

# QVF Refresh Chapter 6

---

## Absentee Voter Tracking

**QVF Help Desk**

**9/11/2018**

QVF Refresh Chapter 6 contains information on the following:

- Generating absentee applications for permanent absentee voters
- Exporting permanent AV voter info to a .CSV file
- Processing absentee ballot requests for Military and Overseas voters
- Recording information about absentee voter applications and ballots
- Generating mailing labels for absentee ballots
- Spoiling or rejecting a ballot

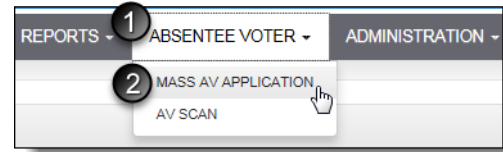
# Table of Contents

- Mass AV ..... 2
  - Dual AV Applications ..... 5
    - Inconsistent Dual AV Applications ..... 5
  - Exporting Permanent Absentee Voter Data for Applications ..... 5
- Introduction to AV Tracking Preferences ..... 6
  - Other AV Screen Options and Functions ..... 7
- AV Details (Manual AV Tracking) ..... 8
  - To Send and Print an Application/Label to Default Address ..... 9
  - To Send and Print an Application/Label to a Different Address ..... 10
  - Edit Application Status ..... 10
    - Application Undeliverable ..... 10
    - Application Invalid ..... 10
  - To Receive an Application and Send a Ballot to Default Address ..... 11
  - To Receive an Application and Send a Ballot to a Different Address ..... 12
  - To Receive a Ballot ..... 13
  - Edit Ballot Status ..... 14
    - Spoil a Ballot ..... 14
    - Reject a Ballot ..... 14
    - Mark a Ballot as Undeliverable ..... 14
  - Making Corrections ..... 14
- AV Scan ..... 15
  - To Send an Application ..... 17
  - To Receive an Application and Send a Ballot to the Default Address ..... 18
  - To Receive an Application and Send a Ballot to a Different Address ..... 20
  - To Receive a Ballot ..... 22
    - Mark Ballots Undeliverable ..... 22
  - Auto OK ..... 23
- Error Messages ..... 24
- Print Queue ..... 25
- MOVE Ballots ..... 27
  - Federal Write-In Absentee Ballots (FWABs) ..... 28

## Mass AV

To generate and print absentee ballot applications for your permanent absentee list of voters:

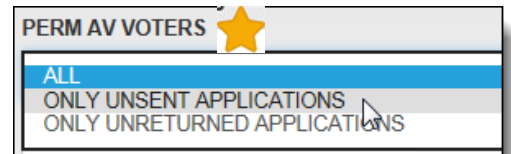
1. Click the Absentee Voter menu
2. Click Mass AV Application
3. Review your selections for Region Type, Region, and Main Election, Precinct Type, etc. and change them if necessary.



**Note:** To print dual applications for a Primary and the corresponding General Election, select the Primary date from the Main Election drop-down, and the General date from the Secondary/General drop-down. Please refer to the *Dual AV Applications* section of this manual for further details.

4. Select the precinct(s) for which you want to record applications
5. Click Search

**Note:** By default, all Perm AV voters will be included in your search results unless you specify otherwise from the Perm AV Voters drop-down menu. The search may include: All permanent absentee voters, those without applications sent, or those whose applications have not yet been returned.



The Search portion of the screen collapses and the search results grid displays the permanent absentee voters, selected automatically.

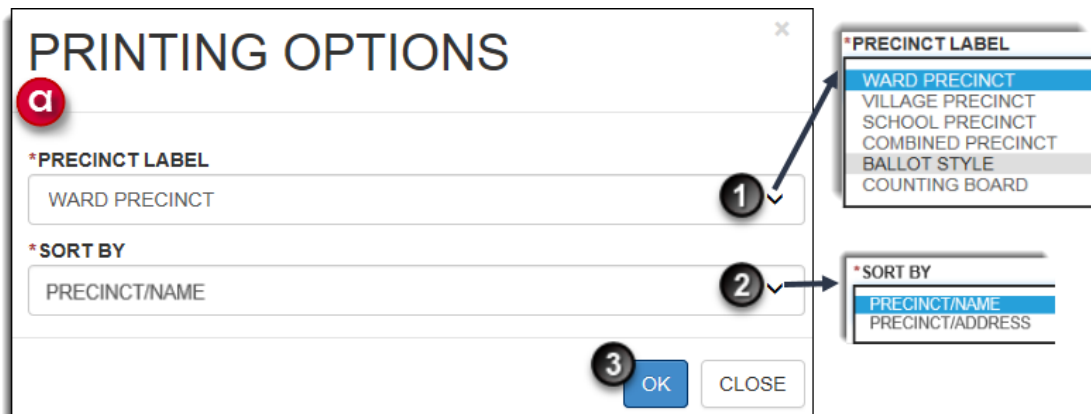
6. Change the printing options if you want something other than the defaults set in you AV Preferences (Output Format and Print Now/Print Later)
7. Click Preview/Print to go to the Printing Options menu based upon your selected output

	PRECINCT	FULL NAME ^	ZIP CODE	8/7 APP SENT	8/7 APP RECD
<input checked="" type="checkbox"/>	00001	MCQVF, BAILEY LYNN	49948		
<input checked="" type="checkbox"/>	00001	MCQVF, FRANKIE JO	49948		
<input checked="" type="checkbox"/>	00001	MCQVF, JEAN ELYSE	49948		

a. If Output Format = Applications (QVF Front, Pre Printed, Postcard)

From the Printing Options window that appears, choose from the following options to print:

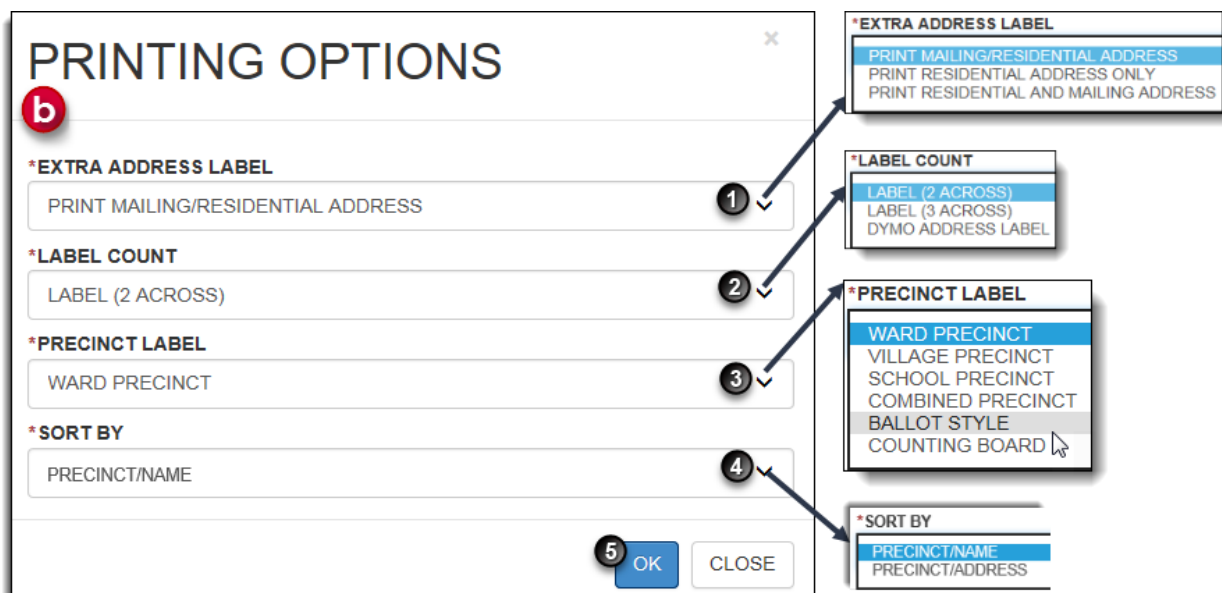
1. Select the precinct or ballot information you want included from the Precinct Label drop-down menu. This will help you sort the applications and can even identify the type of ballot the voter should receive once the application is returned.
2. Change the sorting if necessary from the Sort By drop-down menu.
3. Click OK



b. If Output Format = Label

From the Printing Options window that appears, choose from the following options to print:

