

# User Manual For the Centralized Voter Registration System

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## 1.0 Logging on to the System

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**Summary:** This section describes the method used to login to the Connecticut Voter Registration System.

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**Description:** In order to login to the Connecticut Voter Registration System, the user must first enter his individual User Name and Password in the fields provided. After entering a User Name and Password, the user must click the **Login** key.



- To Clear the entry on the screen, click on the **Reset** button.
- Alternately, instead of using the mouse, the user may tab to the Login or Reset button. Once the button is highlighted, the user may hit the enter key.

**Page Display Information:**

**Required Fields:** User Name, Password

**Optional Fields:** None

**Action Buttons:**

**Login** Allows user to log into Connecticut Voter Registration System

**Reset** Resets all fields on the screen to blanks.

Once the Login button is clicked, the user may encounter one of the following scenarios:

### Scenario #1

After clicking the [Login](#) button, the user is brought to the Maintain Password Screen:

Connecticut Voter Registration System		REG044 / East Haven
Maintain Password		
Change User Password for REG044		
Current Password		<input type="password"/>
New Password		<input type="password"/>
Repeat New Password		<input type="password"/>
Change		Cancel

- This screen is initially displayed when the user logs on to the system for the first time. The user **MUST** change his password to a password different from his initial password. Once the password has been changed, this screen will not be displayed at Login. (See section **1.44 Maintain Password** for further details.)

### Scenario #2

After clicking the [Login](#) button, the user is brought to the Show Reminders Menu only if the user is a registrar: (Note: If the user is a clerk, the main menu will be displayed instead.)

Connecticut Voter Registration System		KATSELNK / Tolland
Reminders		
Reminders		
Review		There are no voters who have moved out of your town at this time.
Print	Delete	There are 3 acceptance letters to print.
Print	Delete	There are no change letters to print.
Print	Delete	There are 2 rejection letters to print.
Print	Delete	There are no DMV letters to print.
Print	Delete	There are 2 felony letters to print.
Print	Delete	There are 2 ED-683 letters to print.
Print	Delete	There are no CVR letters to print.
Review		There are no batch errors from Redistricting.
Report Status		There are 0 completed reports waiting to be viewed.
Main Menu		

- This screen is displayed only when there are reminders pending in the system. If there are no reminders that need to be addressed, the main menu will appear after clicking the [Login](#) button.

## 2.0 Navigating through the System

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**Summary:** Navigation through a screen can take place using several methods. This section describes the different ways a user can navigate through screens on the Connecticut Voter Registration System, as well as access system help.

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### 2.1 Clicking & Tabbing

**Description:**

The most common way to navigate through the Connecticut Voter Registration System is to use a mouse. Pointing and clicking with your mouse on the desired menu option will bring the user to that menu.



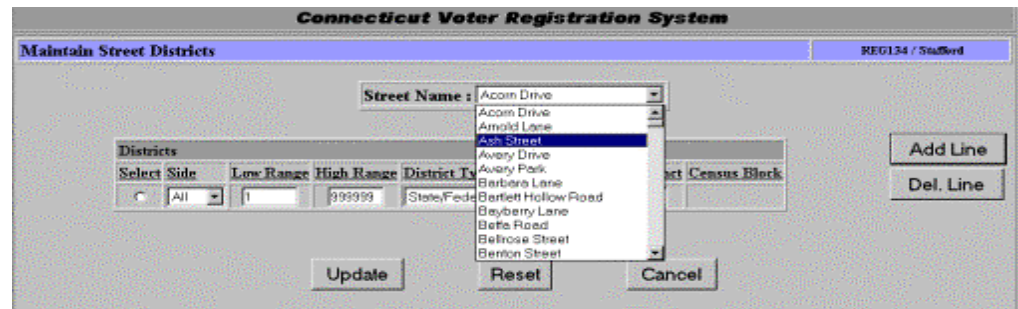
The user may also tab to the buttons that are on the screen by using the tab key on the keyboard. When control is on the button, it will appear highlighted; if a button is highlighted then the enter key can be clicked to take a desired action.



## 2.2 Drop Down Boxes

**Description:**

Navigating a Drop Down Box:

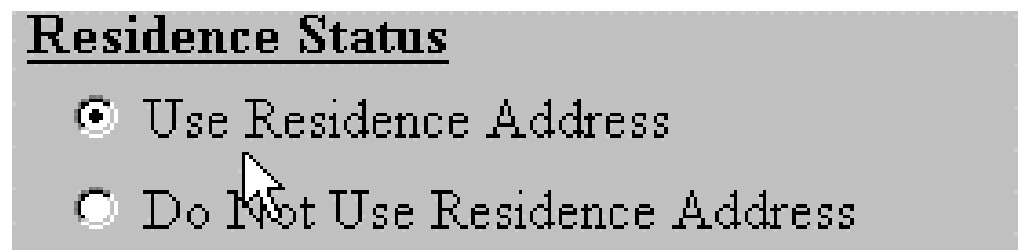


With a drop down box, the user can scroll through a selection list and click on the desired selection. In order to do this, a user must click on the up or down arrow on the ends of the box or move the scroll bar up and down. Click on the desired entry to select it.

## 3.3 Radio Control Buttons/Check Off Boxes

**Description:**

Selecting/De-Selecting a Radio Button:



To choose a radio button, use your mouse to click on the button to choose a selection. To de-select an already selected radio button, click on another selection for the same list or use the **Reset** button on the screen.

Selecting/De-Selecting a Check Off Box:

Street	Voting	Absent	Seq #
Beffa Road	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Beffa Road	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Beffa Road	<input type="checkbox"/>	<input type="checkbox"/>	3
Beffa Road	<input type="checkbox"/>	<input type="checkbox"/>	4
Beffa Road	<input type="checkbox"/>	<input type="checkbox"/>	5

To place a check in a check-off box, use your mouse to click on the box to choose a selection. To de-select an already selected check box, click on the selection again.

### 3.4 System Help

**Description:**

The Connecticut Voter Registration system is equipped with a help menu for each of the menu options:



The user can access these help menus by clicking on **Help** on the Main Menu....





...or by accessing a help menu directly off another menu:

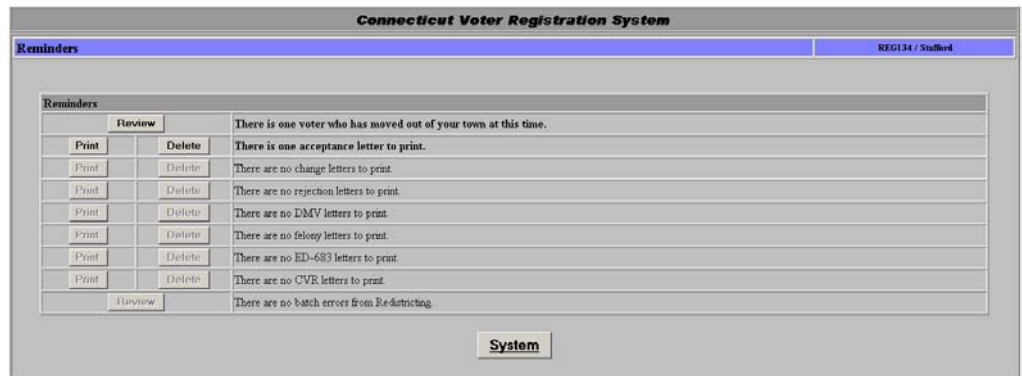


### 3.0 Printing

**Summary:** This section describes the different print methods for the Connecticut Voter Registration System.

### 3.1 Printing Reminders

**Description:** The Show Reminders Screen is displayed as follows for registrars only:



The Reminders page shows the number of letters for each category with a Print and Delete button available. The corresponding Print/Delete buttons are only accessible if information is available for printing. For more details on how information becomes available for printing, read through sections *Registration Card – New Voter*, *Registration Card – Add Existing Voter*, *Registration Card – Change Voter*.

In order print a reminder, the user must click on the **Print** button when it is displayed in black. This will allow the indicated number of letters to be printed.

### 3.2 Printing Letters

**Description:** The standard display to print a letter is displayed as follows:



**Note:** In order to print letters correctly, the user should adjust his printing

**options to remove headers and footers and set top and bottom margins to 0.3 inches.**

You may find this display located at the bottom of each type of letter that will be generated by the system. In order to print a letter, the user must click the **Print** button. Once the **Print** button is clicked the Print Dialog Box will be displayed. The user must click on the Print Key again to print the letter. At this screen, the user must click print again to finalize printing of the letter. Once print is clicked on this screen the box will disappear and the standard display will appear again.

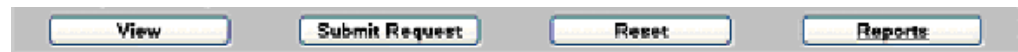


In order to close the letter, the user must click the **Close** button.

### 3.3 Printing Reports

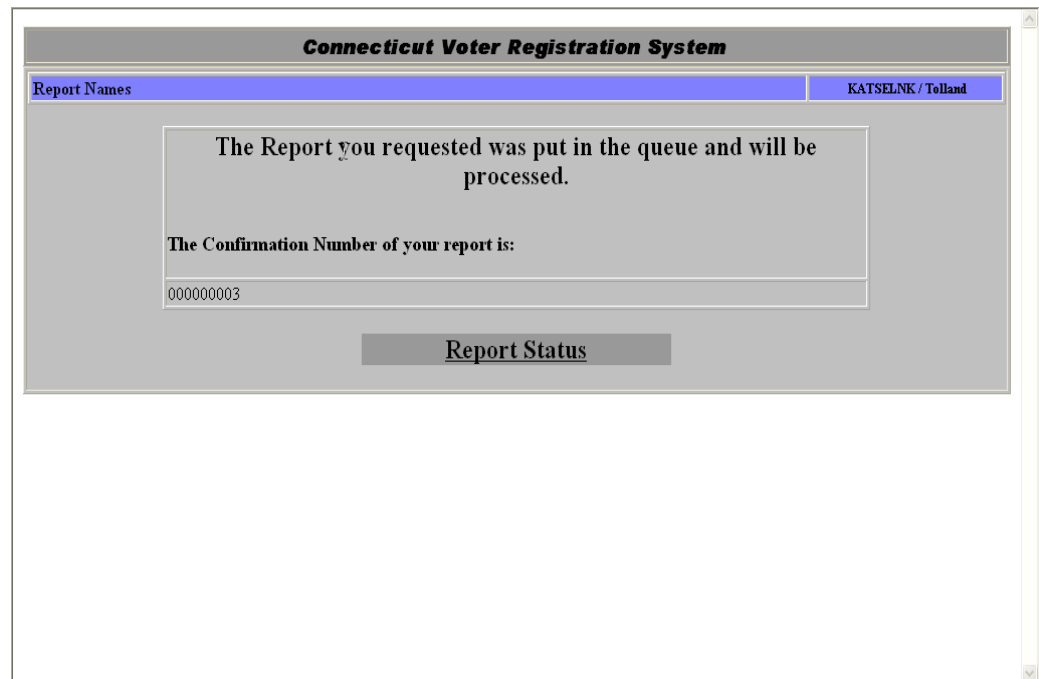
**Description:**

The following is a standard display at the bottom of each Report Selection Screen:




If the User Clicks on the **Reset** Button, the Screen will be reset to its original display, erasing all of the user's input. If the user Clicks on the **Reports** button, the user will be brought back to the Reports Menu.

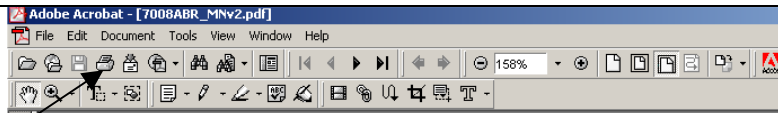
If the User clicks on the **Submit Request** Button, a request to run the report will be submitted to the Repot Queue Manager and the following screen will appear:



If the User Clicks on the **Report Status** Button, the User will be brought to the Report Status screen. For more details on the Report Status, see the Report Queue Manager Section of this manual.

If the User Clicks on the **View** Button, the report is displayed on the screen. The following is a display of a report:

06/27/2003		Town of Tolland - Voter Phone List - Active, Inactive, Off Voters in State District 001			Page 13
<i>Seq #</i>	<i>Party</i>	<i>St #</i>	<i>Name</i>	<i>DOB</i>	<i>Phone</i>
<b>DEERWOOD ROAD CONT.</b>					
691	R	51	JOHNSON KENNETH F	03/18/1933	860-872-4560
<b>DEERWOOD ROAD Total Voters: 14</b> 					
*					
<b>DIMOCK ROAD</b>					
692	R	55	KING CHARLES R	02/16/1950	860-875-6852
693	R	55	KING ROBERT D	11/22/1912	860-875-6852
<b>DIMOCK ROAD Total Voters: 2</b>					
*					
<b>DOCKEREL ROAD</b>					
694	D	5	KIEHM ROBERT C	01/31/1952	860-871-1238
695	D	5	KIEHM SANDRA I	06/29/1947	860-871-1238
696	D	5	WELLS NANCY S	01/01/1880	
697	U	5	WELLS PETER W	08/11/1949	
698	D	12	FAZZINA CLAIRE T	06/17/1954	860-875-7641
699	U	12	FAZZINA FRANK	08/27/1952	860-875-7641
700	U	22	INSALACO ANTHONY J	04/03/1940	860-872-6604
701	U	22	INSALACO DAVID A	08/07/1970	860-872-6604
702	U	22	INSALACO LYNN M	09/08/1973	203-000-0000
703	U	22	INSALACO MARY ANN	05/15/1946	860-872-6604
704	D	23	LOGAN ROBERT A	03/28/1935	860-871-8272
705	U	23	WRIGHT JOHN J	12/22/1962	860-871-2136
706	U	27	FARRELL RENEE A	09/13/1962	860-872-7996
707	U	34	SCHOENBORN EMIL	03/15/1952	860-872-9879
708	D	34	SCHOENBORN LINDA M	11/09/1950	860-872-9879



The Reports are displayed on the screen in Acrobat Adobe format. To Print Click on the Printer Icon, as indicated by the Arrow above.

To page through the report, click on the arrows at the bottom of the screen to page forward and backward.

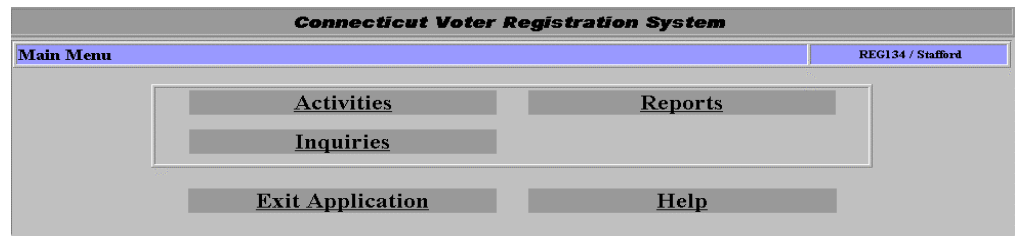


To page to the beginning or the end of the report, click on the arrows followed by a line.

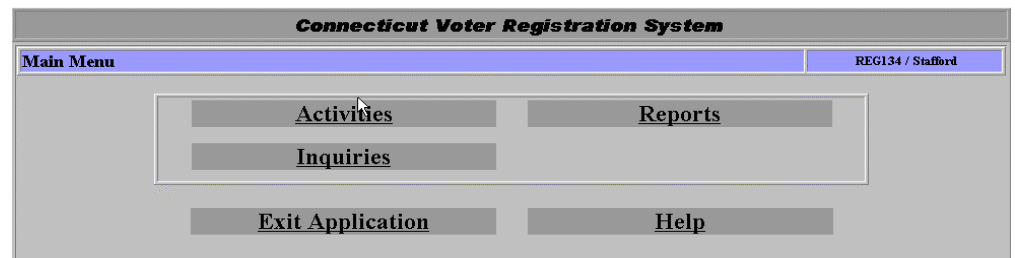
# 1.0 Activities Menu

**Summary:** This section describes the Activities Menu of the Connecticut Voter Registration System.

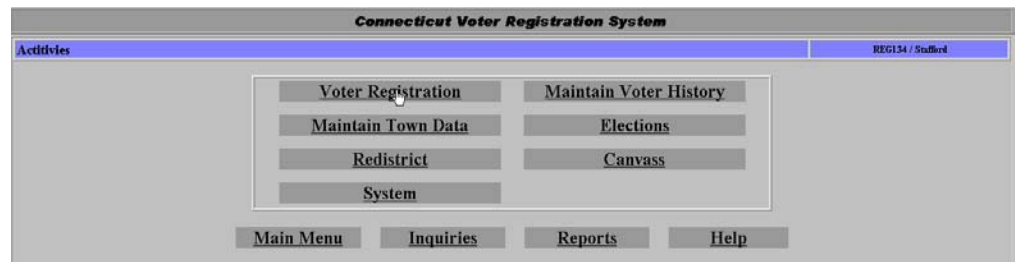
**Description:** The Main Menu appears below. From this menu, the user can navigate to the choices listed:



In order to go to the Activities menu, place cursor on the underlined item labeled Activities and click on that item.



The Activities Menu is displayed as follows. The user should place the cursor on the activity that is needed and click.



## 1.1 Voter Registration

---

**Summary:**

This section describes the method to add a new voter, change voter information, or transfer a voter from another town within Connecticut to this town. From this point forward, these three methods will be known as **Add New Voter, Change Voter, and Add Existing Voter**

---

### 1.1.1 Activities Search - Voter Registration

**Description:**

The following Search screen is displayed after clicking on Voter Registration. This screen allows the user to add a new voter or change information on an existing voter. The screen is formatted to follow the sequence of the Voter Registration Card.



**Page Display Information:**

**Required Fields:** (Last Name, First Name and Date of Birth) or (Voter ID, for an existing voter) or (DMV ID)

**Optional Fields:** none

**Action Buttons:**

**Search** Launches a general statewide search to see if there are any exact matches on the data entered.

**Reset** Resets all fields on the screen to blanks.

**Cancel** Brings the user back to the Activities Menu.

## 1.1.2 Activities Select Voter – Voter Registration

**Summary:** This section summarizes the *Activities Select Voter - Voter Registration* screen.

**Description:**

The following screen is displayed when one or more voters are found with the same last name and date of birth. If no matches are found on date of birth, then those voters with the same last name and a date of birth of 01/01/1800 will be displayed.

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Special Status	Off Reason
<input checked="" type="radio"/>		Srath	Brendan	T		10/10/1960	37 Old Miller Lane, Guilford	000503810		
<input type="radio"/>		Srath	Michael	H		10/10/1960	357 Round Hill Road, Greenwich	001413444		

If transferring a voter from another town, select the voter and click on  button to start the Add Existing Voter Registration Card process.

If the voter already exists within the town and the desired action is to change voter information, select the voter and click on the  button to start the Change Voter Registration Card process.

If none of the displayed voters is the same person as the new voter, click on the  button to start the New Voter Registration Card process.

**Page Display Information:**

**Required Fields:** Select radio button

**Optional Fields:** none

**Action Buttons:**

button will bring the user to either the Add Existing Voter Registration Card (if voter's residence address is located in **different** town as the user) or the Change Voter Registration (if voter's residence address is located within the **same** town).

button will bring the user back to the Voter Registration Search screen.

button will bring the user back to the Activities Menu

button will bring user to a New Voter Registration Card



**Field Details:**

<b>Screen Field Name</b>	<b>Description</b>
Select	Radio button to select the voter to be changed or added.
Status	Displays the status description of Off or Inactive status only. If voter is Active, field will be blank.
Last Name	This is the current voter name that is stored in the database.
First Name	
Middle Name	
Suffix	
Date of Birth	This may display a conversion date of 1/1/1800
Residence Address	This is the current address that will display the Street Number + Street Name + Unit + City. However, if the “do not use residence address” indicator is set during any voter registration process, then this field will display: “No Known Address Available”
Voter ID	System assigned ID
Special Status	If special status selected on voter registration process, this information is captured on the voter’s record.
Off Reason	If status is changed to “Off” during a Change Voter Registration process, then the off reason code will be captured on the voter’s record.

## 1.1.2.1 Registration Card – New Voter

### Summary:

This section describes how to complete the Voter Registration Card. This screen is used to add a new voter.

### Description:

The following screen is the Registration Card screen. This screen is displayed after the *Activities Search – Voter Registration* and/or *Activities Select – Voter Registration* screens. Please refer to these sections for further details.

### Steps to Add a new voter:

- 1.) For a new voter, the screen will be displayed with the name and date of birth that was entered on the *Activities Search – Voter Registration* screen, and the Town and State filled in for the current address. If name or date of birth needs to be corrected, the user should use the previous key to return to the *Activities Search – Voter Registration* screen and enter the name and date of birth in the manner in which they want to save it.
- 2.) When finished with the screen, the user clicks on **Accept** to be brought to the *Accept Voter Registration – New* screen. If the user does not want to save any of the information, he should click on **Cancel** and the user will be brought back to the search screen.

3.) The following screen is the *Accept Voter Registration – New* screen.

*	District/Ward	Precinct	Polling Place
<input checked="" type="checkbox"/>	STATE: 003	00	West Stafford Fire Department
<input type="checkbox"/>	LOCAL:		
<input type="checkbox"/>	SPECIAL:		

\* Indicates which poll places will be printed on the letter

4.) The *Accept Voter Registration – New* screen will be displayed with the name that was entered on the Voter Registration Card. The bottom of the screen will display the voting district information based on the voter’s address and the polling places available to the voter, which will print on the voter acceptance letter. The selection buttons in front of the polling place indicate which polling place will print on the Voter Acceptance Letter. The State/Federal district polling place is the default to be printed on the letter. The user may choose to print the Local or Special Polling Place, if they exist for the town, by clicking on the button in front of the Polling Place screen. The system-calculated effective date and privilege date will also display on this page. The user must select an NVRA code before choosing a print option. The user may choose to print the letter now or set up a reminder to print the letter later.

**Note: This screen completes the voter registration process. The user may still cancel this process from this screen, but once the Accept button is clicked, all changes will be made to the database.**

5.) Once the Accept button is clicked, the transaction will process and one of the following confirmation screens will be displayed:

- If user decided to choose “print later”

Voter transaction completed successfully. Press Voter Registration to continue.

Voter Registration

- If the user decided to choose “print now”:



6.) After printing the letter, the user will be returned to the Activities Search – Voter Registration Menu.

**Page Display Information:**

**Required Fields:** Street Name, Gender, Party, Town, State, U.S. Citizen, Signature

**Optional Fields:** DMV ID, Prefix, Middle Name, Suffix, Street Number, Unit, Zip-Code, Entire *Mailing Address* section, Telephone, Party Other, Residence Status, Special Status, Entire *Previous Voter Address* section, Entire *Previous Voter Name* section.

**Action Buttons:**

**Accept** will bring the user to the *Accept Voter Registration – New* screen

**Cancel** button will bring the user back to the Activities Menu

**Previous** will bring the user back to the *Activities Search – Voter Registration* screen

**Reject** will bring the user to the *Reject Voter Registration* screen

**Page Display Information:**

	District/Ward	Precinct	Polling Place
STATE	003	00	West Stafford Fire Department
LOCAL			
SPECIAL			

\* Indicates which poll places will be printed on the letter

**Required Fields:** NVRA, Print Options, Language.

**Optional Fields:** District Select Button

**Action Buttons:**

**Accept** button will finalize registration process and bring user to the *Voter Registration - Accept Confirmation* Screen

**Previous** button will bring user back to the Registration Card

**Cancel** If the user does not want to save any of the information, click here and the voter information will not be saved.

**Field Details: (Registration Card – New Voter Registration)**

<b>Screen Field Name</b>	<b>Description</b>
Registration Date	User must place cursor on this field to change this date (to a previous date only).
DMV ID	
Voter ID	This is assigned by the system.
<b>Voter Name</b>	
Prefix	This is the default for the cursor
Last Name	This is brought from the Search screen for a new voter. For an existing voter the field can be changed
First Name	This is brought from the Search screen for a new voter. For an existing voter the field can be changed
Middle Name	
Suffix Name	
<b>Date of Birth</b>	
Date of Birth	This is brought from the Search screen for a new voter. For an existing voter the field can be changed
U.S. Citizen	If “No” is selected, then this is an automatic reject, even if the accept button is selected
<b>Voter Residence Address</b>	
Street No.	Street# can be spaces only if Street Name does NOT have split districts. If the user wants the system to automatically find zip code, then street number is required for that processing (Mainframe Code1 processing)
Street Name	Choose from a drop down box.
Unit	
Town	Cursor movement will always skip this field. Thus, if user needs to change this field, must place cursor on this field.
State	This is always pre-filled with Connecticut.
Zip Code	Code 1 zip code generation will always be called
<b>Mailing Address</b>	
Street No.	Valid mailing address must have Street Name + Town.
Street Name (Street Name 2)	If valid mailing address then this address is used on letters.
Unit	
Town	
State	
Zip Code	Mainframe Code1 Zip Code generation software can automatically generate this only if address is within New England area and is not a PO Box.
Country	Default is United States.
<b>Acceptance Criteria</b>	
Telephone	If town record has no telephone data then will display spaces.
Gender	Must choose from the drop down box.
Party Enrollment	Must choose from the drop down box or add a party other.
Party Other	After successful accept transaction, this entered party will be an unaffiliated party, and then be added to the party enrollment selection list.

Signature	If “No” is selected, then this is an automatic reject, even if the accept button is selected
Special Status	This field also used to place voters in special categories.
Do Not Use Residence Address	This indicator should only be checked if court documents have been received to protect the voter’s address information, or if the user wants a voter with Special Status to fall at the end of the Official Voter List. (i.e., restraining orders, certain types of public officials, etc.)
Previous Voter Address	
Street No.	After successful accept transaction, any data entered here will generate a voter previous address history record which can be viewed via <i>Maintain Voter History</i> or <i>from Inquiry - View Voter Registration</i> .
Street Name	
Unit	
Town	
State	
Zip Code	
Previous Voter Name	
Last Name	Data entered here will generate a voter previous name history record which can be viewed via <i>Maintain Voter History</i> or <i>from Inquiry - View Voter Registration</i> .
First Name	
Middle Name	
Suffix Name	

**Field Details: (Accept Voter Registration – New)**

Screen Field Name	Description
Voter Name	Voter’s name from the Registration Card.
NVRA	Selection list of all NVRA codes. User must select one.
Print Now	Print Now is defaulted on this page.
Print Later	Must select one or the other.
Effective Date	Calculated value. Calculation based on DOB. If legal age, then set to registration date. If 17 year old, set to date the voter will turn 18 years old.
Privilege Date	Calculated value. Calculation based on DOB and registration date. If legal age, then set to registration date. If 17 year old, set to date the voter will turn 18 years old.
English	English is the default on this page. Must select one or the other. Default can be changed under the Maintain Town Data/Town Hall Function.
English/Spanish	
Congressional	District information is determined by the Voter’s current address.
Senatorial	
Assembly	
Districts/Ward	Displays the data for State, Local and Special using the voter’s current street address
Precinct	
Polling Place/ Polling Place Select Button	Displays the information based on Voter’s address and State, Local and Special Polling Places as they exist in the town. The default selection is to print the State Polling place on the Acceptance Letter. The user may choose to select a different polling place to be printed on the letter by clicking on the select button.

## 1.1.2.2 Registration Card – Add Existing Voter

**Summary:** This section describes how to complete the Voter Registration Card when adding an existing voter.

**Description:** The following screen is the *Registration Card – Add Existing Voter* screen. This screen is displayed after the *Activities Search – Voter Registration* and/or *Activities Select – Voter Registration* screens. Please refer to these sections for further details.

**Connecticut Voter Registration System**  
REG134 / Stafford

Registration Date: 08 - 09 - 2001    DMV ID:    Voter ID: 001577027

**Voter Name**  
Prefix:   
Last Name: Father  
First Name: Jean  
Middle Name:   
Suffix:

**Voter Residence**  
Street No.  Street Name  Unit   
Town  State   
Stafford CT  
Zip Code

Date of Birth: 01 - 01 - 1000    U.S. Citizen:  Yes  No

**Mailing Address**  
Street No.  Street Name / P.O. Box  Unit  Town  State  Zip Code   
Country: United States

**Acceptance Criteria**  
Telephone: (860)  -   
Gender: Unknown  
Party Enrollment: Republican  
OR Party Other:

Signature:  Yes  No  
Residence Status:  Use Residence Address  Do Not Use Residence Address  
Special Status:

**Previous Voter Address**  
Street No. 89    Street Name Mechance Street    Unit     Town Putnam    State CT    Zip Code 06260 - 1318

Accept    Cancel    Previous    Reject

**Steps to Add an existing voter:**

- 1.) For an existing voter, the registration card will be displayed with all the same information as displayed on the change voter registration card, except that the voter's previous address will be displayed in the previous address section and the current address will be blank with the exception of the town, which is filled in with the current town. You will also notice that a status field is not displayed on the registration card for add existing voter. It can be only used on change voter.
- 2.) When finished with the screen, the user clicks on **Accept** to be brought to the *Accept Voter Registration – New* screen. If the user does not want to save any of the information, click on **Cancel** and the user will be brought back to the Search screen.



3.) The following screen is the *Accept Voter Registration – New* screen.

**Connecticut Voter Registration System**

Accept Voter Registration - New REG124 / Student

Voter Name: Ed Voter Edit Voter

Language:  English  English/Spanish

NVRA: [dropdown] Effective Date: 08/06/2001 Print Options:  Print Now  Print Later

Privilege Date: 08/06/2001

Accept  
Previous  
Cancel

Districts: Congressional: 002 Senatorial: 035 Assembly: 052

*	District/Ward	Precinct	Polling Place
<input checked="" type="checkbox"/>	STATE: 003	00	West Stafford Fire Department
<input type="checkbox"/>	LOCAL:		
<input type="checkbox"/>	SPECIAL:		

\* Indicates which poll places will be printed on the letter

4.) The *Accept Voter Registration – New* screen will be displayed with the name that was entered on the Voter Registration Card. The bottom of the screen will display the voting district information based on the voter’s address and the polling places available to the voter, which will print on the voter acceptance letter. The selection buttons in front of the polling place indicate which polling place will print on the Voter Acceptance Letter. The State/Federal district polling place is the default to be printed on the letter. The user may choose to print the Local or Special Polling Place, if they exist for the town, by clicking on the button in front of the Polling Place. The system-calculated effective date and privilege date will also display on this page. The User must select an NVRA code. The user may choose to print the letter now or set-up a reminder to print the letter later.

**Note: This screen completes the voter registration process. The user may still cancel this process from this screen, but once the Accept button is clicked, all changes will be made to the database.**

5.) Once the Accept button is clicked, the transaction will process and one of the following confirmation screens will be displayed:

- If user decided to choose “print later”:

**Connecticut Voter Registration System**

Voter Registration - Accept Confirmation REG124 / Student

Voter transaction completed successfully. Press Voter Registration to continue.

Voter Registration

- If the user decided to choose “print now”



6.) After printing the letter, the user will be returned to the *Activities Search – Voter Registration* screen.

**Page Display Information:**

**Required Fields:** Street Name, Town, State, Gender, Party, U.S. Citizen, Signature

**Optional Fields:** DMV ID, Prefix, Middle Name, Suffix, Street Number, Unit, Zip-Code, Entire *Mailing Address* section, Telephone, Party Other, Residence Status, Special Status,

**Action Buttons:**

**Accept** will bring the user to the *Accept Voter Registration – New* screen.

**Cancel** button will bring the user back to the Activities Menu

**Previous** will bring the user back to the *Activities Search – Voter Registration* screen

**Reject** will bring the user to the *Reject Voter Registration* screen

**Page Display Information:**

*	District/Ward	Precinct	Polling Place
STATE	003	00	West Stafford Fire Department
LOCAL			
SPECIAL			

\* Indicates which poll places will be printed on the letter

**Required Fields:** NVRA, Print Options, Language.

**Optional Fields:** Poll Place Selection

**Action Buttons:**

**Accept** button will finalize registration process and bring user to the *Voter Registration - Accept Confirmation* Screen

**Previous** button will bring user back to the Registration Card

**Cancel** If the user does not want to save any of the information, click here and the voter information will not be saved.

**Field Details: (Accept Voter Registration – New)**

<b>Screen Field Name</b>	<b>Description</b>
Voter Name	Voter's name from the Registration Card.
NVRA	Selection list of all NVRA codes. User must select one.
Print Now	Print Now is defaulted on this page.
Print Later	Must select one or the other.
Effective Date	Calculated value. Calculation based on DOB. If legal age, then set to registration date. If 17 year old, set to date the voter will turn 18 years old.
Privilege Date	Calculated value. Calculation based on DOB and registration date. If legal age, then set to registration date. If 17 year old, set to date the voter will turn 18 years old.
English	English is the default on this page. Must select one or the other. Default
English/Spanish	Language can be changed under Maintain Town Data/Town Hall Function.
Congressional	District information is determined by the Voter's current address.
Senatorial	
Assembly	
Districts/Ward	Displays the data for State, Local and Special using the voter's current street address
Precinct	
Polling Place/ Polling Place Select Button	Displays the information based on Voter's address and State, Local and Special Polling Places as they exist in the town. The default selection is used to print the State Polling place on the Acceptance Letter. The user may choose to select a different polling place, if they exist to be printed on the letter by clicking on the select button.

### 1.1.2.3 Registration Card –Change Voter

**Summary:** This section describes how to complete the Voter Registration Card in order to change a voter.

**Description:**

The following screen is the Registration Card – Change Voter screen. This screen is displayed after the *Activities Search – Voter Registration* and/or *Activities Select – Voter Registration* screens have been visited. Please refer to these sections for further details.

**Steps to Change a voter:**

- 1.) For a voter that is being changed, the screen will be displayed with previously saved information. The following fields will be displayed when a change voter registration card is initially displayed:
  - Registration Date, Voter ID
  - Last Name, First Name
  - Street Name, Town, State, Zip
  - Area Code
  - Gender, Party Enrollment, Residence Status

In addition to the above, the following fields MAY be filled in depending on the voters previous information, but are not required:

- Prefix, Middle Name, Suffix
- DMV ID
- Street Number, Unit
- Entire Mailing Address Section
- Special status, Status

2.) When finished with making changes, the user clicks on **Accept** to be brought to the *Accept Voter Registration –Change* screen. If the user does not want to save any of the information, click on **Cancel** and the user will be brought back to the Search screen.

3.) The following screen is the *Accept Voter Registration –Change* screen.

