

Table of Contents

| | |
|---|----|
| Access the CRM Electiondata | 2 |
| Introduction to the Provisional Ballot Tracker System | 3 |
| The Provisional Ballot Tracker System | 4 |
| Provisional Tracker System – Entering a Provisional Ballot Record | 4 |
| Provisional Tracker System – Updating a Provisional Ballot Record | 8 |
| Provisional Tracker System – Entering <i>No</i> Provisional Ballots | 10 |
| No Provisional Ballots By Municipality | 10 |
| No Provisional Ballots By Reporting Unit..... | 11 |
| Records from Past Elections | 12 |
| Check the Status of a Provisional Ballot on the MyVote Website | 13 |
| Search Provisional Ballot Status by Name | 13 |
| Search Provisional Ballot Status by Provisional Voter (PV) Number | 14 |
| Record Outstanding Absentee Ballots (Optional) | 15 |
| Enter Data | 15 |
| Zero Outstanding Absentee Ballots | 17 |

Access the CRM ElectionData Website



The Government Accountability Board uses a customer relationship management (CRM) system, the CRM ElectionData website, to organize and maintain Ineligible Voter Lists, Provisional Ballot Tracker, Absentee Tracking, Sample Ballot Previews, and Voter Felon Audits.

The recommended minimum computer requirements for using CRM:

| | |
|----------|-------------------------------|
| OS: | Windows 7 SP2 32bit or higher |
| RAM: | 1GB or more |
| Disk: | 1GB Free Space or more |
| Video: | RAM: 256MB (512 Recommended) |
| Browser: | Internet Explorer 8* |

*If you use another browser you may not be able to access CRM.

From the internet browser enter: <http://electiondata.gab.wi.gov>



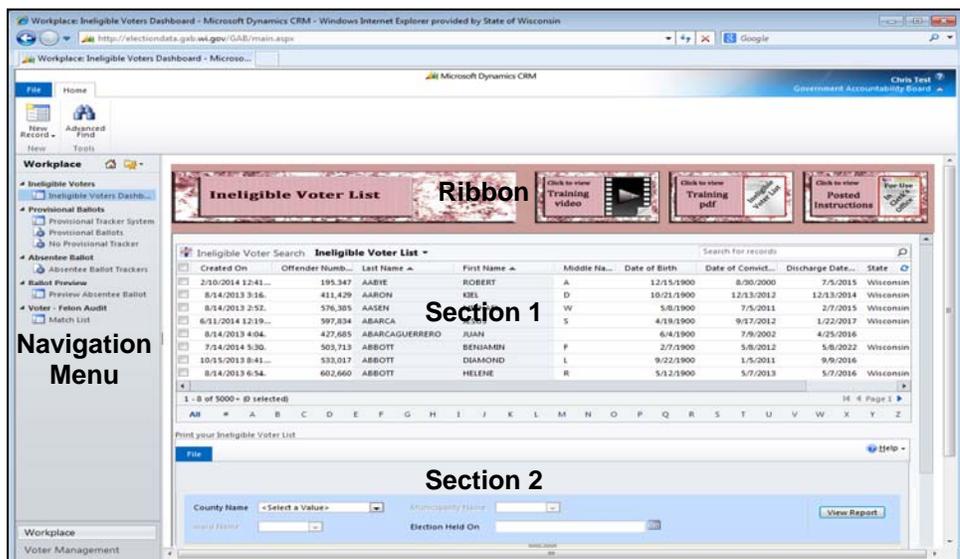
Enter your SVRS username and password.
Your username must be entered as: svrs\xxxxxx

Click **OK** to enter CRM ElectionData.



The **Navigation Menu** provides access to **Workplace** functions.

The **Provisional Tracker System** is one of the Workplace functions.



Introduction to the Provisional Ballot Tracker System



The Provisional Tracker System is an online database where municipal clerks enter their provisional ballot information as recorded on the Provisional Ballot Reporting Form (GAB-123r). The GAB-123r is an election reporting form that election inspectors complete at the polling place listing all of the electors who cast a provisional ballot. It is available in paper form on the Government Accountability Board's (GAB) website.

Provisional ballots must be entered electronically into the Provisional Tracker System on Election Night. This enables electors who voted a provisional ballot to check on MyVote the status of their provisional ballot and the reason. 42 U.S.C. §15482(a)(5)(B).

In Wisconsin, provisional voting is ONLY used in three situations:

1. If an individual is a first-time voter who registered by mail (prior to April 4 2014) and has failed to provide the required proof of residence, he or she may vote provisionally.
 - a. The poll list will contain the notation "POR Required" to identify those first-time voters who registered by mail and who must show proof of residence before being allowed to vote.
 - b. If an individual fails to provide the required proof of residence he or she may vote provisionally.
 - c. In the case of a first-time voter who voted absentee, the returned absentee ballot will be treated as provisional if no proof of residence has been provided with the returned absentee ballot.
2. If an individual who registers on Election Day has a Wisconsin driver license, but is unwilling or unable to provide the license number, he or she may vote provisionally.
 - a. Individuals who have a Wisconsin driver license may NOT use the last four (4) digits of their Social Security number.
 - b. Electors may vote provisionally if providing the driver license number is the only missing registration element. If an elector is also missing required proof of residence, then he or she may NOT register or vote.
3. If an individual is unable or unwilling to present an acceptable proof of identification, he or she may vote provisionally.
 - a. If there is a question of whether the photograph does not reasonably resemble the elector or the name does not conform to the name on the poll list, this question is handled by the challenge process and is not a provisional ballot.
 - b. In the case of an absentee voter who was required to provide photo ID in their certificate envelope (e.g., a voter in a care facility that is not served by SVD's, and the voter did not obtain a signature from the authorized representative of the care facility on the certificate envelope) the returned absentee ballot will be treated as provisional if a copy of photo ID was not included in the envelope.