1. Select the Extra Address Label Option
  - **Mailing/Residential Address** – one label per voter. Prints the permanent mailing address when available; otherwise the residential address prints
  - **Residential Address Only** – regardless of a permanent mailing address, one label is printed per voter with the residential address only
  - **Residential and Mailing Address** – a residential address label is printed for each voter and a second label is printed for those with a permanent mailing address



2. Label Count (if it needs to be changed)
3. Select the precinct or ballot information you want included from the Precinct Label drop-down menu. This will help you sort the applications and can even identify the type of ballot the voter should receive once the application is returned.
4. Change the sorting if necessary from the Sort By drop-down menu
5. Click OK

The absentee ballot applications for the selected voters will be downloaded and opened in a new tab as a PDF. Click the printer icon to print the applications. The icon may vary depending on your PDF program.



Once printing is complete, close the .pdf tab and return to the QVF Mass AV page to complete the next step of the process to save the applications to the QVF database.

**To record the date that the applications are sent:**

(If you have logged out of the QVF and started a new session from the time you generated the applications, perform Steps 1-5 to search and select the permanent absentee voters again before completing the steps below.)

**12 RESULTS**

RECORD SENT DATE **1**

OUTPUT FORMAT: QVF APP (FRONT) PREVIEW/PRINT

PRECINCT	FULL NAME	ZIP CODE	11/8 APP SENT	11/8 APP RECD
<input checked="" type="checkbox"/>	00002	MCQVF, ALICE	49965	
<input checked="" type="checkbox"/>	00001	MCQVF, ANDREW ANN	49952	
<input checked="" type="checkbox"/>	00001	MCQVF, ANDREW M	49948	
<input checked="" type="checkbox"/>	00002	MCQVF, CHERYL ROBERTA		
<input checked="" type="checkbox"/>	00001	MCQVF, DAVID		
<input checked="" type="checkbox"/>	00002	MCQVF, DEREK KAY		
<input checked="" type="checkbox"/>	00001	MCQVF, JAMES		
<input checked="" type="checkbox"/>	00002	MCQVF, LINDA D		
<input checked="" type="checkbox"/>	00002	MCQVF, MILTON DOYLE		
<input checked="" type="checkbox"/>	00001	MCQVF, OLIVER JACOB		

12 RECORDS SELECTED

**APPLICATION SENT DATE**

YOU ARE ABOUT TO PERMANENTLY SAVE THE SELECTED ABSENTEE VOTER APPLICATIONS TO THE DATABASE WITH THE SENT DATE INDICATED BELOW. PLEASE ADJUST THIS DATE IF YOU WOULD LIKE TO RECORD A DIFFERENT SENT DATE.

APPLICATION SENT DATE: 09/14/2016 **2**

September 2016

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

**3** OK CLOSE

1. Click Record Sent Date
2. From the Application Sent Date window that appears, record the date the applications will be mailed to voters
3. Click OK

The App Sent column in the search results grid is updated with the sent date.

FULL NAME ^	ZIP CODE	11/8 APP SENT	11/8 APP RECD
MCQVF, ALICE	49965	09/14/2016	
MCQVF, ANDREW ANN	49952	09/14/2016	
MCQVF, ANDREW M	49948	09/14/2016	
MCQVF, CHERYL ROBERTA	49965	09/14/2016	
MCQVF, DAVID	49948	09/14/2016	
MCQVF, DEREK KAY	49965	09/14/2016	
MCQVF, JAMES	49948	09/14/2016	
MCQVF, LINDA D	49965	09/14/2016	
MCQVF, MILTON DOYLE	49965	09/14/2016	
MCQVF, OLIVER, JACOB	49948	09/14/2016	

### Dual AV Applications

To print or save dual applications, both election dates (Primary and corresponding General) must be selected when completing Step 3 of the process (See pg. 2). This will ensure that both election dates are listed on the application and the voter can request a ballot for one or both election dates.

#### Inconsistent Dual AV Applications

If you try to issue a dual application to a voter who is only eligible to receive an application for one of those election dates, a red icon appears next to their name. This typically happens when a voter is moving. When this occurs, deselect the voter to proceed with the dual applications for other voters. You may also choose to exclude those voters by checking the “Do Not Show Inconsistent Voters” in the Search section.

≠	<input type="checkbox"/>	PRECINCT	FULL NAME ^
	<input type="checkbox"/>	00001	MCQVF, BAILEY LYNN
≠	<input type="checkbox"/>	00001	MCQVF, FRANKIE JO
	<input type="checkbox"/>	00001	MCQVF, JEAN ELYSE

REGION

BOHEMIA TOWNSHIP (09460)

DO NOT SHOW INCONSISTENT VOTERS

### Exporting Permanent Absentee Voter Data for Applications

Permanent absentee voter data can be exported in a .CSV file to send to a vendor for printing applications. The Precinct Type used to generate this file will be the Precinct value used within the file. Therefore, if you want Ballot Style or Counting Board information on the applications, choose the corresponding Precinct Type from the drop-down menu.

After selecting your region, election date(s), precincts and voters, perform the following steps:

1. Choose “Export To CSV/Text” from the Output Format menu
2. Click Preview/Print
3. Save the file

OUTPUT FORMAT

**1** EXPORT TO CSV/TEXT

PRINT NOW  PRINT LATER

**2** PREVIEW/PRINT

COPYRIGHT 2016 STATE OF MICHIGAN

Do you want to open or save AbsenteeVoterDataCSV.csv (3.02 MB) from test-qvf.sos.state.mi.us?

Open Save Save as Save and open

**3**

## Introduction to AV Tracking Preferences

The defaults selected in your profile preferences will carry over to your AV Details and AV scan screens. To revisit the default settings without leaving the AV module, click the AV Preferences button shown on the AV Details or AV Scan screens.

AV PREFERENCES	
<b>AV GENERAL</b>	
AV SCAN POP-UP DISPLAY TIME (SEC.)	<input type="text"/>
SET PRINT NOW AS DEFAULT	<input checked="" type="checkbox"/>
STICK AV RECEIVE DATE	<input checked="" type="checkbox"/>
BALLOT NUMBER LOCKOUT TYPE	PRECINCT
AUTO INCREMENT BY	PRECINCT
SHOW AV TOOLTIP	<input checked="" type="checkbox"/>
<b>AV APPLICATION</b>	
*AV APP OUTPUT FORMAT	PRE-PRINTED FORM
*AV PRECINCT TYPE	WARD PRECINCT
<b>AV LABEL</b>	
*AV LABEL OUTPUT FORMAT	DYMO ADDRESS LABEL
*AV LABEL PRECINCT TYPE	WARD PRECINCT
*AV LABEL SORT OPTION	SELECT
*PRINT QUEUE SORT OPTION	BALLOT NUMBER
EXTRA LABEL	<input checked="" type="checkbox"/>
DUPLICATE DYMO LABEL	<input type="checkbox"/>
INCLUDE BALLOT NUMBER	<input checked="" type="checkbox"/>
<b>MASS AV LABEL</b>	
EXTRA ADDRESS LABEL	PRINT MAILING/RESIDEI

### AV General Preferences

**AV Scan Pop-Up Display Time:** number of seconds the confirmation screen appears when using the Auto OK feature in AV Scan

**Stick AV Receive Date:** remembers the last application received date used and pre-fills the date in the field

**Show AV Tooltip:** if AV permissions allow, while hovering over the AV Details button you can view the AV activity for the next election when AV applications or ballot activity is available

**Lockout:** allows QVF to accommodate duplicate ballot numbers, depending on the number sequence(s) used

**None:** allows you to duplicate a ballot number at any time

**Precinct:** allows you to issue a ballot number once per precinct

**Counting Board:** allows you to issue a ballot number once per Counting Board

**Ballot Style:** allows you to issue a ballot number once per ballot style (this is usually the best option)

**Auto Increment:** determines how the ballot number will auto advance. QVF can remember the last number used by precinct, ballot style, counting board, or election.