**Connecticut Voter Registration System**

**Accept Voter Registration - Change** REG124 / Staffed

Voter Name: Rose Marie Fisher      Current Status: Active

Change Reason: [ ]      NVRA: [ ]

**Print Options:**  
 Print Now  
 Print Later  
 Do Not Print

**Effective Date:** 01/01/1990  
**Privilege Date:** 01/01/1990

**Language:**  
 English  
 English/Spanish

**Type of Letter:**  
 Voter Change  
 CVR Notice

**Districts:** Congressional: 002    Senatorial: 035    Assembly: 052

*	District/Ward	Precinct	Polling Place
<input type="radio"/>	STATE 002	00	Stafford Senior Center
<input type="radio"/>	LOCAL		
<input type="radio"/>	SPECIAL		

\* Indicates which poll places will be printed on the letter

**Accept**    **Previous**    **Cancel**

The *Change Voter Accept* Screen contains all of the same fields as the *Accept New Voter* Screen; it also has additional fields that are specific to the change voter process. The Change Accept Voter Registration screen includes the following sections:

- **Type of Change** - sets indicators based on the changes the Registrar made on the previous Registration Card page. These indicators are also displayed on the Change Voter letter.
- **Change Reason**- also included on this page and is saved on a Change Audit record for the voter. The Change Reason for Felony Letter Type and DMV change are available only when Current Status = Off. If the user makes no changes on the Registration Card Screen, a warning message will be displayed on the Accept Screen.
- **Print Option** - The user may choose to print the letter now, to set-up a reminder, to print the letter later, or not to print the letter.
- **Language and Type of Letter** - indicators are automatically set after the user selects a change reason.
- **NVRA** - a selection list is available on this page only when the voter’s current status is “Active”. An NVRA selection is required if the Change Reason is “Voter” as this information is used by the Elections application to track national voter registration information.

- **Effective Date** and **Privilege Date** are also included on this page, as they are calculated dates and serve as a reminder to the Registrar that the Voter will be eligible for voting privileges on the displayed date.

**Note: This screen completes the Change voter process. The only way to accept NO changes for a voter is to print a CVR notice. The user may still cancel this process from this screen, but once the Accept button is clicked, all changes will be made to the database.**

4.) Once the Accept button is clicked, the transaction will process. One of the following confirmation screens will be displayed:

- If user decided to choose “print later”



- If the user decided to choose “print now”



5.) After printing the letter, the user will be returned to the Activities Search Menu

**Page Display Information:**

**Connecticut Voter Registration System**  
REG134 / Stafford

Registration Date: 01 - 01 - 1990    DMV ID:    Voter ID: 00050654

**Voter Name**  
Prefix:    Last Name: Fisher    First Name: Rose Marie    Middle Name:    Suffix:    Date of Birth: 01 - 01 - 1990

**Voter Residence**  
Street No.    Street Name: White Oak Drive    Unit:    Town: Stafford    State: CT    Zip Code: 06076

**Mailing Address**  
Street No.    Street Name / P.O. Box: PO BOX 234    Unit:    Town: Stafford Springs    State: CT    Zip Code: 06076    Country: United States

**Acceptance Criteria**  
Telephone: (580 ) -    Gender: Female    Party Enrollment: Unaffiliated    OR Party Other:    Residence Status:  Use Residence Address     Do Not Use Residence Address    Special Status:    Status:

Accept    Cancel    Previous    Duplicate

**Required Fields:** Street Name, Town, State, Gender, Party, Last Name, First Name, DOB

**Optional Fields:** Registration Date, DMV ID, Prefix, Middle Name, Suffix, Street Number, Unit, Zip Code, Entire *Mailing Address* section, Telephone, Party Other, Residence Status, Special Status,

**Action Buttons:**

**Accept** will be brought to the *Accept Voter Registration – Change* screen.

**Cancel** button will bring the user back to the Activities Menu.

**Previous** will be brought to the *Activities Search – Voter Registration* screen.

**Duplicate** If a Registration Card or some other kind of documentation is received regarding an existing voter that causes no changes to be made to the voter, but the NVRA statistics need to be updated, this button should be used. This is only allowed if no changes are made to the voter. For more information see *Duplicate Voter Section*.



**Page Display Information:**

**Connecticut Voter Registration System**

**Accept Voter Registration - Change** REG124 / Suffied

Voter Name: Rose Marie Fisher      Current Status: Active

**Type of Change**

- Name
- Address
- Party
- Status
- Telephone
- No Change
- Other

Change Reason: [ ]      NVRA: [ ]

**Print Options**

- Print Now
- Print Later
- Do Not Print

Effective Date: 01/01/1990

Privilege Date: 01/01/1990

**Language**

- English
- English/Spanish

**Type of Letter**

- Voter Change
- CVR Notice

**Districts:** Congressional: 002      Senatorial: 035      Assembly: 052

*	District/Ward	Precinct	Polling Place
<input checked="" type="radio"/> STATE	002	00	Stafford Senior Center
<input type="radio"/> LOCAL			
<input type="radio"/> SPECIAL			

\* Indicates which poll place will be printed on the letter

Accept      Previous      Cancel

**Required Fields:** Change Reason, Print Options, Language, NVRA Code for Change reason of Voter

**Optional Fields:** None

**Action Items:**

**Accept** button will finalize registration process and bring user to the *Voter Registration - Accept Confirmation* screen

**Previous** button will bring user back to the Registration Card

**Cancel** If the user does not want to save any of the information, click on and the voter information will not be saved.

**Field Details (Accept Voter Registration - Change)**

<b>Screen Field Name</b>	<b>Description</b>
Voter Name	
Current Status	
<b>Type of Change</b>	
Name	Name indicator set for following Current Name fields: Last, First, Middle and Suffix only Note: Prefix is part of OTHER change
Address	Address indicator set for following Current Address fields: Street#, Street Name, Town, Unit, Zip Code
Party	Party indicator set when Party Enrollment or Party Other is changed
Status	Status indicator set when Status is changed (Active, Inactive or Off)
Telephone	Telephone indicator is set when telephone is changed
No Change	No Change indicator is set when no changes have been made on the Registration Card page
Other	Other indicator is set for the following field changes: Mail Address fields, Special Status, Gender, Date of Birth, Registration Date, DMV ID, and Residence Status.
<b>Change Reason/NVRA</b>	
Change Reason	User must choose one.
NVRA	Required only for change reason = Voter
<b>Print Options</b>	
Print Now	Default is Print Now except for the following: Do Not Print is Default for Change Reasons: Registrar Correct, Death
Print Later	
Do Not Print	
<b>Effective Date/Privilege Date</b>	
Effective Date	Recalculated only if Registration or DOB changes on Registration Card page
Privilege Date	Recalculated only if Registration or DOB or party changes on Registration Card page
<b>Language</b>	
English	Defaults are set based on the Change Reason selection
English/Spanish	
<b>Type of Letter</b>	
None	Defaults are set based on the Change Reason selection
Voter Change	CVR only allowed for Active DMV only allowed for Off Felony only allowed for Off
CVR Notice	
DMV Change	
Felony	
<b>Districts</b>	
Congressional	This information is using the State district type.
Senatorial	
Assembly	
Districts/Ward	Display the data for State, Local and Special using the voter's current street address
Precinct	
Polling Place	

## 1.1.2.4 Reject Voter Letter

### Summary:

This section describes how to reject a voter when adding a new voter or an existing voter, or changing a voter. This activity generates a rejection letter notifying the voter that his request to register to vote has been rejected for the listed reasons. In addition, this process will create NVRA statistics for the town, which is used by Elections to track the number of voters that were rejected.

### Description:

The following screen is the Reject Voter Screen that is displayed to the user after clicking on the **Reject** Button:

The screenshot shows the 'Connecticut Voter Registration System' interface. At the top, it says 'Reject Voter Registration' and 'REG134 / Stafford'. The 'Voter Name' field contains 'Thomas Smith'. Below this are three sections: 'Rejection Date' with a date picker set to 08 - 22 - 2001; 'Print Options' with radio buttons for 'Print Now' (selected), 'Print Later', and 'Do Not Print'; and 'Language' with a radio button for 'English/Spanish'. There are three buttons on the right: 'Reject', 'Previous', and 'Cancel'. Below these are 'NVRA' (a dropdown menu), 'Reject Reason' (a list box with options: 'Convicted Felon', 'Incomplete Application', 'Information Illegible', 'Invalid Residence Address', 'No Date', 'No Date Of Birth'), and 'Other' (a text input field). At the bottom, there are 'Districts' for Congressional (002), Senatorial (035), and Assembly (052). A table at the very bottom shows 'STATE: 003', 'LOCAL:', and 'SPECIAL:' with corresponding 'District/Ward', 'Precinct', and 'Polling Place' information.

### Page Display Information:

This screen will be displayed to the user with the rejection date equal to the current date. The user can change the rejection date to a previous date only. The user must select an NVRA code, and at least one reject reason. The user has the option of selecting up to 5 reject reasons, as well as entering an "other" reject reason with free form text. *(To select multiple reject reasons, hold down the CTRL key while selecting each reason with the mouse.)*

**Required Fields:** Rejection Date, Print Options, NVRA, Reject Reason.

**Optional Fields:** Other

**Action Buttons:**

**Reject** button will finalize the rejection process and bring the user to the Voter Registration - Reject Confirmation screen

	<p><b>Previous</b> button will bring user back to the Registration Card</p> <p><b>Cancel</b> If the user does not want to save any of the information, click here and the voter information will not be saved. User is returned to Search screen.</p>
--	---

**Field Details:**

<b>Screen Field Name</b>	<b>Description</b>
Voter Name	Voter's name from the Registration Card
Rejection Date	Always displays with the current date. User can change to a previous date only.
Print Now	Default always set to Print Now.
Print Later	
Do Not Print	
English/Spanish	English/Spanish version is only letter type
NVRA	Selection list of NVRA database descriptions
Reject Reason	Selection list of Reject Reasons. Can select up to 5 choices
Other	Accept any data
Congressional	District information is determined by the Voter's current address.
Senatorial	
Assembly	
Districts/Ward	Display the data for State, Local and Special using the voter's current street address
Precinct	
Polling Place	

## 1.1.2.5 Duplicate Voter

### Summary:

This section describes how to update NVRA statistics when duplicate information is received for an existing voter in the town. If a Registration Card or some other kind of documentation is received regarding an existing voter that causes no changes to be made to the voter, but NVRA statistics need to be updated, the user should use the **Duplicate** button at the bottom of the Voter Registration Card Screen.

### Description:

The use of the **Duplicate** button is only allowed if no changes are made to the voter. Click on the **Duplicate** button at the bottom of the Registration Card – Change Voter Screen:

**Connecticut Voter Registration System**  
REG134 / Stafford

Registration Date: 01 - 01 - 1990 DMV ID: Voter ID: 000550653

**Voter Name**  
Prefix:   
Last Name: Fisher  
First Name: Rose Marie  
Middle Name:   
Suffix:   
Date of Birth: 01 - 01 - 1990

**Voter Residence**  
Street No.  Street Name: White Oak Drive Unit   
Town: Stafford State: CT  
Zip Code: 06075

**Mailing Address**  
Street No.  Street Name / P.O. Box: PO BOX 234 Unit  Town: Stafford Springs State: CT Zip Code: 06076  
Country: United States

**Acceptance Criteria**  
Telephone: (860 )  -   
Gender: Female  
Party Enrollment: Unaffiliated  
OR Party Other:

Residence Status:  Use Residence Address  Do Not Use Residence Address  
Special Status:  Status:

Accept Cancel Previous Duplicate

The following screen will be displayed after clicking on the **Duplicate** button:

**Connecticut Voter Registration System**  
REG002 / Ansonia

Voter Name	Current Status
Helene S Didonato	Active

NVRA:

Accept Previous Cancel

**Page Display  
Information:**

**Required Fields:** NVRA.

**Optional Fields:** None

**Action Items:**

button will update NVRA statistics for the Town and bring the user to the Registration Duplicate Confirmation screen.

button will bring user back to the Registration Card.

If the user does not want to save any of the information, click here and the NVRA Statistics will not be saved, and user is returned to the Search screen.

## 1.2 Maintain Town Data Menu

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**Summary:** This section describes the Maintain Town Data Menu of the Connecticut Voter Registration System. To get to the Maintain Town Data Menu, the user must click on Maintain Town Data on the Activities Menu. Town Clerks are only allowed to update Town Petitions and therefore will only have the Town Petitions option available. Registrars are allowed to access all options on this menu.

---

**Description:** The *Maintain Town Data Menu* appears below as it would to a registrar. From this menu, the user can navigate to the choices listed:



In order to go to a specific menu, place cursor on an underlined item and click on that item.

## 1.2.1 Polling Place

**Summary:** This section describes the *Activities – Maintain Polling Place* option which is used by Registrars to maintain poll place information. This information is printed on some of the Connecticut Voter Registration letters

**Description:** The Maintain Polling Place Screen is displayed as follows:

Polling Districts	
	District - Precinct
STATE:	
LOCAL:	
SPECIAL:	

The User selects a polling place from the available drop down list box. The Polling Place information that exists on the database will be displayed on the screen and is available for update. All corresponding districts assigned to the displayed poll place will also be displayed by category type (state, local or special). District information is for display only and can not be changed from this page.

**Page Display Information:**

**Required Fields:** Name, Street and City

**Optional Fields:** Zip Code and Second Address Line

**Action Items:**

Updates the database with the changes on the screen.

No update takes place and brings the user back to the Maintain Town Data menu.



**Field Details:**

<b>Screen Field Name</b>	<b>Description</b>
Polling Place	List of Town's Poll Places
Poll Place Data	
Name	<ul style="list-style-type: none"><li>• Poll Place information is specific to the selected poll place</li><li>• Information is printed on acceptance letters</li></ul>
Street	
2 <sup>nd</sup> Street Name	
City	
Zip5	
Zip4	
Districts	
Local	This section lists all the districts that correspond to the Poll Place name and address.
Special	

## 1.2.2 Maintain Town Hall

**Summary:** The *Maintain Town Hall* option is used by Registrars to maintain the town hall's address information. This information is referenced on all business letters.

**Description:** The Maintain Town Hall Screen is displayed as follows:

**Page Display Information:**

The screenshot shows the 'Maintain Town Hall' screen in the Connecticut Voter Registration System. The window title is 'Connecticut Voter Registration System'. The page header shows 'Maintain Town Hall' and 'KATSELNK / Tolland'. The form contains a 'Town Name' field with 'Tolland'. Below is a 'Town Hall Address' section with 'Street' (21 Tolland Green), 'Zip Code' (06084), 'Telephone' ((203) 871 - 3630), and 'Fax Number' ((203) 871 - 3630). The 'Town Status' section includes 'Town Type' (May checked, November unchecked), 'Town Language' (English selected, English/Spanish unselected), and 'District Type' (State unselected, Local selected, Special unselected). 'Update' and 'Cancel' buttons are at the bottom.

**Required Fields:** Street, Zip Code, Telephone, Fax Number, Town Type, Town Language, District Type

**Optional Fields:** Second Line of Street

**Action Buttons:**

**Update** The update request will update the Town Hall Record.

**Cancel** button will bring the user back to the Maintain Town Data menu, without making any permanent changes to the Town Hall.

**Field Details:**

Screen Field Name	Description
Street Address	
Street (1)	First line of Town Hall Street Address
Street (2)	Second line of Town Hall Street Address
Zip Code (5)	
Zip Code (4)	
Telephone	Required field
Fax	Required Field
Town Type	
May	Can select one or both.
November	
Town Language	Choose One: English or English/Spanish. This will be default language on print screens.
District Type	Select one: State, Local or Special

### 1.2.3 Maintain Street Districts


**Summary:** This section describes the method used by Registrars to assign voting districts to existing street names.

**Description:** The following is the Maintain Street Districts Screen:



The user selects a street name from the drop down box. All available district information is displayed as follows and is available for update for the selected street name:

**Page Display Information:**



To add districts, click on the **Add Line** button. The system will first check all displayed rows for any errors and if no errors found, then an empty line is added for user inputs. *Note: Each time a line is added to the screen, the order of the districts may have changed, so if an error occurs, be sure to note the line number of the error. No new lines can be added until errors are resolved on existing lines.*

**Required Fields:** Street Name, Side, Low Range, High Range, District Type, Voting District

**Optional Fields:** Precinct

**Action Items:**

**Add Line** This will first check all displayed rows for any errors. If no errors found, then an empty line is added for user inputs. There is a maximum of 60 entries per street.

**Del Line** The select indicator that corresponds to each row must be selected in order to determine which row should be deleted.

**Update** This will first check all displayed rows for any errors and if no further errors, then the database is updated and the Maintain Street Districts Confirmation screen will be displayed.

**Cancel** No update takes place and brings the user back to the Maintain Town Data Menu.

**Reset** No update takes place and resets the screen to its initial state.

**Field Details:**

Screen Field Name	Description
Street Name	Selecting street name then gets all corresponding town_street records for the selected street name.
Current Districts	
Select	Only referenced for a delete line request. Allowed to select only one row

Side	Selection list; values are All, Even or Odd
Low Range	Allowed up to 6 digits only. System adds leading zeros if necessary. Must be a positive numeric
High Range	Allowed up to 6 digits only. System adds leading zeros if necessary. Must be a positive number and greater than the low range number
District Type	Selection list; values are State, Local, Special
Voting District	Must be positive number; must be 3 digits
Precinct	If multiple precincts exists for corresponding voting district, then precinct value is required. Must be positive numeric; must be 2 digits
Census Block	Not currently used; but when applicable add the census tract to page

## 1.2.4 Maintain Town Petitions

**Summary:** This section describes the method to Maintain Town Petitions data. This option is used by Registrars and Town Clerks to add petitions to their town. Voters can then be assigned a town petition via the Maintain Petition History option.

**Description:** The following is the Maintain Petition History Screen:

New Petition		
Election Date	Description	
- -		Insert

Current Town Petitions		
Select	Election Date	Description

Delete

Reset Cancel

Any town petitions existing for the town will be displayed on the Current Town Petitions section. The user is allowed to insert or delete one town petition per request. This is necessary, as each Town Petition can potentially be assigned to voters.

**Page Display Information:** **Required Fields:** Election Date, Description

**Optional Fields:** None

**Action Items:**

**Insert** will place the entered new petition into the Current Town Petitions section, updates the database and directs the user to the *Maintain Town Data* confirmation screen.

**Delete** removes the selected petition from the database, as well as removing all voter petition history records that correspond to this petition, then directs the user to the *Maintain Town Data* confirmation page.

**Cancel** No update takes place and brings the user back to the Maintain Town Data menu.

**Reset** No update takes place and resets the screen to its initial state.

**Field Details:**

<b>Screen Field Name</b>	<b>Description</b>
Election Date	Valid date; can be a future date
Description	Any text

## 1.2.5 Street Name Change

**Summary:** This section describes the method used by Registrars to change an existing street name. Once the street name has been changed, the user will need to use the Maintain Street/Districts option to make changes to the corresponding districts. When an existing street's name is changed, all corresponding district information that is associated with the old street name will also be associated with the new street name.

**Description:** The following screen is the Street Name Change Screen:



The user must select a street name to change. The user enters the new street name in the New Street Name field.

**Page Display Information:**

**Required Fields:** New Street Name

**Optional Fields:** None

**Action Items:**

This will change the street name

No update takes place and brings the user back to the Maintain Town Data Menu.



**Field Details:**

<b>Screen Field Name</b>	<b>Description</b>
Street Name	List of all town streets
New Street Name	New street name can be entered

## 1.2.6 Add Street

**Summary:** This section describes the method used by Registrars to add a new street and corresponding street districts to the town. street name list.

**Description:** The following screen is the Add Street Screen:

Connecticut Voter Registration System							
Add Street							REG134 / Staffed
Street Names							
New Street Name				Existing Street Names			
<input type="text"/>				Acorn Drive			
				Arnold Lane			
				Ash Street			
Districts							
Select	Side	Low Range	High Range	District Type	Voting District	Precinct	Census Block

To add a new street, the user enters a new street name in the New Street Name field. The existing street selection list is provided only for reference so that a duplicate street name is not entered. (Validation processing checks if the new street name already exists within the town. If the new street name does exist, the existing street name section will highlight the matching street name for reference.)

- **Add Line**-- first checks all displayed rows for any errors. If no errors found, then an empty line is added for user inputs. Multiple Add Line requests is allowed only after user enters all required data or fixes any existing problems.
- **Del. Line** – option only available if more than one row is displayed for this page. The selected line will be deleted.

**Page Display Information:** **Required Fields:** Street Name, Side, Low Range, High Range, District Type, Voting District

**Optional Fields:** Precinct

**Action Items:**

**Add Line** This will first check all displayed rows for any errors. If no errors found, then an empty line is added for user inputs. There is a maximum of 60 entries per street.

**Del Line** The select indicator that corresponds to each row must be selected in order to determine which row should be deleted.

	<p><b>Update</b> This will first check all displayed rows for any errors, and if no further errors, then the database is updated and the Maintain Street Districts confirmation screen will be displayed.</p> <p><b>Cancel</b> No update takes place and brings the user back to the Maintain Town Data Menu.</p> <p><b>Reset</b> No update takes place and resets the screen to its initial state.</p>
--	---

**Field Details:**

Screen Field Name	Description
New Street Name	Can not be spaces
Existing Streets	Used only as reference. Selection list of all available town streets
Current Districts	
Select	Only referenced for a delete line request Selection list of all available town streets
Side	Selection list; values are All, Even or Odd
Low Range	Allowed up to 6 digits only. System adds leading zeros if necessary. Must be a positive number.
High Range	Allowed up to 6 digits only. System adds leading zeros if necessary. Must be a positive number and greater than the low range number.
District Type	Selection list; values are State, Local, Special
Voting District	User gets this information from various sources, i.e.: town district map. Must be positive number; must be 3 digits
Precinct	If multiple precincts exists for corresponding voting district, then precinct value is required. Must be positive number; must be 2 digits
Census Block	Not currently used; but when applicable add the census tract to page

## 1.3 Redistricting

### Summary:

This section describes the Redistricting function of the Connecticut Voter Registration System. To get to Redistricting, the user must click on Redistrict on the Activities Menu. Only Registrars are allowed to access the redistricting function.

On initial entry to the *Activities – Redistrict* screen, the user is notified that redistricting has not started. Redistricting can then be started via pressing the **Start** button. This copies polling place, voting district, and town street data into the redistricting files, and enables the Connecticut Voter Registration System to update this data for redistricting.

The user then alters polling place, voting district, and town street data as required, and ends redistricting in one of two ways: either by pressing the **Complete** button or the **Abandon** button. **Abandon** means that all redistricting changes done since redistricting has started will be lost, and the lock on voter registration and town data update will be released. The user should use this option only if willing to start all over again. **Complete** processing means that, on a given effective date (which the user may set either to the current date or sometime in the future), the offline redistricting routine will complete the redistricting process, and notify the user if there are any problems. Between the time the user completes (uses the **Complete** button) and successful completion of the offline routine, neither voter registration/town data alterations nor any further redistricting changes will be allowed.

### Description:

There are several variations of how the *Redistrict* page might display. Listed below are the possible combinations:

- *If redistricting has not yet started*, none of the menu options can be selected, and only the **Start** and **Cancel** buttons will be active.



- *If redistricting is in progress*, the menu options can be selected, and only the **Complete**, **Abandon**, and **Cancel** buttons will be active. An effective date for redistricting will also be displayed.



- *If redistricting is complete (pending offline completion)*, the menu options cannot be selected, and only the **Abandon** and **Cancel** buttons will be active. An effective date for redistricting will also be displayed.



**Page Display Information:**

**Required Fields:** None

**Optional Fields:** None

**Action Buttons:**

**Start** Begins the redistricting process. Copies voting district, polling place, and town street data into redistricting tables. Sets up a lock on most update activity outside of redistricting.

**Complete** Signals that the user has completed all desired redistricting changes, and that it is time for an offline process to update the town's production data. This offline process will run no earlier than the specified effective date.

**Abandon** Erases all town redistricting data, and leaves the town in its original state. This option should be chosen ONLY if the user is willing to start all over again.

**Cancel** No update takes place and brings the user back to the Activities Menu.

## 1.3.1 Voting District

**Summary:** This section describes the *Activities – Redistrict Maintain Voting Districts* option.

For existing state/federal districts, the user can select appropriate US Congressional, State Senate, and State Assembly for this district. Only district choices available for this town can be selected from the drop-down boxes. These may not match the old data copied at start of redistricting, so it is recommended that users maintain voting districts first, immediately after start. The user can also select any polling place for the voting district; for local and special voting districts, the only change that can be made is to the polling place.

Voting districts can be added; congressional/senate/assembly districts are required for new state/federal districts and not allowed for new local and special districts. All new districts require a valid polling place. Voting districts can be deleted, but only if there are no town street districts attached to them.

**Description:**

The *Redistrict - Maintain Voting Districts* page is displayed as follows:

Select	District Type	Voting District	Precinct	Congress	Senate	Assembly	Polling Place
1	State/Federal	001	00	002	036	052	Old Town Hall
2	State/Federal	002	00	002	036	052	Stafford Senior Center
3	State/Federal	003	00	002	036	052	West Stafford Fire Department

**Actual update to the voting districts will not be made until the Update Button is pressed. At that time, if there are any problems with the add, delete, or update of any voting district, edit error messages will be sent to the user. Only when ALL errors have been corrected will ANY voting district data be changed.**

To update voting districts, choose from the appropriate drop-down for the following:

- For state/Federal voting districts: US Congressional, state Senate, and state Assembly districts, and polling place.
- For local or special voting districts: Polling place.

To add a voting district, click the Insert button. A blank line will appear at the bottom of the list. All fields (district type, voting district, precinct, congressional, senate and assembly districts, and polling place) can be filled in. If the district type is state/federal, the user must enter all fields. If the district type is special or local, entry

<b>Page Display Information:</b>	of congressional, senate, and/or assembly districts will not be accepted. (User will not be notified until the <input type="button" value="Update"/> button is pressed.)
	To delete a voting district, select the district and then press the <input type="button" value="Delete"/> button. The voting district will be removed from the display. Voting districts cannot be deleted unless no street districts are associated with them. If there is a delete problem, the user will be notified when the <input type="button" value="Update"/> button is clicked.
	<b><u>Required Fields:</u></b> None
	<b><u>Optional Fields:</u></b> None
	<b><u>Action Buttons:</u></b>
	<input type="button" value="Insert"/> Adds a blank line to the page for entry of data for a new voting district.
	<input type="button" value="Delete"/> Removes a voting district.
<input type="button" value="Update"/> Updates the database with the changes on the screen, after editing all entries collectively.	
<input type="button" value="Reset"/> Restores the list of voting districts to the list as of the last successful Update	
<input type="button" value="Help"/> Links to a page listing valid Congressional, senate, and assembly districts	
<input type="button" value="Cancel"/> No update takes place and brings the user back to the Activites Menu.	

**Field Details:**

Screen Field Name	Description
Voting District Data	
District Type	For update, polling place is updateable in all cases.
Voting District	Congress, Senate, and Assembly can be entered (and must be entered) for state/Federal districts only.
	District type, voting district, and precinct are protected on update and must be entered on add.
Precinct	
Congress	
Senate	
Assembly	
Polling Place	

## 1.3.2 Polling Place

**Summary:** This section describes the *Activities – Redistrict Maintain Polling Place* option which is used by Registrars to maintain poll place information. This page is very similar to the *Activities – Maintain Polling Place* page, except that polling places can be added and deleted.

**Description:**

The Redistrict Maintain Polling Place page is displayed as follows:

Connecticut Voter Registration System	
Redistrict - Maintain Polling Place	
REG124 / Staffed	
Polling Place: [dropdown]	
<b>Polling Place Name / Address</b>	<b>Polling Districts</b>
Name: [input]	District - Precinct
Street: [input]	State: [input]
City: [input]	Local: [input]
Zip Code: [input]	Special: [input]
[Update] [Reset] [Delete] [Cancel]	

The user selects a polling place from the available drop-down list box. The Redistrict Polling Place information that exists on the database will be displayed on the screen and is available for update. All corresponding districts assigned to the displayed poll place will also be displayed by category type (state, local or special). District information is for display only and cannot be changed from this page.

**Additional Notes:**

- To update a polling place, select the polling place from the drop-down list, and then alter the data as needed. Then click the **Update** button.
- To add a polling place, type the data into a blank area (the input area can be blanked with the **Reset** button.) Then click the **Update** button.

**Page Display Information:**

**Required Fields:** Name, Street and City

**Optional Fields:** Zip Code and Second Address Line

**Action Items:**

**Update** Updates the database with the changes on the screen.

**Reset** Clears the screen input area.

**Delete** Deletes the polling place



	<input type="button" value="Cancel"/> No update takes place and brings the user back to the Redistrict Menu.
--	--

**Field Details:**

Poll Place Data	
Name	<ul style="list-style-type: none"> <li>• Poll Place information is specific to the selected poll place</li> <li>• Information is printed on acceptance letters</li> </ul>
Street	
2 <sup>nd</sup> Street Name	
City	
Zip5	
Zip4	
State	
Districts	
Local	This section lists all the districts that correspond to the Poll Place name and address.
Special	

### 1.3.3 Maintain Street Districts

**Summary:** This section describes the method used by Registrars to assign voting districts to existing street names.

**Description:** The following is the *Redistrict Maintain Street Districts* Screen:

Select Side	Low Range	High Range	District Type	Voting District	Precinct	Census Block
1	All	1	999999	State/Federal	002	00

The user selects a street name from the drop-down box. All available district information is displayed as follows and is available for update for the selected street name. To add districts, click on the **Insert** button. The system will first check all displayed rows for any errors, if no errors found, then an empty line is added for user inputs. *Note: Each time a line is added to the screen, the order of the districts may have changed, so if an error occurs, be sure to note the line number of the error. No new lines can be added until errors are resolved on existing lines.*

**Page Display Information:** **Required Fields:** Street Name, Side, Low Range, High Range, District Type, Voting District

**Optional Fields:** Precinct, Select (for delete only)

**Action Buttons:**

**Insert** This will first check all displayed rows for any errors. If no errors found, then an empty line is added for user inputs. There is a maximum of 60 entries per street.

**Delete** The select indicator that corresponds to each row must be selected in order to determine which row should be deleted.

**Update** This will first check all displayed rows for any errors, If no further errors, then the database is updated and the Redistrict Maintain Street Districts Confirmation screen will be displayed.

**Cancel** No update takes place and brings the user back to the Redistrict page

	<b>Reset</b>	No update takes place and resets the screen to its initial state.
--	--------------	---

**Field Details:**

<b>Screen Field Name</b>	<b>Description</b>
Street Name	Selecting street name then gets all corresponding town_street records for the selected street name.
Current Districts	
Select	Only referenced for a delete line request. Allowed to select only one row
Side	Selection list; values are All, Even or Odd
Low Range	Allowed up to 6 digits only. System adds leading zeros if necessary. Must be a positive numeric
High Range	Allowed up to 6 digits only. System adds leading zeros if necessary. Must be a positive number and greater than the low range number
District Type	Selection list; values are State, Local, Special
Voting District	Must be positive number; must be 3 digits
Precinct	If multiple precincts exists for corresponding voting district, then precinct value is required. Must be positive numeric; must be 2 digits
Census Block	Not currently used.

## 1.4 System Menu

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**Summary:**

This section describes the *System* Menu of the Connecticut Voter Registration System. To get to the System Menu, the user must click on System on the Activities Menu. The available options on the menu are different for Registrars and Town Clerks. There is a Registrar Administrator and a Town Clerk Administrator one each per town. These administrator IDs are the only IDs that can add and delete users; the Registrar Administrator can only add other registrars and the Town Clerk Administrator can only add other town clerks. Town Clerks do not have access to Show Reminders.

---

**Description:**

The *System Menu* appears below as it would to a registrar. From this menu, the user can navigate to the choices listed:



In order to go to a specific menu, place cursor on an underlined item and double click on that item.

The *System Confirmation Screen* appears below:



Each time a successful update is performed from any of the System functions, the above screen will be displayed. Click on the System button to go to the System Menu.

## 1.5 Maintain Voter History

**Summary:** This section describes the Maintain Voter History Menu of the Connecticut Voter Registration system. Maintain Voter History and the Search and Select Voter screens within Maintain Voter history. The same Search and Select Voter screens are used for each of the Voter History selections, with only the heading on each screen changed to reflect the menu selection.

**Description:** The Maintain Voter History Menu appears below. From this menu, the user can navigate to the choices listed by clicking on the Activity that is wanted:



The screenshot shows a web application window titled "Connecticut Voter Registration System". The main heading is "Maintain Voter History" and the user is logged in as "REG134 / Staffed". The menu contains several buttons: "Name History", "Election History", "Address History", "Petition History", "Party History", and "Activities".

**Description:** The following Search screen is displayed after clicking on any of the Maintain Voter History selections. The heading of the screen (not shown here), will reflect which Voter History selection was chosen:



The screenshot shows a "Voter Search Criteria" form with three input fields: "Last Name", "First Name", and "Voter ID". Below the fields are "Search" and "Cancel" buttons.

**Page Display Information:** **Required Fields:** Last Name or Voter ID

**Optional Fields:** First Name

**Action Buttons:**

**Search** Launches a Local Search to see if there are any exact matches on the data entered.

**Cancel** Brings the user back to the Maintain Voter History Menu

**Description:**

The following select screen is displayed when one or more voters are found with the same information.

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Special Status	Off Reason
<input type="radio"/>		Fisher	Charles	A		03/17/1932	8 Conklin Road, Stafford	000551923		
<input type="radio"/>		Fisher	Christine	C		08/07/1943	9 New Clay Road, Stafford	000547143		
<input type="radio"/>		Fisher	Craig	T		10/20/1964	101 Colburn Road, Stafford	000548415		
<input type="radio"/>		Fisher	Debra	B		12/06/1956	78 Stafford Street, Stafford	003033399		
<input type="radio"/>		Fisher	Doris	C		02/06/1936	10 Clearview Drive, Stafford	000548016		
<input type="radio"/>		Fisher	Edward	N		01/23/1958	10 Clearview Drive, Stafford	000548015		
<input type="radio"/>		Fisher	Gary	P		09/24/1956	103 Stafford Street, Stafford	000548446		
<input type="radio"/>		Fisher	Jane	G		12/29/1938	111 West Stafford Road, Stafford	000551924		
<input type="radio"/>		Fisher	John			01/01/1960	20 Avery Drive, Stafford	003224371		
<input type="radio"/>		Fisher	Kathleen	A		10/17/1958	103 Stafford Street, Stafford	000548447		
<input type="radio"/>		Fisher	Mandy	J		10/07/1977	111 West Stafford Road, Stafford	000553826		
<input type="radio"/>		Fisher	Mary	A		07/21/1922	33 Brendan Street, Stafford	000548795		
<input type="radio"/>		Fisher	Mary	H		03/18/1908	8 Conklin Road, Stafford	000551925		
<input type="radio"/>		Fisher	Nancy	E		10/19/1953	93 Furnace Avenue, UnitN-15, Stafford	000946380		
<input type="radio"/>	Inactive	Fisher	Ned	A		09/29/1961	2z-Nonresident2, Stafford	000548714	Institution	
<input type="radio"/>		Fisher	Nolan	M		10/04/1977	139 Furnace Avenue, Stafford	000551082		
<input type="radio"/>		Fisher	Paul	D		01/23/1958	1 Silver Street, Unit1, Stafford	000548796		
<input type="radio"/>		Fisher	Roger	E		06/03/1936	111 West Stafford Road, Stafford	000551926		
<input type="radio"/>		Fisher	Rose Marie			01/01/1960	White Oak Drive, Stafford	000550658		
<input type="radio"/>		Fisher	Sarah	A		11/09/1973	139 Furnace Avenue, Stafford	000548178		
<input type="radio"/>		Fisher	Stacy	D		09/15/1967	101 Colburn Road, Stafford	000548414		
<input type="radio"/>		Fisher	Susan	E		08/09/1954	139 Furnace Avenue, Stafford	000547144		
<input type="radio"/>		Fisher	Wayne	R		12/16/1948	139 Furnace Avenue, Stafford	000547145		

**Page Display Information:**

**Required Fields:** None

**Optional Fields:** None

**Action Buttons:**

button will bring the user back to the Maintain Voter History Search screen.

button will bring the user back to the Maintain Voter History Menu

button will bring the user to the corresponding Maintain Voter History screen for the selected voter

## 1.5.1 Maintain Name History

**Summary:** This section describes how to update name history of a voter through the Maintain Name History function. *(Note: Name history will also be updated automatically through the Change Voter function, if the existing name is changed)* This screen is typically used to correct voter previous name history that can initially be created via the Voter Registration process. Any existing previous name history records will be displayed in the Previous Names section of the screen. There is a limit of 5 previous name records for this system.

