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# Manage the Absentee Voting Process

## Five Principal Steps to Managing an Absentee Voter's Record

- 1) Adding the absentee application (GAB-121).
- 2) Issuing an absentee ballot (generating or printing a label) and updating the ballot sent date if necessary.
- 3) Recording a ballot as returned (or not returned).
- 4) Use the poll book to record a vote cast by an absentee voter.
- 5) Post-Election cleanup: Cancelling unreturned ballots; adjusting permanent absentee applications.

Step 1 and Adjusting Permanent Absentee Applications are covered in the [Absentee Applications](#) chapter. Steps 2, 3, and 5 are covered in this chapter, under [Issue Official Absentee Ballots and Manage Absentee Ballots](#). Step 4 is covered under [Recording Votes](#) in the [Post-Election Activities](#) chapter.

The following is a simple chart depicting at what time during an election cycle you may do any of the above:

<b>Absentee Process Steps in the Election Cycle</b>	<b><u>Before Election Cycle Begins</u></b> (before election is inherited or setup)	<b><u>Election Cycle Begins- Before Ballot Styles are Generated</u></b> (up through Milestone #3)	<b><u>During Election Cycle- After Ballot Styles are Generated*</u></b> (Milestone #4 up through sending first batch of ballots)	<b><u>Late Election Cycle</u></b> (after first batch of absentees has been sent, up through Election Day)	<b><u>Post-Election</u></b> (after election until closed)
Add Absentee Applications	✓	✓	✓	✓	<b>Not for this election</b>
Issue Presidential Preference Only Absentee Ballots to Military and Overseas electors		May be issued once Milestone #2 is checked	✓ (issue ballots as a group/batch)	✓ (issuing ballots in batches & individually)	
Issue Official Ballots and Generate Labels			✓ (issue ballots as a group/batch)	✓ (issuing ballots in batches & individually)	
Record Returned Ballots (Mailings)				✓	
Record Vote					✓
Post-Election Cleanup					✓

**\*Important Notes:**

- a. **Presidential Preference Only absentee ballots** for military and overseas voters are issued every four years. You cannot issue Presidential Preference Only absentee ballots in SVRS until you have inherited the election and checked Milestone #2.
- b. **Official absentee ballots** are issued for every election. You cannot issue official absentee ballots before you have checked Milestone #4. Checking Milestone#4 signifies all contests and candidates have been added to SVRS and that you have generated ballot styles. Please verify this information before checking Milestone #4. See chart above.
- c. All absentee ballots tracked in SVRS are viewable on the Voter Public Access site. Please see the [Absentee Ballot Information on Voter Public Access](#) section of the [Absentee Lite](#) chapter for further information.

## Issue Official Absentee Ballots



While you may add absentee applications at any time, you may not begin issuing official absentee ballots until all contests and candidates have been entered, Ballot Styles have been generated, and Milestone #4 has been checked. See the [Election Setup](#) chapter for more information on these steps.

When absentee voters are issued a ballot in SVRS, it updates the Ballot Sent Date on the [WI Absentee Application Ballot Log](#) and creates an “Absentee” watermark next to the elector’s name on the poll book. Issuing a ballot also creates an [Absentee Ballot Mailing Label](#). You will print these labels and affix them to the absentee envelopes. If they are returned through the mail or in your office, you will record them as returned, which will update your [WI Absentee Application Ballot Log](#) with the return date.



Absentee mailing labels can be generated either as a batch or individually. SVRS will print two labels for each absentee ballot. One label is for the envelope mailed to the voter and the other is for the returned certificate envelope. Whether you should print labels individually or as a batch depends on when you print and how you intend to use the label.

By the time you are able to send out absentee ballots, you may have a sizeable number of absentee applications for that election. You will want to issue ballot labels in one or more large batches. Once you have mailed out the first large batch(es), you will begin to receive absentee applications from people coming to vote absentee in your office, and occasional requests by mail. You may choose to generate these later ballot labels in daily batches, or individually on a small label printer.

## Issue Official Absentee Ballots and Generate Absentee Labels as a Batch



Before you issue ballot labels, make sure all of your absentee applications are entered, and go through the [Absentee Applications Data Quality Items](#) checklist and fix any problems you find. See that section in the [Absentee Applications](#) chapter.

1. Within the election, select the **Absentee Applications** node.
2. Select the Quick Task **Send Ballots to Voters with Approved Applications**.
3. The **Absentees For Approved Apps** pane replaces the Main Menu tree. If no filter is created, labels will be generated for all approved applications.

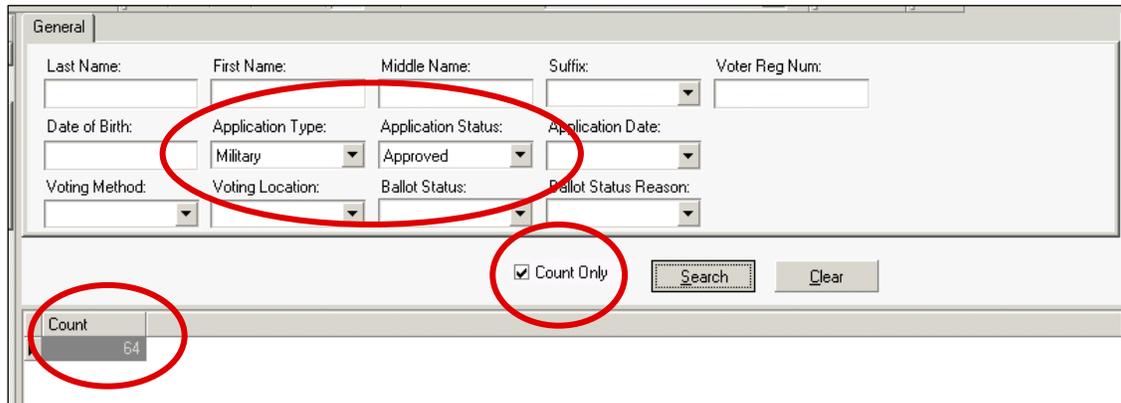


Unless you have a very small number of absentee ballots to send out, you will want to divide up your absentees into several groups by filtering. The instructions on filtering that follow will help you do that. If you wish to print all of your labels in one large batch, skip to **Step 5**.

The screenshot shows the SVRS software interface. On the left, the 'Menu' tree is expanded to 'Absentee Applications'. Below it, the 'Quick Tasks' pane is visible, with 'Send Ballots To Voters With Approved Applications' circled in red. On the right, the 'Absentees For Approved Apps' pane is open, showing options for filtering, sorting, and printing ballot labels for the '2011 SPECIAL ELECTION ASSEMBLY 48 (8/9/2011)'. The 'Filter for Approved Absentees' dropdown is set to '(Select Filter)', and the 'Sort By' dropdown is set to '(Select Sort)'. The 'Absentee Options' section includes a 'Mailing To Send' dropdown and a 'For Voters With Existing Ballot(s)' section with a 'Cancel Outstanding Ballot(s)' checkbox and a 'Cancellation Reason' dropdown. The 'Print Options' section includes a 'Printer Settings' button and a 'Process' button.

## Suggested Filters for Batching Absentee Labels (Optional)

 Before you issue each of the batches described below, you may find it helpful to use the **Absentee Applications** search screen within the election. For example, you can search for **Approved Military Applications** and check the **Count Only** check box before clicking **Search**. If there are **52 Approved Military Applications**, and you generate a batch of **Military** labels, you should receive **52** labels. SVRS will tell you how many ballot labels were generated, and if any failed to generate, when it creates the ballot labels. If you want to issue your ballots in one big batch, get a count of all **Approved Applications**, and do not use a filter. Compare the number of ballot labels issued to the count of all **Approved Applications**.



The screenshot shows a search form with the following fields and values:

- Last Name: [Empty]
- First Name: [Empty]
- Middle Name: [Empty]
- Suffix: [Empty]
- Voter Reg Num: [Empty]
- Date of Birth: [Empty]
- Application Type: **Military**
- Application Status: **Approved**
- Application Date: [Empty]
- Voting Method: [Empty]
- Voting Location: [Empty]
- Ballot Status: [Empty]
- Ballot Status Reason: [Empty]
- Count Only**
- Count**: 64

 If you have saved the Filters below, you don't have to recreate them for each election. Instead, you can select them from the **Filter** drop-down list. See the [Reports](#) chapter for directions on saving a filter.

### 4. Filter your Batch of Absentee Labels:

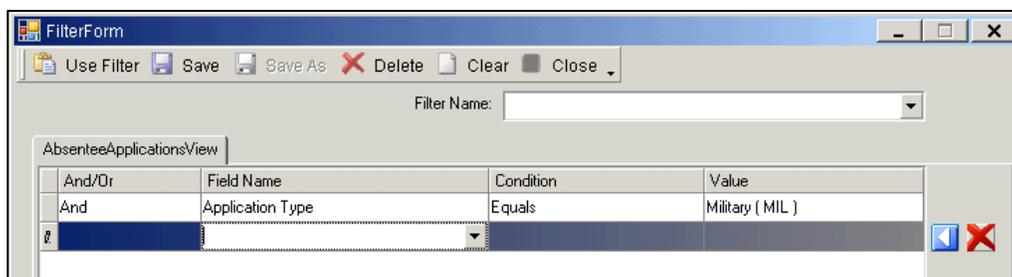
 You may choose to issue your applications with a **Vote Location** of **Via Fax** or **Via E-mail** as a separate batch. If you do this, you may also print the Official Absentee Ballot Certification mailing. This will substitute for the certification envelope, and can be emailed or faxed along with the ballot. The voter's information will appear on the certification page, along with a barcode that will allow you to record the mailing as returned. For detailed instructions, see the Issuing Via Email or Via Fax Certificate Envelopes section in this chapter.

#### a. For **Military** Absentees:

- i. Click the **Custom** button next to the **Filter for Approved Absentees** drop-down list.
- ii. Copy the filter displayed. This filter will generate labels for all of your **Military** absentees as a group.



The screenshot shows a dropdown menu titled "Filter for Approved Absentees" with a "(Select Filter)" option and a "Custom" button highlighted with a red box.



The screenshot shows the FilterForm window with the following details:

- Filter Name: [Empty]
- Table:
 

And/Or	Field Name	Condition	Value
And	Application Type	Equals	Military ( MIL )

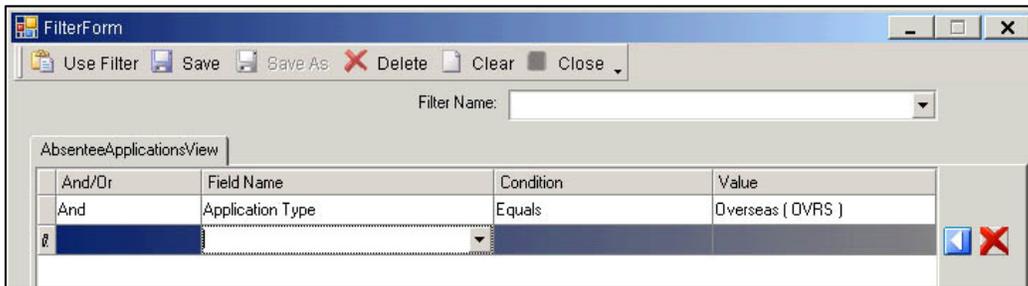
- iii. Click **Use Filter**.
- iv. Continue with **Steps 5-10**.

b. For **Overseas** Absentees (you will only do this for Federal Elections):

- i. Click the **Custom** button next to the **Filter for Approved Absentees** drop-down list.



- ii. Copy the filter displayed. This filter will generate labels for all of your **Overseas** absentees as a group. Remember that these voters will receive a special ballot listing only Federal Offices.



- iii. Click **Use Filter**.

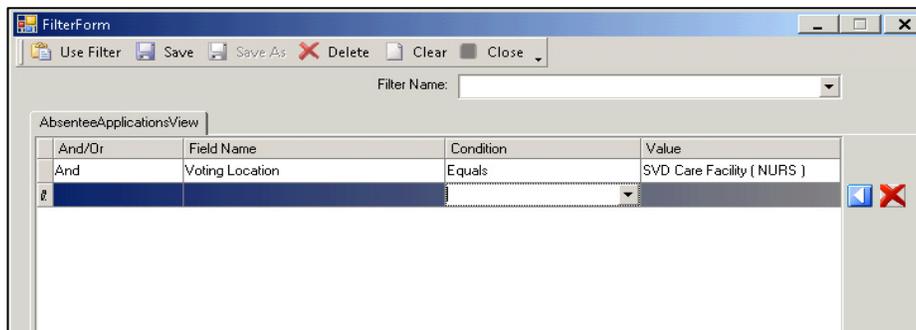
iv. Continue with **Steps 5-10**.

c. For **SVD Care Facility** Absentees:

- i. Click the **Custom** button next to the **Filter for Approved Absentees** drop-down list.



- ii. Copy the filter displayed. This filter will generate labels for all of your absentee who reside at a care facility where special voting deputies are sent, regardless of whether they have **Permanent** or **Regular** absentee applications. Please note that for this filter to work, all of these applications must have SVD Care Facility entered in the **Vote Location** field.



- iii. Click **Use Filter**.

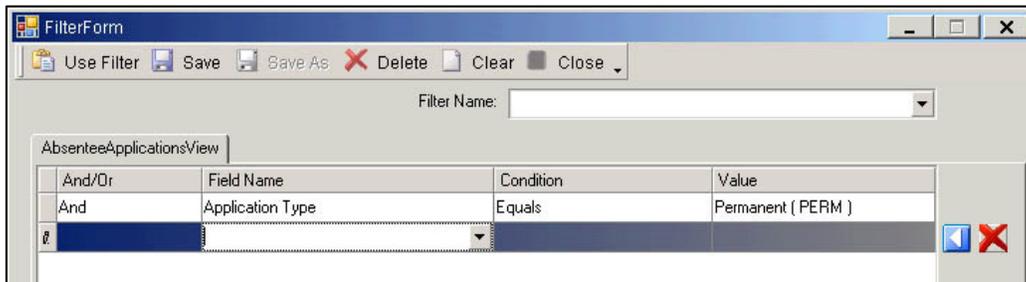
iv. Continue with **Steps 5-10**.

d. For **Permanent** Absentees:

- i. Click the **Custom** button next to the **Filter for Approved Absentees** drop-down list.



