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## Labels and Mailings



Labels and Mailings in SVRS are created or generated in several areas of the application.

Within certain nodes, while processing applications or from search results data grids, a mailing or label can be created. The mailing or label can either be printed directly or queued for later printing. These integrated mailings and labels are the easiest to produce, because the filtering is incorporated into the program.



The alternate method, mailings generated directly through the Labels and Mailings node, requires the filters and sorts to be created. All mailings (and labels) require at least one filter.

There are several mailings that have been created that are specific to Wisconsin, and are designed to fit situations when state law requires a clerk to contact a voter. These are designated by the prefix “WI”.

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### Key Terms

**Mailings:** (refers to all mailing documents and labels) Mailings can be generated and printed directly, or **queued** and printed **later**. A single document, several documents, or a group that has been generated in a **batch** can be printed together.

**Mailing ID:** A unique ID is assigned to each mailing as it is created. The **Mailing ID** tracks each mailing, and is used to record returned mailings. The **Mailing ID** may also be converted to a barcode on the mailing item for recording.

**Mailing Item:** (a specific mailing record) There can be one or many mailing items in a mailing batch. Mailing items are also called items throughout this guide.

**Mailing Batches:** A group of mailing items created at one time. A mailing batch can consist of one or many mailing items, depending on the criteria selected when the mailing is created. Mailing batches are also called batches throughout this guide.

**Filters and Sorts:** are also used in mailings. The **filter** is a way to restrict the amount or type of data records for the system to generate mailings. Only the records that match the filtering criteria will show up on the mailings you are creating. For example, to generate labels to notify voters about changing the normal polling place, create a condition in the filter that returns only the records of individuals voting at that polling location. The **sort** is a way to define the order in which records will be listed or returned. You can use previously saved filters and sorts or create your own custom filters and sorts.

For more detailed instruction about creating filters and sorts refer to the [Reports](#) chapter of this manual.

Mailings can be generated in several SVRS nodes:

- Voter
- Voter Applications
- Absentee Applications
- Within an Election
- Labels and Mailings
- Absentee labels



For a list of what mailings or labels can be generated, and from where, see the [Commonly Used SVRS Mailings](#) chart at the end of this chapter.

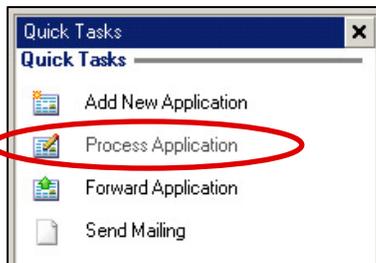
## Generate Mailings and Labels from an Application or Other Record

- There are several possible ways to generate mailings incorporated into the functionality of the Voter, Voter Applications, and Absentee Applications records. This allows you to send a mailing for an application when you process it, or as you are making a change to a voter's record. For directions on the Absentee Label mailings, see the [Absentee Ballots](#) chapter.

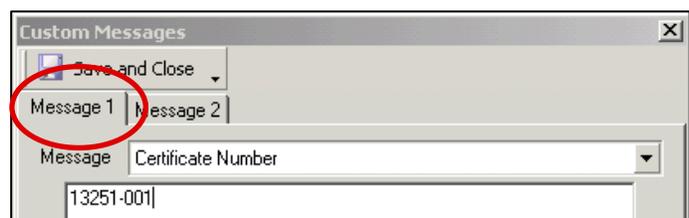
### The WI Certificate of Registration

Every Late Registrant (a voter who registers in the clerk's office starting 20 days before the election) must receive a GAB-133 Certificate of Registration. If you choose, you can generate this form from SVRS as you process the voter's application.

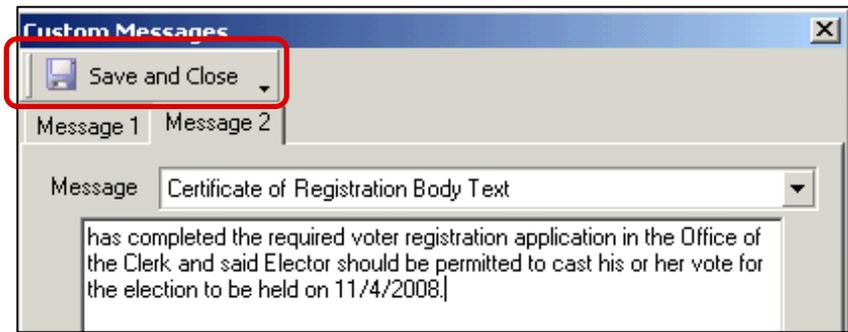
- In the **Voter Applications** node, select the Quick Task **Add New Application**.
- Enter the information from the GAB-131 into the **Add Voter Application** form. (See the [Voter Application](#) chapter for detailed instructions.) Make sure that the **App Source** equals **Late Registration**.
- Select the Quick Task **Process Application**.
- Select the **Status**, which in this example is **Approved – New Voter**.
- Next click on the **Send Mailing** check box. This displays the **Mailing** options.
- From the **Mailing to be Sent** list, select the **WI Certificate of Registration**.
- In this case, the text of the letter must be edited. Click on the **Custom** button next to **Comment on Mailing**.



- Click on the **Message 1** tab and choose **Certificate Number** from the **Message** drop-down.
- Enter the **Certificate Number**.
- Click on the **Message 2** tab and choose **Certificate of Registration Body Text** from the **Message** drop-down.
- Enter the correct Election Date.



e. Click **Save and Close**.



*Copy and Paste are available for editing messages. Use **Ctrl-C** to copy from another source and **Ctrl-V** to paste.*

8. The **Printer Settings** should be looked at, to make sure the letter is printed or exported correctly.

9. The certificate can be printed now or later. The default is to **Submit for Printing Later**. To print directly, uncheck the box. If **Submit for Printing Later** is checked, the print or export job is queued, and can be printed through the **Labels and Mailings** node at a later time. It is accessed through the **Queued Mailings** sub-node. See later in this section for how to print a **Queued Mailing**.

10. Click the **Process and Print** or **Process and Queue** button.



*In the **Voter** record, if you select the **Quick Tasks** menu, you can use the **Send Mailings** Quick Task to send the WI DMV Ping Notification letter or the WI Felon Notification Ineligible letter. See the HAVA Interfaces chapter for detailed instructions. You may also generate a WI Voter Mailing Label. Directions for doing that directly from the **Voter** search grid are in the following section.*

## Generate Mailings and Labels from a Data Grid

- You may also search for voter records, select one or more records in the data grid, and use the Send Mailings Quick Task to send a mailing without opening each Voter Record. This is useful for sending mailings to groups of voters. However, all search grids show a maximum of 1,000 records, so if you need to send a mailing to a larger group, you may need to use the Labels and Mailings node.

## WI Voter Mailing Labels 2X7

In the example below, you have finished entering voter applications for an election. You have several voters who didn't complete their application correctly, and their **Status** has been changed to **Inactive-Incomplete EDR**. You will create your own mailing to send to them informing them of the problem, and would like mailing labels for the envelopes. You can issue mailing labels to other groups in the same manner.

