



SVRS 8.0 – Redistricting Checklist

The Government Accountability Board – Elections Division has now made version 8.0 of the SVRS application available for use by Wisconsin’s municipal clerks. This new version includes the new districts for 2012 based on redistricting.

This document is a checklist that clerks should follow to verify that their new districts have been set up correctly, set up new plans for polling places and reporting units, and verify that all voters have been correctly placed in their new districts. Other data quality checks, verifying addresses and school district assignment, are also included.

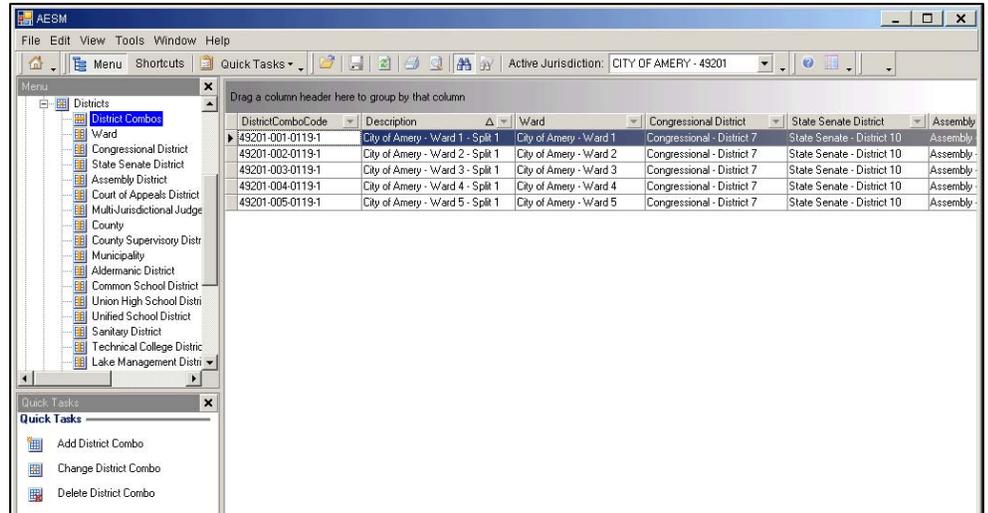
Overview and Contents:

- 1) District Combos – Page 2. The first step is to verify that the new district combos and districts are correct. Contact the G.A.B. (using the SVRS Incident Reporting website provided below) if there are any problems with extra or missing districts – G.A.B. technical staff will have to fix your maps.
- 2) Polling Place Locations – Page 4. Polling place locations must be created if your polling locations have changed, or if the name of the polling place has changed (usually because the district was included in the name and is no longer correct).
- 3) Polling Place and Reporting Unit Plans – Page 5. New Polling Place Assignment Plans and Reporting Unit plans must be created in every municipality.
- 4) Voters with no District Combo – Page 6. Voters with no district combos must be corrected by updating the voter’s address and placing the address in the correct location on the map.
- 5) Geocode Exceptions – Page 10. Verify addresses with questionable geocodes (geocode exception) are placed correctly on the map.
- 6) Address/Boundary Exceptions – Page 14. Verify addresses near boundary lines to ensure each voter is in the correct district.
- 7) School District Exceptions – Page 20. Fix voters whose school district has been changed by the redistricting process.
- 8) Address Conversion Issues – Page 22. Double-check addresses that were changed during the data conversion by the post office software. Most updates will be valid changes, but some will need to be corrected.
- 9) Directions on producing a mailing to inform voters of changes to their districts and polling places will follow shortly.
- 10) Incident Tracker – Page 25. If you have issues with your data or the usability of the software, we have a special SVRS incident tracker set up on the web to collect and prioritize these issues. The SVRS Incident Reporting website is located at <http://wisapps.wi.gov/sites/GAB/Incident> . Click on the words “Create a Service Request” and fill out the incident form that opens. If you want to attach a file to your incident you should send it by email to Svrs@wisapps.wi.gov.

1) Verify that new district data is correctly loaded into SVRS

- In the main menu, click the plus beside **Districts and Office Types**, and the plus beside **Districts**.
- Click on the words **District Combos**.
- Right-click on any column header and choose “**Best Fit (all columns)**” from the menu. You should see a screen like the one below.

- The **District Combo Code** is in a new format – 11111-222-3333-4. The first 5 digits are the Hindi number, unique to every municipality. The second block of 3 digits stands for the ward. The new block of 4 digits contains the School District Number – in the example, 0119 stands for Amery School District. The last digit is the split, used for sanitary or transportation districts that might split a ward into more than one section.



DistrictComboCode	Description	Ward	Congressional District	State Senate District	Assembly
49201-001-0119-1	City of Amery - Ward 1 - Split 1	City of Amery - Ward 1	Congressional - District 7	State Senate - District 10	Assembly
49201-002-0119-1	City of Amery - Ward 2 - Split 1	City of Amery - Ward 2	Congressional - District 7	State Senate - District 10	Assembly
49201-003-0119-1	City of Amery - Ward 3 - Split 1	City of Amery - Ward 3	Congressional - District 7	State Senate - District 10	Assembly
49201-004-0119-1	City of Amery - Ward 4 - Split 1	City of Amery - Ward 4	Congressional - District 7	State Senate - District 10	Assembly
49201-005-0119-1	City of Amery - Ward 5 - Split 1	City of Amery - Ward 5	Congressional - District 7	State Senate - District 10	Assembly

- You may also run the District Combo Listing report from SVRS to show you each district combo and the districts associated with it. For directions on how to run that report, see the Districts and Offices chapter of the SVRS Manual.

- Verify your district data:

- Do you have the correct number of wards? If you’ve had an annexation after April, 2010, it was probably not included in the data we loaded. You will have to contact the G.A.B. using the incident tracking website to arrange to add the annexed ward(s).
- Does each ward have the correct number of splits? If there are 3 school districts in ward one, there should be 3 district combo codes that start with your Hindi and have 001 in the second block of numbers. There may be additional splits if you have sanitary, lake management or transportation districts. Ask yourself – if absolutely every district had a contest on the ballot in the same election, how many ballot styles would each ward have? The total number of district combos in that ward should match the number of ballot styles in this situation.
- Are your Municipality, County, Statewide, Circuit Court, Court of Appeals, and District Attorney districts still present and correct? These districts should not change.
- Are your new Congressional, State Senate, Assembly, County Supervisory, and Aldermanic Districts (if applicable) loaded and correct?
- Do you see your correct school districts, Technical College districts, Sanitary, Multi-Jurisdictional Judge, Lake Management or Regional Transit Authority districts?
- Verify that there are no duplicates – all district combo codes and descriptions should be unique.



g) If your district combo data is incorrect or incomplete:

1. If any districts are missing or incorrect, you cannot change them yourself. You must contact the GAB by using the tracking incident website. Until you speak with an SVRS specialist, and they tell you to keep working, you should not change any polling place locations or fix any voters' addresses.
2. If you are missing an Aldermanic District, a Tech College District or Multi-Jurisdictional Judge district, those will not change the district combo codes. You can assign polling place locations, and fix voters with incorrect addresses, and you will not have to fix them again.
3. If you are missing a School district, a Sanitary District that holds elections, or a Regional Transit Authority District, your district combos will change once the new districts are added. For example, if you fix voters' addresses and assign them to a district combo that does not include the Sanitary District, you may need to change those voters again once the Sanitary District is loaded into SVRS. You may have to fix voters immediately if you have a primary in February 2012, but it's better to wait, if possible. Check with the GAB on the status of your data.

2) Verify that Polling Place Locations are updated and assigned to the correct wards

a) First, go to the **Polling Place Locations** node in the main menu. Hit the **Search** button to find all available polling places.

1. Verify your polling place Description. **If you are changing the ward or other district that the polling place is assigned to, and the district is part of the Description (like in the example below), you will have to create a brand new polling place location record with the new district name** instead of simply changing the old polling place location. This is because 2012 could see State Senate or Gubernatorial recalls in the old districts, and the old polling place locations for those districts will have to be saved and available for use.

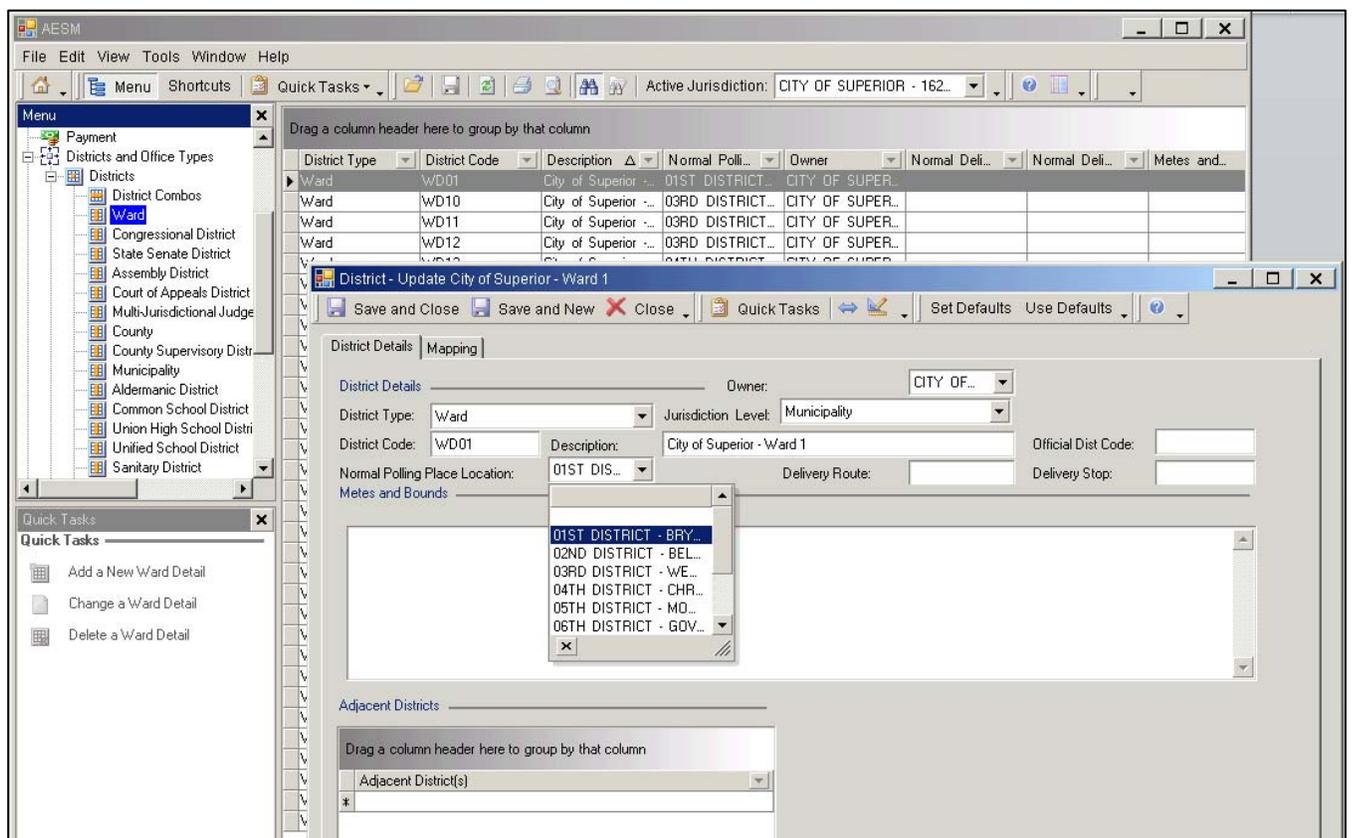
*Note that entering district names in the **Polling Place Location Description** is optional – it’s basically for the convenience of larger municipalities that may print multiple poll books for the same polling place. Smaller municipalities, especially if they have only one polling place, do not have to enter district names in the description.*

2. If your polling places remain the same, you do not have to change them. You should still create a brand new **Polling Place Assignment Plan** and **Reporting Unit Plan**.
3. If you need to add a new **Polling Place Location** record, please follow the directions in the Polling Places chapter of the SVRS manual.
4. It may be helpful to insert “2012” in the name of the polling place. For example “Ward 1 – Fire Station 2012.” That way you can tell new polling places from old ones. You can continue to use these polling places in 2013 and after, the 2012 is just to let you that the polling place was created for updated districts.

