. Click the **Save and Close** button to save the change.