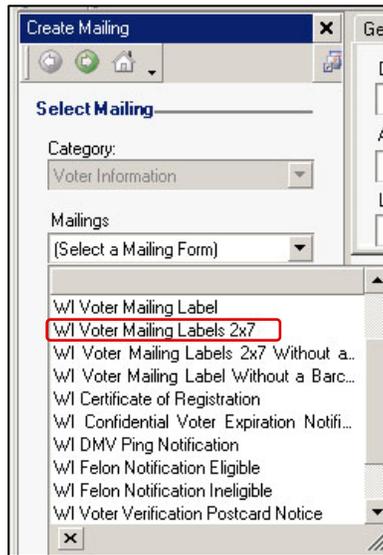
- In the **Voter** node, enter your search criteria. In this example, on the **General** tab you will search for a **Status** of **Inactive**, and on the **Other** tab you will search for voters registered on Election Day, and **Last Changed Between** Election Day and a month after Election Day.

Status:

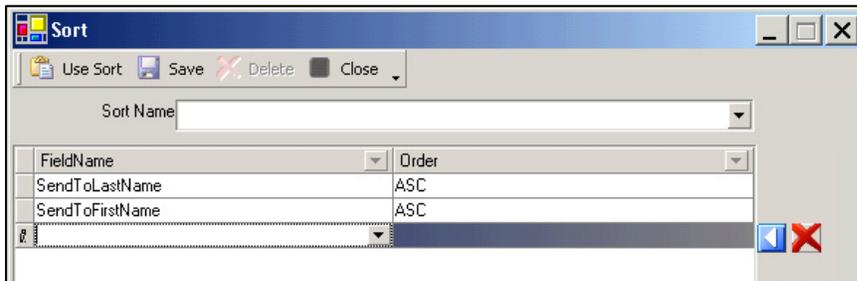
Jurisdiction	Name	Status	Date Regist.	Status Re.	Place Of Bir.	Party	G
41251	HALL, CASEY WINFIELD	Inactive	11/4/2008	4 Year Maintena...		Not Applicable	
41251	COLLELO, ROSE K	Inactive	11/4/2008	Incomplete EDR		Not Applicable	
41251	BUFFORD, SANDRAL L	Inactive	11/4/2008	Incomplete EDR		Not Applicable	
41251	ALLEN, MICHELLE J	Inactive	11/4/2008	Incomplete EDR		Not Applicable	
41251	WILLIAMS, LASONDRA A	Inactive	11/4/2008	Incomplete EDR		Not Applicable	
41251	RANSOM, KEVIN J	Inactive	11/4/2008	Incomplete EDR		Not Applicable	
41251	PURDY, THOMAS S	Inactive	11/4/2008	Incomplete EDR		Not Applicable	
41251	MORSCHHAUSER, TODD...	Inactive	11/4/2008	Incomplete EDR		Not Applicable	
41251	TAYLOR, LUCILLE	Inactive	11/4/2008	Incomplete EDR		Not Applicable	
41251	PEVEY, ERIC V	Inactive	11/4/2008	Incomplete EDR		Not Applicable	
41251	COBB, DORIS J	Inactive	11/4/2008	Incomplete EDR		Not Applicable	
41251	JACKSON, ROBERT JR	Inactive	11/4/2008	Incomplete EDR		Not Applicable	
41251	THOMPSON, ALLISON S	Inactive	11/4/2008	Incomplete EDR		Not Applicable	
41251	TURNER, MARCUS T	Inactive	11/4/2008	Incomplete EDR	MILWAUKEE, WI	Not Applicable	
41251	TAYLOR, GEORGE J JR	Inactive	11/4/2008	Incomplete EDR		Not Applicable	

- Select the voters who should receive the mailing. **Ctrl-A** selects all records. Hold down **Control** and click each record to select multiple records. Or click on the first record, hold the **Shift** key, and click on the last record to select a bloc of records.
- Click the **Send Mailings** Quick Task. The **Create Mailing** task panel will appear.

4. The **Category** will default to **Voter Information**.
5. From the **Mailings** drop-down, select the correct mailing. In this example, select **WI Voter Mailing Labels 2X7**.
6. Click **Next**.
7. You will not have to **Filter** your mailing. The filtering is already done by selecting only those voters who should receive the mailing in the data grid.



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



- c. Click **Use Sort**.
9. Edit **Messages** if necessary:
  - a. In this example there is no text in the message that you must change.



- b. In some mailings, the **Custom** button next to the **Messages** drop-down will be active, and you must adjust the message text. See the WI Certificate of Registration example above for directions on how to do this.
10. Click the **Printer Settings** button and select a printer, or setup a file to export. Click **Save Settings** when you are done.
11. The labels can be printed now or later. The default is to **Submit for Later Printing**. To print directly, uncheck the box. If **Submit for Printing** is checked, the print or export job is queued, and can be printed through the **Labels and Mailings** node at a later time. It is accessed through the **Queued Mailings** or **Queued Batch Mailings** sub-node. See later in this section for how to print a **Queued Mailing**.



A sample of this label is displayed. There will be 14 labels per page, 2 across and 7 down. Notice that this label has a barcode, so you can scan the mailing in as **Returned** if you choose. You can also choose the mailing WI Voter Mailing Labels 2X7 Without a Barcode if you wish.

Ward: WD298	
Michelle J Allen 2447 N 15TH ST MILWAUKEE, WI 53206	0009011063
Ward: WD9	
Doris J Cobb 5716 W HAMPTON AVE APT 110 MILWAUKEE, WI 53218	0009133910



WI Voter Mailing Label and WI Voter Mailing Label Without a Barcode are also available mailings. These mailings will produce labels in the same format, but they are meant for individual labels, not large batches. You can run an individual label or mailing by selecting only one voter from the grid and following the directions above.

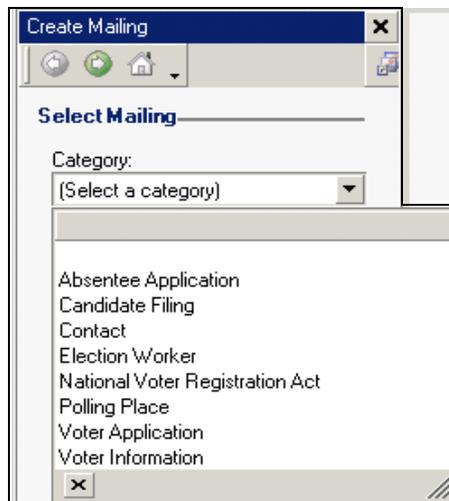
## Generate Mailings and Labels from the Labels and Mailings Node

- For large groups of letters or labels, you will use the Labels and Mailings node to filter, sort, and adjust your message text.

### Voter Labels 3X10 (Voter Lbls)

In the following example, you must create labels to send a notice to an entire ward. Since there are over 1,000 voters, you cannot use the data grid. Instead you will use the **Labels and Mailings** node.

1. Click on the **Labels and Mailings** node.
2. Click on the **Generate/Print Mailings** Quick Task.
3. Choose the mailing **Category**. In this example, you will choose **Voter Information**.



**Categories available are:**

- Absentee Application
- Candidate Filing
- Contact
- Election Worker
- National Voter Registration Act
- Polling Place
- Voter Application
- Voter Information



Available mailings include both standard templates and customized templates for Wisconsin. All customized templates contain the prefix **"WI"**.

4. Select the mailing to generate from the drop-down box. In this example, choose Voter Lbls. This will get you a batch of labels, 30 per sheet (3 across and 10 down).