Records Returned: 11 Count Only

Description	Address	City	Status	Classifi...
01ST DISTRICT - BRYANT SCHOOL	1423 Central Ave	Superior	Available	School
02ND DISTRICT - BELGIAN CLUB	3931 E 2nd St	Superior	Available	Private Buil...
03RD DISTRICT - WESSMAN ARENA	2701 Catlin Ave	Superior	Available	Govermen...
04TH DISTRICT - CHRIST LUTHERAN CHURCH	320 28th Ave E	Superior	Available	Church
05TH DISTRICT - MOOSE LODGE	66 E 5th St	Superior	Available	Private Buil...
06TH DISTRICT - GOVERNMENT CENTER	1316 N 14th St	Superior	Available	Govermen...
07TH DISTRICT - WITC	600 N 21st St	Superior	Available	School
08TH DISTRICT - OUR SAVIOR'S LUTHERAN CHURCH	1924 Wyoming Ave	Superior	Available	Church
09TH DISTRICT - BILLINGS PARK CIVIC CENTER	3903 N 18th St	SUPERIOR	Available	Govermen...
10TH DISTRICT - PETER RICH CENTER	1201 N 8th St	Superior	Available	Govermen...
5TH DISTRICT - WITC	600 N 21st St	Superior	Available	School

- b) Once all Polling Place Locations are correct, add them to each ward as the **Normal Polling Place Location**.
1. In the main menu, click the plus (+) beside **Districts and Office Types** and the plus beside **Districts**.
 2. Click on **Ward**.
 3. Verify that each ward has the correct polling location listed in the **Normal Polling Place Location** column.
 4. If any ward has the wrong polling place, or no polling place assigned:
 - A. Double click on the record to open it.
 - B. Choose the correct polling place from the **Normal Polling Place Location** dropdown.
 - C. **Save and Close**.



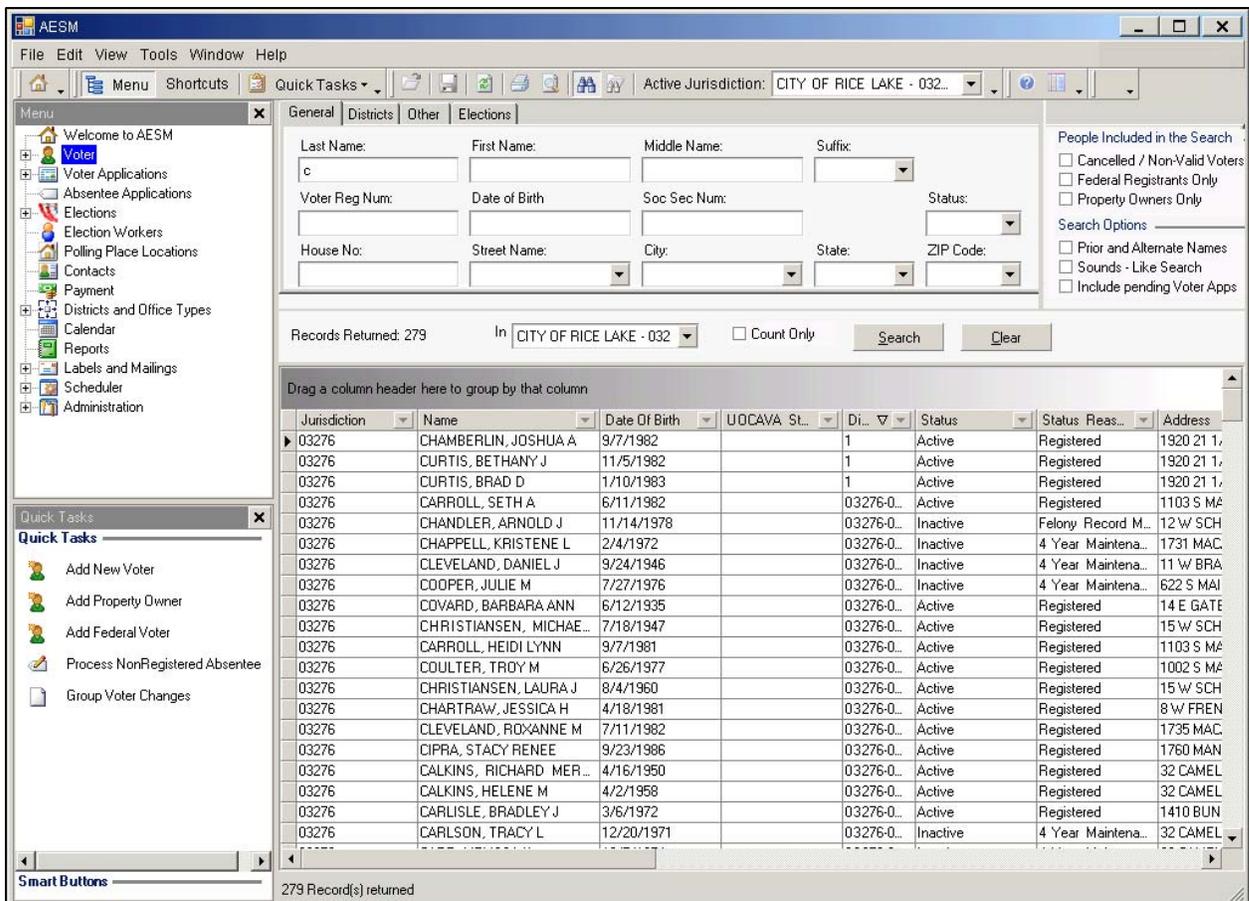
- c) Follow the directions in the Election Setup Chapter of the SVRS Manual to create new **Polling Place Assignment Plans** and **Reporting Unit Plans**.
1. Whether or not your polling place names and wards have changed, do not alter old Polling Place Assignment Plans or Reporting Unit Plans. You may need the old data in case of recall elections. Instead, create new plans.
 2. Make sure to put “2012” in front of the name of the new plan, for example: “2012 Spring Elections” or “2012 General Elections.” You can continue to use these plans in 2013 and beyond, the “2012” is just to let you know the plan was created for the updated districts. This will allow us to archive older plans without affecting newer plans.

3) DO NOT inherit the 2012 Spring Primary in SVRS until after January 10th, 2012. Many counties and municipalities may not have a Spring Primary, and you should not inherit the election in SVRS until you know you have a contest on the ballot.

- a) Because School Districts and Multi-Jurisdictional Judge districts have changed, there will be new directions on how to add school district contests and referendum, and MJJ contests. The G.A.B. will provide those directions by January 10th. **In the meantime, please do not set up any School District or Multi-Jurisdictional Judge contests.**
- b) Once you know that you will be having a primary in February, please contact the G.A.B. right away. We will prioritize those counties and municipalities that have elections in February, and make sure their districts and voters are corrected first.

4) Make sure all voters have a verified address, and they are located in the correct district combo.

- a) To find voters with no District Combination, you can search in the Voter node or run a report.
 1. You can use the Voters with No District Combination report to find voters who have not been assigned a District Combo. Follow the directions in the current Address Ranges chapter of the SVRS Manual.
 2. You may also search for all voters in the **Voter** node. For example, in the City of Rice Lake, enter each letter of the alphabet and click the **Search** button. Left-click with your mouse on the **District Combo** column header to sort all voters by District Combo. Voters with a District Combo of 1 will be grouped together (at the bottom of the list if your Hindi number starts with a “0,” or at the top of the list if your Hindi starts with a “1” or higher.)



The screenshot shows the AESM (Automated Election System Manager) interface. The 'Active Jurisdiction' is set to 'CITY OF RICE LAKE - 032...'. The search results are displayed in a table with the following columns: Jurisdiction, Name, Date Of Birth, UOCAVA St., Di., Status, Status Reas., and Address. The table contains 279 records, with the first few rows showing voters like CHAMBERLIN, JOSHUA A and CURTIS, BETHANY J.

Jurisdiction	Name	Date Of Birth	UOCAVA St.	Di.	Status	Status Reas.	Address
03276	CHAMBERLIN, JOSHUA A	9/7/1982		1	Active	Registered	1920 21 1.
03276	CURTIS, BETHANY J	11/5/1982		1	Active	Registered	1920 21 1.
03276	CURTIS, BRAD D	1/10/1983		1	Active	Registered	1920 21 1.
03276	CARROLL, SETH A	6/11/1982		03276-0..	Active	Registered	1103 S MA
03276	CHANDLER, ARNOLD J	11/14/1978		03276-0..	Inactive	Felony Record M...	12 W SCH
03276	CHAPPELL, KRISTENE L	2/4/1972		03276-0..	Inactive	4 Year Maintena...	1731 MAC
03276	CLEVELAND, DANIEL J	9/24/1946		03276-0..	Inactive	4 Year Maintena...	11 W BRA
03276	COOPER, JULIE M	7/27/1976		03276-0..	Inactive	4 Year Maintena...	622 S MAI
03276	COVARD, BARBARA ANN	6/12/1935		03276-0..	Active	Registered	14 E GATE
03276	CHRISTIANSEN, MICHAEL	7/18/1947		03276-0..	Active	Registered	15 W SCH
03276	CARROLL, HEIDI LYNN	9/7/1981		03276-0..	Active	Registered	1103 S MA
03276	COULTER, TROY M	6/26/1977		03276-0..	Active	Registered	1002 S MA
03276	CHRISTIANSEN, LAURA J	8/4/1960		03276-0..	Active	Registered	15 W SCH
03276	CHARTRAW, JESSICA H	4/18/1981		03276-0..	Active	Registered	8 W FREN
03276	CLEVELAND, ROXANNE M	7/11/1982		03276-0..	Active	Registered	1735 MAC
03276	CIPRA, STACY RENEE	9/23/1986		03276-0..	Active	Registered	1760 MAN
03276	CALKINS, RICHARD MER...	4/16/1950		03276-0..	Active	Registered	32 CAMEL
03276	CALKINS, HELENE M	4/2/1958		03276-0..	Active	Registered	32 CAMEL
03276	CARLISLE, BRADLEY J	3/6/1972		03276-0..	Active	Registered	1410 BUN
03276	CARLSON, TRACY L	12/20/1971		03276-0..	Inactive	4 Year Maintena...	32 CAMEL



Make sure to check the number of records returned at the top and bottom of the search grid. If the number is over 1,000 records, you are not seeing all possible records, and you may be missing some voters. You can divide the search by **Age** (located on the **Other** tab) if you wish.



