



Office of Montana Secretary of State
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Absentee Maintenance

Topics Covered –

Setting Absentee Defaults in System Configuration

Issuing Absentee Ballots from Voter Registration

Issuing Absentee ballots from the Absentee maintenance Module

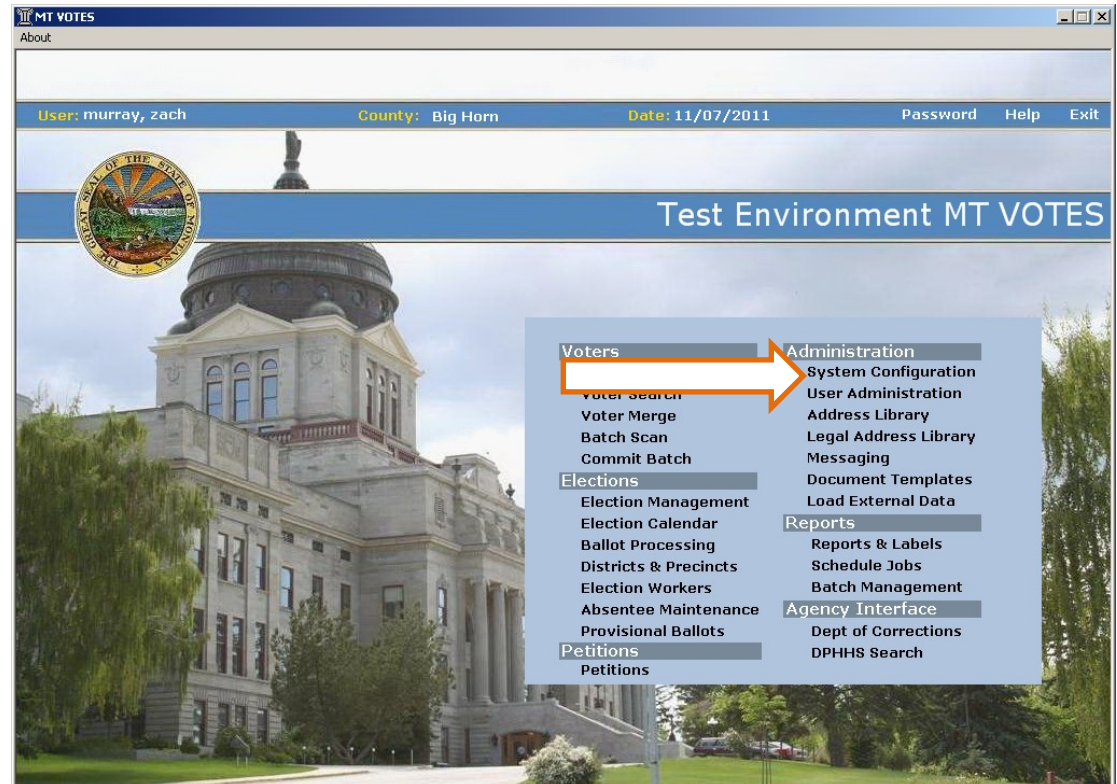
Pulling Absentees for an Election in Election Management

Absentee Maintenance

- This training will walk the user through:
 - Setting up county specific system defaults for absentee ballot processing in the System Configuration module
 - Issuing an absentee ballot through the Voter Registration module
 - Issuing an absentee ballot through the Absentee Maintenance module

SYSTEM CONFIGURATION

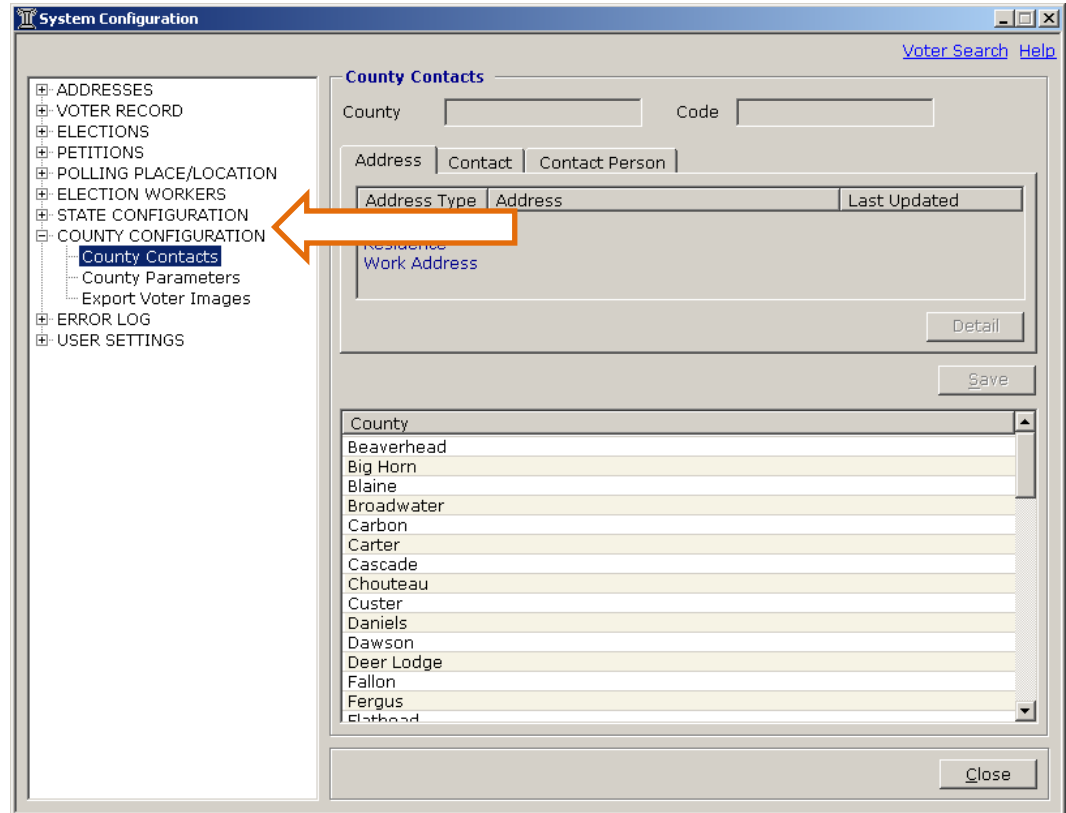
To ensure the most efficient entry and tracking of Absentee requests it is important that system configuration be set up to accommodate your counties' preferred defaults.



