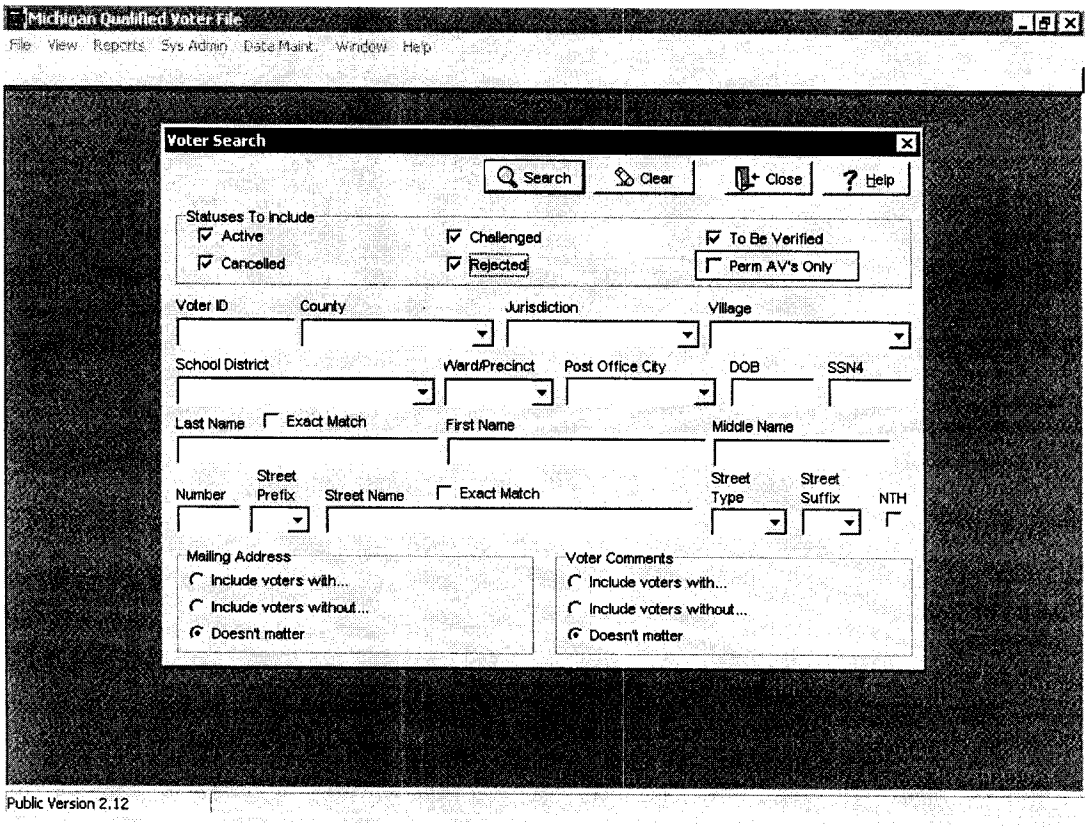
EXHIBIT 4

Chapter 1 - Voter Registration Module

January 1, 2003

Voter Search



The Voter Search functions under ***File*** and in the ***Voter Registration*** screen are identical. While the statuses of Active, Challenged, and To Be Verified default, you can search based on any or all of the statuses. The ***Voter Search Results*** screen can be customized to automatically contain certain information. You can minimize the ***Voter Search Results*** screen or minimize the QVF while the ***Voter Search Results*** screen is open.

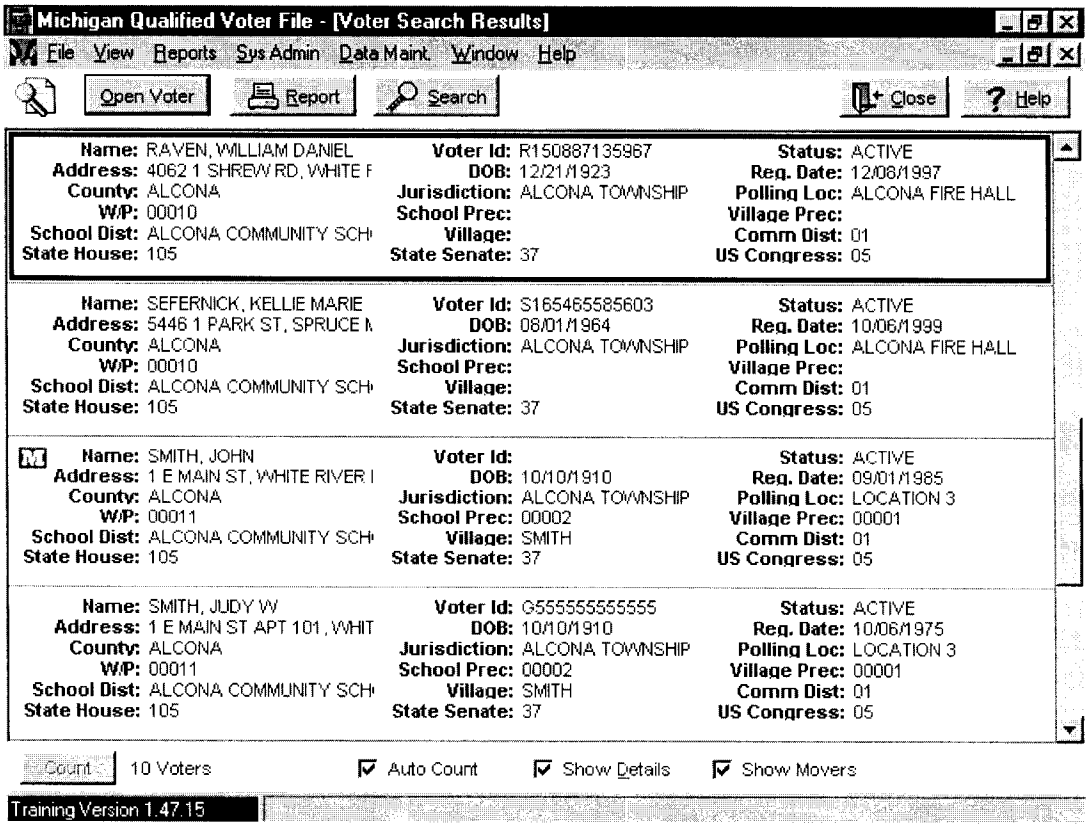
Under file there are now two search choices. When you choose ***Voter Search by Voter ID*** the cursor automatically appears in the Voter ID field of the ***Voter Search*** screen. When you choose ***Voter Search by Name*** the cursor automatically appears in the Last Name field of the ***Voter Search*** screen. To perform quick searches to research voter information, or to access a voter's record, use the following instructions.

Action	Result
From the ***File*** menu, select either ***Voter Search by Voter ID*** or ***Voter Search by Name***.	The ***Voter Search*** screen is displayed.
In the Statuses to Include area place check marks in the statuses that you want to search.	When you run your search, only those records with the statuses checked will be displayed.

You have the choice of any or all of Active, Challenged, To be Verified, Canceled, Rejected, or Perm AV's Only.	(The system will retain the last Status choices you used. These will default the next time you use the ***Search*** screen.)