You may also see some voters with a blank **District Combo** code. There was an error when the district combo was loaded for these voters. You cannot change the addresses for these voters in the voter record. The best way to fix them is to add another voter application, link to the existing voter record, and manually select the district combo for their address.

3. Fix your voters with no District Combination:

- A. Search for the voter and open up the voter record. You should see an address like the one shown.
- B. Click the **Home Address** button to open up the **Address Detail** Screen. Click the **Map** button to see a map of the voter's address.

Name: CURTIS, BETHANY J

Address

Home Address 920 21 1/2 ST
RICE LAKE, WI 548688648 1

Mailing Address

Name: DUNHAM, CAROLINE E

Address

Home Address 24 E DOUGLAS ST
Apartment 3
RICE LAKE, WI 548681799

Mailing Address

Identification

Date of Birth: 12/28/1931 Assistance Req.

Driver's License: D550-1053-1968-08 Expr Date:

Soc Sec Num: Neither

Language: English

Contact Information

Phone: (715)719-0254 More

Notices

Address Detail

Format: US Address Validated

U.S. Address

24 E DOUGLAS ST

APT 3

Address Line 2

RICE LAKE WI 548681799

District Combo **Map** Validate

AddressMap

[zoom: 16] City Of Rice Lake - Ward 2 - Split 1

Hwy SS E Knapp St

W Stout St E Stout St

City Park

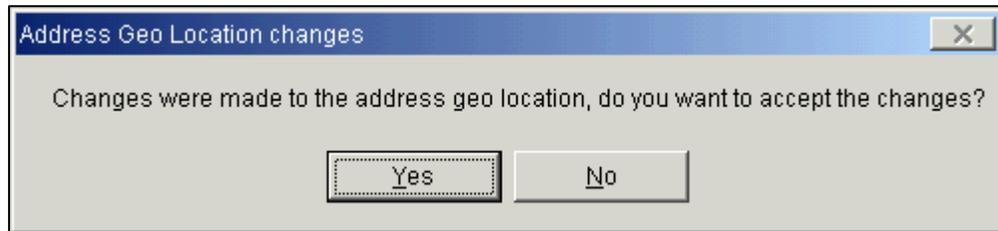
N Main St E Douglas

E Evans St

Sound N logic

Knights Island

- C. Use the map to pinpoint the address in the correct location. Click on the flag and drag and drop it to its correct position. (Even if the position looks correct, you should always move the flag slightly to ensure that SVRS districts it properly). Once you have placed the flag correctly, click the “X” in the upper right-hand corner to close the map screen. When you see the message below, click “Yes.”



- D. On the **Address Detail** screen, click **OK**.

- E. Make sure that the district combo code assigned shows the correct ward and school district.

Note the green pencil icon in the lower left hand corner of the address field. The green pencil means that the address has been manually districted. In the past, we asked clerks not to use the green pencil, but after redistricting, it is fine to use.

Note also that when you district one voter, every voter at that address will be moved to the same district combo.

- F. If the map function does not work (because SVRS does not recognize the address), or you cannot find the correct location on the map, you can select the correct district combo from the dropdown on the **Address Detail** screen.

- G. If you see a voter address with a 9 digit district combo, an error has occurred. **DO NOT** save the record. You may open up the **Address Detail** screen and choose the correct 13-digit district combo code.

Name:

Address

Home Address 03276-012-1

- H. If you see a voter record in the search grid with a blank district combo, you cannot fix the address from the Voter record. You can add a new voter application, link to the existing voter record, and assign a district combo that way.

Drag a column header here to group by that column							
Jurisdiction	Name	Date Of Birth	Di... Δ	UOCAVA St...	Status	Status Reas...	
03276	RICHIE, ADELE D	6/14/1972			Active	Registered	
03276	ROUX, BRUCE R	4/17/1960	03276-0...		Active	Registered	
03276	ROUX, RENAE A	2/7/1963	03276-0...		Active	Registered	

Some resources and suggestions:

- 1) If you aren't sure which district a voter lives in, you may be able to check the County GIS website or a City Planning website for better information. County GIS systems can often locate a parcel even if the post office doesn't recognize the address or Bing or Google maps cannot locate it.
- 2) If you have a paper or electronic map of your municipality, you can often find the address on that map and verify the correct location, even if the map shows old wards or other districts. If you then go into SVRS, you can place the address in the correct location, in the new district.
- 3) Some County GIS systems and City Planning Departments may be able to give you a list of addresses in the updated wards. It can be very helpful to compare this list of addresses to the maps in SVRS.
- 4) If there are any questions about which school district an address is in, the tax assessor will have the final answer.
- 5) Counties and other Providers will have to communicate to their Reliers any unresolved questions they have about district lines. As always, Reliers should be informed of changes. It's recommended that a Voter Listing with Districts report be run for each Relier after redistricting changes are complete.

The Geocode Exceptions Report

This report can be generated from both the municipal and county jurisdictional levels in SVRS. It will show addresses that have been assigned a district combo, but may not have been placed in the correct districts. Those addresses should be placed on the map either from the District Combos screen or the Voter record screen of one of the voters living at that address. .

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 **Geocode Exceptions** from the list.
4. Click **Next**.

5. **Filter** your report.
 - a. If you work for a single municipality, you do not need to **Filter** this report. It will automatically display only address with Active voters that may not have been geocoded correctly. If you work for a County provider, you can use the Jurisdiction Name field to look at one municipality at a time. Click the **Custom** button next to the **Filter** drop-down list.

And/Or	Field Name	Condition	Value
And	JurisdictionName	Equals	TOWN OF RICE LAKE
*			

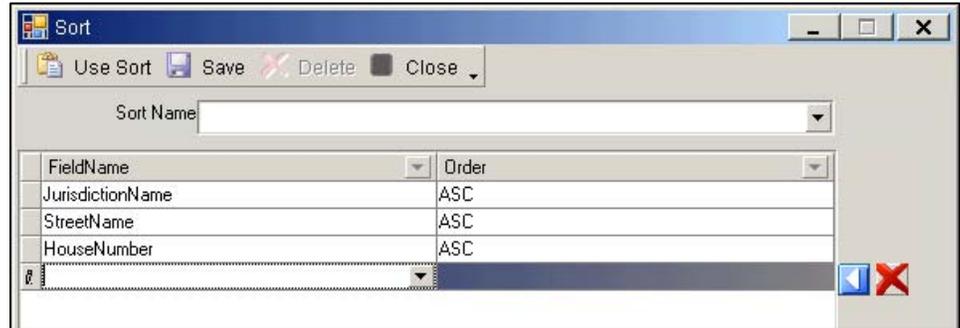
- b. (Optional) Enter the filter shown (with the correct jurisdiction name, followed by an asterisk) to see one municipality only.
- c. (Optional) You may also use the **DistrictComboCode** field to look at a single ward or municipality. Select **DistrictComboCode**, **Equals**, and the beginning of the district combo code, followed by an asterisk. For example, **DistrictComboCode**, **Equals**, **03038*** will show all addresses in the Town of Rice Lake, and **DistrictComboCode**, **Equals**, **02201-002*** will show all addresses in the City of Ashland, Ward 2.
- d. Click **Use Filter**.



For directions on how to save filters and sorts for future use, see the Reports chapter.

6. (Optional) **Sort** your report. Most municipalities will have only a handful of Geocode Exception addresses. Only large cities and municipalities with an unusually high number of geocode exceptions will have to sort this report.
 - a. Click the **Custom** button next to the **Sort By** drop-down list.

- b. Copy the **Sort** displayed. Note that Counties should sort by **JurisdictionName, ASC**, to put each relier municipality's addresses in order. Municipalities may omit this line.



- c. Click **Use Sort**.

7. Click the **Printer Setup** button and verify that your printer settings are correct. Once they are correct, click **Save Settings**.



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**.



For further information on printing and exporting a report, see the [Reports](#) chapter.

A sample of the **Geocode Exceptions** report is shown. Note that under each address, the voters who live at that address are listed by name.

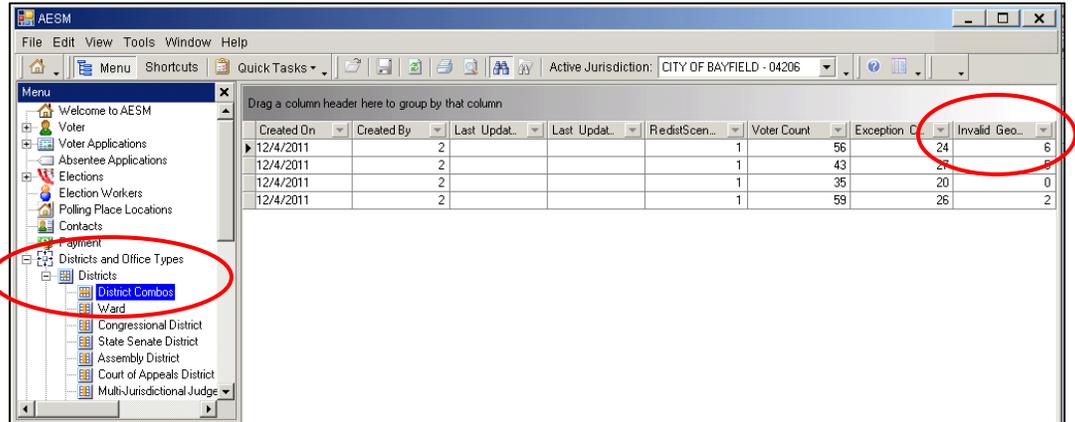
For addresses listed on this report, you should verify their correct location on the map, or their correct ward and school district.

All addresses, even the ones in the correct districts, must be confirmed by following the directions below.

