



## SVRS 7.1 – Key Changes

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The Government Accountability Board – Elections Division installed version 7.1 of SVRS on July 25, 2010. This document will outline the major changes in version 7.1, broken down by functional area. Most changes affected the absentee functionality within SVRS, and this document only provides an overview of the most significant changes. Users should also go to the G.A.B. website to find the updated manual chapters for absentee. Municipalities already using Full Absentee will need the [Absentee Applications](#) and [Absentee Ballots](#) chapters. Counties and municipalities that are not planning to use Full Absentee in SVRS will need the [Absentee Lite](#) chapter. You may follow this link:

<http://gab.wi.gov/clerks/education-training/svrs-manual>.

Newly updated chapters will be posted by August 4<sup>th</sup>, 2010.

### Voter Applications

1. The **HAVA Check** quick task will no longer be available when processing a voter application. The HAVA Check will automatically be run for all new voter applications. The procedure for re-running a HAVA Check from the voter record has not changed.

2. A field called **UOCAVA Status** has been added to the **Other** tab of the application. Any new **Military** or **Overseas** voter added to SVRS should have the correct status selected.

A screenshot of a web application interface showing a dropdown menu for 'UOCAVA Status'. The dropdown is open, displaying two options: 'Military' and 'Overseas'. The 'UOCAVA Status:' label is circled in red.

3. When processing an application, there is now a **Create Absentee Application** checkbox available that will open up a new absentee application with the voter's information pre-populated.

A screenshot of a web application interface showing a section titled 'Absentee Options'. It contains a checkbox labeled 'Create Absentee Application' and a 'Process' button.



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### Voter

1. A new field called **UOCAVA Status** has been added to the voter record. Any existing **Military** or **Overseas** voters should have their status updated.

The screenshot shows the 'Voter - Update' form for SMITH, DANIELLE. The 'UOCAVA Status' field is highlighted with a red circle. Other fields include Name, Address, Date Registered, and Voter Status.

2. The **UOCAVA Status** field has also been added to the **Other** tab of the voter search panel, and will appear in the voter search results grid.

The screenshot shows the voter search panel with the 'Other' tab selected. The 'UOCAVA Status' dropdown is circled in red. Below the search filters is a table with the following data:

Jurisdiction	Name	UOCAVA St...	Status	Status Reas...
37002	SMITH, MICHAEL WAYNE	Overseas	Active	Registered

3. When an active voter is highlighted in the voter search grid, the **Create Absentee Application** quick task will be available. This opens up a new absentee application with the voter's information pre-populated. It replaces the **Process as an Absentee** quick task formerly available from the **Voter** node.

The screenshot shows the 'Quick Tasks' window with the following options:

- Add New Voter
- Add Property Owner
- Add Federal Voter
- Delete Voter
- Send Mailings
- Create Absentee Application**
- Merge Voters



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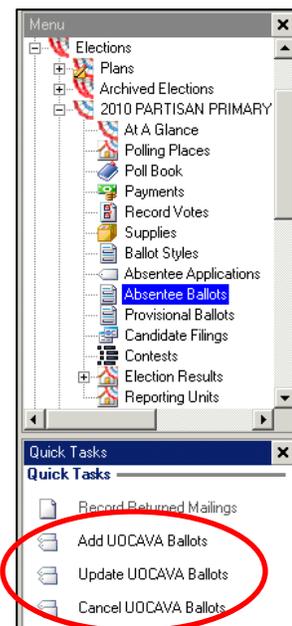
### Absentee Lite

New functionality has been added to SVRS so that counties can enter information on Military and Overseas absentee ballots sent by their Reliers. Self-providing municipalities that already use SVRS (the Full Absentee functionality) to process absentee ballots will not use Absentee Lite. Self-providing municipalities who do not yet use SVRS to process absentee ballots may use Absentee Lite temporarily, but must transition to Full Absentee by November 2011, in time to send write-in ballots for the February 2012 primary. See the [Absentee Lite](#) chapter of the SVRS manual for full instructions.

1. All **Military** and **Overseas** voters must first have the correct **UOCAVA Status** entered into their voter records before using Absentee Lite.
2. After all voters have their **UOCAVA Status** updated, users may run the [UOCAVA Voter Listing](#) from the **Reports** node. This includes the names of all UOCAVA voters, with barcodes, and spaces for Reliers to fill in information about when the ballot was sent and received.