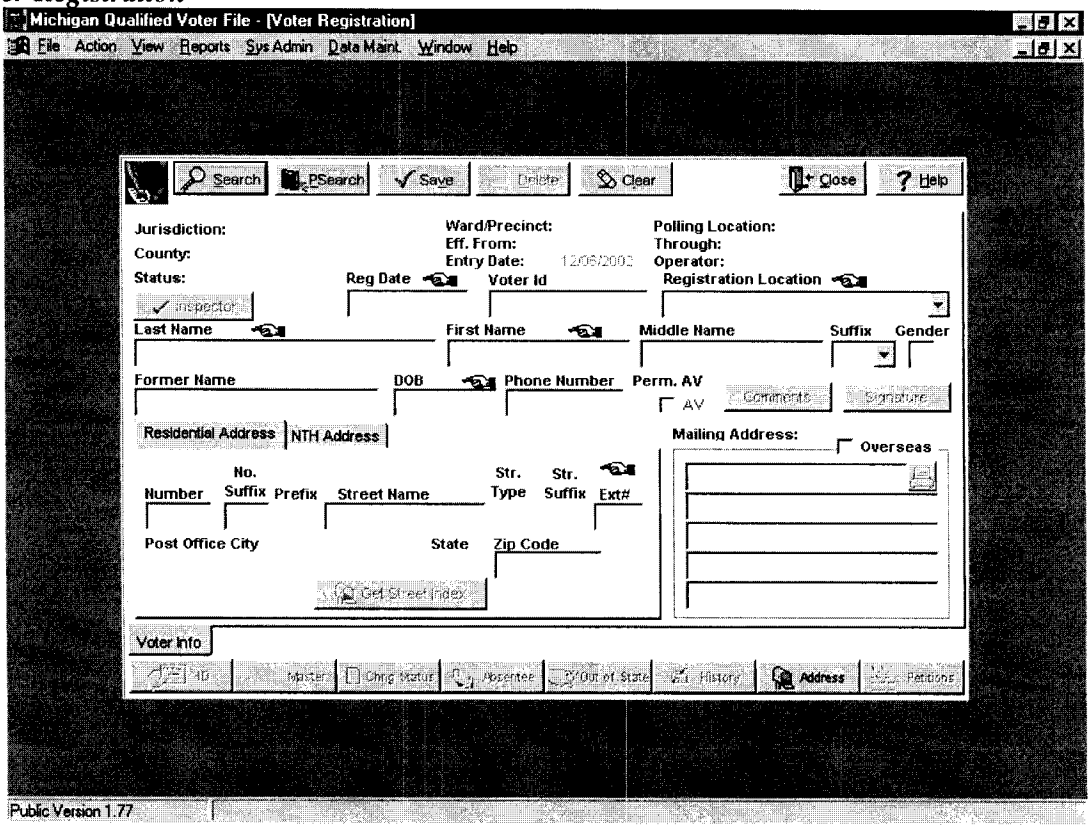
Enter your search criteria in the fields on the rest of the screen. You may make as many or as few entries as you want.	Your search will be performed based on the criteria entered. If you entered a Voter ID number only, that is what the system will search for. If you enter a last name only, the system will only look for matches based on the last name.
	The more criteria entered, the more refined your results will be, but this can also slow down the search process. A voter ID number is an exclusive identifier and provides the quickest results.
Click on the **[Search]** button.	The search is performed. While the search is running, a message screen ***Searching…*** is displayed which contains a **[Cancel]** button.
If you perform a lengthy search and want to stop the process before the search is completed, click on the **[Cancel]** button.	The search is immediately halted and you are returned to the ***Voter Search*** screen.
At the conclusion of the search process if there are no matches:	A message screen appears, ***No Records Found.***
At the conclusion of the search process if only one match is found:	That person's voter registration screen will appear.
At the conclusion of the search process if several records are found that match your search criteria:	The ***Voter Search Results*** screen appears containing a list of all the names in the database that match your search criteria.

Action	**Result**
The information in the ***Voter Search Results*** screen can be expanded. If you place a check mark in Show Details:	Your ***Voter Search Results*** screen will display complete districting information.
If you place a check mark next to Show Movers:	Records in transition are included in the list. A symbol, a yellow block "M" in a green box, appears designating those records in transition. (This box defaults to being checked in order to allow you to search for voters in transition.)
If you place a check mark next to Auto Count:	The number of records in the list will automatically count and give you a number in the lower left corner of the screen. This count function lengthens the time of the search. (Search speed is why auto count was made an option.)



Action	Result
If you want access to the voter's record to make changes or to see complete information, select the voter and click on the **[Open Voter]** button, or double click on your selection.	The individual's ***Voter Registration*** screen appears.
If you want to print your search results, in the ***Voter Search Results*** screen, click on the **[Report]** button.	The ***Voter Search Results Report*** screen appears.
Choose Print Now, Print Later or Print to File and click on the **[OK]** button.	A report with the voter's district information will start printing immediately or be sent to the ***Local Report Queue*** and you are returned to the ***Voter Search Results*** screen.
From the ***Voter Search Results*** screen you can perform a new search by clicking on the **[Search]** button.	The ***Voter Search*** screen appears with the search criteria you just used still there.
Click on the **[Clear]** button to remove information from all the fields in the ***Voter Search*** screen.	All the fields on the ***Voter Search*** screen are cleared.
You can now perform your next search.	
When you are done with the ***Voter Search Results*** screen, click on the **[Close]** button.	You are returned to the ***QVF Main Desktop.***

Voter Registration



Note: When adding voters to the system it is necessary to enter information into certain "required fields" which are indicated by the pointing finger icon. New voters and updates cannot be saved if any of the required fields are left blank. If a voter legally only has one name, enter a hyphen in the First Name field and the name in the Last Name field.

Actions	**Result**
From the ***File*** menu select ***Voter Registration.***	A blank ***Voter Registration*** screen is displayed. **Note**: Only a few of the buttons on this screen are enabled.
Doing a search of your database, to ensure that a person is not already registered, is a necessary first step in the registration process. Click on the **[PSearch]** button.	The ***Progressive Search*** screen is displayed.
Enter the voter's last name in the Last Name field and press the **Tab** key.	The cursor is positioned in the First Name field.

Enter the voter's first name in the First Name field and press the **Tab** key.	The cursor is positioned in the DOB field.
Enter the voter's date of birth in the DOB field. For twentieth century dates of birth enter the date as an eight digit number, mmddyyyy. Then press the **Tab** key.	Slashes are entered in the date field, and the **[Search]** button is selected.
Click on the **[Search]** button.	The QVF searches for an exact match on the full first name, the full last name, the month of birth, the day of birth and the year of birth within 12 years. The ***Progressive Search Results*** screen is displayed and contains all potential matches. If there are no matches, an ***Information*** screen appears, "No Records Match the Criteria Specified." (Click on the **[OK]** button to see the ***Progressive Search Results*** screen.)
Click on the **[Next Search]** button.	The QVF searches for a match on the full last name, the first initial of the first name, the month of birth, the day of birth and year of birth within 12 years. The ***Progressive Search Results*** screen is displayed and contains all potential matches. If there are no matches, an ***Information*** screen appears, "No Records Match the Criteria Specified." (Click on the **[OK]** button to see the ***Progressive Search Results*** screen.)

Click on the **[Next Search]** button.	The QVF searches for a Soundex match on the full first name, a Soundex match on the full last name, an exact match on the month of birth, the day of birth and the year of birth within 12 years. The ***Progressive Search Results*** screen is displayed and contains all potential matches. If there are no matches, an ***Information*** screen appears, "No Records Match the Criteria Specified." (Click on the **[OK]** button to see the ***Progressive Search Results*** screen.) **Note:** A Soundex search is slow and it may take a bit of time for the ***Progressive Search Results*** screen to display.
Click on the **[Next Search]** button.	The QVF searches for a Soundex match on the full first name and the full last name only. The ***Progressive Search Results*** screen is displayed and contains all potential matches. If there are no matches, an ***Information*** screen appears, "No Records Match the Criteria Specified." (Click on the **[OK]** button to see the ***Progressive Search Results*** screen.) **Note:** A Soundex search is slow and it may take a bit of time for the ***Progressive Search Results*** screen to display.
Click on the **[Close]** button.	The ***Progressive Search*** screen is displayed.
Click on the **[Close]** button.	The ***Voter Registration*** screen is displayed. **Note:** If you are not able to find the voter you want to register, you can enter that person into the QVF.

The first required field in the ***Voter Registration*** screen is Reg Date. Enter the voter's registration date as a six digit number, mmddyy. (If the reg date is in the twentieth century enter it mmddyyyy.) **Tab** to the Voter ID field.	The slashes and 20 are added to the registration date.
Voter ID is not a required field. If you do not have one, a voter ID number will be automatically furnished through the replication process. (The first time you replicate a request for information is sent to the Drivers License file, the second time you replicate the DLN will appear in the Voter ID field.) The voter ID is the same as the person's Driver's License Number. Enter the DLN if you have it.	The Voter ID field will only accept 13 characters, no more and no less. If the person has a personal ID number only, leave the field blank.
Tab to the Registration Location field. This field has a drop down list. Click on the arrow at the right of this field.	A list of Registration Locations is displayed.
Highlight the appropriate Registration Location, the place where the voter filled out the registration application, and click once.	The registration agency is displayed in the Registration Location field.
Tab to the Last Name field and enter the voter's last name. (The only punctuation the Last Name field will accept is a hyphen.) Then press **Tab**.	The cursor goes to the First Name field.
Enter the voter's first name. (The only punctuation the First Name field will accept is a hyphen.) Press **Tab**.	The cursor goes to the Middle Name field.
Middle Name is not a required field. (The only punctuation the Middle Name field will accept is a hyphen.) Enter the middle name if you have it. Press **Tab**.	The cursor goes to the Suffix field.
Suffix is where you can choose from the drop down list Jr. Sr. I, II, or III. If appropriate, choose a suffix from the drop down list and press **Tab**.	The cursor goes to the Gender field.