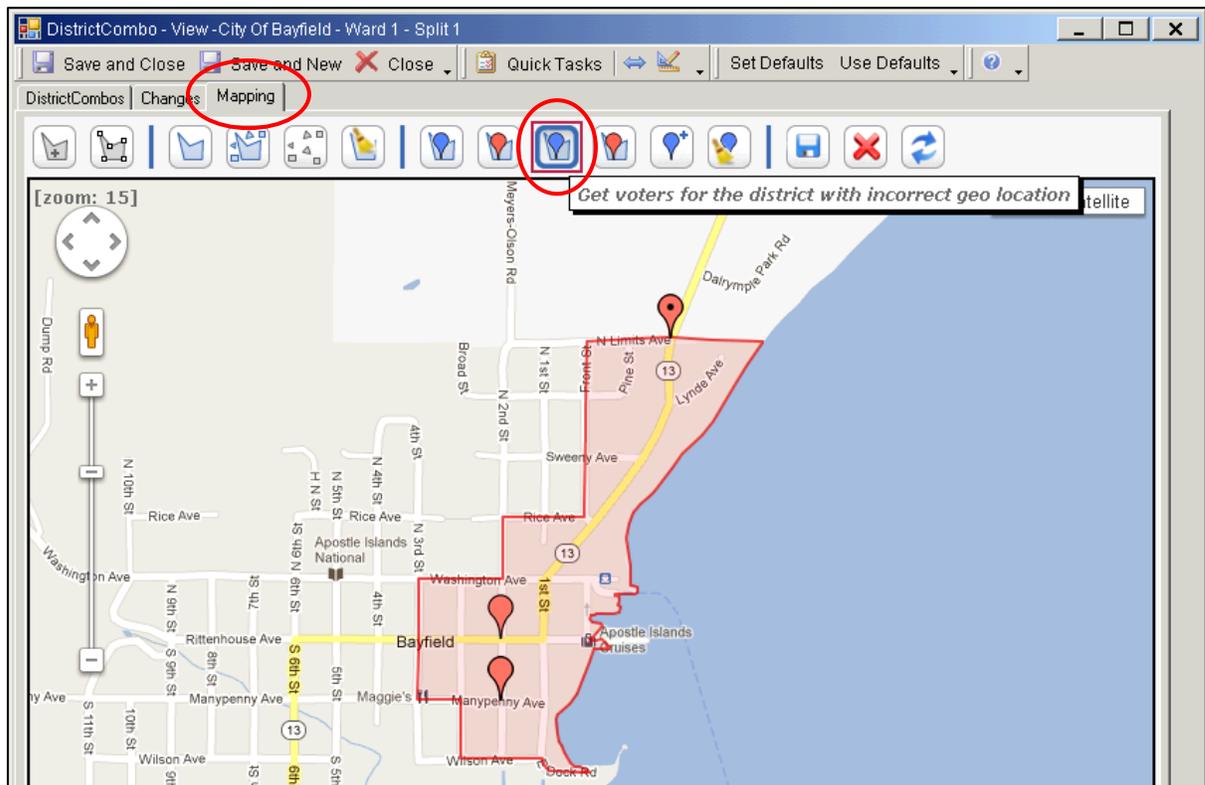
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Address		City, State, Zip		Status	District Combo	Jurisdiction		Voter Count						
47	101 ALENA LN		MADISON WI 53718-3466		Invalid	13251-051-3269-1	CITY OF MADISON - 13251		1						
48	DILLMAN				SHERRI										
49	103 ALENA LN		MADISON WI 53718-3466		Invalid	13251-051-3269-1	CITY OF MADISON - 13251		3						
50	Campbell				James										
51	Campbell				Gail										
52	POLINE				YUVICSA										
53	105 ALENA LN		MADISON WI 53718-3466		Invalid	13251-051-3269-1	CITY OF MADISON - 13251		1						
54	FOSTER				CHRISTINE										
55	107 ALENA LN		MADISON WI 53718-3466		Invalid	13251-051-3269-1	CITY OF MADISON - 13251		1						
56	DYER				DANIELLE										
57	109 ALENA LN		MADISON WI 53718-3466		Invalid	13251-051-3269-1	CITY OF MADISON - 13251		3						
58	KUHNS				MITCHELL										
59	HUEHNE				JEREMY										
60	HUEHNE				GWENDOLE										
61	3701 DESIGN PASS		MADISON WI 53719-4094		Invalid	13251-051-3269-1	CITY OF MADISON - 13251		2						
62	MEYER				ETHAN										
63	MEYER				EMILY										
64	3703 DESIGN PASS		MADISON WI 53719-4094		Invalid	13251-051-3269-1	CITY OF MADISON - 13251		1						
65	MILLER				KELLY										

Check Geocode Exceptions from the District Combo screen:

1. On the **Menu** tree, click the plus (+) by **Districts and Office Types**.
2. Click the plus (+) by **Districts**.
3. Click on **District Combos**. The District Combos in your municipality will be shown in the grid on the right.



4. Use the bottom scroll bar to move to the right. The last column displayed is the **Invalid Geo Count** column. If all of the **District Combo** records have a zero in this column, your geocode work is complete. Follow the directions below for any district combos that do have addresses with invalid geocodes.
5. Double-click to open the **District Combo** record.
6. Click on the **Mapping** tab.
7. Click the Icon with the Blue Flag labeled “**Get voters for the district with incorrect geo location.**” Red and orange flags will appear to show addresses with bad or questionable geocodes.

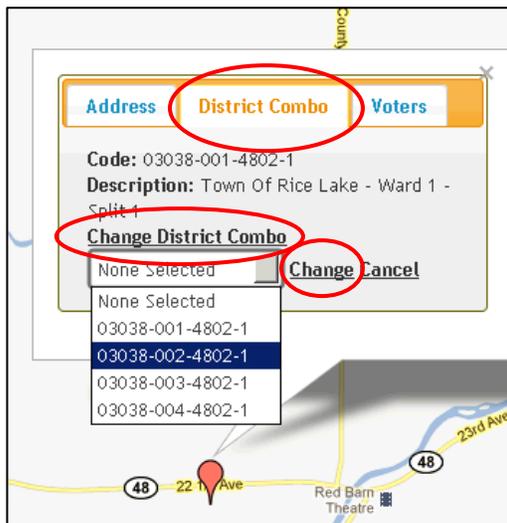
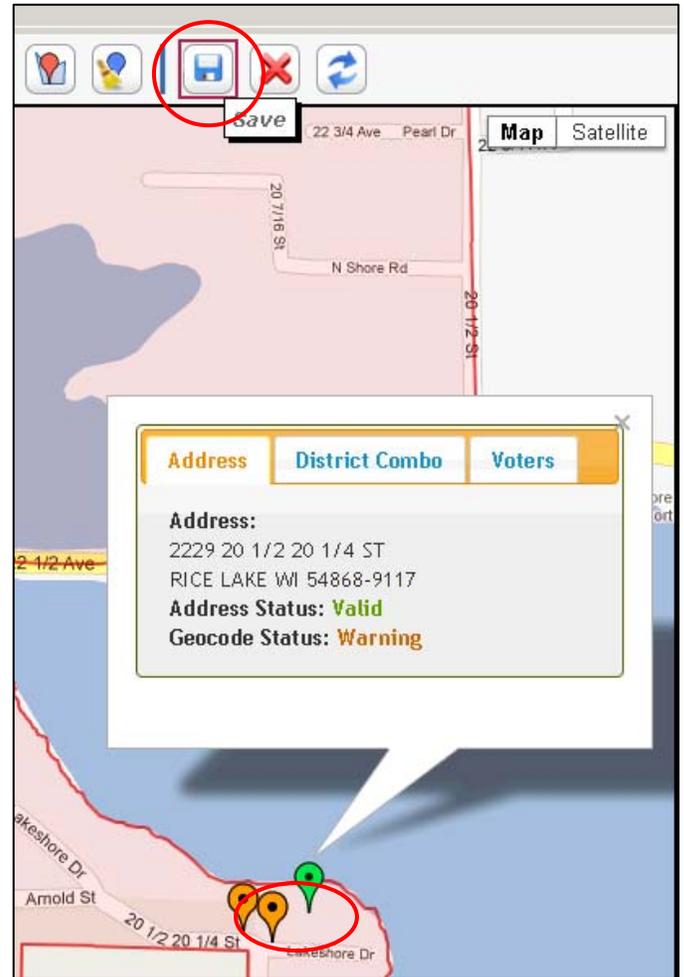


8. Right-click on a flag to show address and district information.
9. If the address belongs in this District Combo, you may **drag and drop the flag** to the correct location on the map. The flag will change from orange or red to green.
10. If the flag has been placed in the proper location, click the **Disc Icon** to **Save** your change.

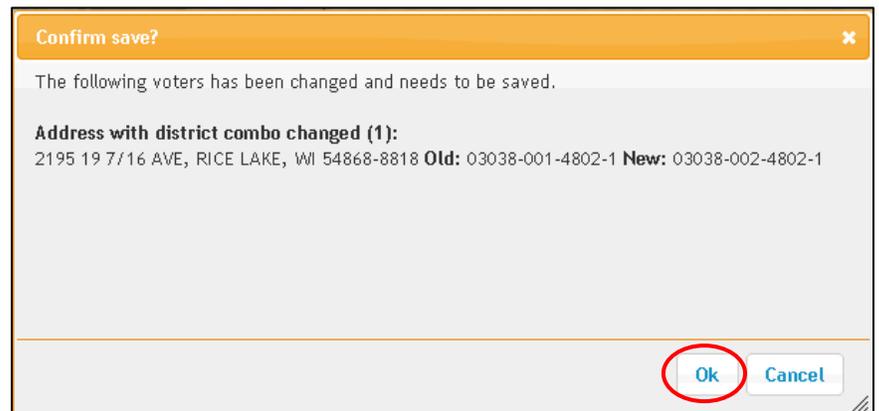


You can change multiple addresses in this screen and save them all at once.

11. If the address does not belong in this District Combo, you can click the **District Combo** tab on the information screen.
12. Click **Change District Combo** and select the correct District Combo from the dropdown list.
13. Then click **Change**.
14. Click the **Disc Icon** to **Save** your change.



15. Whenever you **Save** a change to any addresses, you will see a confirmation screen like the one shown. Click **Ok** to confirm the changes.
16. When you have updated all of the exception flags, you should **Save and Close** the District Combo record and move on to the next District Combo.
17. When you have finished this process for all District Combos, you have fixed your geocode exceptions and may move on to address exceptions.



The Address (Boundary) Exceptions Report

This report shows addresses that are very close to district or municipal borders. Most will be in the correct district. However, they will need to be verified and some will need to be corrected. After you have generated this report, you can verify the addresses on each street, then confirm these addresses by going to the mapping tab of the District Combo record. This report can be generated from both the municipal and county jurisdictional levels in SVRS.

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 Exceptions** from the list.
4. Click **Next**.

5. **Filter** your report.
 - a. If you want to see all of the address boundary exceptions for your entire municipality, you do not have to **Filter** this report. Because larger municipalities may have thousands of address boundary exceptions, they may want to filter for only a single ward or district combo at a time. If you work for a County provider, you should look at only one municipality at a time. Make sure the **Active Jurisdiction** is set to the correct Relier municipality before you run this report.
 - b. If you wish to filter this report, click the **Custom** button next to the **Filter** drop-down list.
 - c. Enter the filter shown (with the correct district combo code) to see one district combo’s address boundary exceptions.
 - d. (Optional) If you have multiple school districts in a ward, and you want to see the entire ward at once, enter **And; DistrictComboCode; Equals;** and the first 8 digits of the District Combo Code followed by an asterisk (like 20226-001*).

And/Or	Field Name	Condition	Value
And	DistrictComboCode	Equals	20226-001-1862-1

- e. 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. Note that using the **DistrictComboCode** field on the first line will sort the report first by ward, then by address. You may omit this line if you have a small municipality, or if you already filtered for just one district combo or ward.



- c. Click **Use Sort**.

