

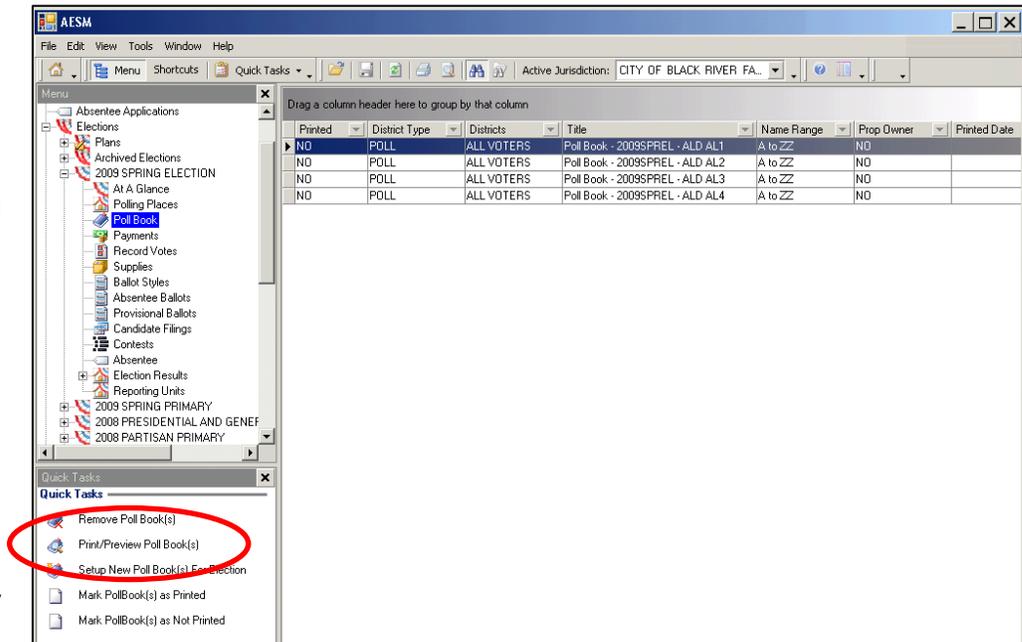
## Export the Poll Book Before Printing

Beginning In 2011, the legislature required that poll books contain a space for the voters' signatures. The additions of an upside-down signature block means that the poll book files created in SVRS are much larger than they used to be. Poll books sent directly to the printer may not print all of their pages, and clerks may be unable to use the V:\ or U:\ shortcut to export their poll books as they did in the past. All municipalities should follow the directions below to export their poll books to ensure that they receive all pages. Note that the poll books must be generated before following the instructions below. Directions for generating the poll lists have not changed.

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

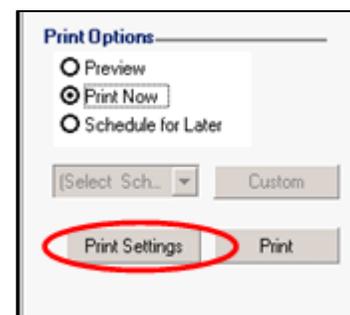


3. Click the **Poll Book** sub-node under the selected election to see a list of Poll Books which have been set up.



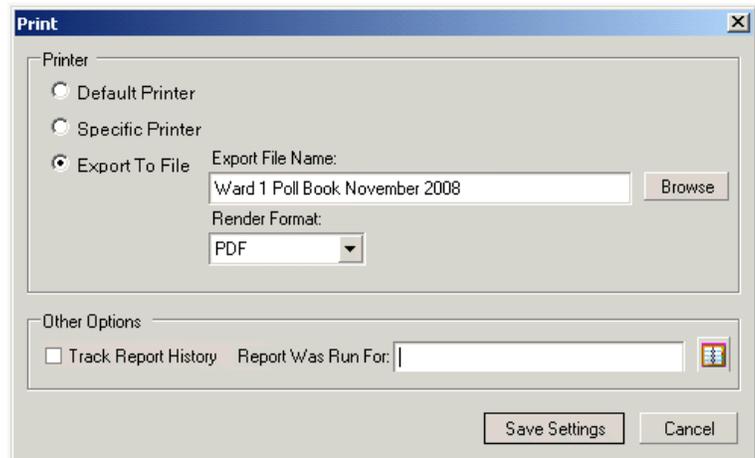
4. Select the **Poll Book** to print or preview by highlighting the record. Select only one record at a time.

5. Select the **Print/Preview Poll Book(s)** Quick Task.
6. Click on the **Print Settings** button. This dialog box controls whether your poll list will be printed directly to the selected printer, or exported to a file.