5. Click **Next** to continue. The **Create Mailing** task pane will appear.
6. **Filter** your mailing:
  - a. Click the **Custom** button next to the **Filter** drop-down.
  - b. Copy the filter displayed below. This will produce a label only for **Active** voters in **Ward 1**.



For the district combo code, use your own municipality's district combo code. 41251-001\* is used as an example. 41251 represents the municipality's district combo, and 001\* represents all voters in ward 1.

And/Or	Field Name	Condition	Value
And	StatusCode	Equals	Active(ACTIV)
And	DistrictComboCode	Equals	41251-001*
?			

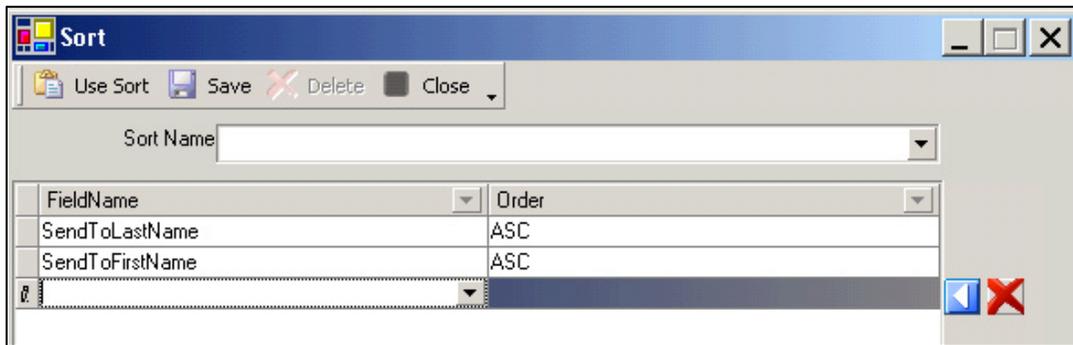
- c. Click **Use Filter**.



Depending on the mailing selected there could be up to three tabs on the **Custom Filter Form**: **Election History**, **Mailing History** and **Mailing View**. Within each view are different **Field Names** that can be used to filter the mailing. (see the Reports chapter for more details on how to setup a filter).

- **Election History Tab** – can be used to include or exclude voters who did or did not vote in specific elections.
- **Mailing History Tab** – can be used to include or exclude voters who have been sent a certain type of mailing(s) in the past.
- **Mailing View Tab** – can be used to include or exclude records with certain properties in common.

7. **Sort** your mailing:
  - a. Click the **Custom** button next to the **Sort By** drop-down.
  - b. Copy the **Sort** displayed. This will put the voters in alphabetical order by name.



- c. Click **Use Sort**.
8. Edit **Messages** if necessary:
  - a. In this example there is no text in the message that you must change.
  - b. In some mailings, the **Custom** button next to the **Messages** drop-down will be active, and you must adjust the message text. See the [WI Certificate of Registration](#) example above for directions on how to do this.
9. Click the **Printer Settings** button and select a printer, or setup a file to export. Click **Save Settings** when you are done.
10. The labels can be printed now or later. The default is to **Submit for Later Printing**. To print directly, uncheck the box. If **Submit for Printing** is checked, the print or export job is queued, and can be printed through the **Labels and Mailings** node at a later time. It is accessed through the **Queued Mailings** or **Queued Batch Mailings** sub-node. See later in this section for how to print a **Queued Mailing**.



*A sample of this label is displayed. There will be 30 labels per page, 3 across and 10 down.*

0009000002 CAROL K JOHNSON 1006 W BIRCH AVE MILWAUKEE, WI 532090000	0009000003 VAN E JOHNSON 1006 W BIRCH AVE MILWAUKEE, WI 532090000	0009000019 LOUISE JAMROZY 1337 W BIRCH CT MILWAUKEE, WI 532090000
0009000020 MARY A COLEMAN 1911 W BIRCH CT MILWAUKEE, WI 532090000	0009000021 ANNA LEE ALLEN 1916 W BIRCH CT MILWAUKEE, WI 532090000	0009000022 MARY V NEILS 1922 W BIRCH CT MILWAUKEE, WI 532090000
0009000043 JOSEPH P BREINER 2323 W CUSTER AVE MILWAUKEE, WI 532090000	0009000047 ERNEST ROBERT KENNER 2435 W CUSTER AVE MILWAUKEE, WI 532090000	0009000048 MARDENE KENNER 2435 W CUSTER AVE MILWAUKEE, WI 532090000

## Generate Mailings and Labels using a Mail Merge

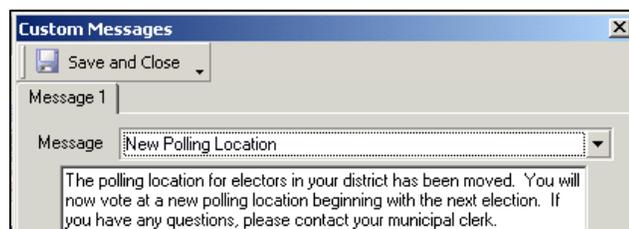
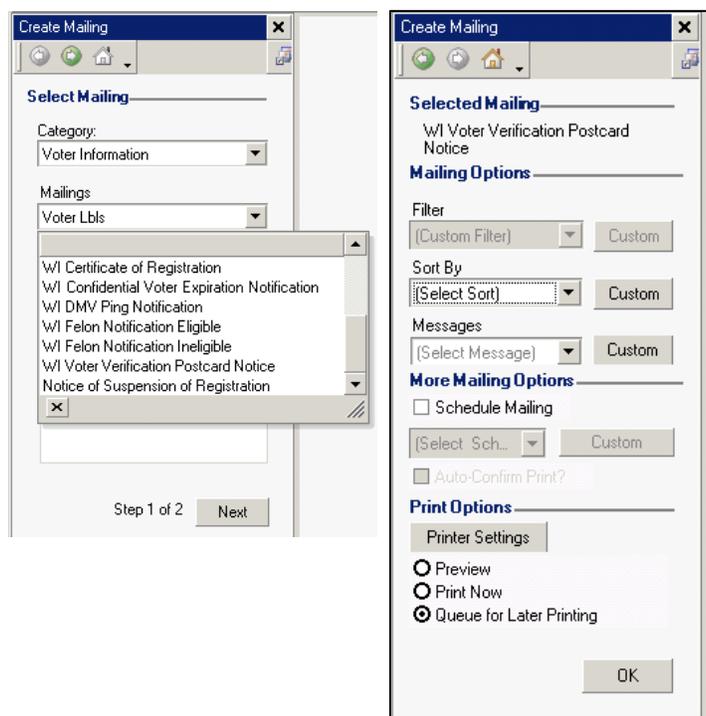
- Occasionally, you may find that the mailings available in SVRS do not meet the needs of your office. For example, the WI Voter Verification Postcard Notice has several helpful messages you may wish to send to your voters, but the mailing itself **does not print on a normally-sized postcard**. Because of this issue, municipalities may choose to create their own postcard document, run a report from SVRS, and mail merge voters' addresses into their own postcard.

### The WI Voter Verification Postcard Notice

In the following example, you have a change in polling place for a ward, and must send notice to the voters to vote in the new location. The first step is to see a preview of the document, in order to copy wording and formatting for the document you create.