The election inspectors record the name of the elector, the Provisional Number (PV#), and the reason for the provisional ballot on the Provisional Ballot Reporting Form GAB-123r. A Provisional Ballot Reporting Form (GAB-123r) must be completed by the election inspectors at the polling place listing all of the electors who cast a provisional ballot. **All electors who have been issued a provisional ballot must be tracked in CRM using the Provisional Ballot Tracker System on election night. The Provisional Ballot Tracker System must also be updated when an elector provides the missing information.**

The Provisional Ballot Tracker System

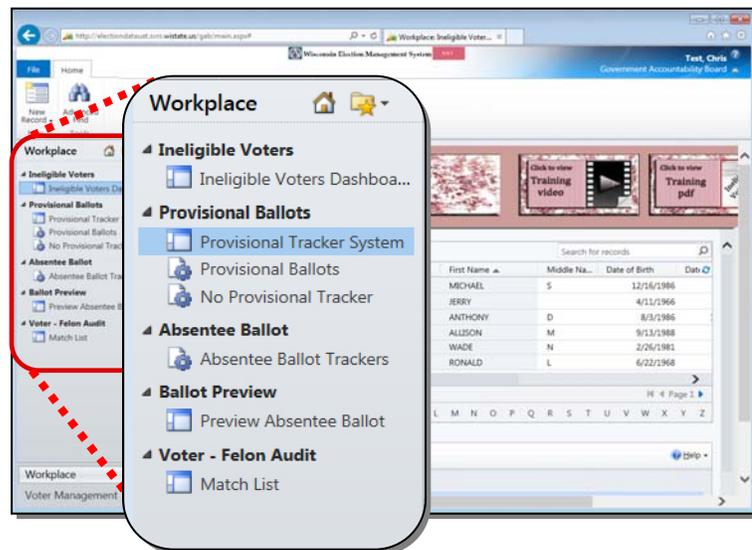
There are three nodes in Provisional Ballots section of CRM:

- Provisional Tracker System : a data entry screen for you to enter all provisional ballots issued for each election, update provisional ballots that have been cured, OR enter that no provisional ballots were issued in a municipality or reporting unit
- Provisional Ballots: a historical record of all issued provisional ballots in your municipality
- No Provisional Tracker: a historical record of elections for which you entered that no provisional ballots were issued in a municipality or reporting unit

This chapter will cover how to use the three nodes as well as specific instructions on how you (or the voter) can look up the provisional ballot information on the MyVote Wisconsin website.

Provisional Tracker System – Entering a Provisional Ballot Record

1. Click on the **Provisional Tracker System** under Provisional Ballots



2. Select from drop-down the correct **Election, County** and **Municipality**.

Election Information

Pending Ballots
 County: 0 Municipal: 0 Reporting Unit: 0

Election Name : 2014 FALL PARTISAN PRIMARY
 Election Date : 8/12/2014
 County : FOND DU LAC COUNTY - 20
 Municipality: Select
 Reporting Unit : TOWN OF ASHFORD - 20004

Reason Codes

A. POR listed on Poll List and proof of residence could not be provided.
 B. Unable or unwilling to provide DL# or State ID#.

3. Select the correct **Reporting Unit**. If any provisional ballots have already been entered they will appear.

Election Information

Pending Ballots
 County: 0 Municipality: 0 Reporting Unit: 0

Election Information

Election Name : 2014 FALL PARTISAN PRIMARY
 Election Date : 8/12/2014
 County : FOND DU LAC COUNTY - 20
 Municipality: TOWN OF ASHFORD - 20004
 Reporting Unit : No Provisional Ballots Wards 1 -3

Provisional Ballots

Reason Codes

A. POR listed on Poll List and proof of residence could not be provided.
 B. Unable or unwilling to provide DL# or State ID#.
 C. Unable or unwilling to present an acceptable proof of identification.

*** Required fields**

| ROW# | STATUS | NAME OF ELECTOR | VOTER REG.NO. | ADDRESS OF ELECTOR | PV # | ABSENTEE OR IN-PERSON ELECTOR | REASON CODE | CLERK OR ELECTION INSPECTOR NAME |
|------|---------|---|------------------------------|---|------|-------------------------------|--|----------------------------------|
| 1 | Pending | First: <input type="text"/> Middle: <input type="text"/> Last: <input type="text"/> | Voter Lookup | Line1: <input type="text"/> Line2: <input type="text"/> City: <input type="text"/> Zip: <input type="text"/> | | Select | <input type="checkbox"/> a <input type="checkbox"/> b | |

The **Status** field will default to a status of **Pending**. The other provisional ballot statuses are:

- Requirements Met – Counted at PP: This status will automatically update when the election date is provided.
 - Requirements Met – Pending BOC: The status will automatically update if the date provided is after the Election Day.
 - Counted: The status should be changed to Counted after the Board of Canvassers returns the GAB-123r and a voter number is entered on the form by the Board of Canvassers.
 - Rejected – Failed to Provide Missing Information: This status is entered after 4pm on the Friday following the election if the voter did not provide the required information.
 - Rejected – BOC: This status is entered after the Board of Canvassers returns the GAB-123r if the ballot was rejected by the Board of Canvassers.
4. Enter the provisional data from the GAB-123r. Start by entering the provisional voter's **First, Middle and Last Name**.

| ROW# | STATUS | NAME OF ELECTOR |
|------|---------|---|
| 1 | Pending | First: <input type="text"/> Middle: <input type="text"/> Last: <input type="text"/> |

5. Is the voter currently a registered voter in SVRS?
 - a. If the voter record does not exist in SVRS, skip to **step 6**.
 - b. If the voter record already exists, click [Voter Lookup](#).