Gender is not a required field, but several reports sort based on gender. Choose a gender, if you know it, from the drop down list and press **Tab**.	The cursor goes to the Former Name field. If you do not enter a gender, a message screen will appear when you save this record. The message will remind you that you left this information out, but you will still be able to save the record without entering a gender. Gender is not automatically supplied by the DL file through replication.
The Former Name field is optional, and is here just for quick reference. Enter a former name if you choose and press **Tab**.	The cursor goes to the DOB field.
DOB is a required field. Twentieth century dates of birth should be entered as eight digit numbers, mmddyyyy. Enter the date of birth and press **Tab**.	Slashes are added to the DOB field. The cursor goes to the Phone Number field.
You can enter the Phone Number, if you have it, in any format you wish. Press **Tab**.	The cursor disappears in the Perm AV check box. (AV is outlined.)
Place a check mark in the Perm AV box if this voter wants to be on a permanent absentee voter list and press **Tab**. Check marks can be placed in check boxes either by clicking on the box with the mouse or by hitting the **Space Bar** on your keyboard when the check box is enabled.	The ***Residential Address*** tab is outlined.
If you need to enter a Non Traditional Housing (NTH) address, click on the ***NTH*** tab. Otherwise press **Tab** again.	The cursor goes to the Number field. (The ***NTH*** tab allows you to enter a description of where a person lives, and their assigned precincts.)
The cursor has skipped over the Signature field. This field will accommodate digitized signatures when that plan is implemented.	
In the ***Residential Address*** tab, enter the following information as appropriate: Number, No Suffix, Street Name, Ext#, and Zip Code. (No Suffix is where you can enter ½ or A, for duplexes.) (Ext# is where you will enter apartment or lot numbers. This field will accept Apt or Lot if you want that to print on items mailed.)	The **[Get Street Index]** button becomes enabled. **Note:** You cannot enter the Prefix, Str. Type, Str. Suffix, Post Office City or State. They will automatically be filled in for you when the street is selected.

Click on the **[Get Street Index]** button. (When the cursor is in the Zip Code field, you can press **Tab** again to activate the **[Get Street Index]** button.)	The address is matched with the "Street Index". The **[Get Street Index]** button is no longer enabled. **Note:** Several fields have been filled in (Jurisdiction, Ward/Precinct, County, the Prefix, Str. Type, Str. Suffix, Post Office City, State)
If based, on what you entered in the Residential Address fields, there is more than one possibility in the Street Index, (the Street Index may have both a N and a S Pine St.)	The ***Street Index Lookup*** screen will appear with the various possibilities listed.
Highlight the Street Index item that is correct and click on the **[Use Address]** button.	You are returned to the ***Voter Registration*** screen, the **[Get Street Index]** button grays out and all districting information is applied to the record.
If the address you entered does not match against the Street Index:	The ***No Street Record Found*** screen will appear. The problem could be in the way you entered the street information, or there could be a problem with the Street Index.
You can access the Street Index by clicking on the **[Address]** button at the bottom of the screen; or by clicking on the **[Search Streets]** button or the **[Add New Street Record Button]** in the ***No Street Record Found*** screen.	
Fix the address problem and click on the **[Get Street Index]** button again.	The **[Get Street Index]** button grays out and all districting information is applied to the record.
If the voter has a mailing address different from their residential address, the mailing address can be entered in the Mailing Address fields.	Enter mailing addresses in the following format: Line 1 - Number and Street Name Line 2 - City and State Line 3 - Zip Code.
Just above the Mailing Address fields is a Overseas checkbox. Place a check mark here if the mailing address is overseas. There is also a small **[Print]** button to the right of the first Mailing Address field, click on this button to print a single mailing label.	

Click on **[Save]**.	The voter registration is saved and the buttons at the bottom of the screen become enabled. The ***Districts*** tab also appears in the lower left part of the screen.
When the record is saved the date from which the voter will be eligible to vote is calculated.	This date is displayed in the Eff. From field.
If you are entering several new registrations or simply want start over with a fresh screen, click on the **[Clear]** button.	All information entered in any of the fields is deleted.
Several message screens can appear when you try to save a voter registration.	
If you entered a voter ID number, the system will check to see if that number already exists in the QVF. When duplicates are found the ***Message*** will appear, "The voter you are attempting to save has the same voter id as the following voters."	You either have duplicate records or a duplicate number. Resolve the duplication. If you still want to save the record, click on the **[Save]** button after resolution.
If you did not enter a gender, a ***Confirm*** screen will appear, "This voter's gender is currently undefined. Save the Voter anyway?"	Enter a gender if possible. You can still save the record without a gender by clicking on the **[Yes]** button.
If you are working in old records, and are entering registration dates more than thirty days in the past, a ***Confirm*** screen will appear, "You have entered a registration date that is more than 30 days in the past. Save voter anyway?"	If the registration date is correct, click on the **[Yes]** button to save the record.
If you made a typographic error and entered a registration date earlier than 01/01/1900, an ***Error*** screen will tell you, "Registration date cannot be earlier than 1/1/1900."	Change the registration date and save.
If you made a typographic error and entered a date of birth prior to 05/05/1850, an ***Error*** screen will tell you, "DOB cannot be earlier than 5/5/1850."	Change the date of birth and save.
If you enter a person who is not yet 17 ½ years of age, a ***Confirm*** screen will ask you, "This person is less than 17 ½ years old. Save this record anyway?"	If you have made a typographic error, change the date of birth and save. You can save the record without changing the date of birth by clicking on the **[Yes]** button. The record will automatically have a "Rejected" status for age.

REGISTRATION/CHANGE AGENCIES

--Tracking Voter Registration Transactions for Federal Reporting Purposes—

The following table is provided to help you understand the QVF's voter registration record keeping feature. The record keeping feature is designed to maintain the data needed for the National Voter Registration Act (NVRA) implementation report which must be submitted to the Federal Election Commission on a biannual basis.

When entering a new voter into your file, pull down the "Registration Agency" menu located near the upper right-hand side of your screen. (Note: When entering update information to an existing record the drop down menu is labeled "Change Agency.")

Identify the source of the voter registration application by selecting the appropriate Registration Agency from the menu. The following table lists the current sources of voter registration applications and their corresponding Registration Agencies.

SOURCE OF APPLICATION	**REGISTRATION AGENCY**
Any Armed Forces recruitment office.	ARMED FORCES RECRUITING OFFICES
State or Federal mail-in registration form. Note: Do not include mail-in registration forms that are hand-delivered by the applicant.	MAIL REGISTRATIONS Note: do not select this agency when entering update information; in this case "CLERKS OFFICE - OTHER must be selected.
Secretary of State Branch Office Voter Registration Program.	SOS BRANCH OFFICE
Secretary of State "Renewal by Mail" Program.	SOS RENEWAL BY MAIL PROGRAM
Registration applications executed by applicants in your office; voter registration applications that are hand-delivered to your office; registration applications accepted by the county clerk; and Federal Post Card Application (FPCA) forms.	CLERKS OFFICE - OTHER
Agencies primarily serving persons with disabilities (form number NSP-938A).	VR AGENCIES SERVING DISABLED
Other public assistance agencies (form number NSP-938B).	VR PUBLIC ASSISTANCE AGENCIES
(Currently not in use)	VR DESIGNATED STATE AGENCIES