#### See a Preview of your mailing:

1. Select a voter record from the data grid.
2. Click on the **Send Mailings** Quick Task.
3. Make sure the **Category** is **Voter Information**. Under **Mailings**, select the **WI Voter Verification Postcard Notice**.
4. Click **Next**.
5. You do not need to **Filter** or **Sort**.
6. Edit **Messages**:
  - a. Click the **Custom** button next to the **Messages** drop-down.
  - b. On the **Message 1** tab, select **New Polling Location** from the **Message** drop-down.
  - c. Click **Save and Close**.
7. .Select the **Preview** radio button.
8. Click **OK**.



9. You will see a sample of your document in the **Preview**. You can take a screen shot of the **Preview** by using **Ctrl-Print Screen** and then paste it into a Word document with **Ctrl-V**.

<p>Maribeth L Witzel-Behl CITY OF MADISON 210 MARTIN LUTHER KING JR BL MADISON WI 53703-3340</p> <p></p> <p>The polling location for electors in your district has been moved. You will now vote at a new polling location beginning with the next election. If you have any questions, please contact your municipal clerk.</p> <p>www.elections.wi.gov</p>	<p> <b>OFFICIAL ELECTION MAIL</b> Wisconsin's Official Mail</p> <p><b>Do Not Forward</b> <b>Return Service Requested</b></p>	<p><b>District Information</b></p> <p>Ward: <u>WD069</u> Assembly: <u>AS77</u> Aldermanic: <u>AL13</u> Congressional: <u>CG02</u> County Supervisor: <u>SU04</u> School District: <u>3269</u> Poll Location: <u>69 - Bjarne Romnes Apartments</u> <u>540 W OLIN AVE</u> Poll Hours: <u>07:00 AM to 08:00 PM</u> Special Instructions:</p> <p>Sara S Whitta 267 SPRUCE ST MADISON, WI 53715-2154</p>
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All five text messages available in the WI Voter Verification Postcard Notice are listed below. Currently, the GAB sends out Voter Verification Postcards for new registrants, and also notifies voters that their status has been suspended if they went 4 years without voting. This means you will not normally use the **Official Voter Language**, or the **Suspension of Registration** language, but you might use the other three notice types.

Type of Notice	Text
<b>New Polling Place</b>	The polling location for electors in your district has been moved. You will now vote at a new polling location beginning with the next election. If you have any questions, please contact your municipal clerk.
<b>Official Voter Language</b>	The official voter registration list shows that you are registered to vote by the name and address appearing on this card. If either the name or address appearing on the card is incorrect, please contact this office in person or by mail. Improper registration may result in you being denied the right to vote.
<b>Suspension of Registration</b>	NOTICE OF SUSPENSION OF REGISTRATION – You are hereby notified that your voter registration will be suspended, according to state law, for failure to vote within the previous 4-year period, unless you apply for continuation of your registration within 30 days. You may continue your registration by contacting the municipal clerk’s office.
<b>Results of Redistricting</b>	Due to the redistricting your district information may have changed. Please review your districts and polling location noted on this card. If you have any questions, please contact your municipal clerk.
<b>Results of Annexation</b>	Due to annexation your district information has changed. Please review your districts and polling location noted on this card. If you have any questions, please contact your municipal clerk.

10. Based on the **Preview** on the previous page, create a similar document in Microsoft Word. You may already have saved documents that you used before SVRS. You may also contact the GAB Help Desk, or your SVRS Specialist for assistance.
11. Run a Voter Listing report for the correct ward or wards. You may first need to modify that report to show apartment numbers, and district information if desired. See the Reports chapter for directions on how to modify a report, and the Voter chapter for step by step directions on how to run the Voter Listing report. Export your file to an Excel Spreadsheet, and retrieve the file. See the Reports chapter.

	A	B	C	D	E	F	G
1	Voter Reg	Voter Name	Address Line 1	Unit Number	Address Line 3		District Combo
2	0009037238	ABNEY, JOHN H JR	5062 N 19TH PL		MILWAUKEE, WI 532090000		41251-001-1
3	0009004749	ABNEY, VAOLARE	5062 N 19TH PL		MILWAUKEE, WI 532090000		41251-001-1
4	0009044684	ACKERMANN, ARLEEN	5662 N 27TH ST		MILWAUKEE, WI 532090000		41251-001-1
5	0009044686	ACKERMANN, KENNETH J	5662 N 27TH ST		MILWAUKEE, WI 532090000		41251-001-1
6	0009044687	ACKERMANN, KEVIN	5662 N 27TH ST		MILWAUKEE, WI 532090000		41251-001-1

12. Open the report you exported above and the postcard document you created. Use the **Mail Merge** function to bring the names and addresses listed on the spreadsheet into the postcard document.



*The GAB only supports SVRS, not other software. If you have trouble with a mail merge, you may try the help function in your word processing program, or perhaps another person in your office can help you. If you are printing a large number of postcards, normally the printing company will be able to assist with this process. As a last resort, you may try contacting the GAB Help Desk or your SVRS Specialist.*

<p>Milwaukee Election Commission City Hall, Room 501 200 East Wells Street Milwaukee, WI 53202</p> <p>The polling location for electors in your district has been moved. You will now vote at a new polling location beginning with the next election. If you have any questions, please contact your municipal clerk.</p> <p>www.elections.wi.gov</p>	<p><b>Do Not Forward</b> <b>Return Service Requested</b></p> <p><u>District Information</u></p> <p><b>Ward: 1</b> <b>New Polling Place Location:</b> United Methodist Church Fellowship Hall 1401 Laurel Ave, Hudson, WI 54016</p> <p><b>Poll Hours: 7:00 am to 8:00 pm</b></p> <p>ADAMS, DOROTHY D 2457 W CUSTER AVE MILWAUKEE, WI 53209</p>
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## Manage Queued Mailings



Mailings created in SVRS can be printed immediately or queued for later printing. This section describes the management of queued mailings.

1. Expand (+) the **Labels and Mailings** node.
2. Click **Queued Mailings** for individual mailing or **Queued Batch Mailings** for group mailings.



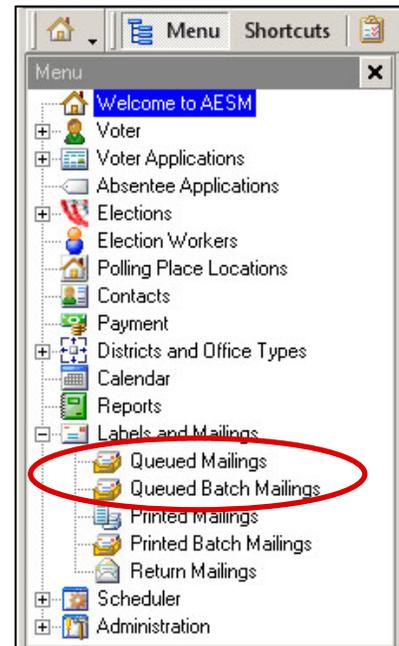
In the **Queued Mailings** node, you can check **Include Mailings that are in a batch** on the upper right, and the search grid will display batches as well as single mailings. In the **Queued Batch Mailings** node, check the **Include batches with only 1 mailing** checkbox to include single mailings.

Include Mailings that are in a batch.

Include batches with only 1 mailing.