7. Click the **Printer Setup** button and verify that your printer settings are correct. Once they are correct, click **Save Settings**.

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**.



For further information on printing and exporting a report, see the [Reports](#) chapter.

A sample of the **Address Exception** report is shown.

Note that by each address, the distance to the border is listed in feet. Generally, the smaller the distance to the border, the more likely it is that there is an error. You can also see the number of voters at each address.

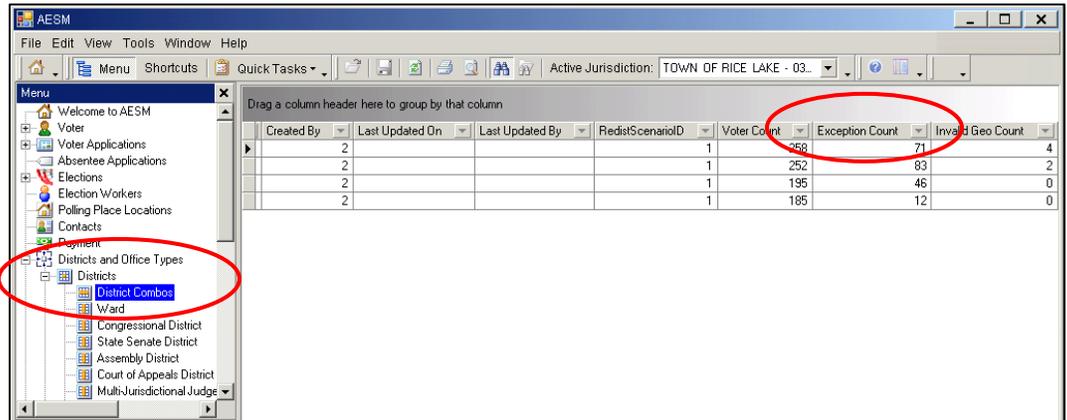
You can use this report to check street by street – first verifying that the street is in the correct ward. If the street is a border between wards, you can verify that even numbers are all placed in one ward, and odd numbers are all placed in another.

	A	B	C	D	E	F	G	H	I	J	K	L
		Address	City, State, Zip	Distance (ft)	Status	District Combo	Jurisdiction				Voter Count	
1		1504 RIDGEWAY DR	DE PERE WI 54115-3606	0.303843203	Valid	05216-001-1414-1	CITY OF DE PERE - 05216				2	
2		1520 RIDGEWAY DR	DE PERE WI 54115-3606	0.330776202	Valid	05216-001-1414-1	CITY OF DE PERE - 05216				1	
3		1522 RIDGEWAY DR	DE PERE WI 54115-3606	0.342509481	Valid	05216-001-1414-1	CITY OF DE PERE - 05216				2	
4		1605 RIDGEWAY DR	DE PERE WI 54115-3607	24.41147979	Valid	05216-001-1414-1	CITY OF DE PERE - 05216				1	
5		1625 RIDGEWAY DR	DE PERE WI 54115-3607	0.716618724	Valid	05216-001-1414-1	CITY OF DE PERE - 05216				1	
6		1627 RIDGEWAY DR	DE PERE WI 54115-3607	0.746377815	Valid	05216-001-1414-1	CITY OF DE PERE - 05216				2	
7		1626 RIDGEWAY DR	DE PERE WI 54115-3608	0.746377815	Valid	05216-001-1414-1	CITY OF DE PERE - 05216				1	
8												

To fix any addresses that are in an incorrect ward, you can go to the District Combo mapping screen, and move one or more address flags to the correct spot, as described below. Fixing these exceptions one by one by updating the district combo in the voter's address will work, but will usually take much longer.

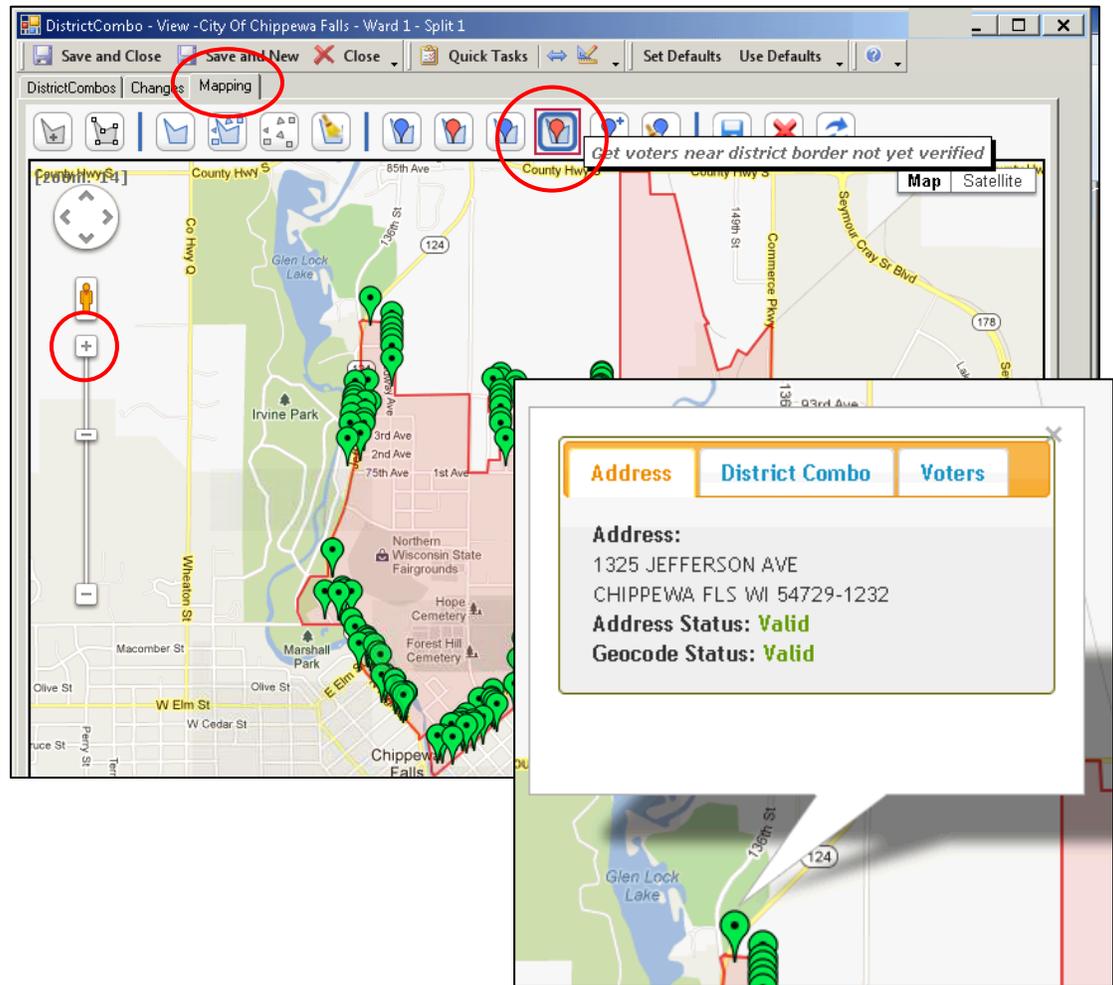
Check and fix Address Exceptions from the District Combo screen:

1. On the **Menu** tree, click the plus (+) by **Districts and Office Types**.
2. Click the plus (+) by **Districts**.
3. Click on **District Combos**. The District Combos in your municipality will be shown in the grid on the right.



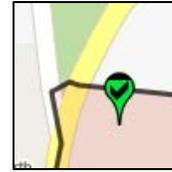
4. Use the bottom scroll bar to move to the right. The second to last column displayed is the **Exception Count** column.
5. Double-click to open the **District Combo** record.

6. Click on the **Mapping** tab.
7. Click the Icon with the Red Flag labeled “**Get voters near district border not yet verified.**” Green and orange flags will appear to show addresses within 50 meters of a district combo boundary.
8. Right-click on a flag to show address and district information.
9. Click the plus to zoom in (so the flags are further apart and you can select them more easily).

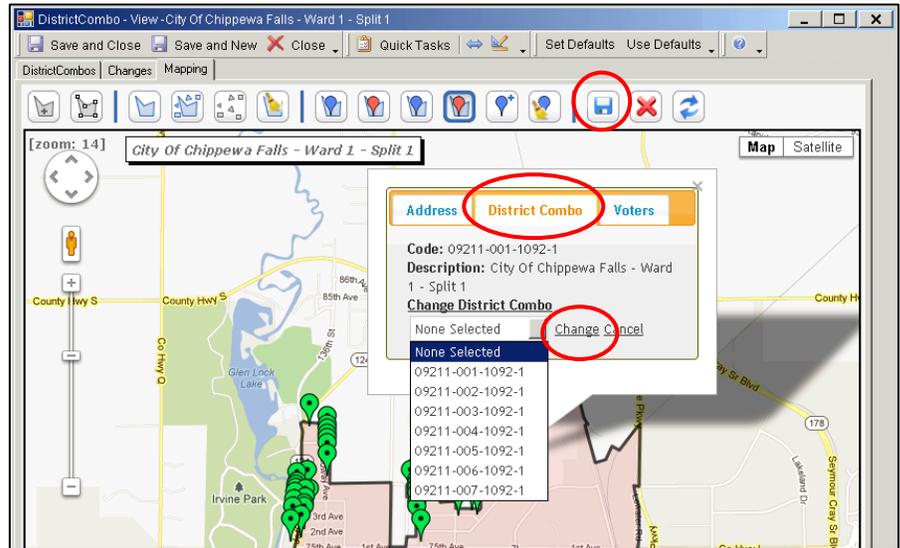


10. You may verify the address in one of four ways:

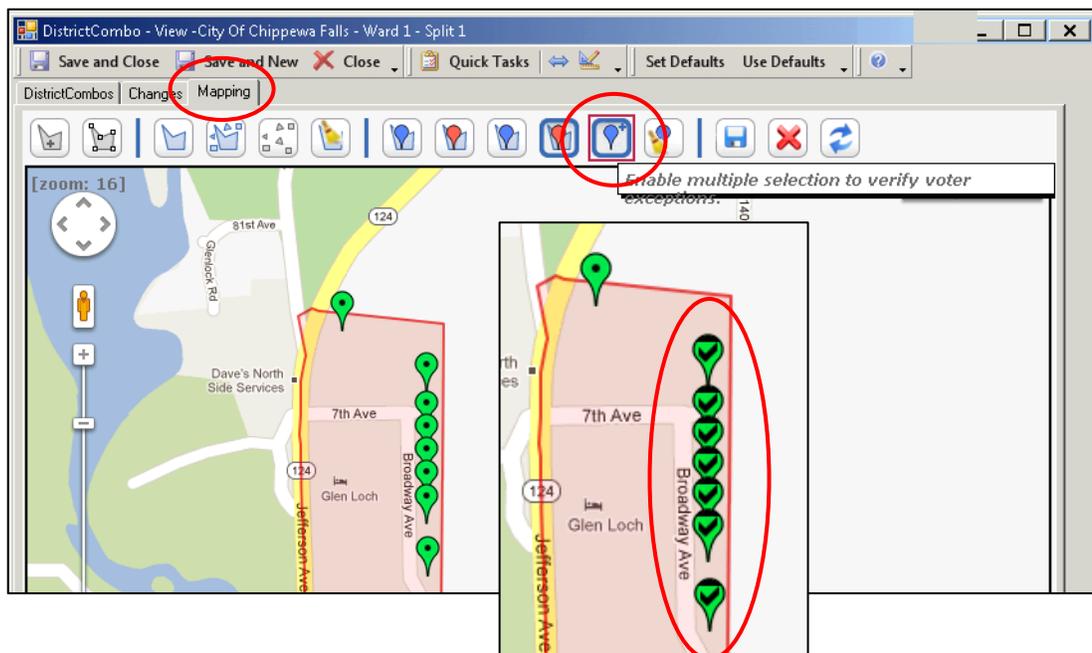
- a. If the address flag is in the wrong place, you may **drag and drop the flag** to the correct location on the map. The address flag will get a black “hat”, and will show a checkmark. Skip to **step 12** to save.
- b. If several addresses are in the correct location, but the wrong district, (because the map lines are wrong), you may **right-click on each address flag** to open the info screen.