- ii. Copy the filter displayed. This filter will generate labels for all of your **Permanent** absentees as a group. If you have already issued your **SVD Care Facility** absentees, make sure the **Cancel Outstanding Ballots** checkbox is **unchecked**. Any **SVD Care Facility** application that was already had a ballot issued will be ignored.



- iii. Click **Use Filter**.
- iv. Continue with **Steps 5-10**.

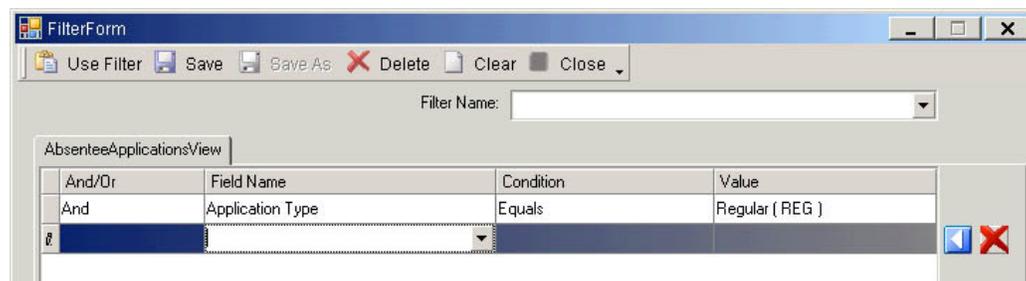
e. For **Regular** absentees:

- i. Click the **Custom** button next to the **Filter for Approved Absentees** drop-down list.



- ii. Copy the filter displayed. This filter will generate labels for all of your **Regular** absentees as a group.

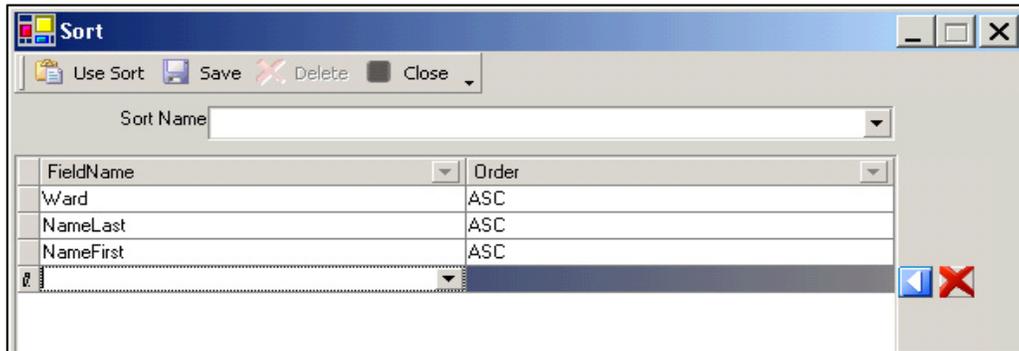
- iii. Click **Use Filter**.
- iv. Continue with **Steps 5-10**.



## Sort and Select Printer Settings, and Generating Batches

5. **Sort** your Batch of Absentee Labels:

- a. Click the **Custom** button next to the **Sort By** drop-down list.
- b. Copy the **Sort** displayed. This will put your labels in order by Ward, then the alphabetically by voters' names. If you have multiple ballot styles, this will help you group together absentee voters with the same **Ballot Style**.



c. Click **Use Sort**.

6. In the **Mailing to Send** drop-down list, select **WI Absentee Ballot Label 2x5**. This will print 2 labels for a voter in each row, and there will be 5 voters per sheet. If you choose the **WI Absentee Ballot Label 2x5**, your batch of labels will be sent to a regular printer. However, if you chose the **WI Absentee Ballot Label** from the **Mailing to Send** drop-down list, then you will create a batch of 2 labels per voter to be sent to your DYMO Label printer.
7. **Leave the Cancel Outstanding Ballots checkbox unchecked.** As long as this is unchecked, SVRS will not issue ballots to an application that has already had a ballot issued. This prevents you from issuing duplicate ballots because of an incorrect filter. **This box should always remain unchecked.**

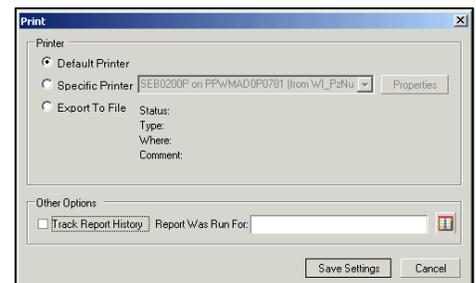
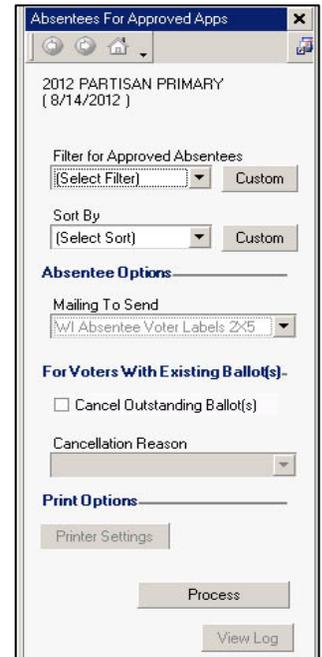


*If the **Cancel Outstanding Ballots** checkbox is checked, SVRS will cancel any previously issued ballot that is caught in your current filter and generate new ballot records, **Mailing IDs** and labels for these voters. In rare cases, you may wish to do this because your mailing was not generated properly and you need to cancel those ballots as a group and issue new ballots to those voters. However, you should use caution when doing this. Calling your SVRS Specialist or the GAB Help Desk before you do this is a good idea.*

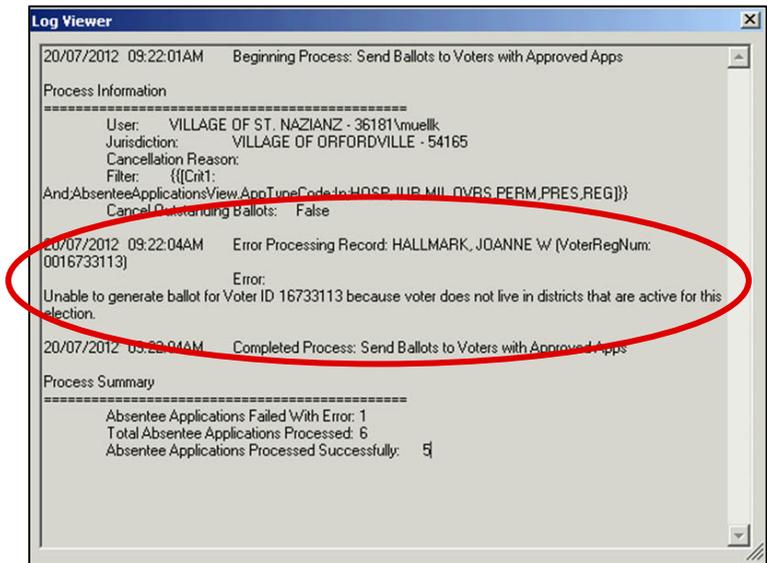
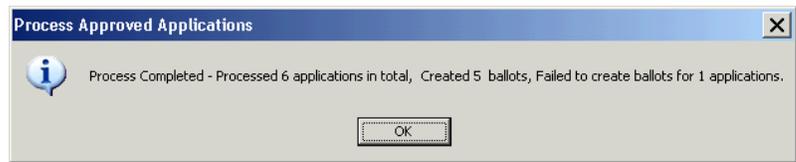
8. Click the **Printer Settings** button. The **Print** dialog box will appear.
9. Verify that the printer selected is correct and click **Save Settings**.



*You may also choose to **Export** your batch of labels. See the **Poll Books** chapter or the **Reports** chapter for directions on exporting a file. Make sure if you export your ballot labels to a file, the **Render Format** is **PDF**. This ensures your barcodes will be readable, so you can scan ballots in as returned.*



10. Click **Process**. This will issue absentee ballots and generate absentee mailing labels for your voters with approved applications. This may take several minutes, depending on the number of absentee applications you are processing. When done, SVRS will display a message confirming how many ballots were generated and how many failed to generate, if any.
11. Select **View Log** to view the list of applications failed to generate a ballot. **“Voter does not live in districts that are active for this election”** means the elector does not have a district combo. You may also see a notice if the voter is not **Active**.
12. Repeat **Steps 1-10** for any additional batches of labels.



You can also find the applications that failed to create ballots by searching within the election under the **Absentee Applications** node. Narrow your search to match the batch of ballots you just issued. You will see a number of application records appear in the search grid.

Every application that was issued a ballot will have a **white box with black plus symbol** in front of it. A **grayed out plus symbol** indicates a ballot has not been issued for that application. If you find an application with a **gray plus**, double-click to open the application and check the **Voter Status Reason and Address**.

Occasionally a voter will not receive a ballot label because they have been cancelled, inactivated, or moved. The voter should not receive a ballot, and the application should be cancelled.

Name	Voter Reg Num	App Type	App Status	App Status Rea.	Election Descrip...	Election	Date
HALLMARK, JOANNE W	0016733113	Regular	Approved	Valid Application	2010 PARTISAN...	SINGL	7/20/...
HUNT, JAN M	0710175020	Regular	Approved	Valid Application	Recurring	ALL	7/12/...
KAPLANEK, JAMES H	0705479440	Regular	Approved	Valid Application	2010 PARTISAN...	SINGL	7/12/...
MANNERS, JACQUELI...	0710184520	Regular	Approved	Valid Application	2010 PARTISAN...	SINGL	7/12/...
ROBERTSON, RONALD I	0016733061	Regular	Approved	Valid Application	2010 PARTISAN...	SINGL	7/12/...
SCOTT, MICHAEL DAV...	0710198020	Regular	Approved	Valid Application	2010 PARTISAN...	SINGL	7/12/...
SHOEMAKER, KRISTI...	0016733216	Regular	Approved	Valid Application	2010 PARTISAN...	SINGL	7/13/...
SMITH, CINDY L	0710198120	Regular	Approved	Valid Application	2010 PARTISAN...	SINGL	7/12/...
STEWART, DONALD V	0016733016	Regular	Approved	Valid Application	2010 PARTISAN...	SINGL	7/13/...
STEWART, DONALD V	0016733016	Regular	Approved	Valid Application	2010 PARTISAN...	SINGL	7/13/...
URBAN, SHANNON B	0016051042	Regular	Approved	Valid Application	2010 PARTISAN...	SINGL	7/12/...
YEARWOOD, EVAN	0710366010	Regular	Approved	Valid Application	Recurring	ALL	7/12/...



Although you have generated absentee ballots, they have not been printed. To print your ballot labels, you must follow the directions below.

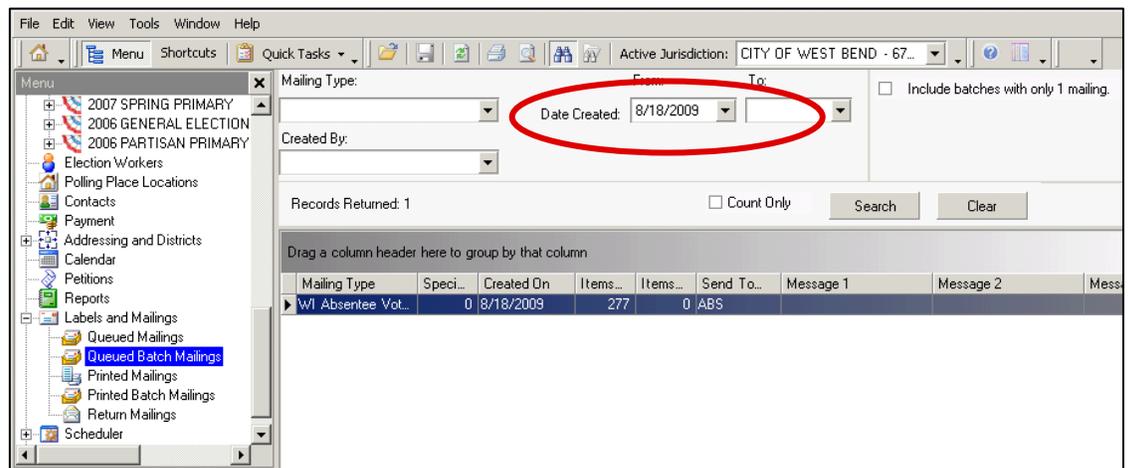
**i** You can search for newly generated ballots in the **Absentee Ballots** search screen. For more information, see the Managing Absentee Ballots section below.

## Retrieve and Print Absentee Ballot Labels Generated as a Batch



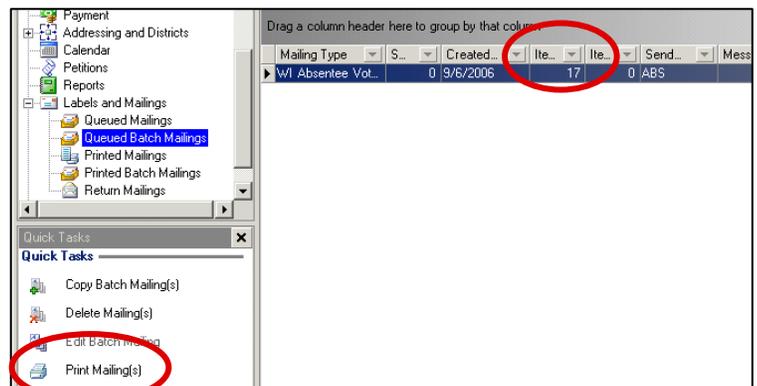
After issuing absentee ballots and generating mailing labels, the next step is to retrieve and print the absentee labels from the batch in which they were created.

1. Expand (+) the **Labels and Mailings** node on the Main Menu tree.
2. Click **Queued Batch Mailings**.
3. In the **Date Created** fields, enter the date on which the ballots were created under **From**. If you have generated other mailings on the same date, you may also search using the **Mailing Type** of **WI Absentee Ballot Labels 2X5** ( - or- **WI Absentee Ballot Labels** if the batch of labels you created were for the **DYMO** printer).
4. Click **Search**.