**Description:** The following screen is displayed when the correct voter is found:

The screenshot displays the 'Connecticut Voter Registration System' interface for 'Maintain Voter Name History'. At the top, the title bar shows 'Maintain Voter Name History' and 'REG134 / Snsfirst'. Below the title bar, there is a 'Voter Name' field containing 'Charles A. Fisher'. Underneath is the 'Insert Previous Name' section, which includes a 'Date Changed' field (MM-DD-YYYY format), and 'Last Name', 'First Name', 'Middle Name', and 'Suffix' fields. An 'Insert' button is located below these fields. The 'Previous Names' section contains a table with columns for 'Select', 'Date Changed', 'Last Name', 'First Name', 'Middle Name', and 'Suffix'. A 'Delete' button is positioned below the table. At the bottom of the screen are three buttons: 'Update', 'Reset', and 'Cancel'.

To add name history, enter the date the name changed in Date Changed (MM-DD-YYYY). Enter Last Name, First Name, and if necessary Middle Name and Suffix, click on **Insert** button. The data just entered will be displayed in the Previous Names section of the screen.

There is a limit of 5 previous name history records that will be retained by the system, and thus displayed on this page. If the user tries to enter more than 5 previous names, or there are already 5 previous names, they will receive an error message. The user needs to delete at least one name, before being allowed to add an additional name.

To delete a previous name, using the mouse, click on the **Select** button in front of the line that should be deleted, and click on the **Delete** Button. The line will be deleted from the screen, *but remember no permanent updates will be made until the user clicks on the **Update** Button*. Multiple insert and/or delete requests are allowed; and must be done prior to using the **Update** button.

To update, click on the **Update** button. *The update request will only update those records that are displayed within the Previous Names section.* Once the update is done the transaction will be processed and the Confirmation Screen will be displayed.

<b>Page Display Information:</b>	Click on <a href="#">Maintain Voter Name History</a> to return to the <i>Search- Maintain Name History</i> screen.
	<b>Required Fields:</b> Date Changed, Last Name, First Name
	<b>Optional Fields:</b> Middle Name, Suffix
	<b>Action Buttons:</b>
	<input type="button" value="Insert"/> button. The data just entered will be displayed in the Previous Names section of the screen
	<input type="button" value="Delete"/> button. Selected line(s) will be deleted from the screen display, awaiting Update.
<input type="button" value="Update"/> The update request will update those records that are displayed within the Previous Names section only.	
<input type="button" value="Reset"/> button will restore the screen to its initial state.	
<input type="button" value="Cancel"/> button will bring the user back to the Search Maintain Name History Screen, without making any permanent changes to the voter.	

**Field Details:**

Screen Field Name	Comments
Voter Name	Display only
Date Changed	MM/DD/YYYY; must be a valid date. Can't be future date
Last Name	Cannot be spaces
First Name	Cannot be spaces
Middle Name	Optional field
Suffix	Optional field



## 1.5.2 Maintain Address History

**Summary:** This section describes how to update address history of a voter through the Maintain Address History function. *(Note: Address history will also be updated automatically through the Change Voter function, if the existing address is changed).* This screen is typically used to correct voter previous address history that is initially created via the Voter Registration process. Any existing previous address history records will be displayed in the Previous Address section of the screen. There is a limit of 15 previous address records for this system.

**Description:** The following screen is displayed when the correct voter is found:

The screenshot displays the 'Connecticut Voter Registration System' interface for 'Maintain Voter Address History'. The voter name is 'Charles A. Fisher'. The 'Insert Previous Address' section includes fields for Date Changed (MM-DD-YYYY), Number, Street Name, Unit, City, State (dropdown), and Zip Code, with an 'Insert' button. The 'Previous Addresses' section is a table with columns: Select, Date Changed, Number, Street Name, Unit, City, State, and Zip Code, and a 'Delete' button. At the bottom are 'Update', 'Reset', and 'Cancel' buttons.

To add address history, enter the date the address changed in Date Changed (MM-DD-YYYY). Enter Address information, click on **Insert** button. The data just entered will be displayed in the Previous Addresses section of the screen.

There is a limit of 15 previous address history records that will be retained by the system, and thus displayed on this page. If the user tries to enter more than 15 previous addresses, or there are already 15 previous addresses, they will receive an error message. The user needs to delete at least one address, before being allowed to add an additional address.

To delete a previous address, using your mouse, click on the Select button in front of the line that should be deleted, and click on the **Delete** Button. The line will be deleted from the screen, *but remember no permanent updates will be made until the user clicks on the **Update** Button.* Multiple insert and/or delete requests are allowed; and must be done prior to using the **Update** button.

To update, Click on the **Update** button. *The update request will only update those records that are displayed within the Previous Addresses section.* Once the update is done the transaction will be processed and the Confirmation Screen will be displayed.

**Page Display Information:**

Click on [Maintain Voter Address History](#) to return to the Search- Maintain Address History screen.

**Required Fields:** Date Changed, Street Name, City, State

**Optional Fields:** Number, Unit, Zip Code

**Action Buttons:**

[Insert](#) button. The data just entered will be displayed in the Previous Addresses section of the screen

[Delete](#) button. Selected line(s) will be deleted from the screen display, awaiting Update.

[Update](#) The update request will update those records that are displayed within the Previous Addresses section only.

[Reset](#) button will restore the screen to its initial state.

[Cancel](#) button will bring the user back to the Search Maintain Address History Screen, without making any permanent changes to the voter.

**Field Details:**

Screen Field Name	Comments
Date Changed	This is typically used to represent the date that the voter last occupied this address. MM/DD/YYYY format
Number	Can enter in any data (ie: 10 ½ or 10.5). Will display any data that is already in the database. Since this street# is not used in determining voting district information there are no restrictions
Street Name	Required entry
Unit	Optional entry
City	Required entry
State	Must choose from the drop down box.
Zip Code	Optional numeric entry

## 1.5.3 Maintain Party History

**Summary:** This section describes how to update party history of a voter through the Maintain Party History function. *(Note: Party history will also be updated when a user changes a voter's party through Voter Change.)* This function is typically used to correct party change information. Any existing previous party records will be displayed in the Previous Party section of the screen. There is a limit of 16 previous party records for this system.

The user should use this function for the following types of changes:

1. When the voter's party was changed incorrectly during the change voter registration process. In this case, the specified previous party history records are deleted, and the privilege date is corrected.
2. To correct the calculated privilege date to an earlier date when the change voter transaction should have been processed in a timely manner. Changes to privilege date affect *the Official Voter List* report.

**Description:**

The following screen is displayed when the correct voter is found:

The screenshot shows the 'Connecticut Voter Registration System' interface. The main title is 'Maintain Voter Party History' with a user identifier 'REG134 / Staffed'. The form contains the following elements:

- Voter Name:** Charles A Fisher
- Current Party:** Democratic
- Privilege Date:** 09 / 25 / 1954
- Add a Previous Party:** A section with 'Date Changed' (MM-DD-YYYY) and 'Party Name' (dropdown) fields, and an 'Insert' button.
- Previous Parties:** A table with columns 'Select', 'Date Changed', and 'Party Name', and a 'Delete' button.
- Buttons:** 'Update', 'Reset', and 'Cancel' at the bottom.

The screen displays the voter name, current party enrollment and the privilege date. To add party history, enter the date the party changed in Date Changed (MM-DD-YYYY). Choose a Party Name from the drop down box, click on **Insert** button. The data just entered will be displayed in the Previous Parties section of the screen.

There is a limit of 16 previous party history records that will be retained by the system, and thus displayed on this page. If the user tries to enter more than 16 previous parties, or there are already 16 previous parties, the user will receive an error message. The user needs to delete at least one party, before being allowed to add an additional party history.

To delete a previous party, using the mouse, click on the Select button in front of the line that should be deleted, and click on the **Delete** Button. The line will be deleted from the screen, *but remember no permanent updates will be made until the user clicks on the Update Button.* Multiple insert and/or delete requests are allowed; and

<p><b>Page Display Information:</b></p>	<p>must be done prior to using the <input type="button" value="Update"/> button.</p> <p>The user may also change Privilege Date on this screen. <i>Important Note: Changes to privilege date on this screen may impact the voter's eligibility date for the next affiliated party's primary. All voters not eligible to vote in the party's primary are included in the exception section of the Official Voter List report.</i></p> <p>To update, click on the <input type="button" value="Update"/> button. <i>The update request will only update those records that are displayed within the Previous Parties section. Once the update is done the transaction will be processed and the Confirmation Screen will be displayed. Click on <input type="button" value="Maintain Voter Party History"/> to return to the Search- Maintain Party History screen.</i></p> <p><b><u>Required Fields:</u></b> Privilege Date (pre-loaded)</p> <p><b><u>Conditionally Required Fields:</u></b> Date Changed, Previous Party</p> <p><b><u>Optional Fields:</u></b> None</p> <p><b><u>Action Buttons:</u></b></p> <p><input type="button" value="Insert"/> button. The data just entered will be displayed in the Previous Parties section of the screen</p> <p><input type="button" value="Delete"/> button. Selected line(s) will be deleted from the screen display, awaiting Update.</p> <p><input type="button" value="Update"/> The update request will update those records that are displayed within the Previous Parties section only.</p> <p><input type="button" value="Reset"/> button will restore the screen to its initial state.</p> <p><input type="button" value="Cancel"/> button will bring the user back to the Search Maintain Party History Screen, without making any permanent changes to the voter.</p>

**Field Details:**

Screen Field Name	Field Type*	Comments
Current Party Information		
Voter Name	P	Display only
Current Party	P	Display only
Privilege Date	R	Check against the inserted “date change” field, thus checking previous party history records and verify this entered value with this information. <ul style="list-style-type: none"> <li>• Not allowed to be spaces; must be a valid date.</li> <li>• Can <u>NOT</u> be prior to any date changed</li> <li>• Can be a future date</li> </ul>
Insert Party History		
Date Changed	C	Initial display with spaces <ul style="list-style-type: none"> <li>• Not allowed to be spaces; valid date</li> </ul>
Party Name	C	Initial display with spaces Must select from drop down list only
Delete Party History		
Select	C	Initial display with nothing selected Can select only one previous party per delete request
Date Changed	P	Display only
Party Name	P	Display only

## 1.5.4 Maintain Election History

**Summary:** This section describes how to update election history of a voter through the Maintain Election History function. (Note: Election history can also be updated using the Elections: Who Voted functionality.) There is a limit of 20 previous election history records for this system. All changes made to voter election history can be seen on the Inquiry Voter Election History page, as well.

**Description:**

The following screen is displayed when the correct voter is found:

Connecticut Voter Registration System			
Maintain Voter Election History			REG134 / Staffed
Voter Name Charles A. Fisher			
Add Voter Election History		Previous Election History	
Election Date	Election Type	How Voted	Select Election Date Election Type How Voted
- / - /			<input type="checkbox"/> 11/02/1999 General In Person
Insert		Delete	
Update		Reset	Cancel

The screen displays with the voter name. To add election history, enter the Election Date, Election Type, and How Voted, through drop-down boxes. Click on the **Insert** button. The data just entered will be displayed in the Previous Elections section of the screen.

There is a limit of 20 previous election history records that will be retained by the system, and thus displayed on this page. If the user tries to enter more than 20 previous election history records, or there are already 20 previous election history records, the user will receive an error message. The user needs to delete at least one election history line, before being allowed to add additional election history.

To delete a previous election history, using the mouse, click on the Select button in front of the line that should be deleted, and click on the **Delete** Button. The line will be deleted from the screen, *but remember no permanent updates will be made until the user clicks on the Update Button*. Multiple insert and/or delete requests are allowed; and must be done prior to using the **Update** button

To update, click on the **Update** button. *The update request will only update those records that are displayed within the Previous Election History section.* Once the update is done the transaction will be processed and the Confirmation Screen will be displayed. Click on **Maintain Voter Election History** to return to the Search-Maintain Election History screen.

<b>Page Display Information:</b>	<p><b>Required Fields:</b> Election Date, Election Type, How Voted.</p> <p><b>Optional Fields:</b> None</p> <p><b>Action Buttons:</b></p> <p><input type="button" value="Insert"/> button. The data just entered will be displayed in the Previous Election History section of the screen</p> <p><input type="button" value="Delete"/> button. Selected line(s) will be deleted from the screen display, awaiting Update.</p> <p><input type="button" value="Update"/> The update request will update those records that are displayed within the Previous Election History section only.</p> <p><input type="button" value="Reset"/> button will restore the screen to its initial state.</p> <p><input type="button" value="Cancel"/> button will bring the user back to the <i>Search Maintain Election History</i> Screen, without making any permanent changes to the voter.</p>
----------------------------------	---

**Field Details:**

Screen Field Name	Comments
Voter Name	Display only
Election Date	MM/DD/YYYY; must be a valid date. Can't be future date
Election Type	Select from drop down list
How Voted	Select from drop down list

## 1.5.5 Maintain Petition History

**Summary:** This section describes how to update petition history of a voter through the Maintain Petition History function. There is a limit of 20 petition history records for this system. All changes made to voter petition history can be seen on the *Inquiry Voter Petition History* page, as well.

**Description:** The following screen is displayed when the correct voter is found:

Connecticut Voter Registration System		
Maintain Voter Petition History		REG134 / Staffed
Name	Current Address	Status
Charles A Fuhrer	8 Conklin Road	Active
Add a Petition		
Town Petitions		
Test Petition		
Insert		
Current Petitions		
Select	Election Date	Petition
Delete		
Update		
Reset		
Cancel		

The screen displays with the voter name, and all of the petitions that are available in that town are in the Town Petitions drop down box. To add petition history to the voter, select a petition from the drop down box and click on the **Insert** button. The data just entered will be displayed in the Current Petitions section of the screen. Once a petition is assigned to a voter, it will no longer be available in the Town Petitions box, as duplicate petitions for a voter are not allowed.

There is a limit of 20 petition history records that will be retained by the system, and thus displayed on this page. If the user tries to enter more than 20 petition history records, or there are already 20 petition history records, the user will receive an error message. The user needs to delete at least one petition line, before being allowed to add additional petition history.

To delete a petition history, click on the **Select** button in front of the line that should be deleted, and click on the **Delete** Button. The line will be deleted from the screen, *but remember no permanent updates will be made until the user clicks on the **Update** Button.* Multiple insert and/or delete requests are allowed; and must be done prior to using the **Update** button.

To update, Click on the **Update** button. *The update request will only update those records that are displayed within the Current Petitions section.* Once the update is



<b>Page Display Information:</b>	done the transaction will be processed and the Confirmation Screen will be displayed. Click on <u>Maintain Voter Petition History</u> to return to the <i>Search- Maintain Petition History</i> screen.
	<b>Required Fields:</b> Town Petition
	<b>Optional Fields:</b> None
	<b>Action Buttons:</b>
	<u>Insert</u> button. The data just entered will be displayed in the Current Petitions section of the screen, awaiting update.
	<u>Delete</u> button. Selected line(s) will be deleted from the screen display, awaiting Update.
<u>Update</u> The update request will update those records that are displayed within the Current Petitions section only.	
<u>Reset</u> button will restore the screen to its initial state.	
<u>Cancel</u> button will bring the user back to the Search Maintain Petition History Screen, without making any permanent changes to the voter.	

**Field Details:**

Screen Field Name	Description
Current Voter Information	
Voter Name	Display only
Current Address	Display only
Status	Display only: Active, Inactive or Off
Add a Petition	
Town Petitions	Required, if the insert button is selected Selection list of all Town Petitions
Current Petitions	
Select	Initial display with nothing selected. Required if the delete button is selected. Can select only one row
Election Date	Display Only
Petition Description	Display only

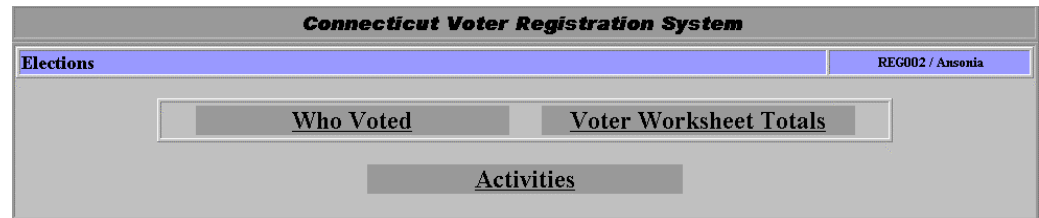
## 1.6 Elections

**Summary:**

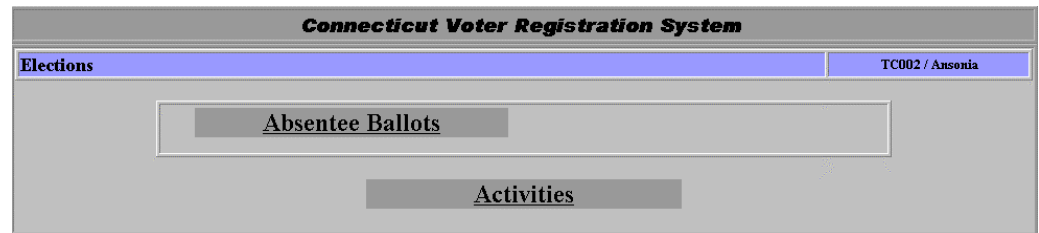
This section describes the Elections Menu of the Connecticut Voter Registration System. The Elections functions are used to update information about voters after an election or primary as well as to send election totals to the Secretary of State's office.

**Description:**

The Elections Menu for Registrars appears below. From this menu, the user can navigate to the choices listed by clicking on the Activity that is wanted:





The Elections Menu for Town Clerks appears below. From this menu, the user can navigate to the choice listed by clicking on the Activity that is wanted:



## 1.6.1 Maintain Absentee Ballots

**Summary:** The Maintain Absentee Ballot function is used by Town Clerks only to add, update or delete absentee ballots for their specific town.

<p><b>Description:</b></p>	<p>The following Search screen is displayed after clicking on the Maintain Absentee Ballot link on the Elections Menu:</p> 
<p><b>Page Display Information:</b></p>	<p><b>Required Fields:</b> (Last Name) or (Voter ID)</p> <p><b>Optional Fields:</b> First Name</p> <p><b>Action Buttons:</b></p> <p><input type="button" value="Search"/> Launches a Local Search to see if there are any exact matches on the data entered.</p> <p><input type="button" value="Cancel"/> Brings the user back to the Elections Menu</p>
<p><b>Description:</b></p>	<p>The following screen is displayed when one or more voters are found with the same information:</p> 
<p><b>Page Display Information:</b></p>	<p><b>Required Fields:</b> (Last Name) or (Voter ID)</p> <p><b>Optional Fields:</b> First Name</p>

**Action Buttons:**

**Select** button to be brought to the corresponding Maintain Absentee Ballot Screen.

**Previous** button will bring the user back to the Search-Absentee Ballots screen.

**Cancel** button will bring the user back to the Elections Menu

**Description:**

If the voter has no absentee ballots the following screen will appear first:

**Connecticut Voter Registration System**

Maintain Absentee Ballots REG134 / Stafford

**Voter Information**

<b>Name</b> Charles Fisher	<b>Date of Birth</b> 03/17/1932	<b>Voter ID</b> 000551923	<b>Assembly District</b> 052
<b>Resident Address</b> 8 Conklin Road	<b>Enrollment</b> Democratic	<b>Voting District</b> 003	

Absentee Ballots: There are no Absentee Ballots for this Voter

Insert

Update Reset Cancel

To add an absentee ballot, click on the Insert button and the screen will insert a blank form to be completed before updating:

**Connecticut Voter Registration System**

Maintain Absentee Ballots REG134 / Stafford

**Voter Information**

<b>Name</b> Charles Fisher	<b>Date of Birth</b> 03/17/1932	<b>Voter ID</b> 000551923	<b>Assembly District</b> 052
<b>Resident Address</b> 8 Conklin Road	<b>Enrollment</b> Democratic	<b>Voting District</b> 003	

**Absentee Ballots**

Select	Serial No.	Date Mailed	Election Date	Election Code	Ballot Code
<input type="radio"/>	<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>

**Ballot Mailing Address:**

<b>Street No.</b>	<b>Street Name</b>	<b>Unit</b>	<b>Town</b>	<b>Zip Code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>State:</b>		<b>Country:</b>		
<input type="text"/>		<input type="text"/>		

**Ballot Return Information**

<b>Return Type</b>	<b>Date Returned</b>	<b>Time Returned</b>
<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> : <input type="text"/> PM

Insert Delete

Update Reset Cancel

- The user enters the required and optional fields on the screen. If the user needs to enter more than one absentee ballot for the voter, click on **Insert** after the ballot information is entered. Before a new blank form can be displayed, the ballot already entered must pass all edit checks. Click **Update**.

<b>Page Display Information:</b>	<ul style="list-style-type: none"> <li>To delete an absentee ballot, select the ballot by clicking on the radio button under the select column and click on the <input type="button" value="Delete"/> button. Click <input type="button" value="Update"/>.</li> </ul> <p><i>Note: All inserts and deletes are merely changes to the screen, until there is an Update performed. When an update is successful, the system will display a confirmation screen</i></p> <p><b>Required Fields:</b> Serial No., Date Mailed, Election Date, Election Code, Ballot Code, Street Name, Town, State</p> <p><b>Optional Fields:</b> Select, Street No., Street Name (line 2), Unit, Zip Code, Country, Return Type, Date Returned, Time Returned.</p> <p><b>Action Buttons:</b></p> <p><input type="button" value="Insert"/> Button. The screen will be displayed with a blank absentee ballot form for entry, if any previous absentee ballots are not in error.</p> <p><input type="button" value="Delete"/> button. Deletes the selected absentee ballot.</p> <p><input type="button" value="Update"/> button. Updates the database with the inserted and/or deleted absentee ballot information entered on the screen.</p> <p><input type="button" value="Reset"/> button. Clears the screen and brings it back to its initial state.</p> <p><input type="button" value="Cancel"/> Brings the user back to the Elections Menu, without saving or updating any information that was entered on the screen.</p>
----------------------------------	--

**Field Details (Maintain Absentee Ballot):**

Screen Field Name	Description
Voter Information	
Name	Voter Name
Date of Birth	Voter Date of Birth
Voter ID	Voter Identification Number
Assembly District	Assembly district voter is assigned to.
Voting District	State voting district voter is assigned to.
Resident Address	Voter residence address
Enrollment	Party Enrollment of the voter
Absentee Ballots	

Select	Radio button, if users want to delete an absentee ballot, must select the ballot to be deleted with this button.
Serial No.	8 digit serial number taken from the actual absentee ballot
Date Mailed	MM/DD/YYYY, date the ballot was mailed
Election Date	Election Date MM/DD/YYYY
Election Code	Must choose one from drop down box: General, Primary, Special, Referendum, Delegate Primary, Town Committee
Ballot Code	Must choose one from drop down box: Overseas, President, Regular
Street No.	Street number
Street Name	Street Name
Unit	Unit Number
Town	Town Name
Zip Code (5)	5 digit zip code
Zip Code (4)	4 digit zip code
Street Name (line 2)	Second Street Name
State	Choose State name from pull down box.
Country	Choose Country from Pull down box
Return Type	Choose from Pull down box: In person, My Mail
Date Returned	MM/DD/YYYY date ballot returned/postmarked
Time Returned	HH:MM format for time returned.
AM/PM	Must select AM or PM if Time Returned is filled in.

## 1.6.2 Who Voted

**Summary:** The *Who Voted* function is used by Registrars, after an election, to update Voter Election History by recording who did and did not vote in an Election. This function allows the Registrar to update voter election history for many voters at one time. The Registrar can update all voters listed on the Official Voter List, Supplemental List, as well as those voters who were added to the system on Election Day. (The Registrar may also use the Maintain Voter Election History, an option on the Maintain Voter History Menu, to update election history for one voter at a time.)

In order to update the voters who appear on the Official Voter List and Supplemental List, the Registrar *must first save those lists at the time that she/he is creating the lists to go out to the Polling Places*. This will save the list in the exact order that it was created. *See the following sections for instructions on saving the list:*

- Supplemental Voter List
- Official Voter List

**Description:**

Typically the registrar will have the printed list that was used at the Polling Place as a reference before starting this function.

The following screen is the Voter List Select screen for the Who Voted function:



**Page Display Information:**

The user must choose the list she/he will be working from or the voters who were added on Election Day, by selecting the radio button next to the Voter List Type desired and clicking on the Select button.

**Required Fields:** Select Voter List Type

**Optional Fields:** None

**Action Buttons:**

**Select** button Based on the Selection the user will be brought to the Voter List Options Screen for 1) Official Voter List/Supplemental Voter List, or 2) Election Day Additions

**Back** button. This will bring the user back to the Elections Menu, without making updates to the voters.

## 1.6.2.1 Official/Supplemental Voter List Options

**Summary:** The user must select a List Name and may optionally decide whether to view the entire list or a subset of the list, set default voting flags, see the details of how the list was created or delete the list. Once a list is selected, the user may update voters on the *Voter List Check Off*.

**Description:** If the registrar selects Official Voter List or Supplemental List, the following Voter List Options screen will be displayed:

The screenshot shows the 'Voter List Options' screen in the Connecticut Voter Registration System. The page title is 'Voter List Options' and the user is logged in as 'KATSELNK / Tolland'. The main heading is 'Select Voter Options for Official Voter List(s)'. There are two dropdown menus: 'Select List Name' (set to 'dan\_test\_off') and 'Election Type' (set to 'General'). To the right, there are two sections: 'List Options' with radio buttons for 'All' (selected) and 'Not Updated'; and 'Default Voting Flag' with a checkbox for 'All "Y" (Voting)'. At the bottom, there are four buttons: 'Select', 'Details', 'Delete List', and 'Back'.

**Page Display Information:**

**Required Fields:** Select List Name, List Options, Election Type

**Optional Fields:** Default Voting Flag

**Action Buttons:**

**Select** button. Will bring the user to the corresponding *Voter Check Off List*.

**Details** button. Will bring the user to the *Voter List Check Off - Details* screen.

**Delete List** button will delete the electronic copy of the list selected. *Note: This should not be done until all updates are confirmed, or if the list was created in error.*

**Back** button. Will bring the user to the *Voter List Select* screen.



**Description:**

The following screen is the *Voter List Check Off* screen. This screen is accessed by clicking on the **Select** button on the *Voter List Options* screen.

Street	Str #	Voting	Absent	Seq #	Last Name	First Name	MI	Suff	Reviewed
Adams Heights Circle	1001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	Austin	Steve		L	<input checked="" type="checkbox"/> Updated
	1001	<input type="checkbox"/>	<input type="checkbox"/>	2	Angle	Kurt		L	<input checked="" type="checkbox"/> Updated
	1001	<input type="checkbox"/>	<input type="checkbox"/>	3	Jericho	Chris		L	<input checked="" type="checkbox"/> Updated
	1001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	Rock	The		L	<input checked="" type="checkbox"/> Updated
	1001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5	Undertaker	The		L	<input checked="" type="checkbox"/> Updated

*NOTE: The sample list above has already been updated, even though the last voter has not been reviewed.*

**Page Display Information:**

Except for “Election Day Additions,” the user should use this screen in conjunction with a printed list. This screen will display 150 voters at a time, so that periodic updates to the database can be performed.

To navigate through this screen, place your mouse on the first Voting box on the first voter that you want to review. Use your Tab key to tab from line to line; as you tab, the voter will automatically be reviewed. *Only voters that are reviewed will be updated.* Use the Tab key along with your space bar to either (1) select the voter as voting in person, or (2) to de-select the in-person voting box, if the Voting Flag default was set to “Y.” In order to select the absentee ballot voting box, you must use your mouse to click on the box. (If the Voter voted absentee ballot, clicking on Absent will also cause a check in Voting.)

**Description:**

Click the Update/Next box to create Election History records for all those voters who are selected as having voted in person or absentee *and have been reviewed*. If there are more voters to be updated on the list, the next 150 voters will be displayed. If you are at the end of the list, an Elections confirmation screen will be displayed.

Once a voter has been reviewed and updated, his election history cannot be changed through this function. If a mistake was made the user must make the corrections through the Maintain Voter History: Election History function.

**Required Fields:** None

**Optional Fields:** Voting, Absent

**Action Buttons:**

**Update** button. Will update Election History for those voters with Voting flag checked, and then displays the next 150 voters on the selected list.

**Details** button. Will bring the user to the Voter List Details screen.

**Cancel** button will bring the user back to Voter List Options screen without performing any updates or saving any of the reviewed statuses.

**Elections** button. Will bring the user to the Elections Menu without making any updates.

**Page Display Information:**

If the voter clicks on the Details button, the Voter List Details screen will be displayed as follows:

The screenshot shows the 'Connecticut Voter Registration System' interface. The main title is 'Connecticut Voter Registration System'. Below it, the page is titled 'Voter List Details' with a user identifier 'KATSELNK / Tolland' in the top right corner. The interface is divided into several sections:

- List Dates:** Election Date: 11/06/1996, Date List Saved: 01/01/1997.
- Districts:** Congressional: 002, Senatorial: 035, District Type: State/Federal, District or Ward/Precinct: 001-00, Assembly: 053.
- Enrollments:** A list box containing 'Democratic', 'Green', and 'Republican'.
- Voter Status:** Status: Active, Saved with Sequence Nbr: Y.

A 'Back' button is located at the bottom center of the screen.

	<p>This purpose of this screen is informational. It displays the selections that the user chose when the list was saved.</p> <p><b><u>Required Fields:</u></b> None</p> <p><b><u>Optional Fields:</u></b> None</p> <p><b><u>Action Buttons:</u></b></p> <p><input type="button" value="Back"/> button. Will bring the user back to the Voter List Options screen.</p>
--	---

**Field Details (Voter List Options):**

Field Name	Description
Select List Name	A drop down list of all lists that were saved in that category (Official Voter or Supplemental List)
List Options	<p><b>All:</b> Will show the entire list (150 voters at a time)</p> <p><b>Not Updated:</b> Will show only those voters who have not been updated.</p> <p><b>Not Reviewed:</b> Will show only those voters on the list who have not been reviewed or updated.</p>
Default Voting Flag	<p><b>All “Y” (Voting) :</b> Will set all voters on the list to Voting In Person. User must still review each voter before any updates can be done.</p> <p><b>All “N” (Not Voting):</b> Will leave all voters as not voting. This is also the default, if no Default Voting Flag is set.</p>

**Field Details (Voter List Check Off):**

Field Name	Description
Street	Street Name, of the voter
Voting	Check off box to indicate that the voter voted in this election. If only the Voting box is checked, this indicates that the voter voted in person.
Absent	Check off box indicates that the voter voted by absentee ballot. When user checks this box, the system will automatically set the Voting box to be checked-off as well.
Seq #	Sequential number that corresponds to the printed list, if there is one.
Str #	Street number
Last Name	Last name of Voter
First Name	First name of Voter
MI	Middle Initial of Voter
Suff	Suffix of Voter name
Reviewed	As the user tabs through the voters, this will automatically be set to reviewed (checked). Once the user clicks on the Update/Next button, all voters that are reviewed will be updated, and marked “Updated” in this column.

**Field Details ( Voter List Details):**

Field Name	Description
Election Date	MM/DD/YYYY
Date List Saved	MM/DD/YYYY
Congressional District	Congressional District
Senatorial District	Senatorial District
Assembly District	Assembly District
District Type: State, Local, Special	Type of district selected for this list.
Enrollment	Party Enrollments chosen for the list.
Voter Status	Active, Inactive or Off.

## 1.6.3 Voter Worksheet Totals

**Summary:** This screen is used by Registrars only to send post-election counts to the Secretary of State's Elections Division as reported on the Official Voter List Worksheet pages.

**Description:** The following screen is the first screen the user will see upon choosing Voter Worksheet Totals from the Elections Menu:

The user must choose a valid Election Date from the drop down box of possible election dates.

**Page Display Information:** **Required Fields:** Select Election Date

**Optional Fields:** None

**Action Buttons:**

**Get Totals** button. If there are totals saved for the Election Date chosen, then the totals will be displayed and available for update on the Voter Worksheet Totals Screen. If there are no totals for the Election date chosen, a Voter Worksheet Totals Screen with zero values will be displayed

**Back** button. Will bring the user back to the Elections Menu.

**Description:** Upon clicking **Get Totals**, the following data entry screen will be displayed:

District	Precinct	Total Names on List	Total After Close	Total Voting by Machine	Total Voting Absentee	Total Not Voting
001	00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
002	00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
003	00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The user should fill in the totals as they appear on the Official Voter List Worksheet. After completing data entry, click on the **Send Totals** button to send this information to the Secretary of State's Elections Division.

<b>Page Display Information:</b>	<p>If Totals were saved previously for this Election Date in error, click on the <input type="button" value="Clear Totals"/> button to clear the saved totals.</p> <p><b>Required Fields:</b> None</p> <p><b>Optional Fields:</b> Total Names on List, Total After Close, Total Voting by Machine, Total Voting Absentee, Total Not Voting.</p> <p><b>Action Buttons:</b></p> <p><input type="button" value="Send Totals"/> button. Will send the entered data to the Secretary of State’s Elections Divisions office</p> <p><input type="button" value="Clear Totals"/> button. Will clear all the totals for this Election Date for this town.</p> <p><input type="button" value="Cancel"/> button brings the user back to the Elections menu without saving any information.</p>
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**Field Details:**

Field Name	Description
District	List State Districts
Precinct	Lists Precinct within a District, if any
Data Entry Fields	
Total Names on List	<i>All Data Entry Fields correspond to the Official Voter List Worksheet.</i> User should enter Total Number of Names on Official Voter List Worksheet.
Total After Close	Total Number of Names After Close on Official Voter List Worksheet.
Total Voting By Machine	Total Number of Voters Voting by Machine from the Official Voter List Worksheet.
Total Voting Absentee	Total Number of Voters Voting by Absentee Ballot from Official Voter List Worksheet.
Total Not Voting	Total Number of Voters not Voting from Official Voter List Worksheet.

