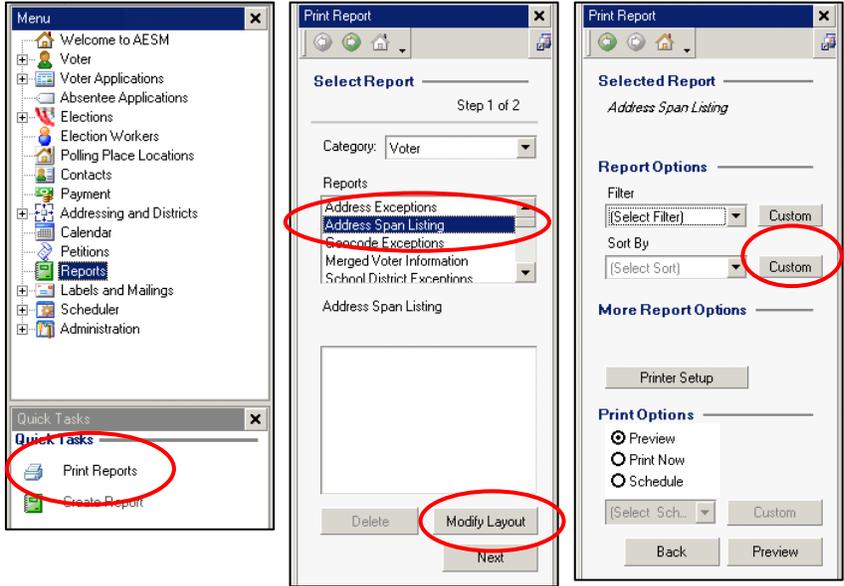


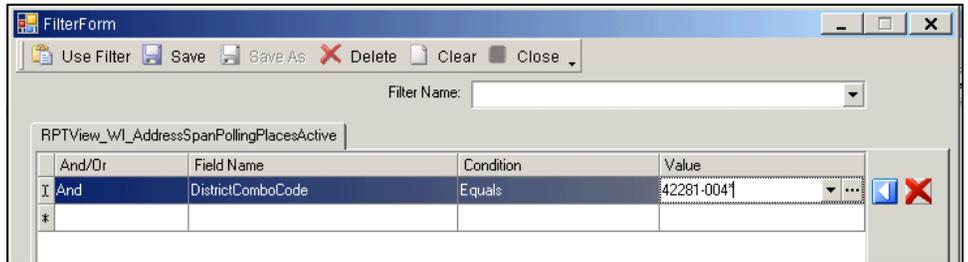
The Address Span Listing Report

This report can be generated from both the municipal and county jurisdictional levels in SVRS. It will list all of the streets in a municipality or a ward, and indicate the house numbers that fall into each district. However, this report is based on addresses with active voters only. Addresses where no one is registered will not appear on the report.

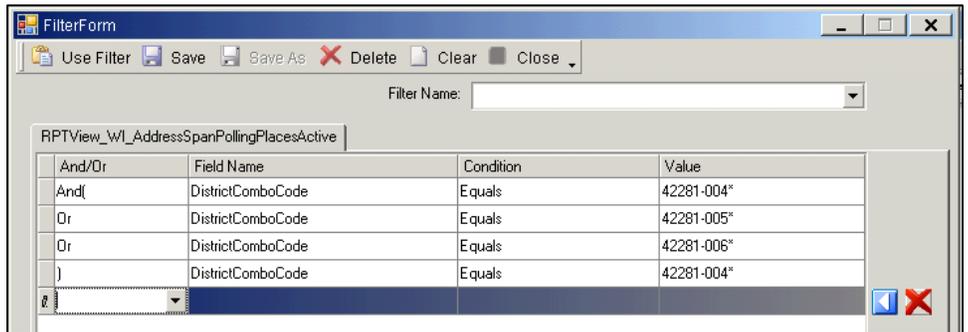
1. On the **Menu** tree, click the **Reports** node.
2. On the **Quick Tasks** pane, click **Print Reports**.
3. Leave the report **Category** set to **Voter**, and select **Address Span Listing** from the list.
4. Click **Next**.
5. (Optional) **Filter** your report.
 - a. Normally you will not need to filter this report. If you do not use a filter, you will get a list of all of the streets in your municipality. Sometimes you may wish to filter this report for individual wards. If you wish to filter this report, click the **Custom** button next to the **Filter** drop-down list.