If you have only generated a single label in a particular batch, you will have to click in the box **"Include batches with only 1 mailing"** before clicking on the **Search** button.

5. Find the mailing in the data grid and click on it once to highlight. Ensure that it has the correct number of **Items** (this is the number of sets of labels).
6. Click the **Print Mailing(s)** Quick Task.
7. Click **OK** to the dialogue box informing you that your mailing has been marked as printed.
8. Repeat **Steps 3-7** for additional batches.



Printing the ballot labels makes them disappear from the **Queued Batch Mailings** node and moves them to the **Printed Batch Mailings** node. If you want to reprint this batch of labels, you will have to expand the **Labels and Mailings** node and click on the **Printed Batch Mailings** node. Find the batch you want to reprint and choose the Quick Task **Reprint Mailing(s)**. Reprinting updates the **Ballot Sent Date**.



## Examine Absentee Ballot Labels

Two labels are created for each absentee voter.

<p><b>1</b> <b>POR REQUIRED</b> </p> <p>May 08, 2012 DANE COUNTY <b>3</b> 12108419          CITY OF MADISON Ward:WD052</p> <p>NP-1 0712487960</p> <div style="border: 1px solid red; padding: 5px; display: inline-block;"> <p>MICKEY MOUSE <b>2</b>            132 E WILSON ST            APT 202            MADISON, WI 53703-3890</p> </div> <div style="margin-left: 20px;"> <p>ID Provided <b>4</b>            REG            Via Mail</p> </div>	<p> <b>7</b></p> <p>May 08, 2012 DANE COUNTY 12108419          CITY OF MADISON Ward:WD052</p> <p><b>5</b> NP-1 <b>6</b> 0712487960</p> <div style="border: 1px solid red; padding: 5px; display: inline-block;"> <p>MICKEY MOUSE            1731 W BRISTOL ST            PHILADELPHIA, PA 19140-1807</p> </div>
---	--

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. If <b>POR Required</b> is listed on the upper right, the voter was a first-time registrant by mail, and did not supply the required <b>Proof of Residence</b>. You must send the voter notice to provide that <b>Proof of Residence</b> when they return their ballot. (It must be enclosed in the outer envelope, not the inside envelope with the ballot.) If the voter returns the ballot but does not provide the required proof, their ballot will become a provisional ballot and may not be counted unless they provide the required information to the clerk by 4 pm the day following Election Day.</li> <li>2. You will receive two ballot labels. The first label will display the <b>Home Address</b> and should be placed on the return envelope. The second label is for the mailing envelope, and will contain the <b>Absentee Address</b> you have entered. If you did not enter an Absentee Address, the second label will display the <b>Mailing Address</b> from the <b>Voter Record</b>. If there is no Absentee Address or Mailing Address, the second label will display the <b>Home Address</b>.</li> <li>3. The municipality's ward designation is listed as <b>Ward:WDxxx</b>.</li> </ol> | <ol style="list-style-type: none"> <li>4. The <b>Photo ID indicators (ID Provided for Mail-In Absentee or ID Exempt), Application Type, and Vote Location</b> will display in the bottom right corner on the first label for the returned envelope.</li> <li>5. The <b>Ballot Style</b> will be listed above the voter's name. You will use this ballot style or the listed ward to ensure the voter is given the correct ballot. For instructions on renaming the <b>Ballot Style</b>, see the <a href="#">Election Setup</a> chapter.</li> <li>6. The <b>Voter Registration Number</b> is displayed on the right side of each label underneath the Barcode and Mailing ID number.</li> <li>7. The <b>Barcode</b> and the <b>Mailing ID number</b> are the same. To mark the ballot as return, you can either scan the barcode or manually enter the mailing ID number. For instructions, see the <a href="#">Record Returned Absentee Ballot Mailings</a> section of this chapter.</li> </ol> <p>If there was a problem generating the mailing, the <b>Barcode</b> and <b>Mailing ID</b> may not be activated. See the <a href="#">Search for Absentee Ballots</a> section for instructions how to find and fix these labels.</p> |
|--|---|

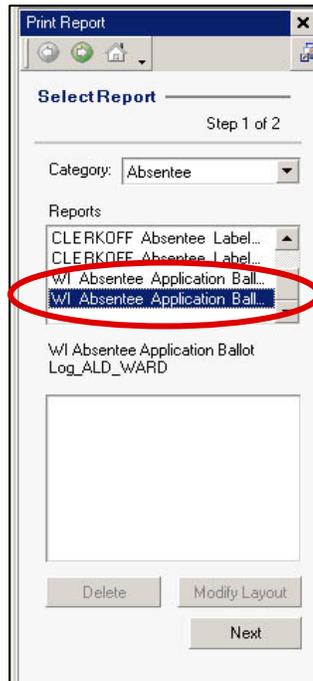
## The WI Absentee Application Ballot Log Report

- ✓ After all absentee applications have been processed, and labels been issued and returned, you must run the WI Absentee Application Ballot Log and distribute it to your polling place(s) or absentee central count facility. This report will show all absentee ballots that have been issued or returned. It will not show cancelled ballots.



There are two versions of the WI Absentee Application Ballot Log. The WI Absentee Application Ballot Log\_ALD\_WARD report (listed last) will break up your absentee ballots so each ward begins on a new page and is subtotaled separately from other wards. The WI Absentee Application Ballot Log report (listed second to last) will group all of your absentee ballots together and give you totals for the entire municipality. The directions below will work for either report.

1. Choose **Reports** from the Main Menu tree.
2. Click on the **Print Reports** Quick Task.
3. In the **Category** drop-down list, select **Absentee**.
4. In the **Reports** drop-down list, select **WI Absentee Application Ballot Log**, or **WI Absentee Application Ballot Log\_ALD\_WARD**.
5. Click **Next**.
6. **Filter** your report:
  - a. Click the **Custom** button next to the **Filter** drop-down.



- b. Copy the filter displayed below. Type the correct election date in dd/mm/yyyy format.

The screenshot shows a window titled "FilterForm" with a menu bar containing "Use Filter", "Save", "Save As", "Delete", "Clear", and "Close". Below the menu is a "Filter Name:" dropdown. The main area contains a table with the following data:

And/Or	Field Name	Condition	Value
And	Elec Date	Equals	4/7/2009

The "Use Filter" button is circled in red.



The filter displayed will produce a list of all issued or returned absentee ballots for the election date you entered. You may also choose to filter this report by **Abs App Type Code** to see only **Permanent, Regular, or Military** absentees, or **Abs Bal Vote Location Code** to see only **Nursing Home** absentees, but these partial absentee logs are for your own use only, and should not be sent to the polling place on Election Day.

- c. Click **Use Filter**.

7. **Sort** your report:

- a. Click the **Custom** button next to the **Sort** drop-down.
- b. Copy the **Sort** displayed. This will put your report in order by the voters' names.

The screenshot shows a window titled "Sort" with a menu bar containing "Use Sort", "Save", "Delete", and "Close". Below the menu is a "Sort Name:" dropdown. The main area contains a table with the following data:

FieldName	Order
Ward	ASC
Last Name	ASC
First Name	ASC
*	

The "Use Sort" button is circled in red.



The first line, **Ward, ASC**, is only necessary if you are running the WI Absentee Application Ballot Log. The WI Absentee Application Ballots Log ALD WARD report will automatically divide up your report by wards.

- c. Click **Use Sort**.

8. Click the **Printer Setup** button and verify that your printer settings are correct. Once they are correct, click **Save Settings**.
9. Click the **Print Now** radio button.
10. Click the **Print** button.
11. The Print Notification dialog box will open. Click **OK**.

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

A sample of the **WI Absentee Application Ballot Log** report is shown below.

CITY OF MADISON		ELECTION:		2012 MAY 8 RECALL PRIMARY/ELECTION (May 08, 2012)		WLR_ABS_LOG		
CITY OF MADISON		ELECTION:		2012 MAY 8 RECALL PRIMARY/ELECTION (May 08, 2012)		5/4/2012 4:52:37 PM		
Voter ID	Name and Address	Ward	App. Received	Ballot Issued	Ballot Returned	Ballot Status	Vote Recorded	Ballot Combo
0712487980 	<b>Deville, Cruella</b> 409 Palomino Ln Apt 3 Madison, WI 53705-3471	WD001	05/04/2012	05/04/2012		ISSU		NP-1
App. Type: REG				Ballot Type: OFCL				
Vote Location: Via Mail								
0712488000 	<b>Hood, Robin</b> 101 River Bend Rd Apt 5711 Madison, WI 53713-4201	WD002	05/04/2012	05/04/2012		ISSU		NP-1
App. Type: REG				Ballot Type: OFCL				
Vote Location: Via Mail								
0712487990 	<b>Pan, Peter</b> 2010 Gulseth St Madison, WI 53704-6187	WD038	05/04/2012	05/04/2012		ISSU		NP-1
App. Type: REG				Ballot Type: OFCL				
Vote Location: Via Mail								
0712487960 	<b>Mouse, Mickey</b> 132 E Wilson St Apt 202 Madison, WI 53703-3890	WD052	05/04/2012	05/04/2012		ISSU		NP-1
App. Type: REG				Ballot Type: OFCL				
Vote Location: Via Mail				ID Provided for Mail-In Absentee				



This report shows **Voter** and **Absentee Application** information, as well as when the ballot was sent and returned. The **Voter ID** column contains the **Voter ID number**, **Absentee Application Type** and **Vote Location**. The **Ballot Combo** column contains the **Ballot Style** for that voter, and the **Vote Recorded** column shows whether the voter participation has been entered. **Ballot Types** are: **OFCL** = Official Ballot; **FED** = Federal Ballot; **PRES** = Presidential Only Ballot; **PRES PREF**= Presidential Preference Only Ballot. Underneath the ballot types the Photo ID indicators (**ID Provided for Mail-In Absentee** or **ID Exempt**) are displayed.

## Issue Clerks Office Absentee Ballots



You must have contests and candidates entered, Ballot Styles generated, and Milestone #4 checked to begin issuing absentee ballot labels. After you generate your first big batch(es) of labels and have mailed them to voters, you will need to generate labels on an ongoing basis. For example, you will issue absentee ballots to electors who vote in person in your office. These absentee electors will be entered with a Vote Location of Clerks Office. Since you are issuing an absentee ballot and it will be immediately returned to you, SVRS will automatically mark the Clerks Office ballots as returned when processing the absentee application. This section gives details on processing a clerk's office application, printing individual labels, and running a batch label for clerk's office absentee electors.

1. Open a new **Absentee Application** form.
2. Enter the absentee elector's name. The voter's information will populate.
3. Select the **Vote Location** of **Clerks Office**.



When entering a **Clerks Office** application, you must have only a single election selected under the **For Election** section of the application. If you have more than one election selected, or a date range, you will see the message below. If a voter votes in the clerk's office and would like to request an application for any future election(s), they should fill out two forms that will be entered separately.

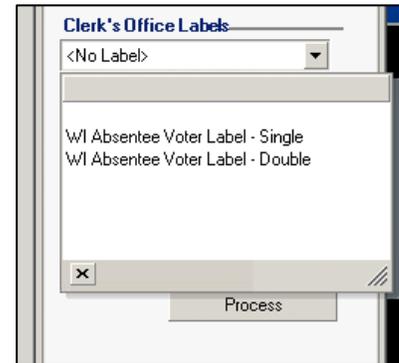
4. **App Type** will always be **Regular**.
5. Enter the **Date on App**.
6. Select the **Quick Tasks** button at the top of the Absentee Application.
7. Select **Process Absentee Application** quick task.
8. Select **Approved – Valid Application** from the **Application Status – Reason** drop-down.

9. Select the type of label you want from the Clerk's Office Labels drop-down. If you select **<No Label>** skip to Step 15.



*In order to process clerk's office labels more quickly, SVRS is treating clerk's office labels as small reports. This means that printing a label will happen more quickly but also that you **DO NOT** need to print a label if you do not want one. SVRS will still "issue" a ballot for that elector and mark it as "returned" even if you do not physically print a label.*

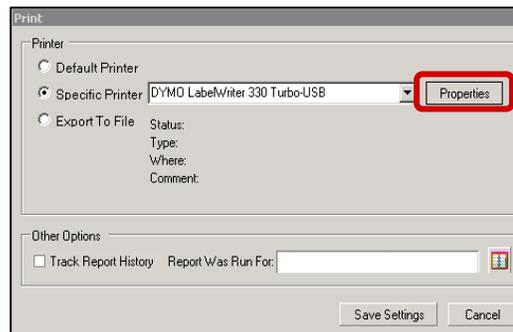
*Your label options are for Dymo Printers. **WI Absentee Voter Label – Single** will print one Dymo Label. **WI Absentee Voter Label – Double**, will print two Dymo Labels. Both labels are of the elector's home address. **<No Label>** will not print a label. All three of these options will process the absentee application, **Issue** a ballot in SVRS, and mark the ballot as **Returned**.*



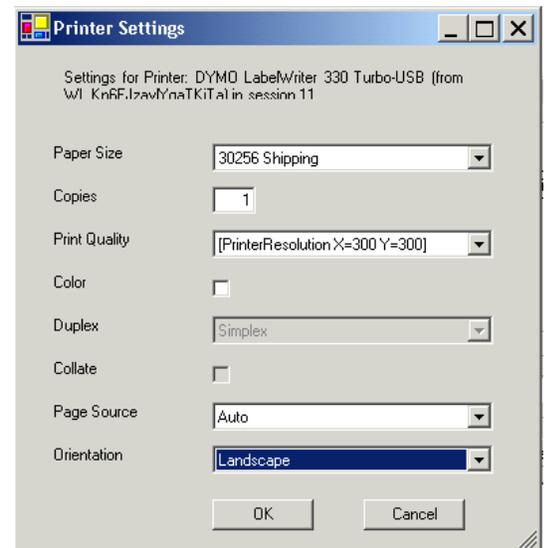
10. **Clerks Office labels can also be printed in batches on sheet labels through the **Reports** node (See the next chapter section - Print Clerks Office Labels in a Batch).**

10. Click the **Printer Settings** button. The **Print** dialog box will open.
11. Click the **Specific Printer** radio button and choose your DYMO printer from the drop-down.

