

Finding a "Missing" Absentee Participation/Ballot in WisVote

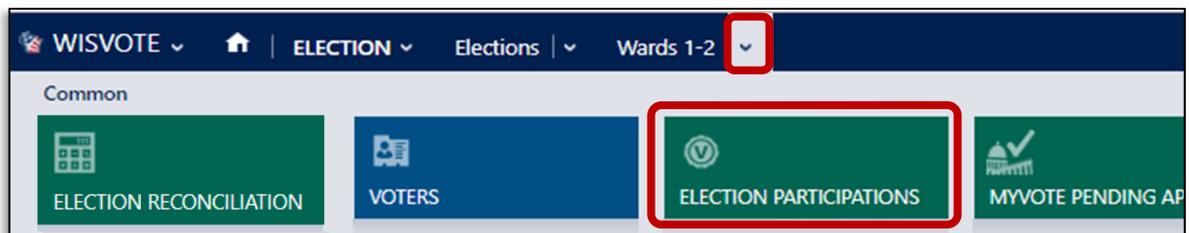
If your Election Reconciliation counts are off, you can use a combination of WisVote views and Excel to find the voter(s) in need of a participation or tracked absentee. These instructions will assist in finding the correct data in WisVote and using Excel to find the missing record(s).

Creating a List of Voter Participations

1. Go to the **Elections** tile
2. Choose the appropriate election
3. Click on the **Poll Books** tab to expand
4. Open the appropriate poll book by clicking the poll book **Name**

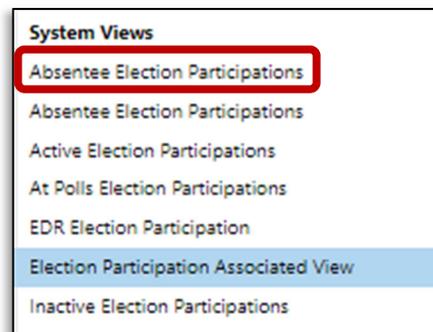


5. Once the poll book has opened, click the chevron next to the poll book (ward) name

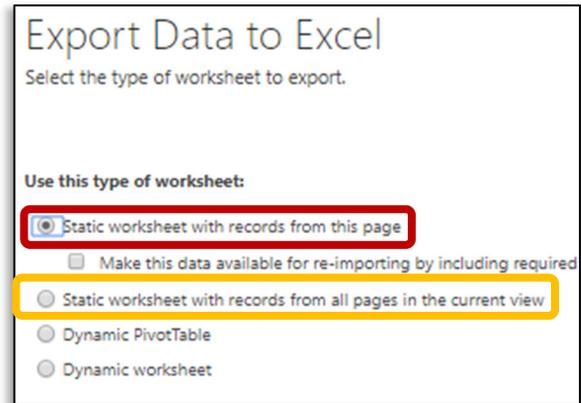


6. Choose the **Election Participations** tile from the dropdown
 - a. The list defaults to all participations in the poll book, you can see different participation types by choosing different views or by filtering the list directly
 - b. Choose **Absentee Elections Participations** from the associated views

Note: Ignore that the view is listed twice; either will work



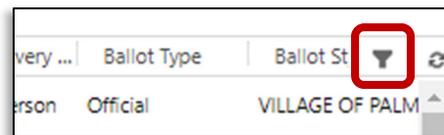
7. Click the **Export Election Participation** button and select worksheet type
 - a. If there are more than 50 records, choose **Static worksheet with records from all pages...**
 - b. If there are less than 50 records, choose **Static worksheet with records from this page**



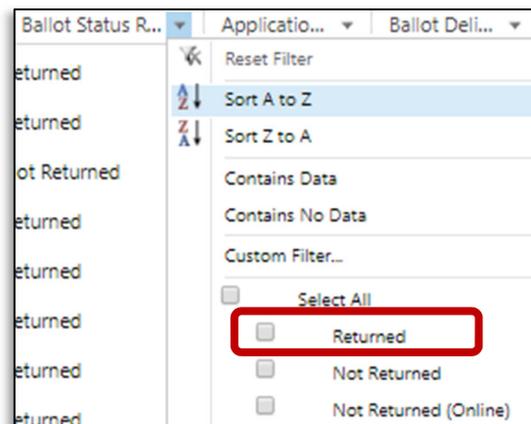
8. Click **Export**
9. Open the spreadsheet if it does not open automatically; choose **Yes** to open, even if a file extension error message shows.