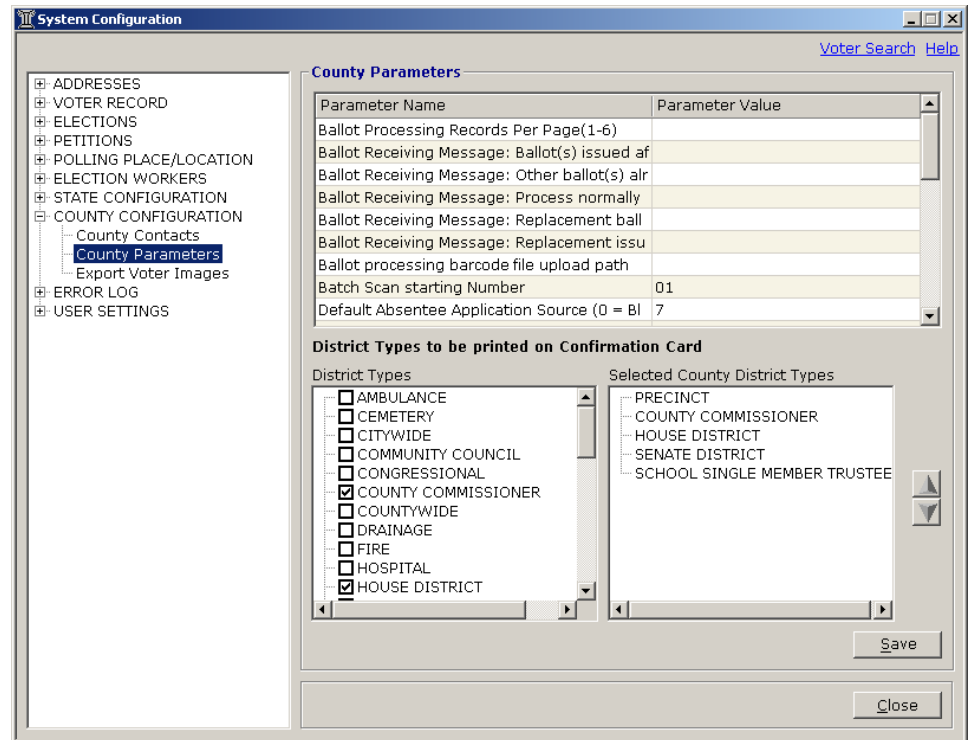
Click on the System Configuration link to begin.

Setting Absentee Defaults

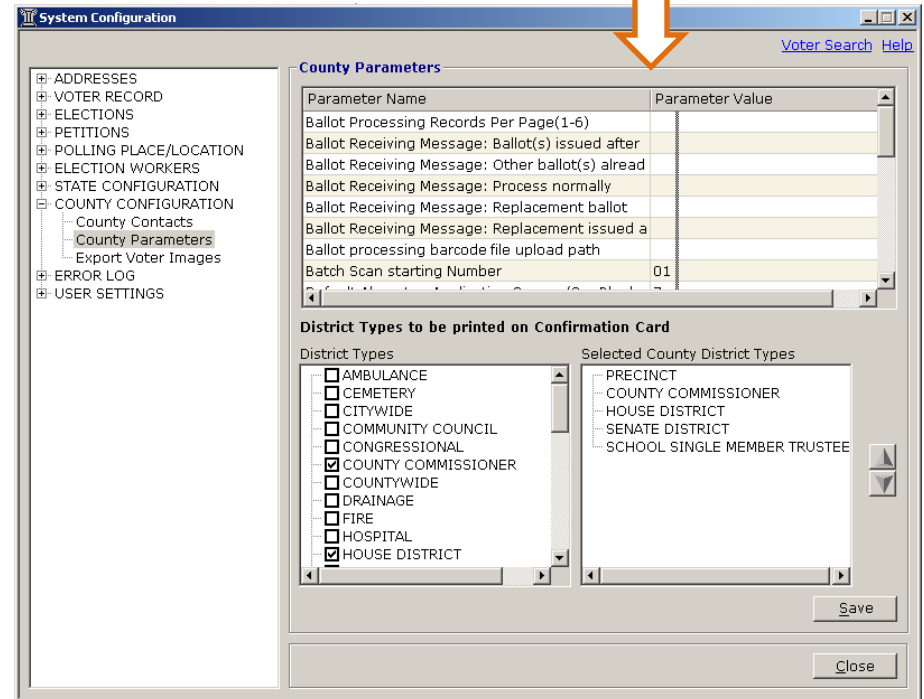
Select the link for **COUNTY CONFIGURATION** to access the list of default options.



Click on the link for **County Parameters** to view a list of all available options for your county.



- To view all available option values you will need to resize the Parameter Name Field.
- Click and hold on the separator and drag your cursor to the right to expand the field.
- You will have to use the scroll bar to move back and forth to view all entries.



Default Absentee Application Source

Examples: 0 = Blank, 4 = E-mail, 5 = Fax, 6 = In-Person, 7 = Mail, etc...

Enter the Corresponding number in the Parameter Value field for the default source you would like. (e.g. if most of your absentee application are received in-person, make in-person your default.)

Click Save.

The corresponding location this will populate in the Absentee Application Source field found in the Absentee Detail screen, which is accessible through Voter registration (see slide next page).

Default Absentee Application Source

System Configuration

County Parameters

Parameter Name	Parameter Value
Ballot Processing Records Per Page(1-6)	
Ballot Receiving Message: Ballot(s) issued af	
Ballot Receiving Message: Other ballot(s) alr	
Ballot Receiving Message: Process normally	
Ballot Receiving Message: Replacement ball	
Ballot Receiving Message: Replacement issu	
Ballot processing barcode file upload path	
Batch Scan starting Number	01
Default Absentee Application Source (0 =	7

District Types to be printed on Confirmation Card

District Types

- AMBULANCE
- CEMETERY
- CITYWIDE
- COMMUNITY COUNCIL
- CONGRESSIONAL
- COUNTY COMMISSIONER
- COUNTYWIDE
- DRAINAGE
- FIRE
- HOSPITAL
- HOUSE DISTRICT

Selected County District Types

- PRECINCT
- COUNTY COMMISSIONER
- HOUSE DISTRICT
- SENATE DISTRICT
- SCHOOL SINGLE MEMBER TRUSTEE

Voter Registration - Absentee Detail

Absentee Type: Elections

Election Specific: [Dropdown]

Absentee Application Source: Mail [Dropdown]

Issue Method: [Dropdown]

Issue Details: [Dropdown]

Date Requested: 11/17/2011 [Dropdown]

Political Party: [Dropdown]

Use Address On File:

Address: 15 INDEPENDENCE WAY
HOODIN, MT 59035

Print Application:

Absentee Address

Country: UNITED STATES OF AMERICA [Dropdown] USA

Address: [Text Field]

City/St/Zip: [Dropdown] [Dropdown] [Text Field]

Buttons: Save and Issue Ballot, Update and Save, Close

Default Absentee Label

(A dropdown list of your counties' configured Flex Labels)

Choose the Corresponding label type in the Parameter Value field drop down box for the default label type you would like to use.

Click Save.

The corresponding location this will populate in is the select label field found in the Issue Ballot Request screen, which is accessible through Voter registration (see slide next page).

Default Absentee Label

System Configuration

County Parameters

Parameter Name	Parameter Value
Ballot Receiving Message: Replacement ball	
Ballot Receiving Message: Replacement issu	
Ballot processing barcode file upload path	
Batch Scan starting Number	01
Default Absentee Application Source (0 = Bl	7
Default Absentee Label	FULL PAGE
Default Address Type (0 = Non-Standard, 1	
Default Ballot Processing Source (0 = Blank,	FULL PAGE
Default Election for Absentee Requests (0 =	2010 Absentee

District Types to be printed on Confirmation

District Types

- AMBULANCE
- CEMETERY
- CITYWIDE
- COMMUNITY COUNCIL
- CONGRESSIONAL
- COUNTY COMMISSIONER
- COUNTYWIDE
- DRAINAGE
- FIRE
- HOSPITAL
- HOUSE DISTRICT

Select

- PRECINCT
- COUNTY COMMISSIONER
- HOUSE DISTRICT
- SENATE DISTRICT
- SCHOOL SINGLE MEMBER TRUSTEE

Buttons: Save, Close

Issue Ballot Request

Election Name: [Dropdown] Ballot Type: Issue

Current Ballots

Ballot Seq. #	County Tracking #	Sent	Re	Id	Style	Precinct	Stage	Type

Print Label

With next Supplemental batch

Now

Select Label: FULL PAGE

Reason For Replacing / Reissuing the Ballot: [Dropdown]

Buttons: Void Ballot Range, Print, RePrint, Cancel

Default Ballot Processing Source

Examples: 0 = Blank, 3 = Email, 5 = In-Person, 6 = Mail, etc...