**Print Now:** generates the application, mailing label, or ballot label to print immediately. When this option is not checked, Print Later is the default and items will go to the Print Queue instead.

**Print Later:** sends the print job to the Print Queue to print later

### AV Application Preferences

**AV App Output Format:** the default format to print an application or mailing label for an application

**AV Precinct Type:** the default precinct type to use when searching for voters when processing absentees

### **AV Label Preferences**

**Label Output Format:** default preference for a single label printer or sheets of labels

**Label Precinct Type:** precinct type or ballot style information that you want included on an application or ballot label

**Label Sort Option:** sorts labels on a sheet by precinct and name or precinct and address

**Print Queue Sort Option:** sorts labels printed from the Print Queue either by last name, ballot number, or issued time

**Extra Label:** prints an extra label with the residential address when a voter also uses a permanent mailing or alternate address

**Duplicate Dymo Label:** prints a duplicate label from the single label printer

**Include Ballot Number:** prints the ballot number on the label

### **Mass AV Label**

**Extra Address Label:** designates the type of address to use when including an extra label from the Mass AV module

Other AV Screen Options and Functions

**Main Election:** The upcoming election date.

**Secondary/General Election:** When the upcoming election is a Primary, the corresponding General Election can be selected from this menu to record a dual application, which is an application for an absentee ballot for both the Primary and General Election dates.

### **Application History –**

**Undeliverable** – check this box when an application is returned from the Post Office as undeliverable

**Invalid/Invalid Reason** – check this box if a voter was not eligible to receive an application or if the application was denied and indicate the reason from the drop-down menu

**Invalid Description** - use this field to describe why an application was invalid, when “OTHER” is selected from the Invalid Reason menu

**App Address:** the address where the application is sent. When available, the voter’s permanent mailing address is used by default; otherwise, the residential address is used. If the absent voter application is being mailed to an alternate address different from the permanent mailing or residential, it can be entered here.

**Ballot Address:** the address where the ballot is sent. When available, the voter’s permanent mailing address is used by default; otherwise, the residential address is used. If the voter requests the ballot be mailed to an alternate address different from the permanent mailing or residential, it can be entered here.

**Preview:** will generate a copy of an application (after a sent date has been saved) based on AV Preferences.

**Dymo Label:** will print a copy of the mailing label for an application or ballot and will also operate to include an extra label or duplicate label based on other AV Label Preferences



## AV Details (Manual AV Tracking)

1. Perform a voter search
  - a. Click the Voter menu and select a voter search option
  - b. Enter some of the voter's information into the search criteria fields
  - c. Click Search
2. Locate your voter in the search results grid and click their Edit button
3. At the bottom of the Voter's record click their Absentee Voter button

**1** **VOTER** **a** **REPORTS** ▾

VOTER SEARCH BY NAME

VOTER SEARCH BY ID

RECENT RECORDS VIEWED ▶

VOTER REG / QUICK MATCH

**VOTER CRITERIA**

**b** VOTER ID/DLN

LAST NAME

FIRST NAME

MIDDLE NAME

DOB

SSN4

VOTER ADDRESS   NTH ONLY

EXACT MATCH ON VOTER NAME

**c** **SEARCH** **CLEAR**

**STATUS CRITERIA**

ACTIVE

CHALLENGE

VERIFY

CANCEL

REJECT

**SELECT VOTERS**

MY VOTERS

STATE WIDE

**ADVANCED SEARCH** ▶

TOGGLE FILTER HEADER  RESET FILTERS  SELECT ALL  SELECT NONE

Page 1 of 1 10  DISPLAYING 1 TO 1 OF 1 ITEMS.

	M	S	NAME	ADDRESS	CITY/STATE/ZIP	DOB	COUNTY	JURISDICTION	EDIT
+	<input type="checkbox"/>	<input type="checkbox"/>	A MCQVF, RHONDA RHAMELL	2285 STATE HIGHWAY M38	NISULA CITY MI 49952	06/04/1993	ONTONAGON	BOHEMIA TOWNSHIP	<b>2</b> <b>EDIT</b>
<b>+ TOTAL: 0</b>									

**REQUEST MERGE** **VOTER LIST** **VOTER DETAIL** **MASTER CARD** **ID CARD** **ADDRESS LABEL**

VOTER	NTH ADDR	MAILING ADDR	DISTRICT	STATUS	HISTORY	INSPECTOR
*REGISTRATION DATE 06/08/2016		VOTER ID F103672967265		CCD NONE	IVF N	
*LAST NAME MCQVF		*FIRST NAME RHONDA		MIDDLE NAME RHAMELL	NAME SUFFIX ▾	*GENDER MALE ▾
FORMER NAME				*DATE OF BIRTH 06/04/1993		
HOUSE NUMBER 2285	H SFX	PREFIX	STREET NAME STATE HIGHWAY M38	TYPE RD	S SFX	RES EXT
POST OFFICE CITY NISULA CITY			STATE MI	ZIP CODE 49952	<b>FIND ADDRESS</b>	
LAST 4	PHONE NUMBER		*ID CONFIRMED CONFIRMED ▾		MVIP <input type="checkbox"/>	PERM AV <input type="checkbox"/>
DIGITAL SIGNATURE				UOCAVA STATUS NON-UOCAVA ▾		
<input type="button" value="PRIMARY"/> <input type="button" value="SECONDARY"/>				UOCAVA STATUS DATE 📅		
NO IMAGE				FPCA <input type="checkbox"/>		
REGISTRATION LOCATION SELECT ▾				EMAIL		
<p><b>3</b></p> <p><b>SAVE</b> <b>COMMENTS</b> <b>OUT OF STATE ADDRESS</b> <b>ABSENTEE VOTER</b> <b>ID CARD</b> <b>MASTER CARD</b></p>						

4. Review the Election information and make any changes if necessary
5. Review the Voter Information: status, precinct, ballot style, age, and signature
6. Ballot Options and Print Options will default to the preferences set in your profile. The Ballot Options section is collapsed but can be viewed by clicking on the heading.

**Note:** Click the AV Preferences button to see or change your default AV processing options.

### To Send and Print an Application/Label to Default Address

To record an application with the default application address, proceed with the following steps. To record an application to an address different from the one identified by the App Address button, skip to *“To Send and Print an Application/Label to a Different Address”*.

1. Enter a date in the Applications Sent field either manually (MM/DD/YYYY), or select a date from the calendar icon
2. Click Save

An application or mailing label will be generated based on your av preferences and printing options.

The App Address button will indicate with a red letter if the application or label will be printed with the:

- residential address (R),
- permanent mailing address (M).



## To Receive an Application and Send a Ballot to Default Address

1. Enter a date in the Application Received field
2. Enter a date in the Ballots Sent field
3. Make sure the ballot number being issued to the voter is assigned correctly in the Ballot Number field.

Depending on your profile's auto increment settings, the field may be prefilled for you. If the number shown is not what is being sent to the voter, you can change the number before saving. If you are electronically transmitting a ballot to a voter covered by UOCAVA, refer to the ballot numbering instructions in the "MOVE Ballots" section of this manual.