Reason Codes

A. POR listed on Poll List and proof of residence could not be provided.
 B. Unable or unwilling to provide DL# or State ID#.
 C. Unable or unwilling to present an acceptable proof of identification.

* Required fields

| ROW# | STATUS | NAME OF ELECTOR | VOTER REG. NO. | ADDRESS OF ELECTOR | PV # | ABSENTEE OR IN-PERSON ELECTOR |
|------|---------|--|------------------------------|-----------------------------------|------|-------------------------------|
| 1 | Pending | First: JESSICA Middle: V Last: TRUCE | Voter Lookup | Line1: Line2: City: Zip: | | Select |

The **Voter Reg. No – Voter Lookup** tool will allow you to locate the voter in SVRS and pull the voter information into the provisional ballot record in CRM (saving time on data entry). The [Voter Lookup](#) link opens a separate window that will allow you to select the voter who was issued a provisional ballot. If the voter is found on the list, click [Select](#) next to choose the voter's registration information in SVRS.

Voter Lookup
Search or Select voter from list for Provisional Ballots.

First Name: JESSICA Middle Name: V
 Last Name: TRUCE

| Voter Reg. # | First name | MI | Last Name | Address Line1 | Address Line2 | City | Zip Code | Ward |
|------------------------|------------|---------|-----------|---------------|---------------|-------------|-----------|--------------------------|
| Select | 0013795293 | JESSICA | V | TRUCE | W3103 MAIN ST | CAMPBELLSPC | 530102504 | Town of Ashford - Ward 3 |



Clicking [Select](#) will automatically fill in the Name, Address, Ward, and Voter Reg Number from the SVRS voter record. It will overwrite any data already entered in the name and address fields.

6. If the **Voter Lookup** list does not include the voter who was issued a provisional ballot, click the  to close the window.

7. If necessary, enter the provisional voter's address manually. The address should be listed on the GAB-123r.

ADDRESS OF ELECTOR

Line1:
 Line2:
 City:
 Zip:

| ROW# | STATUS | NAME OF ELECTOR | VOTER REG.NO. | ADDRESS OF ELECTOR | PV # | ABSENTEE OR IN-PERSON ELECTOR | REASON CODE | CLERK OR ELECTION INSPECTOR NAME | 123R PAGE NO. | NOTE | TYPE OF PROVISIONAL DOC. PROVIDED | METHOD OF PROVIDING MISSING INFO. | DATE AND TIME ELECTOR PROVIDED MISSING INFO. | VOTER NUMBER ISSUED | WARD | POLLING PLACE | SAVE |
|------|--------|-----------------|---------------|--------------------|------|-------------------------------|-------------|----------------------------------|---------------|------|-----------------------------------|-----------------------------------|--|---------------------|------|---------------|------|
|------|--------|-----------------|---------------|--------------------|------|-------------------------------|-------------|----------------------------------|---------------|------|-----------------------------------|-----------------------------------|--|---------------------|------|---------------|------|

8. Enter the **Provisional Voter Number (PV#)**.

PV #

9. Select **Absentee** or **In-Person** from the drop-down.

ABSENTEE OR IN-PERSON ELECTOR

Select ▼

10. Select a **Reason Code**.
More than one Reason Code can be selected.

← Provisional Ballots

Reason Codes

- A. POR listed on Poll List and proof of residence could not be provided.
- B. Unable or unwilling to provide DL# or State ID#.
- C. Unable or unwilling to present an acceptable proof of identification.

REASON CODE

a

b

c

11. Enter the **Clerk or Election Inspector's Name** from the GAB-123r.

CLERK OR ELECTION INSPECTOR NAME

12. Enter the GAB-123r page number in **123R Page No.**
 The page number is located on the top right corner of the GAB-123r.

123R PAGE NO.

13. A **Note** field is provided where you may type in notes that were written on the GAB-123r.

NOTE

CURED, NOT CURED



If the voter cured the provisional ballot at the polling place and was issued a voter number, continue to complete the record with the information on the GAB-123r

*If the voter has not cured the provisional ballot and you have entered all the information from the GAB-123r, continue to **step 17** to SAVE the record.*

14. Enter the **Type of Provisional Documentation Provided** (this is a free-form text field), and select the **Method of Providing Missing Information** from the drop-down.



*The **Method of Providing Missing Information** should correspond to the reason the voter was given a provisional ballot. For example, a DL# may be provided by telephone if **Reason B** is the reason code entered. If **Reason C** is selected, photo ID can only be provided in person.*

TYPE OF PROVISIONAL DOC. PROVIDED
METHOD OF PROVIDING MISSING INFO.