12. Click **Properties**.



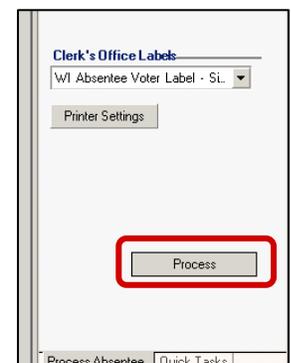
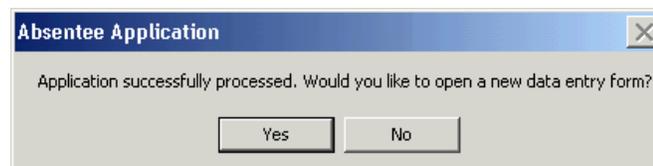
13. Set the **Printer Settings** to match the screen to the right. **Paper Size** should be **30256 Shipping**; **Print Quality** **300 X 300**; and **Orientation** should be **Landscape**.



14. Click **OK** and **Save Settings**. Once this information is saved, it will be the default setting anytime you choose to print the type of label you selected in **step 9**.

15. Select **Process**.

16. Select **Yes** if you would like a new absentee application or **No** if you are done.



## Print Clerks Office Labels in a Batch (Optional)

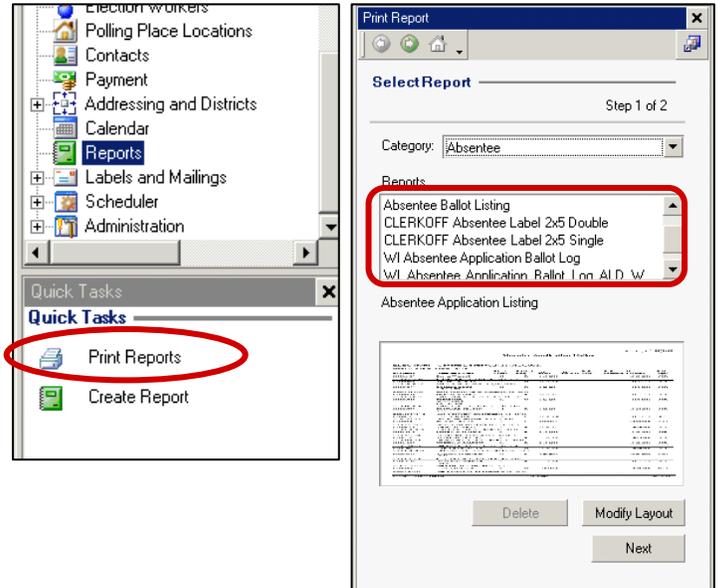


You do not need to physically print a label for the Clerks Office absentee electors. When creating a Clerks Office absentee application, the only print options are to print to a Dymo printer. If you wish to print the labels in a batch on 2X5 sheet labels, you are able to do so from the Reports node. The next section includes instructions on printing Clerks Office labels in a batch on 2X5 sheet labels by date.

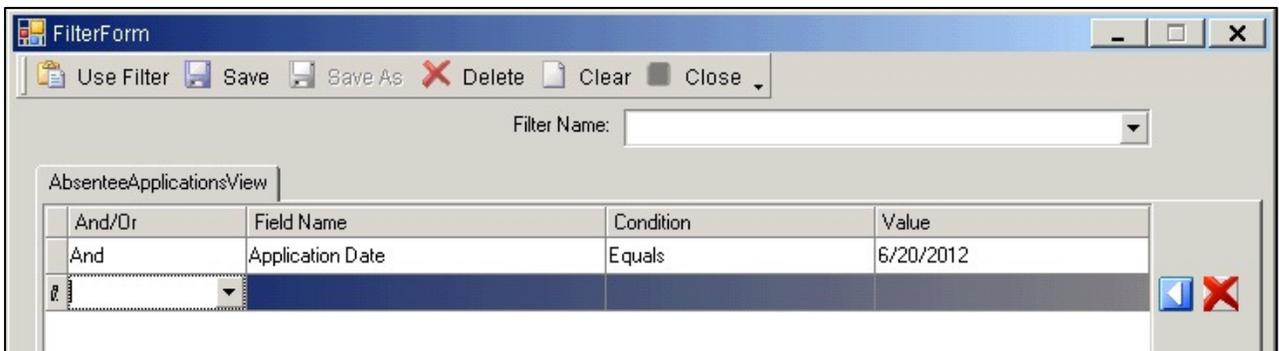
1. Select the **Reports** node from the menu tree.
2. Click on the **Print Reports** Quick Task.
3. Select **Absentee** from the **Category** drop-down.
4. Select **CLERKOFF Absentee Label 2X5 Double** or **CLERKOFF Absentee Label 2X5 Single** from the list of Reports.



The “**Single**” version of this report will give you only one label per voter, containing the voter’s home address. The “**Double**” report will give you two labels per voter, and both labels will indicate the voter’s home address.



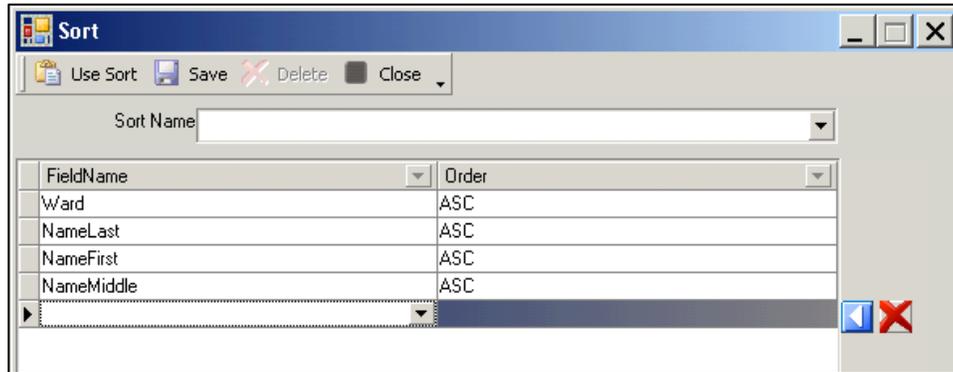
5. Click **Next**.
6. Filter your report:
  - a. Select the **Custom** button next to the Filter drop-down.
  - b. Enter the following filter with the desired date in the **Value** field. This filter will get you labels for all **Clerks Office** absentee ballots issued on the date specified.



If you want a report of all **Clerks Office** ballots issued in a single election, you may also filter for **And ElectionDate Equals 8/14/2012** (or whatever election date you specify).

- c. Select **Use Filter**.

7. Sort your report:
  - a. Select the **Custom** button next to the Sort drop-down.
  - b. Enter the sort displayed.



*This sort will put records in order by **Ward**, then by voter name. If you wish to sort the report by name only, you may omit the first line.*

- c. Click **Use Sort**.
8. Click the **Printer Setup** button.
9. Select where you would like to print your labels. You may choice to export them to a PDF file.
10. Click **Save Settings**.
11. Click the **Print Now** radio button.
12. Click **Print**.



*All absentee ballots tracked in SVRS are viewable on the Voter Public Access (VPA) website. Please see the [Absentee Ballot Information on Voter Public Access](#) section of the [Absentee Lite](#) chapter for further information.*

## Issue Via Email or Via Fax Ballot Certificates



Electors may request to receive an absentee ballot through email or fax. The ballot and absentee envelope must be copied/scanned and sent to the elector. SVRS allows you to print an absentee certificate envelope with the voter's information instead of a mailing label. This allows you to print and fax the certificate to the elector or export and attach it in an email to the elector. You can print the absentee certificate envelope when processes individual absentee applications or if running a batch of Via Fax and/or Via Email ballots.

## Print the Official Absentee Ballot Certification from the Absentee Application

1. Begin by following **Steps 1-13** in the Adding an Absentee Application section of the Absentee Applications chapter (pages 4-9). You may use either the **Absentee Applications** node outside the election or the **Absentee Applications** node within an election. Make sure that you select either **Via Fax** or **Via Email** in the **Vote Location** field.
2. Click **Quick Tasks**, then **Process Absentee Application**. You will see the **Process Absentee** pane.
3. Uncheck the **Create an Application Only** checkbox.
4. Select the **Application Status – Reason of Approved – Valid Application**.
5. Select **Official Absentee Ballot Certification** from the **Send Ballot Document** drop-down.
6. Click the **Printer Settings** button. Verify that the correct printer is selected, and click **Save Settings**.
7. Click the **Print Now** radio button.
8. Click **Process and Print**.
9. You will receive a message informing you that your mailing has printed. Click **OK**.



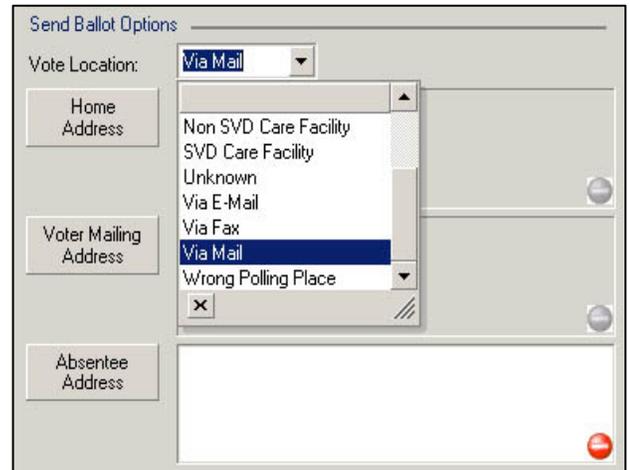

If you issue a set of **Via Email** ballots as a batch, all of the Ballot Certifications will be combined together into one PDF. You could print them all, then scan them page by page into PDF files with only one voter's information. Or you could use Adobe Acrobat Pro to split the document into individual pages. Otherwise, you may want to issue **Via Email** ballots one at a time.

## Issue Non-Clerks Office Absentee Ballots in Daily Batches (Optional)

- You must have contests and candidates entered, Ballot Styles generated, and Milestone #4 checked to begin issuing absentee ballot labels. After you generate your first big batch(es) of labels and have mailed them to voters, you will need to generate labels on an ongoing basis, either in daily batches, or individually using a label printer. This section covers daily batches, and the next section covers issuing and printing individual ballot labels.

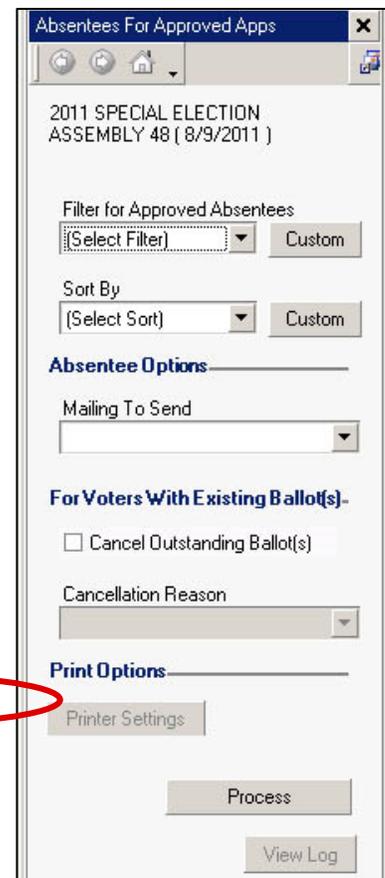
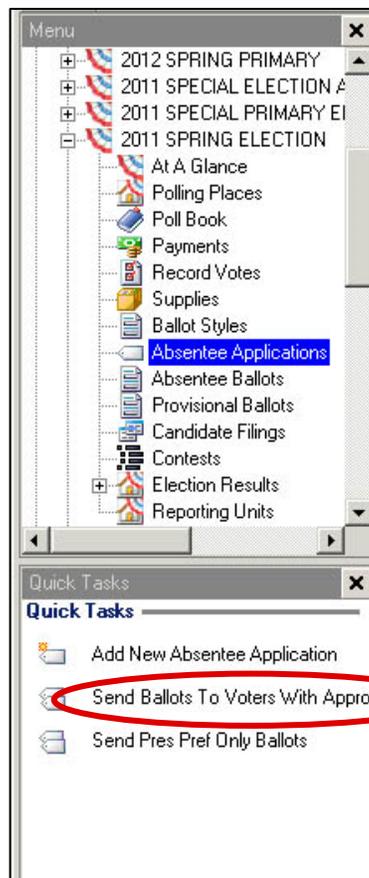
If you do not have an individual label printer or do not wish to use one, you can continue to use your sheet labels to print batches of absentee ballot labels on a daily or twice daily basis. To do this, simply put the **entry date** in the **Date on App** field in the absentee application. Choose a **Vote Location of, Via Mail, Via Email, or Via Fax.**

If you wish to run one batch of labels for the morning and another for the afternoon, enter **AM** or **PM** in the **Batch Name** field. When you process the application, leave the **Create an Application Only** checkbox **checked**, and leave the **Send Mailings** checkbox **unchecked**. When all of your applications have been entered, follow the directions below.



Remember that Clerk's Office absentee applications create a returned ballot at the time you process the application. If you wish to run a batch of clerk's office labels, see instructions above.

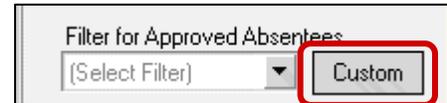
1. Within the election, select the **Absentee Applications** node.
2. Select the Quick Task **Send Ballots to Voters with Approved Applications**.
3. The **Absentees For Approved Apps** pane replaces the Main Menu tree.