**Quick Tasks**

- Copy Batch Mailing(s)
- Delete Mailing(s)
- Edit Batch Mailing
- Print Mailing(s)
- Preview Mailing(s)
- Mark Selected Batch(es) as Printed
- Preview Mailing Item(s)



3. Use the Search Panel to find the queued mailing job. The search can be conducted by using the **Mailing Type**, **Created By**, or **Date Created** fields. Once a successful search is completed, the grid displays all items or batch jobs which have *not* been printed.
4. Use the Quick Tasks to **Copy**, **Delete**, **Print**, **Preview**, **Mark as Printed**, or **Preview** mailing items.

Help

Quick Tasks [Icons] Active Jurisdiction: CITY OF MONONA - 13258

Mailing Type: WI Absentee Voter Labels 2x5 From: Date Created: To:  Include batches with only 1 mailing.

Created By:

Records Returned: 2  Count Only Search Clear

Drag a column header here to group by that column

Mailing Type	S...	Created...	Ite...	Ite...	Send...	Message 1	Message 2	Message 3
WI Absentee Vol...	0	7/11/2006	110	0	ABS			
WI Absentee Vol...	0	7/15/2006	11	0	ABS			

The following Quick Tasks are available from both nodes – **Queued Mailings** and **Queued Batch Mailings**.

- **Copy Item or Copy Batch:** This does not work in the **Queued Mailings** or **Queued Batch Mailings** node. Mark the mailing or batch as printed and use the **Copy** function in the **Printed Mailings** or **Printed Batch Mailings** node. Once there, the **Copy** function allows you to change the sort and printer settings. You may not change the mailing category or mailing type
- **Delete Items or Delete Batch:** Allows you to delete specific items, or entire batches. The selected items are deleted permanently, and no history is kept. You cannot delete items or batches that have already been printed
- **Print Items or Print Batch:** Allows you to select one or more items or batches and print them. An item can be selected from a batch and printed, but it will be printed again when you print the main batch. This option moves the item or batch into the **Printed Mailings** or **Printed Batch Mailings** node
- **Preview Items or Preview Batch:** Allows you to select one or more items or batches and preview them before printing
- **Mark Mailing as Printed or Mark Selected Batches as Printed:** Allows you to mark a mailing or batch as printed without actually printing it. This moves the item or batch into the **Printed Mailings** or the **Printed Batch Mailings** node

In the **Queued Batch Mailings** Node, the **Preview Mailing Item(s)** Quick Task is available. Clicking on the **Preview Mailing Item(s)** Quick Task inserts a plus sign (+) in front of the batch job. This allows the user to click on the (+) sign and view all mailings in the batch print job.

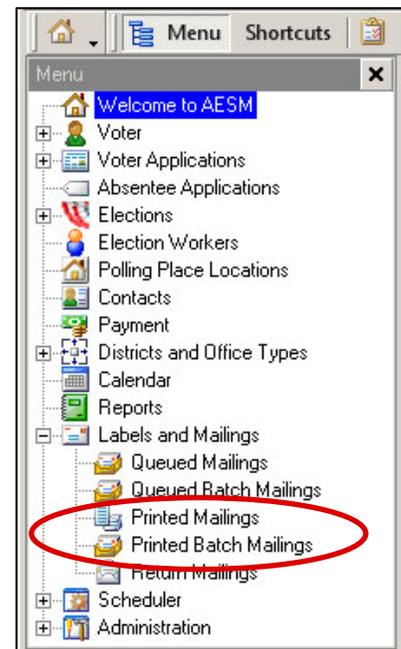
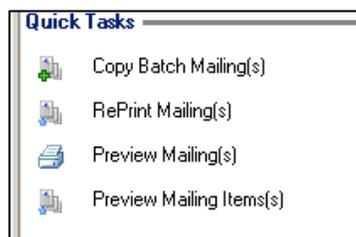


Single items can be selected from a batch and printed or the whole batch can be printed together. If you print individual items, they will print again later when the entire batch is printed.

Mailing Type	S...	Created...	Ite...	Ite...	Send...	Message 1	Message 2	Message 3
WI Absentee...	0	7/11/2006	110	0	ABS			
WI Absentee...	0	7/15/2006	11	0	ABS			
Mailing ID	Send To Name	Send To Address Line 1a	Send To Ad.	Send To Ad.	Send To Ad.	Se		
3121032	DIXON, AMY S	2/24 F CO 2ND PLATOON	UNIT 43505	FPO, AP 96426	WI			
3121033	ROTH, KAREN P	619 HIGHLAND AVE			CARLISLE, PA...			
3121034	ROTH, JAMES F	619 HIGHLAND AVE			CARLISLE, PA...			
3121035	MORROW, ELIZABETH	300 JOURNEYS END			PEACHTREE CL...			
3121036	MORROW, PATRICK D	300 JOURNEYS END			PEACHTREE CL...			
3121037	VANSLYKE BRADLEY J	P.O. BOX 341			COLEVILLE CA			

## Manage Printed Mailings

1. Expand (+) the **Labels and Mailings** node.
2. Click **Printed Mailings** for individual mailings or **Printed Batch Mailings** for group mailings.
3. Use the Search Panel to find the printed mailing job. The search can be conducted by using the **Mailing Type, Created By, or Date Created fields**. Once a successful search is completed, the data grid displays all batch jobs which have been printed.
4. Use the Quick Tasks to **Copy, RePrint, or Preview** individual mailing items or batches.



### Quick Tasks for Printed Mailings/Printed Batches

**Copy Item or Copy Batch:** Allows you to copy the settings from a selected item or batch and create a new mailing. This Quick Task is only available when a record is highlighted on the data grid. Once you copy an item or batch, you can change most fields, including the sort and printer settings. You may not change mailing category or mailing type.

**Reprint Items or Reprint Batch:** Allows you to reprint selected items or batches.

**Preview Items or Preview Batch:** Allows you to select one or more items or batches and preview them before printing.

In the **Printed Batch Mailings** node, you can use the **Preview Mailing Item(s) Quick Task** to insert a “+” sign in front of the batch job. This allows the user to click on the (+) sign and view all mailings in the batch print job. Single items can be selected from a batch and reprinted.

Mailing Type	S...	Created...	Ite...	Ite...	Send...	Message 1	Message 2	Message 3
WI	Absentee...	0	7/11/2006	110	0	ABS		
WI	Absentee...	0	7/15/2006	11	0	ABS		
Mailing ID	Send To Name	Send To Address Line 1a	Send To Ad..	Send To Ad..	Send To Ad..	Se		
3121032	DIXON, AMY S	2/24 F CO 2ND PLATOON	UNIT 43505	FPD, AP 96426	WI			
3121033	ROTH, KAREN P	619 HIGHLAND AVE			CARLISLE, PA...			
3121034	ROTH, JAMES F	619 HIGHLAND AVE			CARLISLE, PA...			
3121035	MORROW, ELIZABETH	300 JOURNEYS END			PEACHTREE CI...			
3121036	MORROW, PATRICK D	300 JOURNEYS END			PEACHTREE CI...			
3121037	VANSLYKE, BRADLEY J	P.O. BOX 341			COLEVILLE, CA			



In the **Printed Mailings** node, you can check **Include Mailings that are in a batch** on the upper right, and the search grid will display batches as well as single mailings. In the **Printed Batch Mailings** node, check the **Include batches with only one mailing** checkbox to include single mailings.