WI DL

Phone ▼

15. Enter the **Date and Time the Elector Provided the Missing Information**.



If the date entered is Election Day the **Status** will automatically change to **Requirements Met – Counted at PP**.

DATE AND TIME ELECTOR PROVIDED MISSING INFO.

//_:__:__ AM

Input a date and time

VOTER NUMBER WARD ISSUED

16. There is no need to enter the **Voter Number Issued** from the GAB123r as the voter number is already listed on the poll list. Leave this field blank.



If the provisional ballot is cured and a voter number is given to the voter, you will also need to use the Record Votes node in SVRS to record the vote. See Post Election Activities chapter.

17. **SAVE:** Even if the voter has not yet provided the necessary documentation, you will need to save the record. Click **Save**. If there are incomplete entries, you will need to update the provisional ballot record later if the voter provides documentation.

| 123R PAGE NO. | NOTE | TYPE OF PROVISIONAL DOC. PROVIDED | METHOD OF PROVIDING MISSING INFO. | DATE AND TIME ELECTOR PROVIDED MISSING INFO. | VOTER NUMBER ISSUED | WARD | POLLING PLACE | SAVE |
|---------------|------|-----------------------------------|-----------------------------------|--|---------------------|------|-------------------|------|
| 1 | | DRIVER LICENSE | In-Person | 8/12/2014 | 325 | | ASHFORD TOWN HALL | Save |

SAVE

Save

Provisional Tracker System – Updating a Provisional Ballot Record

1. To update a previously saved record in the Provisional Ballot Tracker System, return to the Provisional Tracker in CRM. Use the drop-downs to enter **Election, County, Municipality** and **Reporting Unit**. Scroll down to view a list of the provisional ballots entered in that reporting unit. Find the entry for the provisional voter you wish to finalize. Click the **Edit** button.

* Required fields

| ROW# | STATUS | NAME OF ELECTOR | VOTER REG.NO. | ADDRESS OF ELECTOR | PV # | ABSENTEE OR IN-PERSON ELECTOR | REASON CODE | CLERK OR ELECTION INSPECTOR NAME |
|------|---------|--|---------------|--|------|-------------------------------|-------------|----------------------------------|
| 1 | Pending | First: JESSICA Middle: V Last: TRUCE | | Line1: W3103 STATE F Line2: City: CAMPBELLSP | 1 | InPerson | C | T.S. DANZ |

2. Enter the **Type of Provisional Documentation Provided** (this is a free-form text field), and select the **Method of Providing Missing Information** from the drop-down.



The **Method of Providing Missing Information** should correspond to the reason the voter was given a provisional ballot. For example, a DL# may be provided by telephone if **Reason B** is the reason code entered. If **Reason C** is selected, photo ID can only be provided in person.

TYPE OF PROVISIONAL DOC. PROVIDED
METHOD OF PROVIDING MISSING INFO.

WI DL

Phone

3. Enter the **Date and Time the Elector Provided the Missing Information.**



If the date entered is Election Day the status will automatically change to **Requirements Met – Counted at PP.**



If the date entered is after Election Day the provisional ballot **Status** will automatically change to **Requirements Met – Pending BOC.** After the Board of Canvassers meets, the provisionial ballot **Status** must be manually changed to either **Counted or Rejected – BOC**

DATE AND TIME ELECTOR PROVIDED MISSING INFO.

//_:__:__ AM

Input a date and time

4. Enter the **Voter Number Issued** from the GAB123r as issued by the Board of Canvassers. If the provisional ballot was cured on Election Day, there is no need to enter the voter number as it is already on the poll list.

VOTER NUMBER WARD ISSUED



If the provisional ballot is cured and a voter number is given to the voter, you will also need use the Record Votes node in SVRS to record the vote. See Post Election Activities chapter.

5. Once the new information is entered into the appropriate fields, click **Update** to save the updated information. To close the record without updating the information click **Exit**.

** Required fields

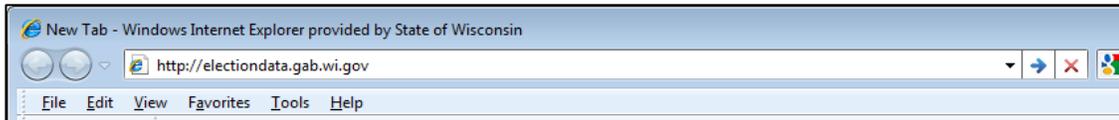
| ROW# | STATUS | NAME OF ELECTOR | VOTER REG.NO. | ADDRESS OF ELECTOR | PV # | ABSENTEE OR IN-PERSON ELECTOR | REASON CODE | CLERK OR ELECTION INSPECTOR NAME | 123R PAGE NO. | NOTE |
|------|---------|---|--|--|------|-------------------------------|---|----------------------------------|---------------|------|
| 1 | Pending | First: <input type="text" value="JESSICA"/> Middle: <input type="text" value="V"/> Last: <input type="text" value="TRUCE"/> | 0023323275 Voter Lookup | Line1: <input type="text" value="W3103 STATE R"/> Line2: <input type="text"/> City: <input type="text" value="CAMPBELLPO"/> Zip: <input type="text" value="530102504"/> | 1 | In-Person | <input checked="" type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c | T.S. DANZ say | 1 | 23 |

Provisional Tracker System – Entering No Provisional Ballots

Users have two options for recording the event of no provisional ballots in an election. This should not be entered until after the polls close on Election Night.