**7. To Export your Poll Book:**

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



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

**9. Select the Print Now radio button.**

**10. Click the Print button in the Print Poll Books task pane.**

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



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

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

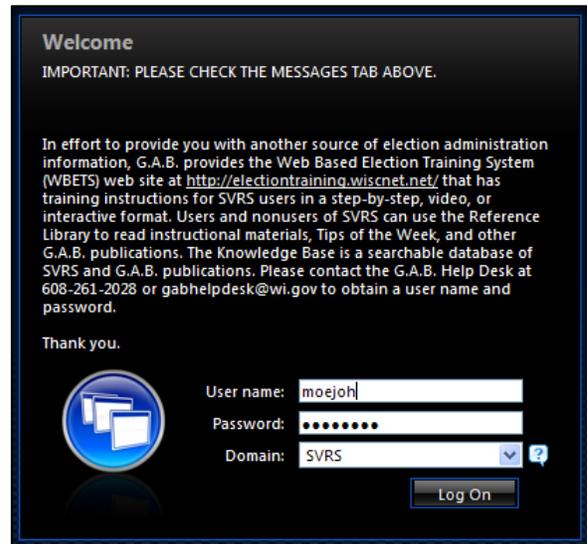


*There is a setting in SVRS for larger cities that allows them to export all of their poll lists at once rather than one at a time. To use this setting, you must call the GAB Help Desk and ask someone to change that system setting. At that time, you will receive alternate directions on how to export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

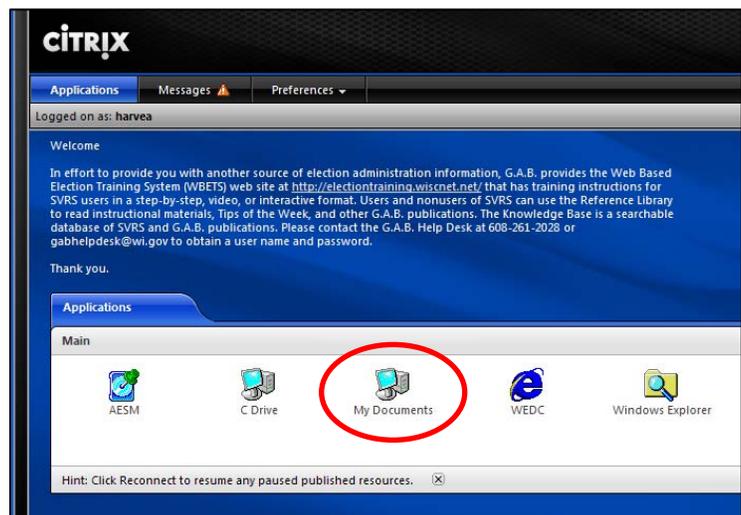
## Retrieve and Print Poll Book

- ☑ The exported PDF file of your poll book is stored in a My Documents folder located on a SVRS server in Madison. (This is not the My Documents folder on your own computer.) Follow these steps to retrieve and print poll book(s).

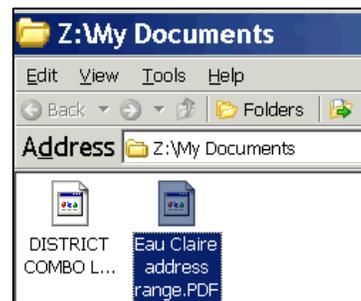
1. **Log in** to SVRS. Even if you have been actively working in SVRS, you may still have gotten logged out of the **Citrix Metaframe** page.



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



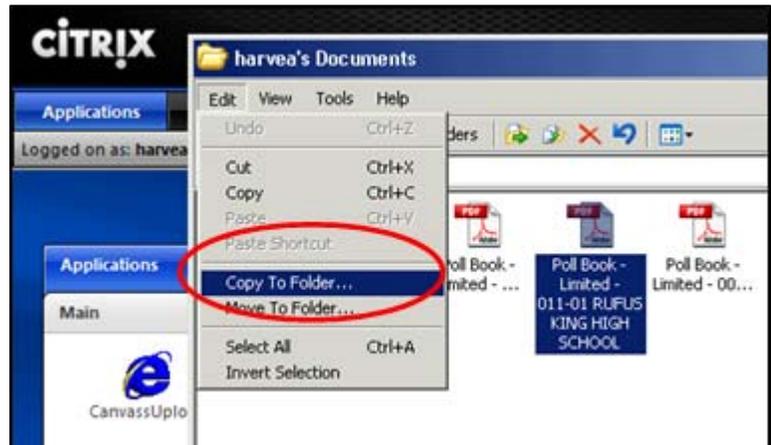
4. You will see **Z:\My Documents**. Highlight the poll book(s) to retrieve by single clicking on the file(s).