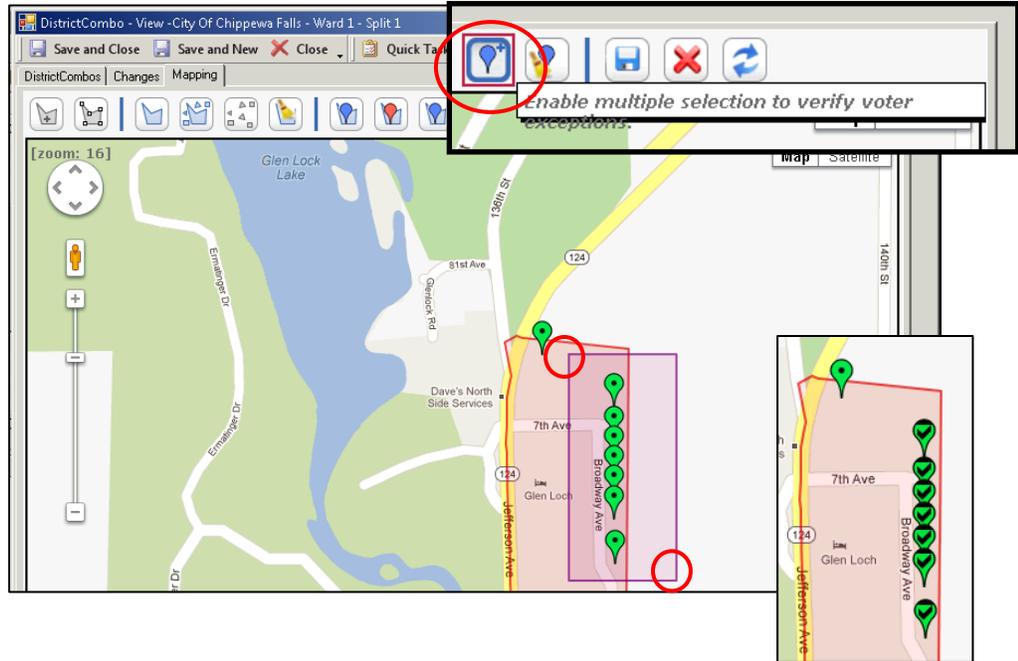
- i. Click on the **District Combo** tab.
- ii. Click **Change District Combo**.
- iii. **Click the gray button** at the right to open the dropdown list.
- iv. Select the correct district combo from the dropdown.
- v. Click **Change**.
- vi. Repeat as necessary. After you have changed several addresses, click the **Disc Icon** to save.



- c. If the address is in the right place, you may click the icon showing a **Blue Flag with a plus sign**. If you hover over this button, it will say “**Enable multiple selection to verify voter**.” Then left-click on each address you want to verify. Each address flag will show a checkmark. In the example shown, I have checked the Address Exceptions report for Broadway Ave, and verified that every address is correctly placed in Ward 1. I can click all seven addresses to verify them at once.



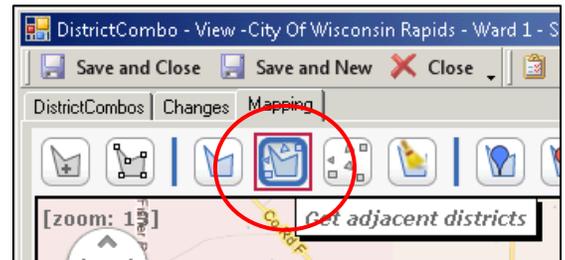
- d. If the addresses are in the right place, you may also select an area to verify, rather than clicking on each address flag. First click on the icon showing a **Blue Flag with a plus sign**. Then left-click on the place where you want to start your rectangle. Move the mouse and left-click again when the purple box covers just the addresses you want to verify. Once you left-click again, the addresses flags will display checkmarks to show that they have been verified.



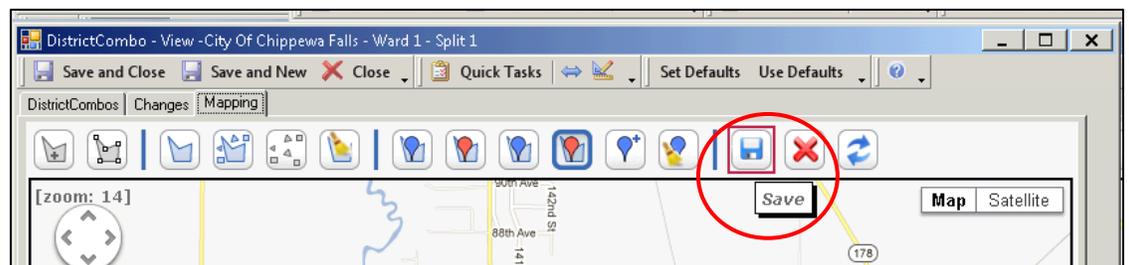
11. You may also move address flags into neighboring district combos (within your municipality only), if that is where the address is really located. Once you save and close, the address will be moved to the correct district combo. If you try to move an address flag outside of your municipality, the address will be given no district combination and the voter(s) will not show up on the poll list. However, if your municipal boundaries are incorrect on the map, you may place the address flag in the correct location on the map, but you must then manually assign a district combo in the voter record.

If an address is in the correct location on the map, but the district combo is wrong, you should not move the address flag. Instead you must manually reassign the district combo code in the voter record or on the map screen.

- Click the icon to “Get adjacent districts” if you would like to see the district combos surrounding the one you’re working with. This will show not only other wards in your municipality, but also other district combos in neighboring municipalities.



12. Once you have changed the desired addresses, click the **Disc Icon to Save** your change. Do not use the **Save and Close** button in the upper left corner. This will not save your changes.





Save small groups of updated addresses, rather than larger groups. If you try to validate too many addresses at once, you may get a “time out” error and lose some of your work. If this happens, close the mapping screen and reopen it to see how many addresses have been verified.

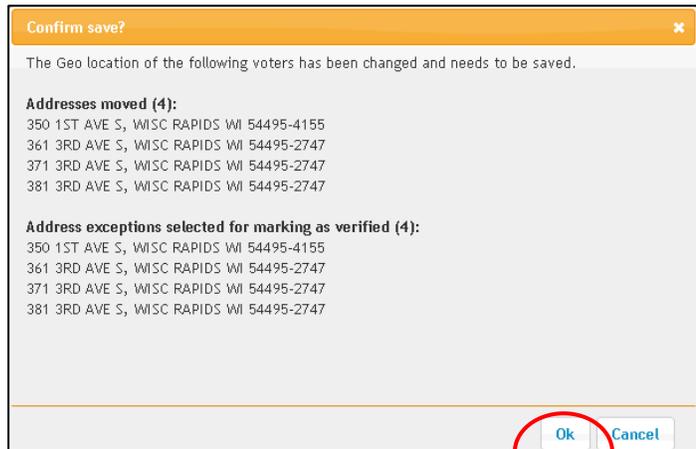
13. A Save Dialog box will appear. Verify the addresses location and districts for the listed addresses by pressing **Ok**.



The updated addresses will disappear from the district combo map, leaving only addresses that you have not yet verified.



Note that many of the address flags you see from the current district combo map will actually belong in neighboring districts. For example, the map at the right is Ward 1 in the City of Wisconsin Rapids, and shows the border between Ward 1 (in pink) and Ward 5 (in gray). The three checked addresses belong in Ward 5, but they can be verified from the Ward 1 map to save work later.

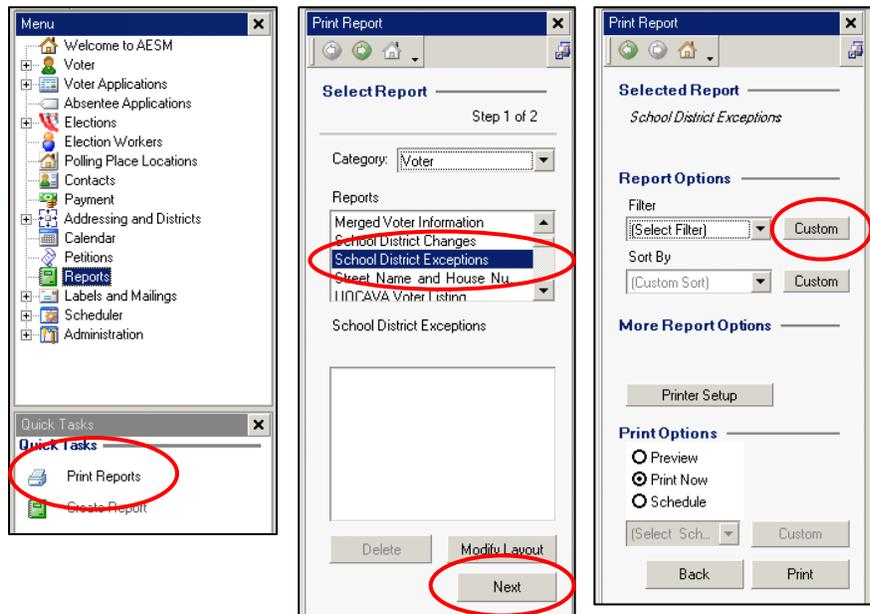


14. When you have updated all of the address exception flags, you should **Save and Close the District Combo** record and move on to the next **District Combo**.
15. When you have finished this process for all District Combos, you have fixed your address exceptions and may move on to school district exceptions.

