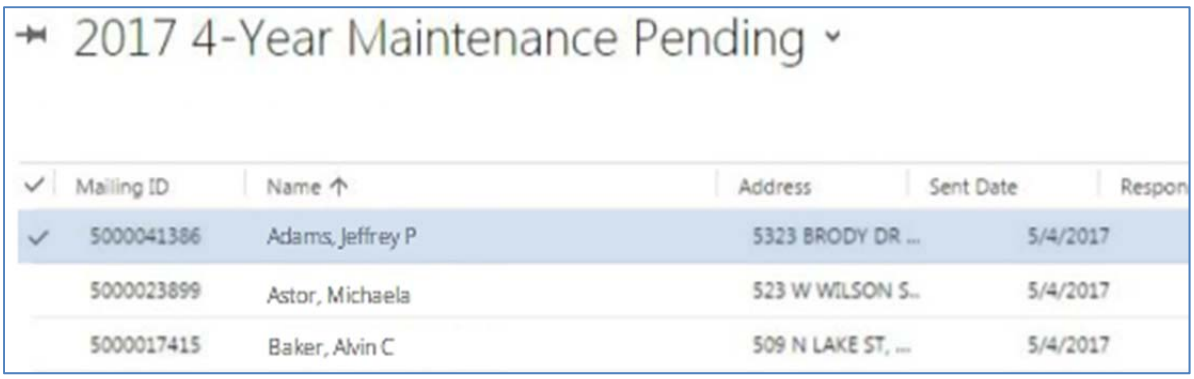
Track 4 Year Maintenance from the Letters List View in WisVote

Select records from the list

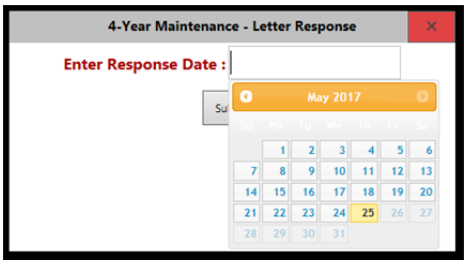
1. Click the Letters tile on the Easy Navigate page in WisVote

2. Select one or more letter records to track the response

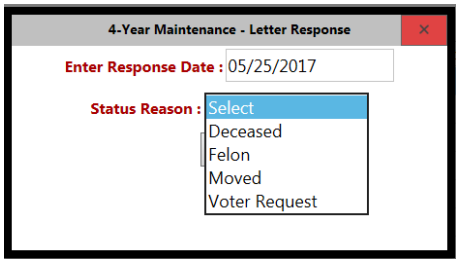


3. Select response type by clicking a button at the top of the page

4. Complete the fields in the pop-up Response window
   a. All three types of responses (Undeliverable, Request Continuation, Request Deactivation) require the Response Date be selected by clicking in the date field, then select the date from the calendar



   b. On Request Deactivation, select the Status Reason



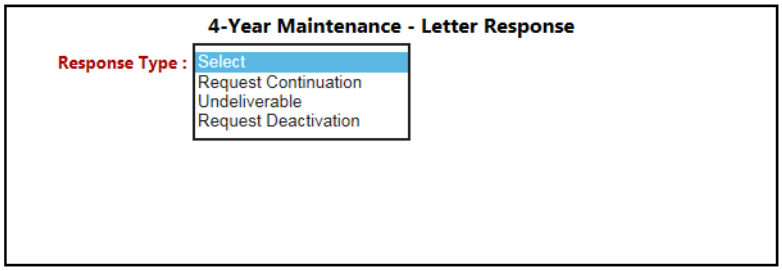
   c. Click Submit

Track records by scanning the barcodes

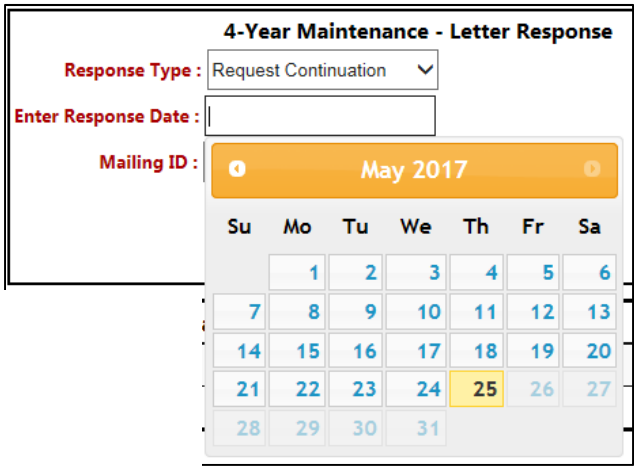
1. Click the Letters tile on the Easy Navigate page in WisVote