This field specifies which method the absentee ballot was received through. Enter the Corresponding number in the Parameter Value field for the default source you would like.

Click Save.

The corresponding location this will populate in is the Source field found in the Process Ballot screen, which is accessible in the Ballot Processing screen.

(see slide next page).

Default Election for Absentee Request

(0 = No Election Selected, 1 = Current Active Election)

Enter the Corresponding number in the Parameter Value field for the default source you would like.

You should always have the 1 = Current Active Election selected so that the current election always defaults for the absentee request- you can always change it if it is for another election.

Choosing option 0 = No Election Selected will cause the system to not populate any election. You will have to manually choose the appropriate one each time.

Click Save.

The corresponding location this will populate in is the Election field found in the Absentee Detail screen, which is accessible through Voter registration.

(see slide next page)

Default Election for Absentee Request

The image shows two software windows side-by-side. The left window is titled "System Configuration" and has a tree view on the left with "COUNTY CONFIGURATION" selected. The right window is titled "Voter Registration - Absentee Detail".

System Configuration - County Parameters:

- Parameter Name: Default Election for Absentee Requests (0 = No Election selected, 1 = Current Ad...)
- Parameter Value: 1

Voter Registration - Absentee Detail:

- Absentee Type: Election Specific
- Elections: 8/22 MUNICIPAL GENERAL ELECTION 2011
- Issue Method: Mail
- Date Requested: 11/07/2011
- Address: 1776 INDEPENDENCE WAY, HARDIN, MT 59035

An orange arrow points from the parameter name in the System Configuration window to the "Elections" dropdown menu in the Voter Registration window.

Default Election if Multiple Elections

- If you have multiple elections the first absentee entry will populate for the first election being held.
- The second absentee you process will be for the election that will be held after the first.
- The affected field as specified in the previous slide will be in the Absentee Detail screen, and multiple ballots can be viewed on the Active Election Ballots screen accessed through Voter Registration. (See next slide)
- The System will auto fill the election in, if you have the default set to 1.

Multiple Elections

Active Election Ballots

Election Name: 11/08/2011 22 TEST ELECTION 2011

Active Ballots

Ballot ID	Ballot Seq. #	County Tracking #	Sent Date	Received Date	Print Date	Residential Address	Ballot Style	Precinct
450575564						1 PARKDALE SUBD	1	2

Ballots For other Elections On 11/08/2011

Election	County	Ballot ID	Ballot Seq. #	Sent Date	Received Date	Print Date	Residential Address	Ballot Style
22 TEST SPECIAL ELEC	Big Horn	450575811					1 PARKDALE SUBD FORT SMITH, MT 5	12

Show All Ballots Delete Add Exception Close

Issue Method

Examples: 0 = Blank, 1 = In Person, 2 = Mail, etc...

This field specifies how your office has issued the Absentee ballot. Enter the corresponding number in the Parameter Value field for the default issue method you would like.

Click Save.

The corresponding location this will populate in is the Issue Method field found in the Absentee Detail screen, which is accessible through Voter Registration.

(see slide next page).

Issue Method

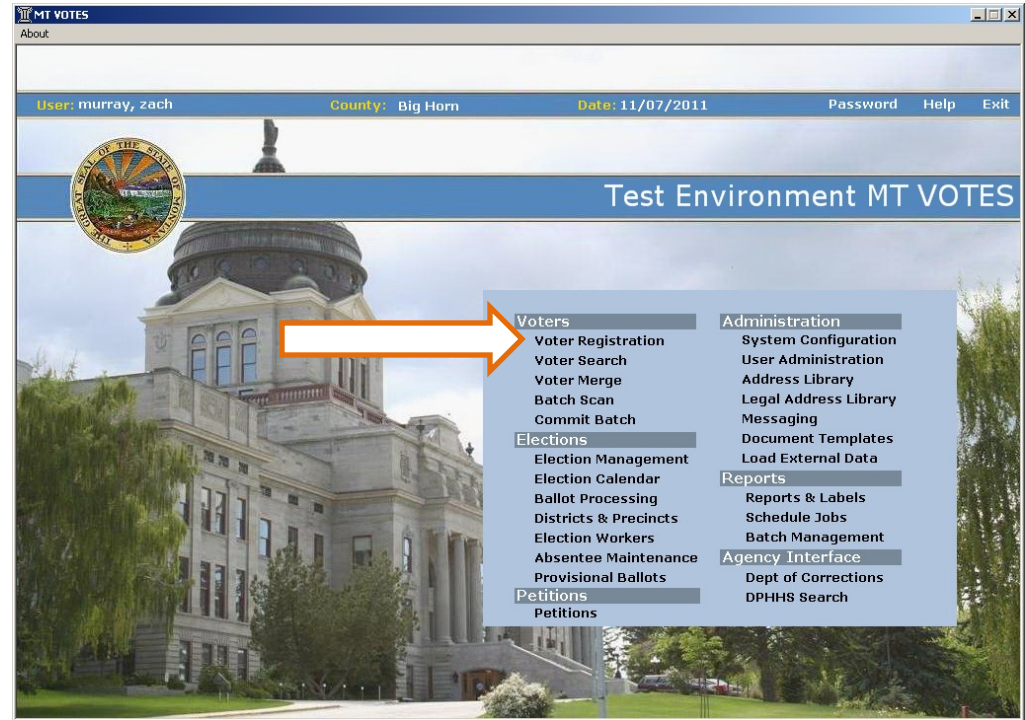
The image displays two software windows side-by-side. The left window, titled "System Configuration", has a tree view on the left with "COUNTY CONFIGURATION" selected. The "County Parameters" section is active, showing a list of parameters. The "Issued Method" parameter is highlighted with a blue selection bar and has a value of "1" (In Person). An orange arrow points from the "COUNTY CONFIGURATION" tree item to this parameter. Below the parameters is a section for "District Types to be printed on Confirmation Card" with two lists of checkboxes. The right window, titled "Voter Registration - Absentee Detail", shows fields for "Absentee Type" (Elections), "Election Specific" (11/8/2011 22 MUNICIPAL GENERAL ELECTION 2C), "Absentee Application Source" (Mail), and "Issue Method" (In-Person). An orange arrow points to the "Issue Method" dropdown menu. Other fields include "Date Requested" (11/07/2011), "Political Party", "Use Address On File" (checked), and an address field containing "1776 INDEPENDENCE WAY HARDIN, MT 59035". Buttons at the bottom include "Save and Issue Ballot", "Update and Save", and "Close".

Benefits of Setting Defaults in System Configuration

- When processing Absentees you are 2 clicks away from issuing a ballot if defaults are set up.
- If you have set defaults you can verify the address and quickly save the Absentee request without having to manually change the other fields each time.

ISSUING ABSENTEE BALLOTS FROM VOTER REGISTRATION

- Now that you have set up your defaults in System Configuration you have several options for entering new absentees.
- Absentee requests and issuing ballots can be done manually through Voter Registration.



Click **Voter Registration** to begin

Entering Absentee Status

Bring up the voter you are wanting to work on, or create a new voter if it is a new registrant.

Click the Absentee Tab.

In the Absentee Status drop down choose the appropriate Absentee Status Type.

UOCAVA electors should be entered as UOCAVA and not permanent all or permanent federal.