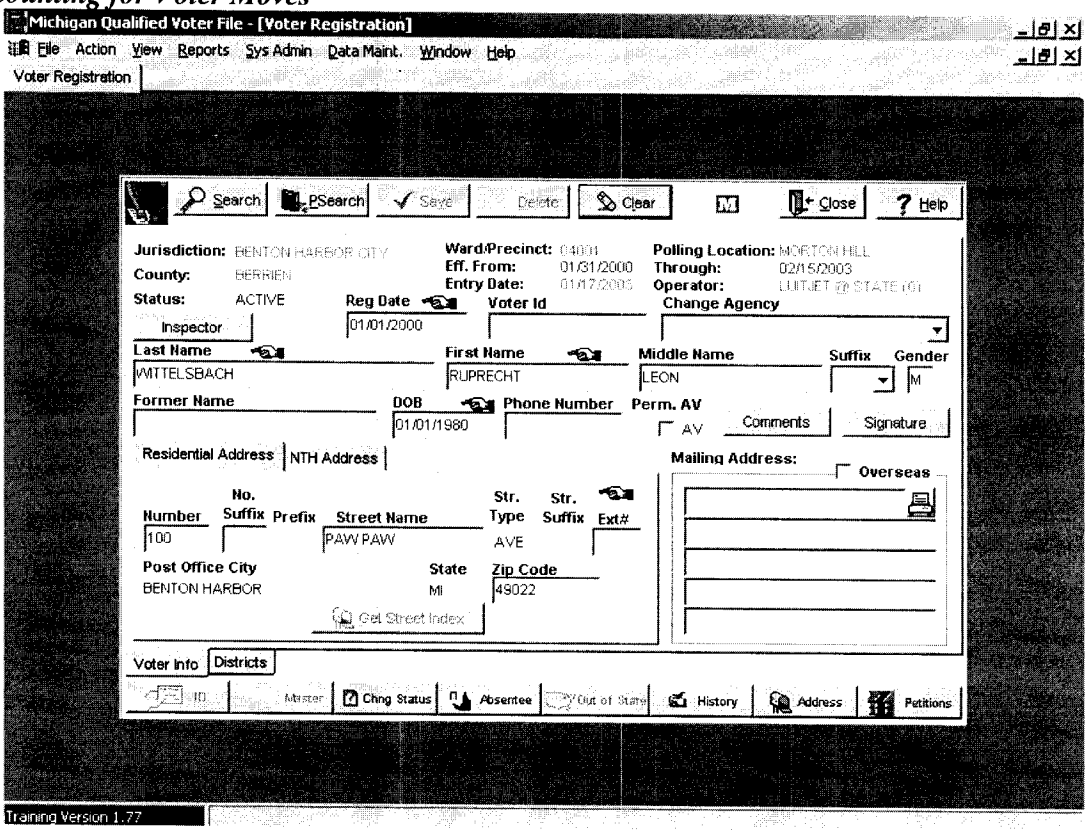
Changing Voter Information

When updating voter information keep in mind that all address changes that you enter will be applied to the Driver's License file (DL). Other updates, such as name changes, are not applied to the DL file. In these cases if the information that you enter does not agree with the information in the DL the information that you entered will eventually be overridden.

Actions	**Result**
From the ***File*** menu select ***Voter Registration***.	A blank ***Voter Registration*** screen is displayed.
Click on the **[Search]** button. The first step is to find the existing record.	The ***Search*** screen is displayed.
Enter or select the desired search information or criteria.	
Click on the **[Search]** button.	The QVF generates a list of all active voters that match your search criteria. When the search is complete, the list displays on the ***Voter Search Results*** screen.
Click on the record that you want to change.	The record is highlighted.
Click on the **[Open Voter]** button at the top of the screen, or double click on the voter's name.	The person's voter registration screen is displayed.
Select an agency from the Change Agency drop down list.	**Note:** A change agency is required when making a change to an existing voter record that effects NVRA Statistics.
Delete the information that needs to be changed. You can do this by using the **Delete** or **Backspace** keys on the keyboard. You can also "click and drag" to highlight the old information, then type the new information into the field.	The old information is deleted.
Enter the new information.	If the new information includes a change to the address, see the following table: ***Accounting for Voter Moves in the QVF***.
Click **[Save]**.	The record is updated and saved. If the new information included a change to the voter's name, a ***Confirm*** screen will display, "Do you wish to have this name change counted for NVRA reporting purposes?"

The name change will save regardless. Click on **[No]** if you are just correcting a typographic error. If it is a genuine name change, click on the **[Yes]** button.	The name change is saved.

Accounting for Voter Moves



Michigan election law allows people to vote in their old jurisdiction, precinct or district in elections that fall within a thirty day period after they have changed their voter registration address. For this reason the QVF divides moves into three categories. **Long Moves**, **Intermediate Moves**, and **Short Moves**.

Long Moves take voters from one city or township and puts them in another. During the transition period (about sixty days) that begins immediately after the move is entered, the voter's record exists in the database of both the old and new jurisdiction. The voter can vote in the old jurisdiction for up to thirty days, but the old jurisdiction can not make any changes to the record other than AV processing and updating voting history. Registrations that are being moved to a new jurisdiction are identified by a yellow block "M" in a small green box that appears at the top of the record in the voter registration screen. At the end of the transition period the two records are combined in the new jurisdiction and a new registration date will be assigned.

Intermediate Moves are changes of address within a jurisdiction that move a voter from one precinct or district to another. This can include changes of school district and village precinct. When a change of address within a jurisdiction is entered in the system, two records exist simultaneously through the transition period. The old record contains a yellow block "M" in the

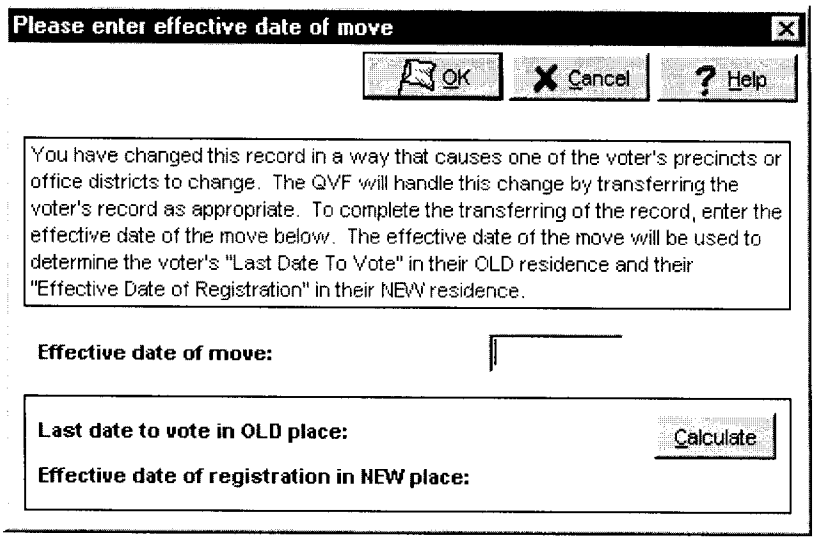
upper part of the screen. Clicking on the block "M" will take you to the new record. The record in the old district or precinct can not be changed with the exception of AV processing and updating voting history. The record in the new district or precinct is the active record. The voter will appear on the precinct list of their old precinct or district for thirty days. After the transition period has ended the two records will be combined in the new district or precinct. The original registration date within the jurisdiction will not change.

Short Moves are changes of address within a jurisdiction that do not cause a change of district or precinct for the voter. These moves go into effect immediately and do not cause two records to exist simultaneously. The original registration date within the jurisdiction will not change.

Entering Changes of Address: When a **Long Move** or **Intermediate Move** is entered into the system either at a branch office or locally, the system will calculate which precinct list the voters name will appear on based on the date of registration or the effective date of the change. While **Long Moves** and **Intermediate Moves** do not go into effect for thirty days, **Short Moves** go into effect immediately regardless of when they are entered.

To enter an **Intermediate Move** in your office use the following instructions. (You do not necessarily need to know if a move within your jurisdiction is short or intermediate. The system will prompt you if a change of address within your jurisdiction is an **Intermediate Move**.)

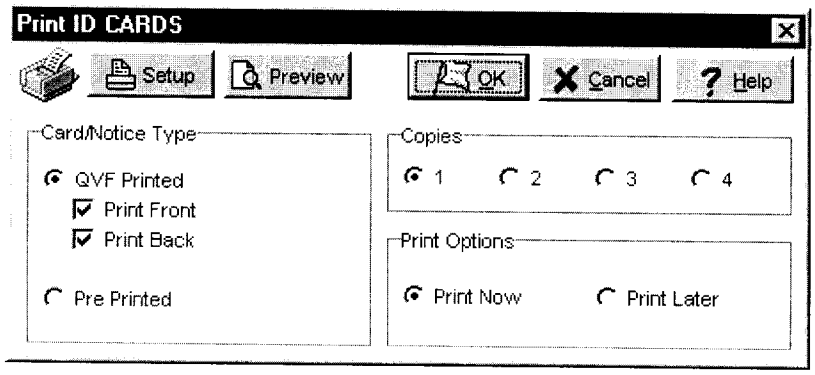
Action	**Result**
Perform a ***Voter Search*** to find the record that needs to be edited.	The individual's voter registration screen appears.
From the drop down list in the voter registration screen choose a Change Agency.	The change agency is accounted for in NVRA reports.
Do not change the Registration Date. If a voter simply changes their address within the jurisdiction they retain their old reg date.	
Click and drag to highlight the old address, or delete the old information, then enter the new address information and click on the **[Get Street Index]** button.	The new address is matched against the ***Street Index***.
If your new address does not match the street index:	A message screen will appear, "No street records were found that match the criteria specified." You will have to correct either the street address or the street index.
If your new address matches the street index:	The **[Get Street Index]** button will gray out, and complete districting information will be applied to the record. The system notes if the voter was moved to a new district or precinct.
Click on the **[Save]** button.	If this is a **Short Move** or an **Intermediate Move** the ***Please enter effective date of move*** screen will be displayed.