Creating a List of Returned Absentee Ballots

1. Go to the **Elections** tile
2. Choose the appropriate election
3. Click the chevron next to the Election name
4. Choose the **Absentee Ballots** tile from the dropdown
5. Click the filter icon on the right-side



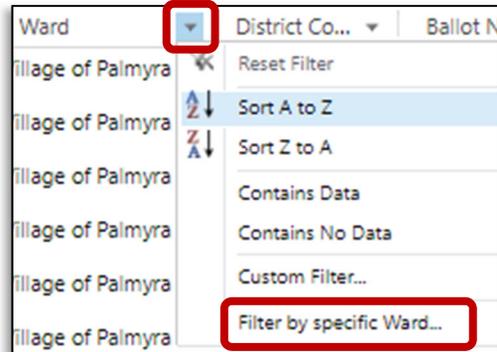
6. Click the down arrow next to **Ballot Status Reason**; choose **Returned** from the dropdown menu



7. Click **OK**
(If you only have one reporting unit skip to step 9)

8. If you have multiple reporting units, you will need to further filter the list by ward to match the absentees to the poll book

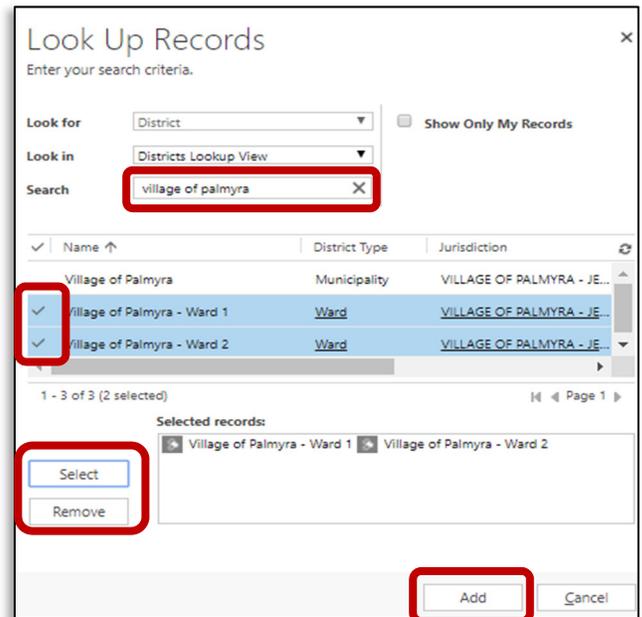
a. Click the dropdown next to **Ward** – you may need to scroll the Associated View to the right to see this column



b. Choose **Filter by Specific Ward**

c. Type your municipality name in the **Search** field; click the magnifying glass

d. Place a checkmark next to each reporting unit name



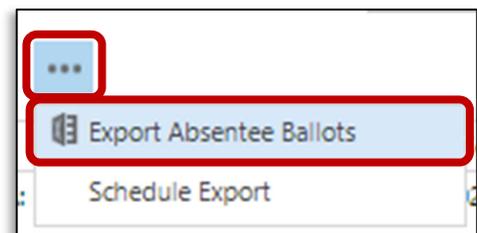
e. Click **Select**; continue until all wards from the reporting unit are listed in the **Selected records** box

Note: If you added a ward in error, click the ward name to highlight and click the **Remove** button

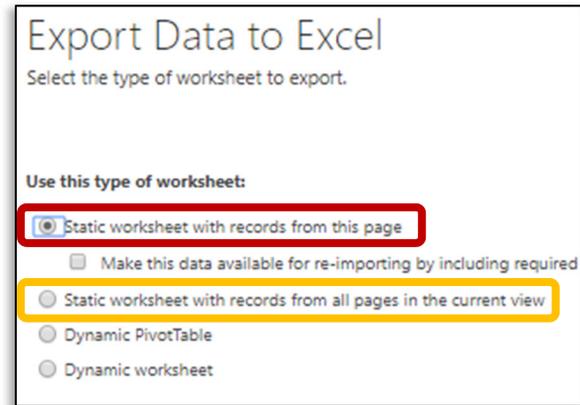
f. Click **Add**

9. From the filtered list, click on the **ellipsis**

10. Choose **Export Absentee Ballots** and open file; choose **Yes** to open, even if a file extension error message shows.