Include Mailings that are in a batch.
  Include batches with only one mailing.

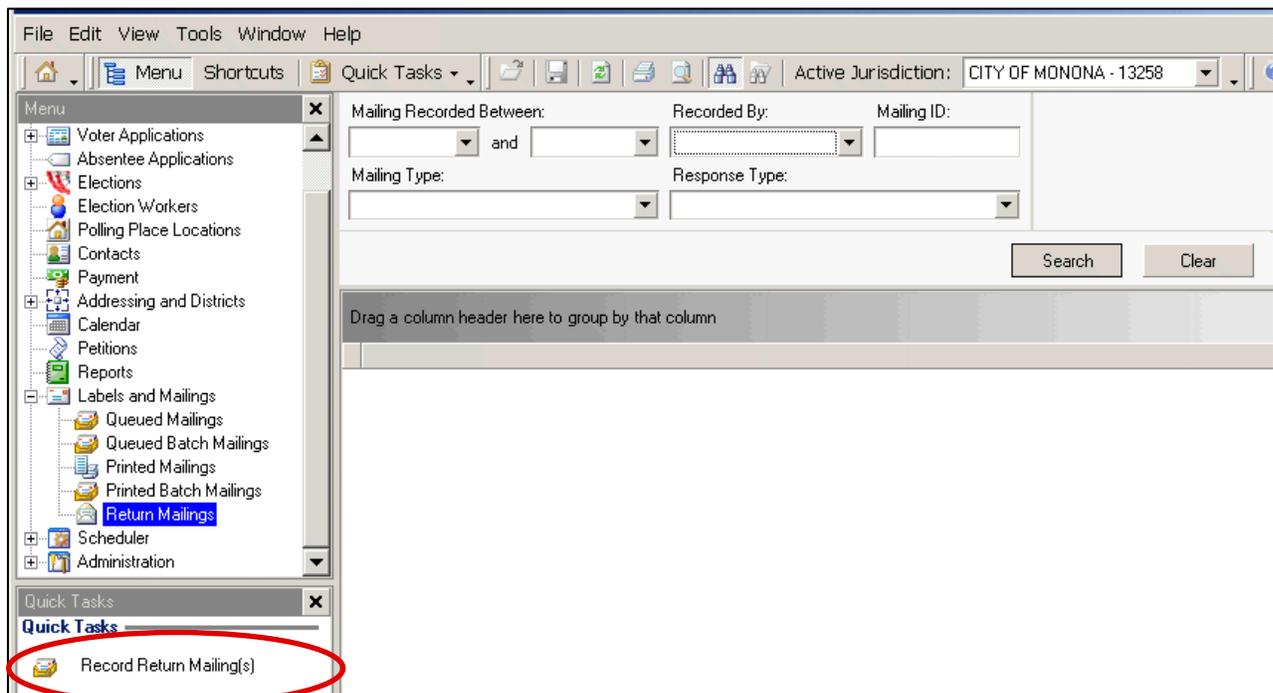
## Returned Mailings

- ☑ Mailing items that are generated by the system are tracked by a unique barcode number (the Mailing ID). When those mailings are returned to the election office – either because they are returned undeliverable by the postal service, or because they need further processing by the election office, you can record the fact that they were returned and why.

Recording returned mailings track the date and time the mailing was returned as well as the reason the mailing was returned.

## Search for Return Mailings

1. Expand (+) the **Labels and Mailings** node.
2. Click **Return Mailings**.
3. Use the Search Panel to find the recorded return mailings. The search can be conducted by **Mailing Recorded** date range, **Recorded By**, **Mailing ID**, **Mailing Type**, or **Response Type**. Once a successful search is completed, the data grid displays all mailings that have been returned.



## Quick Tasks for Return Mailings

- **Record Return Mailings:** Allows you to record returned mailings
- **Clear Recorded Mailing:** Reverses the action of recording a mailing if it was recorded in error. This Quick Task is available when a recorded mailing record is selected on the **Return Mailings** data grid

## Record Return Mailing(s)

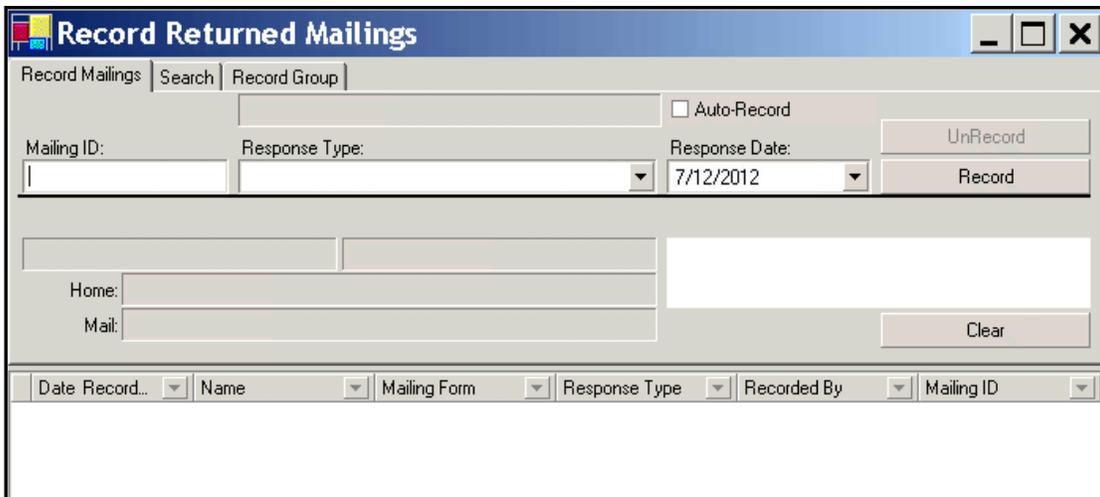
Do not use the **Labels and Mailings** node to record returned absentee ballots. This is done from the **Absentee** node of the election.

1. Click the **Record Return Mailing(s)** Quick Task to open the **Record Returned Mailings** screen.

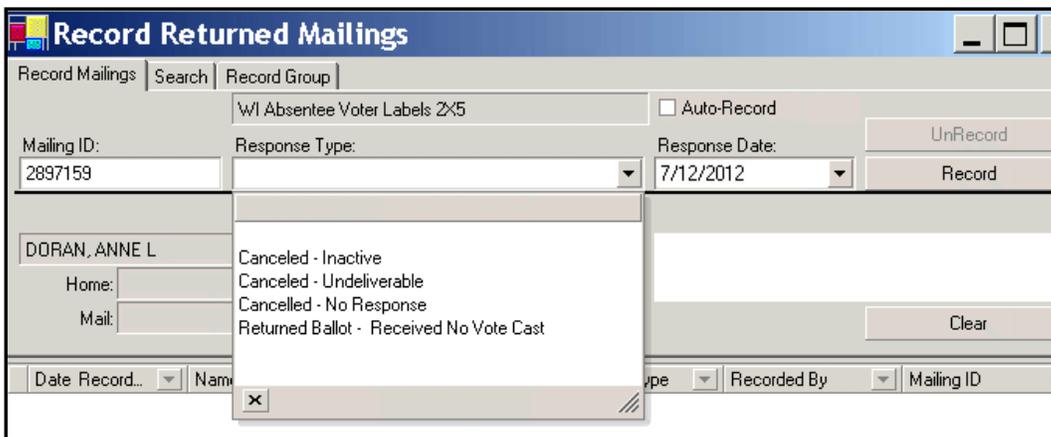
There are three tabs in the **Record Return Mailings** screen:

- The **Record Mailings** tab allows the user to record newly returned mailings
- The **Search** tab allows users to search for returned mailings that have already been recorded
- The **Record Group** tab allows users to record a response to a group of mailings

2. To record a mailing, enter the **Mailing ID**, either by scanning the barcode or enter it manually.



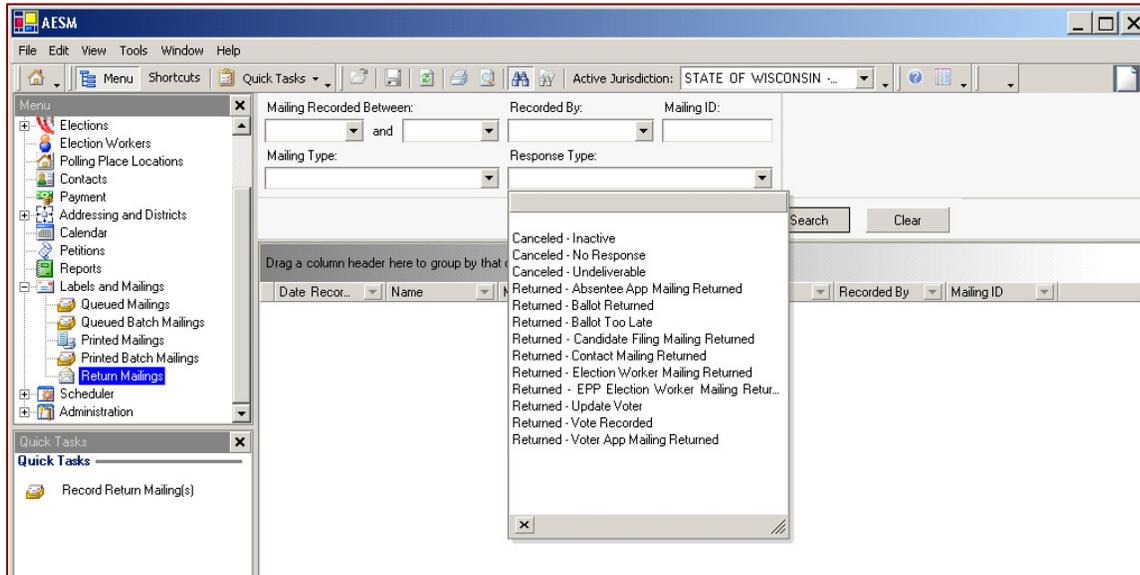
3. Select **Response Type** from the drop-down menu. The codes available are based on the mailing type you selected.
4. Enter the date the mailing is returned in the **Response Date** field.



5. Click the **Record** button to record the mailing or check the **Auto-Record** checkbox to automatically record the mailing if processing a batch of returned items.

## Returned Mailings Response Types

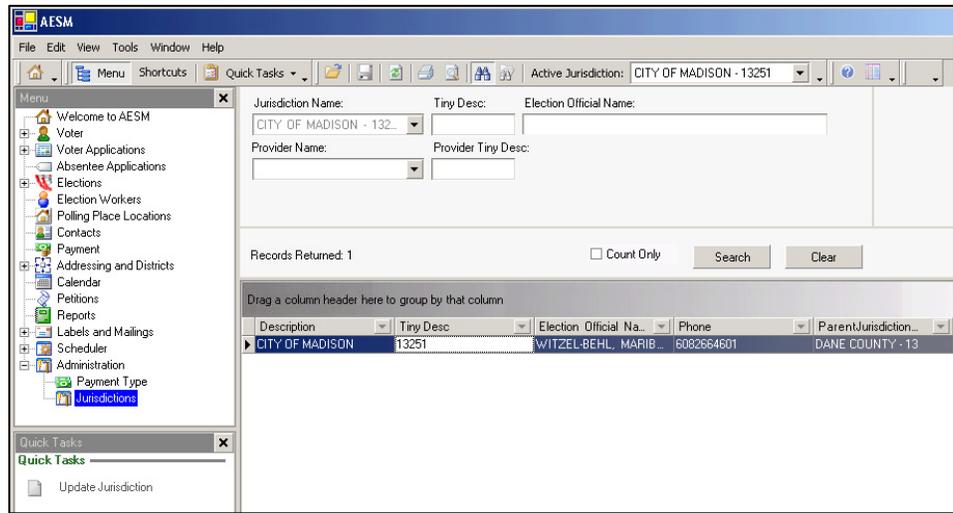
This is the complete list of **Response Types**. If a specific mailing is selected and **Record Return Mailings** is opened, the options in the **Response Type** field are limited to those appropriate for that mailing.



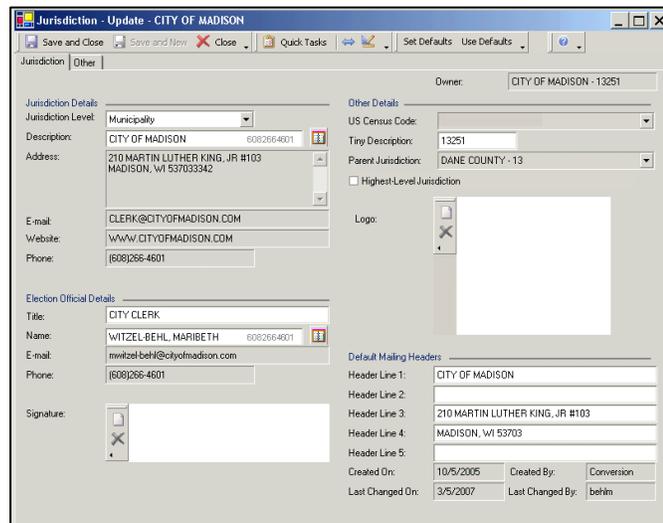
## Uploading Logos, Letterhead, and Signatures into SVRS Mailings

- To upload an office logo, letterhead, or official signature onto any mailings generated from SVRS use the Administration node to import the image into your municipal Jurisdiction record.