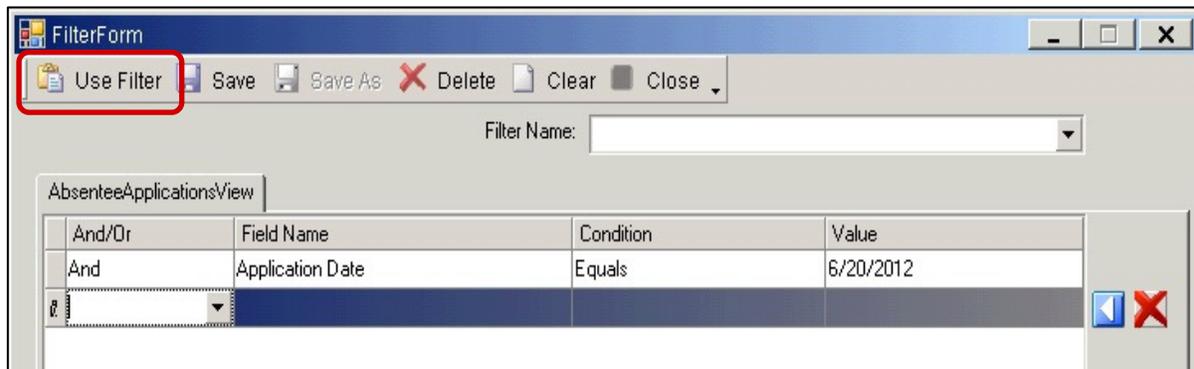
4. **Filter** your Batch of Absentee Labels:

a. For all absentees except **Clerk's Office**:

b. Click **Custom** next to the **Filter for Approved Absentees** drop-down list.



c. Copy the filter displayed. Replace the **Value** of the **Application Date** with the correct date in *mm/dd/yyyy* format. This filter will generate labels for all applications entered on a single day that are not **Clerks Office** absentees. Optionally, if you entered **AM** or **PM** in the **Batch Name** on the application, add a third line of **And; BatchName; Equals; AM** (or **PM**).



d. Click **Use Filter**.

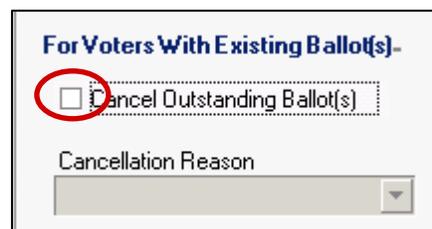


*This filter will not generate **Clerks Office** absentees. This filter will print labels for all absentee applications entered on the date you enter in the **Value** field. You can further filter to only get labels for a specific **Vote Location** such as **Via Mail** by adding an additional line to the filter.*



*You may wish to issue **Via Email** and **Via Fax** ballots in a separate batch, so you can print the **Official Absentee Ballot Certification** instead of a regular label. For directions on **Via Email** and **Via Fax** batches, see the Issuing Via Mail or Via Fax Ballot Certificates section.*

5. Follow the directions above for Sorting, Setting Printer Settings, and Generating Batches. **Remember to always keep the Cancel Outstanding Ballots checkbox unchecked** so you do not accidentally re-issue ballots for applications that already have a ballot.



6. Follow the directions above for Retrieving and Printing Absentee Ballot Labels.



After you have printed your daily batches, you can use the search screen in the **Absentee Applications** node to verify that all of your applications have been issued ballots.

Enter an **Application Status of Approved** and an **Application Date** in mm/dd/yyyy format, then **Search**. Make sure that each application has a **black and white plus sign**, meaning a ballot has been generated.

A **gray plus sign** means no ballot was generated for that application, and you should further investigate.

Quick Tasks |  | Active Jurisdiction: VILLAGE OF ORFORDVIL...

**General**

Last Name:	First Name:	Middle Name:	Suffix:	Voter Reg Num:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth:	Application Type:	Application Status:	Application Date:	
<input type="text"/>	<input type="text"/>	Approved	7/12/2010	
Voting Method:	Voting Location:	Ballot Status:	Ballot Status Reason:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Records Returned: 8  Count Only

Drag a column header here to group by that column

Name	Voter Reg Num	Gender	App Type	App Status	Date on App	App Status Rea...	Election Des
▶ ARNOLD, BRADLEY A	0710160710		Overseas	Approved	7/12/2010	Valid Application	Recurring
⊕ HUNT, JAN M	0710175020		Regular	Approved	7/12/2010	Valid Application	Recurring
⊕ JACKSON, ANTHONY...	0703292720		Permanent	Approved	7/12/2010	Valid Application	Recurring
⊕ KELLY, KRISTINA M.	0016704281		Military	Approved	7/12/2010	Valid Application	Recurring
⊕ MILLER, REBECCA A	0016733099		Permanent	Approved	7/12/2010	Valid Application	Recurring
⊕ MILLER, TERRY N	0016733100		Permanent	Approved	7/12/2010	Valid Application	Recurring
⊕ THON, SUSAN K	0016733026		Military	Approved	7/12/2010	Valid Application	Recurring
⊕ YEARWOOD, EVAN	0710366010		Regular	Approved	7/12/2010	Valid Application	Recurring

## Issue and Print Individual Absentee Ballots (Optional)



If you have an individual DYMO label printer, you can issue a ballot label at the same time you process a voter's absentee application. This may be useful for **Overseas**, **Fax**, or **Email** requests that you want to handle on an individual basis. Since absentee ballots issued in your office will already issue an individual ballot and mark it as returned, you cannot use the steps below to issue a **Clerks Office** label.

### From the Absentee Applications or Absentee nodes

1. Begin by following **Steps 1-13** in the Adding an Absentee Application section of the Absentee Applications chapter. You may use either the **Absentee Applications** node outside the election or the **Absentee Applications** node within an election. You may also open the form from the **Voter** node or from the **Voter Application** form. See the Absentee Applications chapter for more details.
2. Click **Quick Tasks**, then **Process Absentee Application**. You will see the **Process Absentee** pane.
3. Uncheck the **Create an Application Only** checkbox.
4. Select the **Application Status – Reason of Approved – Valid Application**.
5. Select **WI Absentee Voter Label** to print just two labels to a DYMO Label printer.
6. Click the **Printer Settings** button. The **Print** dialog box will open.
7. Click the **Specific Printer** radio button and choose your DYMO printer from the drop-down.
8. Click **Properties**.
9. Set the **Printer Settings** to match the screen to the right. **Paper Size** should be **30256 Shipping**; **Print Quality** **300 X 300**; and **Orientation** should be **Landscape**.

- Click **OK** and **Save Settings**. Once this information is saved, it will be the default setting anytime you choose to print the **WI Absentee Voter Label**.

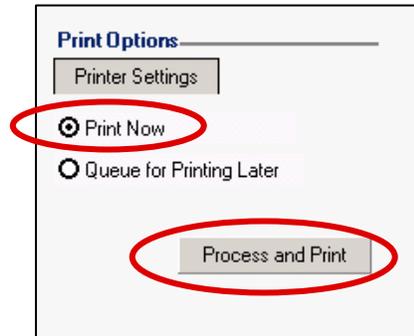


*Before you use your DYMO printer, you also have to make sure to set the Printer Settings outside of SVRS. See the [Check Printer Settings](#) section in the [Getting Started](#) chapter and follow the directions there. If you have further questions about DYMO setup, contact the GAB help desk.*

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

- Click **Process and Print**. The label may take 20 to 30 seconds to print on your DYMO.

- You will receive a message informing you that your mailing has printed. Click **OK**.



*To print one absentee label, instead of the set of two, from your DYMO LabelWriter, choose **WI Absentee Voter Labels 2X5** as the mailing type, but choose the DYMO LabelWriter as the printer. Remember, if you later issue a batch of absentee ballots that you want to print on sheet labels, you will have to change the **Printer Settings** for the **WI Absentee Voter Labels 2X5** back to a regular printer.*

## Issue Presidential Preference Only Absentee Ballots



Presidential Preference Only absentee ballots are sent every four years to military and overseas voters for the April Presidential Preference Spring Election. You cannot issue Presidential Preference Only absentee ballots in SVRS until you have inherited the election and checked Milestone #2.

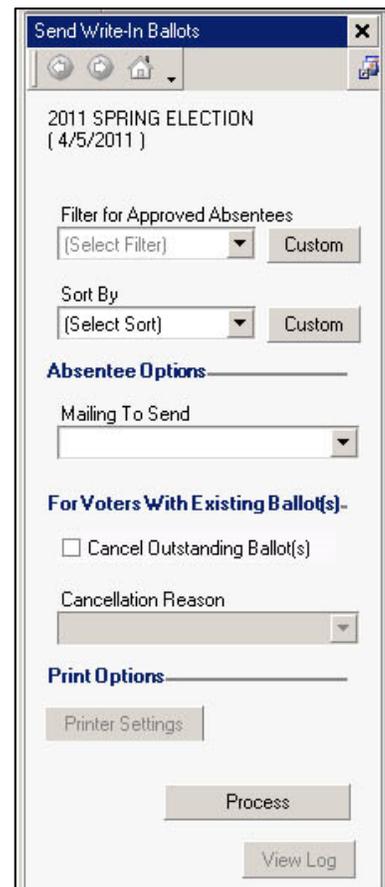
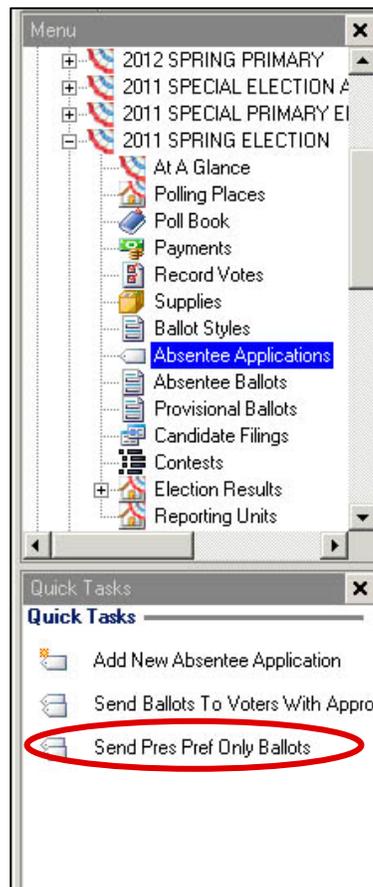


Before you issue Presidential Preference Only ballots, you want to make sure you have entered all of your military and overseas absentee applications. See that section in the [Absentee Applications](#) chapter for details on entering applications.



For tracking purposes, you should also ensure that each voter has the correct UOCAVA Status (Military or Overseas) designated in their voter record. For information on how to edit a voters UOCAVA Status, see the [Voter](#) chapter.

1. Within the election, select the **Absentee Applications** node.
2. Select the Quick Task **Send Pres Pref Only Ballots**. The **Send Pres Pref Only Ballots** pane replaces the Main Menu tree.
3. If no filter is created, labels will be generated for all approved military and overseas absentee applications.



Military and overseas electors receive different types of Presidential Preference Only ballots. Military electors are sent a full ballot while overseas electors only receive a ballot with federal contests. So you may want to filter for the different absentee application types. **If you do not need to filter your applications, please proceed with steps 5 thru 10 under the Issue Official Absentee Ballots section of this chapter, pgs. 7 and 8.**

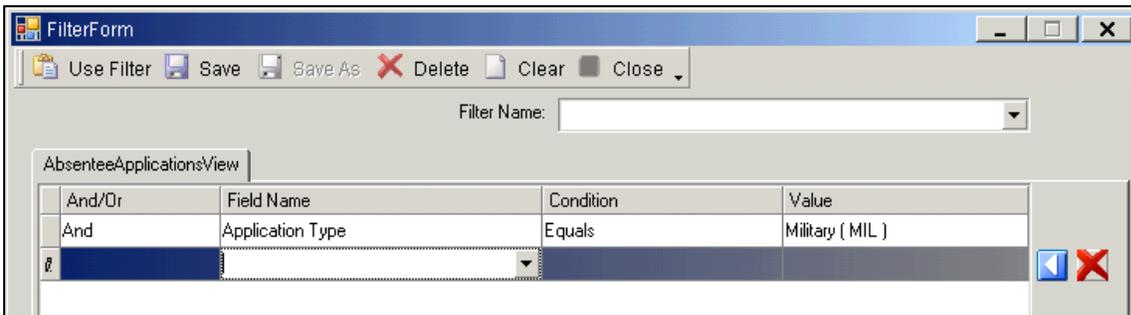


If you have saved the Filters below, you don't have to recreate them for each election. Instead, you can select them from the **Filter** drop-down list. See the [Reports](#) chapter for directions on saving a filter.

4. **(OPTIONAL) Filter** your batch of Pres. Pref. Ballots:

a. For **Military** Absentees:

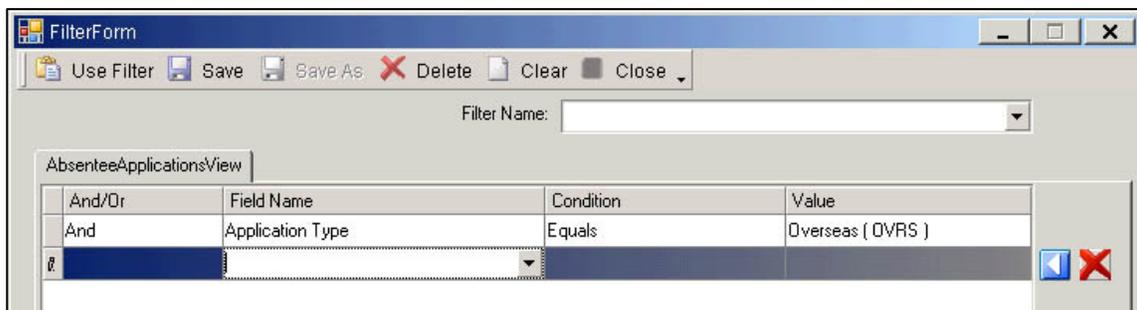
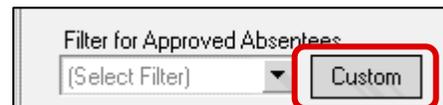
- i. Click the **Custom** button next to the **Filter for Approved Absentees** drop-down list.
- ii. Copy the filter displayed. This filter will generate labels for all of your **Military** absentees as a group.



- iii. Click **Use Filter**.
- iv. Continue with **Steps 5-10**.

b. For **Overseas** Absentees:

- i. Click the **Custom** button next to the **Filter for Approved Absentees** drop-down list.
- ii. Copy the filter displayed. This filter will generate labels for all of your **Overseas** absentees as a group. Remember that these voters will receive a special ballot.