The screenshot shows the 'Voter Registration' software interface. At the top, a message states 'Voter record successfully saved, Voter number is 450022443'. Below this is a menu bar with options: New, Save, Clear, Search, Process Batch. The main form contains fields for Voter ID (450022443), State ID, SSN (1776), Birth Date (07/04/1976), Age (35), Gender (Male), Last Name (WASHINGTON), First Name (GEORGE), MI, and Suffix. The 'Residence' tab is selected, and the 'Absentee' sub-tab is active. An orange arrow points to the 'Absentee' sub-tab. Below the 'Absentee' sub-tab is a table with columns 'Dates/Elections', 'Absentee ...', and 'Address'. An orange arrow points to the 'Absentee ...' column. Below the table is the 'Absentee Status' dropdown menu, which is open, showing a list of status types. An orange arrow points to the dropdown menu. Below the dropdown menu are 'Add', 'Details', and 'Remove' buttons. The 'Registration' section includes fields for Party (No Party), Status (Active - A), Reason, Source of Registration (In person - 06), Old Voter ID, Vote Eligible (11/07/2011), and checkboxes for 'No Signature', 'Confidential', and 'US Citizen'. The 'Misc Info' section includes 'MVD Verified', 'SSA Verified', and 'Verify' buttons. The 'Election' section shows a table with columns 'Election', 'Date', and 'Polling Places', with one entry: '22 MUNICIPAL GENE...' on '11/08/2011' at 'AUDITORIUM - HARDIN'. The 'Districts' section shows a table with columns 'District Type', 'Code', and 'Name', listing various districts like 'CONGRESSIONAL', 'MONTANA', 'PUBLIC SERVICE COMMISSION 2', etc. An orange arrow points to the 'Add' button.

Once the status has been entered click Add to create the new absentee entry.

Entering Absentee Type

When entering a new Absentee request you will have to specify which Absentee Type the voter is requesting.

All Absentee Types except for Election Specific are based off of a range of dates. Election Specific is only for the single Election Specified

Voter Registration - Absentee Detail

Absentee Type: Permanent All

From: 11/16/2011 To: 1/31/2012

Civilian Overseas
Election Specific
Military Domestic
Military Overseas
Permanent All
Permanent Federal
Seasonal

1776 INDEPENDENCE WAY
HARDIN, MT 59035

Print Application

Absentee Address

Country: UNITED STATES OF AMERICA USA

Address: [Empty]

City/St/Zip: [Empty]

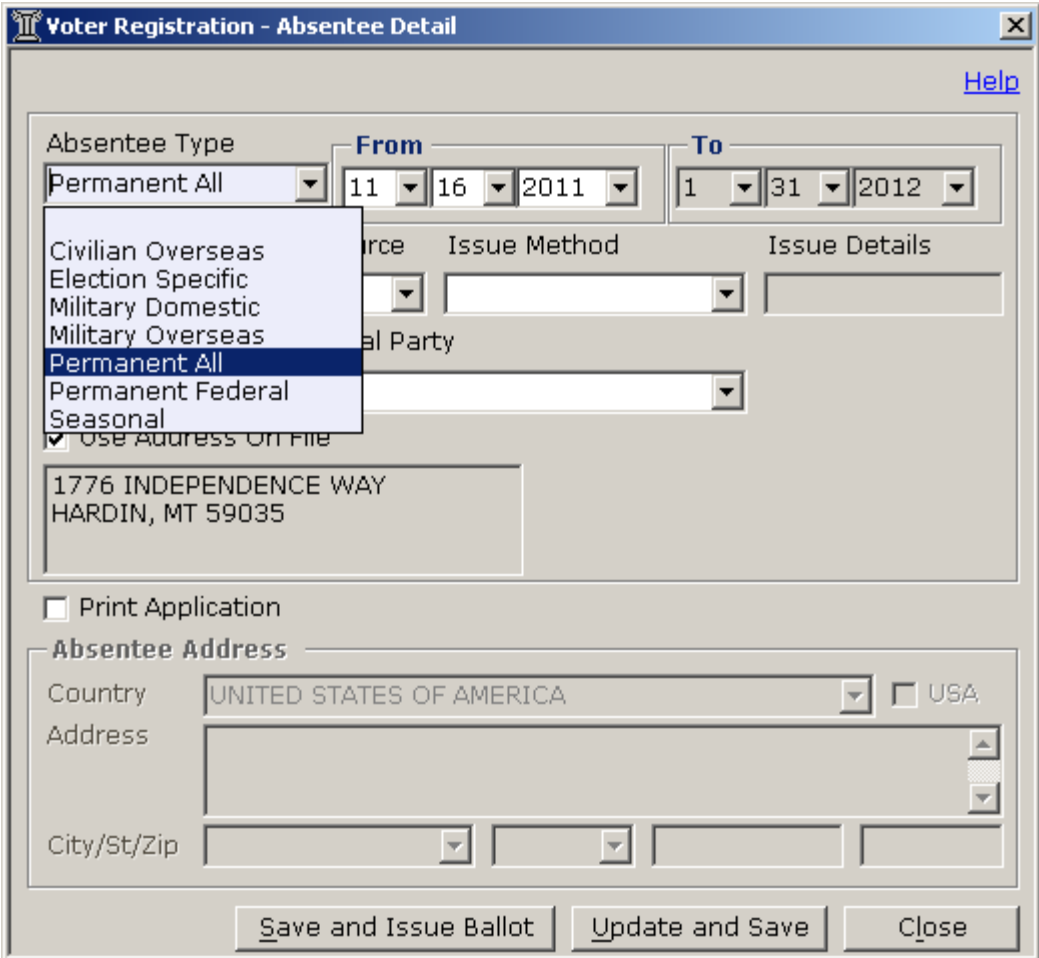
Save and Issue Ballot Update and Save Close

Entering Permanent All or Federal Date Ranges

For permanent All and Federal status's the system will automatically populate an end date of 01/31 in the year of the next federal election.

This cannot be changed.

The From date will be the date the voter submitted their Absentee Request.



Entering An Election Specific Absentee Type

For Election Specific Absentee Types the date box's will be replaced by an election drop down.

Choose the appropriate election for which the voter is requesting absentee status.

The screenshot shows a web form titled "Voter Registration - Absentee Detail". The form is organized into several sections:

- Absentee Type**: A dropdown menu set to "Election Specific".
- Elections**: A dropdown menu for selecting the election.
- Absentee Application Source**: A dropdown menu set to "Mail".
- Issue Method**: A dropdown menu.
- Issue Details**: A text input field.
- Date Requested**: A date input field set to "11/16/2011".
- Political Party**: A dropdown menu.
- Use Address On File**: A checked checkbox.
- Address**: A text area containing "1776 INDEPENDENCE WAY" and "HARDIN, MT 59035".
- Print Application**: An unchecked checkbox.
- Absentee Address**: A section with:
 - Country**: A dropdown menu set to "UNITED STATES OF AMERICA" and an unchecked "USA" checkbox.
 - Address**: A large text area.
 - City/St/Zip**: Three dropdown menus.

At the bottom of the form are three buttons: "Save and Issue Ballot", "Update and Save", and "Close".

Entering Civilian And Military Domestic or Overseas Absentee Date Ranges

For Military Domestic and both Civilian or Military Overseas Absentee Types the system will automatically populate an end date of 01/31 in the year after the next federal election.

This cannot be changed.