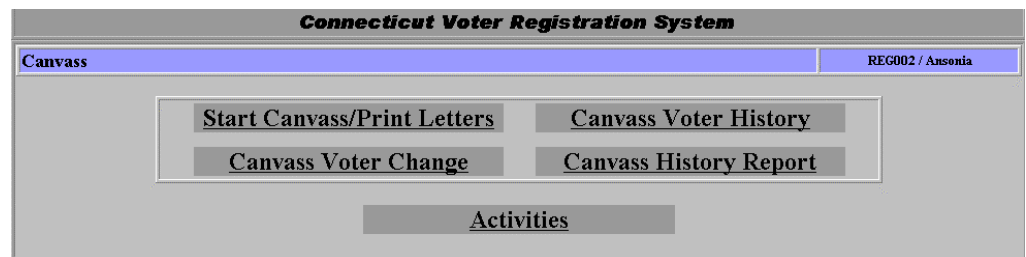
## 1.7 Canvass Menu

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**Summary:** This section describes the Canvass Menu of the Connecticut Voter Registration System. All activities related to the annual Canvass can be found on the Canvass Menu. Only registrars have access to this function.

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**Description:** The Canvass Menu appears below. From this menu, the user can navigate to the choices listed. The user should place the cursor on the Activity that is needed and click.



## 1.7.1 Start Canvass/Print Letters

### Summary:

Canvassing of voter residence addresses is a process that is completed once a year by each Registrars of Voters office.

The user starts the canvass process by entering a Start Canvass Date and determining the type of canvass that will be conducted, such as Mail, In Person, Telephone or NCOA. The Canvass Date and Type are referenced throughout the Canvassing process.

### Description:

In order for any Canvass processes to start, the user must Start Canvass. To do so the user must click on the **Start Canvass** button on the Canvass Menu, which will bring the user to the following screen:

The screenshot displays the 'Connecticut Voter Registration System' interface for 'Start Canvass / Print Letters'. The user is logged in as REG002 / Ansonia. The 'Districts' section includes input fields for Congressional (005), Senatorial (017), and Assembly (104, 105). A dropdown menu for 'District or Ward/Precinct' is open, showing a list of options from 001-00 to 005-00. The 'Canvass Start Date' is entered as MM-DD-YY. The 'Canvass Type' section has radio buttons for Mail In, In Person, Telephone, and NCOA. The 'Language' section has radio buttons for English and English/Spanish. At the bottom, there are buttons for 'Start Canvass', 'Reset', 'Print Letters', and 'Canvass Menu'.

### Page Display Information:

**Required Fields:** Canvass Start Date, Canvass Type, Language,

**Optional Fields:** District or Ward/Precinct (used for Print Letters)

### Action Buttons:

**Start Canvass** Starts the Canvass process, by saving the Canvass Date, Canvass Type and Language for use throughout the Canvass process. Brings the user to the Start Canvass Confirmation Screen.

**Reset** Resets all fields on the screen to blanks or defaults.

**Print Letters** Prints the initial letter of Canvass to all voters.

**Canvass Menu** Brings the user back to the Canvass Menu without saving any changes.



## 1.7.2 Canvass Voter Change

**Summary:** The *Registration Card – Canvass Change Voter* page is called from the *Activities – Canvass option*. The purpose of this process is to change voter information as a result of information obtained by sending out an initial canvass letter.

**Description:**

To make changes to voters based on Canvass responses, first find the voter through the Canvass Voter Change Search Screen:

The screenshot shows a web application interface for the Connecticut Voter Registration System. The main title is "Connecticut Voter Registration System". Below it, there is a header bar with "Search - Canvass Change" on the left and "REG002 / Ansonia" on the right. The central part of the screen is a search form titled "Voter Search Criteria". It contains three input fields: "Last Name", "First Name", and "Voter ID". Below these fields are two buttons: "Search" and "Cancel".

*Note: The Voter ID can be found on Canvass Letters that were generated by this system.*

**Page Display Information:**

**Required Fields:** Last Name, or Voter ID

**Optional Fields:** First Name

**Action Buttons:**

**Search** Launches a Local Search to see if there are any exact matches on the data entered. If Last Name was entered, a selection screen will be displayed; if the Voter ID was entered, the system will display the *Registration Card - Voter Canvass Change* screen.

**Cancel** Brings the user back to the Canvass Menu.

**Description:**

The following *Select Voter – Canvass Voter Change* screen is displayed if the user uses Last Name as the search criteria:

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Special Status	Off Reason
<input checked="" type="radio"/>		Smith	Thomas	E		05/19/1945	80 Hill Street, Ansonia	001191009		
<input checked="" type="radio"/>	Off	Smith	Thomas	G		08/26/1937	143 Howard Avenue, Ansonia	001190331		DMV

**Page Display Information:**

**Required Fields** Select Radio Button

**Optional Fields:** none

**Action Buttons:**

**Select** Brings the user to the Registration Card - Voter Canvass Change Screen for the selected voter.

**Previous** Brings the user back to the Search Screen..

**Cancel** Brings the user back to the Canvass Menu

**Description:**

The following screen is the *Registration Card – Canvass Change Voter* screen:

Registration Date: 09 - 25 - 1954 DMV ID: Voter ID: 000551929

**Voter Name**  
Prefix: Last Name: Fisher First Name: Charles Middle Name: A Suffix: Date of Birth: 03 - 17 - 1932

**Voter Residence**  
Street No. Street Name Unit: 8 Conklin Road Town: Stafford State: CT Zip Code: 06076 - 4202

**Mailing Address**  
Street No. Street Name / P.O. Box Unit Town State Zip Code: 8 Conklin Road Stafford Springs CT 06076 4202 Country: United States

**Acceptance Criteria**  
Telephone: (860) Gender: Male Party Enrollment: Democratic OR Party Other: Residence Status: Use Residence Address Special Status: Status: Active

For a voter that is being changed, the screen will be displayed with previously saved information. The following fields will be initially displayed:

- Registration Date, Voter ID
- Last Name, First Name
- Street Name, Town, State, Zip
- Area Code
- Gender, Party Enrollment, Residence Status

In addition to the above, the following fields MAY be filled in depending on the voters previous information, but are not required:

- Prefix, Middle Name, Suffix
- DMV ID
- Street Number, Unit (Voter Residence section)
- Entire Mailing Address Section
- Special status, Status

When finished with making changes, the user clicks on **Accept** to be brought to the *Accept Voter Registration –Canvass Change* screen. If the user does not want to save any of the information, click on **Cancel** and the user will be brought back to the Search screen.

**Description:**

The following screen is the *Accept Voter Registration –Canvass Change* screen:

- 1.) The *Accept Voter Registration - Canvass Change* screen is similar to the Accept New Voter Screen and the Accept Change Voter Screen, but it also has additional fields that are specific to the Canvass Change voter process.
- 2.) No changes to the voter's record are updated in the database until the **Accept** button has been clicked. Once the user clicks on the **Accept** button, a change

audit record and a canvass history record are created, at the least. Other history records may be created based on what type of changes are done to the voter record. (For example, if the address was changed an address history record will also be created).

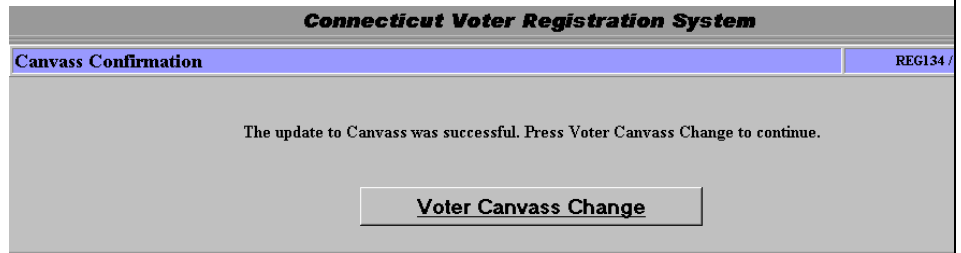
3.) The *Accept Voter Registration - Canvass Change* screen includes the following sections:

- **Change Reason-** is saved on a Change Audit record for the voter. The drop-down list for change reason is determined by the current voter status, which is displayed on this screen for reference. The change reason drop down list is displayed based on voter's current status and canvass reasons only. If the status is changed on the Registration Card, then this is the status that is displayed to the user on this page. If the user makes no changes on the Registration Card Screen, a warning message will be displayed on the Accept Screen.
- **Type of Change** - sets indicators based on the changes the user made on the previous Registration Card page.
- **Print Option** - The user may choose to print the letter/form now, set-up a reminder to print later, or to not print. If the user chooses:
- **Language and Type of Letter** - indicators are automatically set after the user selects a change reason.
- **Effective Date and Privilege Date** are also included on this page, as they are calculated dates and serve as a reminder to the user that the voter will be eligible for voting privileges on the displayed date.
- **Canvass History Section** – The Canvass History section is filled in by pre-determined defaults that are set when a change reason is selected.  
*Note: the Notice Sent Date can be a future date, as the voter has 30 days from this date to respond to the CVR notice.* The fields in the Canvass History Section will update the Canvass History record.

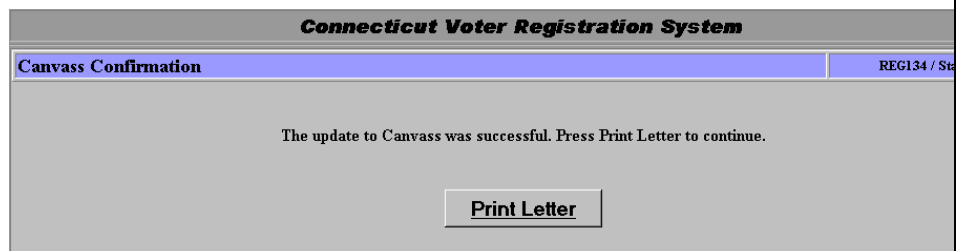
**Note: This screen completes the Canvass Change voter process. The only way to accept NO changes for a voter is to print a CVR notice. The user may still cancel this process from this screen, but once the Accept button is clicked, all changes will be made to the database.**

4.) Once the Accept button is clicked, the transaction will process. One of the following confirmation screens will be displayed:

- If user decided to choose “print later”:



- If the user decided to choose “print now”



5.) After printing the letter, the user will be returned to the Canvass Change Voter Search Menu. If printing later, the voter is returned to Canvass Change Voter Search Menu.

**Page Display Information:**

**Required Fields:** Change Reason, Print Options, Language

**Optional Fields:** Canvass Type, Move Code, Action, Date Notice Sent, Return by, Return Date.

**Action Buttons:**

button will finalize the Canvass Change Voter process.

button will bring user back to the Registration Card- Canvass Change Voter

If the user does not want to save any of the information, click on and the voter information will not be saved.

**Field Details (Select Voter – Canvass Change):**

Screen Field Name	Description
Select	Radio button to select the voter to be changed or added.
Status	Displays the status description of Off or Inactive status only. If voter is Active, field will be blank.
Last Name	This is the current voter name that is stored in the database.
First Name	
Middle Name	
Suffix	
Date of Birth	This may display a conversion date of 1/1/1800
Residence Address	This is the current address that will display the Street Number + Street Name + Unit + City. However, if the “do not use residence address” indicator is set during any voter registration process, then this field will display: “No Known Address Available”
Voter ID	System assigned ID
Special Status	If special status selected on voter registration process, this information is captured on the voter’s record.
Off Reason	If status is changed to “Off” during a Change Voter Registration process, then the off reason code will be captured on the voter’s record.

**Field Details (Accept Voter Registration – Canvass Change)**

Screen Field Name	Comments
Voter Name	Voter’s name from the Registration Card screen
Current Status	Status from the Registration Card screen
Change Reason	Drop down list of change reasons based on the current status
<b>Current Canvass</b>	
Start Date	Value from the Town’s current canvass
Type Code	Value from the Town’s current canvass
<b>Print Options</b>	
Print Now	Defaults are set based on the Change Reason selection
Print Later	
Do Not Print	
<b>Effective Date</b>	
Effective Date	Recalculated only if Registration or DOB changes on Registration Card page
Privilege Date	Recalculated only if Registration Date, or DOB changes on Registration Card page or Party changes.
<b>Language</b>	
English	Defaults are set based on the Change Reason selection
English/Spanish	
<b>Type of Letter</b>	
None	Defaults are set based on the Change Reason selection
CVR Notice	
ED-683 Notice	
<b>Canvass History Section</b>	

Canvass History Date	This date is always the same date as the Start Canvass; there is one canvass history record per canvass start
Canvass Type	I=In Person, L=Telephone, M=Mail In N=NCOA
Move Code	I=Moved Within Town, N=Did Not Move, O=Move out of Town
Action	Status = O, Action = O; Status = I, Status = I Status = A, then Action can't be O or I C=Change, I=Inactive, O=Off, N=No Move
Date Notice Sent	Status must be Active and for following change Whenever a letter is sent (CVR or ED) then value is required. <b>Allowed to be a future date</b>
Return By	V=By Voter, P=by Post Office, N=Not Returned
Return Date	Can't be a future date; must be valid date. Required for all Change Reasons that have a Return By value except for "Not Returned" values
<b>Districts</b>	
Congressional	District information is determined by the Voter's current address.
Senatorial	
Assembly	
Districts/Ward	Display the data for State, Local and Special using the voter's current street address
Precinct	
Polling Place	

## 1.7.3 Canvass Voter History

### Summary:

The *Activities – Canvass Voter History* option is used to correct canvass histories. Canvass histories are initially created from the *Canvass Voter Change* option. During the Canvassing process, if follow up letters are sent (CVR or ED letters), then multiple canvass history requests can potentially be submitted for the current canvass; however only the last current canvass history record is saved. There is a limit of 2 Canvass History records that can be saved in the system for each voter via the *Canvass Voter History* option or from the *Canvass Voter Change* option.

### Description:

The following screen is the search screen that is displayed after the user selects the Canvass History option from the Canvass Menu:

The screenshot shows a web application window titled "Connecticut Voter Registration System". Below the title bar is a header area with "Search - Voter Canvass History" on the left and "REG134 / Stafford" on the right. The main content area contains a "Voter Search Criteria" form with three input fields: "Last Name", "First Name", and "Voter ID". Below the form are two buttons: "Search" and "Cancel".

*Note: The Voter ID can be found on Canvass Letters that were generated by this system.*

**Required Fields:** Last Name, or Voter ID

**Optional Fields:** First Name

### **Action Buttons:**

**Search** Launches a Local Search to see if there are any exact matches on the data entered. If Last Name was entered, a selection screen will be displayed; if the Voter ID was entered, the system will display the Maintain Canvass History Screen.

**Cancel** Brings the user back to the Canvass Menu.

### Page Display Information:



**Description:**

The following *Select Voter – Canvass Voter Change* Screen is displayed if the user uses Last Name, First Name as the search criteria and more than one voter with the same last name are found in the town:

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Special Status	Off Reason
<input checked="" type="radio"/>		Fisher	Charles	A		03/17/1932	8 Corcoran Avenue, Stafford	000551923		

**Required Fields** Select Radio Button

**Optional Fields:** none

**Action Buttons:**

**Select** Brings the user to the Registration Card - Voter Canvass Change Screen for the selected voter.

**Previous** Brings the user back to the Search Screen..

**Cancel** Brings the user back to the Canvass Menu

**Page Display Information:**

**Description:**

The following screen is the *Canvass Voter History* screen:

Select	History Date	Type	Move Code	Action	Notice Sent	Return By	Return Date
<input checked="" type="radio"/>	11/01/2000	Maid In	Moved within Town	Change	11/15/2000 by Voter		11/30/2000

There is a limit of 2 previous canvass history records that will be retained by the system, and thus displayed on this screen. In order to change an existing Previous Canvass History, the user must delete the old record first, then insert a new record.

**Page Display Information:**

**Required Fields:** History Date, Type, Move Code, Action

**Optional Fields:** Notice Sent, Return By, Return Date, Select radio button

**Action Buttons:**

**Insert** Successful insert will display the entered data in the previous Canvass History section, where the user can delete any selected record.

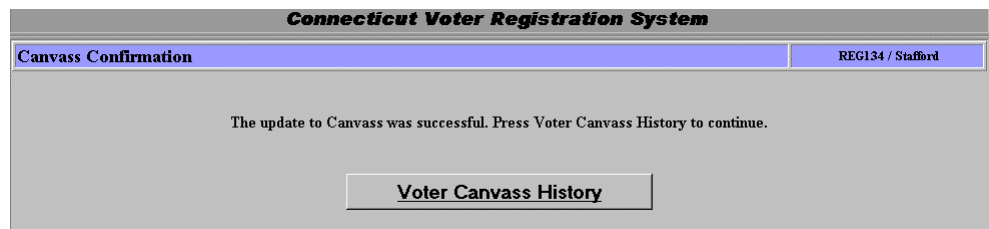
**Delete** Deletes the selected Canvass History record from the screen. Must click on **Update** for the record to be deleted from the database.

**Update** Updates the database with the changes, inserts, deletes, made on this screen. The **Update** button will update the database with the information that is displayed within the Previous Canvass History section only.

**Reset** resets the screen to the initial display.

**Cancel** brings the user back to the Canvass Menu, without saving any changes.

A successful update will bring the user to the Canvass Confirmation Screen:



Click on the **Voter Canvass History** to go back to the Select Voter – Voter Canvass History screen.

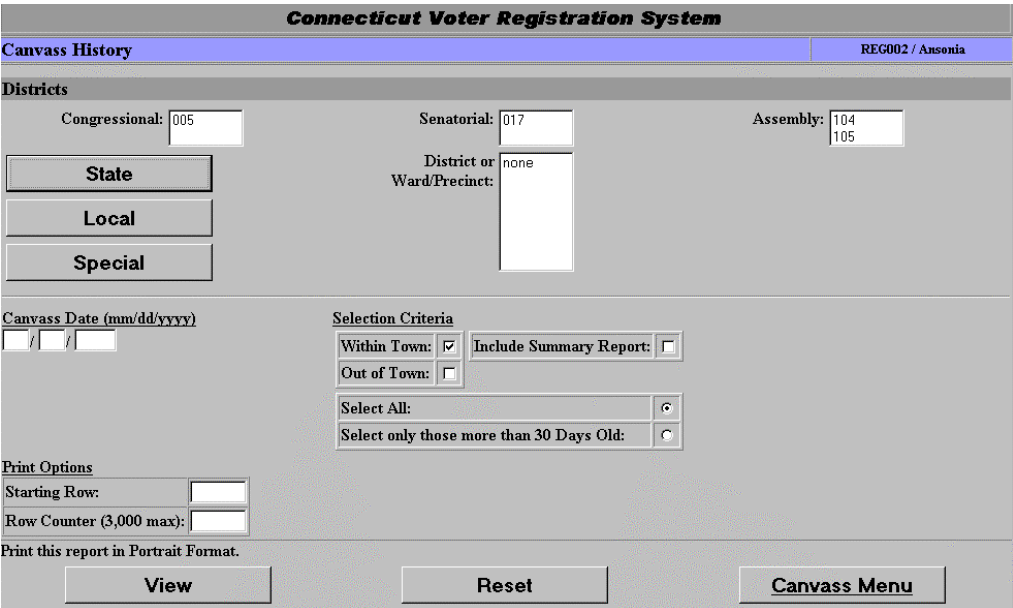
**Field Details (Canvass Voter History):**

Screen Field Name	Description
Select	Radio button to select the voter to be changed or added.
Status	Displays the status description of Off or Inactive status only. If voter is Active, field will be blank.
Last Name	This is the current voter name that is stored in the database.
First Name	
Middle Name	
Suffix	
Date of Birth	This may display a conversion date of 1/1/1800
Residence Address	This is the current address that will display the Street Number + Street Name + Unit + City. However, if the “do not use residence address” indicator is set during any voter registration process, then this field will display: “No Known Address Available”
Voter ID	System assigned ID
Special Status	If special status selected on voter registration process, this information is captured on the voter’s record.
Off Reason	If status is changed to “Off” during a Change Voter Registration process, then the off reason code will be captured on the voter’s record.

**Field Details (Canvass Voter History):**

Screen Field Name	Description
<b>New Canvass</b>	
History Date	Must be a valid date; can be a future date as long as this is before the current canvass date.
Type	Values: I=In Person, L=Telephone, M=Mail N=NCOA
Move Code	Values: I=Move within Town, N=Did not Move, O=Moved out of Town
Action	Values: C=Change, I=Inactive, O=Off, N=No Move
Notice Sent	Valid date. Can’t be before canvass history date. This can be a future date.
Return By	Values: V=by Voter, P=by Post Office, N=Not Returned.
Return Date	
<u>Previous Canvass</u>	
Select	Allowed to select only one indicator
History Date	This information is previous canvass history records for a specific voter.
Type	
Move	
Action	
Notice Sent	
Return By	
Return Date	

## 1.7.4 Canvass History Report

<p><b>Description:</b></p> <p><b>Page Display Information:</b></p>	<p>After clicking on Canvass History Report from the Canvass Menu, the following screen is displayed:</p>  <p>This report provides a list of voters who have canvass history records associated with the canvass date provided by the user. The user can specify Selection Criteria for the printing of the report.</p> <p>After the report criteria have been selected, the user must click <b>View</b> to generate the report. For details on how to print the report, please see section <i>Printing Reports</i> for further details.</p> <p><b>Required Fields:</b> District, Canvass Date, Selection Criteria (Within Town <b>or</b> Out of Town), Selection Criteria (Select All <b>or</b> Select only those more than 30 days old)</p> <p><b>Optional Fields:</b> Congressional, Senatorial, Assembly, District or Ward/Precinct, Selection Criteria (Include Summary Report), Print Options</p> <p><b>Action Buttons:</b></p> <p><b>View</b> Displays the Canvass History Report</p> <p><b>Reset</b> Resets all fields on the screen to initial settings</p> <p><b>Canvass Menu</b> Brings the user back to the Canvass Menu</p>
--	---

**Field Description:**

Field Name	Description
Congressional District	If not selected, defaults to all districts
Senatorial District	If not selected, defaults to all districts
Assembly District	If not selected, defaults to all districts
District Type: State, Local, Special Buttons	When a District Type Button is selected , the list of District numbers appears for selection of one or more districts. If one district is selected, only voters in that district will appear. Select one or more districts. If no districts are selected, all will be printed.
Within Town	Selects all those voters whose Canvass History records indicate a move within town.
Out of Town	Selects all those voters whose Canvass History records indicate a move out of town.
Include Summary Report	Include Summary Report at the end.
Select All	Prints all records, based on selection criteria.
Select only those more than 30 days old:	Select Canvass History records with a Notice Date sent that is more than 30 days old.
Starting Row	For greater efficiency, one can choose to start the report from any sequence number. The default is 1. If nothing is entered, the report will print starting with sequence number.  Examples: <ul style="list-style-type: none"> <li>• The user only wants to print the first 100 voters, Enter 1 in Starting Row and 100 in Row Counter. Only the first 100 voters will print.</li> <li>• The user needs to print the middle of the list because the paper jammed in the printer and part of the report is ruined. The user enters 200 in Starting Row and 500 in Row counter. Now the report will print from Sequence number 200 through 500.</li> </ul>
Row Counter	The user enters the number of rows that he/she wants to print. The default is all, up to 3000 lines.

## 1.7.5 Canvass General Information

Canvassing of voter's residence address is a process that is completed once a year by each Voters of Registrars office. The canvass process is mandated as per General Statues of Connecticut Section 9-32 that between January 1<sup>st</sup> and May 1<sup>st</sup> annually, a complete canvass is to be made of each residence located on each street, avenue or road within a municipality for the purpose of ascertaining the name of any elector formerly residing at the stated address. Note that no canvass needs to be conducted by the registrars in a town, which holds its regular municipal election on the first Monday of May in odd-numbered years.

Several techniques are utilized in order to retrieve this information from the voting population. These include the following methods:

- Mailing out canvass letters directly from the Voters of Registrar's office
- Calling a voter and obtaining information over the telephone
- Allowing a 3<sup>rd</sup> party agency to conduct a National Change of Address (NCOA) and then submitting the list of changes to the Voters of Registrar's office for processing.
- Obtaining this information from the voter in person or by a site visit.

Although the methods for obtaining information may vary, the content of the requested information includes the following questions:

1.  My residence is at the address shown above (as per the letter)
2.  I have moved. The address of my new residence is: \_\_\_\_\_
3.  I am in the military service.
4.  My name has been changed to: \_\_\_\_\_

The method used to initiate the canvassing process will determine which instructions are to be used when processing a canvassing request. Below is a brief summary of each type of canvassing method.

### Canvass By Mail

1. Start Canvass with canvass type = "mail in"
2. Canvass letters are generated from the Voter's of Registrar's office (via the Voter Registration system)
3. Canvass letters are mailed to each voter
4. Returned Canvass letters are due back within 30 days
5. Process all "returned" canvass letters using the Canvass by Mail instructions
6. Generate a Canvass History Report to verify all "unreturned" canvass letters and process using the Canvass by Mail instructions.

### Canvass By NCOA

1. Start Canvass with canvass type = "NCOA"
2. Submit request for NCOA agency by creating a disk of all pertinent voter data.
3. Process all voter's on the returned NCOA result list using the Canvass by NCOA instructions

### Canvass By Telephone / In-Person/Site Visit

1. Process telephone canvass information using the Canvass by Telephone/In-Person instructions

## Canvass Instructions

Although there are different methods to initiate the yearly canvass, processing the returned information is centralized within the “*Canvass Voter Change*” option located on the Activities -- Canvass submenu. Depending on the received information, the user may need to generate additional letters, and/or access the screen several times before the voter has been thoroughly updated. For detail information see the *Voter Registration – Canvass Change Voter* documentation, as well as, *Canvass Accept* page documentation.

Below is a summary of terminology used during the Canvassing of voter’s residence processing.

### Canvass Processing Terminology

Term	Definition
Notice No Reply	No reply from the initial “ <i>Mail-In</i> ” canvass letter. <i>Canvass Voter Change</i> screen should still be accessed to generate a canvass history record to indicate the results of the canvass for the specific voter. Or can enter the canvass information via the <i>Canvass Voter History</i> option, since no change to the voter record.
Canvass – Moved <u>out</u> of Town	Returned information specifically indicates that voter has moved out of town. This will result in voter’s status being changed to “off”. Used only for <i>Mail-In</i> canvass types for returned initial canvass letters.
Canvass – Moved <u>within</u> Town	Returned information indicates that voter has moved within town. Voter’s address is changed on the <i>Canvass Voter Change</i> page. Used only for <i>Mail-In</i> canvass types for returned initial canvass letters.
Canvass – DID Not Move	Returned information specifically indicates that no change in residence address has occurred. <i>Canvass Voter Change</i> screen should still be accessed to generate a canvass history record to indicate the results of the canvass for the specific voter. Or can enter the canvass information via the <i>Canvass Voter History</i> option, since no change to the voter record.
Print CVR Notice	<ul style="list-style-type: none"> <li>• This option is used for <i>returned by post office</i> mailings and <i>no replies from CVR or ED notices only</i>. By law, a second notice needs to be sent to voter. CVR is used to verify voter has moved out of town.</li> <li>• Also used when NCOA result shows that voter moved out of town.</li> </ul>
Print ED - 683 Notice	<ul style="list-style-type: none"> <li>• Used when NCOA result shows that voter moved with in same Town.</li> </ul>
CVR – Returned by Voter	Process returned results as confirmation of moving out of town. Update status based on returned results.
CVR – Returned by Post Office	Voter’s status will be set to “inactive” via the <i>canvass voter change</i>
CVR – No reply	Voter’s status will be set to “inactive” via the <i>canvass voter change</i>
ED – Returned by Voter	Update voter’s address information via <i>canvass voter change</i> Or update returned information

ED – Returned by Post Office	Send a CVR notice
ED – No reply	Update the Return By with “no reply”; no further changes needed
Inactive 4 yrs	Batch program executes daily that: <ul style="list-style-type: none"><li>• Changes voter’s to status to “Off” after inactivity of 4 yrs</li><li>• Deletes voters with “off” status after 5 yrs of inactivity</li></ul>



## Canvass By Mail Instructions

### 1. Start Canvass / Print Letters

#	Action	Comment
1	Select "Start Canvass/Print Letters" option from Canvass Menu	From Activities, select Canvass
2	Select the desired district by using the mouse to highlight choices.	<i>Recommendation to select one district at a time to eliminate heavy volume printing problems</i>
3	Enter in "Canvass Start Date" or verify the preloaded date is correct. Change if this date is not correct	
**	If Canvass date changes, must hit the "Start Canvass" option before continuing. Then come back and complete all the steps	<i>Canvass Date is a required field and important throughout the entire process.</i>
4	Select Canvass Type = "Mail In"	
5	Select the appropriate Language Type	
6	Click the "Print Letters" Option to generate canvass letters	
7	User will be prompted to "Download File", select the option to "Save this File to Disk" (defaulted), then press OK.	
8	<u>Save As</u> screen appears. User can change the filename and/or the save directory. Then hit ok. Download Complete will display after the file has been downloaded. Hit OK	<i>Recommended to change the File Name to: Canvass + date I.e.: Canvass0125200</i>
9	Cancel out of this Screen.	
10	From Desktop....instructions to print out downloaded file	

### 2. Print Report List

Recommendation is to print an Alpha Voter List or Official Voter List in order to check off the voters who still live at the same address. Note, that the Phone list does not show unit#.

#	Action	Comment
1	Select " <b>Alpha Voter List</b> " from Reports Menu	
2	Click on "State" button to display ward/precincts	<i>Local/Special N/A for this process.</i>
3	Select "Active" from Voter Status column	
4	<u>Verify that "Telephone" Print option is selected</u>	
5	Starting Row and Row Counter entries a not required	
6	Click the "Print" option to generate report	
1	Select " <b>Official Voter List</b> " from Reports Menu	
2	Click on "State" button to display ward/precincts	<i>Local/Special N/A for this process.</i>
3	Select "Active" from Voter Status column	
4	Election date is required	

5	Starting Row and Row Counter entries a not required	
6	Click the “Print” option to generate report	

### 3. Returned Canvass Letters

Canvass letters can be returned by the “Post Office” or by the “voter”. This section will provide instructions for processing all returned canvass letters.

#### a. Returned by Post Office as “undeliverable”

#	Action	Comment
1	Select the <i>Canvass Voter Change</i> option from <i>Canvass Menu</i>	<i>From Activities, select “Canvass”</i>
2	Enter “Voter ID” or Last Name	<i>Display Canvass Voter Change screen</i>
3	Voter Registration - Canvass Change Voter : do not change any voter information; click the “accept” button at bottom of pate. Status should remain as “Active”	<i>Status will change to off after CVR has been returned or not returned after 30 days</i>
4	Select “ <b>Print CVR Notice</b> ” from the change reason selection box.	<i>Canvass Move &amp; Action fields are filled with pre-determined defaults that correspond to the selected change reason.</i>
5	Verify the following: <ul style="list-style-type: none"> <li>• Canvass Type – is “Mail”</li> <li>• Move Code – is “Out of Town”</li> <li>• Action – is “Change”</li> <li>• Notice Sent Date – is current date</li> </ul>	<i>If values are not correct, then update these fields to reflect the correct information.</i>  <i>Notice Date, can be changed to a previous or future date.</i>
6	Verify the Print Options, Language and Letter Type are set	CVR letter should be selected
7	Click the “Accept” option at the bottom of screen to process this transaction request.	
8	Return to Canvass menu after Canvass Confirmation screen is displayed	<i>Returns user to Canvass Menu</i>
**	If print later selected, use the Reminders option from the Activities menu to print out letters	<i>Activities Menu, select “System”, then select Reminders</i>

\*\* Include a postage-paid envelope.

\*\* Part A of the CVR no longer prints. You will have the electronic record and the canvass list as your office record. This way you will only have to fold a two-part CVR to mail (Now labeled A & B). The English & Spanish forms will print on 2 pages. There is a workaround procedure to allow you to print just one page and then copy the Spanish form on the back of that page.

#### Printed CVR Letter

After letter is printed (either by Print Now or Later option), the address on the letter for the voter may be blank. There are two reasons why a blank address line would not print on a CVR letter.

If the initial voter’s registration selected the “do not use residence address” indicator, then by law the voter’s address can’t be printed on any letter or report. In this case, the

- user will need to obtain the voter’s current address from the *Change Voter Registration* screen. And then manually write in the address on the printed letter. *Inquiry – View Voter Registration* page will display “no known address” if the indicator has been set.
- If a mailing address exists (and the “do not use residence flag” is NOT set), the system will print out the letter with a blank address line so that the user can manually write in the mailing address. By law, CVR notice, must be sent to the voter’s current residence; therefore, the mailing address needs to be manually written into the address line of the printed letter.

Use the Inquiries, Voter Registration option to view voter’s information. And obtain the voter’s mailing address from this screen.

**a. *Canvass Letter Returned by Voter – current address has not changed***  
**-- *Manually check off voter from printed report list***

#	Action	Comment
**	If no changes to the voter record, then use <i>the Canvass Voter History</i> option to capture canvass history information only.	
	OR follow these steps:	
1	Select the “Canvass Voter Change” option from Canvass Menu	<i>From Activities, select “Canvass”</i>
2	Enter “Voter ID” or Last Name	<i>Canvass letter has Voter ID. Display Canvass Voter Change screen</i>
3	Verify voter’s Name; change if necessary	<i>Do NOT change voter’s address</i>
4	Verify “Military Service” question; click accept button. Status should remain as “Active”	<i>Update when applicable.</i>
5	Select “ <b>Canvass- DID Not Move</b> ” from the change reason selection box.	<i>Canvass Move &amp; Action fields are filled with pre-determined defaults.</i>
6	Verify the following: <ul style="list-style-type: none"> <li>• Canvass Type – is “Mail”</li> <li>• Move Code – is “DID Not Move”</li> <li>• Action – is “No Move”</li> </ul>	<i>If values are not correct, then update these fields to reflect the correct information.</i>
7	Verify the Print Options – is “Do Not Print”, and Letter Type -- is “None”	Not necessary to print a CVR or ED letter.
8	Click the “Accept” option at the bottom of screen to process this transaction request.	
9	Return to Canvass menu after Canvass Confirmation screen is displayed	<i>Returns user to Canvass Menu</i>

Notes:

- Use the Official Voter list or Alpha Voter list report to manually check off the voter if no address change has been made.

- Even though voter may not have changed address, other information may have changed. Thus, make appropriate changes on the *Canvass Voter Change* screen.
- If no changes are necessary, then complete the Canvass Voter History screen in order to capture current canvass history record for the voter within the system.