- iii. listing only Federal Offices.
- iv. Click **Use Filter**.
- v. Continue with **Steps 5-10**.



All absentee ballots tracked in SVRS are viewable on the Voter Public Access site. Please see the [Absentee Ballot Information on Voter Public Access](#) section of the [Absentee Lite](#) chapter for further information.

## Manage Absentee Ballots



Once absentee ballots are issued, you may have to:

- search for absentee ballots
- reissue absentee ballots
- reprint absentee ballots
- update the actual ballot sent date
- cancel an absentee ballot
- record returned mailings or mark mailings as returned



All absentee ballots tracked in SVRS are viewable on the Voter Public Access (VPA) website. Please see the [Absentee Ballot Information on Voter Public Access](#) section of the [Absentee Lite Chapter](#) for further information.

## Search for Absentee Ballots.

1. Expand (+) the **Elections** node in the Main Menu tree.
2. Expand (+) the current election.
3. Highlight the **Absentee Ballots** node.
4. Enter the criteria you want to search for and click **Search**.

Records Returned: 277

Name	Election De...	Ballot Type	Ballot S...	Ballot Statu...	Date Ballot Gen...	Date Ballot S
ALBINGER, DIANNE	2009 GENERAL...	Normal	Issued	Not Returned	8/18/2009	8/18/2009
BAUER, ALLEN E	2009 GENERAL...	Normal	Issued	Not Returned	8/18/2009	8/18/2009
BRABENDER, GARY V	2009 GENERAL...	Normal	Issued	Not Returned	8/18/2009	8/18/2009
BRUNI, DOLORES	2009 GENERAL...	Normal	Issued	Not Returned	8/18/2009	8/18/2009
DELANEY, MILDRED	2009 GENERAL...	Normal	Issued	Not Returned	8/18/2009	8/18/2009
ESPEN, LUELLE M	2009 GENERAL...	Normal	Issued	Not Returned	8/18/2009	8/18/2009
KERN, BARBARA	2009 GENERAL...	Normal	Issued	Not Returned	8/18/2009	8/18/2009
KERN, RICHARD	2009 GENERAL...	Normal	Issued	Not Returned	8/18/2009	8/18/2009
BAUER, HELEN D	2009 GENERAL...	Normal	Issued	Not Returned	8/18/2009	8/19/2009
BURROUGH, DONALD E	2009 GENERAL...	Normal	Issued	Not Returned	8/18/2009	8/18/2009
BURROUGH, VIRGINIA R	2009 GENERAL...	Normal	Issued	Not Returned	8/18/2009	8/18/2009
DEMMON, DOROTHY	2009 GENERAL...	Normal	Issued	Not Returned	8/18/2009	8/18/2009
KNUEPPEL, JOSEPHINE D	2009 GENERAL...	Normal	Issued	Not Returned	8/18/2009	8/18/2009

- a. Search for a voter using the **Last Name, First Name, or Voter Reg Num** fields.
- b. Search for groups of voters using the **Vote Location, Ballot Status, or Date Ballot Issued** fields. The **Application Type** and **Ward** drop-downs have been recently added, and are useful as well.



After you have generated a batch of labels, you should search for those ballots and verify that each ballot has a **Date Ballot Sent** and a **Mailing ID**. These fields may be empty if the mailing was not generated properly. If these fields are empty, you will not be able to scan the barcode on the absentee label to record the ballot as returned. You will need to **Reprint** the ballot or update the **Date Ballot Sent**.

Date Ballot Gen...	Date Ballot...	Mailing ID	Date Ballot Returned
8/19/2009			
8/19/2009			
8/19/2009			
8/18/2009	8/18/2009	7047351	
8/18/2009	8/18/2009	7047355	
8/18/2009	8/18/2009	7047356	
8/18/2009	8/18/2009	7047357	



Unlike absentee applications or voter records, you cannot double click to open an absentee ballot record. If you need to **Cancel, Reissue, Reprint, Mark as Returned, Mark as Unreturned, or change the Ballot Sent Date**, you will use the **Quick Tasks** menu.

## Reissue Absentee Ballots



Reissuing an absentee ballot cancels the original ballot and creates a second ballot record. Reprinting does not create a new ballot, simply reprints the current record. If you just need another copy of the ballot label, you should reprint the label.



There are two cases when you will **Reissue** a ballot. First, the voter may request a second (or third) ballot because they spoiled a ballot or changed their mind. Reissuing a ballot will record the fact that the first ballot has been cancelled and another has been issued (Reprinting will not). Second, you may have to **Reissue** a ballot because there is something wrong with your mailing and you are unable to **Reprint**.

1. Expand (+) the selected election.
2. Click **Absentee Ballots**.
3. Use the voter's name or other criteria to search for the ballot record.
4. Click on the ballot record once to highlight it. You may only **Reissue** one ballot at a time.
5. Click the **Reissue Ballot** Quick Task. The **Reissue Ballot** task pane will open.
6. Select the **Cancel Outstanding Ballot** checkbox and choose a reason from the **Cancellation Reason** drop-down menu.
7. Make sure the **Send Mailing** checkbox is selected.
8. Select the **Mailing to Send** from the drop-down list. You will choose **WI Absentee Voter Label** if you are printing the label to a DYMO printer and **WI Absentee Voter Labels 2X5** if you are printing to sheet labels.



If the ballot you selected to reissue was issued in the clerk's office, the reissuing process is different than all other ballots. If you see the "Clerk's Office Labels" drop-down in the task pane, skip to Step 10.



Remember if you Reissue or Reprint an absentee label, the Mailing ID number on the barcode will change. This means that if the original ballot label comes back to your office, you will not be able to scan it as returned because the Mailing ID will have changed. See the Record Returned Absentee Ballot Mailing section for instructions on looking up the correct Mailing ID.

The screenshot shows the software interface. On the left, the 'Menu' tree has 'Absentee Ballots' selected. Below it, the 'Quick Tasks' pane has 'Reissue Ballot' circled in red. On the right, the 'General' form shows fields for Name, Voter Reg Num, Date of Birth, Ballot Type, and Voting Method. Below the form is a table of ballot records:

Name	Election De...	Ballot Type	Ballot Status	Ball
ADLER, KATHLEEN A	2006 TEST ELE...	Normal	Issued	Not
AMENT, ARLINE M	2006 TEST ELE...	Normal	Issued	Not
ANDERSON, BETTY J	2006 TEST ELE...	Normal	Issued	Not
ANDING, LAVANE R	2006 TEST ELE...	Normal	Issued	Not
ARMSTRONG, JOHN N	2006 TEST ELE...	Normal	Issued	Not
BAHLER, ARLENE L	2006 TEST ELE...	Normal	Issued	Not
BAUM, JANE	2006 TEST ELE...	Normal	Issued	Not
BERRY, JOANN M	2006 TEST ELE...	Normal	Issued	Not
BERTIN, ELEANOR B	2006 TEST ELE...	Normal	Issued	Not
BERTIN, VERNE H	2006 TEST ELE...	Normal	Issued	Not
BEVER, JEROME F	2006 TEST ELE...	Normal	Issued	Not
BEYLER, RICHARD E	2006 TEST ELE...	Normal	Issued	Not

The 'Reissue Ballot' task pane shows the following options:

- Cancel Outstanding Ballot(s)
- Cancellation Reason: Ballot Re-Issued
- Send Mailing
- Mailing to Send: WI Absentee Voter Label

Print Options:

- Print Now
- Queue for Later Printing

Buttons: Reissue and Print Now

The 'Reissue Ballot' task pane shows the following options:

- Cancel Outstanding Ballot(s)
- Cancellation Reason: Ballot Re-Issued
- Clerk's Office Labels** (highlighted in red): WI Absentee Voter Label - St...
- Printer Settings

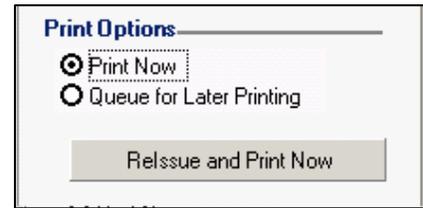
Buttons: Reissue

9. Print Options:

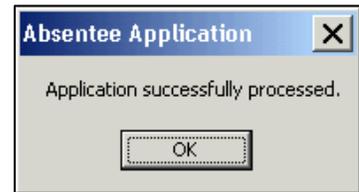
a. Click the **Print Now** radio button to print immediately.

i. Click **Reissue and Print Now**.

ii. A dialogue box will appear informing you that your mailing has been printed and can be found in the **Printed Mailings** node. Click **OK**.



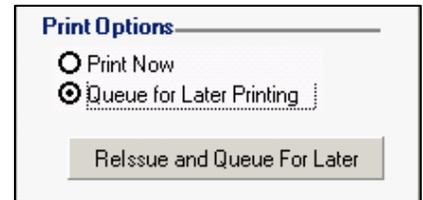
iii. You will see a dialog box saying **Application successfully processed**. Click **OK**.



b. Click the **Queue for Later Printing** button to send this ballot label to the **Queued Mailings** node.

i. Click **Reissue and Queue For Later**.

ii. You will see a dialog box saying **Application successfully processed**. Click **OK**.



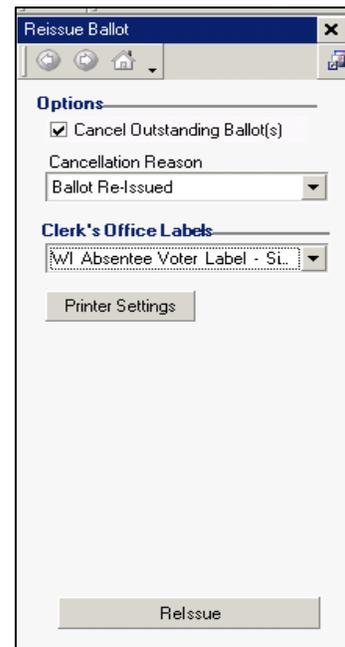
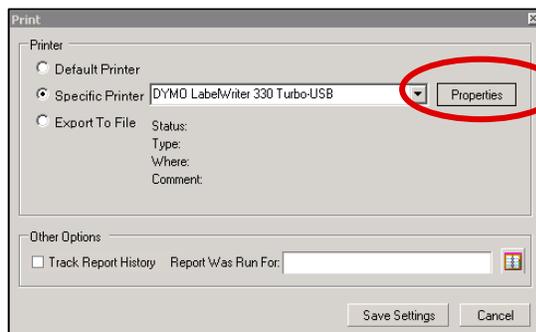
*Continued from Step 6 above for ballots issued in the Clerk's Office.*

10. Select the **WI Absentee Voter Label – Single** or **WI Absentee Voter Label – Double** from the **Clerk's Office Labels** drop-down.

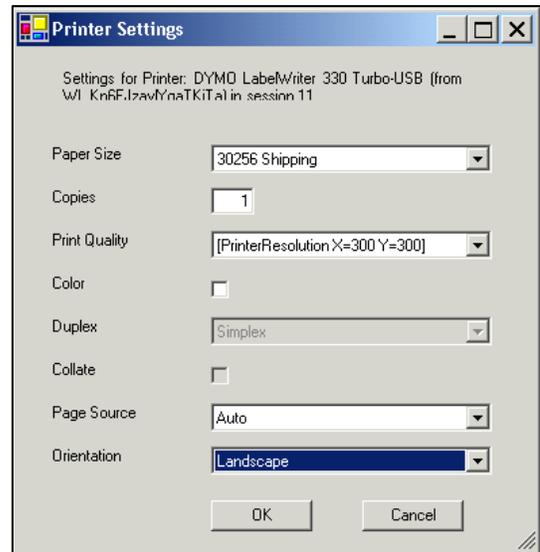
11. Click the **Printer Settings** button. The **Print** dialog box will open.

12. Click the **Specific Printer** radio button and choose your DYMO printer from the drop-down.

13. Click **Properties**.

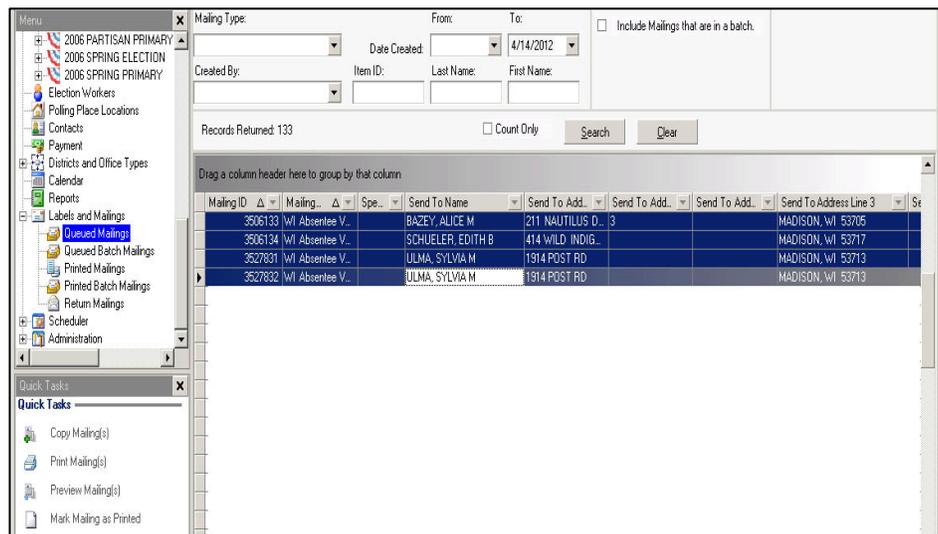


14. Set the **Printer Settings** to match the screen to the right. **Paper Size** should be **30256 Shipping**; **Print Quality** **300 X 300**; and **Orientation** should be **Landscape**.
15. Click **OK** and **Save Settings**. Once this information is saved, it will be the default setting anytime you choose to print the label you choose in **Step 10**.
16. Click **ReIssue**.
17. You will see a dialog box saying **Application successfully processed**. Click **OK**.