- by Municipality
- by Reporting Unit

1. First, log into CRM from your internet: <http://electiondata.gab.wi.gov>

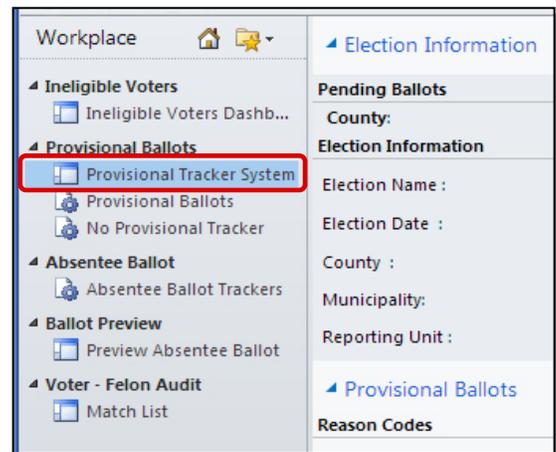


2. Enter your SVRS username and password.
Your username must be entered as: svrs\xxxxxx

Click OK to enter CRM ElectionData.

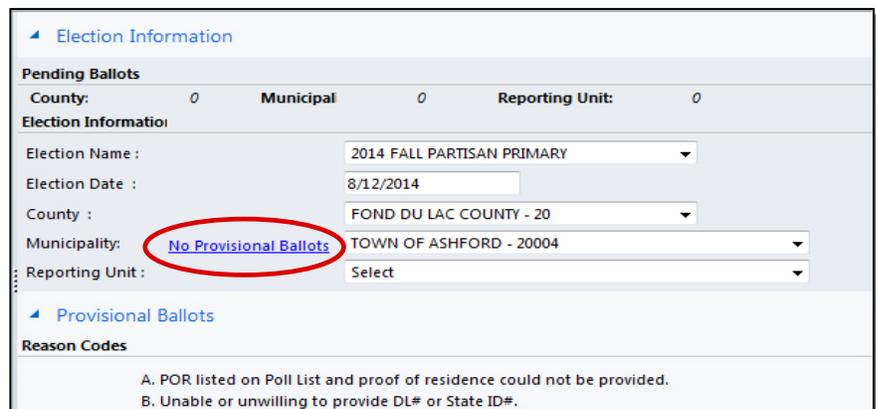


3. Under the **Workplace** side menu click on **Provisional Tracker System**.



No Provisional Ballots By Municipality

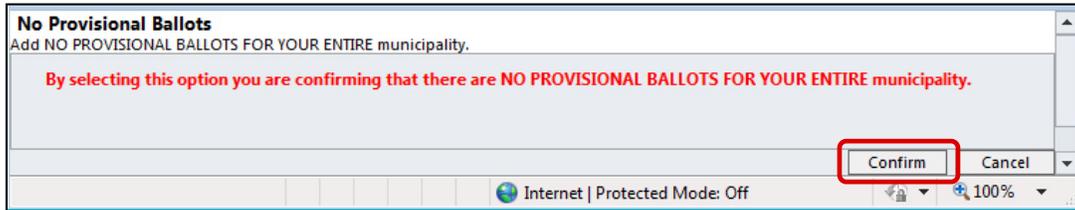
- Select in the drop-downs: **Election, County, and Municipality**.
- Next to the Municipality click on the link **No Provisional Ballots**.
- A pop-up window will appear with a confirmation message.





The pop-up blocker on your internet browser should be turned OFF in order to receive the confirmation message.

- Click **Confirm** to complete recording no provsional ballots for the Municipality.



No Provisional Ballots By Reporting Unit

- Select in the drop-downs: **Election, County, Municipality, and Reporting Unit.** A check box will appear next to the reporting unit name.
- Check the box next to **No Provisional Ballot**, and you are DONE.

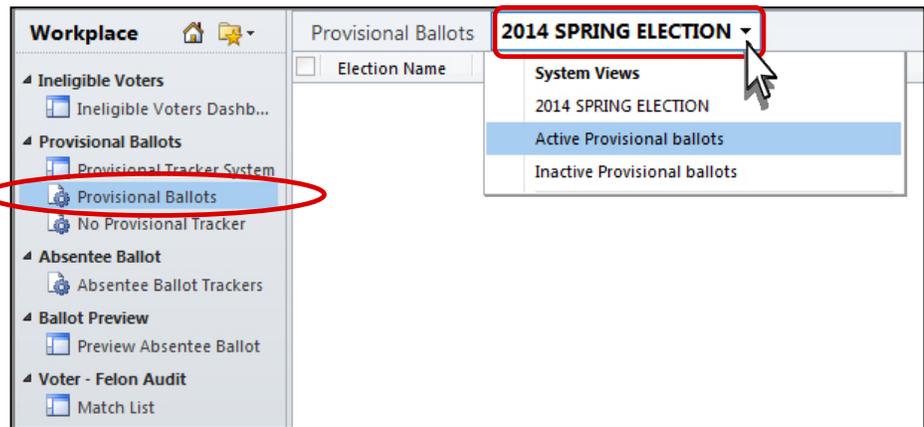
| Election Information | |
|-------------------------------------|---|
| Election Name : | 2014 FALL PARTISAN PRIMARY |
| Election Date : | 8/12/2014 |
| County : | FOND DU LAC COUNTY - 20 |
| Municipality: | TOWN OF ASHFORD - 20004 |
| Reporting Unit : | <input checked="" type="checkbox"/> No Provisional Ballots Wards 1 -3 |
| Provisional Ballots | |

If you need to enter a provisional ballot after you have checked no provisional ballots you simply select the reporting unit and **uncheck** the **No Provisional Ballots**. Afterward continue by following the instructions under the Entering Data a Provisional Ballot Record section.