4. Make sure the Delivery Method is recorded correctly. Postal Mail is the default, but if a ballot is being issued in person, update the delivery method accordingly. If the ballot is being sent by fax or email to a voter covered by UOCAVA, refer to the instructions in the "MOVE Ballots" section of this manual.
5. Click Save/Print to record the date, ballot number, and generate a ballot mailing label according to your selected print options

LS 5 SAVE / PRINT CLOSE

APPLICATIONS 8/7/2018 STATE PRIMARY

SENT: 05/31/2018 RECEIVED: 06/08/2018 UOCAVA STATUS: NON-UOCAVA  FPCA

APPLICATION STATUS >

APP ADDRESS A DELETE APP PREVIEW DYMO LABEL

APPLICATION HISTORY

SENT	RECEIVED	STATUS
5/31/2018		ACTIVE

BALLOTS

SENT: 06/08/2018 BALLOT NUMBER: 501 RECEIVED: FWAB RECEIVED:

\*DELIVERY METHOD: POSTAL MAIL EMAIL ADDRESS:

BALLOT STATUS >

BALLOT ADDRESS M DYMO LABEL

To send a ballot to an alternate address, skip to the "To Receive an App and Send a Ballot to a Different Address" section

✓ THE CHANGES TO AV APPLICATION AND BALLOT HAS BEEN SAVED SUCCESSFULLY. ✕

Once the steps above have been completed, you will see the Application History and Ballot History grids update to show the application and ballot dates and status.

**Note:** If you get any red error messages regarding a voter's status or ineligibility for an application or ballot, please refer to the "Error Messages" portion of this document.

APPLICATIONS 8/7/2018 STATE PRIMARY

SENT: 05/31/2018 RECEIVED: 06/08/2018 UOCAVA STATUS: NON-UOCAVA  FPCA

APPLICATION STATUS >

APP ADDRESS A DELETE APP PREVIEW DYMO LABEL

APPLICATION HISTORY

SENT	RECEIVED	STATUS
5/31/2018	6/8/2018	ACTIVE

BALLOT ADDRESS R DELETE BALLOT ★ DYMO LABEL

BALLOT HISTORY

BALLOT NUMBER	SENT	RECEIVED	DELIVERY METHOD	FWAB RECEIVED	STATUS
00000501	6/8/2018				ACTIVE

## To Receive an Application and Send a Ballot to a Different Address

If the ballot is being sent to an address different than what is indicated on the Ballot Address button, proceed with the following steps to generate a ballot mailing label with the correct mailing address prior to saving the date and ballot number.

1. Enter a date in the Application Received field
2. Enter a date in the Ballots Sent field
3. Make sure the ballot number being issued to the voter is assigned correctly in the Ballot Number field.

Depending on your profile's auto increment settings, the field may be prefilled for you. If the number shown is not what is being sent to the voter, you can change the number before saving. If you are electronically transmitting a ballot to a voter covered by UOCAVA, refer to the ballot numbering instructions in the "MOVE Ballots" section of this manual.

4. Make sure the Delivery Method is recorded correctly. Postal Mail is the default, but if a ballot is being issued in person, update the delivery method accordingly. If the ballot is being sent by fax or email to a voter covered by UOCAVA, refer to the instructions in the "MOVE Ballots" section of this manual.
5. Click Ballot Address
6. Enter the alternate mailing address indicated on the voter's absentee application. You can click Clear to erase the existing information and enter an alternate mailing address or click Copy Residential or Copy App Address
7. Click Close
8. Click Save/Print to record the date, ballot number, and generate a ballot mailing label according to your selected print options

**Note:** If you get any red error messages regarding a voter's status or ineligibility for an application or ballot, please refer to the "Error Messages" portion of this document.

**8** SAVE / PRINT

✓ THE CHANGES TO AV APPLICATION AND BALLOT HAS BEEN SAVED SUCCESSFULLY. ✕

Once the steps above have been completed, you will see the Application History and Ballot History grids update to show the application and ballot dates and status. The Ballot Address button also updates to reflect the type of address the ballot will be sent to (residential, mailing, alternate).

**Note:** After a *ballot* has been saved, you can use the Dymo Label button in the Ballots section of the screen to print another ballot mailing label to a single label printer.

**APPLICATIONS** 8/7/2018 STATE PRIMARY

SENT: 05/31/2018  RECEIVED: 06/08/2018  UOCAVA STATUS: NON-UOCAVA   FPCA

APPLICATION STATUS ▾

APP ADDRESS **A** DELETE APP PREVIEW DYMO LABEL

**APPLICATION HISTORY**

	SENT	RECEIVED	STATUS
<input type="checkbox"/>	5/31/2018	6/8/2018	ACTIVE

BALLOT ADDRESS **A** DELETE BALLOT ★ DYMO LABEL

**BALLOT HISTORY**

	BALLOT NUMBER	SENT	RECEIVED	DELIVERY METHOD	FWAB RECEIVED	STATUS
<input checked="" type="checkbox"/>	00000501	6/8/2018				ACTIVE

### To Receive a Ballot

1. Enter a date in the Ballots Received field either manually (MM/DD/YYYY), or select a date from the calendar icon
2. Click Save

A green confirmation message appears at the top of the screen when the ballot has been received successfully and the Ballot History grid will update with the received date.

**BALLOT HISTORY**

	BALLOT NUMBER	SENT	RECEIVED	DELIVERY METHOD	FWAB RECEIVED	STATUS
<input type="checkbox"/>	501	4/4/2018	4/18/2018	POSTAL MAIL		ACTIVE

## Edit Ballot Status

The functions to change a ballot's status to spoiled, rejected, or undeliverable are found under the Ballot Status heading. If the Ballot Status section is collapsed, click the heading to open the spoil, reject and undeliverable options.

The screenshot shows two views of the 'Ballot Status' interface. The top view shows the 'Ballot Status' heading collapsed, with buttons for 'BALLOT ADDRESS', 'DELETE BALLOT', and 'DYMO LABEL'. The 'Ballot History' table below it contains one entry with ballot number 00000501, sent on 7/23/2018, delivered by postal mail, and currently active. A green arrow points from the 'Ballot Status' heading to the expanded view below. The expanded view shows three checkboxes: 'UNDELIVERABLE' (with a red triangle icon), 'SPOIL' (with a green trash icon), and 'REJECT' (with a red circle and slash icon). To the right is a 'BALLOT REJECTION REASON' dropdown menu set to 'SELECT'. The same buttons and 'Ballot History' table are visible at the bottom of the expanded view.

### Spoil a Ballot

1. Click the Spoil box to spoil the current Active ballot listed in the Ballot History grid
2. Click Save/Print

To issue a new ballot, refer to the *“To Send a Ballot”* section of this manual.

### Reject a Ballot

1. Click the Reject box to reject the current Active ballot listed in the Ballot Status grid
2. Select a Ballot Rejection Reason from the drop-down menu
3. Click Save/Print

### Mark a Ballot as Undeliverable

1. Click the Undeliverable box to indicate that the current Active ballot was returned from the Post Office
2. Click Save/Print

## Making Corrections

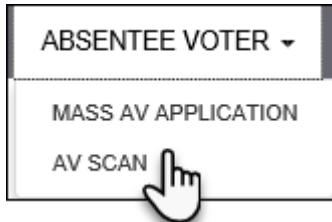
**Delete App:** Clicking this button deletes the application. Use this to correct any errors made while recording the application, then record the application with the correct information. Applications can only be deleted if a ballot is not already assigned.

**Delete Ballot:** Clicking this button deletes the ballot. Use this to correct any errors made while recording the ballot, and then record the correct information.

**Undo:** To undo the last action performed, click the undo button, the title of which will identify the action being undone, such as “Undo Spoil”.

## AV Scan

AV scan lets you record your absentee voter information more quickly by pre-filling a date into specified fields. It can be used to manually search a voter's name, id number, or ballot number. It can also be used to search by scanning a barcode from an application or label. It is helpful to process several voters at once efficiently. There is also an Auto OK feature which reduces the number of mouse clicks required to enter the information. When processing AVs in the AV Scan, the last six transactions will be displayed in the Activity Log to help you keep track of what has been done each time you open the module.



To access AV Scan, click the Absentee Voter menu and select AV Scan.