2. Select SCAN RESPONSE from the buttons at the top of the Letters List view page

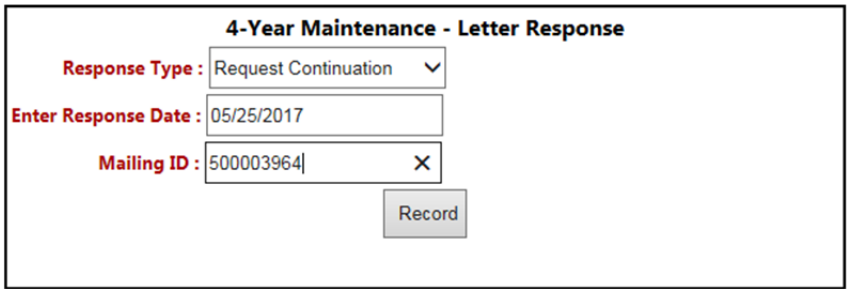
3. Enter the response information
   a. For Undeliverable and Request Continuation
      i. Select the Response Type



      ii. Select the Date



      iii. Scan or enter the mailing ID (to scan, be sure the cursor is in the Mailing ID field before scanning)

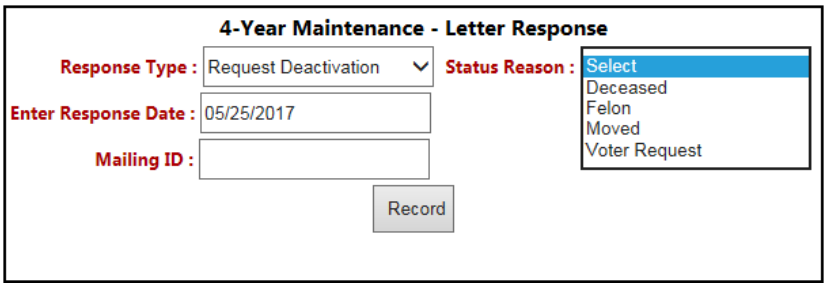


      iv. Click Record

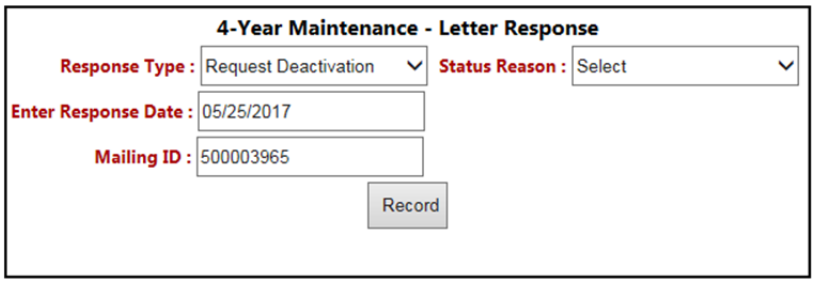
b. For Request Deactivation

i. Select the Response Type, Response Date as shown above

ii. Select the Status Reason



iii. Scan or enter the mailing ID (be sure the cursor is in the Mailing ID field before scanning)



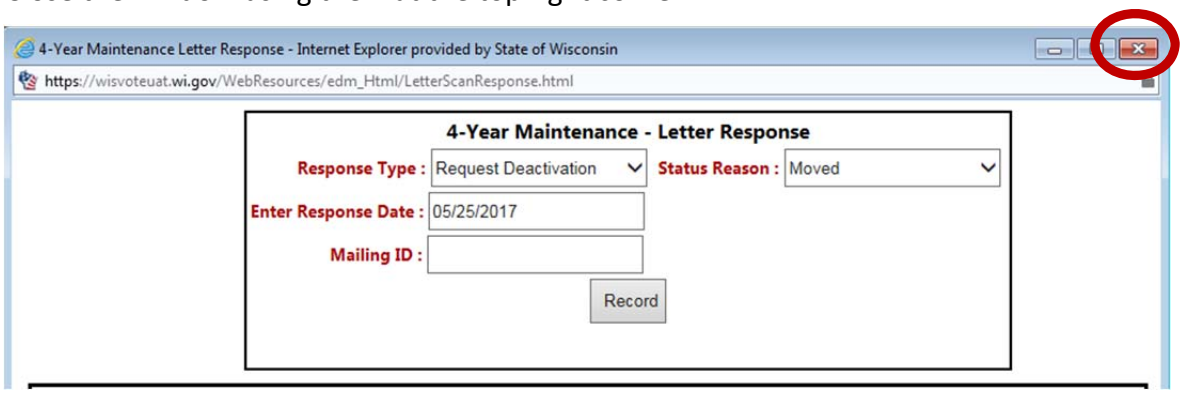
iv. Click Record

4. All scanned records will appear in the list below, but only those entered for the current session. Once the window is closed, this list will not appear when the Scan Response window is opened again.