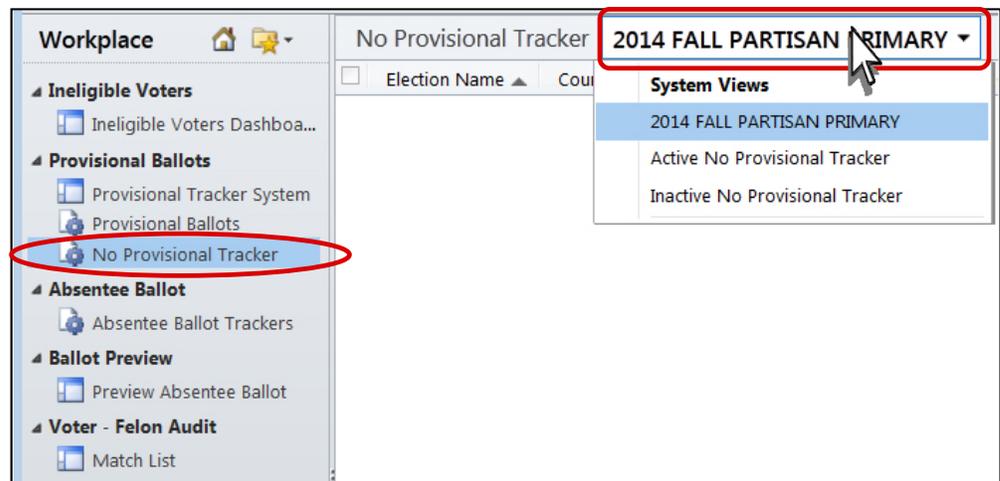
Records from Past Elections

Past Elections entered into the Provisional Tracker system can be viewed from two different side menus.

Click **Provisional Ballots**. Selecting Active Provisional ballot view in the **System Views** drop-down list will show all the active provisional ballots from all elections.



Click **No Provisional Tracker**. Selecting Active No Provisional Tracker view in the **System Views** drop-down list will show the records of “no provisional ballots” entered from all elections.



Check the Status of a Provisional Ballot on the MyVote Website



Look up a Provisional Ballot on MyVote Wisconsin. A voter can review the status of their Provisional Ballot by either searching by Name or Provisional Ballot Number.

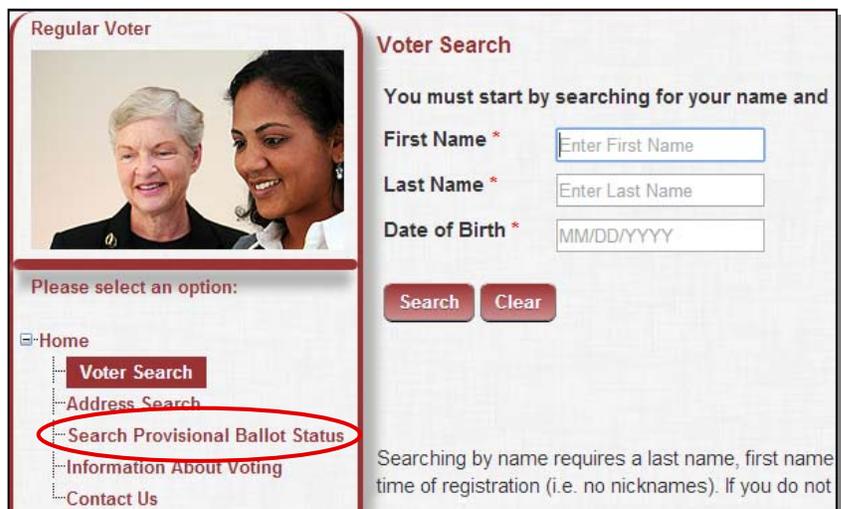
Go to the **MyVote** website at <https://myvote.wi.gov>

1. Click **Regular Voter**.



Search Provisional Ballot Status by Name

2. To Search by **Voter Name** Click on the words **Search Provisional Ballot Status**.



3. Enter in the voter's **Last Name, First Name,** and **Date of Birth.**

4. Click **Search.**

5. Click the underlined name of the provisional voter.

Search Result:

| Name | Election Date | Municipality | County | PV Number |
|----------------------|-------------------------|-------------------------|------------------|-----------|
| <u>FLYNN, ERIC C</u> | 2/21/2012 6:00:00 AM | CITY OF MADISON - 13251 | DANE COUNTY - 13 | 1 |

6. The Provisional Status window will open and display the **PV Number, Election Date, Election Name, Ballot Status,** and **Status Reason.** The ballot information is in the status shown on the **Provisional Voting Information Sheet for Voters.** This form is available on the G.A.B. website gab.wi.gov, and should be given to each voter assigned a provisional ballot at the polling place.