**b. Canvass Letter Returned by Voter – Moved within Town**

#	Action	Comment
1	Select the <i>Canvass Voter Change</i> option from Canvass Menu	<i>From Activities, select “Canvass”</i>
2	Enter “Voter ID” or Last Name	<i>Canvass letter has Voter ID. Display Canvass Voter Change screen</i>
3	Verify voter’s Name; change if necessary	
4	Update Voter’s Address	
5	Verify “Military Service” question. Status should remain as “Active”	<i>Update when applicable.</i>
6	Select “ <b>Canvass – Moved Within</b> ” from the change reason selection box.	<i>Canvass Move &amp; Action fields are filled with pre-determined defaults.</i>
7	Verify the following: <ol style="list-style-type: none"> <li>1. Canvass Type – is “Mail”</li> <li>2. Move Code – is “Moved Within Town”</li> <li>3. Action – is “Change”</li> </ol>	<i>If values are not correct, then update these fields to reflect the correct information.</i>
8	Verify the Print Options – is “Do Not Print”, and Letter Type -- is “None”	Not necessary to print a Change letter. Go to Change Voter screens if still want to print a change letter
9	Click the “Accept” option at the bottom of screen to process this transaction request.	
10	Return to Canvass menu after Canvass Confirmation screen is displayed	<i>Returns user to Canvass Menu</i>

**c. Canvass Letter Returned by Voter – Moved out of Town**

#	Action	Comment
1	Select the <i>Canvass Voter Change</i> option from Canvass Menu	<i>From Activities, select “Canvass”</i>
2	Enter “Voter ID” or Last Name	<i>Canvass letter has Voter ID. Display Canvass Voter Change screen</i>
3	Verify voter’s Name; change if necessary	<i>Update even though status changes to OFF!</i>
4	Do NOT change voter’s address section. Verify “Military Service” question.	<i>Update when applicable.</i>
5	Change status to “Off”.	
6	Select “ <b>Canvass – Moved Out</b> ” from the change reason selection box.	<i>Canvass Move &amp; Action fields are filled with pre-determined defaults.</i>
7	Verify the following:	<i>If values are not correct, then</i>

	<ol style="list-style-type: none"> <li>1. Canvass Type – is “Mail”</li> <li>2. Move Code – is “Out of Town”</li> <li>3. Action – is “Off”</li> </ol>	<i>update these fields to reflect the correct information.</i>
8	Verify the Print Options, Language and Letter Type are set	
9	Click the “Accept” option at the bottom of screen to process this transaction request.	
10	Return to Canvass menu after Canvass Confirmation screen is displayed	<i>Returns user to Canvass Menu</i>

## 2. Canvass Letters NOT returned

If a canvass letter is not returned by voter or by Post Office (as undeliverable), then Secretary of State procedures dictates that a second notice be mailed to the voter before any further action is taken. This second notice is a CVR letter type that alerts the voter that their name will be removed from the active voting list after four years if no reply is received. Once the CVR has been sent, any returned CVRs should be processed using the CVR instructions.

### a. Unreturned Canvass Letters

#	Action	Comment
1	Select the <i>Canvass Voter Change</i> option from Canvass Menu	<i>From Activities, select “Canvass”</i>
2	Enter “Voter ID” or Last Name	<i>Display Canvass Voter Change screen</i>
3	Canvass Voter Change Screen: do not change the Voter’s information. Status should remain as “Active”; click the Accept button	<i>Status may be changed during CVR returned/unreturned processing</i>
4	Select “ <b>Print CVR Notice</b> ” from the change reason selection box.	<i>Canvass Move &amp; Action fields are filled with pre-determined defaults that correspond to the selected change reason.</i>
5	Verify the following: <ol style="list-style-type: none"> <li>1. Canvass Type – is “Mail”</li> <li>2. Move Code – is “Out of Town”</li> <li>3. Action – is “Change”</li> <li>4. Notice Sent Date – is current date</li> </ol>	<i>If values are not correct, then update these fields to reflect the correct information.</i>  <i>Notice Date, can be changed to a previous or future date.</i>
6	Verify the Print Options, Language and Letter Type are set	CVR letter should be selected
7	Click the “Accept” option at the bottom of screen to process this transaction request.	
8	Return to Canvass menu after Canvass Confirmation screen is displayed	<i>Returns user to Canvass Menu</i>
**	If print later selected, use the Reminders option from the Activities menu to print out letters	<i>Activities Menu, select “System”, then select Reminders</i>

### **Printed CVR Letter**

After letter is printed (either by Print Now or Later option), the address on the letter for the voter may be blank. There are two reasons why a blank address line would not print on a CVR letter.

- If the initial voter's registration selected the "do not use residence address" indicator, then by law the voter's address can't be printed on any letter or report. In this case, the user will need to obtain the voter's current address from the *Change Voter Registration* screen. And then manually write in the address on the printed letter. *Inquiry – View Voter Registration* page will display "no known address" if the indicator has been set.
- If a mailing address exists (and the "do not use residence flag" is NOT set), the system will print out the letter with a blank address line so that the user can manually write in the mailing address. By law, CVR notice, must be sent to the voter's current residence; therefore, the mailing address needs to be manually written into the address line of the printed letter.
  - a. Use the Inquiries, Voter Registration option to view voter's information. And obtain the voter's mailing address from this screen.

\*\* Include a postage-paid envelope.

\*\* Part A of the CVR no longer prints. You will have the electronic record and the canvass list as your office record. This way you will only have to fold a two-part CVR to mail (Now labeled A & B). The English & Spanish forms will print on 2 pages. There is a workaround procedure to allow you to print just one page and then copy the Spanish form on the back of that page.

## Canvass By NCOA Instructions

### 1. Start Canvass / Print Letters

This process will now preload all the “Canvass Voter Change” records with the Canvass Start Date and the selected Canvass Type. Otherwise, the user will have to change the Canvass Type when processing each voter.

#	Action	Comment
1	Select <i>Start Canvass/Print Letters</i> option from Canvass Menu	From Activities, select Canvass
2	Enter in “Canvass Start Date” or verify the preloaded date is correct. Change if this date is not correct	<i>This field may preload with a current or past canvass date.</i>
3	Select Canvass Type = “NCOA”	
4	Click on the “Start Canvass” option	
5	Confirmation screen will appear after successful update. Hit “OK” to continue.	

### 2. Print Report List

Recommendation is to print an Alpha Voter List or Official Voter List in order to check off the voters who still live at the same address. Note, that the Phone list does not show unit#.

#	Action	Comment
1	Select “ <b>Alpha Voter List</b> ” from Reports Menu	
2	Click on “State” button to display ward/precincts	<i>Local/Special N/A for this process.</i>
3	Select “Active” from Voter Status column	
4	Verify that “Telephone” Print option is selected	
5	Starting Row and Row Counter entries a not required	
6	Click the “Print” option to generate report	
1	Select “ <b>Official Voter List</b> ” from Reports Menu	
2	Click on “State” button to display ward/precincts	<i>Local/Special N/A for this process.</i>
3	Select “Active” from Voter Status column	
4	Election date is required	
5	Starting Row and Row Counter entries are not required	
6	Click the “Print” option to generate report	

### 3. Make Disk

Creating a disk file is specifically for Canvass by NCOA processing. The purpose of this process is to generate a list of active voters within a specified voting district. The information is stored on a diskette that will be sent to a NCOA vendor for initial canvassing. The content of this file has comma-delimited format.

#	Action	Comment
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1	From the <i>Reports</i> Menu, select “Disk File” option	
2	Click on “State” button, and select federal district(s); highlight selected districts	
3	Select “Active” for voter status	
4	Select “Telephone” for field options	
5	For Data Options, highlight “Voter”	
6	Put new, formatted double-sided density disk into the disk drive	
7	Click on the “Make Disk” option	
8	User will be notified to “Save file to Disk”, hit “OK”	
9	Save As screen appears, user must change directory to “A: drive (to create file on diskette). Also change the filename	<i>le: Filename: Disk012500</i>
10	Hit “OK” and note the number of records put on the disk. Hit OK again after download has completed.	
12	Print out the file specifications and make a copy	
13	Send the disk, file specs, and proper forms to a NCOA vendor	

**Printing Instructions:**

\*\* See Disk File Printing Instructions

**4. Returned NCOA Results**

NCOA results will only return voter’s that have changes. No replies and/or did not move results are not part of this process. Thus, the following information addresses if voter has moved either within Town or moved out of Town. Also, since NCOA obtained initial canvass information, a printed CVR or ED-683 letter will always be printed to verify changed address information.

***a. Voter has moved within Town***

#	Action	Comment
1	Select the <i>Canvass Voter Change</i> option from Canvass Menu	<i>From Activities, select “Canvass”</i>
2	Enter “Voter ID” or Last Name	<i>Display Canvass Voter Change screen</i>
3	Verify voter’s Name; change if necessary	
4	Update Voter’s Address. Verify Military Service question. Status should remain as Active.	
5	Click the Accept button at bottom of page	
6	Select “ <b>Print ED – 683</b> ” from the change reason selection box.	<i>Notice must be sent for NCOA processing</i>
7	Verify the following: <ul style="list-style-type: none"> <li>• Canvass Type – is “Mail”</li> <li>• Move Code – is “Moved Within Town”</li> <li>• Action – is “Change”</li> <li>• Notice Sent Date – preloads with current date</li> </ul>	<i>Canvass Move &amp; Action fields are filled with pre-determined defaults</i>  <i>If values are not correct, then update these fields to reflect the correct information.</i>



		<i>Notice Sent date can change to a previous or future date.</i>
8	Verify the Print Options, Language, and LetterType = ED-683	Print now or later the Ed-683 Notice
9	Click the “Accept” option at the bottom of screen to process this transaction request.	
10	Return to Canvass menu after Canvass Confirmation screen is displayed	<i>Returns user to Canvass Menu</i>
**	If print later selected, use the Reminders option from the Activities menu to print out letters	

\*\* Include a postage-paid envelope.

### Printed ED-683 Letter

After letter is printed (either by Print Now or Later option), the address on the letter for the voter may be blank. There are two reasons why a blank address line would not print on a CVR letter.

- If the initial voter’s registration selected the “do not use residence address” indicator, then by law the voter’s address can’t be printed on any letter or report. In this case, the user will need to obtain the voter’s current address from the *Change Voter Registration* screen. And then manually write in the address on the printed letter. *Inquiry – View Voter Registration* page will display “no known address” if the indicator has been set.

#### b. Voter has moved out of Town

#	Action	Comment
1	Select the <i>Canvass Voter Change</i> option from Canvass Menu	<i>From Activities, select “Canvass”</i>
2	Enter “Voter ID” or Last Name	<i>Canvass letter has Voter ID. Display Canvass Voter Change screen</i>
3	Verify voter’s Name; change if necessary	<i>Update even though status changes to OFF!</i>
4	<b>Do NOT change voter’s address section</b>	<i>Letter will be sent to current address!</i>
5	Verify “Military Service” question. Status should remain as Active; click on Accept button.	<i>Update when applicable.</i>
6	Select “ <b>Print CVR Notice</b> ” from the change reason selection box.	<i>Canvass Move &amp; Action fields are filled with pre-determined defaults.</i>
7	Verify the following: <ol style="list-style-type: none"> <li>1. Canvass Type – is “Mail”</li> <li>2. Move Code – is “Out of Town”</li> <li>3. Action – is “Change”</li> <li>4. Notice Sent Date – preloads with current date</li> </ol>	<i>If values are not correct, then update these fields to reflect the correct information.</i>  <i>Notice Sent Date – can change to a previous or future date</i>
8	Verify the Print Options, Language and Letter Type = CVR and are set	

9	Click the “Accept” option at the bottom of screen to process this transaction request.	
10	Return to Canvass menu after Canvass Confirmation screen is displayed	<i>Returns user to Canvass Menu</i>
**	If print later selected, use the Reminders option from the Activities menu to print out letters	

\*\* *Include a postage-paid envelope.*

\*\* *Part A of the CVR no longer prints. You will have the electronic record and the canvass list as your office record. This way you will only have to fold a two-part CVR to mail (Now labeled A & B). The English & Spanish forms will print on 2 pages. There is a workaround procedure to allow you to print just one page and then copy the Spanish form on the back of that page.*

### **Printed CVR Letter**

After letter is printed (either by Print Now or Later option), the address on the letter for the voter may be blank. There are two reasons why a blank address line would not print on a CVR letter.

- If the initial voter’s registration selected the “do not use residence address” indicator, then by law the voter’s address can’t be printed on any letter or report. In this case, the user will need to obtain the voter’s current address from the *Change Voter Registration* screen. And then manually write in the address on the printed letter. *Inquiry – View Voter Registration* page will display “no known address” if the indicator has been set.
- If a mailing address exists (and the “do not use residence flag” is NOT set), the system will print out the letter with a blank address line so that the user can manually write in the mailing address. By law, CVR notice, must be sent to the voter’s current residence; therefore, the mailing address needs to be manually written into the address line of the printed letter.

Use the Inquiries, Voter Registration option to view voter’s information. And obtain the voter’s mailing address from this screen.

## Canvass By Telephone/In-Person Instructions

If canvass information is obtained via the telephone or by the voter in-person, the “Canvass Voter Change” screen is used to capture updated voter information. This screen is only accessible if a “Canvass Start Date” exists within the system. Follow steps below to capture canvass information.

### Process Canvass Voter Change

User will need to ask the voter for changes of each section. And apply the necessary changes. The Canvass History section will need to be manually updated based on responses received by the voter. User will have to change the Canvass Type manually to either Telephone or In-Person depending on the circumstance.

#	Action	Comment
**	If can not access Canvass Search screen from Canvass Menu, then go to Start Canvass and enter start date before continuing.	
1	Select the “Canvass Voter Change” option from Canvass Menu	<i>From Activities, select “Canvass”</i>
2	Enter “Voter ID” or Last Name	<i>Canvass letter has Voter ID. Display Canvass Voter Change screen</i>
3	Verify voter’s Name	
4	Verify voter’s Address. Verify “Military Service” question. Update voter’s information when necessary	<i>Update when applicable.</i>
5	Verify “status”; update to appropriate action when necessary	<i>Update when applicable.</i>
6	Select appropriate “Change Reason”, which should as follows: <ul style="list-style-type: none"> <li>• “Canvass – Moved Within”</li> <li>• “Canvass – Moved Out”</li> <li>• “Canvass – Did not Move”.</li> </ul>	<i>Canvass Move &amp; Action fields are filled with pre-determined defaults.</i>
7	Verify the following: <ul style="list-style-type: none"> <li>• Canvass Type – set to appropriate value</li> <li>• Move Code – set to appropriate value</li> <li>• Action – set to appropriate value</li> </ul>	<i>If values are not correct, then update these fields to reflect the correct information.</i>
8	Verify the Print Options, Language and Letter Type are set	No letters need to be printed !
9	Click the “Accept” option at the bottom of screen to process this transaction request.	
10	Return to Canvass menu after Canvass Confirmation screen is displayed	<i>Returns user to Canvass Menu</i>

## Returned CVR Processing Instructions

### Process Canvass Voter Change

If a CVR notice was sent to a voter, then a current canvass history record now exists for the voter as a result of sending out the initial CVR letter. Therefore, the current canvass record information will now preload when the Canvass Voter Change screen initially displays for processing of CVRs.

a. CVR returned by Post Office as “undeliverable”

#	Action	Comment
1	Select the <i>Canvass Voter Change</i> option from Canvass Menu	<i>From Activities, select “Canvass”</i>
2	Enter “Voter ID” or Last Name	<i>Display Canvass Voter Change screen</i>
3	Canvass Voter Change Screen: do not change the Voter’s information	
4	Change status to “Inactive”	
5	Select “ <b><i>CVR Returned by Post Office</i></b> ” from the change reason selection box.	<i>Canvass Move &amp; Action fields are filled with pre-determined defaults that correspond to the selected change reason.</i>
6	Verify the following: <ul style="list-style-type: none"> <li>• Canvass Type – preload with last selection</li> <li>• Move Code – is “Out of Town”</li> <li>• Action – is “Off”</li> <li>• Notice Sent Date – should preload w/existing data</li> </ul>	<i>If values are not correct, then update these fields to reflect the correct information.</i>
7	Select “by Post Office” for Return By field	
8	Verify Return Date has a valid date	If not, enter in a valid date
9	Verify the Print Options, Language and Letter Type are set	No letter should be printed.
10	Click the “Accept” option at the bottom of screen to process this transaction request.	
11	Return to Canvass menu after Canvass Confirmation screen is displayed	<i>Returns user to Canvass Menu</i>

b. ***CVR returned by Voter AND moved out of Town***

#	Action	Comment
1	Select the <i>Canvass Voter Change</i> option from Canvass Menu	<i>From Activities, select “Canvass”</i>
2	Enter “Voter ID” or Last Name	<i>Display Canvass Voter Change screen</i>
3	Update voter’s name and/or Date of Birth info	<i>Even since status is changed to off</i>
4	<b>Do NOT update the voter’s address</b>	
5	<b>Change status to “Off”</b>	
6	Select “ <b><i>CVR Returned by Voter</i></b> ” from the change reason selection box.	<i>Canvass Move &amp; Action fields are filled with pre-determined defaults that correspond to the selected change reason.</i>

7	Verify the following: <ul style="list-style-type: none"> <li>• Canvass Type – preload with last selection</li> <li>• Move Code – is “Out of Town”</li> <li>• Action – is “Off”</li> <li>• Notice Sent Date – should preload w/existing data</li> </ul>	<i>If values are not correct, then update these fields to reflect the correct information.</i>
8	Select “by Voter” for Return By field	
9	Verify Return Date has a valid date	If not, enter in a valid date
10	Verify the Print Options, Language and Letter Type are set	No letter should be printed.
11	Click the “Accept” option at the bottom of screen to process this transaction request.	
12	Return to Canvass menu after Canvass Confirmation screen is displayed	<i>Returns user to Canvass Menu</i>

**c. CVR returned by Voter AND moved within Town**

#	Action	Comment
1	Select the <i>Canvass Voter Change</i> option from Canvass Menu	<i>From Activities, select “Canvass”</i>
2	Enter “Voter ID” or Last Name	<i>Display Canvass Voter Change screen</i>
3	Update Voter’s information (ie: Name, date of birth)	<i>If returned CVR indicates changes</i>
4	<b>Update the voter’s current address</b>	
5	Status should remain as “Active”	
6	Select “ <b><i>CVR Returned by Voter</i></b> ” from the change reason selection box.	<i>Canvass Move &amp; Action fields are filled with pre-determined defaults that correspond to the selected change reason.</i>
7	Verify the following: <ul style="list-style-type: none"> <li>• Canvass Type – preload with last selection</li> <li>• Move Code – is “Within Town”</li> <li>• Action – is “Change”</li> <li>• Notice Sent Date – should preload w/existing data</li> </ul>	<i>If values are not correct, then update these fields to reflect the correct information.</i>
8	Select “by Voter” for Return By field	
9	Verify Return Date has a valid date	If not, enter in a valid date
10	Verify the Print Options, Language and Letter Type are set	No letter should be printed.
11	Click the “Accept” option at the bottom of screen to process this transaction request.	
12	Return to Canvass menu after Canvass Confirmation screen is displayed	<i>Returns user to Canvass Menu</i>

*d. CVR returned by Voter AND did not move or temporarily absent*

#	Action	Comment
1	Select the “ <b>Canvass Voter Change</b> ” option from Canvass Menu	<i>From Activities, select “Canvass”</i>
2	Enter “Voter ID” or Last Name	Display Canvass Voter Change screen
3	Make changes to Name or Date of birth as per returned letter	<i>If returned CVR indicates changes</i>
4	<b>Do NOT update voter’s address</b>	
5	Status should remain as “Active”	
6	Select “ <i>CVR Returned by Voter</i> ” from the change reason selection box.	<i>Canvass Move &amp; Action fields are filled with pre-determined defaults that correspond to the selected change reason.</i>
7	Verify the following: <ul style="list-style-type: none"> <li>• Canvass Type – preload with last selection</li> <li>• Move Code – is “Did not Move”</li> <li>• Action – is “No Move”</li> <li>• Notice Sent Date – should preload w/existing data</li> </ul>	<i>If values are not correct, then update these fields to reflect the correct information.</i>
8	Select “by Voter” for Return By field	
9	Verify Return Date has a valid date	If not, enter in a valid date
10	Verify the Print Options, Language and Letter Type are set	No letter should be printed.
11	Click the “Accept” option at the bottom of screen to process this transaction request.	
12	Return to Canvass menu after Canvass Confirmation screen is displayed	<i>Returns user to Canvass Menu</i>

## Un-Returned CVR Processing Instructions

### 1. Print Canvass History Report

After a CVR notice is sent, the voter has 30 days to return the notice to the Voter's of Registrar's office. The Canvass History report is printed after the 30 days expiration date. This report is used to determine which voters were initially set to "out of town" on the canvass history record AND are more than 30 days delinquent. The object is to use this report to change the voter's on this list to a status of "Inactive".

#	Action	Comment
1	Select <i>Canvass History</i> from <i>Reports</i> Menu	
2	Select "State" button and then select one or many federal districts	
3	Enter in Start Canvass Date	<i>Can obtain this information from the Start Canvass screen which is part of Activities, Canvass Menu</i>
4	Select "Out of Town" for selection criteria	
5	Select "Print" option to submit request	
6	Report should display all voters with requested criteria. Print out report	<i>Verify report checks canvass_history record for Notice Sent Date + 30 days!!! Report should not display voter's from Canvass Start Date + 30</i>
7	From Canvass History Report screen, use the "Cancel" option to return back to Reports Menu	

### 2. Process Canvass Voter Change for each voter on Canvass History Report

#	Action	Comment
1	Select the <i>Canvass Voter Change</i> option from Canvass Menu	<i>From Activities, select "Canvass"</i>
2	Enter "Voter ID" or Last Name	<i>Display Canvass Voter Change screen</i>
3	Do not change ANY voter information	
5	Select "CVR No Reply" from the change reason selection box.	
6	Change status to "Inactive"	
7	Verify the following: <ul style="list-style-type: none"> <li>• Canvass Type – preload with last selection</li> <li>• Move Code – is "Out of Town"</li> <li>• Action – is "Inactive"</li> <li>• Notice Sent Date – should preload w/existing data</li> </ul>	<i>If values are not correct, then update these fields to reflect the correct information.</i>
8	Select "Not Returned" for Return By field	
9	Return date remains empty	
10	Verify the Print Options, Language and Letter Type are set	No letter should be printed.
11	Click the "Accept" option at the bottom of screen to process this transaction request.	
12	Return to Canvass menu after Canvass Confirmation	<i>Returns user to Canvass Menu</i>

	screen is displayed	
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\*Repeat this process for all voters on the Canvass History Report

**3. Reprint Canvass History Report – (see step # 1 above)**

- a. Include Summary Report
- b. Select both “Within Town” and “Out of Town”
- c. Select “All” districts



## Returned ED-683 Processing Instructions

### 1. Process Canvass Voter Change

If a ED-683 notice was sent to a voter, then a current canvass history record now exists for the voter as a result of sending out the initial ED-683 letter. Therefore, the current canvass record information will now preload when the Canvass Voter Change screen initially displays for processing of EDs.

*a.* ED-683 returned by Post Office as “undeliverable”

#	Action	Comment
1	Select the <i>Canvass Voter Change</i> option from Canvass Menu	<i>From Activities, select “Canvass”</i>
2	Enter “Voter ID” or Last Name	<i>Display Canvass Voter Change screen</i>
3	Canvass Voter Change Screen: do not change the Voter’s Name, Address or Miscellaneous sections	
4	<b>Do NOT change current status</b>	
5	Select “ <b>Print CVR Notice</b> ” from the change reason selection box.	<i>Since returned by Post Office, must send out a CVR to verify if voter has moved out of town.</i>
6	Verify the following: <ul style="list-style-type: none"> <li>• Canvass Type – preload with last selection</li> <li>• Move Code – is “Out of Town”</li> <li>• Action – is “Change”</li> <li>• Notice Sent Date – should preload w/existing data</li> </ul>	<i>If values are not correct, then update these fields to reflect the correct information.</i>
7	Select “by Post Office” for Return By field	
8	Verify Return Date has is empty	
9	Verify the Print Options, Language and Letter Type = CVR are set	CVR Notice is to be mailed to voter
10	Click the “Accept” option at the bottom of screen to process this transaction request.	
11	Return to Canvass menu after Canvass Confirmation screen is displayed	<i>Returns user to Canvass Menu</i>
**	If print later selected, use the Reminders option from the Activities menu to print out letters	

\*\* Include a postage-paid envelope.

\*\* Part A of the CVR no longer prints. You will have the electronic record and the canvass list as your office record. This way you will only have to fold a two-part CVR to mail (Now labeled A & B). The English & Spanish forms will print on 2 pages. There is a workaround procedure to allow you to print just one page and then copy the Spanish form on the back of that page.

### Printed CVR Letter

After letter is printed (either by Print Now or Later option), the address on the letter for the voter may be blank. There are two reasons why a blank address line would not print on a CVR letter.

- If the initial voter’s registration selected the “do not use residence address” indicator, then by law the voter’s address can’t be printed on any letter or report. In this case, the user will need to obtain the voter’s current address from the *Change Voter Registration* screen. And then manually write in the address on the printed letter. *Inquiry – View Voter Registration* page will display “no known address” if the indicator has been set.
- If a mailing address exists (and the “do not use residence flag” is NOT set), the system will print out the letter with a blank address line so that the user can manually write in the mailing address. By law, CVR notice, must be sent to the voter’s current residence; therefore, the mailing address needs to be manually written into the address line of the printed letter.

Use the Inquiries, Voter Registration option to view voter’s information. And obtain the voter’s mailing address from this screen.

**a. ED-683 -- Did NOT move or temporarily absent**

#	Action	Comment
1	Select the “Canvass Voter Change” option from Canvass Menu	From Activities, select “Canvass”
2	Enter “Voter ID” or Last Name	Display Canvass Voter Change screen
3	Canvass Voter Change Screen: do not change the Voter’s Name, Address or Miscellaneous sections	
**	Do NOT change current status	
4	Select “ED-683 Returned By Voter” from the change reason selection box.	
5	Verify the following: <ul style="list-style-type: none"> <li>• Canvass Type – preload with last selection</li> <li>• Move Code – is “Out of Town”</li> <li>• Action – is “Change”</li> <li>• Notice Sent Date – current date</li> </ul>	If values are not correct, then update these fields to reflect the correct information.
6	Select “by Voter” for Return By field	
7	Verify Return Date	Enter in a valid date if necessary
8	Verify the Print Options, Language and Letter Type are set	No letter is sent
9	Click the “Accept” option at the bottom of screen to process this transaction request.	
10	Return to Canvass menu after Canvass Confirmation screen is displayed	Returns user to Canvass Menu

**c. ED-683 -- moved within Town**

#	Action	Comment
1	Select the <i>Canvass Voter Change</i> option from Canvass Menu	From Activities, select “Canvass”

2	Enter "Voter ID" or Last Name	Display Canvass Voter Change screen
3	Canvass Voter Change Screen: update voter information	Specifically update Voter's address
**	Do NOT change current status. Click Accept button	
4	Select "ED-683 Returned By Voter" from the change reason selection box.	
5	Verify the following: <ul style="list-style-type: none"> <li>• Canvass Type – preload with last selection</li> <li>• Move Code – is "Out of Town"</li> <li>• Action – is "Change"</li> <li>• Notice Sent Date – current date</li> </ul>	If values are not correct, then update these fields to reflect the correct information.
6	Select "by Voter" for Return By field	
7	Verify Return Date	Enter in a valid date if necessary
8	Verify the Print Options, Language and Letter Type are set	No letter is sent
9	Click the "Accept" option at the bottom of screen to process this transaction request.	
10	Return to Canvass menu after Canvass Confirmation screen is displayed	Returns user to Canvass Menu

### Returned ED-683 Processing Instructions

*d. ED-683 -- moved out of Town*

#	Action	Comment
1	Select the “Canvass Voter Change” option from Canvass Menu	From Activities, select “Canvass”
2	Enter “Voter ID” or Last Name	Display Canvass Voter Change screen
3	Do NOT update voter information	
**	Change status to “OFF”. Click Accept button	
4	Select “ED-683 Returned By Voter” from the change reason selection box.	
5	Verify the following: <ul style="list-style-type: none"> <li>• Canvass Type – preload with last selection</li> <li>• Move Code – is “Out of Town”</li> <li>• Action – is “Off”</li> <li>• Notice Sent Date – should preload w/existing data</li> </ul>	If values are not correct, then update these fields to reflect the correct information.
6	Select “by Voter” for Return By field	
7	Verify Return Date	Enter in a valid date if necessary
8	Verify the Print Options, Language and Letter Type are set	No letter is sent
9	Click the “Accept” option at the bottom of screen to process this transaction request.	
10	Return to Canvass menu after Canvass Confirmation screen is displayed	Returns user to Canvass Menu

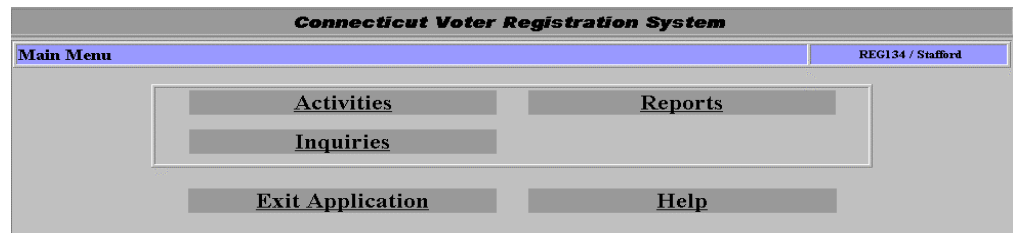
### Un-Returned ED-683 Processing Instructions

If an ED-683 notices are not returned within 30 days, currently the Canvass History report does not generate a report to list the voters that had a ED-683 notice sent but failed to return it. Therefore, do nothing on the system. The voters are still considered to have an “active” status, and their addresses will remain unchanged.

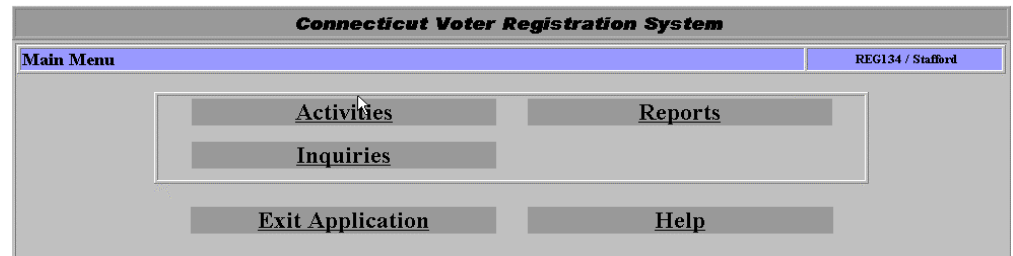
## 2.0 Inquiries Menu

**Summary:** This section describes the Inquiries Menu of the Connecticut Voter Registration System.

**Description:** The Main Menu appears below. From this menu, the user can navigate to the choices listed:



In order to go to the Inquiries menu, place cursor on the underlined item labeled Inquiries and click on that item.



The Inquiries Menu is displayed as follows for registrars. Town Clerks will not see the option for Voter Cancellations. The user should place the cursor on the Inquiry that is needed.



## 2.1 Voter Registration

### Summary:

This section describes the method to inquire specific voter information for a voter that has been previously registered. The method to change voter information (also described in the activities section) can be accessed by doing an inquiries search.

### 2.1.1 Inquiry- Voter Registration (search)

#### Description:

The following Search screen is displayed after clicking on Voter Registration. This screen allows the user to search for existing voters by current/previous name, current/previous address, locally or statewide, using one of the following combinations:

- Search by voter ID
- Search by DMV ID
- Search by Last Name
- Search by street

If no voters are found, you will receive a message box stating “No voters found.”

<b>Search Type</b>	<b>Voter Identifiers</b>	
<input checked="" type="radio"/> Local	Voter ID	DMV ID
<input type="radio"/> Statewide	<input type="text"/>	<input type="text"/>
<b>Search Name</b>	<b>Voter Name</b>	
<input checked="" type="radio"/> Current	Last Name	First Name
<input type="radio"/> Previous	<input type="text"/>	<input type="text"/>
	Date of Birth	
	<input type="text"/> - <input type="text"/> - <input type="text"/>	
<b>Search Address</b>	<b>Street Address</b>	
<input checked="" type="radio"/> Current	Street	Town
<input type="radio"/> Previous	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="button" value="Search"/>	<input type="button" value="Reset"/>
	<input type="button" value="Cancel"/>	

#### Page Display Information:

**Required Fields:** use one of the following combinations : (Last Name) or (Voter ID, for an existing voter) or (Street Name) or (DMV ID)

**Optional Fields:** First Name, DOB

#### Action Buttons:

Launches a Local or statewide Search to see if there are any exact matches on the data entered.

Resets all fields on the screen to blanks.

Brings the user back to the Inquiries Menu.

## 2.1.2 Select Voter – Inquiry Voter Registration

**Summary:** This section summarizes the Select Voter – Inquiry Voter Registration screen. If one or more voters are in the state are found with the same information as entered in the search screen, the results will be displayed on the screen (see below) At this point the user must determine to either view the voter information, delete the voter, or change the selected voter’s information. The town that was selected will only display voters of that town. You should not see multiple towns on this screen.

*Note: Only Registrars are able to delete or change voters from this screen.*

**Description:** The following screen is displayed when one or more voters are found with the same information.

**Connecticut Voter Registration System**

Select Voter - Inquiry Voter Registration REG124 / Stafford

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Special Status	Off Reason
<input type="radio"/>		Fisher	Charles	A		03/17/1932	8 Conklin Road, Stafford	000551923		
<input type="radio"/>		Fisher	Christine	C		08/07/1943	9 New City Road, Stafford	000547143		
<input type="radio"/>		Fisher	Craig	T		10/20/1964	101 Colburn Road, Stafford	000548415		
<input type="radio"/>		Fisher	Debra	B		12/06/1956	78 Stafford Street, Stafford	003033399		
<input type="radio"/>		Fisher	Dora	C		02/06/1936	10 Clearview Drive, Stafford	000548016		
<input type="radio"/>		Fisher	Edward	N		01/23/1958	10 Clearview Drive, Stafford	000548015		
<input type="radio"/>		Fisher	Gary	P		09/24/1956	103 Stafford Street, Stafford	000548446		
<input type="radio"/>		Fisher	Jane	G		12/29/1938	111 West Stafford Road, Stafford	000551924		
<input type="radio"/>		Fisher	John			01/01/1960	20 Avery Drive, Stafford	003224371		
<input type="radio"/>		Fisher	Kathleen	A		10/17/1958	103 Stafford Street, Stafford	000548447		
<input type="radio"/>		Fisher	Mandy	J		10/07/1977	111 West Stafford Road, Stafford	000553826		
<input type="radio"/>		Fisher	Mary	A		07/21/1922	33 Brendan Street, Stafford	000548795		
<input type="radio"/>		Fisher	Mary	H		03/18/1908	8 Conklin Road, Stafford	000551925		
<input type="radio"/>		Fisher	Nancy	E		10/19/1953	93 Furnace Avenue, Unit N-15, Stafford	000946380		
<input type="radio"/>	Inactive	Fisher	Neil	A		09/29/1961	Zs-Nonresident2, Stafford	000548714	Institution	
<input type="radio"/>		Fisher	Nolan	M		10/04/1977	139 Furnace Avenue, Stafford	000551082		
<input type="radio"/>		Fisher	Paul	D		01/23/1958	1 Silver Street, Unit 1, Stafford	000548796		
<input type="radio"/>		Fisher	Roger	E		06/03/1936	111 West Stafford Road, Stafford	000551926		
<input type="radio"/>		Fisher	Rose Marie			01/01/1960	White Oak Drive, Stafford	000550658		
<input type="radio"/>		Fisher	Sarah	A		11/09/1973	139 Furnace Avenue, Stafford	000548178		
<input type="radio"/>		Fisher	Stacy	D		09/15/1967	101 Colburn Road, Stafford	000548414		
<input type="radio"/>		Fisher	Susan	B		08/09/1954	139 Furnace Avenue, Stafford	000547144		
<input type="radio"/>		Fisher	Wayne	R		12/16/1948	139 Furnace Avenue, Stafford	000547145		

If the voter already exists within the town and the desired action is to inquire voter information, select the voter and click on the **Select** button to be brought to the *Inquiry – View Voter Registration Screen*.