Voter Reg. Number	Voter	UOCAVA Status	Write In	Official Ballot	Comments
MARATHON COUNTY					
MARATHON COUNTY					
UOCAVA Voter Listing					
(1=1 AND (RPTView_WI_UOCAVA.ProvidesJurisdictionName LIKE 'MARATHON') AND (RPTView_WI_UOCAVA.State Code) LIKE 'ACT95' )					
TOWN OF BERGEN - 37002					
0709395700	ANDERSON, SCOTT ERNEST 1653 LAKEHURST RD MOSINEE, WI 54455	Military	Sent _____ Received _____	Sent _____ Received _____	
0019511087	JOHNSON, DOROTHY S 1951 MOON RD MOSINEE, WI 544559305	Military	Sent _____ Received _____	Sent _____ Received _____	
0700909840	SMITH, MICHAEL WAYNE 1626 W COUNTY ROAD C MOSINEE, WI 54455	Overseas	Sent _____ Received _____	Sent _____ Received _____	
Subtotal: 3					

3. The quick tasks for Absentee Lite are located within the election, in the **Absentee Ballots** node. You may **Add UOCAVA Ballots**, **Update UOCAVA Ballots**, and **Cancel UOCAVA Ballots**.
4. The [Absentee Ballot Listing](#) and the [WI Absentee Application Ballot Log](#) reports have been altered to include the **Ballot Type**, so Absentee Lite users can get a list of UOCAVA ballots with their status, date sent, and date returned.





### Full Absentee – Absentee Applications

1. The Absentee node underneath an election has been renamed **Absentee Applications**, and the **Absentee Ballots** node has been moved underneath it.
2. The **Count Only** checkbox in the **Absentee Applications** search panel will now give an accurate count, even if the number of applications is above 1,000.
3. The absentee **Ballot Status** and **Ballot Status Reason** has been added to the **Absentee Applications** search panel.
4. The **Absentee Application** form has changed.
  - a. In addition to the name and other personal information, the form now shows if the voter must provide proof of residence (**ID Required**) and the **UOCAVA Status**. Voter information is only in the top left and is no longer visible at the bottom right of the screen.

- b. The **Vote Location** code controls what is visible in the addressing section.

- i. The voter's **Home Address** is always visible, and will be grayed out because it can only be changed in the voter record.
- ii. For **Via Mail** and some other choices, the **Voter Mailing Address** is visible, again grayed out because it must be changed in the voter record.
- iii. For **Via Mail** and some other choices, an **Absentee Address** may be entered in the bottom address field.



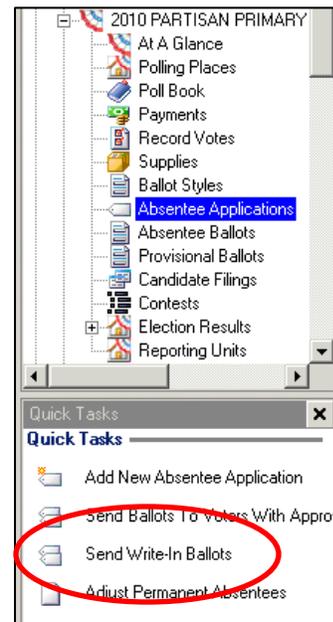
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- iv. **Nursing Home** applications will have a field to select a contact record with the nursing home’s name and address, and this will pull into the Absentee Address field. Users may also change the **Absentee Address** directly.
- v. For **Via Fax** and **Via E-Mail** applications, a space for the fax number or email address will be available, and this will appear on ballot labels. You may also print the ballot certificate when processing the application. See Absentee Ballots below.

- vi. For **Clerk’s Office** applications, only a single election will be able to be selected. **Clerk’s Office** mailings and labels are described in more detail below.

### Full Absentee – Absentee Ballots

1. Clerks will have the ability to issue state write-in absentee ballots in SVRS. The quick task for this is called “**Send Write-In Ballots**” and is available from the **Absentee Applications** node. Absentee voters with Military and Overseas applications will be issued write-in ballots through this quick task. The **Send Ballots to Voters with Approved Applications** quick task will issue the official ballot to Military and Overseas voters, without cancelling the existing state write-in ballot. Both ballots may be tracked independently, and will appear on the ballot log.





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2. When ballots for **Clerk's Office** applications are issued, they will be automatically marked as sent and returned. Users may choose to print out individual labels as they process the voter's absentee application, or skip printing the label if they wish.

- a. Users may also print large batches of **Clerk's Office** labels using the **Reports** node, under the **Category** of **Absentee**.