The screenshot shows a web application window titled "Voter Registration - Absentee Detail". The form contains the following fields and options:

- Absentee Type:** A dropdown menu set to "Military Domestic".
- From:** Three dropdown menus for month (11), day (16), and year (2011).
- To:** Three empty dropdown menus for month, day, and year.
- Absentee Application Source:** A dropdown menu set to "Mail".
- Issue Method:** An empty dropdown menu.
- Issue Details:** An empty text input field.
- Date Requested:** A text input field containing "11/16/2011".
- Political Party:** An empty dropdown menu.
- Use Address On File**
- Address:** A text area containing "1776 INDEPENDENCE WAY" and "HARDIN, MT 59035".
- Print Application**
- Absentee Address:**
 - Country:** A dropdown menu set to "UNITED STATES OF AMERICA" with a "USA" checkbox.
 - Address:** A large text area.
 - City/St/Zip:** Three dropdown menus.

At the bottom of the form are three buttons: "Save and Issue Ballot", "Update and Save", and "Close".

This functionality will go into effect after the January 2012 release. Currently any date can, but should not be, entered.

Entering Seasonal Date Ranges

For Seasonal Absentee types you are able to enter both From and To dates as specified by the voter.

The To date should not be enter for a date greater then 01/31 of the next calendar year.

Multiple Seasonal Absentee date ranges can be entered, but none can over lap.

The screenshot shows a web application window titled "Voter Registration - Absentee Detail". The form contains the following fields and options:

- Absentee Type:** A dropdown menu set to "Seasonal".
- From:** A date range selector with three dropdowns for month, day, and year.
- To:** A date range selector with three dropdowns for month, day, and year.
- Absentee Application Source:** A dropdown menu set to "Mail".
- Issue Method:** An empty dropdown menu.
- Issue Details:** An empty text input field.
- Date Requested:** A text input field containing "11/16/2011".
- Political Party:** An empty dropdown menu.
- Use Address On File**
- Address:** A text input field containing "1776 INDEPENDENCE WAY" and "HARDIN, MT 59035".
- Print Application**
- Absentee Address:**
 - Country:** A dropdown menu set to "UNITED STATES OF AMERICA".
 - USA**
 - Address:** A large text input field.
 - City/St/Zip:** Three dropdown menus for city, state, and zip code.

At the bottom of the form are three buttons: "Save and Issue Ballot", "Update and Save", and "Close". A "Help" link is located in the top right corner.

Entering Absentee Details

- Choose the appropriate Absentee Type.
- If Election Specific ensure the correct election is showing.
- For other types ensure the correct dates are showing.
- Verify the correct Absentee Application Source, Issue Method, and Date Requested are accurate.
- Verify the user's address.

The screenshot shows a web form titled "Voter Registration - Absentee Detail". The form contains the following fields and controls:

- Absentee Type:** A dropdown menu set to "Election Specific".
- Elections:** A dropdown menu.
- Absentee Application Source:** A dropdown menu set to "Mail".
- Issue Method:** A dropdown menu.
- Issue Details:** A text input field.
- Date Requested:** A text input field set to "11/07/2011".
- Political Party:** A dropdown menu.
- Use Address On File:** A checked checkbox.
- Address:** A text area containing "1776 INDEPENDENCE WAY" and "HARDIN, MT 59035".
- Print Application:** An unchecked checkbox.
- Absentee Address:** A section containing:
 - Country:** A dropdown menu set to "UNITED STATES OF AMERICA" with a "USA" checkbox.
 - Address:** A text area.
 - City/St/Zip:** Three dropdown menus.
- Buttons:** "Save and Issue Ballot", "Update and Save", and "Close".

Orange arrows point to the following fields: "Absentee Type", "Elections", "Absentee Application Source", "Issue Method", "Issue Details", "Date Requested", "Political Party", "Use Address On File" checkbox, the address text area, and the "Country" dropdown.

Issuing Absentee Ballot

Once Verified, choose how you want to save the record:

❖ Save and Issue Ballot
(In-Person)

❖ Update and Save
(Mail)

Voter Registration - Absentee Detail

Help

Absentee Type: Permanent All

From: 11/7/2011 To: 1/31/2012

Absentee Application Source: Mail Issue Method: Mailing Issue Details:

Date Requested: 11/07/2011 Political Party:

Use Address On File

1776 INDEPENDENCE WAY
HARDIN, MT 59035

Print Application

Absentee Address

Country: UNITED STATES OF AMERICA USA

Address:

City/St/Zip:

Save and Issue Ballot Update and Save Close

Automatically Issue a Ballot

- Choosing the Save and Issue Ballot option will automatically take you to the Issue Ballot Request screen, from which a ballot label can be printed immediately.

Issue Ballot Request

Election Name: 11/8/2011 22 MUNICIPAL GENERAL ELECTION 2011 | Ballot Type: Issue

Current Ballots

Ballot Seq. #	County Tracking #	Sent	Received	Style	Precinct	Stage	Type
				WARD 2	18	Prepared	Reissued

Print Label

With next Supplemental batch

Now | Select Label: MUNICIPAL LABEL

Reason For Replacing / Reissuing the Ballot

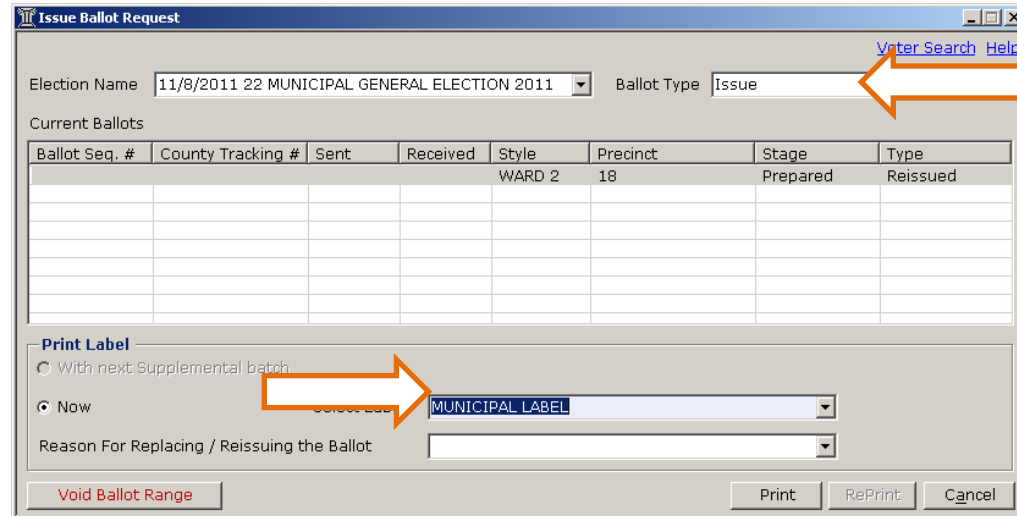
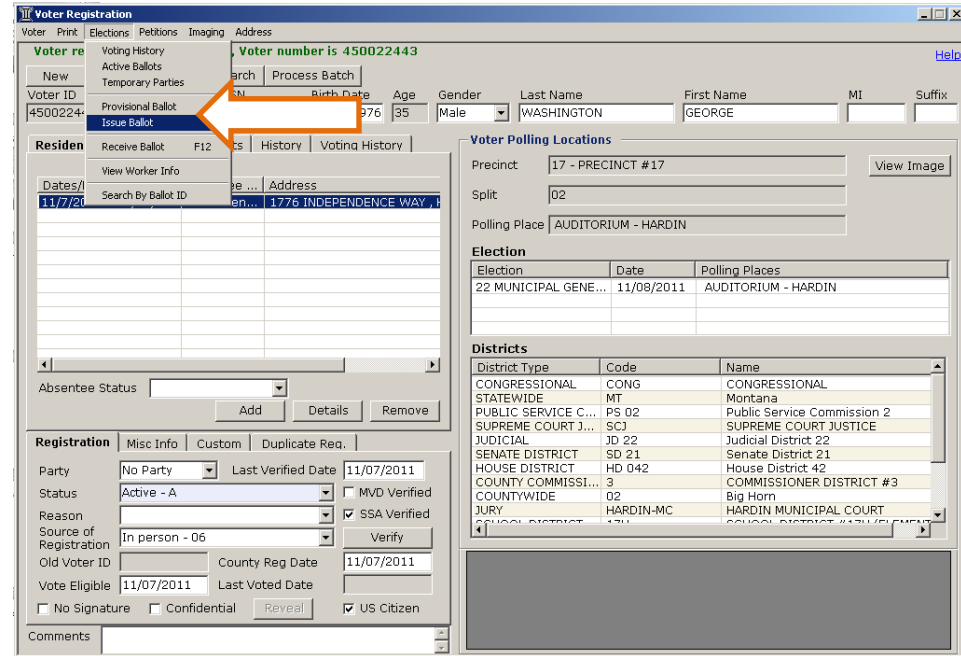
Void Ballot Range | Print | RePrint | Cancel