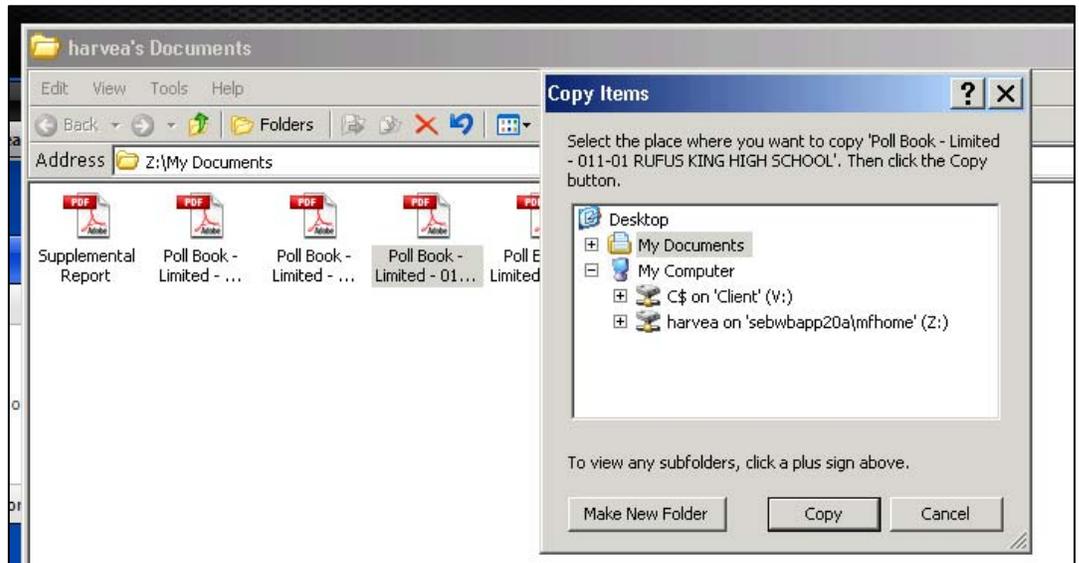
- Click on **Edit** and select the **Copy to Folder** or **Move to Folder** command.



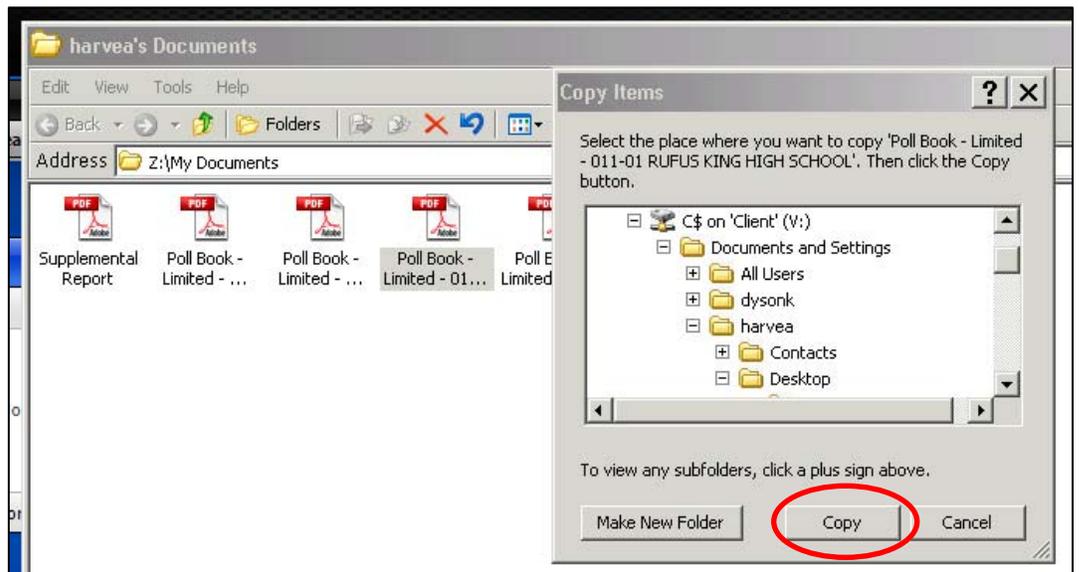
You can move or copy multiple files at the same time. Highlight specific multiple files by holding the **Control** key while clicking on the files to be moved or copied. You can also move sequential files by clicking on the first file, holding the **Shift** key, and clicking the last file to be moved or copied.



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

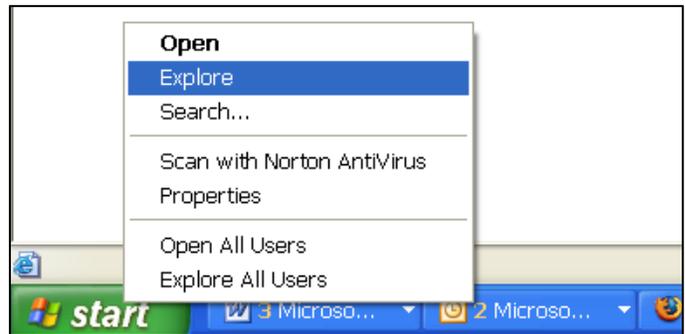


- Choose the location within the C drive to move or copy the files. You may choose to leave the **C\$ on Client (V:)** selected and move the file to your C: drive, or select a subfolder. Hit the plus sign (+) by a folder to see available subfolders.



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

10. To open and print the report, use Windows Explorer to access the report.
  - a. Right click on the **Start** button.
  - b. Click on **Explore**.



11. Expand (+) the **Local disk (C:)** drive.
12. Click on the folder where you copied or moved your poll book file. (This may be the **Local Disk (C:)** drive). Locate the poll book pdf file.
13. Double-click to open and view the poll book file.
14. Print the .PDF poll book file.



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