11. Select worksheet type
 - a. If there are more than 50 records, choose **Static worksheet with records from all pages...**
 - b. If there are less than 50 records, choose **Static worksheet with records from this page...**



12. Click **Export**
13. Open the spreadsheet if it does not open automatically; choose **Yes** to open, even if a file extension error message shows.

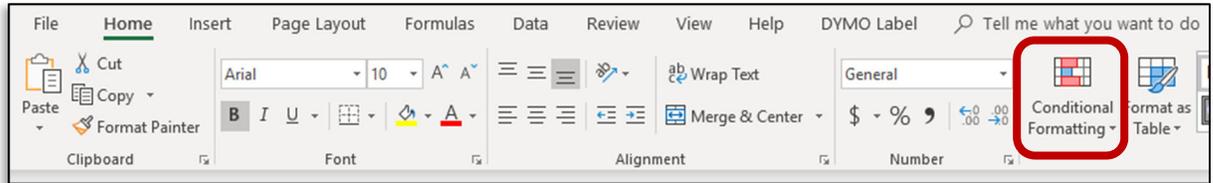
Comparing the Spreadsheets

1. Click on one of the Excel windows to make a spreadsheet the active window (it does not matter which one & click **Enable Editing** to edit)
2. Click on **Column B** to highlight the entire column
3. Right click, choose **Insert**

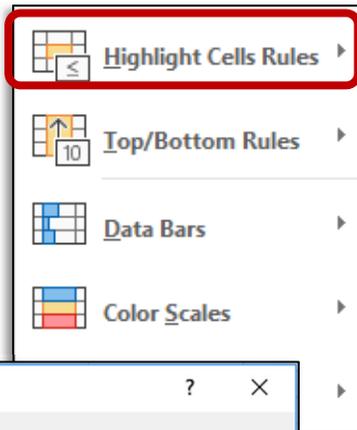
Note: If the names from **Column A** are cut off or pushing into column B, double-click the line between the columns to auto-expand the width of **Column A**

4. Go to the other Excel spreadsheet
5. Click and drag over all names in **Column A**; make sure all names are highlighted
6. Right-click and choose **Copy**
7. Return to the first spreadsheet with the added column

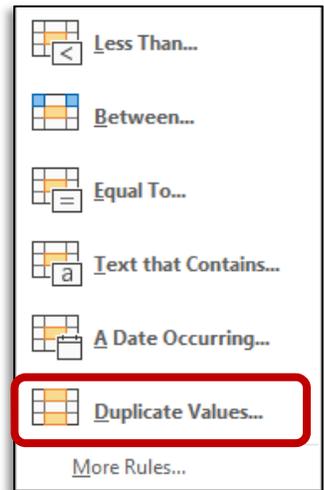
8. Click on **Column B** to highlight the entire column
9. Right-click and choose **Paste**  ;
the names copied from the second spreadsheet will fill the blank column
10. Click **Column A** and drag over **Column B** to highlight both columns
11. In the Home ribbon, click on **Conditional Formatting**



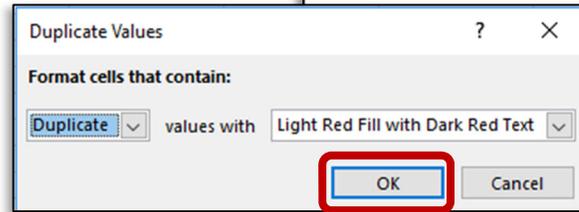
a. Choose **Highlight Cells Rules**



b. Choose **Duplicate Values**



c. Click **OK**



12. Review the list for any cells that are not highlighted

13. If the non-highlighted cell does not have a name match in the other column, this is who you are looking for

61	Faust, Steven D	Faust, Steven D
62	Felde, Jacqueline Mary	Felde, Jacqueline Mary
63	Flagstad, Jamie K	Foss, Larry L
64	Foss, Larry L	FRANGIPANE, CAROLINE M
65	FRANGIPANE, CAROLINE M	Froehlich, Rebecca Lynn
66	Froehlich, Rebecca Lynn	Fry, Rebecca Joleen
67	Fry, Rebecca Joleen	Fuller, Judy Eileen
68	Fuller, Judy Eileen	Fuller, Michaela Lynne
69	Fuller, Michaela Lynne	Funk, David R
70	Funk, David R	Funk, Lisa D

14. Add participation to poll book or mark ballot as returned under the **Absentee Ballot** tile