From this screen, the registrar can also select a specific voter and click on the **Change** button to perform a change voter process (see *Activities – Change Voter* for further details)

The registrar can also select a specific voter and delete them from the system by clicking the delete button. See section *Delete Voter* for further details)

<b>Page Display Information:</b>	<p><b>Required Fields:</b> Select (user must select a voter to display, automatically defaults to first voter on list)</p> <p><b>Optional Fields:</b> none</p> <p><b>Action Buttons:</b></p> <p><input type="button" value="View"/> button will bring the user to the Inquiry – View Voter Registration Screen</p> <p><input type="button" value="Previous"/> button will bring the user back to the Inquiry -Voter Registration Search screen.</p> <p><input type="button" value="Delete"/> button will delete select voter (see delete voter for details)</p> <p><input type="button" value="Inquiries"/> button will bring the user back to the Inquiries Menu</p> <p><input type="button" value="Change"/> button will bring user to Registration Card – Change Voter screen (see section <i>Registration Card – Change Voter</i> for further details)</p>
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**Field Details:**

Screen Field Name	Description
Select	Radio button to select the voter to be changed or added.
Status	Displays the status description of Off or Inactive status only. If voter is Active, field will be blank.
Last Name	This is the current voter name that is stored in the database.
First Name	
Middle Name	
Suffix	
Date of Birth	This may display a conversion date of 1/1/1800
Residence Address	This is the current address that will display the Street Number + Street Name + Unit + City. However, if the “do not use residence address” indicator is set during any voter registration process, then this field will display: “No Known Address Available”
Voter ID	System assigned ID
Special Status	If special status selected on voter registration process, this information is captured on the voter’s record.
Off Reason	If status is changed to “Off” during a Change Voter Registration process, then the off reason code will be captured on the voter’s record.



## 2.1.2.1 Inquiry – View Voter Registration

**Summary:** This section describes how to use the *Inquiry – View Voter Registration* screen.

**Description:** The *Inquiry – View Voter Registration* appears below:

The screenshot shows the 'Connecticut Voter Registration System' interface. The title bar reads 'Inquiry - View Voter Registration' and 'REG134 / Stafford'. The main content area is divided into several sections:

- Previous Name:** Voter Information (Prefix Name, Voter's Name: Charles A Fisher, Date of Birth: 03/17/1932, Voter ID: 000551923, DMV ID), Miscellaneous (Gender: Female, Telephone, Special Status).
- Previous Address:** Residence Address (Address: 8 Conkin Road, Unit, City: Stafford, State: CT, Zip: 06076-4202), Status Information (Reg. Effective Date: 09/25/1954, Current Status: Active, Last Active Date, Off Reason).
- Previous Party:** Enrollment Information (Current Party: Democratic, Privilege Date: 09/25/1954). Buttons for Audit History, Election History, and Canvass History are present.
- Mailing Address:** A table with columns: Street No., Street Name / P.O. Box, Unit, Town, State, Zip Code. Data: 8, Conkin Road, Stafford Springs, CT, 06076-4202.
- Districts:** Congressional: 002, Senatorial: 035, Assembly: 052. A table below shows District/Ward (003), Precinct (00), and Polling Place (West Stafford Fire Department).

Buttons for 'Back' and 'Inquiries' are at the bottom.

The following is a description of the sections that appear on the Inquiry – View Voter Registration Screen:

### Voter Information

- Preload the voter's current database information
- Voter's Name displays first + middle + last + suffix
- Date of Birth (Conversion date of 1/1/1800 will display)
- Voter ID – internal system ID
- DMV ID - Data is captured on initial Activities Search page for New Voter Registration only.

### Residence Address

- When the “do not use address” indicator was selected during the Voter Registration process, the voter's current address will not be displayed on any report or view screen. Therefore, the label of “*No known address available*” is displayed instead of the Voter's Residence Address. This indicator only

pertains to the Voter's Residence Address and does not apply to the mailing address.

b. Address field are displayed: street number + street name, city, state, zip code

**Status Information**

a. Reg. Effective Date

- Conversion date of 1/1/1800 will not display and the value will display blanks.
- Effective Date is calculated from the registration date and/or date of birth. In general, the effective date is usually the same as the Registration Date, except when the voter is a 17 year old. In this case the Effective date will display a future date.

b. Current Status

- Displays the current status of the voter
- Status changes occur from the *Change Voter Registration* page or the *Canvass Voter Change* page.

c. Last Active Date

- This field should always be spaces if the Status displays "Active" (only if status changes are made via the web application; if viewing existing data created from original application, then this field may not be spaces).
- When status is changed from Active to Inactive or Off, this field will display a valid date.
- If the status is changed back to Active from Inactive or Off, then this field will be reset to spaces.

d. Last Off Reason

- This field will always be spaces if the Status displays "Active"
- When status is changed from Active to Inactive or to Off, this field will display a off reason code description.
- The following table are a list of the available off reason codes and their corresponding descriptions:

Off Reason Description	Comments	Processing Page
Inactive 4 yrs	Conversion towns passed Canvass process.	Change Voter Registration
Move out of State	Information provided by Voter or by DMV	Change Voter Registration
Death	Information provided by Voter	Change Voter Registration
Felon	Information provided by court system	Change Voter Registration
DMV	Information provided by DMV	Change Voter Registration

Notice-No Reply	No reply from mail-in canvass letter.	Canvass Voter Change
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CVR Returned by Voter	CVR notice returned with address moved out	Canvass Voter Change
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CVR Returned by Voter	CVR notice returned with address moved out of town	Canvass Voter Change
Canvass – Moved Out	Initial Canvass letter returned with address moved out of town.	Canvass Voter Change

**Party Enrollment**

a. Current Party

- This field is required for the voter registration process and thus should never be spaces.
- If the party is determined to be “Unaffiliated” within the system, then the actual selected party will display within parenthesis. For example: *Unaffiliated (Selected Party)*

b. Privilege Date

- Conversion date of 1/1/1800 will not display and the value will display blanks.
- Privilege date may display a future date if party was changed and the 3-month rule is invoked during the calculation
- By law, when a party is changed during the *Change Voter Registration* process the privilege date is re-calculated to determine when the voter is allowed to be officially associated with the changed party (for primary elections only). The calculation result is contingent on the type of party, affiliated vs unaffiliated. Therefore, the displayed date may be a future date. For a new or add existing voter registration, the privilege date is always set to the effective date. In addition, the privilege date can be set from the party history page.

**Page Display Information:**

**Connecticut Voter Registration System**  
 Inquiry - View Voter Registration REG124 / Staffed

<b>Previous Name</b>	<b>Previous Address</b>	<b>Previous Party</b>
<b>Voter Information</b> Prefix Name: Voter's Name: Charles A Fisher Date of Birth: 03/17/1932 Voter ID: 000551923 DMV ID:  <b>Miscellaneous</b> Gender: Female Telephone: Special Status:	<b>Residence Address</b> Address: 8 Conklin Road Unit: City: Stafford State: CT Zip: 06076-4202  <b>Status Information</b> Reg. Effective Date: 09/25/1954 Current Status : Active Last Active Date: Off Reason:	<b>Enrollment Information</b> Current Party Democratic Privilege Date 09/25/1954  <div style="text-align: center;"> <input type="button" value="Audit History"/>  <input type="button" value="Election History"/>  <input type="button" value="Canvass History"/> </div>

**Mailing Address**

Street No.	Street Name / P.O. Box	Unit	Town	State	Zip Code
8	Conklin Road		Stafford Springs	CT	06076-4202
Country:					

**Districts:** Congressional: 002 Senatorial: 035 Assembly: 052

	District/Ward	Precinct	Polling Place
STATE:	003	00	West Stafford Fire Department
LOCAL:			
SPECIAL:			

**Required Fields:** N/A

**Optional Fields:** N/A

**Action Buttons:**

**Previous Name** Allows user to inquire if a voter had a previous name (see section *Activities – Name History* for further details)

**Previous Address** Allows user to inquire if a voter had a previous address (see section *Activities – Address History* for further details)

**Previous Party** Allows user to inquire if a voter belong to a previous political party (see section *Activities – Party History* for further details)

**Audit History** Allows user to access a voter’s audit history records (see *Inquiries – Voter Change Audit History* for further details)

**Election History** Allows user to inquire about a voter’s election history records (see *Activities – Election History* for further details)

**Canvass History** Allows user to access a voters canvass history records (see *Activities-Canvass Voter History*)

**Back** Brings user back to the Inquiry Voter Registration search screen

**Inquiries** Brings the user back to the Inquiries menu

## 2.1.2.2 Registration Card –Change Voter

**Summary:** This section describes how to complete the *Voter Registration Card* in order to change a voter.

**Description:** The following screen is the Registration Card – Change Voter screen. This screen is displayed after the *Activites Search – Voter Registration* and/or *Activites Select – Voter Registration* screens have been visited. Please refer to these sections for further details.

**Steps to Change a Voter:**

- 1.) For a voter that is being changed, the screen will be displayed with previously saved information. The following fields will be displayed when a change voter registration card is initially displayed:
  - Registration Date, Voter ID
  - Last Name, First Name
  - Street Name, Town, State, Zip
  - Area Code
  - Gender, Party Enrollment, Residence Status

In addition to the above, the following fields MAY be filled in depending on the voters previous information, but are not required:

- Prefix, Middle Name, Suffix
- DMV ID
- Street Number, Unit
- Entire Mailing Address Section
- Special status, Status

2.) When finished with making changes, the user clicks on **Accept** to be brought to the *Accept Voter Registration –Change* screen. If the user does not want to save any of the information, click on **Cancel** and the user will be brought back to the search screen.

3.) The following screen is the *Accept Voter Registration –Change* screen.

The Change Voter Accept Screen contains all of the same fields as the Accept New Voter Screen; it also has additional fields that are specific to the Change voter process. The Change Accept Voter Registration screen includes the following sections:

- **Type of Change** - sets indicators based on the changes the Registrar made on the previous Registration Card page. These indicators are also displayed on the Change Voter letter.
- **Change Reason**- also included on this page and is saved on a Change Audit record for the voter. The Change Reason for Felony Letter Type and DMV change are available only when Current Status = Off. If the user makes no changes on the Registration Card Screen, a warning message will be displayed on the Accept Screen.
- **Print Option** - The user may choose to print the letter now or set-up a reminder to print the letter later, or do not print the letter. If the user chooses:
- **Language and Type of Letter** - indicators are automatically set after the user selects a change reason.
- **NVRA** - a selection list is available on this page only when the voter's current status is "Active". An NVRA selection is required if

the Change Reason is “Voter” as this information is used by the Elections application to track national voter registration information.

- **Effective Date** and **Privilege Date** is also included on this page, as they are calculated dates and serve as a reminder to the Registrar that the Voter will be eligible for voting privileges on the displayed date.

**Note: This screen completes the Change voter process. The only way to accept NO changes for a voter is to print a CVR notice. The user may still cancel this process from this screen, but once the Accept button is clicked, all changes will be made to the database.**

Once the Accept button is clicked, the transaction will go through and one of the following confirmation screens will be displayed:

- If user decided to choose “print later”



- If the user decided to choose “print now”



After printing the letter, the user will be returned to the Activities Search screen

**Page Display Information:**

**Connecticut Voter Registration System**  
Registration Card - Change Voter REG124 / Stafford

Registration Date: 01 - 01 - 1990 DMV ID: Voter ID: 000550658

**Voter Name**  
Prefix:   
Last Name: Fisher  
First Name: Rose Marie  
Middle Name:   
Suffix:

**Voter Residence**  
Street No.  Street Name  Unit   
Town  State   
Zip Code

**Date of Birth**  
01 - 01 - 1990

**Mailing Address**  
Street No.  Street Name / P.O. Box  Unit  Town  State  Zip Code   
Country

**Acceptance Criteria**  
Telephone (580 )  -   
Gender   
Party Enrollment   
OR Party Other:

**Residence Status**  
 Use Residence Address  
 Do Not Use Residence Address

**Special Status**

**Status**

**Required Fields:** Street Name, Town, State, Gender, Party, Last Name, First Name, DOB

**Optional Fields:** Registration Date, DMV ID, Prefix, Middle Name, Suffix, Street Number, Unit, Zip Code, Entire *Mailing Address* section, Telephone, Party Other, Residence Status, Special Status,

**Action Buttons:**

**Accept** will be brought to the *Accept Voter Registration –Change* screen.

**Cancel** button will bring the user back to the Activities Menu.

**Previous** will be brought to the *Activities Search – Voter Registration* screen.

**Duplicate** If a Registration Card or some other kind of documentation is received regarding an existing voter that causes no changes to be made to the voter, but the NVRA statistics need to be updated, this button should be used. This is only allowed if no changes are made to the voter. For more information see *Duplicate Voter Section*.



**Page Display Information:**

**Connecticut Voter Registration System**

Accept Voter Registration - Change REG134 / Safford

Voter Name: Lon A Fox      Current Status: Active

**Type of Change:**  
 Name  
 Address  
 Party  
 Status  
 Telephone  
 No Change  
 Other

Change Reason: [ ]      NVRA: [ ]

**Print Options:**  
 Print Now  
 Print Later  
 Do Not Print

Effective Date: 10/14/1990  
Privilege Date: 09/06/2001

**Language:**  
 English  
 English/Spanish

**Type of Letter:**  
 Voter Change  
 CVR Notice

Districts: Congressional: 002    Senatorial: 035    Assembly: 052

*	District/Ward	Precinct	Polling Place
<input checked="" type="radio"/> STATE	001	00	Old Town Hall
<input type="radio"/> LOCAL			
<input type="radio"/> SPECIAL			

\* Indicates which poll place will be printed on the letter

Accept    Previous    Cancel

**Required Fields:** Change Reason, Print Options, Language, NVRA Code for Change reason of Voter

**Optional Fields:** None

**Action Items:**

**Accept** button will finalize registration process and bring user to the *Voter Registration - Accept Confirmation* screen

**Previous** button will bring user back to the Registration Card

**Cancel** If the user does not want to save any of the information, click here voter information will not be saved.

**Field Details (Accept Voter Registration - Change)**

<b>Screen Field Name</b>	<b>Description</b>
Voter Name	
Current Status	
<b>Type of Change</b>	
Name	Name indicator set for following Current Name fields: Last, First, Middle and Suffix only Note: Prefix is part of OTHER change
Address	Address indicator set for following Current Address fields: Street#, Street Name, Town, Unit, Zip Code
Party	Party indicator set when Party Enrollment or Party Other is changed
Status	Status indicator set when Status is changed (Active, Inactive or Off)
Telephone	Telephone indicator is set when telephone is changed
No Change	No Change indicator is set when no changes have been made on the Registration Card page
Other	Other indicator is set for the following field changes: Mail Address fields, Special Status, Gender, Date of Birth, Registration Date, DMV ID, and Residence Status.
<b>Change Reason/NVRA</b>	
Change Reason	User must choose one.
NVRA	Required only for change reason = Voter
<b>Print Options</b>	
Print Now	Default is Print Now except for the following: Do Not Print is Default for Change Reasons: Registrar Correct, Death
Print Later	
Do Not Print	
<b>Effective Date/Privilege Date</b>	
Effective Date	Recalculated only if Registration or DOB changes on Registration Card page
Privilege Date	Recalculated only if Registration or DOB or party changes on Registration Card page
<b>Language</b>	
English	Defaults are set based on the Change Reason selection
English/Spanish	
<b>Type of Letter</b>	
None	Defaults are set based on the Change Reason selection
Voter Change	CVR only allowed for Active DMV only allowed for Off Felony only allowed for Off
CVR Notice	
DMV Change	
Felony	
<b>Districts</b>	
Congressional	This information is using the State district type.
Senatorial	
Assembly	
Districts/Ward	Display the data for State, Local and Special using the voter's current street address

### 2.1.2.3 Delete Voter

**Summary:** The *Inquiry – Voter Registration* option has a *Delete* button on the *Select Voter – Inquiry Voter Registration* page for all inquiry local searches. The Delete option is used by Registrars to delete a voter from the database. When a voter is deleted from the database, archive records are created, such as archive voter record, archive history records (name, address and party), archive change audit, and election history. All other records associated with the deleted voter will also be deleted from the database, including voter petitions, canvass histories, and absentee ballots records.

**Description:**

The following screen is the Select Voter – Inquiry Voter Registration Screen. This screen is displayed when one or more voters are found with the same information.

**Connecticut Voter Registration System**

**Select Voter - Inquiry Voter Registration** REG134 / Stafford

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Special Status	Off Reason
<input type="checkbox"/>		Fisher	Charles	A		03/17/1932	8 Conklin Road, Stafford	000551923		
<input type="checkbox"/>		Fisher	Christine	C		08/07/1943	9 New City Road, Stafford	000547143		
<input type="checkbox"/>		Fisher	Craig	T		10/20/1964	101 Colburn Road, Stafford	000548415		
<input type="checkbox"/>		Fisher	Debra	B		12/06/1956	78 Stafford Street, Stafford	003033359		
<input type="checkbox"/>		Fisher	Deris	C		02/06/1936	10 Clearview Drive, Stafford	000548016		
<input type="checkbox"/>		Fisher	Edward	N		01/23/1958	10 Clearview Drive, Stafford	000548015		
<input type="checkbox"/>		Fisher	Gary	F		09/24/1956	103 Stafford Street, Stafford	000548446		
<input type="checkbox"/>		Fisher	Jane	G		12/29/1938	111 West Stafford Road, Stafford	000551924		
<input type="checkbox"/>		Fisher	John	B		01/01/1960	20 Avery Drive, Stafford	003224371		
<input type="checkbox"/>		Fisher	Kathleen	A		10/17/1958	103 Stafford Street, Stafford	000548447		
<input type="checkbox"/>		Fisher	Mandy	J		10/07/1977	111 West Stafford Road, Stafford	000553826		
<input type="checkbox"/>		Fisher	Mary	A		07/21/1922	33 Brendan Street, Stafford	000548795		
<input type="checkbox"/>		Fisher	Mary	H		03/18/1908	8 Conklin Road, Stafford	000551925		
<input type="checkbox"/>		Fisher	Nancy	E		10/19/1953	93 Furnace Avenue, Unit N-15, Stafford	000946380		
<input type="checkbox"/>	Inactive	Fisher	Neil	A		09/29/1961	Zc-Nonresident2, Stafford	000548714	Institution	
<input type="checkbox"/>		Fisher	Nolan	M		10/04/1977	139 Furnace Avenue, Stafford	000551082		
<input type="checkbox"/>		Fisher	Paul	D		01/23/1958	1 Silver Street, Unit 1, Stafford	000548796		
<input type="checkbox"/>		Fisher	Roger	E		06/03/1936	111 West Stafford Road, Stafford	000551926		
<input type="checkbox"/>		Fisher	Rose Marie			01/01/1960	White Oak Drive, Stafford	000550658		
<input type="checkbox"/>		Fisher	Sarah	A		11/09/1973	139 Furnace Avenue, Stafford	000548178		
<input type="checkbox"/>		Fisher	Stacy	D		09/15/1967	101 Colburn Road, Stafford	000548414		
<input type="checkbox"/>		Fisher	Susan	B		08/09/1954	139 Furnace Avenue, Stafford	000547144		
<input type="checkbox"/>		Fisher	Wayne	R		12/16/1948	139 Furnace Avenue, Stafford	000547145		

In order to delete a voter, the user must select a voter to be deleted and click the **Delete** button. After the button has been clicked, the following screen will be displayed:

**Connecticut Voter Registration System**

**Inquiry - Confirm Delete Voter** REG134 / Staffed

<b>Voter Information</b>		<b>Residence Address</b>	
Prefix Name:		Address: 64 Bayberry Lane	
Voter's Name: Kristin M Loranger		Unit:	
Date of Birth: 09/09/1974		Town: Stafford	
Voter ID: 003039705    DMV ID:		State: CT    Zip: -	
<b>Status Information</b>		<b>Enrollment Information</b>	
Effective Date	Last Active Date	Current Party	Privilege Date
10/20/1998		Unaffiliated	10/20/1998
Status	Last Off Reason		
Active			
<b>Miscellaneous</b>			
Gender: Female		Telephone: 860-684-4763	
Special Status:			
<input type="button" value="Delete"/>		<input type="button" value="Previous"/>	
<input type="button" value="Cancel"/>			

The following is a description of the sections that appear on the Inquiry – Confirm Delete Voter card:

### **Voter Information**

- Preloads the voter's current database information
- Voter's Name displays first + middle + last + suffix
- Date of Birth - missing default date of 1/1/1800 will display.
- Voter ID – internal system ID
- DMV ID

### **Residence Address**

- Residence Address displays
- When the “do not use address” indicator was selected during the Voter Registration process, the voter's current address will not be displayed on any report or view screen. Therefore, “*No known address available*” is displayed instead of the Voter's Residence Address. This indicator only pertains to the Voter's Residence Address and does not apply to the mailing address.

### **Status Information**

#### Effective Date

- Missing default date of 1/1/1800 will not display and the value will display blanks.
- Effective Date is calculated from the registration date and/or date of birth. In general, the effective date is usually the same as the Registration Date, except when the voter is a 17 year old. In this case the Effective date will display a future date.

#### Status

- Displays the current status of the voter
- Status changes occur from the *Change Voter Registration* page or the *Canvass Voter Change* page.

#### Last Active Date

- This field will always be spaces if the Status displays “Active”
- When status is changed from Active to Inactive or Off, this field will display a valid date.
- If the status is changed back to Active from Inactive or Off, then

this field will be reset to spaces.

Last Off Reason

- This field will always be spaces if the Status displays “Active”
- When status is changed from Active to Inactive or to Off, this field will display an off reason code description.
- The following table is a list of the available off reasons and their corresponding descriptions:

<b>Off Reason Description</b>	<b>Comments</b>	<b>Processing Page</b>
Inactive 4 yrs	Conversion towns past Canvass process.	Change Voter Accept
	Normal Canvass Process	Canvass Voter Change Accept
Move out of State	Information provided by Voter or by DMV	Change Voter Accept
Death	Information provided by Voter	Change Voter Accept
Felon	Information provided by court system	Change Voter Accept
DMV	Information provided by DMV	Change Voter Accept
Notice-No Reply	No reply from mail-in canvass letter.	Canvass Voter Change Accept
CVR Returned by Voter	CVR notice returned with address moved out of town	Canvass Voter Change Accept
Canvass – Moved Out	Initial Canvass letter returned with address moved out of town.	Canvass Voter Change Accept

**Party Enrollment**

Current Party

- This field is required for the voter registration process and thus should never be spaces.
- If the party is determined to be “Unaffiliated” within the system, then the actual selected party will display within parenthesis. For example: *Unaffiliated (Selected Party)*

Privilege Date

- Missing default date of 1/1/1800 will not display and the value will display blanks.
- Privilege date may display a future date if party was changed and the 3-month rule is invoked during the calculation

**Page Display Information:**

Connecticut Voter Registration System	
Inquiry - Confirm Delete Voter	
REG134 / Staffed	
<b>Voter Information</b> Prefix Name: Voter's Name: Kristin M Loranger Date of Birth: 09/09/1974 Voter ID: 003039705 DMV ID:	<b>Residence Address</b> Address: 64 Bayberry Lane Unit: Town: Stafford State: CT Zip: -
<b>Status Information</b> Effective Date: 10/20/1998 Status: Active Last Active Date: Last Off Reason:	<b>Enrollment Information</b> Current Party: Unaffiliated Privilege Date: 10/20/1998
<b>Miscellaneous</b> Gender: Female Telephone: 860-684-4763 Special Status:	
<input type="button" value="Delete"/> <input type="button" value="Previous"/> <input type="button" value="Cancel"/>	

**Required Fields:** None

**Optional Fields:** None

**Action Buttons:**

Deletes voter displayed on the Confirm Delete Voter

Brings user back to the Select Voter – Inquiry Voter Registration

Brings the user back to the Inquiries Menu.

## 2.2 Voter Election History

### Summary:

This section describes the method to inquire about a voter's previous election history. The inquiry gives information such as Election Date, Election Type, and how the individual voted.

### Description:

The following Search screen is displayed to after clicking on Voter Election History. This screen allows the user to search for exiting voters by current/previous name, current/previous address, locally or statewide, using one of the following combinations:

- Search by voter ID
- Search by DMV ID
- Search by Last Name (first name optional)
- Search by street

If no voters are found, you will receive a message box stating "no voters found"

<b>Search Type</b>	<b>Voter Identifiers</b>	
<input checked="" type="radio"/> Local	Voter ID	DMV ID
<input type="radio"/> Statewide	<input type="text"/>	<input type="text"/>
<b>Search Name</b>	<b>Voter Name</b>	
<input checked="" type="radio"/> Current	Last Name	First Name
<input type="radio"/> Previous	<input type="text"/>	<input type="text"/>
	Date of Birth	
	<input type="text"/>	<input type="text"/>
<b>Search Address</b>	<b>Street Address</b>	
<input checked="" type="radio"/> Current	Street	Town
<input type="radio"/> Previous	<input type="text"/>	<input type="text"/>
		Stafford
	<input type="button" value="Search"/>	<input type="button" value="Reset"/>
	<input type="button" value="Cancel"/>	

### Page Display Information:

**Required Fields:** use one of the following combinations : (Last Name) or (Voter ID, for an existing voter) or (street name) or (DMV ID)

**Optional Fields:** First Name, DOB

#### **Action Buttons:**

Launches a Local or statewide Search to see if there are any exact matches on the data entered.

Resets all fields on the screen to blanks.

Brings the user back to the Inquiries Menu.

Once the search is complete, the following screen will be displayed to select the voter needed for inquiry:

**Connecticut Voter Registration System**

Select Voter - Inquiry Voter Election History REG134 / Stafford

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Special Status	Off Reason
<input type="radio"/>		Fisher	Charles	A		03/17/1932	8 Conklin Road, Stafford	000551923		
<input type="radio"/>		Fisher	Clarus	C		08/07/1943	9 New City Road, Stafford	000547143		
<input type="radio"/>		Fisher	Craig	T		10/20/1964	101 Colburn Road, Stafford	000548415		
<input type="radio"/>		Fisher	Debra	B		12/06/1956	78 Stafford Street, Stafford	003033399		
<input type="radio"/>		Fisher	Dois	C		02/06/1936	10 Clearview Drive, Stafford	000548016		
<input type="radio"/>		Fisher	Edward	N		01/23/1958	10 Clearview Drive, Stafford	000548015		
<input type="radio"/>		Fisher	Gary	P		09/24/1956	103 Stafford Street, Stafford	000548446		
<input type="radio"/>		Fisher	Jane	G		12/29/1938	111 West Stafford Road, Stafford	000551924		
<input type="radio"/>		Fisher	John			01/01/1960	20 Avery Drive, Stafford	003224371		
<input type="radio"/>		Fisher	Kathleen	A		10/17/1958	103 Stafford Street, Stafford	000548447		
<input type="radio"/>		Fisher	Mandy	J		10/07/1977	111 West Stafford Road, Stafford	000553826		
<input type="radio"/>		Fisher	Mary	A		07/21/1922	33 Brendan Street, Stafford	000548795		
<input type="radio"/>		Fisher	Mary	H		03/18/1908	8 Conklin Road, Stafford	000551925		
<input type="radio"/>		Fisher	Nancy	E		10/19/1953	93 Furnace Avenue, UnitN-15, Stafford	000946380		
<input type="radio"/>	Inactive	Fisher	Nel	A		09/29/1961	Zs-Nonresident2, Stafford	000548714	Institution	
<input type="radio"/>		Fisher	Nolan	M		10/04/1977	139 Furnace Avenue, Stafford	000551082		
<input type="radio"/>		Fisher	Paul	D		01/23/1958	1 Silver Street, Unit1, Stafford	000548796		
<input type="radio"/>		Fisher	Roger	E		06/03/1936	111 West Stafford Road, Stafford	000551926		
<input type="radio"/>		Fisher	Rose Marie			01/01/1960	White Oak Drive, Stafford	000550658		
<input type="radio"/>		Fisher	Sarah	A		11/09/1973	139 Furnace Avenue, Stafford	000548178		
<input type="radio"/>		Fisher	Stacy	D		09/15/1967	101 Colburn Road, Stafford	000548414		
<input type="radio"/>		Fisher	Susan	B		08/09/1954	139 Furnace Avenue, Stafford	000547144		
<input type="radio"/>		Fisher	Wayne	R		12/16/1948	139 Furnace Avenue, Stafford	000547145		

Once the voter is selected the Inquiry Voter Election History Screen will be displayed:

**Connecticut Voter Registration System**

Inquiry - Voter Election History REG134 / Stafford

Voter Name

Previous Election History		
Election Date	Election Type	How Voted
11/02/1999	General	In Person

- Use this screen to display election history information for a selected voter.
- Election history data can be accessed directly from the *Inquiries* Menu, as well as, from the *Inquiries - View Voter Registration* option.
- Election history data created after successful completion of the *Who Voted* activities processing and/or *Maintain Voter Election History* processing.
- If How Voted = “Absentee”, then absentee information may be available within the *Absentee Ballots* option of the *Activities Elections* submenu.
- History records are displayed in descending order (LIFO method) and will display up to 20 previous election history records.



**Page Display  
Information:**

The screenshot shows the 'Connecticut Voter Registration System' interface. At the top, there is a header bar with the title 'Connecticut Voter Registration System' and a user identifier 'REG134 / Staffed'. Below this is a blue navigation bar with the text 'Inquiry - Voter Election History'. The main content area features a 'Voter Name' field containing 'Charles A. Fisher'. Below that is a 'Previous Election History' table with the following data:

Election Date	Election Type	How Voted
11/02/1999	General	In Person

At the bottom of the table area, there is a 'Back' button.

**Required Fields:** None

**Optional Fields:** None

**Action Buttons:**

**Back** Brings the user back to the inquiries select screen.

## 2.3 Town Polling Place

**Summary:** The *Inquiries – Town Polling Place* option is used by Registrars and Clerks to obtain polling place address information for a specific address or selected voting district.

**Description:** Below is the *Inquiries – Town Polling Place* Display, this screen is accessed by clicking on **Town Polling Place** on the *Inquiries* Main Menu

Polling Place Name / Address	
Name:	
Street:	
City:	Zip: -

Polling Districts	
District - Precinct	
STATE:	
LOCAL:	
SPECIAL:	

- Use this screen to find Poll Place location information for a specific address or specific district. User only allowed to enter in street address or district search criteria; not both.
- Information displayed on this page is initially created/updated via *Activities, Maintain Town Data, Polling Place* option
- For multiple search requests, must use the “*Reset*” button to clear the form and then enter other search criteria.

### Street Address

1. Street Names are preloaded for the current town.
2. A street number is required only if street has split districts; generally enter in a specific address
3. Use *Town Street List* report for reference in entering valid street address.
4. Click the “*Search*” option to submit the request. If user hits the “*enter*” key then will automatically click the “*Search*” button to submit the request.
5. Search results will display the poll place information, as well as, all State, Local and/or Special district information that corresponds to the poll place data.

### Districts

1. Districts are divided into three categories: State, Local and Special. Select the type of district to determine the poll place information.
2. Enter in district and/or precinct data.
3. Searching by “*districts*” requires the user to select the district type and district. The precinct is only required if the district has multiple precincts assigned. *Thus, if only one precinct is available for the district type, then user does not have to enter this information. Note, that the displayed*

<p><b>Page Display Information:</b></p>	<p><i>district will display the precinct only if the one precinct is not value of "00".</i></p> <ol style="list-style-type: none"> <li>4. State district data will always be present within the system. However, the Local and Special districts may not have any entries in the database       <ol style="list-style-type: none"> <li>a. Use <i>Town Street List</i> report for reference in entering valid district and precinct combinations.</li> <li>b. If <i>Town Street List</i> report does not display a precinct then user is allowed to search using only the district information (selecting the corresponding precinct is not required, but if selected will display same results), for any district category.</li> </ol> </li> <li>6. Click the "Search" option to submit the request. If user hits the "enter" key then will automatically click the "Search" button to submit the request</li> <li>7. Search results will display the poll place information, as well as, all State, Local and/or Special district information that corresponds to the poll place data.</li> </ol> <p><u>Poll Place Name/Address</u></p> <ol style="list-style-type: none"> <li>1. The displayed poll place name and address section is the result of the user's search criteria (either by street address or by district).</li> <li>2. This information can only be <u>updated</u> via <i>Activities – Town Data – Poll Place</i> option.</li> <li>3. A poll place can be <u>added or deleted</u> from the <i>Activities – Redistrict</i> option only.</li> </ol> <p><u>Districts (displayed: State, Local, Special):</u></p> <ol style="list-style-type: none"> <li>1. The displayed districts are all the voting districts that correspond to the displayed poll place</li> </ol> <p><b><u>Required Fields:</u></b> Street Name or District Type/District Number</p> <p><b><u>Optional Fields:</u></b> Street Number, Precinct</p> <p><b><u>Action Buttons:</u></b></p> <p><input type="button" value="Search"/> Launches a search either by street name or district type to view polling place information.</p> <p><input type="button" value="Reset"/> Resets all fields on the screen to blanks.</p> <p><input type="button" value="Inquiries"/> Brings the user back to the Inquiries Menu.</p>
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## 2.4 Voter Petition History

**Summary:** The *Inquiry – Voter Petition History* option is used by Registrar and Clerk users to obtain petition history information for a specific voter.

**Description:** The following Search screen is displayed to the user after clicking on Voter Petition History. This screen allows the user to search for exiting voters by current/previous name, current/previous address, locally or statewide, using one of the following combinations:

- Search by voter ID
- Search by DMV ID
- Search by Last Name (first name optional)
- Search by street

If no voters are found, you will receive a message box stating “no voters found.”