Provisional Ballot Status

| PV Number | Election Date | Election Name | Ballot Status | Status Reason |
|-----------|---------------|---------------------|--------------------------------|--|
| 1 | 2/21/2012 | 2012 SPRING PRIMARY | Requirements met - Pending Boc | Requirements met. Ballot will be counted, if valid, by the county board of canvassers. |

Search Provisional Ballot Status by Provisional Voter (PV) Number

1. To Search by **Provisional Ballot Number** click on the circle next to **PV Number.**
The PV Number is the number entered on the GAB-123r and into CRM Provisional Tracker System.

2. Enter the **Municipality Name (Required),** the **PV Number** and verify the **Election Date.**

Search Result:

| Name | Election Date | Municipality | County | PV Number |
|----------------------|---------------|-----------------------------|------------------|-----------|
| <u>FLYNN, ERIC C</u> | 8/12/2014 | CITY OF SUN PRAIRIE - 13282 | DANE COUNTY - 13 | 2 |

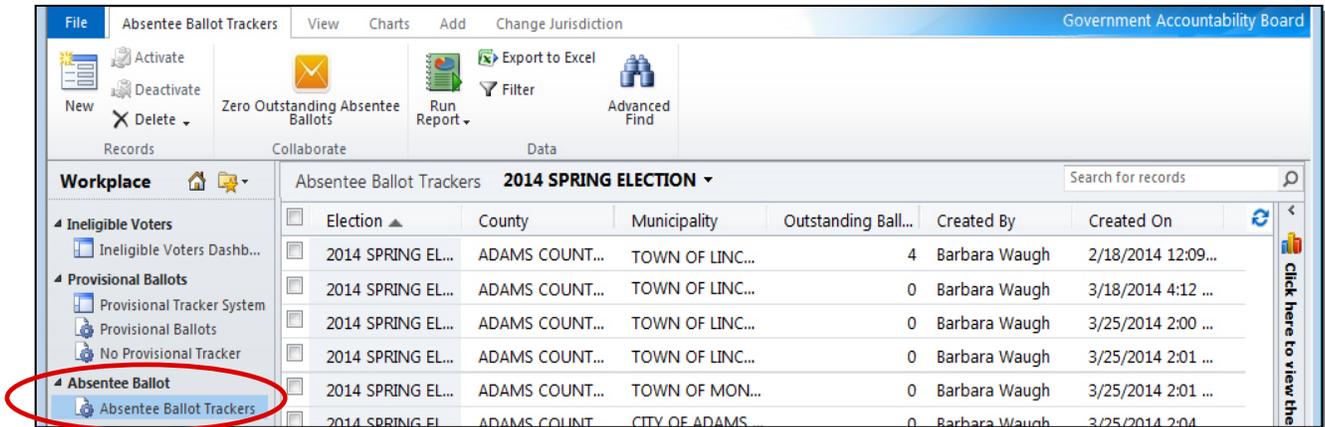
3. Click **Search.**

4. Click the Name of the correct provisional voter. The Provisional Ballot Status Screen appears. Provisional Ballot information will be displayed, showing the **PV Number,** the **Election Date** and **Election Name, Ballot Status,** and the **Status Reason** the ballot is in the status shown.

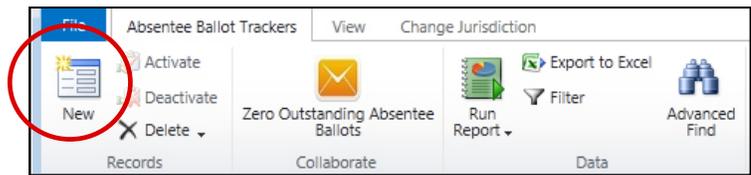
Record Outstanding Absentee Ballots (Optional)

Enter Data

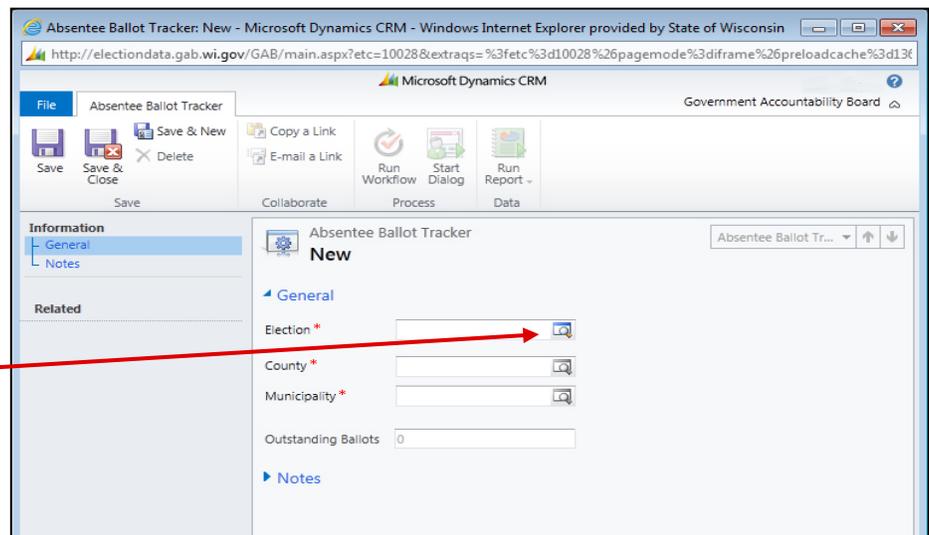
1. Under the **Workplace** side menu click on **Absentee Ballot Trackers**.