Even though you must **Reissue** absentee ballot labels one at a time, you can print multiple labels on one page. To do this, make sure you select **WI Absentee Ballot Labels 2X5**, and select **Queue for Later Printing**.

1. Expand (+) the **Labels and Mailings** node.
2. Select **Queued Mailings**.
3. Fill in the **Date Created** fields and **Search**.
4. **Select** all of the ballot records you wish to print using **Ctrl-A** (selects all) or **Ctrl-click** (selects individual records as you click on them).



5. Click the **Print Mailing(s)** Quick Task.
6. You will see a confirmation dialog box informing you that the labels have been printed. The selected labels will print 5 voters per page.

## Reprint Absentee Ballots



Reprinting an absentee ballot label does not create a new ballot, simply reprints the current record. Reissuing an absentee ballot cancels the original ballot and creates a second ballot record. If you need to record the fact that the voter requested a second ballot, or you are unable to reprint, you should reissue the label. You may reprint only one ballot label at a time. If you need to reprint several ballot labels from the same batch, you can do this from the Printed Mailings or Printed Batch Mailings node.



You may need to reprint an absentee ballot label if the first label was accidentally deleted before the label was printed or a label that was printed was ruined.



Remember if you **Reissue** or **Reprint** an absentee label, the **Mailing ID** number on the barcode will change. This means that if the original ballot label comes back to your office, you will not be able to scan it as returned because the **Mailing ID** has changed.



See the **Record Returned Absentee Ballot Mailing** section for instructions on looking up the correct **Mailing ID**.

The screenshot shows the software interface with the 'Absentee Ballots' node selected in the left-hand menu. The 'Quick Tasks' pane at the bottom shows 'RePrint Ballot' circled in red. The main window displays a list of ballot records with columns for Name, Election De..., Ballot Type, Ballot Status, and Ballot ID.

Name	Election De...	Ballot Type	Ballot Status	Ballot ID
ADLER, KATHLEEN A	2006 TEST ELE...	Normal	Issued	Not
AMENT, ARLINE M	2006 TEST ELE...	Normal	Issued	Not
ANDERSON, BETTY J	2006 TEST ELE...	Normal	Issued	Not
ANDING, LAVANE R	2006 TEST ELE...	Normal	Issued	Not
ARMSTRONG, JOHN N	2006 TEST ELE...	Normal	Issued	Not
BAHLER, ARLENE L	2006 TEST ELE...	Normal	Issued	Not
BAUM, JANE	2006 TEST ELE...	Normal	Issued	Not
BERRY, JOANN M	2006 TEST ELE...	Normal	Issued	Not
BERTIN, ELEANOR B	2006 TEST ELE...	Normal	Issued	Not

1. Expand (+) the selected election.
2. Click the **Absentee Ballots** node.
3. Use the voter's name or other criteria to search for the ballot record.
4. Click on the ballot record once to highlight it.

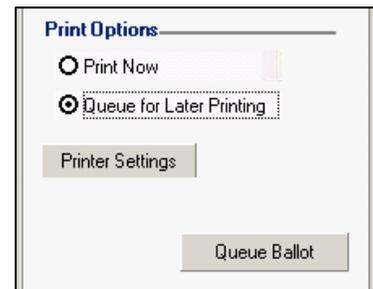
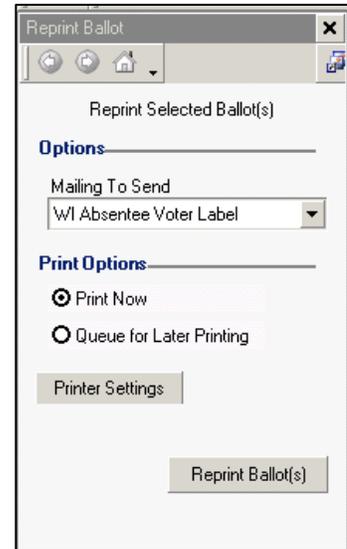


**Clerks Office** absentee ballots are processed differently than all other absentee ballot labels. Due to this difference there is a separate Quick Task (**Print Clerk's Office Labels**) for reprinting **Clerks Office** ballot labels. Please go to the next section for instructions on reprinting **Clerks Office** ballot labels.

5. Click the **RePrint Ballot** Quick Task. The **Reprint Ballot** task pane will open.

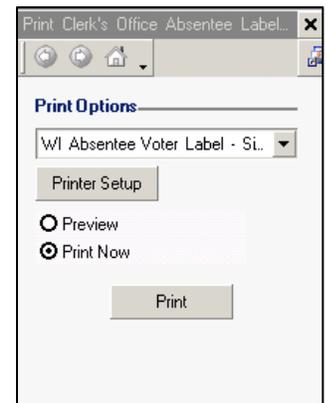
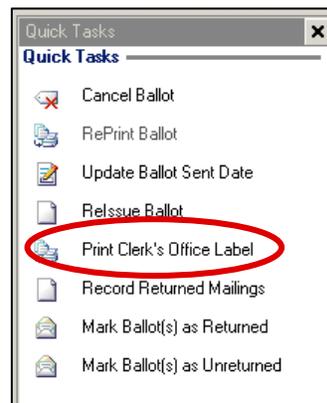
The screenshot shows the 'Quick Tasks' pane with the following tasks listed: Cancel Ballot, RePrint Ballot, Update Ballot Sent Date, ReIssue Ballot, **Print Clerk's Office Label** (circled in red), Record Returned Mailings, and Mark Ballot(s) as Returned.

6. Select the **Mailing to Send** from the drop-down list. You will choose **WI Absentee Voter Label** if you are printing the label to a DYMO printer and **WI Absentee Voter Labels 2X5** if you are printing to sheet labels.
7. Print Options:
  - a. Click the **Print Now** radio button to print immediately.
    - i. Click **Reprint Ballot(s)**.
    - ii. You will see a dialog box saying **Application successfully processed**. Click **OK**.
    - iii. A dialog box will appear informing you that the mailing has been marked as printed. Click **OK**.
  - b. Click the **Queue for Later Printing** button to send this ballot label to the **Queued Mailings** node.
    - i. Click **Queue Ballot**.
    - ii. You will see a dialog box saying **Application successfully processed**. Click **OK**.



## Reprint Clerks Office Absentee Ballots

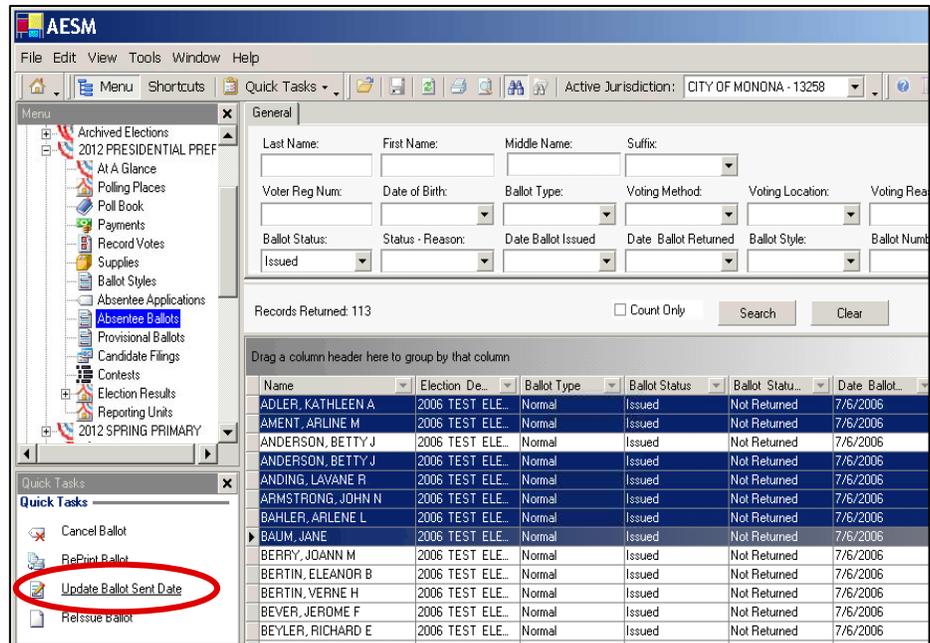
1. Select one, and only one, **Clerks Office** ballot record in the search grid.
2. Click the **Print Clerk's Office Label** Quick Task. The **Print Clerk's Office Absentee Label(s)** task pane will open.
3. Select **WI Absentee Voter Label – Single** or **WI Absentee Voter Label – Double** from the drop-down.
4. Select the **Print Now** radio button. *For **Printer Setup** information, please see the [Reissue Absentee Ballots](#) section.*
5. Select the **Print** button.
6. A dialogue box will appear informing you that the **Label(s) successfully printed**. Click **OK**.



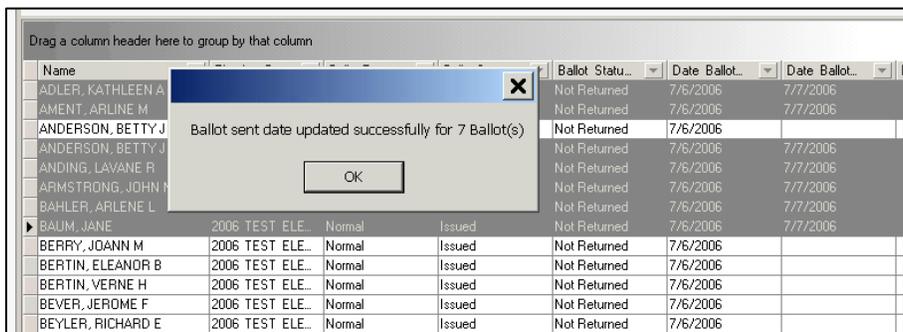
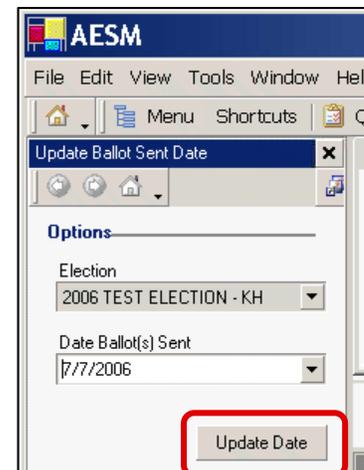
## Update Absentee Ballot Sent Date

- You should record the date absentee ballots are actually mailed if different from the day you issue the ballot and generate the label.

1. Expand (+) the **Elections** node in the Main Menu tree.
2. Expand (+) the current election.
3. Highlight the **Absentee Ballots** node.
4. Enter the criteria you want to search for and click **Search**.
5. **Select** all of the ballot records you wish to update. Use **Ctrl-A** to select all ballots or **Ctrl-click** to select one by one.



6. Click the **Update Ballot Sent Date** quick task to open the **Update Ballot Sent Date** task pane.
7. Enter the correct date in the **Date Ballot(s) Sent** box. The **Date Ballot Sent** cannot be changed to a date before the date the ballot was generated.
8. Click **Update Date**. The new **Date Ballot Sent** is entered in the highlighted records.
9. You will see a dialog box stating “**Ballot sent date updated successfully.**” Click **OK**.



## Cancel an Absentee Ballot



There are two ways of cancelling an absentee ballot in SVRS. You may cancel a ballot directly from the Absentee Ballots node for deceased or otherwise ineligible voters, or if you accidentally issue a duplicate ballot label. For ballots returned as undeliverable by the post office, you may use the Record Returned Mailings screen, described in the next section.



Remember, absentee ballot information now displays on the Voter Public Access (VPA) website, including if the ballot is **Cancelled** because the voter is **Deceased** or the ballot is **Undeliverable**. However, if you select **Cancelled – Administrative Action**, the ballot record will no longer appear on VPA.

Also, remember when you cancel a voter's absentee ballot in SVRS, their voter record will not be automatically cancelled. Therefore you will have to cancel the voter record using the voter node. For detailed instructions on how to cancel a voter record, see **Change Voter Status to Inactive or Cancelled** in the **Voter Record Chapter**.

## Cancel a Ballot Using the Absentee Ballots Node

1. Expand (+) the **Elections** node in the Main Menu tree.
2. Expand (+) the selected election.
3. Click the **Absentee Ballots** node.

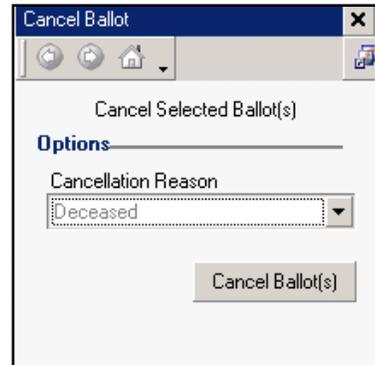
4. Enter the criteria you want to search for and click **Search**.

The screenshot shows the SVRS application interface. On the left, the 'Menu' tree is expanded to 'Absentee Ballots'. Below it, the 'Quick Tasks' pane is visible, with 'Cancel Ballot' circled in red. The main window displays a search results table with the following data:

Name	Election Descrip...	Ballot Type	Ballot Status	Ballot Status Re...	Date Ballot Gen...	Date Ballot
ANDERSON, BRIAN R	2006 FALL GEN...	Normal	Issued	Not Returned	10/2/2006	

5. Highlight the ballot you wish to cancel. You can select multiple ballots by holding down the **Control** key and clicking each record. **Ctrl-A** selects all records.
6. Select the **Cancel Ballot** Quick Task. The **Cancel Ballot** task pane will appear.