Make sure you have the search criteria set the way you want. They may already be set based upon your account Preferences or you can make changes. For dual applications, select the primary election date from the Main Election menu and the corresponding general election date from the Secondary/General menu. Keep in mind that if you are responsible for absentee voters from a neighboring jurisdiction, you may need to set your region to something broader than your Jurisdiction, such as School District.

A screenshot of the AV Scan search interface. It features several dropdown menus: '\*REGION TYPE' set to 'JURISDICTION', '\*REGION' set to 'BOHEMIA TOWNSHIP (09460)', and '\*MAIN ELECTION' set to '5/8/2018 MAY CONSOLIDATED'. There is a 'SECONDARY/GENERAL ELECTION' dropdown set to 'SELECT'. A search term field is empty with the text 'NO SEARCH TERM ENTERED.' below it. A checkbox labeled 'SEARCH ONLY UOCAVA VOTERS' is circled in green. At the bottom are 'SEARCH' and 'CLEAR' buttons.

**Note:** to process only voters with a Military or Overseas Civilian UOCAVA status, check the “Search Only UOCAVA Voters” box.

Add a checkmark to the action(s) you wish to assign a date to. The date will default to the current date or you can change the date by clicking the calendar icon.

**Important:** Review your default AV processing settings by clicking the AV Preferences button before you begin recording applications or ballots. This will open a pop-up of your AV Preferences without leaving the AV Scan module.

A screenshot of the AV processing options bar. It contains several checkboxes: 'SEND APP', 'RECEIVE APP', 'SEND BALLOT', 'RECEIVE BALLOT', 'AUTO OK', and 'MARK BALLOTS UNDELIVERABLE'. A 'PROCESS' button is next to the 'AUTO OK' checkbox. A date field shows '\*DATE 06/08/2018' with a calendar icon. Below these are three buttons: 'AV PREFERENCES' (with a yellow star icon), 'CLEAR CHECKBOXES', and 'AV DETAILS'. At the bottom left, there are radio buttons for 'PRINT NOW' and 'PRINT LATER'.



Search for a voter by typing in the name (last name, first name), ballot number, or voter id number. When a search is performed, the search criteria section will collapse, and matches will display in a grid below the Search Term field.

The screenshot shows a search interface with the following elements:

- SEARCH >** section with a **SEARCH TERM** input field containing "MCQVF THOMAS".
- A checkbox for **SEARCH ONLY UOCAVA VOTERS** (unchecked).
- Text: **SEARCH FOR LAST NAME "MCQVF", AND FIRST NAME "THOMAS".**
- SEARCH** and **CLEAR** buttons.
- Filter controls: **TOGGLE FILTER HEADER** and **RESET FILTERS**.
- Page navigation: **Page 1 of 1**, **10** items per page, and **DISPLAYING 1 TO 1 OF 1 ITEMS.**
- Table with columns: **DLN**, **NAME**, **DOB**, **RES. ADDRESS**, **BLT.#**, **MA**, and **EDIT**.
- Table row: **M333555666999**, **MCQVF, THOMAS CECIL**, **06/14/1976**, **26137 DISHNEAU RD, MASS CITY MI 49948**, **Y**, **EDIT**.
- Form controls: **SEND APP** (unchecked), **RECEIVE APP** (checked), **SEND BALLOT** (checked), **RECEIVE BALLOT** (unchecked), **AUTO OK** (unchecked), **PROCESS** button, **DATE** (06/04/2018), **BALLOT SENT** (06/21/2018).
- Buttons: **AV PREFERENCES**, **CLEAR CHECKBOXES**, **AV DETAILS**.
- Radio buttons: **PRINT NOW** (selected), **PRINT LATER** (selected), **MARK BALLOTS UNDELIVERABLE** (unchecked).

When a match is found, select the voter and click Process. The voter's AV Details will open in a pop-up window.

If you search for the voter by scanning a barcode instead, the AV Details screen will appear automatically without having to click Process.

The AV Details button on this screen takes you to the selected voter's AV Details page in order to make edits to their application or ballot status or print additional copies of applications or labels without leaving the AV Scan module.

The Edit button on this screen takes you out of the AV Scan module and to the voter's registration record.

**Note:** Voters with a permanent mailing address will be indicated with a "Y" in the Mailing Address (MA) column. QVF uses mailing addresses by default when available rather than the residential address.

## To Send an Application

Check the Send App box and search for the voter by scanning a barcode or searching by the name and clicking Process.

1. The chosen date is populated in the application sent field
  - a. If the application is being sent to an address different from the type of address indicated on the App Address button, click the App Address button to change the address that will be saved/printed on the application or label.

- residential address (R)
- permanent mailing address (M)
- alternate address (A) - does not carry over from one election to the next

- b. Enter the alternate application mailing address
- c. Click Close

2. Click Save/Print

Once the application sent date is saved, an application or mailing label will be generated based on your printing options and the address used will be indicated on the App Address button. The pop-up window closes, returning you to the AV Scan screen to process the next voter.

### ADDRESS INFORMATION - APPLICATION

INTERNATIONAL ADDRESS

ATTENTION LINE

**\*ADDRESS LINE 1**  
b 1245 BISON LN

ADDRESS LINE 2

\*CITY STATE \*ZIPCODE  
 DENVER CO 84578

c

### To Receive an Application and Send a Ballot to the Default Address

Check the Receive App and Send Ballot boxes and search for the voter by scanning a barcode or searching by the name and clicking Process. When the Receive App and Send Ballot boxes are checked, an additional "Ballot Sent Date" field appears, allow you to more easily record different dates to the application and ballot if necessary.

**SEARCH** >

SEARCH TERM  
  SEARCH ONLY UOCAVA VOTERS

SEARCH FOR LAST NAME "MCQVF", AND FIRST NAME "THOMAS".

---

TOGGLE FILTER HEADER

Page 1 of 1 | 10 | DISPLAYING 1 TO 1 OF 1 ITEMS.

DLN	NAME	DOB	RES. ADDRESS	BLT.#	MA	EDIT
M333555666999	MCQVF, THOMAS CECIL	06/14/1976	26137 DISHNEAU RD, MASS CITY MI 49948		Y	<input type="button" value="EDIT"/>

SEND APP  RECEIVE APP  SEND BALLOT  RECEIVE BALLOT

AUTO OK   06/04/2018

06/21/2018

PRINT NOW  PRINT LATER  MARK BALLOTS UNDELIVERABLE

**Important:** Before saving the ballot number, review your ballot and printing options to make sure AV Scan operates the way you need it to.

- **Ballot Number Lockout:** allows the recording of duplicate ballot numbers based on the option selected
- **Auto Increment:** auto advances the ballot number based upon the option selected
- **Print Options:** print now prints a ballot mailing label from the Dymo label printer. Print later sends a ballot mailing label to the Print Queue to print on a full sheet of labels

**BALLOT OPTIONS** >

**BALLOT NUMBER LOCKOUT TYPE**

>

**AUTO INCREMENT BY**

>

**PRINT OPTIONS** >

\*PRINT NOW  \*PRINT LATER

1. The chosen date from the previous screen is populated in the Application Received field.
  - a. If the application is from a voter covered by UOCAVA, indicate the UOCAVA status in the menu and if the application was the Federal Post Card Application, also check the FPCA box.
2. The chosen date from the previous screen is populated in the Ballot Sent field
3. Enter the ballot number being issued to the voter if it is not pre-populated in the Ballot Number field. Make sure the ballot number being issued to the voter is assigned correctly. Depending on your profile's auto increment settings, the field may be prefilled for you. If the number is not what is being sent to the voter, you can change the number before saving. If you are electronically transmitting a ballot to a voter covered by UOCAVA, refer to the ballot numbering instructions in the "MOVE Ballots" section of this manual.
4. Make sure the Delivery Method is recorded correctly. Postal Mail is the default, but if a ballot is being issued in person, update the delivery method accordingly. If the ballot is being sent by fax or email to a voter covered by UOCAVA, refer to the instructions in the "MOVE Ballots" section of this manual.
5. Click Save/Print