On the ***Please enter effective date of move*** screen enter a date for which the move should be effective. (The date on the registration application or the date when the voter was in the office.)	This date can be entered mmddyy or mmddyyyy, with or without the forward slashes between month, day and year. When you hit the **Tab** key the slashes and first two number of the year are added.
The ***Please enter effective date of move*** screen contains an **[OK]** button and a **[Calculate]** button. If you click on the **[OK]** button:	The address change is saved and a new record is created in the new district or precinct. The old record reappears. A blinking yellow "M" is added to the old record indicating that the record is in transition to a new district or precinct.
	A "Moved From" notation is made in the ***Change History*** screen of the new record. At present time the date recorded in the ***Change History*** screen is the entry date not the effective date of move you entered.
If you click on the **[Calculate]** button:	The system will calculate and display "Last day to vote in OLD place," and "Effective date of registration [first date to vote] in NEW place." These dates are saved in the background. You cannot edit them and will not be able to see them when this screen disappears. This calculation is performed automatically if you just click on the **[OK]** button. In this case, the "Last day to vote," and the Effective date of registration" dates cannot be viewed.

Click on the **[OK]** button.	The address change is saved and a new record is created in the new district or precinct. The old record reappears. A blinking yellow "M" is added to the old record indicating that the record is in transition to a new district or precinct.
	A "Moved From" notation is made in the ***Change History*** screen of the new record. At present time the date recorded in the ***Change History*** screen is the entry date not the effective date of move you entered.
After the ***Please enter effective date of move*** screen disappears:	The date from which a person can vote at their new address is calculated and displayed on the new record in the Eff. From field. The last date a person can vote at their old address is calculated and displayed on the old record in the Through field.

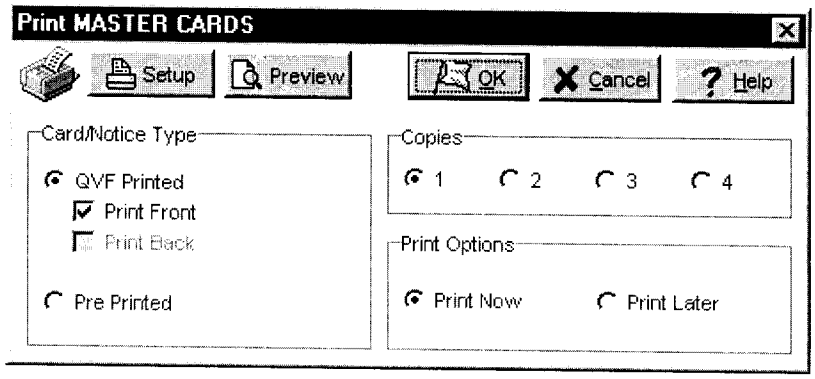
Creating an ID Card



Single voter ID cards may be printed from the ***Voter Registration*** screen.

Actions	**Result**
Conduct a ***Search*** to find the voter's record in the QVF.	The individual's ***Voter Registration*** screen is displayed.
Click on the **[ID]** button in the lower left corner of the screen.	The ***Print ID Cards*** screen is displayed.
In the Card/Notice Type field choose whether to print on blank stock (QVF Printed) or Pre-Printed stock.	
Select a Print Option by clicking on Print Now or Print Later.	**Note:** ID cards sent to the ***Local Report Queue*** will be stored as a single job.
Click **[OK]**.	The ID card starts printing immediately or is sent to the ***Local Report Queue*** and you are returned to the ***Voter Registration*** screen.
Click on **[Close]**.	You are returned to the ***QVF Main Desktop.***

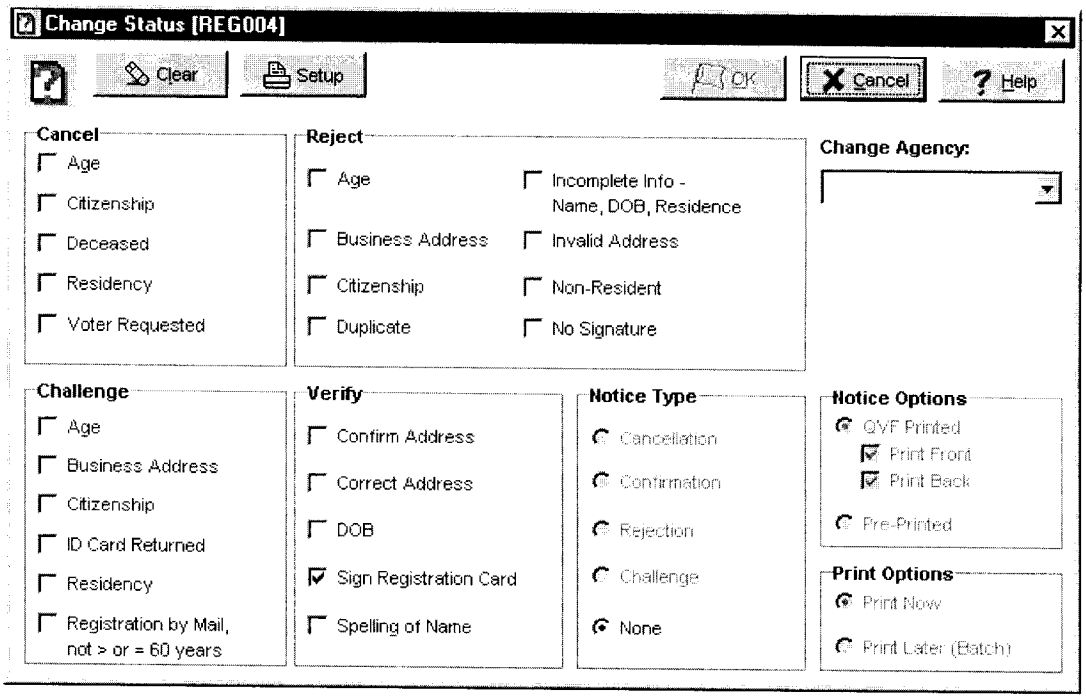
Creating a Master Card



Single Master cards may be printed from the ***Voter Registration*** screen.

Actions	**Result**
Conduct a ***Search*** to find the voter's record in the QVF.	The individual's ***Voter Registration*** screen is displayed.
Click on the **[Master]** button. It is found next to the **[ID]** button.	The ***Print Master Cards*** screen is displayed. This screen allows you to print the Master card of the voter displayed on the ***Voter Registration*** screen.
Choose to print on either blank (QVF Printed) or Pre-Printed stock under Card/Notice Type.	
Under Copies select the number of copies you want to print of this Master card.	If you need copies for school districts or villages you can create up to four copies.
Under Print Options, select either Print Now or Print Later.	**Note:** Master cards sent to the ***Local Report Queue*** will be stored as a single job
Click **[OK]**.	The Master card starts printing immediately or is sent to the ***Local Report Queue*** and you are returned to the ***Voter Registration*** screen.
Click **[Close]**.	You are returned to the ***QVF Main Desktop***.

Changing a Voter's Status from Active



The ***Change Status*** screen allows you to change a voter's status. A voter in the QVF will have one of five statuses: A(ctive), C(anceled), Ch(allenged), R(ejected) or V(erify). When selecting a status other than Active, a reason for the status must be identified. Challenged and Verify status voters appear on the precinct list along with the reason for the status so that you may obtain or verify voter information before issuing a ballot.

Actions	**Result**
Conduct a ***Search*** to find the voter's record in the QVF.	The individual's ***Voter Registration*** screen is displayed.
Click on the **[Chng Status]** button.	The ***Change Status*** screen is displayed.
You change a voter's status to one of Cancel, Reject, Challenge or Verify by placing a check mark next to the reason you are changing the status.	You can choose more than one reason to change a person's status. (Some reasons will exclude all others.)
Place a check mark next to the reason why you are changing a voter's status.	The Notice Type box becomes enabled for all reasons except: any Verify, Cancel-Deceased, Cancel-Voter Requested, Reject-Duplicate and Challenge-ID Card Returned.
When you change a voter's status to either Cancel or Reject, Change Agency become a required field.	Choose a change agency from the drop down list when you change a voter's status to either Cancel or Reject.