<b>Search Type</b>	<b>Voter Identifiers</b>
<input checked="" type="radio"/> Local	Voter ID <input type="text"/>
<input type="radio"/> Statewide	DMV ID <input type="text"/>
<b>Search Name</b>	<b>Voter Name</b>
<input checked="" type="radio"/> Current	Last Name <input type="text"/>
<input type="radio"/> Previous	First Name <input type="text"/>
	Date of Birth <input type="text"/>
<b>Search Address</b>	<b>Street Address</b>
<input checked="" type="radio"/> Current	Street <input type="text"/>
<input type="radio"/> Previous	Town <input type="text"/>
	Stafford <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

**Page Display Information:**

**Required Fields:** use one of the following combinations : (Last Name) or (Voter ID, for an existing voter) or (street name) or (DMV ID)

**Optional Fields:** First Name, DOB

**Action Buttons:**

**Search** Launches a Local or statewide Search to see if there are any exact matches on the data entered.

**Reset** Resets all fields on the screen to blanks.

**Cancel** Brings the user back to the Inquiries Menu.

Once the search is complete, the following screen will be displayed to select the voter needed for inquiry:

**Connecticut Voter Registration System**

Select Voter - Inquiry Voter Election History REG134 / Stafford

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Special Status	Off Reason
<input type="radio"/>		Fisher	Charles	A		03/17/1932	8 Conklin Road, Stafford	000551923		
<input type="radio"/>		Fisher	Clarus	C		08/07/1943	9 New City Road, Stafford	000547143		
<input type="radio"/>		Fisher	Craig	T		10/20/1964	101 Coburn Road, Stafford	000548415		
<input type="radio"/>		Fisher	Debra	B		12/06/1956	78 Stafford Street, Stafford	003033399		
<input type="radio"/>		Fisher	Dois	C		02/06/1936	10 Clearview Drive, Stafford	000548016		
<input type="radio"/>		Fisher	Edward	N		01/23/1958	10 Clearview Drive, Stafford	000548015		
<input type="radio"/>		Fisher	Gary	P		09/24/1956	103 Stafford Street, Stafford	000548446		
<input type="radio"/>		Fisher	Jane	G		12/29/1938	111 West Stafford Road, Stafford	000551924		
<input type="radio"/>		Fisher	John			01/01/1960	20 Avery Drive, Stafford	003224371		
<input type="radio"/>		Fisher	Kathleen	A		10/17/1958	103 Stafford Street, Stafford	000548447		
<input type="radio"/>		Fisher	Mandy	J		10/07/1977	111 West Stafford Road, Stafford	000553826		
<input type="radio"/>		Fisher	Mary	A		07/21/1922	33 Brendan Street, Stafford	000548795		
<input type="radio"/>		Fisher	Mary	H		03/18/1908	8 Conklin Road, Stafford	000551925		
<input type="radio"/>		Fisher	Nancy	E		10/19/1953	93 Furnace Avenue, UnitN-15, Stafford	000946380		
<input type="radio"/>	Inactive	Fisher	Nel	A		09/29/1961	Zs-Nonresident2, Stafford	000548714	Institution	
<input type="radio"/>		Fisher	Nolan	M		10/04/1977	139 Furnace Avenue, Stafford	000551082		
<input type="radio"/>		Fisher	Paul	D		01/23/1958	1 Silver Street, Unit 1, Stafford	000548796		
<input type="radio"/>		Fisher	Roger	E		06/03/1936	111 West Stafford Road, Stafford	000551926		
<input type="radio"/>		Fisher	Rose Marie			01/01/1960	White Oak Drive, Stafford	000550658		
<input type="radio"/>		Fisher	Sarah	A		11/09/1973	139 Furnace Avenue, Stafford	000548178		
<input type="radio"/>		Fisher	Stacy	D		09/15/1967	101 Coburn Road, Stafford	000548414		
<input type="radio"/>		Fisher	Susan	B		08/09/1954	139 Furnace Avenue, Stafford	000547144		
<input type="radio"/>		Fisher	Wayne	R		12/16/1948	139 Furnace Avenue, Stafford	000547145		

Once the voter is selected the *Inquiry - Voter Petition History* screen will be displayed:

**Connecticut Voter Registration System**

Inquiry - Voter Petition History REG134 / Stafford

Voter Name  
Charles A. Fisher

Petitions  
Text Petition

- Use this screen to display petition history information for a selected voter
- Petitions for each town are entered via the *Activities – Maintain Town Data* menu. From the *Activities – Maintain Voter History* menu, a town petition can be associated with a selected voter.
- There is no limit to the number of petitions that can be associated with a voter.
- This page is available from the *Inquiries* menu.

**Page Display  
Information:**

The screenshot shows a web application interface for the Connecticut Voter Registration System. At the top, there is a header bar with the text "Connecticut Voter Registration System". Below this, a blue navigation bar contains "Inquiry - Voter Petition History" on the left and "REG134 / Staffed" on the right. The main content area is a light gray box containing a form. The form has a "Voter Name" field with the value "Charles A. Fisher" displayed. Below that is a "Petitions" section with a "Text Petition" field. At the bottom center of the form is a "Back" button.

**Required Fields:** None

**Optional Fields:** None

**Action Buttons:**

Brings the user back to the select screen.

## 2.5 Town Street

**Summary:** The *Inquiry – Town Street* option is used by Registrar and Clerk users to obtain district information for a specific town street.

**Description:**

The *Inquiries – Town Street* screen is accessed by clicking **Town Street** on the *Inquiries Menu*.

The screenshot displays the 'Connecticut Voter Registration System' interface. At the top, there is a blue header bar with 'Inquiry - Town Street/Districts' on the left and 'REG124 / Stafford' on the right. Below the header, there is a 'Street Name' dropdown menu. Underneath, a table titled 'Current Districts' is shown with the following columns: Side, Low Range, High Range, District Type, Voting District, Precinct, Congress District, Senate District, Assembly District, and Census Block. The table currently contains no data rows. At the bottom of the screen, there is an 'Inquiries' button.

- Generate a *Town Street* report to use as a reference guide. The information on this report corresponds to the information displayed on this page.
- Select a *street name* from the available drop down list box.
  - a. Page will initially display no districts until a street name is selected.
  - b. All available district information is displayed for selected street name.

**Page Display Information:**

**Required Fields:** (select) Street Name

**Optional Fields:** None

**Action Buttons:**

**Inquiries** Brings the user back to the Inquiries Menu.

## 2.6 Voter Absentee Ballot

**Summary:** The *Inquiry – Voter Absentee Ballot* option is used by Registrar and Clerk users to obtain absentee ballot information for a specific voter.

**Description:** The following Search screen is displayed to after clicking on VoterAbsentee Ballot. This screen allows the user to search for exiting voters by current/previous name, current/previous address, locally, or statewide using one of the following combinations:

- Search by voter ID
- Search by DMV ID
- Search by Last Name
- Search by Street

If no voters are found, you will receive a message box stating “no voters found.”

**Page Display Information:**

<b>Search Type</b>	<b>Voter Identifiers</b>
<input type="radio"/> Local	Voter ID <input type="text"/>
<input type="radio"/> Statewide	DMV ID <input type="text"/>
<b>Search Name</b>	<b>Voter Name</b>
<input type="radio"/> Current	Last Name <input type="text"/>
<input type="radio"/> Previous	First Name <input type="text"/>
	Date of Birth <input type="text"/>
<b>Search Address</b>	<b>Street Address</b>
<input type="radio"/> Current	Street <input type="text"/>
<input type="radio"/> Previous	Town <input type="text"/>
	Stafford <input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

**Required Fields:** Use one of the following combinations : (Last Name) or (Voter ID, for an existing voter) or (Street Name) or (DMV ID)

**Optional Fields:** First Name, DOB

**Action Buttons:**

Launches a Local or statewide Search to see if there are any exact matches on the data entered.

Resets all fields on the screen to blanks.

Brings the user back to the Inquiries Menu.



Once the search is complete, the following screen will be displayed to select the voter needed for inquiry:

**Connecticut Voter Registration System**

**Select Voter - Inquiry Voter Election History** REG134 / Stafford

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Special Status	Off Reason
<input type="checkbox"/>		Fisher	Charles	A		03/17/1932	8 Conklin Road, Stafford	000551923		
<input type="checkbox"/>		Fisher	Charlene	C		08/07/1943	9 New City Road, Stafford	000547143		
<input type="checkbox"/>		Fisher	Craig	T		10/20/1964	101 Colburn Road, Stafford	000549415		
<input type="checkbox"/>		Fisher	Debra	E		12/06/1956	78 Stafford Street, Stafford	002033399		
<input type="checkbox"/>		Fisher	Doris	C		02/06/1936	10 Clearview Drive, Stafford	000548016		
<input type="checkbox"/>		Fisher	Edward	N		01/23/1958	10 Clearview Drive, Stafford	000548015		
<input type="checkbox"/>		Fisher	Gary	P		09/24/1956	103 Stafford Street, Stafford	000548446		
<input type="checkbox"/>		Fisher	Jane	G		12/29/1938	111 West Stafford Road, Stafford	000551924		
<input type="checkbox"/>		Fisher	John			01/01/1960	20 Avery Drive, Stafford	003243771		
<input type="checkbox"/>		Fisher	Kathleen	A		10/17/1958	103 Stafford Street, Stafford	000548447		
<input type="checkbox"/>		Fisher	Mandy	J		10/07/1977	111 West Stafford Road, Stafford	000553826		
<input type="checkbox"/>		Fisher	Mary	A		07/21/1922	33 Brendan Street, Stafford	000548795		
<input type="checkbox"/>		Fisher	Mary	H		03/18/1908	8 Conklin Road, Stafford	000551925		
<input type="checkbox"/>		Fisher	Nancy	E		10/19/1953	93 Furnace Avenue, UnitN-15, Stafford	000946380		
<input type="checkbox"/>	Inactive	Fisher	Ned	A		09/29/1961	2z-Nonresident2, Stafford	000548714	Institution	
<input type="checkbox"/>		Fisher	Nolan	M		10/04/1977	139 Furnace Avenue, Stafford	000551082		
<input type="checkbox"/>		Fisher	Paul	D		01/23/1958	1 Sber Street, Unit1, Stafford	000548796		
<input type="checkbox"/>		Fisher	Roger	E		06/03/1936	111 West Stafford Road, Stafford	000551926		
<input type="checkbox"/>		Fisher	Rose Marie			01/01/1960	White Oak Drive, Stafford	000550658		
<input type="checkbox"/>		Fisher	Sarah	A		11/09/1973	139 Furnace Avenue, Stafford	000548178		
<input type="checkbox"/>		Fisher	Stacy	D		09/15/1967	101 Colburn Road, Stafford	000548414		
<input type="checkbox"/>		Fisher	Susan	B		08/09/1954	139 Furnace Avenue, Stafford	000547144		
<input type="checkbox"/>		Fisher	Wayne	R		12/16/1948	139 Furnace Avenue, Stafford	000547145		

Once the voter is selected the *Inquiry - Voter Absentee Ballot* screen will be displayed:

**Connecticut Voter Registration System**

**Inquiry - Voter Absentee Ballot** REG134 / Stafford

Voter Name

Serial Number	Date Mailed	Election Date	Ballot Code	Return Date	Return Time
12312312	10/10/2000	11/01/2000	OVERSEAS	10/18/2000	11:00 AM

- Absentee Ballots for each voter are entered via the *Activities – Maintain Town Data* menu. From the *Activities – Elections – Absentee Ballots* menu, an absentee ballot can be filled out for a specific voter
- There is no limit to the number of absentee ballots that can be associated with a voter.

**Page Display Information:**

**Connecticut Voter Registration System**

---

**Inquiry - Voter Absentee Ballot** REG134 / Staffed

Voter Name  
Arlene U Smith

Absentee Ballots

Serial Number	Date Mailed	Election Date	Ballot Code	Return Date	Return Time
12312312	10/10/2000	11/01/2000	OVERSEAS	10/18/2000	11:00 AM

**Required Fields:** None

**Optional Fields:** None

**Action Buttons:**

Brings the user back to the previous page

## 2.7 Voter Cancellations

**Summary:** The *Inquiry – Voter Cancellations* option is used by Registrars only to view and print out a list of users that have been removed from their town’s voting list.

**Description:**

Below is the *Inquiry – Voter Cancellations* screen which is accessed by clicking on **Voter Cancellations** on the *Inquiries Menu*.

Cancel Date	Last Name	First Name	Old Address	New Town	Date of Birth	Voter Id
08/09/2001 11:03 AM	Ourlette	Leon	11 Arnold Lane	Southington, CT	04/18/1955	003163477
08/09/2001 11:16 AM	Tonoò	Lydia	10 Arnold Lane	Southington, CT	11/04/1920	000548313
08/09/2001 11:48 AM	Works	Francis	13 Arnold Lane	Southington, CT	12/31/1956	000550996

- This screen is typically used to print a voter cancel list at the end of each month. The user prints out the voter cancel list and only deletes this list at the end of each month and only after all issues have been resolved. This process is followed to resolve any issues that need to be address prior to deleting the voter cancel list.
- This page is from the following:
  - Show Reminders*
  - Inquiries Menu*
- Voter cancellation entries are created by the following:
  - a. From a successful *Add Existing Voter Registration*, where a voter is already in the database but linked to another town. The voter cancellation record is created for the old town.
  - b. There is no limit to the number of voters that can be displayed on this list for each town.
- The information is listed in order of *Cancel Date*.
- The **Print List** button displays the actual report that can only be printed on-line. There is no “print later” option for this report. After the user clicks **Print List**, the buttons at the bottom of this screen will allow the user to *print* the report, or *close* the page, which will return back to the *Inquiry – Voter Cancellations* screen (with all the initial voters listed). The **Print List** and **Delete List** buttons will not display if no records are present.
- Normal processing for this page is for the user to verify the list of voters displayed on the page, then print the list, close to return back to the voter cancellation page, then delete the list using the *Delete List* button at bottom of page. If the user does not delete the list, then the listed voters will keep

displaying on this page each time the page is accessed. Note: This page will display all voter cancellation records for a specific town on initial display. However, after initial display of this page, additional voter cancellation records may be created (while the user is in this screen), as Registrars from other towns can complete a successful *Add Existing Voter Registration*. Thus, the *Print List* and *Delete List* options will only affect the voters listed on the screen.

- *Delete List* process will delete the voter cancellation records ONLY. Voter records are deleted from the system via the “*Inquiry – Voter Registration*” option or via the nightly batch process only.
  - a. It is possible for a voter to be added to a voter cancellation list and then deleted from the system via the “Delete Voter” option from *Inquiry – Voter Registration* by the new town’s Registrar. If a voter has been mistakenly added to a new town via *Add Existing Voter Registration* process, the new town’s Registrar should contact the Registrar in the original town in order for the voter to be added back to the original town. In this case, the voter should NOT be deleted from the application.
  - b. If a voter is listed on this page incorrectly, then the user must complete appropriate steps to add the user back into the town’s voting list via an *Add Existing Voter Registration* process. There is no way to remove the voter’s information from this list until the list is deleted, which again will only delete the “displayed” voter cancellation records for a specific town (and nothing else). Thus, the Registrar can enter a manual comment on the printed report if necessary.
  - c. If the voter has already been deleted from the application (by the new town’s Registrar), then the voter will not be able to add the voter back via an *Add Existing Voter Registration* process. Thus, the Registrar will have to add the voter back via a *New Voter Registration* process and enter in all information again in order to successfully process this voter.

**Page Display Information:**

**Required Fields:** None

**Optional Fields:** None

**Action Buttons:**

**Print List** Prints the Voter Cancellation list that is displayed on the screen

**Inquiries** Brings the user back to the Inquiries Menu.

**Delete List** Deletes the Voter Cancellation list that is displayed on the screen

## 2.8 Voter Change Audit History

**Summary:** The *Voter Change Audit History* option is used by Registrars and Clerks to obtain audit information for all transactions for a specific voter. This function is available from the *Inquiry Voter Registration View* option, as well as from the *Inquiries Menu*.

**Description:** The following Search screen is displayed to the user after clicking on Voter Change Audit History. This screen allows the user to search for exiting voters by current/previous name, current/previous address, locally, or statewide, using one of the following combinations:

- Search by voter ID
- Search by DMV ID
- Search by Last Name
- Search by Street

If no voters are found, you will receive a message box stating “no voters found”

**Page Display Information:**

<b>Search Type</b>	<b>Voter Identifiers</b>	
<input type="radio"/> Local	Voter ID	DMV ID
<input type="radio"/> Statewide	<input type="text"/>	<input type="text"/>
<b>Search Name</b>	<b>Voter Name</b>	
<input type="radio"/> Current	Last Name	First Name
<input type="radio"/> Previous	<input type="text"/>	<input type="text"/>
	Date of Birth	
	<input type="text"/>	<input type="text"/>
<b>Search Address</b>	<b>Street Address</b>	
<input type="radio"/> Current	Street	Town
<input type="radio"/> Previous	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="button" value="Search"/>	<input type="button" value="Reset"/>
	<input type="button" value="Cancel"/>	

**Required Fields:** Use one of the following combinations : (Last Name) or (Voter ID, for an existing voter) or (Street Name) or (DMV ID)

**Optional Fields:** First Name, DOB

**Action Buttons:**

Launches a Local or Statewide search to see if there are any exact matches on the data entered.

Resets all fields on the screen to blanks.

Brings the user back to the Inquiries Menu.

Once the search is complete, the following screen will be displayed to select the voter needed for inquiry:

**Connecticut Voter Registration System**

**Select Voter - Inquiry Voter Election History** REG134 / Stafford

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Special Status	Off Reason
<input type="radio"/>		Fisher	Charles	A		03/17/1932	8 Conklin Road, Stafford	000551923		
<input type="radio"/>		Fisher	Charlotte	C		08/07/1943	9 New City Road, Stafford	000547143		
<input type="radio"/>		Fisher	Craig	T		10/20/1964	101 Colburn Road, Stafford	000548415		
<input type="radio"/>		Fisher	Debra	B		12/06/1956	78 Stafford Street, Stafford	002033399		
<input type="radio"/>		Fisher	Doris	C		02/06/1936	10 Clearview Drive, Stafford	000548016		
<input type="radio"/>		Fisher	Edward	N		01/23/1958	10 Clearview Drive, Stafford	000548015		
<input type="radio"/>		Fisher	Gary	P		09/24/1956	103 Stafford Street, Stafford	000548446		
<input type="radio"/>		Fisher	Jane	G		12/29/1938	111 West Stafford Road, Stafford	000551924		
<input type="radio"/>		Fisher	John			01/01/1960	20 Avery Drive, Stafford	003224371		
<input type="radio"/>		Fisher	Kathleen	A		10/17/1958	103 Stafford Street, Stafford	000548447		
<input type="radio"/>		Fisher	Mandy	J		10/07/1977	111 West Stafford Road, Stafford	000553826		
<input type="radio"/>		Fisher	Mary	A		07/21/1922	33 Brendan Street, Stafford	000548795		
<input type="radio"/>		Fisher	Mary	H		03/19/1908	8 Conklin Road, Stafford	000551925		
<input type="radio"/>		Fisher	Nancy	E		10/19/1953	93 Furnace Avenue, UnitN-15, Stafford	000946380		
<input type="radio"/>	Inactive	Fisher	Ned	A		09/29/1961	2z-Nonresident2, Stafford	000548714	Institution	
<input type="radio"/>		Fisher	Nolan	M		10/04/1977	139 Furnace Avenue, Stafford	000551082		
<input type="radio"/>		Fisher	Paul	D		01/23/1958	1 Silver Street, Unit1, Stafford	000548796		
<input type="radio"/>		Fisher	Roger	E		06/03/1936	111 West Stafford Road, Stafford	000551926		
<input type="radio"/>		Fisher	Rose Marie			01/01/1960	White Oak Drive, Stafford	000550658		
<input type="radio"/>		Fisher	Sarah	A		11/09/1973	139 Furnace Avenue, Stafford	000548178		
<input type="radio"/>		Fisher	Stacy	D		09/15/1967	101 Colburn Road, Stafford	000548414		
<input type="radio"/>		Fisher	Susan	B		08/09/1954	139 Furnace Avenue, Stafford	000547144		
<input type="radio"/>		Fisher	Wayne	R		12/16/1948	139 Furnace Avenue, Stafford	000547145		

Once the voter is selected, the *Voter Change Audit History* screen will be displayed:

**Connecticut Voter Registration System**

**Inquiry - Voter Change Audit History** REG134 / Stafford

Voter Name

Change Audit History						
Audit Date/Time	Type	Change Date	Change Reason	Changed User Id	Type of Change	
08/09/2001 01:42 PM	Change	08/09/2001	Canvass - Did Not Move	REG134	Other	

- Use this screen to verify audit transaction information for a selected voter. Note, audit records are displayed for a voter's current town only.
- This screen can be accessed from:  
*Inquiries – View Voter Registration* screen via a link from this page  
*Inquiries* Menu
- A nightly batch routine deletes all change audit records that are more than 13 months old.
- Audit records are created for the following reasons:
  1. For all successful *Activities – Voter Registration* transactions, such as *New Voter Registration*, *Add Existing Voter Registration*, and *Change Voter Registration*.

2. For the following *Maintain Voter History* transactions: Previous Name, Previous Address and Previous Party
3. For all successful Canvass Voter Change transactions (only when the Voter Registration Card has changed).

- There is no limit to the number of change audit records created for each voter.
- Audit records are displayed in the order of the date/time stamp in Last In First out (LIFO) method.
- Displayed data should be consistent with the Change Monthly Detailed report, which displays audit records for the selected criteria.
- Data from this database table is used by *Elections LAN* application and ad-hoc reports.
- The following table describes valid transactions:

Type	Reason	Type of Change
Add	Voter	---
Change	<various reasons>	*Name, Address, Status, Phone, Party, Other
Remove	Voter	---
History Change	Registrar Correct	*Prev. Name, Prev. Party, Prev. Address

\*Can have any combination of change types; all possible change types for the “type” are displayed above

**Page Display Information:**

The screenshot shows the 'Connecticut Voter Registration System' interface. At the top, it says 'Inquiry - Voter Change Audit History' and 'REG134 / Staffed'. Below this, there is a 'Voter Name' field containing 'Charles A. Fisher'. Underneath is a 'Change Audit History' table with the following data:

Audit Date/Time	Type	Change Date	Change Reason	Changed User Id	Type of Change
08/09/2001 01:42 PM	Change	08/09/2001	Canvass - Did Not Move	REG134	Other

At the bottom of the table, there is a 'Back' button.

**Required Fields:** None

**Optional Fields:** None

**Action Buttons:**

**Back** Brings the user back to the previous page

## 2.9 Voter Registration Summary

**Summary:** The *Voter Registration Summary* option is used by Registrars and Clerks to obtain the total number of Democrats, Republicans, Unaffiliated, and Other voters who are affiliated with a voting district. This function is available from the Inquiries menu.

**Description:**

The following screen is displayed after clicking on Voter Registration Summary:

The screenshot shows the 'Connecticut Voter Registration System' interface. At the top, it says 'Inquiry Voter Registration Summary' and 'REG134 / Suford'. Below this, there are three input fields for 'Congressional: 002', 'Senatorial: 035', and 'Assembly: 052'. A 'District or Ward/Precinct' dropdown menu is set to 'none'. There are three buttons: 'State', 'Local', and 'Special'. Below these are three dropdown menus: 'Enrollment' (with options 'Concerned Citizens', 'Democratic', 'Green'), 'Voter Status' (with options 'Active', 'Inactive', 'Off'), and 'Special Status' (with options 'Institution', 'Military', 'Overseas'). At the bottom, there is a link 'Print this report in Portrait Format.' and three buttons: 'View', 'Reset', and 'Inquiries'.

The report gives the total number of voters who are registered as Democrats, Republicans, Unaffiliated, and Other voters. This screen allows the user to select criteria such as District Type (Congressional, Senatorial, Assembly), District or Ward/Precinct, Voter Status, Special Status, and Enrollment. After the report criterion has been selected, the user must click **View** to generate the report. For details on how to print this report, please see section *Printing Reports*.

**Page Display Information:**

**Required Fields:** State, Local, or Special

**Optional Fields:** Enrollment, Voter Status, Special Status, District or Ward/Precinct

**Action Buttons:**

**View** Displays the Voter Registration Summary Report

**Reset** Resets all fields on the screen to blanks.

**Inquiries** Brings the user back to the Inquiries Menu.



**Field Details:**

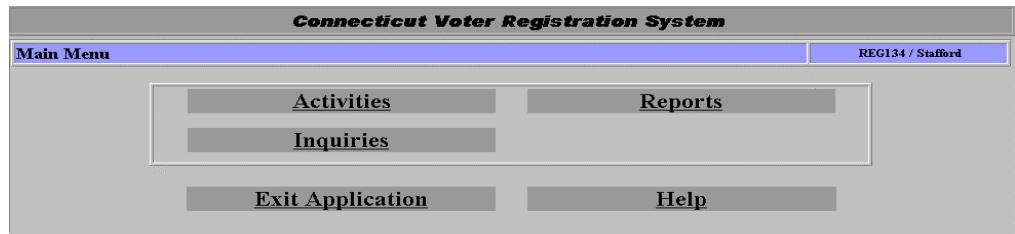
Field Name	Description
Congressional District	If not selected, defaults to all
Senatorial District	If not selected, defaults to all
Assembly District	If not selected, defaults to all
District Type: State, Local, Special Buttons	When a District Type Button is selected , the list of District numbers appears for selection of one or more districts. If one district is selected, only voters in that district will appear. Select one or more districts. If no districts are selected, all will be printed.
Enrollment	Party Enrollment. Choose one or more enrollment parties. If none are chosen, all will be printed.
Voter Status	Active, Inactive or Off. Of none are chosen, all will be printed.
Special Status	Institution, Military, Overseas, Other. If none are chosen, all will be printed.

## 3.0 Reports

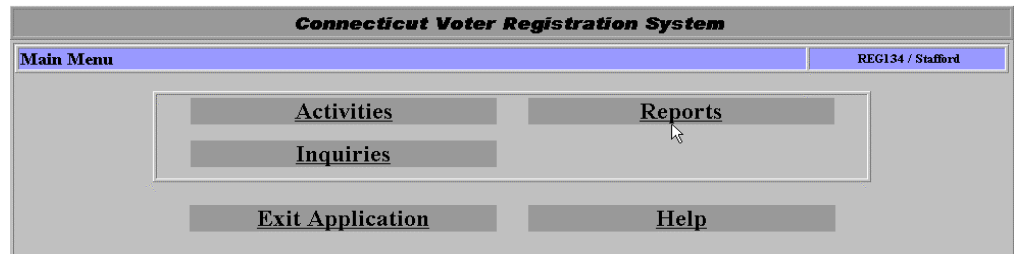
**Summary:** This section describes the different reports that can be generated by the Connecticut Voter Registration System. For information on how to print a report, please see section *Printing Reports*.

**Description:**

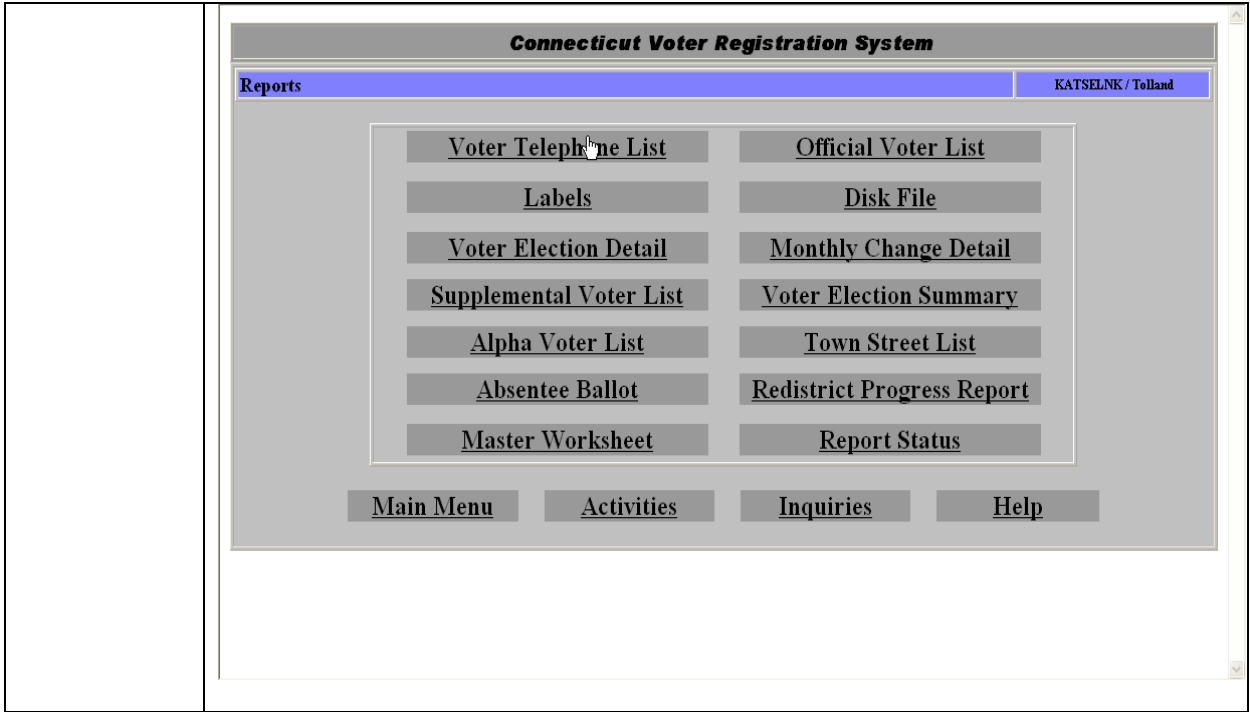
The Main Menu appears below. From this menu, the user can navigate to the choices listed:



In order to go to the *Reports* menu, place cursor on the underlined item labeled Reports and click.



The *Reports* menu is displayed as follows. The user should place the cursor on the Report that is needed and click.



### 3.1 Voter Telephone List

**Description:**

After clicking on Voter Telephone List from the Reports Menu, the following screen is displayed:

**Page Display Information:**

This report provides a list of voters and telephone numbers with street address, party and (optionally) date of birth and/or sequence number. The user can specify district type, one or more districts, enrollment parties, election date, voting options, and/or gender.

After the report criterion has been selected, the user must click [View](#) to generate the report. For details on how to print this report, please see section *Printing Reports*.

**Additional Notes:**

- 17-year olds will not print on the report
- If sequence numbers are selected, then the sequence numbers should match an Official Voter list printed with the same selection criteria

**Required Fields:** State, Local, or Special button

**Optional Fields:** Congressional, Senatorial, Assembly, District or Ward/Precinct, Enrollment, Voter Status, Gender, Voting Options; Print Options: Birth Date, Seq No, Election Date.

**Action Buttons:**

	<p><b>View</b> Displays the Voter Telephone List Report</p> <p><b>Submit Request</b> Submits the Report request to a queue and the report runs in the background so the User can continue with other tasks while the report is running.</p> <p><b>Reset</b> Resets all fields on the screen to initial settings</p> <p><b>Reports</b> Brings the user back to the Reports Menu</p>
--	--

**Field Details:**

Field Name	Description
Congressional District	If not selected, defaults to all districts
Senatorial District	If not selected, defaults to all districts
Assembly District	If not selected, defaults to all districts
District Type: State, Local, Special Buttons	When a District Type Button is selected , the list of District numbers appears for selection of one or more districts. If one district is selected, only voters in that district will appear. Select one or more districts. If no districts are selected, all will be printed.
Enrollment	Party Enrollment. Choose one or more enrollment parties. If none are chosen, all will be printed.
Voter Status	Active, Inactive or Off. If none are chosen, all will be printed.
Gender	Male, Female, Unknown. If none are chosen, all will be printed.
Election Date	Must be a valid date. (MM/DD/YYYY)
Voting Options	Must choose one. Only in effect if Election Date is chosen
Print Options: Birth Date Seq No	User can choose to display or not display the birth date and/or sequence number.

## 3.2 Labels

### Description:

After clicking on Labels on the *Reports* menu, the following screen is displayed:

The screenshot shows the 'Connecticut Voter Registration System' interface. At the top, there is a header with 'Labels' on the left and 'KATSELNK / Tolland' on the right. Below this is a 'Districts' section with three input fields: 'Congressional: 002', 'Senatorial: 035', and 'Assembly: 053'. There are three buttons: 'State', 'Local', and 'Special'. Below these are 'Enrollment' (a dropdown menu with 'Bethlehem First', 'Democratic', and 'Republican' options) and 'Election Date (mm/dd/yyyy)' (a date input field). There are also 'Voting Options' (radio buttons for 'Voting' and 'Not Voting') and 'Print Labels For' (radio buttons for 'Voter' and 'Household'). At the bottom of the form are four buttons: 'View', 'Submit Request', 'Reset', and 'Reports'.

This screen allows the user to print labels according to a specific criteria set (e.g. enrollment party, gender, age, etc.). The labels are printed in a 3-column format with the mail code in the upper right and the name and address left justified.

After the report criteria have been selected, the user must click **View** or **Submit Request** to generate the Labels report. For details on how to print this report, please see section *Printing Reports*.

#### Additional Notes:

- Voters with Do Not Use Residence Address do NOT have a label printed for them.
- For election dates entered in with a *past* date, voters who were **qualified** to vote in that election will be displayed even if they didn't actually vote in that election.
- For election dates entered in with a *future* date, only voters qualified to vote in that election will have labels printed. (e.g. If a voter who is 17 years old is registered in the system, but is not qualified on the election date specified, his label will NOT be printed.)

### Page Display Information:

**Required Fields:** State, Local or Special button.

	<p><b>Optional Fields:</b> Enrollment, Voter Status, Gender, Voting Options, Election Date, Print Labels for: Voter, Household; Age Range, Street Address. Print Options: District or Ward/Precinct, Voter ID, District or Ward/Precinct, Congressional, Senatorial, Assembly.</p> <p><input type="button" value="View"/> Displays the Labels report</p> <p><input type="button" value="Submit Request"/> Submits the Report request to a queue and the report runs in the background so the User can continue with other tasks while the report is running.</p> <p><input type="button" value="Reset"/> Resets all fields on the screen to initial settings</p> <p><input type="button" value="Reports"/> Brings the user back to the Reports Menu</p>
--	---

**Field Details:**

Field Name	Description
Congressional District	If not selected, defaults to all districts
Senatorial District	If not selected, defaults to all districts
Assembly District	If not selected, defaults to all districts
District Type: State, Local, Special Buttons	When a District Type Button is selected , the list of District numbers appears for selection of one or more districts. If one district is selected, only voters in that district will appear. Select none, one or more districts. If no districts are selected, all will be printed.
Enrollment	Party Enrollment. Choose one or more enrollment parties. If none are chosen, all will be printed.
Voter Status	Active, Inactive or Off. If none are chosen, all will be printed.
Print Labels for: Voter, Household	If more than one voter at a single address, can choose to print a label for every Voter at the same address: Voter; or only one label for the household:
Gender	Male, Female, Unknown. If none are chosen, all will be printed.
Election Date	Must be a valid date. (MM/DD/YYYY)
Voting Options	If used in conjunction with Election Date, election date must be a valid election date. Voting or Not Voting for past election is based on Election History for that date. If no voting options are selected, then all voters eligible to vote on that date are printed.
Print Options: Voter ID District No	If the radio button is filled in, the Voter Id and/or the District Number will print on the label.