The screenshot shows the LS (Local System) interface. At the top right, there is a '5 SAVE / PRINT' button and a 'CLOSE' button. The main content is divided into two sections: 'APPLICATIONS' and 'BALLOTS'.  
The 'APPLICATIONS' section has a header 'APPLICATIONS' and a sub-header '8/7/2018 STATE PRIMARY'. It contains fields for 'SENT' (05/31/2018), 'RECEIVED' (06/08/2018), and 'UOCAVA STATUS' (NON-UOCAVA). There is also a 'FPCA' checkbox. Below these are buttons for 'APP ADDRESS', 'DELETE APP', 'PREVIEW', and 'DYMOLABEL'.  
The 'BALLOTS' section has a header 'BALLOTS'. It contains fields for 'SENT' (06/08/2018), 'BALLOT NUMBER' (501), 'RECEIVED', and 'FWAB RECEIVED'. Below these are fields for '\*DELIVERY METHOD' (POSTAL MAIL) and 'EMAIL ADDRESS'. There are buttons for 'BALLOT ADDRESS' (with a red 'M' and a green checkmark) and 'DYMOLABEL'. A callout box points to the 'BALLOT ADDRESS' button with the text: 'To send a ballot to an alternate address, skip to the "To Receive an App and Send a Ballot to a Different Address" section'.

**Note:** If you get any red error messages regarding a voter's status or ineligibility for an application or ballot, please refer to the "Error Messages" portion of this document.

## To Receive an Application and Send a Ballot to a Different Address

If the ballot is being sent to an address different from the voter's residential or permanent mailing address, proceed with the following steps to generate a ballot mailing label with the correct mailing address prior to saving the date and ballot number.

Check the Receive App and Send Ballot boxes, search for the voter by scanning a barcode or searching the name and clicking process.

SEARCH >  
 SEARCH TERM  
 MCQVF  
 SEARCH ONLY UOCAVA VOTERS  
 SEARCH FOR LAST NAME "MCQVF"  
 SEARCH CLEAR

TOGGLE FILTER HEADER RESET FILTERS  
 Page 1 of 1 100 DISPLAYING 1 TO 1 OF 1 ITEMS.

DLN	NAME	DOB	RES. ADDRESS	BLT.#	MA	EDIT
M200300400500	MCQVF, THOMAS CECIL	03/19/1975	28137 DISHNEAU RD, MASS CITY MI 49948		Y	EDIT

SEND APP  RECEIVE APP  SEND BALLOT  RECEIVE BALLOT  
 AUTO OK  MARK BALLOTS UNDELIVERABLE  
 \*DATE 05/31/2018  
 PROCESS AV DETAILS  
 AV PREFERENCES CLEAR CHECKBOXES  
 PRINT NOW  PRINT LATER

**Important:** Before saving the ballot number, review your ballot and printing options to make sure AV Scan operates the way you need it to. These are also found under AV Preferences.

- **Ballot Number Lockout:** allows the recording of duplicate ballot numbers based on the option selected
- **Auto Increment:** auto advances the ballot number based upon the option selected
- **Print Options:** print now prints a ballot mailing label from the Dymo label printer. Print later sends a ballot mailing label to the Print Queue to print on a full sheet of labels

BALLOT OPTIONS ▾  
 BALLOT NUMBER LOCKOUT TYPE  
 BALLOT STYLE ▾  
 AUTO INCREMENT BY  
 BALLOT STYLE ▾

PRINT OPTIONS ▾  
 \*PRINT NOW  \*PRINT LATER  
 AV PREFERENCES

1. The chosen date from the previous screen is populated in the Application Received field.
  - a. If the application is from a voter covered by UOCAVA, indicate the UOCAVA status in the menu and if the application was the Federal Post Card Application, also check the FPCA box.

APPLICATIONS 8/7/2018 STATE PRIMARY

SENT	RECEIVED	UOCAVA STATUS	FPCA
	05/31/2018	NON-UOCAVA	<input type="checkbox"/>

**Note:** If you get any red error messages regarding a voter's status or ineligibility for an application or ballot, please refer to the "Error Messages" portion of this document.

- The chosen date from the previous screen is populated in the Ballot Sent field
- Enter the ballot number being issued to the voter if it is not pre-populated in the Ballot Number field. Make sure the ballot number being issued to the voter is assigned correctly. Depending on your profile's auto increment settings, the field may be prefilled for you. If the number is not what is being sent to the voter, you can change the number before saving. If you are electronically transmitting a ballot to a voter covered by UOCAVA, refer to the ballot numbering instructions in the "MOVE Ballots" section of this manual.

- Make sure the Delivery Method is recorded correctly. Postal Mail is the default, but if a ballot is being issued in person, update the delivery method accordingly. If the ballot is being sent by fax or email to a voter covered by UOCAVA, refer to the instructions in the "MOVE Ballots" section of this manual.
- Click Ballot Address

The screenshot shows the 'BALLOTS' form with the following fields and callouts:

- 2**: SENT date field (05/31/2018)
- 3**: BALLOT NUMBER field (501)
- 4**: \*DELIVERY METHOD dropdown menu (POSTAL MAIL)
- 5**: BALLLOT ADDRESS button

Other visible fields include RECEIVED, FWAB RECEIVED, EMAIL ADDRESS, BALLOT STATUS (with options UNDELIVERABLE, SPOIL, REJECT), and BALLOT REJECTION REASON (SELECT).

- Enter the alternate mailing address indicated on the voter's absentee application. You can click Clear to erase the existing information and enter an alternate mailing address or click Copy Residential if the application is going to the residential address rather than the permanent mailing address
- Click Close. The alternate address is applied and the address window closes.
- Click Save/Print to record the date, ballot number, and generate a ballot mailing label according to your selected print options

The screenshot shows the 'ADDRESS INFORMATION - BALLOT' form with the following fields and callouts:

- 6**: \*ADDRESS LINE 1 field (1245 BISON LN)
- 7**: CLOSE button

Other visible fields include COPY APP ADDRESS, COPY RESIDENTIAL, CLEAR, INTERNATIONAL ADDRESS, ATTENTION LINE, ADDRESS LINE 2, CITY (DENVER), STATE (CO), and \*ZIPCODE (84578).

Once the ballot sent date is saved, a ballot label will be generated based on your printing options and pop-up closes, returning you to the AV Scan screen. The Activity Log will display a record of the transaction. The activity log also provides a ballot received tally by session.

**ACTIVITY LOG**  
 BALLOTS RECEIVED : 3

**8 SAVE / PRINT**

**ACTIVITY LOG**  
 RACHELLE ROBIN MCQVF  
 • RECEIVED SINGLE APP.  
 • SENT BALLOT# 501

## To Receive a Ballot

Check the Receive Ballot box, search for the voter by scanning a barcode or searching the name and clicking process.

SEARCH >  
 SEARCH TERM  
 MCQVF THOMAS  SEARCH ONLY UOCAVA VOTERS  
 SEARCH FOR LAST NAME "MCQVF", AND FIRST NAME "THOMAS". [SEARCH] [CLEAR]

TOGGLE FILTER HEADER [RESET FILTERS] [10] [DISPLAYING 1 TO 1 OF 1 ITEMS.]