- b. If you wish to filter for a single ward, **And**, **DistrictComboCode**, **Equals**, and the ward and ward number followed by an asterisk. In the example, **42281-004*** will bring up addresses only in Ward 4 of the City of Sparta.



- c. You can also filter for multiple wards, for example if you wanted a list of addresses in 3 wards that vote at the same polling place. Use the **And(Or, and)** functions to filter for multiple wards as shown in the example.



Note that on the last line, after the closing parenthesis, something must be entered into the **Field Name**, **Condition**, and **Value**, but it does not matter what you enter – that is not a working part of the filter.

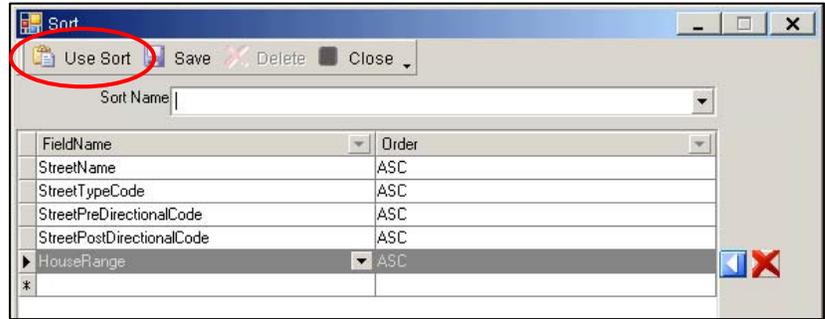
- d. Click **Use Filter**.



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

6. Sort your report.

- a. Click the **Custom** button next to the **Sort By** drop-down list.
- b. Copy the **Sort** displayed. This will put the report in order by street, then house number. It will also make sure that “Maple Ave” and Maple Lane” are separated, and “N Main St” is separated from “S Main St.”



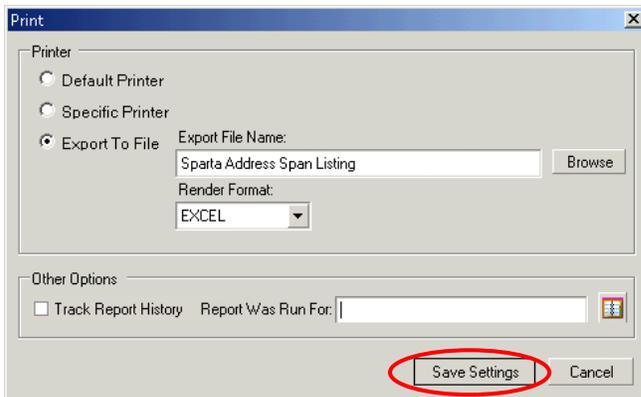
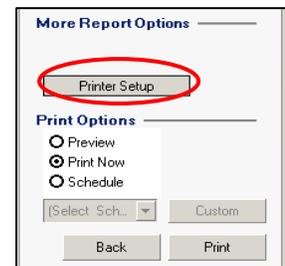
(Optional) If you add **DistrictComboCode, ASC** on the first line, the addresses will be grouped by district, then organized by street and house number.

- c. Click **Use Sort**.

7. Click the **Printer Setup** button and export your report to an Excel file.



As of 3/29/2012, there is a problem with printing this report directly or exporting it to a PDF format. Until this issue is fixed, you should export this report as an Excel spreadsheet. You can then delete the polling place location if that information isn't needed, or print the spreadsheet in landscape orientation, to make sure all the information fits properly on each page.



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



In the example above, the file will export to the **My Documents** folder on your **Citrix Metaframe** screen (where you enter your password to log into SVRS). You will have to transfer the file from the **My Documents** folder to your workstation before you can open the file, edit it, or print it. If you want detailed instructions, you can follow the same directions you use to retrieve an exported poll book.

8. Click the **Print Now** radio button.
9. Click the **Print** button.
10. The **Print or Export is Complete!** dialog box will open. Click **OK**.



A sample of the **Address Span Listing** report, exported as an excel document, is shown.

 If the report is missing streets or house numbers, because no active voters are registered at those addresses, you may export this report to an Excel spreadsheet, and add those additional addresses by hand. The same report would continue to be valid for multiple elections, as long as the polling places did not change and no new addresses were added to your municipality.

 Note that streets are always separated into **EVEN** and **ODD**, so you will not see **BOTH**, as in previous reports.

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

 Rather than displaying individual districts, this report displays the **District Combo**. If you need to know which county supervisory district or alder district the street belongs to, you might want to create a separate list of which district combos belong in each district.