7. Choose the appropriate **Cancellation Reason** from the drop-down menu.
  
8. Click **Cancel Ballot(s)**.



*If you cancel an outstanding ballot for a voter, it will deactivate any **Mailing ID** previously assigned to that ballot. If you mistakenly issue a duplicate ballot to a voter, you will cancel the second ballot. However, the voter may return either ballot label, and you will not be able to record the mailing as returned if the **Mailing ID** (and **Barcode**) is cancelled. You can look up the **Mailing ID** for the active ballot and record that mailing as returned. See the [Record Returned Absentee Ballot Mailing](#) section for directions on looking up a **Mailing ID**.*

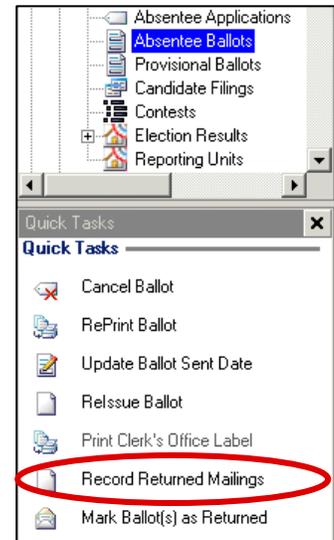
## Record Returned Absentee Ballot Mailings



All returned absentee ballots need to be recorded. There are two ways to record an absentee ballot as returned or undeliverable. One is by scanning or typing in the mailing ID from the label. This method is ideal for municipalities with a large volume of returned mailings. The other is by marking the absentee ballot as returned in the data grid. This method is ideal for recording individual returned mailings or a small number of mailings.

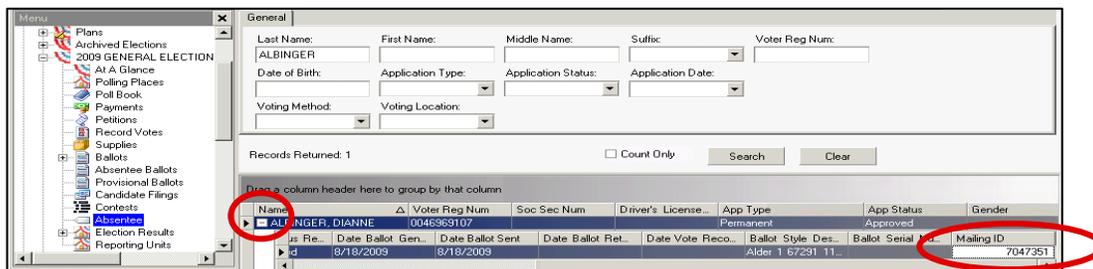
## Recording Returned Mailings Using the Mailing ID

1. Expand (+) the **Elections** node in the Main Menu tree.
2. Expand (+) the current election.
3. Click the **Absentee Ballots** node.
4. Click the **Record Returned Mailings** Quick Task.
5. In the **Record Returned Mailings** screen, enter the following information:
  - a. Position the cursor in the **Mailing ID** field and scan the barcode on the mailing label. You may also enter the **Mailing ID** number manually.

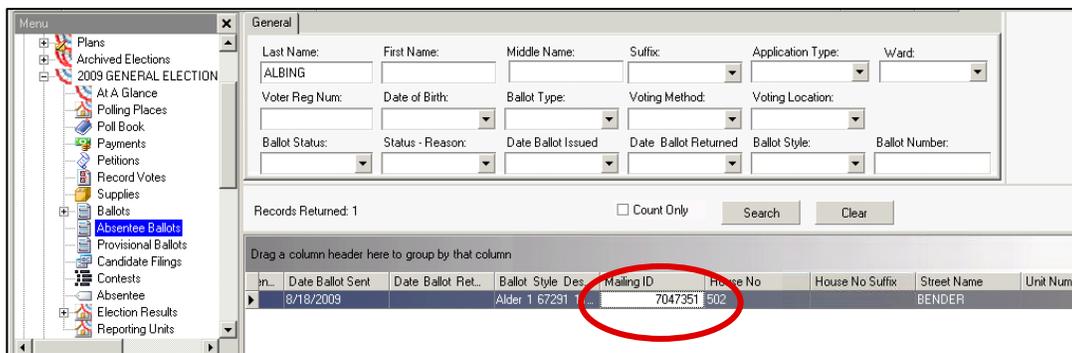


In rare cases, the **Barcode** and **Mailing ID** number on the label may not work, for instance if you reissued or reprinted a voter's ballot label. You can find the correct **Mailing ID** in two places:

In the **Absentee** node of the election, search for the voter. Expand (+) the **Absentee Application** record so you can see the **Absentee Ballot** record(s) in the nested grid. The **Mailing ID** is in the rightmost column of the nested grid.



In the **Absentee Ballots** node, search for the voter. Scroll to the right to see the **Mailing ID** column.



- b. Select the appropriate **Response Type** from the drop-down menu.
  - i. **Returned – Ballot Returned** is used for voted ballots returned to your office.
  - ii. **Returned – Ballot Too Late** is used when the ballot is delivered to your office after the deadline (after Election Day for most voters).
  - iii. **Returned –Unvoted** is used when the ballot is returned unvoted; or when the voter deceases before their returned ballot is sent to the polling place (*i.e., in that case the ballot is marked rejected at the polling place and not cast*).
  - iv. **Cancelled – Undeliverable** is used when the post office was unable to deliver the ballot to the address on the absentee mailing label. This will record the mailing as returned, and automatically cancel the ballot at the same time.
  - v. For some other situations, for example when a voter is deceased or identified as a felon, you will cancel the ballot directly from the **Absentee Ballots** node. You may have to cancel or inactivate the absentee application and voter record as well.
- c. Enter the **Response Date**.
- d. Click the **Record** button. The mailing will be recorded as returned.
- e. (Optional) You may check the **Auto-Record** checkbox after you record your first ballot as returned. If **Auto-Record** is checked, the mailing will be recorded as returned automatically as you scan each barcode.



If you made a mistake and would like to **UnRecord** a mailing, click once on the record in the data grid and click **UnRecord**. Or you can reenter the **Mailing ID** number in the **Mailing ID** field, and the **UnRecord** button will become active.

- If you search under the **Absentee Ballots** node for the ballots you have recorded as **Returned**, the **Ballot Status** column will read **Returned**. A **Returned Date** will also appear on the WI Absentee Application Ballot Log.

Records Returned: 17  Count Only

Name	Election Descrip...	Ballot Type	Ballot Status	Date Ballot Returned	Ballot Status Re...	Date Ballot Gen...
ALBINGER, DIANNE	2009 GENERAL...	Normal	Returned	8/21/2009	Not Recorded	8/18/2009
BARBERCHECK, JOSEP...	2009 GENERAL...	Normal	Returned	8/21/2009	Not Recorded	8/18/2009
BRABENDER, GARY V	2009 GENERAL...	Normal	Returned	8/21/2009	Not Recorded	8/18/2009
BRUNI, DOLORES	2009 GENERAL...	Normal	Returned	8/21/2009	Not Recorded	8/18/2009
DELANEY, MILDRED	2009 GENERAL...	Normal	Returned	8/21/2009	Not Recorded	8/18/2009
ESPEN, LUELLA M	2009 GENERAL...	Normal	Returned	8/21/2009	Not Recorded	8/18/2009
KERN, BARBARA	2009 GENERAL...	Normal	Returned	8/21/2009	Not Recorded	8/18/2009
BAUER, ALLEN E	2009 GENERAL...	Normal	Returned	8/21/2009	Not Recorded	8/18/2009
BAUER, HELEN D	2009 GENERAL...	Normal	Returned	8/21/2009	Not Recorded	8/18/2009
BURROUGH, DONALD E	2009 GENERAL...	Normal	Returned	8/21/2009	Not Recorded	8/18/2009
KERN, RICHARD	2009 GENERAL...	Normal	Returned	8/21/2009	Not Recorded	8/18/2009
VANDERHEYDEN, JERO...	2009 GENERAL...	Normal	Returned	8/21/2009	Not Recorded	8/18/2009
WILLKOMM, LEANDER N	2009 GENERAL...	Normal	Returned	8/21/2009	Not Recorded	8/18/2009
ZIEGLER, JANE C	2009 GENERAL...	Normal	Returned	8/21/2009	Not Recorded	8/18/2009



Periodically, you should search for all **Clerks Office** absentee ballots issued for a certain date and verify they have been properly scanned. Each ballot record should have a **Ballot Status** of **Returned** and a date listed under the **Date Ballot Returned** column. If any ballot records are missing this information, you will have to note the **Mailing ID** and record the mailing as returned.

## The Mark Ballot(s) as Returned Quick Task

- Expand (+) the **Elections** node in the Main Menu tree.
- Expand (+) the current election.
- Click the **Absentee Ballots** node.
- Enter the criteria you want to search for and click **Search**.
- Highlight the ballot(s) you wish to mark as returned. You can select multiple ballots by holding down the **Control** key and clicking each record. **Ctrl-A** selects all records.
- Select the **Mark Ballot(s) as Returned** Quick Task. The **Mark Ballot(s) as Returned** task pane will appear. Marking a ballot as Returned does not automatically record a vote.

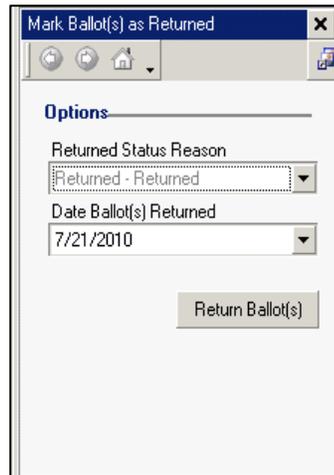
Quick Tasks

**Quick Tasks**

- Cancel Ballot
- RePrint Ballot
- Update Ballot Sent Date
- ReIssue Ballot
- Print Clerk's Office Label
- Record Returned Mailings
- Mark Ballot(s) as Returned**
- Mark Ballot(s) as Unreturned

7. Choose the appropriate **Returned Status Reason** from the drop-down menu.

8. Select the appropriate **Date Ballot(s) Returned**.



9. Click **Return Ballots**.

10. Click **OK** on the **Ballot(s) returned successfully** dialog box.



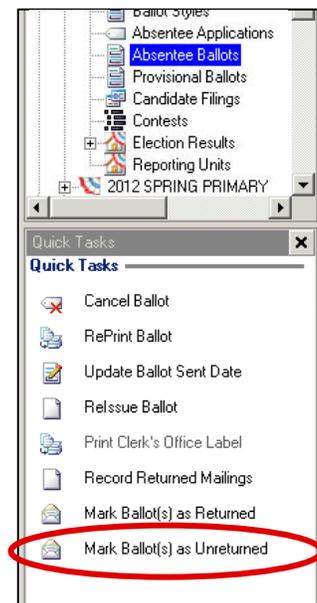
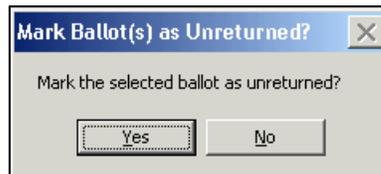
11. If you would like to mark a **Returned** ballot as **Unreturned**, changing the ballot status back to **Issued**:

a. Search for the desired ballot in the **Absentee Ballots** grid.

b. Select **Mark Ballot(s) as UnReturned**.

c. When the **Mark the selected ballot as unreturned?** dialog box appears, click **Yes**.

d. The grid will refresh with the updated information.

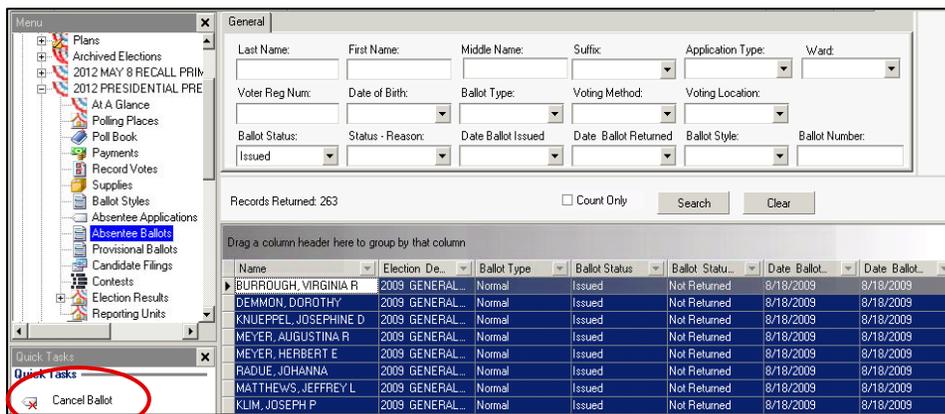


*Marking absentee ballots as **Returned** or **Unreturned** in the grid will track the ballot in SVRS and for VPA purposes however, the change in status is not updated in the **Record Returned Mailings** Quick Task.*

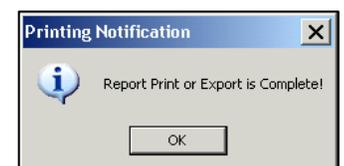
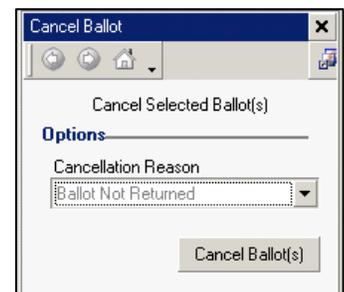
## Post-Election Management of the Absentee Process

There are a number of steps you should take after the election to manage your absentee voters:

- Normally, you may not enter absentee applications after Election Day, but that deadline can be extended if you need to make some additions or corrections. This involves changing the election setup, so you will need to contact the GAB Help Desk for help
- You will record all of your absentee voters who returned a ballot as having voted absentee. Directions can be found in the Post-Election Activities chapter
- For information on adjusting permanent absentee applications for voters that did not return their ballot, see the Absentee Applications chapter
- You should **cancel all of your issued absentee ballots that were not returned**. Occasionally, you may have issued a ballot for a voter, and they did not return it, but instead registered and voted in another municipality. That municipality will not be able to process the voter's GAB-131 Voter Registration Application form if they still have an active (issued) ballot in your municipality. Cancelling your ballots as a group will prevent this problem
  1. Within the election, highlight the **Absentee Ballots** node.
  2. Under **Ballot Status**, select **Issued**, and **Search**.
  3. Highlight all ballot records using **Ctrl-A**.
  4. Click the **Cancel Ballot** Quick Task.



5. Under the **Cancellation Reason**, select **Ballot Not Returned**.
6. Click the **Cancel Ballot(s)** button.
7. You should see a dialog box that says **Ballot(s) cancelled successfully**. Click **OK**.



**i** *Late ballots may still be recorded as **Returned – Ballot Too Late**, even after they have been cancelled. See the Record Returned Absentee Ballot Mailing section for instructions.*