2. Select the **NEW** button located on the upper left corner on the top ribbon.



3. A new record will open. Select the correct **Election, County, Municipality, Polling Place Location, and Reporting Unit**.



4. Click here to open the **Look Up Record** window.

- In the **Look Up Record** search screen select the correct choice and click **OK**.

Election* 

 To refine your search place a check to **Show Only My Records** or search by election year.

Look Up Record -- Webpage Dialog

Look Up Record
Enter your search criteria and click Search to find matching records. Filter your results and view different columns of data by using the View options. Then, select the record you want and click OK.

Look for: Election **Show Only My Records**

View: Election Lookup View

Search: 2014

| Election Name | Election Type C... | Election Date | Electic |
|--|--------------------|---------------|---------|
| <input checked="" type="checkbox"/> 2014 SPRING ELECTION | Spring Election | 4/1/2014 | |
| <input type="checkbox"/> 2014 LANCASTER SPRING ELECTIOON | Spring Election | 4/1/2014 | |
| <input type="checkbox"/> 2014 D4 SPECIAL ELECTION | Special Election | 7/1/2014 | |
| <input type="checkbox"/> 2014 FALL PARTISAN PRIMARY | | 8/12/2014 | |

1 - 4 of 4 (1 selected) Page 1

Properties New **OK** Cancel Remove Value

 Repeat this **Look Up Record** step for selecting the correct **Election, County, Municipality, and Polling Place Location**.

- Enter the number of outstanding absentee ballots and click **Save & Close**

Absentee Ballot Tracker: New - Microsoft Dynamics CRM - Windows Internet Explorer provided by State of Wisconsin

http://electiondatauat.svrs.wisstate.us/GAB/main.aspx?etc=10001&extraqs=%3fetc%3d10001%26pagemode%3diframe%26

Microsoft Dynamics CRM

Absentee Ballot Tracker Add Government Accountant

File Save Save & Close Delete Copy a Link E-mail a Link Run Report

Information General Notes Related

Absentee Ballot Tracker **New**

General

Election* 2014 PARTISAN PRIMARY

County* FOND DU LAC COUNTY - 20

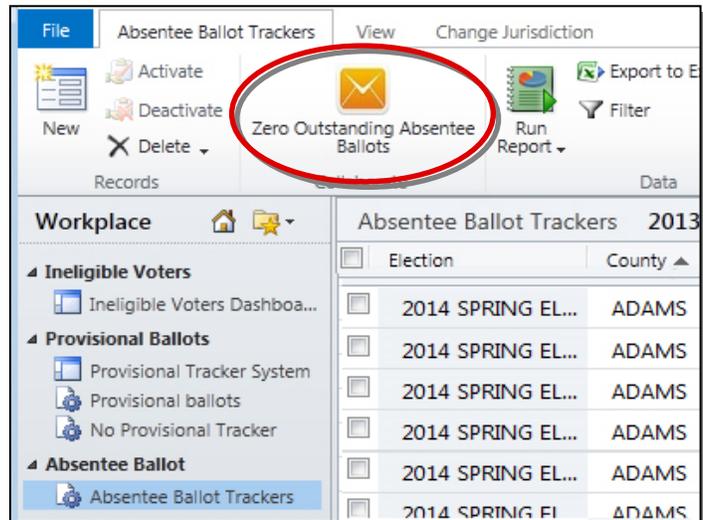
Municipality* TOWN OF ASHFORD - 20004

Outstanding Ballots 5

Zero Outstanding Absentee Ballots

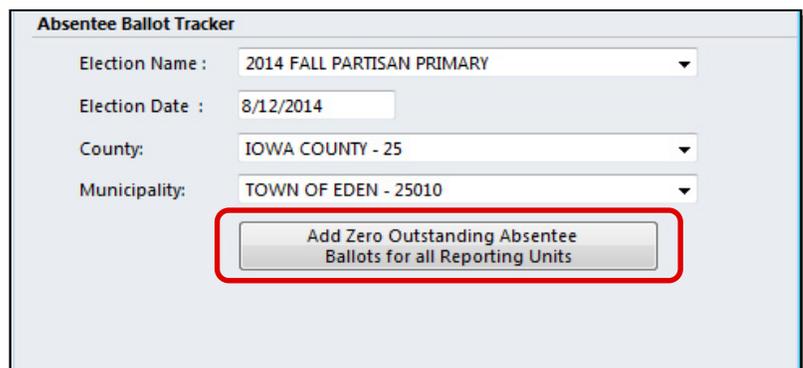
If you determine all of your reporting units have no outstanding absentee ballots you can enter them all together rather than entering each reporting unit value individually.

1. Select the **Zero Outstanding Absentee Ballots** button located on the top ribbon.



2. A pop-up window will open. (*NOTE: The pop-up blocker on your internet browser should be turned OFF in order to receive the confirmation message.)

3. Select from the drop-down the **Election Name** (the date will auto populate).
4. Select the **County** and **Municipality**.
5. Click the **Add Zero Outstanding Absentee Ballots for all Reporting Units** button.



The screenshot shows a pop-up window titled 'Absentee Ballot Tracker'. It contains several fields: 'Election Name' (2014 FALL PARTISAN PRIMARY), 'Election Date' (8/12/2014), 'County' (IOWA COUNTY - 25), and 'Municipality' (TOWN OF EDEN - 25010). At the bottom, a button labeled 'Add Zero Outstanding Absentee Ballots for all Reporting Units' is circled in red.