The School District Exceptions Report

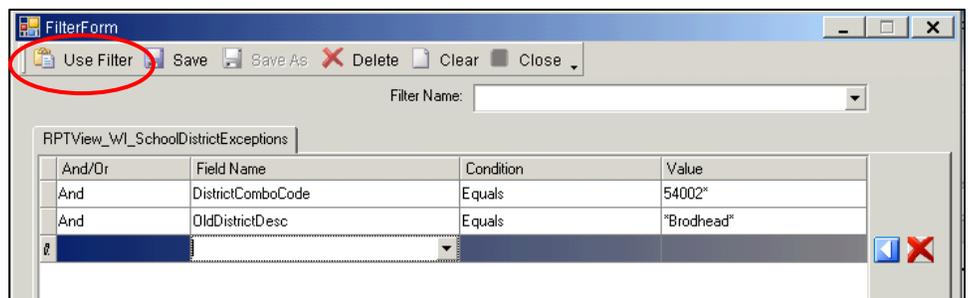
This report can be generated from both the municipal and county jurisdictional levels in SVRS. It will show addresses and voters that were previously in one school district in SVRS, but who have changed to a new school district during the redistricting process. Note that redistricting does not affect school district lines, so ideally no voters should change school districts. However, the new school district maps are not perfect, and voters near the border may be placed in the wrong district. Most listed voters will need to have their address manually districted to the old school district. A few voters may have been in the wrong school district before, and their new school district is the correct one. For those voters, no action is required, but it is a good idea to inform the voter of the change before the next school district election.

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 **School District Exceptions** from the list.
4. Click **Next**.



5. (Optional) **Filter** your report.
 - a. If you wish to filter this report, click the **Custom** button next to the **Filter** drop-down list. If you do not filter, you will see all voters whose school districts have changed on the new maps in SVRS.

- b. If you wish to filter for an entire municipality, enter **And, DistrictComboCode, Equals**, and the hindi number followed by an asterisk. In the example, **54002*** will bring up every exception in the Town of Avon in Rock County. **54002-001*** would bring up exceptions, but only in Ward 1.



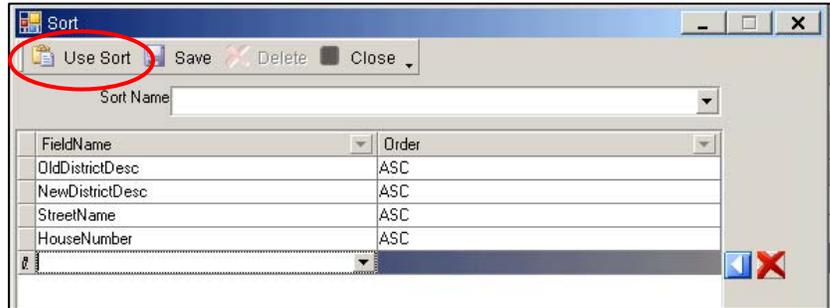
- c. If you wish to filter by the School District, enter **And, OldDistrictDesc, Equals**, and the name of the school district with an asterisk on either side (the example ***Brodhead*** will pull records for the School District of Brodhead or Brodhead School District).
- d. Click **Use Filter**.



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 the previous school district, then the current school district, then the **Street Name** and **House Number**. This should group addresses geographically so they can be verified together.



- c. Click **Use Sort**.

7. Click the **Printer Setup** button and verify that your printer settings are correct. Once they are correct, click **Save Settings**.
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**.



For further information on printing and exporting a report, see the [Reports](#) chapter.

A sample of the **School District Exceptions** report is shown.

In the example shown, one apartment complex has been placed in the Oregon School District, even though it used to be in the Madison Metropolitan School District. The clerk should verify which school district is correct for that location (when in doubt, check with the tax assessor). If the old district is correct, the clerk must go into every voter record and manually district their address to the correct district combo.

	Old District	New District	Address	City	Last Name	First Name	District Combo
1							
2							
3							
4	Madison Metropolitan	Oregon	10 S GARDENS WAY	FITCHBURG WI 53711-	SCHAALMA	MARY ANN	13225-014-4144-1
5	Madison Metropolitan	Oregon	11 N GARDENS WAY	FITCHBURG WI 53711	THAKKAR	RESHNA	13225-014-4144-1
6	Madison Metropolitan	Oregon	11 S GARDENS WAY	FITCHBURG WI 53711-	MATTES	THEODORE	13225-014-4144-1
7	Madison Metropolitan	Oregon	12 S GARDENS WAY	FITCHBURG WI 53711-	DARR	PAULA	13225-014-4144-1
8	Madison Metropolitan	Oregon	12 S GARDENS WAY	FITCHBURG WI 53711-	GARDNER	ANDREW	13225-014-4144-1
9	Madison Metropolitan	Oregon	13 S GARDENS WAY	FITCHBURG WI 53711-	PATTERSON	EMILY	13225-014-4144-1
10	Madison Metropolitan	Oregon	13 S GARDENS WAY	FITCHBURG WI 53711-	PATTERSON	NATHAN	13225-014-4144-1
11	Madison Metropolitan	Oregon	13 S GARDENS WAY	FITCHBURG WI 53711-	RAVEN	JANIELLE	13225-014-4144-1
12	Madison Metropolitan	Oregon	14 S GARDENS WAY	FITCHBURG WI 53711-	SCHULZ	JILL	13225-014-4144-1
13	Madison Metropolitan	Oregon	14 S GARDENS WAY	FITCHBURG WI 53711-	SCHULZ	KIRK	13225-014-4144-1
14	Madison Metropolitan	Oregon	15 S GARDENS WAY	FITCHBURG WI 53711-	WICK	ANDREA	13225-014-4144-1
15	Madison Metropolitan	Oregon	16 S GARDENS WAY	FITCHBURG WI 53711-	WALSH	KRISTINA	13225-014-4144-1



If you are missing a district combo for that ward and school district, so you can't put voters into the correct school district, you must contact the G.A.B. for help. If there are very large numbers of voters in the wrong district, you should check with the G.A.B. to see if it's possible to fix the map lines.

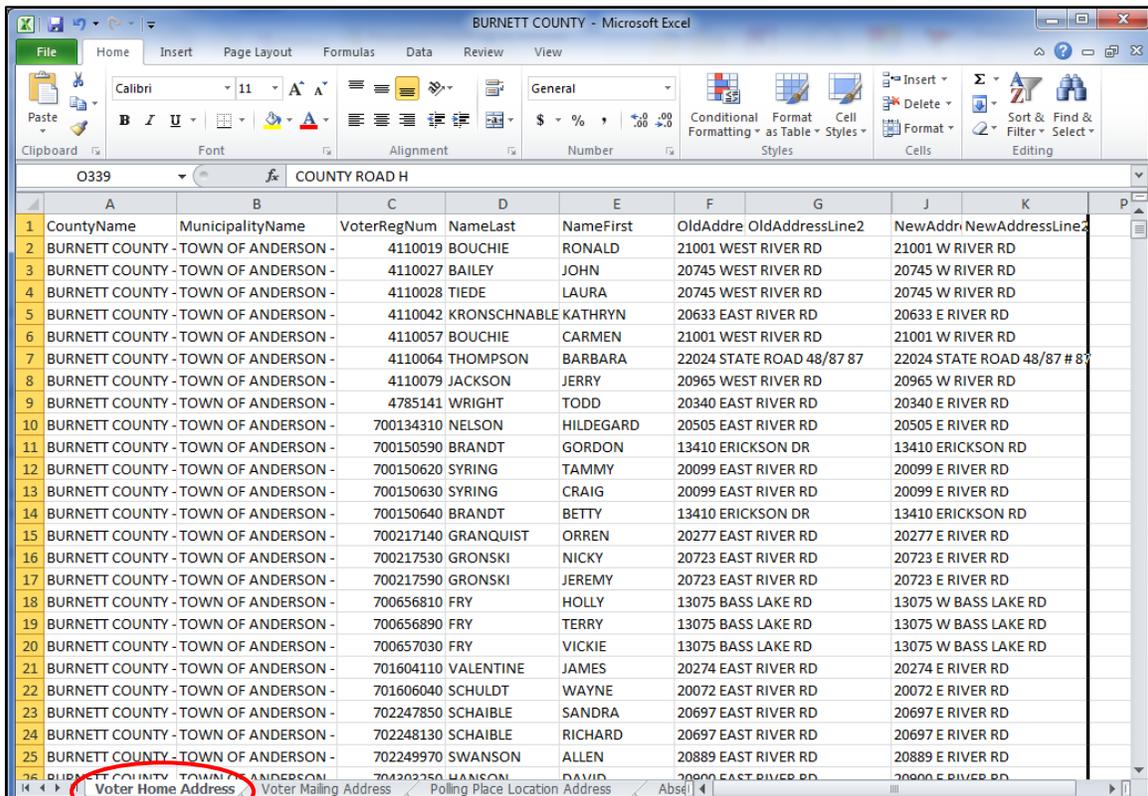


If you are pressed for time, you may open the district combo mapping screen and move multiple address flags to the correct district combo, as described in the section on fixing address exceptions. However, this is not best practice, because the addresses will have to be moved from their correct location into the correct districts. Manually districting each voter's address will place the voter in the correct districts while leaving their address located in the correct spot.

The Address Conversion Changes Report

During the redistricting process, addresses in SVRS were verified by United States Post Office software, and many addresses were updated. In most cases, the new addresses are correct, but any changes should be double checked for accuracy. Only addresses that were changed in some way will show up on the reports – if an address did not change, it will not be included.

This report will not be run out of SVRS. Instead, the G.A.B. will distribute spreadsheets to all clerks showing addresses that have been changed. The spreadsheet will have multiple tabs covering different addresses in SVRS, including voter home addresses, voter mailing addresses, and absentee addresses. If an address appears on the spreadsheet, it just means that something has changed, but the updated address may be correct. If you locate an incorrect address, please correct it in the appropriate record.