DLN	NAME >1	DOB >2	RES. ADDRESS	BLT.#	MA	EDIT
M200300400500	MCQVF, THOMAS CECIL	03/19/1975	28137 DISHNEAU RD, MASS CITY MI 49948	00000501	Y	[EDIT]

SEND APP  RECEIVE APP  SEND BALLOT  RECEIVE BALLOT \*DATE 06/12/2018 [calendar icon]  
 AUTO OK [PROCESS] [AV PREFERENCES] [CLEAR CHECKBOXES] [AV DETAILS]  
 PRINT NOW  PRINT LATER  MARK BALLOTS UNDELIVERABLE

1. The chosen date from the previous screen is populated in the Ballot Received field
2. Click Save/Print

BALLOTS [2] SAVE / PRINT

SENT 06/08/2018 [calendar icon] BALLOT NUMBER 00000501 RECEIVED 06/12/2018 [1] [calendar icon] FWAB RECEIVED [calendar icon]

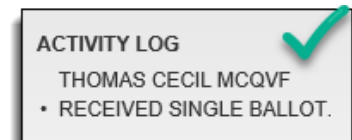
\*DELIVERY METHOD POSTAL MAIL [v] EMAIL ADDRESS [text box]

BALLOT STATUS >  
 [BALLOT ADDRESS M] [DELETE BALLOT] [DYMO LABEL]

BALLOT HISTORY [calendar icon]

	BALLOT NUMBER	SENT	RECEIVED	DELIVERY METHOD	FWAB RECEIVED	STATUS
✉	00000501	6/8/2018		POSTAL MAIL		ACTIVE

The AV Details pop-up closes, returning you to the AV Scan. The Activity Log will display a record of the transaction.



### Mark Ballots Undeliverable

From AV Scan, check the “Mark Ballots Undeliverable” box and process the voter to indicate the current active ballot was undeliverable. This can also be done from AV Details under the “Ballot Status” section. Click on the heading to open or collapse the section.

[AV PREFERENCES] [CLEAR CHECKBOXES]  
 [PRINT NOW]  [PRINT LATER]  [MARK BALLOTS UNDELIVERABLE]

BALLOT STATUS >  
 [UNDELIVERABLE]  [SPOIL]  [REJECT]

## Auto OK

The Auto OK function allows you to enter dates and ballot numbers efficiently without the need to type anything or click the Save button. It is a tool to quickly enter information into QVF after the processes of verification have already been completed. When the Auto OK box is checked, a screen pops up explaining its purpose and to proceed with caution.

When checked, the Auto OK will enter the information into the specified fields based on your selected date and av processing preferences (the lockout, auto increment, and print options set in your profile). A confirmation screen will appear briefly (display time is set in your profile preferences). The primary signature will appear in the box unless a secondary signature is available. If you wish to quickly record the receipt of a large quantity of ballots, check the "Auto OK" and "Receive Ballot" boxes and begin scanning the returned ballot envelopes.

SEND APP  RECEIVE APP  SEND BALLOT  RECEIVE BALLOT  \*DATE 04/18/2018  
 AUTO OK PROCESS AV DETAILS CLEAR CHECKBOXES

CONFIRM

The "Auto OK" checkbox allows users to save time by avoiding the need to click the [OK] button after processing each voter.

The AV Scan module allows the user, among other things, to send and/or receive both applications and/or ballots for a series of voters. In an effort to reduce errors and ensure that all data is entered completely, the system automatically displays a confirmation screen while processing each voter. This screen allows the user to review and adjust details particular to each action, ensuring that data is accurate and complete prior to committing the action to the live database. The system therefore requires the user to click [OK] when the user is satisfied with the information they have reviewed, or [CANCEL] if they want to cancel the action for some reason.

If you wish to skip the review process for any action, check the "Auto OK" box. this will eliminate the need to click [OK] on the confirmation screen.

Click [YES] to turn on this feature, or [NO] to leave it turned off.

VOTER INFORMATION

NAME :	MCQVF, RAJEEV ROLLIN
STATUS :	ACTIVE
PERM AV :	NO
PRECINCT / BS :	00001 / 1B
SCHOOL DIS :	ONTONAGON AREA SCHOOLS
DOB / AGE :	5/7/1993 24
IN TRANSITION :	NO
ADDRESS :	2257 STATE HIGHWAY M38 NISULA CITY MI 49952

*Janice F. Smith*



## Error Messages

When a voter is ineligible to vote by absentee ballot, QVF will display a message indicating the reason you are unable to record an application or a ballot. An application/ballot cannot be recorded in QVF unless/until the reason for the error message is resolved. The procedures for meeting such requirements can be found in the [Election Officials' Manual Chapter 2](#).

- **Federal Identification Requirement (ID – Unconfirmed):**

If a voter has not met the Federal identification requirement upon registering, QVF will indicate with a red banner that the voter's id must be confirmed to record any absentee activity. For further detail on the federal id requirement, please refer to the *Election Officials' Manual Chapter 2*.

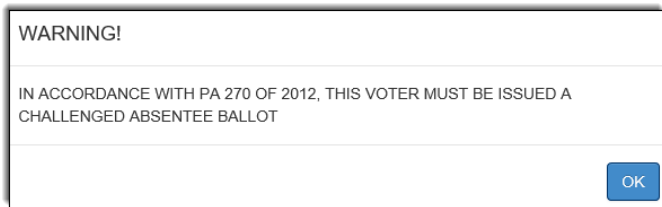


- **Must Vote in Person (MVIP):**

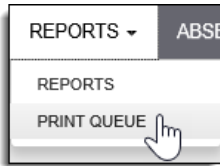
If a voter registers to vote by mail and has not previously registered or voted in person in Michigan, they must vote in person or obtain their absentee ballot in person. For further detail, please refer to the *Election Officials' Manual Chapter 2*.



- **Inactive Voter Status (IVF – Y-C):** Voters who are in the inactive voter file because a notice was sent to confirm their address should resolve the status issue before receiving a ballot. If they do not, they are still eligible to receive an absentee ballot; however, that ballot must be processed as a challenged ballot on Election Day and QVF will alert you to this fact. Click OK on the warning pop-up to continue issuing the ballot. For further detail on the IVF, please refer to the *Election Officials' Manual Chapter 2*. The procedure for preparing challenged ballots can be found in the [Election Officials' Manual, Chapter 11](#).



## Print Queue



When generating absent voter applications, application mailing labels, or ballot mailing labels, using the Print Later option sends items to the Print Queue, so they can be printed later one at a time or in batches.

DOCUMENT PRINT QUEUE SEARCH

\*PRINT TYPE: AV LABEL  
 REGION TYPE: JURISDICTION  
 REGION NAME: BOHEMIA TOWNSHIP (09460)

INCLUDE ALREADY PRINTED DOCUMENTS

SEARCH

1. In the Print Queue, search for documents by Print Type, such as AV App or AV Label; Region Type, and Region
2. Click Search and a list of documents yet to be printed appears

To include items that have already been printed in your search, check the appropriate box and click Search.

DOCUMENT PRINT QUEUE SEARCH

\*PRINT TYPE: AV APP  
 REGION TYPE: JURISDICTION  
 REGION NAME: BOHEMIA TOWNSHIP (09460)

INCLUDE ALREADY PRINTED DOCUMENTS  INCLUDE ONLY MY DOCUMENTS

SEARCH

TOGGLE FILTER HEADER | RESET FILTERS | SELECT ALL | SELECT NONE

Page 1 of 1 | 10 | DISPLAYING 1 TO 6 OF 6 ITEMS.