If you want to generate a notice from the QVF to send to the voter; in the Notice Type box click on the type of notice you want to send. Notice Types available to you are Cancellation, Confirmation, Rejection, or Challenge.	The Notice Options and Print Options become enabled.
Choose a Notice Option, either QVF Printed or Pre-Printed; and choose a Print Option, either Print Now or Print Later.	
Click **[OK]**.	The status change and the reason for the change is saved. You are returned to the ***Voter Registration*** screen. If you chose to generate a notice it will either start printing immediately or be sent to the ***Local Report Queue*** and you are returned to the ***Voter Registration*** screen.
Click **[Close]**.	You are returned to the ***QVF Main Desktop***.

Changing a voter's status to Active:

Action	**Result**
Conduct a ***Search*** to find the voter's record in the QVF.	The individual's ***Voter Registration*** screen is displayed.
Click on the **[Chng Status]** button.	The ***Change Status*** screen is displayed.
Click on the **[Clear]** button in the upper left corner of the screen.	The check mark(s) are removed from the status. The **[OK]** button becomes enabled.
When clearing the status of Canceled and Rejected voters, the Change Agency field becomes required.	Choose a Change Agency from the drop down list when appropriate.
Click on the **[OK]** button.	The change of status is saved and you are returned to the ***Voter Registration*** screen.

QVF CHANGE STATUS

The following chart is provided to help you understand the Qualified Voter File's "Change Status" feature. This feature provides four different change status categories that may be selected and applied to a record for the purpose of generating several different types of notices and/or attaching a precinct list code to the individual's record for follow-up on election day. All "Verify" and "Challenge" codes will automatically revert to "Active" with the recording of voter history.

Reason	Verify (Voter Status Code: "V") Description	Follow-up Action
Missing Application	After 21 days, application to register not received. Notice Type: None. Pct. List Code: SIGN REG. CARD.	Change status to "Verify - Sign Registration Card." Prepare Master Card; hold for signature. Prepare and mail Voter ID Card. Obtain signature before issuing ballot.
DOB	Question regarding DOB. Notice Type: None. Pct. List Code: VERIFY DOB.	Change status to "Verify - DOB." Verify DOB before issuing ballot.
Correct Address	Question regarding address. Notice Type: None. Pct. List Code: VERIFY ADDRESS.	Change status to "Verify - Address. Verify address before issuing ballot.
Spelling of Name	Question regarding spelling of name. Notice Type: None. Pct. List Code: VERIFY SPELLING OF NAME.	Change status to "Verify - Spelling of Name." Verify spelling of name before issuing ballot.

Reason	Verify (Voter Status Code: "V") Description	Follow-up Action
Confirmation - Notice of Change of Address (Move Within Jurisdiction)	Clerk receives "reliable information" that voter has moved to a different address within same jurisdiction. Notice Type: Confirmation - Notice of Change of Address (Move made within jurisdiction). Pct. List Code: VERIFY NEW ADDRESS.	Change status to "Verify - New Address." Verify new address before issuing ballot. Record new address to Master Card. Forward updated Voter ID Card. Enter new address in QVF. If notice/updated Voter ID card undeliverable, change status to "Challenge - Residency."

Reason	Verify (Voter Status Code: "V") Description	Follow-up Action
Confirmation - Notice of Cancellation (Move To Another Jurisdiction)	Clerk receives "reliable information" that voter has moved to another jurisdiction. Notice Type: Confirmation - Notice of Cancellation (Move to another jurisdiction). Pct. List Code: VERIFY RESIDENCE IN JURISDICTION.	Change status to "Verify - Residence in Jurisdiction." Verify residence in jurisdiction before issuing ballot. Record mailing of Cancellation Notice and date to Master Card. Change status to "Challenge - Residency" if notice returned as undeliverable. Change status to "Active" if address in jurisdiction verified on election day or reply card returned with address in jurisdiction. Change status to "Cancel - Residency" if voter confirms move outside of jurisdiction or no response by second November General Election held in even numbered years following mailing of notice.
Citizenship	Citizenship Box on signed Branch Application received from a new voter, checked "NO." Notice Type: None Pct. List Code: Verify Citizenship	Change status to Verify - Citizenship." Verify citizenship before issuing ballot.

Reason	Challenge (Voter Status Code: "CH") Description	Follow-up Action
Age - Formal Challenge	Formal challenge initiated (168.512). Notice Type: Challenge -Age. Pct. List Code: CONFIRM AGE.	Change status to "Challenge - Age." Confirm age before issuing ballot. Record mailing of notice and date to Master Card. Change status to "Active" if voter response indicates that challenge is not accurate. Change status to "Cancel" if voter response indicates that challenge is accurate or if no response received within 30 days of mailing notice.
Business Address - Formal Challenge	Formal challenge initiated (168.512). Notice Type: Challenge - Bs. Address. Pct. List Code: CONFIRM RESIDENTIAL ADDRESS - BUSINESS ADDRESS.	Change status to "Challenge - Residential Address." Confirm residential address before issuing ballot. Record mailing of notice and date to Master Card. Change status to "Active" if voter response indicates that challenge is not accurate. Change status to "Cancel" if voter response indicates that challenge is accurate or if no response received within 30 days of mailing notice.

Reason	Challenge (Voter Status Code: "CH") Description	Follow-up Action
Citizenship - Formal Challenge	Formal challenge initiated (168.512). Notice Type: Challenge - Citizenship. Pct. List Code: CONFIRM CITIZENSHIP.	Change status to "Challenge - Citizenship." Confirm citizenship before issuing ballot. Record mailing of notice and date to Master Card. Change status to "Active" if voter response indicates that challenge is not accurate. Change status to "Cancel" if voter response indicates that challenge is accurate or if no response received within 30 days of mailing notice.
Residency - Formal Challenge	Formal challenge initiated (168.512). Notice Type: Challenge - Residency. Pct. List Code: CONFIRM RESIDENCY.	Change status to "Challenge - Residency." Confirm residential address before issuing ballot. Record mailing of notice and date to Master Card Change status to "Active" if voter response indicates that challenge is not accurate. Change status to "Cancel" if voter response indicates that challenge is accurate or if no response received within 30 days of mailing notice.

Reason	Challenge (Voter Status Code: "CH") Description	Follow-up Action
Registration by Mail	1st election, AV restriction (Applies to Federal or State Mail-In Registration Application if received by mail or hand delivered by other than the voter. Does not apply to voters aged 60 or older, overseas, military or disabled voters.) Notice Type: None Pct. List Code: REGISTERED BY MAIL - NO ACTION REQUIRED.	Change voter status to "Challenge - Registered by Mail." Record AV restriction to Master Card.
"Original" ID Card Returned Forwarding Address Within Jurisdiction Provided (ALL APPS.)	"Original" ID Card Returned - forwarding address within jurisdiction provided. Notice Type: None. Pct. List Code: ORIGINAL ID CARD RETURNED - CONFIRM NEW ADDRESS	Change status to "Challenged - Original ID Card Returned." Confirm new address before issuing ballot. Record new address to Master Card. Forward updated Original Voter ID Card. Enter new address in QVF.

Reason	Challenge (Voter Status Code: "CH") Description	Follow-up Action
"Original" ID Card Undeliverable No Forwarding Address Within Jurisdiction Provided (NON BRANCH APPS. ONLY)	"Original" ID Card Undeliverable (NON BRANCH APPS. ONLY) - no forwarding address within jurisdiction provided. Notice Type: Address Confirmation Notice - Original ID Card Returned. Pct. List Code: CONFIRM ADDRESS - ORIGINAL ID CARD UNDELIVERABLE	Change voter status to "Challenged - Original ID Card Undeliverable." Confirm address before issuing ballot. Change status to "Cancel - Residency" after second November General Election held in even numbered years following mailing of notice.
"Duplicate" ID Card Returned Forwarding Address Within Jurisdiction Provided	"Duplicate" ID Card Returned - forwarding address within jurisdiction provided. Notice Type: None. Pct. List Code: CONFIRM NEW ADDRESS - DUPLICATE ID CARD RETURNED	Change voter status to "Challenged - Duplicate ID Card Returned." Confirm new address before issuing ballot. Record new address to Master Card. Forward updated Duplicate Voter ID Card. Enter new address in QVF.