Process Absentee

**Absentee Options**

Create an Application Only

Application Status - Reason  
Approved - Valid Application

NOTE: When processing an application with a Vote Location of Clerk's Office, a ballot is automatically issued and marked as returned

**Clerk's Office Labels**

<No Label>

WI Absentee Voter Label - Single  
WI Absentee Voter Label - Double

Process

Print Report

Select Report Step 1 of 2

Category: Absentee

Reports

Absentee Ballot Listing  
CLERKOFF Absentee Label 2x5 Double  
CLERKOFF Absentee Label 2x5 Single  
WI Absentee Application Ballot Log  
WI Absentee Application Ballot Log ALL WAR

CLERKOFF Absentee Label 2x5 Double

Delete Modify Layout

Next

3. A new quick task, **Mark Ballot(s) as Returned**, is available in the **Absentee Ballots** node. Users may select one or more ballot records and use this quick task instead opening the **Record Returned Mailings** screen to record returned ballots. The **Mark Ballot(s) as Unreturned** can be used to fix any errors.

Quick Tasks

**Quick Tasks**

Cancel Ballot  
RePrint Ballot  
Update Ballot Sent Date  
ReIssue Ballot  
Print Clerk's Office Label  
Record Returned Mailings  
Mark Ballot(s) as Returned  
Mark Ballot(s) as Unreturned

**Smart Buttons**



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4. A new field, **Ballot Type**, has been added to the **Absentee Ballots** search grid and data results grid. The **Ballot Type** is automatically assigned when the application is processed, and is based on the application type, and whether you use the **Send Write-In Ballots** (producing **State Write-In Absentee** ballots) or the **Send Ballots to Voters with Approved Applications** quick task (producing **Official** or **Federal-Only** ballots). The **Ballot Type** will also be visible on several reports, including the WI Absentee Application Ballot Log.

General						
Last Name:	First Name:	Middle Name:	Suffix:	Application Type:	Ward:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Voter Reg Num:	Date of Birth:	<b>Ballot Type:</b>	Voting Method:	Voting Location:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Ballot Status:	Status - Reason:	Date Ballot Issued:	Date Ballot Returned:	Ballot Style:	Ballot Number:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Records Returned: 14 <input type="checkbox"/> Count Only <input type="button" value="Search"/> <input type="button" value="Clear"/>						
Drag a column header here to group by that column						
Name	Election De...	<b>Ballot Type</b>	Ballot Status	Ballot Statu...	Date Ballot...	
▶ MOORE, JAIDEE K	2010 PARTISAN...	State Write-In Ab...	Returned	Returned	7/12/2010	
HANSEN, CHRISTOPHER...	2010 PARTISAN...	State Write-In Ab...	Returned	Returned	7/12/2010	
BUTZ, CHRISTOPHER J	2010 PARTISAN...	State Write-In Ab...	Returned	Returned	7/12/2010	

5. When you process an application with **Via Fax** or **Via E-Mail** as a **Vote Location**, you will be able to print the **Official Absentee Ballot Certification**. This will mimic the absentee ballot envelope, with space for certification and a witness signature. The voters' information will be pre-filled, and the **Ballot Style**, **Application Type**, and email or fax information will print on the right. This can be faxed or scanned and sent with the ballot, and the barcode can be used to record the ballot as returned. . .

Send Ballot Document

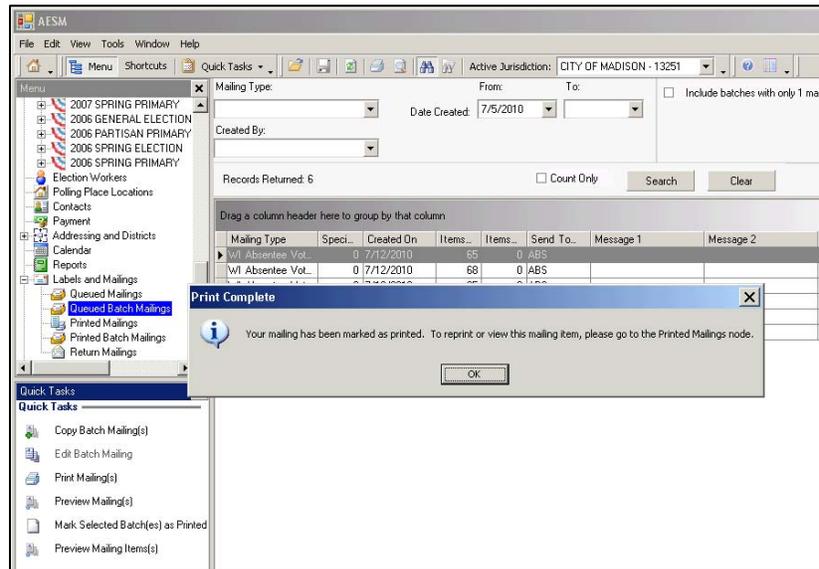
WI Absentee Voter Label  
WI Absentee Voter Labels 2X5  
Official Absentee Ballot Certification

OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION	
<p><small>Voter: Complete the information below and sign the certification in the presence of a witness who must also sign.</small></p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Date of Election: Sep 14, 2010 County: DANE COUNTY CITY OF MADISON Ward: WD005 SAFFIOTI, ELIZABETH G 718 JUPITER DR 213 MADISON, WI 53718</p> </div>	
<p><b>CERTIFICATION OF VOTER</b></p> <p><small>I certify, subject to the penalties of § 12.60(1)(b), Wis. Stats., for false statements, that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated above, and am entitled to vote in the ward at the election indicated above; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another within 10 days before the election. I certify that I enclosed the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under § 8.87(5), Wis. Stats., if I requested assistance, could know how I voted. I further certify that I requested this ballot.</small></p> <p>X _____ Signature of the Voter</p> <p>I further certify my birth date is _____ (to be filled in by military and overseas voters) (month/day/year)</p>	<p><b>CERTIFICATION OF WITNESS</b></p> <p><small>I, the undersigned witness, subject to the penalties of § 12.60(1)(b), Wis. Stats., for false statements, certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an Incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure.</small></p> <p>_____ Signature of Witness (who is an adult U.S. Citizen)</p> <p>X _____ Address of Witness (include street number or fire number and street, or rural route and box number, municipality, state and zip code)</p>
<p><small>GAB-122cert (5/2010) The information on this form is required by §§ 6.22(2)(b), (5), 6.24(7), 6.86(1) and 6.87(2), Wis. Stats.</small></p>	



## Queued Mailings for Absentee Ballot Labels

1. When you print a ballot label or a batch of ballot labels from the **Queued Mailings** or **Queued Batch Mailings** node, your label(s) will automatically be marked as printed, instead of asking you to confirm they were printed. You can reprint them, if necessary, from the **Printed Mailings** or **Printed Batch Mailings** node.



2. You will no longer be able to delete a mailing, either queued or printed.

## Voter Public Access (VPA) website:

Voters who look up their voter record in VPA will see a link to **View your Absentee Ballot Status**. Information from all elections after 8/1/2010 will be visible, as long as the absentee ballot has been tracked in SVRS. If Absentee Lite is used for a municipality, only Military and Overseas absentee voters will be able to track their ballot status. For municipalities using Full Absentee, all absentee voters can track their ballot status.

**Absentee Ballot Status for:**  
SMITH, MICHAEL WAYNE

**Absentee Ballot Status**

Election Date	Election Name	Ballot Type	Vote Location	Ballot Status	Date Ballot Sent	Date Ballot Returned
9/14/2010	2010 PARTISAN PRIMARY	Official	Via Mail	Issued - Not Returned	10/04/2010	11/01/2010
9/14/2010	2010 PARTISAN PRIMARY	State Write-In Absentee	Via Mail	Issued - Not Returned	08/04/2010	10/01/2010



## Reports and Mailings

**Please Note: Because some absentee reports have been redesigned, filters and sorts you saved in the past may not work in SVRS 7.1.** You may need to create brand new filters and save them for future use. You may delete old filters and sorts. The affected reports are the Absentee Ballot Listing, Absentee Application Listing, the WI Absentee Application Ballot Log, and the WI Absentee Application Ballot Log ALD Ward.

1. A field indicating the **Ballot Type (Official, State Write-In Ballot, Federal Only, etc.)** has been added to the Absentee Ballot Listing, Absentee Application Listing, and the two WI Absentee Application Ballot Log reports.
2. County users may filter all the previously mentioned absentee reports by the **Provider Jurisdiction Name**. This will filter out municipalities that do not rely on the county for SVRS services, so counties can conveniently get information on Absentee Lite ballots entered into SVRS.

And/Or	Field Name	Condition	Value
And	Provider Jurisdiction Name	Equals	MARATHON*
And	Election Date	Equals	9/14/2010

*Note that for this filter to work, each Relier municipality must have the correct **Provider Jurisdiction** selected in their **Jurisdiction** record under the **Administration** node. See the Release Notes for SVRS 7.0, or the updated Getting Started chapter.*

3. The WI Notice to Permanent Absentee Voters mailing can now be filtered by whether or not the ballot was returned for an election (**Ballot Status Reason**), instead of looking at whether or not a vote was recorded for the voter.

And/Or	Field Name	Condition	Value
And	Election Date	Equals	4/6/2010
And	Absentee Application Type	Equals	PERM*
And	Abs App Status Code	Equals	APR*
And	Ballot Status Reason	Equals	Ballot Not Returned ( CBNR )