Manually Issue

a Ballot

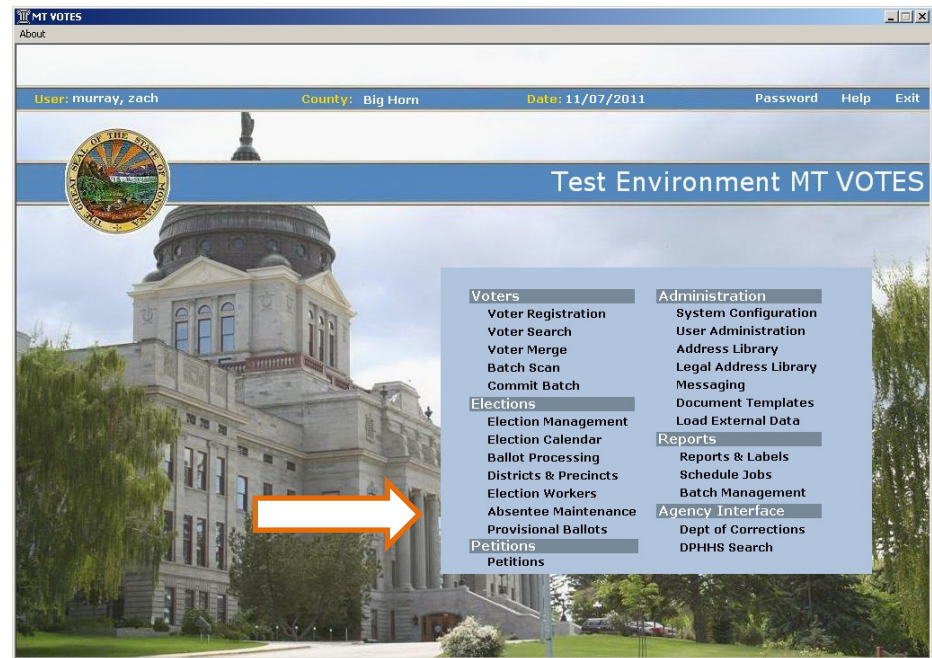
- If you choose not to Save and Issue a ballot from the Absentee Detail screen you can print a ballot manually using the following steps.

1. Select Issue Ballot from the Election Menu.
2. Select Now under Print Label
3. Select the appropriate label
4. Click Print
5. Close the Window



ABSENTEE MAINTENANCE MODULE

- Batches of Absentee Requests, including annual absentee confirmation's, can be entered quickly through the Absentee Maintenance Module.
- This module is used primarily for entering annual absentee list confirmations.



- Click the **Absentee Maintenance** link to begin.

Data Entry from Annual Absentee Confirmations

- Before entering a Voter ID from the annual confirmations you are working on, verify that the populated information is correct for everyone in the Batch.
- If not all requests are the same you will have to manually change the data entered before scanning or entering the voter ID.

The screenshot shows a software window titled "Absentee Maintenance". It features a "Voter ID" input field with an "Add" button. To the right, there are "From" and "To" date pickers. The "From" date is set to 11/7/2011 and the "To" date is set to 1/31/2012. Below these are dropdown menus for "Absentee Type" (set to "Permanent All"), "Date Requested" (set to "11/07/2011"), "Absentee Application Source" (set to "Mail"), and "Issue Method". At the bottom of the window, there are three buttons: "Create Absentee", "Delete", and "Cancel".

#	Voter ID	Name	Signature
---	----------	------	-----------

- Once you have verified that all of the data entered is correct you will begin entering Voter ID's from the annual confirmation notices.
- If a voter is entered with incorrect information you can delete and re-enter the request before clicking the Create Absentee button.

The screenshot shows a software window titled "Absentee Maintenance". At the top right, there is a "Help" link. The main area contains several input fields and dropdown menus:

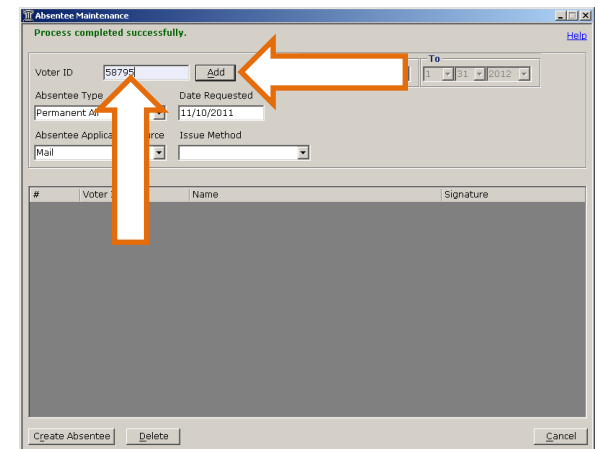
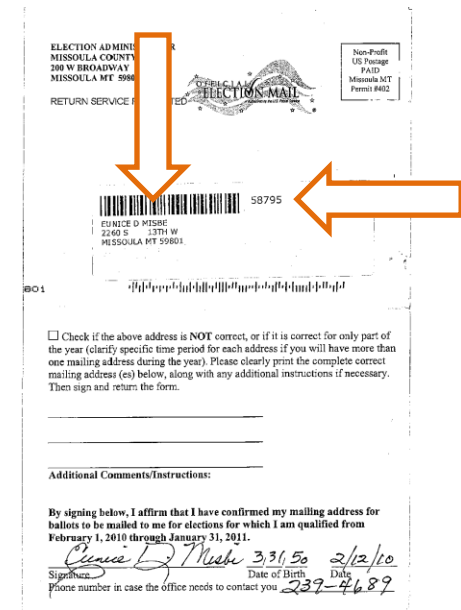
- Voter ID:** A text input field followed by an "Add" button.
- From:** A date range selector with dropdowns for month (11), day (7), and year (2011).
- To:** A date range selector with dropdowns for month (1), day (31), and year (2012).
- Absentee Type:** A dropdown menu currently set to "Permanent All".
- Date Requested:** A text input field containing "11/07/2011".
- Absentee Application Source:** A dropdown menu currently set to "Mail".
- Issue Method:** A dropdown menu currently set to "Mailing".

Below these fields is a table with the following headers: #, Voter ID, Name, and Signature. The table body is currently empty.