Reason	Challenge (Voter Status Code: "CH") Description	Follow-up Action
"Duplicate" ID Card Undeliverable No Forwarding Address Within Jurisdiction Provided	"Duplicate" ID Card Undeliverable - no forwarding address within jurisdiction provided. Notice Type: None Pct. List Code: CONFIRM ADDRESS - DUPLICATE ID CARD UNDELIVERABLE	Change voter status to "Challenge - Duplicate ID Card Undeliverable." Confirm address before issuing ballot.
Confirmation - Notice of Change of Address (Move Made Within Jurisdiction) - Returned Forwarding Address Within Jurisdiction Provided	Confirmation - Notice of Change of Address returned - forwarding address within jurisdiction provided. Notice Type: Confirmation - Notice of Change of Address (Move Made Within Jurisdiction). Pct. List Code: CONFIRM NEW ADDRESS - NOTICE OF CHANGE OF ADDRESS RETURNED	Change voter status to "Challenge - Notice of Change of Address Returned." Confirm new address before issuing ballot. Record new address to Master Card. Forward updated Duplicate Voter ID Card along with updated Confirmation - Notice of Change of Address. Enter new address.

Reason	Challenge (Voter Status Code: "CH") Description	Follow-up Action
Confirmation - Notice of Change of Address (Move Made Within Jurisdiction) - Undeliverable No Forwarding Address Within Jurisdiction Provided	Confirmation - Notice of Change of Address undeliverable - no forwarding address within jurisdiction provided. Notice Type: None. Pct. List Code: CONFIRM ADDRESS - NOTICE OF CHANGE OF ADDRESS UNDELIVERABLE	Change voter status to "Challenged - Notice of Change of Address Undeliverable." Confirm address before issuing ballot. Change voter status to "Active" if address within jurisdiction provided on election day. Change voter status to "Cancel" if issue unresolved by second November General Election held in even numbered years following mailing of notice.
Confirmation - Notice of Cancellation - Undeliverable No Forwarding Address within Jurisdiction Provided	Confirmation - Notice of Cancellation undeliverable - no forwarding address within jurisdiction provided. Notice Type: None. Pct. List Code: CONFIRM ADDRESS - NOTICE OF CANCELLATION UNDELIVERABLE	Change voter status to "Challenged - Notice of Cancellation Undeliverable." Confirm address before issuing ballot. Change voter status to "Active" if address within jurisdiction provided on election day. Change voter status to "Cancel" if issue unresolved by second November General Election held in even numbered years following mailing of notice.

Reason	Cancel (Voter Status Code: "C") Description	Follow-up Action
Age - Formal Challenge No Response/ Disqualification	No response to formal challenge *or* response results in disqualification of voter (168.512). Notice Type: None. Pct. List Code: None (Name will not appear).	Record cancellation to Master Card along with date and cause of cancellation: "Formal challenge - Age." Change voter status to "Cancel-Age."
Business Address - Formal Challenge No Response/ Disqualification	No response to formal challenge *or* response results in disqualification of voter (168.512). Notice Type None. Pct. List Code: None (name will not appear).	Record cancellation to Master Card along with the date and cause of cancellation: "Formal challenge - Business Address." Change voter status to Cancel - Residence."
Citizenship - Formal Challenge No Response/ Disqualification	No response to formal challenge *or* response results in disqualification of voter (168.512). Notice Type: None. Pct. List Code: None (Name will not appear).	Record the cancellation to Master Card along with date and cause of cancellation: "Formal challenge - Citizenship." Change voter status to "Cancel - Citizenship."
Residency - Formal Challenge No Response/ Disqualification	No response to formal challenge (168.512). Notice Type: None. Pct. List Code: None (Name will not appear).	Record the cancellation to Master Card along with date and cause of cancellation: "Formal challenge - Residency." Change voter status to "Cancel - Residency."
Deceased	Acting on the receipt of reliable information that the individual is deceased, the record is canceled. Notice Type: None. Pct. List Code: None (Name will not appear).	Record cancellation to Master Card along with date and cause: "Deceased." Change voter status to "Cancel - Deceased."

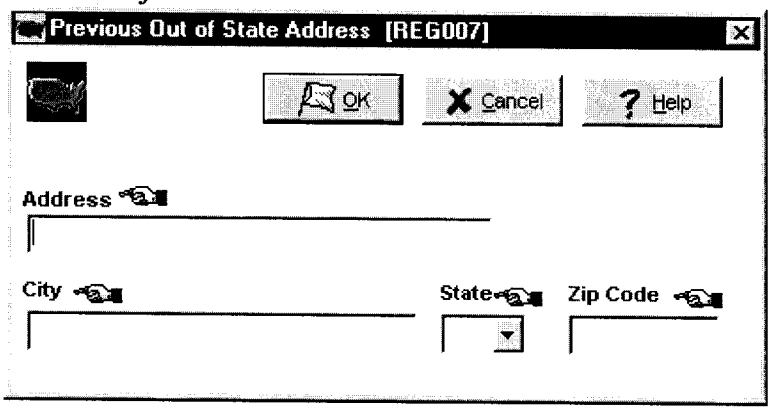
Reason	Cancel (Voter Status Code: "C") Description	Follow-up Action
Voter Requested	Result of written request signed by voter. Notice Type: None. Pct. List Code: None (Name will not appear).	Record cancellation to Master Card along with date and cause: "Voter Requested." Change voter status to "Cancel - Voter Requested."
30-Day Notice of Cancellation (Out of State)	Voter has applied for a driver license in another state. Notice Type: "30-Day" Notice of Cancellation (Out of State). Pct. List Code: None (Name will not appear).	Record mailing of notice and date to Master Card. Change status to "Active" if voter response indicates that he or she wishes to remain registered.
Confirmation - Notice of Cancellation No Response or Undeliverable/ Challenge	Confirmation - Notice of Cancellation undeliverable or no response by second November General Election held in even numbered years following mailing of notice. Notice Type: None. Pct. List Code: None (Name will not appear).	Record cancellation to Master Card along with date and cause: "No response to Confirmation-Notice of Cancellation or undeliverable/challenge." Change voter status to "Cancel - Residency."

Reason	Cancel (Voter Status Code: "C") Description	Follow-up Action
Confirmation - Notice of Change of Address Within Jurisdiction Undeliverable/ Challenge	Confirmation - Notice of Change of Address (Move within jurisdiction) undeliverable, no forwarding address within jurisdiction provided, resulting in "Challenge" status. No response to challenge by second November General Election held in even numbered years following mailing of notice. Notice Type: None. Pct. List Code: None (Name will not appear).	Record cancellation to Master Card along with date and cause: "Confirmation - Notice of Change of Address undeliverable/challenge, no response." Change voter status to "Cancel - Residency."
"30-Day" Notice of Cancellation (Out of State) Undeliverable, no forwarding address provided *or* No response	"30-Day" Notice of Cancellation undeliverable, no forwarding address provided *or* no response. Notice Type: None. Pct. List Code: None (Name will not appear.)	Record cancellation to Master Card along with date and cause: "30-Day Notice of Cancellation (Out of State) undeliverable *or* no response." Change voter status to "Cancel - Residency."

Reason	Reject (Voter Status Code: "R") Description	Follow-up Action
Missing Signature - Declined to Sign	Original application does not contain a signature. Notice Type: Notice of Rejection - Declined to Sign. Pct. List Code: None (Name will not appear).	Change voter status to "Reject - Declined to Sign." Mail "Notice of Rejection - Declined to Sign." Retain application pending return of reply card. Signature must be obtained prior to close of registration. If signature provided: . prepare Master Card . prepare and mail Original Voter ID Card . change voter status to "Active."
Original Application Does Not Contain a Valid Address (BRANCH APPS ONLY)	Original Application does not contain a valid address. Notice Type: Notice of Rejection - (For Use With Secretary of State Branch Applications Only) Pct. List Code: None (Name will not appear.)	Change voter status to "Reject - Invalid Address." Mail Notice of Rejection - Invalid Address. Retain application pending return of reply card. Address must be obtained prior to close of registration. If address provided: . prepare Master Card . prepare and mail Original Voter ID Card . change voter status to "Active."