No.	Mailing ID	Name	Response Date	Response Type
3	5000036341	Everett, Delbert Michael	05/18/2017	Request Deactivation
2	5000037490	Daniels, Marliss T	05/18/2017	Undeliverable
1	5000040591	Cordova, Kelly Ann	05/18/2017	Request Continuation

Showing 1 to 3 of 3 entries

5. Close the window using the X at the top right corner

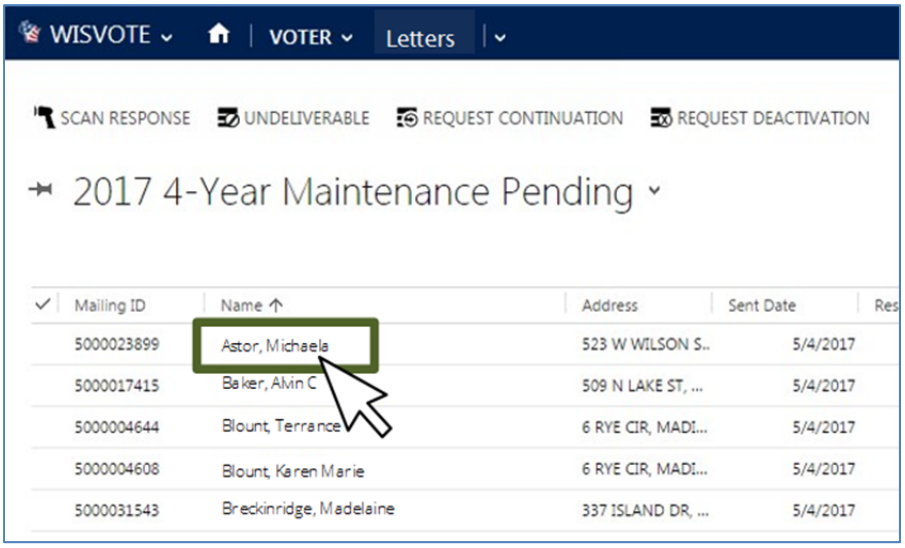


Track 4 Year Maintenance from the Letter Record in WisVote

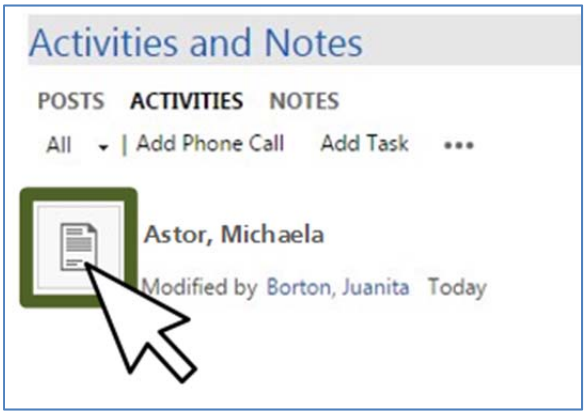
<u>Select the Letter Record</u>

1. From the Letters List View
    a. Click the Letters tile on the Easy Navigate tile

    b. Click the voter's name from the 4 Year Maintenance – Pending list



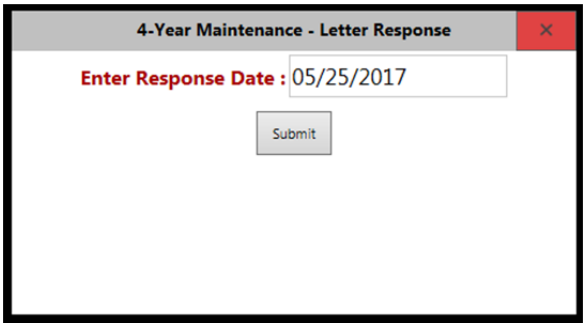
2. From the Voter Record
    a. Use the Voter Search or Voter List to find the voter record
    b. Open the voter record
    c. Scroll down and open the Activities and Notes tab
    d. Click the letter icon



Track the Response

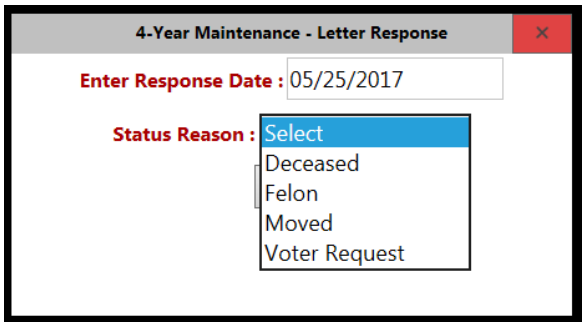
1. On the letter record, click one of the response buttons at the top of the page

2. Enter the response information
   a. For Undeliverable and Request Continuation
      i. Select the Date



      ii. Click Submit

   b. For Request Deactivation
      i. Select the Response Type, Response Date as shown above
      ii. Select the Status Reason



      iii. Click Submit