At the bottom of the window, there are three buttons: "Create Absentee", "Delete", and "Cancel".

Voter Entry – Barcode/Manual

- Voter ID's can be found on the voter label on the returned annual confirmation.
- In Absentee Maintenance, they can be entered manually or scanned in using a barcode scanner.
- To manually enter a Voter ID, first type in the Voter's ID and then click the add button.
- Clicking in the Voter ID field and scanning the corresponding barcode will automatically add them to the list.



Create Absentee Spans for Listed Entries

- Once you have at least one entry showing in the list, and you have verified signatures from each voter's Annual Confirmation, you can click the Create Absentee button to create the record for every voter showing.

The screenshot shows the 'Absentee Maintenance' application window. It includes a form for entering voter information and a table of listed entries. A confirmation dialog box is displayed, and the 'Create Absentee' button is highlighted.

#	Voter ID	Name	Signature
1	450022443	WASHINGTON, GEORGE	George Washington

The system will generate an Absentee Maintenance report once you've clicked the Create Absentee button and you click yes in the confirmation dialogue box.

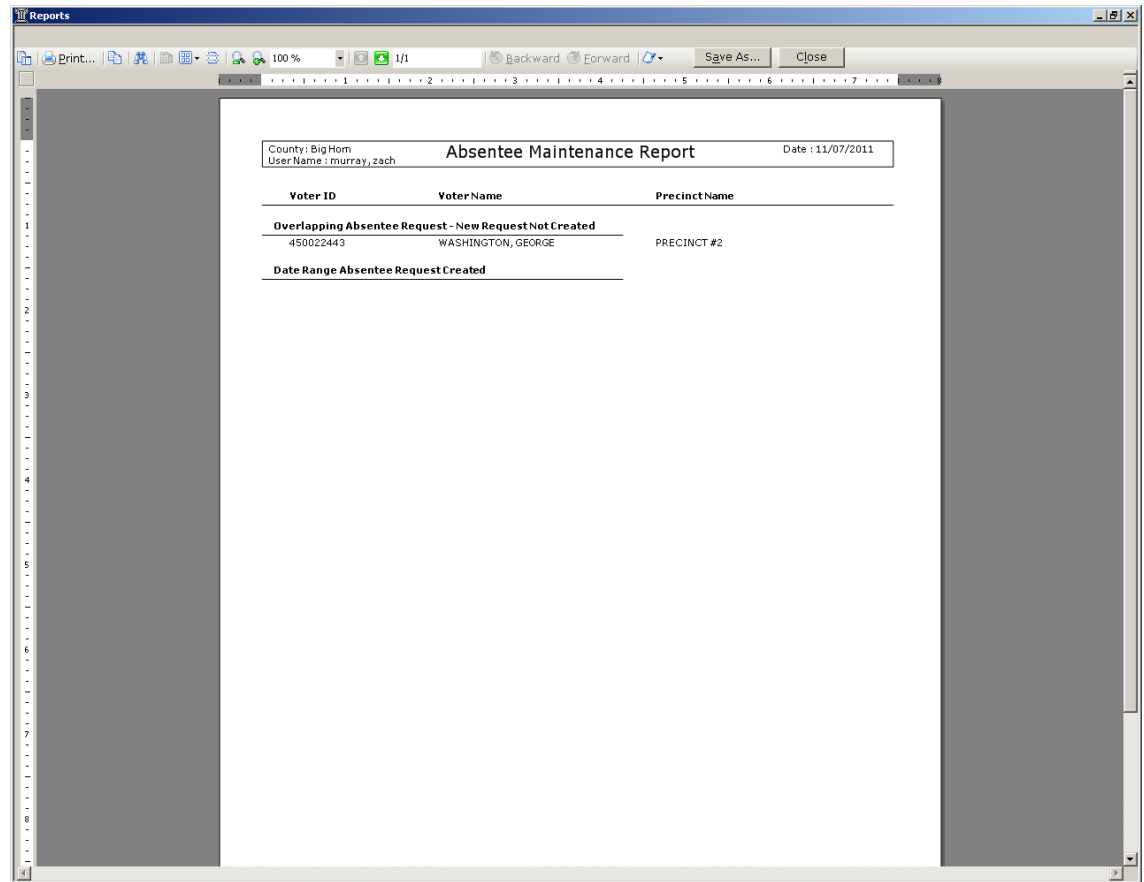
This report cannot be regenerated. Click yes only when you are ready to print the report.

Recommendations

- Scan or enter 25 –50 cards in one batch.
- If a voter doesn't appear on the Absentee Maintenance Report but they were entered in the Absentee Maintenance module you need to investigate further.
- Electors who request ballots to be mailed to another address cannot be entered into this module. You must enter them through Voter Registration.
- **Inactive** or **provisionally** registered electors cannot be entered into this module until you change their status .

Absentee Reports

- The Absentee Maintenance Report will generate automatically when you click Create Absentee.
 - This report cannot be regenerated.



E-015 Absentee Type Date Range Report

- If you close out of the Absentee Maintenance Report without printing, an alternative report to run is the E-015 report.
- You must specify a date range for the date of the absentee creation.
- If you entered multiple dates in one batch in the Absentee Maintenance module you will have to run multiple reports to get the same results that would display on the Absentee Maintenance Report.

The screenshot shows a software window titled "Reports" with a navigation menu on the left and a main configuration area. The navigation menu includes links for Voter Registration, Election Management, Districts & Precincts, Petitions, Election Workers, Address Library, Labels, Ballot Processing, Master Lookups, and Close. The main area is divided into several sections:

- County:** A dropdown menu set to "Big Horn".
- Election:** A dropdown menu set to "22 TEST SPECIAL ELECTION 2011 - 11/08/2011".
- Precincts:** A section with a "District" dropdown and a list of checkboxes for precincts: "All (Deleted precincts will be included on report)", "PRECINCT #1 - 1", "PRECINCT #10 - 10", "PRECINCT #14 - 14", and "PRECINCT #15 - 15".
- Range:** A section with "From" and "To" dropdown menus, both set to "PRECINCT #1 - 1".
- Absentee Type:** A section with a checked "All Absentee Types" checkbox and three unchecked checkboxes: "Civilian Overseas", "Election Specific", and "Military Domestic".
- NVRA Notice Type:** A section with three radio buttons: "1st Notice", "2nd Notice", and "Cancellation of voters".
- Party:** A section with a checked "All" checkbox and three unchecked checkboxes: "Democratic", "Republican", and "No Party".
- Date Range:** A section with "From" and "To" input fields.
- Batch Number:** An empty input field.
- Offices:** A dropdown menu.
- Candidate:** A dropdown menu.
- Budget Group:** A dropdown menu set to "All".

At the bottom, there is a table with columns "Code" and "Name":

Code	Name
E-011	Absentee Batch Report
E-012	List of Voters In Election
E-013	Permanent Absentee with No Ballot Request
E-014	NVRA Report
E-015	Absentee Type Date Range Report

Buttons for "Export", "Cancel", and "Run Report" are located at the bottom right of the window.