Street Address	By selecting a street from the drop down box, the user can print out all labels for a specific street, or for a specific address (e.g 20 Main Street).
Age Range	The user can choose a specific age range as a criterion to be printed to disk file



### 3.3 Voter Election Detail

**Description:**

After clicking on *Voter Election Detail* on the Reports Menu, the following screen is displayed:

The screenshot shows the 'Connecticut Voter Registration System' interface. The title bar reads 'Voter Election Detail' and 'KATSELNK / Tolland'. Under the 'Districts' section, there are input fields for 'Congressional: 002', 'Senatorial: 035', and 'Assembly: 053'. Below these are three buttons: 'State', 'Local', and 'Special'. To the right, there are fields for 'District or Ward/Precinct' with values '001-00' and '001-01'. The 'Enrollment' section has a dropdown menu showing 'Bethlehem First', 'Democratic', and 'Republican'. The 'How voted' section has 'In Person: ' and 'Absentee: '. There is an 'Election Date (mm/dd/yyyy)' field with three empty boxes. At the bottom, there are four buttons: 'View', 'Submit Request', 'Reset', and 'Reports'.

**Page Display Information:**

This report shows each voter who voted in one or more elections. It includes all the voters as selected by the criteria. The user can specify district type (State, Local or Special), enrollment parties, and method of voting (in person or absentee). If no districts from the district list are selected then the default is ALL. Election date must be entered. After the report criterion has been selected, the user must click **View** or **Submit Request** to generate the report. For details on how to print this report, please see section *Printing Reports*.

**Additional Notes:**

- The voted counts on this report should match the counts for the same criteria on the Election Summary Report.
- if an election date is specified, only the voters who voted in the specified election, (and by the type specified) will be printed.
- If no election date is specified, then voting history for all elections will be displayed on the report.

**Required Fields:** State, Local or Special button, Election Date.

**Optional Fields:** Enrollment, How Voted, Election Date, Congressional, Senatorial, Assembly, District or Ward/Precinct, Print Options.

	<p><b><u>Action Buttons:</u></b></p> <p><input type="button" value="View"/> Displays the Voter Election Detail report</p> <p><input type="button" value="Submit Request"/> Submits the Report request to a queue and the report runs in the background so the User can continue with other tasks while the report is running.</p> <p><input type="button" value="Reset"/> Resets all fields on the screen to initial settings</p> <p><input type="button" value="Reports"/> Brings the user back to the Reports Menu</p>
--	--

**Field Details:**

Field Name	Description
Congressional District	If not selected, defaults to all districts
Senatorial District	If not selected, defaults to all districts
Assembly District	If not selected, defaults to all districts
District Type: State, Local, Special Buttons	When a District Type Button is selected , the list of District numbers appears for selection of one or more districts. If one district is selected, only voters in that district will appear. Select one or more districts. If no districts are selected, all will be printed.
Enrollment	Party Enrollment. Choose one or more enrollment parties. If none are chosen, all will be printed.
Election Date	Must be a valid date. (MM/DD/YYYY)
How Voted: In Person Absentee	If none are chosen, all will be printed.

### 3.4 Supplemental Voter List

**Description:**

After clicking on Supplemental Voter List, the following screen is displayed:

The screenshot shows the 'Connecticut Voter Registration System' interface for the 'Supplemental Voter List' section. The user is logged in as 'KATSELNK / Tolland'. The 'Districts' section includes input fields for Congressional (002), Senatorial (035), and Assembly (053). There are three buttons for 'State', 'Local', and 'Special'. A dropdown menu for 'District or Ward/Precinct' shows options '001-00' and '001-01'. The 'Enrollment' section has a dropdown for 'Bethlehem First' with 'Democratic' and 'Republican' options. The 'Voter Status' section has radio buttons for 'Active', 'Inactive', and 'Off', and a 'Primary Election' checkbox. The 'Dates' section has input fields for 'List Start Date' and 'Election Date'. The 'Print Options' section has checkboxes for 'Affiliation' and 'Seq. No.'. At the bottom, there are buttons for 'View', 'Save List', 'Submit Request', 'Reset', and 'Reports'. A link 'Print this Report in Landscape Format' is also present.

This report provides a list of voters who have registered to vote after the official voter was printed. For example, if the user enters a list after date of August 1 and enters an election date of August 10, this means the report will display voters who have registered to vote between August 2 – August 10. The report itself includes all the voters as selected by the criteria. The user can specify district type (State, Local or Special), parties and voter status. The user can only specify one district at a time.

After the report criterion has been selected, the user must click **View** or **Submit Request** to generate the report. The report is split into 4 different sections:

1. Selection Criteria
2. Official Voter List – Supplemental List After mm/dd/yyyy
3. Other Voters/No Privileges/Not 18/No Address
4. Worksheet

For details on how to print this report, please see section *Printing Reports*.

**Page Display Information:**

**Additional Notes:**

- Voters whose eligibility has not been reached by the election date entered will appear in the **Other Voters/No Privileges/Not 18/No Address** section of the list.
- List After Date and Election Date must be entered.

	<p><b>Required Fields:</b> State, Local or Special button; District or Ward/Precinct; List After Date, Election Date.</p> <p><b>Optional Fields:</b> Enrollment, Voter Status, Print Options: Affiliation, Seq No.</p> <p><b>Action Buttons:</b></p> <p><input type="button" value="View"/> Displays the Supplemental Voter List Report</p> <p><input type="button" value="Submit Request"/> Submits the Report request to a queue and the report runs in the background so the User can continue with other tasks while the report is running.</p> <p><input type="button" value="Save List"/> this feature allows the user to save the list. This list can be now used by the user for Who Voted processing.</p> <p><input type="button" value="Reset"/> Resets all fields on the screen to initial settings</p> <p><input type="button" value="Reports"/> Brings the user back to the Reports Menu</p>
--	---

**Field Details:**

Field Name	Description
Congressional District	If not selected, defaults to all districts
Senatorial District	If not selected, defaults to all districts
Assembly District	If not selected, defaults to all districts
District Type: State, Local, Special Buttons	When a District Type Button is selected , the list of District numbers appears for selection of one or more districts. If one district is selected, only voters in that district will appear. Select none, one or more districts. If no districts are selected, all will be printed.
Enrollment	Party Enrollment. Choose one or more enrollment parties. If none are chosen, all will be printed.
Voter Status	Active, Inactive or Off. If none are chosen, all will be printed.
List After Date	Check for additions after this date , as well as voters who have an effective date after this date (MM/DD/YYYY)
Election Date	Must be a valid date. (MM/DD/YYYY)
Print Options: Affiliation Seq. No	User can choose to display or not display the party affiliation and/or sequence number.

## 3.5 Alpha Voter List

**Description:**

After clicking on Alpha Voter List, the following screen is displayed:

The screenshot shows the 'Connecticut Voter Registration System' interface. At the top, it says 'Alpha Voter List' and 'KATSELNK / Tolland'. Below this, there are sections for 'Districts', 'Enrollment', and 'Voter Status'. The 'Districts' section has input fields for 'Congressional: 002', 'Senatorial: 035', and 'Assembly: 053'. There are three buttons: 'State', 'Local', and 'Special'. The 'Enrollment' section has a dropdown menu with options: '-QUALIFIED-', 'Bethlehem First', and 'Democratic'. The 'Voter Status' section has a dropdown menu with options: 'Active', 'Inactive', and 'Off'. There are also 'Print Options' for 'Birth Date' and 'Telephone', both with checked checkboxes. At the bottom, there is a 'Last Name Range (Alpha)' section with 'From: A' and 'To: Z' input fields. Below that, it says 'Print this Report in Landscape Format' and there are four buttons: 'View', 'Submit Request', 'Reset', and 'Reports'.

**Page Display Information:**

This report shows all voters for a town based on selection criteria in alphabetical order. After the report criteria have been selected, the user must click **View** or **Submit Request** to generate the report. For details on how to print this report, please see section *Printing Reports*.

**Additional Notes:**

- Voters with the Do Not Use Residence Address marked are shown without address (no street number or street name)
- Enrollment sections include both Qualified and Unqualified parties for the town

**Required Fields:** State, Local, or Special

**Optional Fields:** Enrollment, Voter Status, Print Options: Birth Date, Telephone, District or Ward/Precinct, Last Name Range, Congressional, Senatorial, Assembly.

**Action Buttons:**

**View** Displays the Alpha Voter List Report

**Submit Request** Submits the Report request to a queue and the report runs in the background so the User can continue with other tasks while the report is running.

	<p><b>Reset</b> Resets all fields on the screen to initial settings</p> <p><b>Reports</b> Brings the user back to the Reports Menu</p>
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**Field Details:**

Field Name	Description
Congressional District	If not selected, defaults to all districts
Senatorial District	If not selected, defaults to all districts
Assembly District	If not selected, defaults to all districts
District Type: State, Local, Special Buttons	When a District Type Button is selected , the list of District numbers appears for selection of one or more districts. If one district is selected, only voters in that district will appear. Select one or more districts. If no districts are selected, all will be printed.
Enrollment	Party Enrollment. Choose one or more enrollment parties. If none are chosen, all will be printed.
Voter Status	Active, Inactive or Off. If none are chosen, all will be printed.
Print Options: Birth Date Telephone	User can choose to display or not display the birth date and/or telephone number on the report.
Last Name Range	The user enters the letter range for a last name that he/she wants to print. For example, entering A to C will print all voters with last names ranging from A to C. The default is all, up to 3000 lines.

## 3.6 Absentee Ballot Report

**Description:**

After clicking on Absentee Ballot, the following screen is displayed:

The screenshot shows the 'Connecticut Voter Registration System' interface. At the top, there is a blue header with 'Absentee Ballot' on the left and 'KATSELNK / Tolland' on the right. Below this is a 'Districts' section with three input fields: 'Congressional: 002', 'Senatorial: 035', and 'Assembly: 053'. There are three buttons: 'State', 'Local', and 'Special'. To the right of these buttons is a dropdown menu for 'District or Ward/Precinct' with '001-00' and '001-01' visible. Below the buttons are two date input fields: 'Start Date (mm/dd/yyyy)' and 'End Date (mm/dd/yyyy)'. To the right of these is a 'PrintOrder' section with two radio buttons: 'By Serial Number:' (selected) and 'By Voter Name:'. At the bottom of the form are four buttons: 'View', 'Submit Request', 'Reset', and 'Reports'.

This report lists Absentee Ballots by serial number for a town by a range of dates and for districts selected. After the report criteria have been selected, the user must click **View** or **Submit Request** to generate the report. For details on how to print this report, please see section *Printing Reports*.

**Page Display Information:**

**Additional Notes:**

- State/ Local/ or Special must be clicked—no districts need to be selected from the list.
- Start Date and End Date both required, Start Date cannot be greater than End Date, and Start Date cannot be greater than current date.
- User can select any combination of State/Local/Special districts and Congressional, Senatorial and Assembly.

**Required Fields:** State, Local, Special, Print Order

**Optional Fields:** District or Ward/Precinct, Start Date, End Date, Congressional, Senatorial, Assembly.

**Action Buttons:**

**View** Displays the Absentee Ballot Report.

	<p><b>Submit Request</b> Submits the Report request to a queue and the report runs in the background so the User can continue with other tasks while the report is running.</p> <p><b>Reset</b> Resets all fields on the screen to initial settings</p> <p><b>Reports</b> Brings the user back to the Reports Menu</p>
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**Field Description:**

Field Name	Description
Congressional District	If not selected, defaults to all districts
Senatorial District	If not selected, defaults to all districts
Assembly District	If not selected, defaults to all districts
District Type: State, Local, Special Buttons	When a District Type Button is selected , the list of District numbers appears for selection of one or more districts. If one district is selected, only voters in that district will appear. Select none, one, or more districts. If no districts are selected, all will be printed.
Start Date	Start Date of Report (MM/DD/YYYY)
End Date	End Date of Report (MM/DD/YYYY)
Print Order: By Serial Number By Voter Name	User can choose to display the report sorted by absentee ballot serial number or sorted by voter name.



## 3.7 Master Worksheet

**Description:**

After clicking on *Master Worksheet*, the following screen is displayed:

The screenshot shows the 'Connecticut Voter Registration System' interface. At the top, there is a title bar with 'Connecticut Voter Registration System' and a user name 'KATSELNK / Tolland'. Below this is a 'Master Worksheet' header. The main area is titled 'Districts' and contains several input fields: 'Congressional: 002', 'Senatorial: 035', and 'Assembly: 053'. There are three buttons: 'State', 'Local', and 'Special'. A dropdown menu for 'District or Ward/Precinct' is open, showing '001-00' and '001-01'. Below the buttons is an 'Enrollment' section with a dropdown menu showing 'Bethlehem First', 'Democratic', and 'Republican'. At the bottom, there is a checkbox for 'Print this Report in Landscape Format' and four buttons: 'View', 'Submit Request', 'Reset', and 'Reports'.

**Page Display Information:**

This report lists the voters of the town by street, and shows a line of information about each voter.

**Additional Notes:**

- For voters with Do Not Use Residence Address, the report groups them at the end of each district.
- After the report criteria have been selected, the user must click **View** or **Submit Request** to generate the report. For details on how to print this report, please see section *Printing Reports*.

**Required Fields:** State, Local or Special button

**Optional Fields:** District or Ward/Precinct, Print Options, Enrollment, Congressional, Senatorial, Assembly.

**Action Buttons:**

**View** Displays the Master Worksheet Report

**Submit Request** Submits the Report request to a queue and the report runs in the background so the User can continue with other tasks while the report is running.

	<p><b>Reset</b> Resets all fields on the screen to initial settings</p> <p><b>Reports</b> Brings the user back to the Reports Menu</p>
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**Field Details:**

Field Name	Description
Congressional District	If not selected, defaults to all districts
Senatorial District	If not selected, defaults to all districts
Assembly District	If not selected, defaults to all districts
District Type: State, Local, Special Buttons	When a District Type Button is selected , the list of District numbers appears for selection of one or more districts. If one district is selected, only voters in that district will appear. If no districts are selected, all will be printed.
Enrollment	Party Enrollment. Choose one or more enrollment parties. If none are chosen, all will be printed.

### 3.8 Official Voter List

**Description:**

After clicking on *Official Voter List*, the following screen is displayed:

This report is used at the polling places on election days. It includes all the voters as selected by the criteria. The user can specify district type (State, Local or Special), parties and voter status. The user must select only ONE district. Election date must be entered.

After the report criteria have been selected, the user must click **View** or **Submit Request** to generate the report. The report is split into 4 different sections:

1. Selection Criteria
2. Official Voter List
3. Other Voters/No Privileges/Not 18/No Address
4. Worksheet

For details on how to print this report, please see section *Printing Reports*.

**Additional Notes:**

- Voters whose eligibility has not been reached by the election date entered will appear at the **Other Voters/No Privileges/Not 18/No Address** section of the list
- Voters with the Do Not Use Residence Address marked are shown without address (no street number or street name)

**Page Display Information:**

**Required Fields:** District Type--State or Local or Special (must select only one)

	<p>Voter Status, Election Date, Sort by: Street Number or Unit Number</p> <p><b>Optional Fields:</b> Enrollment Parties, Congressional, Senatorial, Assembly Print Options, Street Range, Print Format</p> <p><b>Action Buttons:</b></p> <p><input type="button" value="View"/> Displays the Official Voter List.</p> <p><input type="button" value="Submit Request"/> Submits the Report request to a queue and the report runs in the background so the User can continue with other tasks while the report is running.</p> <p><input type="button" value="Save List"/> this feature allows the user to save the list. This list can be now used by the Registrar for Who Voted processing.</p> <p><input type="button" value="Reset"/> Resets all fields on the screen to initial settings</p> <p><input type="button" value="Reports"/> Brings the user back to the Reports Menu</p>
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**Field Details:**

Field Name	Description
Congressional District	If not selected, defaults to all districts
Senatorial District	If not selected, defaults to all districts
Assembly District	If not selected, defaults to all districts
District Type: State, Local, Special Buttons	When a District Type Button is selected , the list of District numbers appears for selection of one or more districts. If one district is selected, only voters in that district will appear. Select one or more districts. If no districts are selected, all will be printed.
Enrollment	Party Enrollment. Choose one or more enrollment parties. If none are chosen, all will be printed.
Voter Status	Active, Inactive or Off. If none are chosen, all will be printed.
Print Options: Affiliation Seq. No.	User can choose to display or not display the affiliation and/or sequence number.
Sort By	Allows addresses to be sorted by Street Number or Unit number
Street Range	User can choose to display the Official Voter by selected street names. For example, if the user enters from A to C, the user will get an Official Voter List displayed for all street names starting with the letters A through C.
Election Date	Must be a valid date mm/dd/yyyy
Print Format	Choose one: Landscape or Portrait.

### 3.9 Disk File

**Description:**

After clicking on *Disk File*, the following screen is displayed:

**Page Display Information:**

This screen is used to create one or more layout and disk files (comma delimited) of voter information. The selection criteria include: district types, enrollment, election date, voting/not voting, age ranges, voter status, street address and voter history. Voter birth dates and/or telephone numbers are also options. The system will generate a ZIP file which can be downloaded to the user's PC for display or saved on the PC.

*Note: Voters who have Do Not Use Residence Address DO NOT APPEAR in any of the Data Options.*

After the report criteria have been selected, the user must click **Make Disk** or **Submit Request** to generate the disk file. The user can choose the location on his PC to store the file, or open it from its current location. The disk file will contain one **.html** file showing the selection criteria and the file layouts for each data option. The disk file will also contain one **.txt** file for each data option.

**Required Fields:** Data Options, District Type, Voting Options (default to voting)

**Optional Fields:** Enrollment, Voter Status, Age Range, Election Date, Field Options, Street Address, Congressional, Senatorial, Assembly, and District or Ward/Precinct.

**Action Buttons:**

**Make Disk** system will generate a ZIP file which can be downloaded to the user's

	<p>PC for display or saved on the PC</p> <p><b>Submit Request</b> Submits the Report request to a queue and the report runs in the background so the User can continue with other tasks while the report is running.</p> <p><b>Reset</b> Resets all fields on the screen to initial settings</p> <p><b>Reports</b> Brings the user back to the Reports Menu</p>
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**Field Description:**

Field Name	Description
Congressional District	If not selected, defaults to all districts
Senatorial District	If not selected, defaults to all districts
Assembly District	If not selected, defaults to all districts
District Type: State, Local, Special Buttons	When a District Type Button is selected , the list of District numbers appears for selection of one or more districts. If one district is selected, only voters in that district will appear. Select one or more districts. If no districts are selected, all will be printed.
Enrollment	Party Enrollment. Choose one or more enrollment parties. If none are chosen, all will be printed.
Voter Status	Active, Inactive or Off. Of none are chosen, all will be printed.
Field Options: Birth Date Telephone	User can choose to display or not display the birth date and/or telephone number on the report.
Age Range	The user can choose a specific age range as a criterion to be printed to disk file
Election Date	Must be a valid date mm/dd/yyyy
Voting Options	If used in conjunction with Election Date, election date must be a valid date
Street Address	By selecting a street from the drop down box, the user can print out all labels for a specific street, or for a specific address (e.g Main Street).
Data Options	The list provided is the different options that the system will output into text files for a user to view. The user can choose one, a few, or select all of them. When the files are generated, each file will have the same name as its respective data option followed by .txt
District or Ward/Precinct	User may select any district. To select multiple districts, hold down the CTRL key while clicking on other selections.

### 3.10 Monthly Change Detail Report

**Description:**

After clicking on *Monthly Change Detail*, the following screen is displayed:

The screenshot shows a web application window titled "Connecticut Voter Registration System". The main heading is "Monthly Change Detail" and the user is identified as "KATSELNK / Tolland". The form contains several sections: "Start Date (mm/dd/yyyy)" and "End Date (mm/dd/yyyy)" with date pickers; "Print Order" with radio buttons for "By District" (selected) and "By Voter Name"; "Change Types" with checkboxes for "Additions", "Changes", and "Removals", all of which are checked. At the bottom, there is a link "Print this Report in Landscape Format" and four buttons: "View", "Submit Request", "Reset", and "Reports".

**Page Display Information:**

This report provides details about changes to voters that have been added, changed or removed from the town, and includes the current and prior information, such as name, address and phone. In order to generate this report, the user must click **View** or **Submit Request** after the report criteria have been selected.

For details on how to print this report, please see section *Printing Reports* .

**Required Fields:** Start Date, End Date, Print Order (by District or Voter Name), Change Types (Additions, Changes, Removals)

**Optional Fields:** Display Options (starting row, row counter)

**Action Buttons:**

**View** Displays the Monthly Change Detail Report

**Submit Request** Submits the Report request to a queue and the report runs in the background so the User can continue with other tasks while the report is running

**Reset** Resets all fields on the screen to initial settings

**Reports** Brings the user back to the Reports Menu

**Field Description:**

Field Name	Description
Start Date	Start Date of Report (MM/DD/YYYY)
End Date	End Date of Report (MM/DD/YYYY)
Change Types: Additions Changes Removals	This report provides details about changes to voters that have been added, changed or removed from the town during a specified time period. The user can select the type of changes (one or more) that will be displayed on the report.
Print Order: By District By Voter Name	User can choose to display the report sorted by Voting District or by Voter Name



### 3.11 Voter Election Summary

**Description:**

After clicking on Voter Election Summary, the following screen is displayed:

The screenshot shows the 'Connecticut Voter Registration System' interface. At the top, there is a header 'Voter Election Summary' and a user identifier 'KATSELNK / Tolland'. Below this, the 'Districts' section contains three input fields: 'Congressional: 002', 'Senatorial: 035', and 'Assembly: 053'. There are three buttons: 'State', 'Local', and 'Special'. A 'District or Ward/Precinct' dropdown menu is set to '001-00' and '001-01'. The 'Enrollment' section has a dropdown menu with 'Bethlehem First', 'Democratic', and 'Republican' options. The 'Gender' section has a dropdown menu with 'Male', 'Female', and 'Unknown' options. The 'Election Date(mm/dd/yyyy)' field is empty. At the bottom, there are four buttons: 'View', 'Submit Request', 'Reset', and 'Reports'.

**Page Display Information:**

This report provides summary statistics for a particular election date regarding the numbers of eligible voters and the numbers of who voted. It includes only active and effective voters as selected by the criteria. The user can specify district type (State, Local or Special), enrollment parties and gender. If no districts from the district list are selected then the default is ALL. Election date must be entered.

After the report criterion has been selected, the user must click **View** or **Submit Request** to generate the report. For details on how to print this report, please see section *Printing Reports*.

**Additional Notes:**

- Eligible voters are counted –those who have an effective date <= election date.
- Voter History is used to determine who voted.

**Required Fields:** District Type--State or Local or Special, Election Date

**Optional Fields:** District or Ward/Precinct, Enrollment (shows only qualified parties), Gender, Congressional, Senatorial, Assembly.

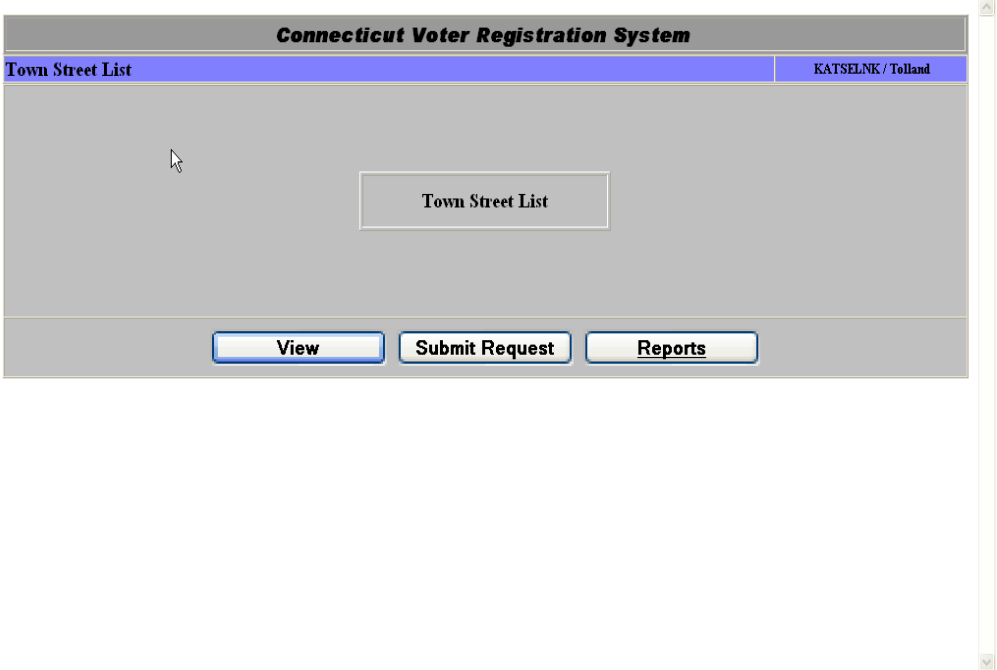
**Action Buttons:**

	<p><b>View</b> Displays the Voter Election Summary Report</p> <p><b>Submit Request</b> Submits the Report request to a queue and the report runs in the background so the User can continue with other tasks while the report is running</p> <p><b>Reset</b> Resets all fields on the screen to initial settings</p> <p><b>Reports</b> Brings the user back to the Reports Menu</p>
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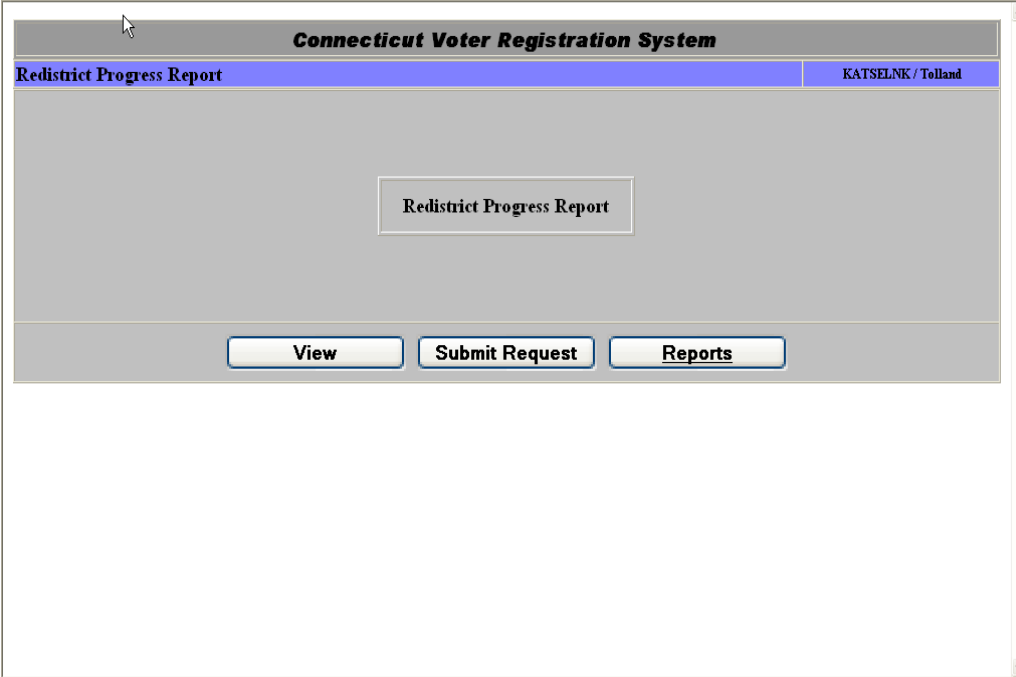
**Field Details:**

Field Name	Description
Congressional District	If not selected, defaults to all districts
Senatorial District	If not selected, defaults to all districts
Assembly District	If not selected, defaults to all districts
District Type: State, Local, Special Buttons	When a District Type Button is selected , the list of District numbers appears for selection of one or more districts. If one district is selected, only voters in that district will appear. Select none, one or more districts. If no districts are selected, all will be printed.
Enrollment	Party Enrollment. Choose one or more enrollment parties. If none are chosen, all will be printed.
Election Date	Must be a valid date. (MM/DD/YYYY)
Gender	Male, Female, Unknown. If none are chosen, all will be printed.

### 3.12 Town Street List

<p><b>Description:</b></p>	<p>After clicking on <i>Town Street List</i>, the following screen is displayed:</p> 
<p><b>Page Display Information:</b></p>	<p>This report shows all the streets of the town and their associated districts and precincts. The user must click <input type="button" value="View"/> or <input type="button" value="Submit Request"/> to generate the report. For details on how to print this report, please see section <i>Printing Reports</i>.</p> <p><b><u>Required Fields:</u></b> None</p> <p><b><u>Optional Fields:</u></b> None</p> <p><b><u>Action Buttons:</u></b></p> <p><input type="button" value="View"/> Displays the Town Street List Report</p> <p><input type="button" value="Submit Request"/> Submits the Report request to a queue and the report runs in the background so the User can continue with other tasks while the report is running</p> <p><input type="button" value="Reports"/> Brings the user back to the Reports Menu</p>

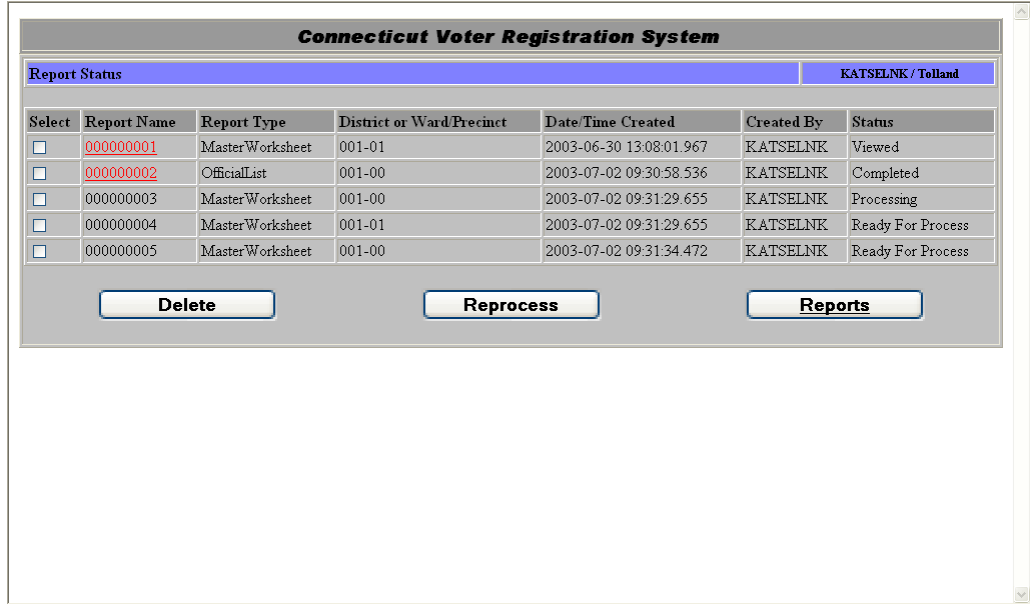
### 3.13 Redistrict Progress Report

<p><b>Description:</b></p>	<p>After clicking on <i>Redistrict Progress Report</i>, the following screen is displayed</p> 
<p><b>Page Display Information:</b></p>	<p>This report shows all the streets of the town and their associated districts and precincts as they will appear after the redistricting is completed. The Redistrict Progress report can only be run if the redistricting for the particular town is started. The user must click <input type="button" value="View"/> or <input type="button" value="Submit Request"/> to generate the report. For details on how to print this report, please see section <i>Printing Reports</i>.</p> <p><b>Required Fields:</b> None</p> <p><b>Optional Fields:</b> None</p> <p><b>Action Buttons:</b></p> <p><input type="button" value="View"/> Displays the Redistrict Progress Report</p> <p><input type="button" value="Submit Request"/> Submits the Report request to a queue and the report runs in the background so the User can continue with other tasks while the report is running.</p> <p><input type="button" value="Reports"/> Brings the user back to the Reports Menu</p>

### 3.14 Report Status

**Description:**

After clicking on *Report Status* the following screen is displayed



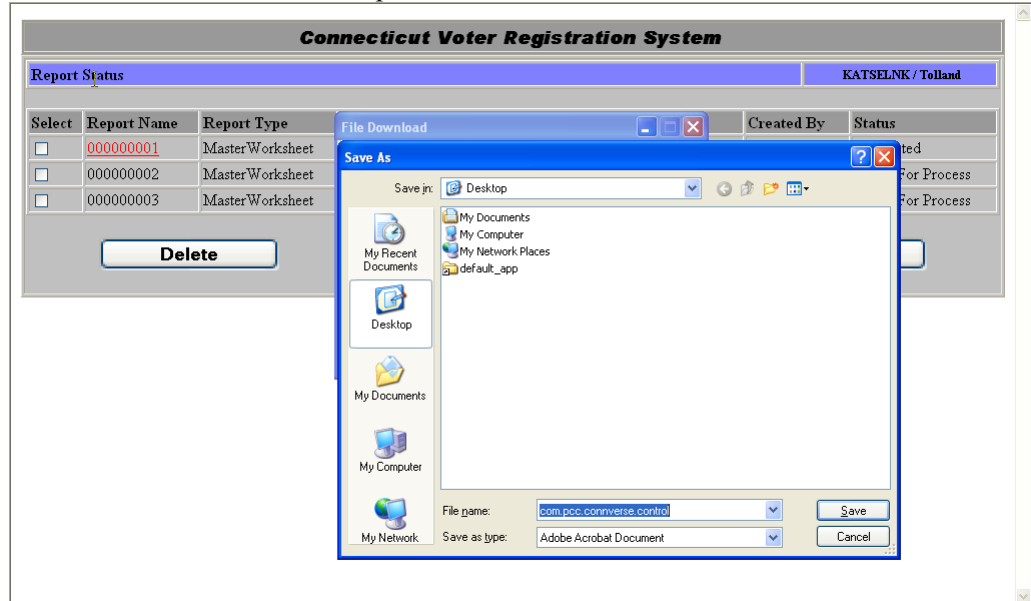
**Page Display Information:**

This screen shows all of the reports that have been submitted to the queue. The *Report Name* field in the screen corresponds to the confirmation *Report number* that is displayed after submitting the report request. The above screen also shows the other data like report: *Report Type, District or Ward, Date and Time* the report was created, user who requested the report and the Status of the report processing. The status of the report can have any of the four values: Ready For Process, Processing, Completed and Viewed.

- **Ready For Process** status indicates that the report is in the queue and will be processed in the order it was submitted to the central server
- **Processing** status indicates that the report is currently processing.
- **Completed** status indicates that the report has finished processing and is ready to be viewed. (These reports are saved stored as files on the server)
- **Viewed** status indicates that a user has already opened and viewed the report.

Once the report status changes to *Completed*, the *Report Name* field will become a link and turns red in color. After the *Report Name* field becomes a link the user may open or download the report. To open the report the user may either perform a left mouse click on the *Report Name* field or perform a right mouse click and then select *Open* from the menu.

To download the report the user may perform a right mouse click and then select *Save Target As* from the menu. After selecting *Save Target As* from the menu the following screen is displayed. On this screen the user is prompted to select the location to which to save the report.



On the main *Report Status* screen the user may click **Delete** or **Reprocess** to delete or re-generate the report respectively

The **Delete** button will perform its function if the Report Status is *Ready For Process*, *Completed* or *Viewed*. The **Reprocess** button will perform its function if the Report Status is *Processing*.

**Required Fields:** None

**Optional Fields:** None

**Action Buttons:**

**Delete** The user must select a report to delete

**Reprocess** The user must select a report and the report will be reprocessed automatically.

**Reports** Brings the user back to the Reports Menu