1. In the Main Menu tree, expand (+) the **Administration** node.
2. Click on **Jurisdictions**.
3. Under **Jurisdiction Name**, type in your municipality and click **Search**.
4. Double-click the record in the data grid to open it. The **Jurisdiction** record for your municipality will open

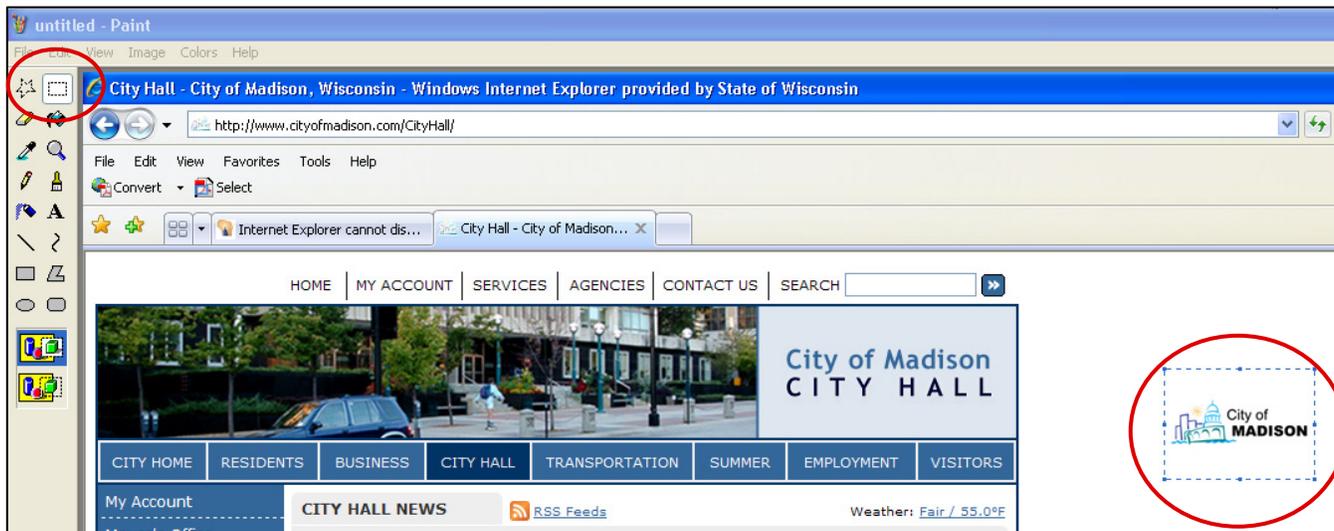


5. Search for the image you would like to import as your logo. When you have found the image, select it and copy it using **Ctrl-C**.



When you find an image you like, you can adjust it using the **Paint** program. With the image on your screen, hold down **Control** and hit the **Print Screen** button to take a screen shot. Then go to the **Start Menu**, choose **All Programs, Accessories, and Paint**. When the **Paint** program opens, hit **Ctrl-V** to paste the screenshot you took. Click the square selection box and outline the part of the image you'd like to use. Hit **Ctrl-C** to copy or **Ctrl-X** to cut.

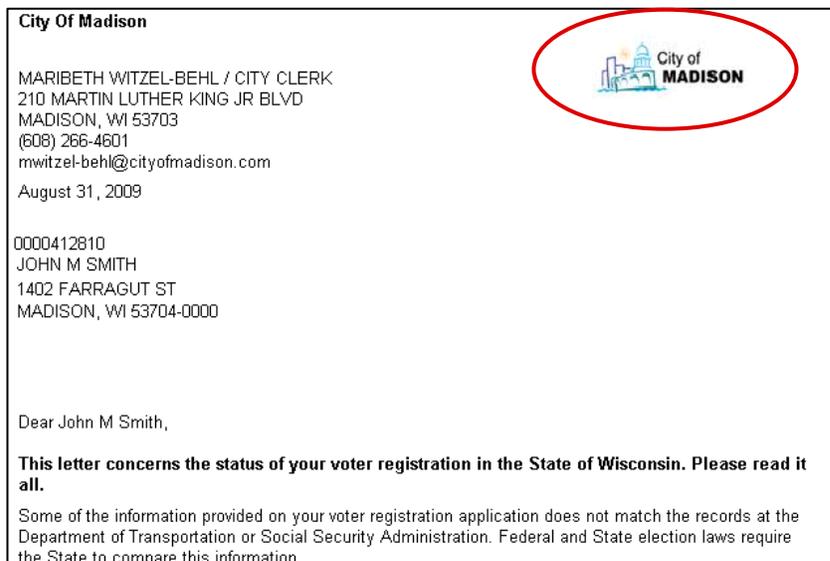
If you like, you can paste it again with **Ctrl-V**, move it to a white (or other) background, and reselect your image, this time making sure it is square shaped like the **Logo** box in the **Jurisdiction** record. (If the image is not roughly the same size and shape as the **Logo** box, it will appear skewed.) When you have selected the image you want, hit **Ctrl-C**.



6. Once you have copied your image to the clipboard using **Ctrl-C**, go back to the **Jurisdiction** record in SVRS.
7. Hit the **Insert** button by the **Logo** box (it looks like a page with a bent corner). Your logo image will appear in the box, and will appear in mailings you send to voters.



*You can also use **Ctrl-C** to copy an image of your signature onto the clipboard and use the **Insert** button to bring it into the **Signature** box.*



*If you would like to delete the image in the **Logo** or **Signature** box, click the red **X**.*



**Commonly Used SVRS Mailings:**

Mailing	Mailing Category and Definition	Helpful Tips <i>(if any)</i>	SVRS Application Manual
1. <a href="#">WI DMV Ping Notification letter</a>	Generated directly from a voter record, or from the <b>Voter Information Category</b> in the <b>Labels and Mailings</b> node. Designed to inform voters that they have failed their HAVA Check.	This mailing should be sent to all voters who do not pass their HAVA Check.	See The <a href="#">WI DMV Ping Notification Letter</a> , <a href="#">HAVA Interfaces</a> , page 5
2. <a href="#">WI Felon Notification Ineligible letter</a>	Generated directly from a voter record, or from the <b>Voter Information Category</b> in the <b>Labels and Mailings</b> node. Designed to inform voters that they are ineligible to vote because they are on post-correctional supervision.	This mailing should be sent to all voters who are inactivated because of a <b>Felony Record Match</b> .	See The <a href="#">WI Felon Notification Ineligible Letter</a> , <a href="#">HAVA Interfaces</a> , page 13.
3. <a href="#">WI Notice to Permanent Absentee Voters letter</a>	Generated from the <b>Labels and Mailings</b> node, under the <b>Absentee Category</b> . Informs permanent absentee voters who did not vote in an election that they must renew their permanent absentee status within 30 days.	This mailing should be sent to permanent absentee voters who do not vote in an April or November election.	See <a href="#">WI Notice to Permanent Absentee Voters</a> , <a href="#">Absentee Applications</a> , page 24
4. <a href="#">WI Certificate of Registration</a>	Generated from a <b>Voter Application</b> for a <b>Late Registrant</b> . Two half page certificates print on one page. One half is for the voter and the other can be sent to the polls.	This form can be generated from SVRS, but does not have to be.	See <a href="#">Mailings</a> , page 3
5. <a href="#">WI Voter Mailing Label 2X7</a>	Generated from an individual voter record, the voter search grid, or the <b>Labels and Mailings</b> node. Can be printed with a barcode or without.	<a href="#">WI Voter Mailing Label</a> is meant for only one voter at a time.	See <a href="#">Mailings</a> , page 5
6. <a href="#">Voter Labels 3X10</a>	Generated from the voter search grid or the <b>Labels and Mailings</b> node. Meant for larger batches of labels. No barcode is available.		See <a href="#">Mailings</a> , page 8
7. <a href="#">WI Voter Verification Postcard Notice</a>	Can be generated from a voter record, the voter search grid, or the <b>Labels and Mailings</b> node. Gives a choice of 5 messages for new registrants, polling place changes, redistricting and annexations, and suspension notices.	May want to mail merge into your own postcard document	See <a href="#">Mailings</a> , page 11

 For Absentee Ballot Labels, see the [Absentee Ballots](#) chapter.