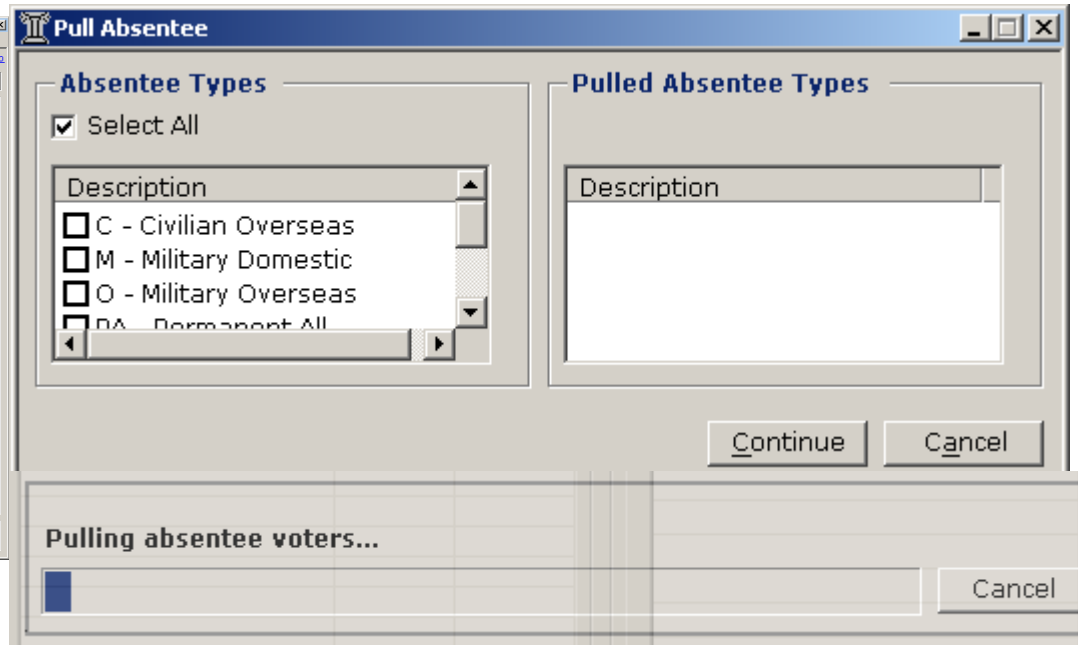
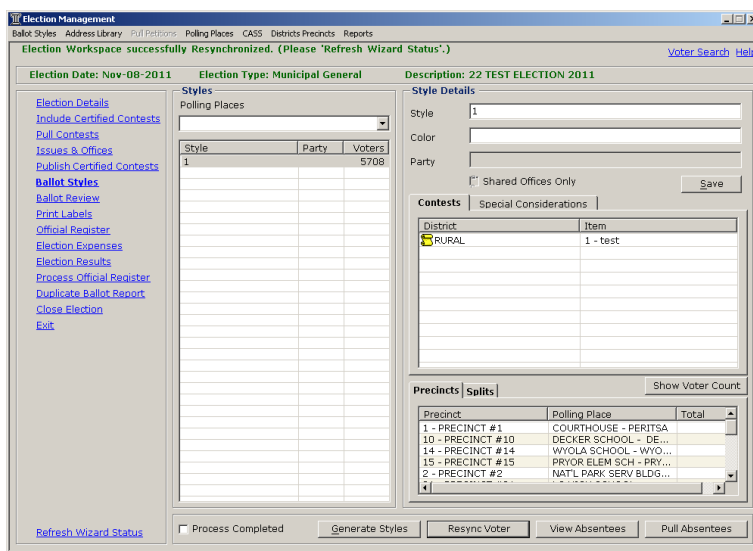
PULLING ABSENTEES FOR AN ELECTION IN ELECTION MANAGEMENT

- Absentee voters can be pulled into an election on the Ballot Styles screen.
- To begin click the Election Management link and view the details for your election.

The screenshot displays the MT VOTES web application interface. At the top, the user is identified as 'murray, zach' in the 'Big Horn' county, with the date '11/07/2011'. The page is titled 'Test Environment MT VOTES'. A navigation menu on the right includes categories like 'Voters', 'Administration', 'Reports', and 'Agency Interface'. The 'Elections' category is highlighted, and an orange arrow points to the 'Election Management' link. Below this, a window titled 'Election Management' is open, showing a search form and a table of elections. An orange arrow points to the 'Election Management' link in the menu, and another orange arrow points to the 'Details' button at the bottom of the window. The table below shows a single election entry:

Election Date	Election Type	Description
11/08/2011	Municipal General	22 MUNICIPAL GENERAL ELECTION 2011

Pull Absentees



- Click on Ballot Styles and click the Generate Styles Button if you have not already done so.
- Click Pull Absentees
- Choose All or the specific absentee types you want to pull in.
- Click Continue.
- Absentee Voters will now be pulled into your election.

Print Labels

- To print labels for your pulled Absentee Voters:
 1. Click Print Labels
 2. Enter Batch Info and Output Order
 3. Specify Election Criteria or leave blank for all.
 4. Choose print Now
 5. Choose label
 6. Click Print

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

Election Date: Nov-08-2011 Election Type: Municipal General Description: 22 TEST ELECTION 2011

Mailing Ballot Batches

0 Supplemental label(s) waiting to be printed.

246 Main label(s) waiting to be printed.

Batch Date	Batch #	Batch Description
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Print Labels

Election Management

Ballot Styles Address Library Pull Petitions Polling Places CASS Districts Precincts Reports

Election Date: Nov-08-2011 Election Type: Municipal General Description: 22 TEST ELECTION 2011

Batch # Description Mailing Date 11/07/2011

Selection Criteria

Include

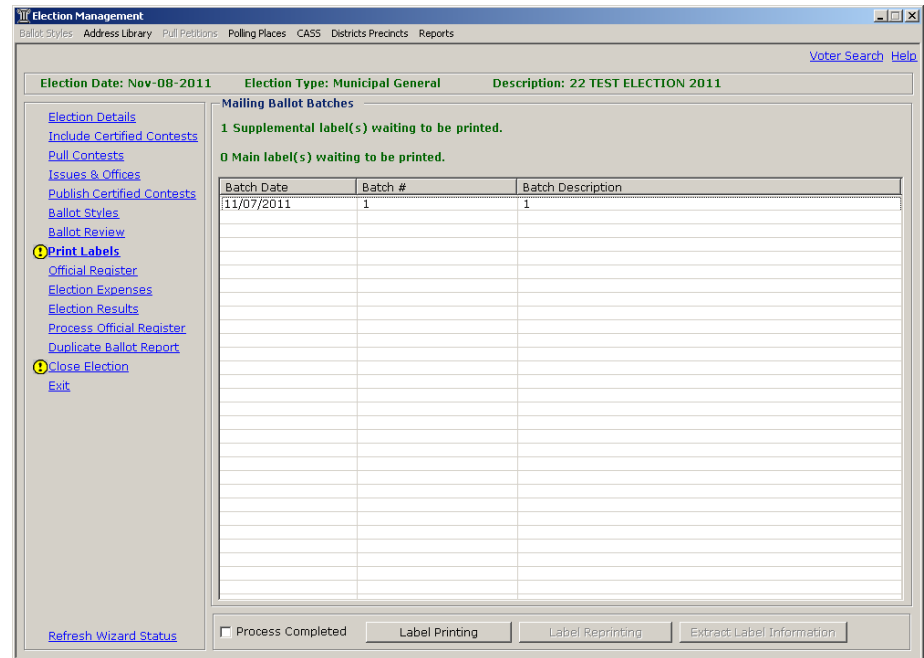
Output Order

Output Type

Print

Supplemental Labels

- If additional absentee requests are entered after you have pulled absentees on Ballot Styles, you will need to return to Print Labels and print your supplemental labels.
- Follow the same steps as the previous slide to print supplemental labels.



As always, please feel free to contact the Help Desk,
at 1-866-541-6767,
with any further questions you have.