PRINT TYPE	VOTER NAME ^	REGION	USER NAME	CREATED DATE	PRINTED DATE
<input checked="" type="checkbox"/>	MCQVF, ABIGAIL ANNA	BOHEMIA TOWNSHIP (09460)	TRAINEE145	02/19/2018	
<input checked="" type="checkbox"/>	MCQVF, ADAM ARTHUR	BOHEMIA TOWNSHIP (09460)	TRAINEE145	02/19/2018	
<input checked="" type="checkbox"/>	MCQVF, ALECIA ALBERTO	BOHEMIA TOWNSHIP (09460)	TRAINEE145	02/19/2018	
<input checked="" type="checkbox"/>	MCQVF, WILSON WAYLON	BOHEMIA TOWNSHIP (09460)	TRAINEE145	02/19/2018	
<input checked="" type="checkbox"/>	MCQVF, WYATT WARDELL	BOHEMIA TOWNSHIP (09460)	TRAINEE145	02/19/2018	
<input checked="" type="checkbox"/>	MCQVF, WYNTER WILHELMINA	BOHEMIA TOWNSHIP (09460)	TRAINEE145	02/19/2018	

PRINT DOCUMENT | MARK PRINTED

3. Select the items you wish to print with the check marks or the Select All button
4. Click Print Document
5. Review print options and make changes if necessary. Print options will vary by type of print job (AV App, AV Label)
6. Click OK

A new tab will open in the web browser with the selected documents

7. Print the documents
8. After printing, close the tab to return to the Print Queue

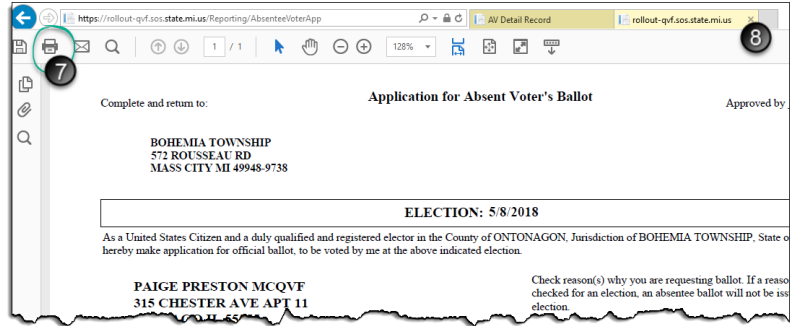
SELECT PRINT OPTIONS

\*PRINT OPTIONS: QVF - PRINTED FRONT

\*PRECINCT LABEL OPTION: BALLOT STYLE

OK | CLOSE

9. When items have printed successfully, and you no longer need them in the Queue, click Mark Printed. Items previously selected to print will remain checked. If you want items to appear as *not printed*, deselect them before clicking Mark Printed.



Page 1 of 1 | 10 | DISPLAYING 1 TO 6 OF 6 ITEMS.

	PRINT TYPE	VOTER NAME ^	REGION	USER NAME	CREATED DATE	PRINTED DATE
<input checked="" type="checkbox"/>	AV APP	MCQVF, ABIGAIL ANNA	BOHEMIA TOWNSHIP (09460)	TRAINEE145	02/19/2018	
<input checked="" type="checkbox"/>	AV APP	MCQVF, ADAM ARTHUR	BOHEMIA TOWNSHIP (09460)	TRAINEE145	02/19/2018	
<input checked="" type="checkbox"/>	AV APP	MCQVF, ALECIA ALBERTO	BOHEMIA TOWNSHIP (09460)	TRAINEE145	02/19/2018	
<input checked="" type="checkbox"/>	AV APP	MCQVF, WILSON WAYLON	BOHEMIA TOWNSHIP (09460)	TRAINEE145	02/19/2018	
<input checked="" type="checkbox"/>	AV APP	MCQVF, WYATT WARDELL	BOHEMIA TOWNSHIP (09460)	TRAINEE145	02/19/2018	
<input checked="" type="checkbox"/>	AV APP	MCQVF, WYNTER WILHELMINA	BOHEMIA TOWNSHIP (09460)	TRAINEE145	02/19/2018	

THE CHANGES HAVE BEEN SAVED SUCCESSFULLY

PRINTED DATE

- 06/05/2018
- 06/05/2018
- 06/05/2018
- 06/05/2018

PRINT DOCUMENT MARK PRINTED

## MOVE Ballots

Only voters with a UOCAVA status of Military, Overseas Civilian, or Overseas-Legacy who have submitted an absent voter application or Federal Post Card Application within the calendar year are eligible to receive an electronically transmitted ballot. Once a UOCAVA voter's application has been received in QVF, you will be able to generate a PDF file containing their ballot and related voting and mailing instructions. This file can then be saved to your computer and attached to an email sent to the voter or printed and sent by fax.

If the voter submitted an application prior to 45 days before the upcoming election and the regular ballots ordered by the county are not available, you can use QVF to generate a MOVE ballot to fulfill their request to meet the 45-day deadline to send their ballot either by postal mail, fax, or email.

When a voter submits an absentee ballot application, the receipt of that application can be recorded directly on the voter's record. The date of the application is also recorded, and this information is linked to their absentee voter details screen. The UOCAVA status and original application received date is pre-filled for every election they are eligible to vote in through the calendar year.

If the voter submitted the Federal Post Card Application (FPCA) which doubles as a voter registration and absentee ballot application, you must select "Federal Post Card Application" from the Registration Location menu before saving the application date in order to indicate the use of the specific form and get the FPCA indicator box checked for Federal reporting purposes. For further detail and instructions regarding voters covered by UOCAVA and the MOVE ballot process, please refer to the *Military and Overseas Voter Manual*.

### To receive a New Application

1. Enter a date in the Application Received field either manually (MM/DD/YYYY), or select a date from the calendar icon
2. Record the voter's UOCAVA status in the drop-down menu
  - a. If the application was specifically a Federal Post Card Application, make sure the FPCA box is checked as well
3. Click Save

### To Record a MOVE Ballot

1. Enter a date in the Ballots Sent field either manually (MM/DD/YYYY), or select a date from the calendar icon
2. Record the ballot number. If the ballot is being sent by email, fax, or if it is a printed copy of the QVF generated MOVE ballot being sent by postal mail record the ballot with an "ET" number. Your first ballot will be ET1, then ET2, and so on.
3. Record the Delivery Method as requested by the voter on their application. Postal Mail is the default, but if a ballot is being sent by fax or email, update the delivery method accordingly.
  - a. For emailed ballots, record the email address the ballot is being sent to
  - b. For MOVE ballots sent by postal mail, click the Ballot Address button to enter the address the voter requested the ballot be mailed to
4. Click Save

The ballot sent date and ballot number will be saved and a label, if necessary, will be generated based upon your selected print options.

## To Generate a MOVE Ballot

The MOVE button appears only after a voter's application received date and UOCAVA status have been saved. To generate a PDF file containing the voter's ballot and instructions, proceed with the following steps:

1. Click MOVE BALLOT
2. A pop-up displays when the file is available to download. Click OK

The screenshot displays the 'APPLICATIONS' and 'BALLOTS' sections of a web application. In the 'APPLICATIONS' section, the 'RECEIVED' date is 06/04/2018 and the 'UOCAVA STATUS' is set to 'MILITARY'. Below this, there is an 'APPLICATION STATUS' section with a 'MOVE BALLOT' button highlighted by a circled '1'. In the 'BALLOTS' section, the 'SENT' date is 06/05/2018, the 'BALLOT NUMBER' is ET1, and the 'EMAIL ADDRESS' is SAMPLE@GMAIL.COM. A 'MOVE BALLOT' button is also present here, highlighted by a circled '1'. A pop-up window titled 'MOVE BALLOT' is shown with the message 'The MOVE ballot is ready' and 'OK' and 'CANCEL' buttons. The 'OK' button is highlighted by a circled '2'.

The file should appear at the bottom of your screen, though the appearance will vary depending upon your web browser. These instructions are for Internet Explorer 11 and Adobe Acrobat Reader DC.

3. Choose Open to view the file. Review the ballot and instructions for accuracy. The ballot generated is specific to the ballot style QVF determines that voter should receive based on their address and associated districts.



4. Save the file to your computer
5. Open a new email message and attach the MOVE Ballot file. For a sample email message, refer to the *MOVE Email Message Template* available in the Elections eLearning Center.
6. Send the email with the MOVE ballot to the voter

For further detail and instructions regarding voters covered by UOCAVA and the MOVE ballot process, please refer to the *Military and Overseas Voter Manual*.

## Federal Write-In Absentee Ballots (FWABs)

You may receive a Federal Write-In Ballot from a military or overseas voter for you to count in the event the ballot the clerk already sent is not returned in time to count on election day. If you receive an FWAB, you must record the receipt of the FWAB as it will act as a place-holder for the clerk-issued ballot in case it needs to be sent to the polls on election day to duplicate and tabulate.