	A	B	C	D	E	F	G	J	K
	CountyName	MunicipalityName	VoterRegNum	NameLast	NameFirst	OldAddr	OldAddressLine2	NewAddr	NewAddressLine2
1	BURNETT COUNTY	TOWN OF ANDERSON	4110019	BOUCHIE	RONALD	21001 WEST RIVER RD		21001 W RIVER RD	
2	BURNETT COUNTY	TOWN OF ANDERSON	4110027	BAILEY	JOHN	20745 WEST RIVER RD		20745 W RIVER RD	
3	BURNETT COUNTY	TOWN OF ANDERSON	4110028	TIEDE	LAURA	20745 WEST RIVER RD		20745 W RIVER RD	
4	BURNETT COUNTY	TOWN OF ANDERSON	4110042	KRONSCHNABLE	KATHRYN	20633 EAST RIVER RD		20633 E RIVER RD	
5	BURNETT COUNTY	TOWN OF ANDERSON	4110057	BOUCHIE	CARMEN	21001 WEST RIVER RD		21001 W RIVER RD	
6	BURNETT COUNTY	TOWN OF ANDERSON	4110064	THOMPSON	BARBARA	22024 STATE ROAD 48/87 87		22024 STATE ROAD 48/87 # 87	
7	BURNETT COUNTY	TOWN OF ANDERSON	4110079	JACKSON	JERRY	20965 WEST RIVER RD		20965 W RIVER RD	
8	BURNETT COUNTY	TOWN OF ANDERSON	4785141	WRIGHT	TODD	20340 EAST RIVER RD		20340 E RIVER RD	
9	BURNETT COUNTY	TOWN OF ANDERSON	700134310	NELSON	HILDEGARD	20505 EAST RIVER RD		20505 E RIVER RD	
10	BURNETT COUNTY	TOWN OF ANDERSON	700150590	BRANDT	GORDON	13410 ERICKSON DR		13410 ERICKSON RD	
11	BURNETT COUNTY	TOWN OF ANDERSON	700150620	SYRING	TAMMY	20099 EAST RIVER RD		20099 E RIVER RD	
12	BURNETT COUNTY	TOWN OF ANDERSON	700150630	SYRING	CRAIG	20099 EAST RIVER RD		20099 E RIVER RD	
13	BURNETT COUNTY	TOWN OF ANDERSON	700150640	BRANDT	BETTY	13410 ERICKSON DR		13410 ERICKSON RD	
14	BURNETT COUNTY	TOWN OF ANDERSON	700217140	GRANQUIST	ORREN	20277 EAST RIVER RD		20277 E RIVER RD	
15	BURNETT COUNTY	TOWN OF ANDERSON	700217530	GRONSKI	NICKY	20723 EAST RIVER RD		20723 E RIVER RD	
16	BURNETT COUNTY	TOWN OF ANDERSON	700217590	GRONSKI	JEREMY	20723 EAST RIVER RD		20723 E RIVER RD	
17	BURNETT COUNTY	TOWN OF ANDERSON	700656810	FRY	HOLLY	13075 BASS LAKE RD		13075 W BASS LAKE RD	
18	BURNETT COUNTY	TOWN OF ANDERSON	700656890	FRY	TERRY	13075 BASS LAKE RD		13075 W BASS LAKE RD	
19	BURNETT COUNTY	TOWN OF ANDERSON	700657030	FRY	VICKIE	13075 BASS LAKE RD		13075 W BASS LAKE RD	
20	BURNETT COUNTY	TOWN OF ANDERSON	701604110	VALENTINE	JAMES	20274 EAST RIVER RD		20274 E RIVER RD	
21	BURNETT COUNTY	TOWN OF ANDERSON	701606040	SCHULDT	WAYNE	20072 EAST RIVER RD		20072 E RIVER RD	
22	BURNETT COUNTY	TOWN OF ANDERSON	702247850	SCHAIBLE	SANDRA	20697 EAST RIVER RD		20697 E RIVER RD	
23	BURNETT COUNTY	TOWN OF ANDERSON	702248130	SCHAIBLE	RICHARD	20697 EAST RIVER RD		20697 E RIVER RD	
24	BURNETT COUNTY	TOWN OF ANDERSON	702249970	SWANSON	ALLEN	20889 EAST RIVER RD		20889 E RIVER RD	
25	BURNETT COUNTY	TOWN OF ANDERSON	704202350	SWANSON	DAVID	20890 EAST RIVER RD		20890 E RIVER RD	

A checklist for verifying converted addresses:

4. Verify all Polling Place Location Addresses.
 - A. Click on the **Polling Place Location Addresses** tab of the spreadsheet and follow the steps above to identify Polling Place addresses that have been changed.
 - B. If the new address is incorrect, you must fix it from the Polling Place Locations node in the main menu. Search for and open the polling place record, then correct the address. You do not need to validate an absentee mailing address (the red circle is ok).

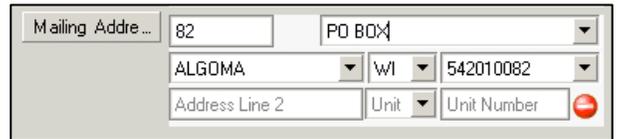
5. Verify all Voter Home Addresses.

- A. Compare the old address and the new address in the **Voter Home Address** tab of the spreadsheet.
- B. Some common reasons an address may be changed, but may still be correct:
 1. The word “East” or “West” has been changed to an “E” or a “W”.
 2. The “N” or “S”, “E” or “W” has been added or removed to match the Post Office’s name for that street.
 3. The Street Type has changed, for example DR (drive) is now RD (road), again to match the Post Office’s name for that street.
 4. A half or letter has been combined with the street number.
- C. Please double check all “State Road” or “State Highway” addresses on this list to make sure the Highway number didn’t get moved into the apartment number field.
- D. If the new address is correct, you don’t have to do anything.
- E. If the new address is incorrect, you must go to the voter record and update the **Home Address** field. Please make sure that the address is districted correctly (you see a green checkbox or pencil, and the district combo shows the correct ward and school district).

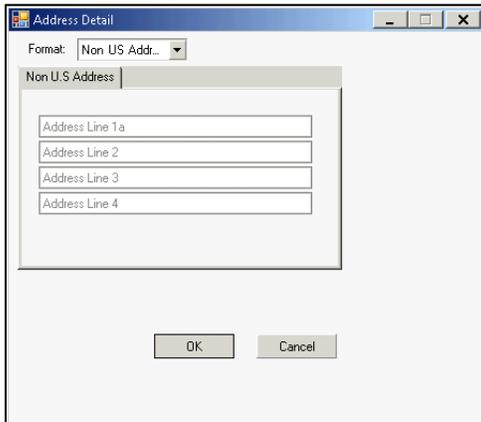
6. Verify all Voter Mailing Addresses.

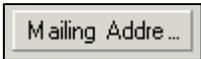
- A. Click on the **Voter Mailing Address** tab of the spreadsheet and follow the steps above to identify mailing addresses that have been changed.
- B. If the new address is incorrect, you must go to the voter record and update the **Mailing Address** field. You do not need to validate a mailing address (the red circle is ok).
- C. Some common issues with mailing addresses:

1. PO Box addresses show the PO Box number first in the **Mailing Address** field, but will print in the correct order on voter mailings and absentee ballot labels. You do not have to try to correct these addresses.



2. If you need to add information to the mailing address, you can add it to the **Address Line 2** field, and it will show up after the house number and street name information.
3. If you want to add information to the mailing address, and need it to show up before the house number and street name (usually for “care of” or the name of an organization):



- a. Click the **Mailing Address** button in the voter record. The **Address Detail** screen will open. 
- b. Change the **Format** to **Non US Address**.
- c. Enter the correct address. Any format will be accepted.
- d. Click **OK**.
- e. **Save and Close** the voter record.

7. Verify all Absentee Addresses. (This is only necessary if you use SVRS for absentee).
 - A. Click on the **Absentee App Mailing Address** tab of the spreadsheet and follow the steps above to identify absentee addresses that have been changed.
 - B. If the new address is incorrect, you must fix it from the main Absentee Applications node, or the Absentee Applications node underneath a current election. Search for and open the absentee application record. You do not need to validate an absentee mailing address (the red circle is ok).

- C. If the new address is incorrect, you must go to the voter record and update the **Mailing Address** field. You do not need to validate a mailing address (the red circle is ok).

- D. Some common issues with absentee addresses:
 1. Note that the **Home Address** and the **Voter Mailing Address** cannot be edited from the absentee application. You must click the **Go to Voter** button and change those addresses in the **Voter** record if they are incorrect.

2. If you need to add information to the absentee address, you can add it to the **Address Line 2** field, and it will show up after the house number and street name information.
3. If you want to add information to the absentee address, and need it to show up before the house number and street name (usually for “care of” or the name of an organization), or for international addresses:

- a. Click the **Absentee Address** button. The **Address Detail** screen will open.
- b. Change the **Format** to **Non US Address**.
- c. Enter the correct address. Any format will be accepted.
- d. Click **OK**.
- e. Click **Quick Tasks** and **Process** the absentee application as **Approved**.



As of 1/9/2012, there is a problem saving brand new absentee addresses in absentee application. When first adding an absentee address, please do not open the Address Detail screen. Add the address directly in the absentee application screen. After processing the application, please open the record again and verify that the absentee address has been saved. For international addresses, you may have to add an incorrect absentee address, process the application, then open up the **Address Detail** screen, select **Non US Address**, and change the address to the correct value. Only brand new absentee addresses seem to have this problem, updating an absentee address should work correctly.

Use the Incident tracker to enter any problems with your districts or the software.

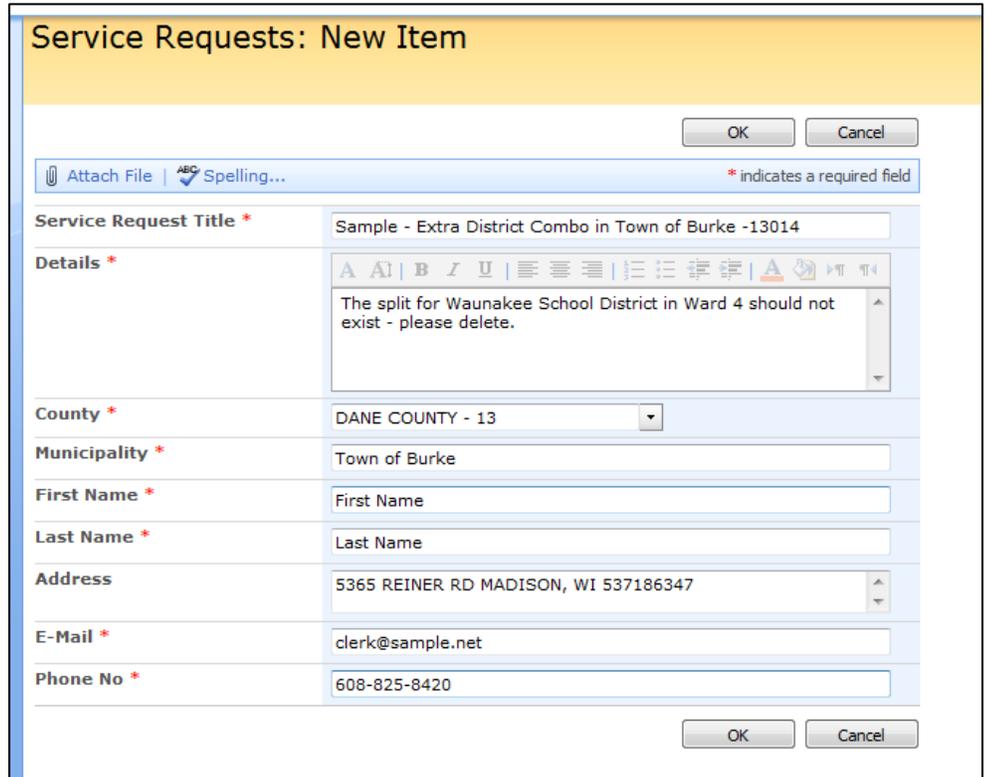
We expect G.A.B. staff to be very busy conducting trainings and answering clerk questions. If you have an error, please report it through our special incident tracker, so we can prioritize and fix any data or software issues while minimizing time on the phone.

- 1) First, go to this website: <http://wisapps.wi.gov/sites/GAB/Incident>.
- 2) Next, click the **Create a Service Request** link in the upper left-hand corner.

- 3) **Enter in your issue** as shown in the sample:

It always helps to have specific information about an error. If it's a particular voter record or district line that is incorrect, please include the voter's name and registration number, or identify the district and problem.

If you want to attach a screenshot or another file explaining the issue, you must send it by email to Svrs@wisapps.wi.gov.



- 4) Click **OK**.

- 5) If you have questions that are not related to testing incidents, you can call the G.A.B. Help Desk at 608-261-2028. Otherwise, please use the Incident Tracker website to document any redistricting issues.