Reason	Reject (Voter Status Code: "R") Description	Follow-up Action
"Original" Voter ID Card - Undeliverable No Forwarding Address Within Jurisdiction Provided (BRANCH APPS ONLY)	"Original" Voter ID Card Undeliverable - forwarding address within jurisdiction not provided. Notice Type: Notice of Rejection - (For Use With Secretary of State Branch Applications Only) Pct. List Code: None (Name will not appear.)	Change voter status to "Reject - Original ID Card Undeliverable." Mail Notice of Rejection - Voter ID Card Returned. Record to Master Card (if created) and move to cancellation file with returned ID Card attached pending return of reply card.

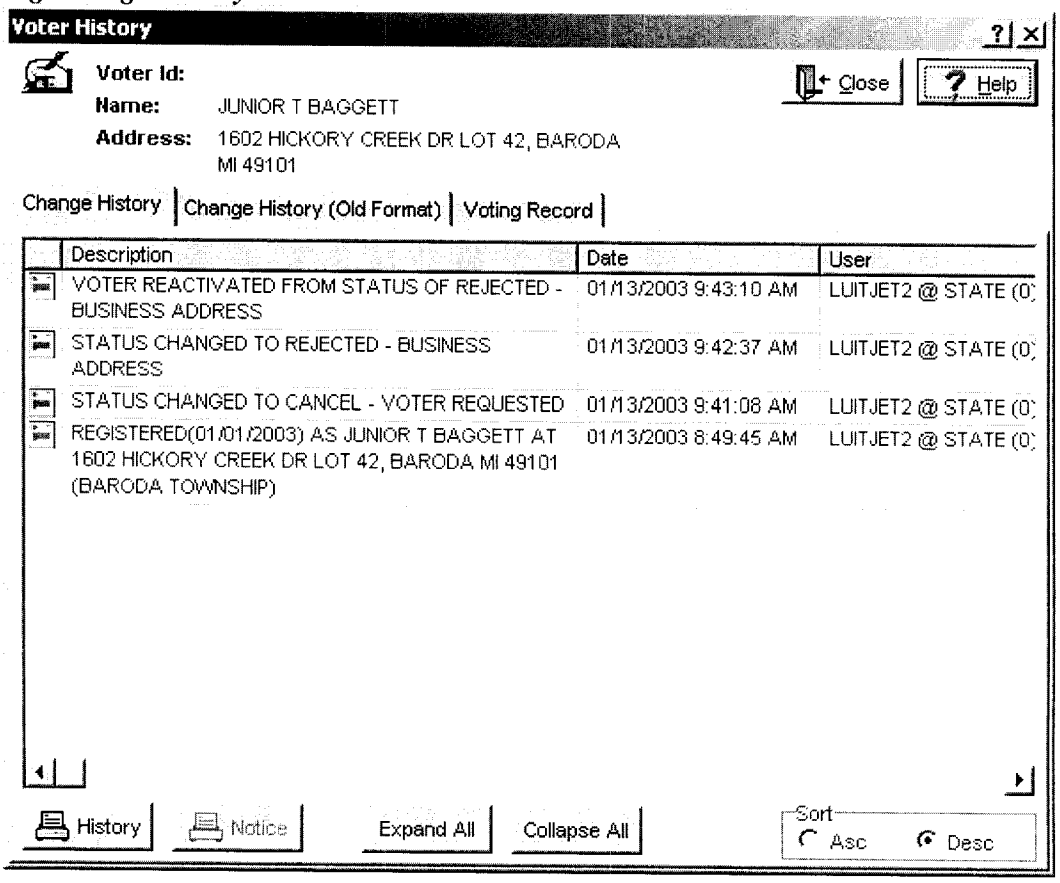
Recording a Previous Out of State Address:



Use this feature of the QVF when a person moves to Michigan from out of state and submits an over the counter registration.

Actions	**Result**
After you have registered a person in the usual manner, select the **[Out of State]** button at the bottom of the screen.	The ***Previous Out of State Address*** screen is displayed.
Enter/select the following information: Address: City: State: Zip Code:	
Click the **[OK]** button.	The QVF stores the voter's previous out of state address. **Note:** You are able to view the previous address under ***Voter History***. **Note:** The State of Michigan will notify the old state of the voter's move.

Viewing Change History

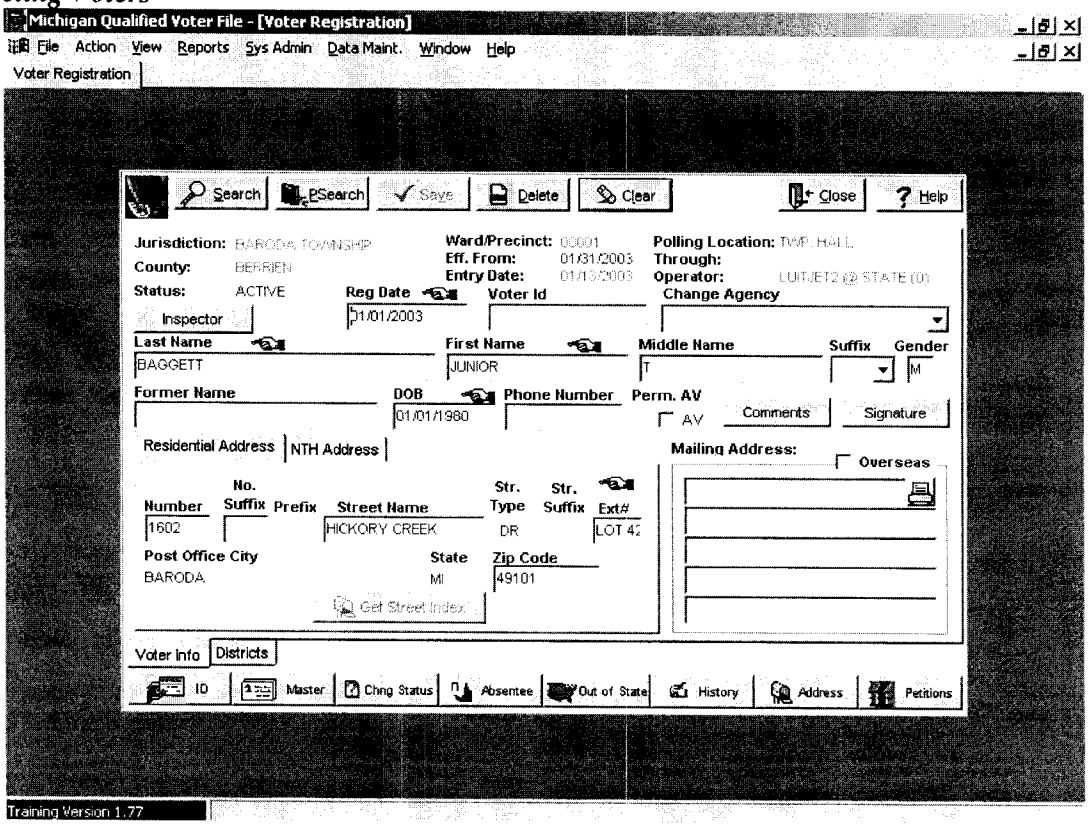


Significant changes to a voter registration record (Name, Address, Status, Gender) are recorded automatically in the ***Change History*** screen.

Actions	**Result**
Perform a search for a specific voter.	The person's ***Voter Registration*** screen is displayed.
On the ***Voter Registration*** screen click on the **[History]** button in the bottom right corner.	The ***Voter History*** screen is displayed.
The ***Voter History*** screen has three tabs, ***Change History***, ***Change History (Old Format)*** and ***Voting Record***. Clicking on a tab will display different information.	***Change History*** will list all the significant changes to a voter's registration made after 12/16/02 in a more detailed format. ***Change History (Old Format)*** will contain changes made to a record in less detail. ***Voting Record*** will show a voter's election participation.
Any significant change to a voter's personal information is recorded automatically in the Change History grids.	

Change History can be printed by clicking on the **[History]** button.	The ***Change History Report*** screen is displayed.
If a person has a status of Challenge, Cancel or Reject, you can re-print a notice for the voter by clicking on the **[Notice]** button	The print screen for the specific notice is displayed.
The ***Change History*** tab can contain information in folders. You can open a single folder by double clicking on it, or you can click on the **[Expand All]** button.	All folders in the ***Change History*** tab are opened.
A single folder can be closed by double clicking on it, or you can click on the **[Collapse All]** button.	All folders are closed in the ***Change History*** tab.
The Voting Record grid contains a list of what elections this person voted in. The Voting Record can be printed by clicking on the **[Print]** button.	The ***Voting Record Report*** screen is displayed.
Click **[Close]**.	You are returned to the ***Voter Registration*** screen.
Click **[Close]**.	You are returned to the ***QVF Main Desktop***.

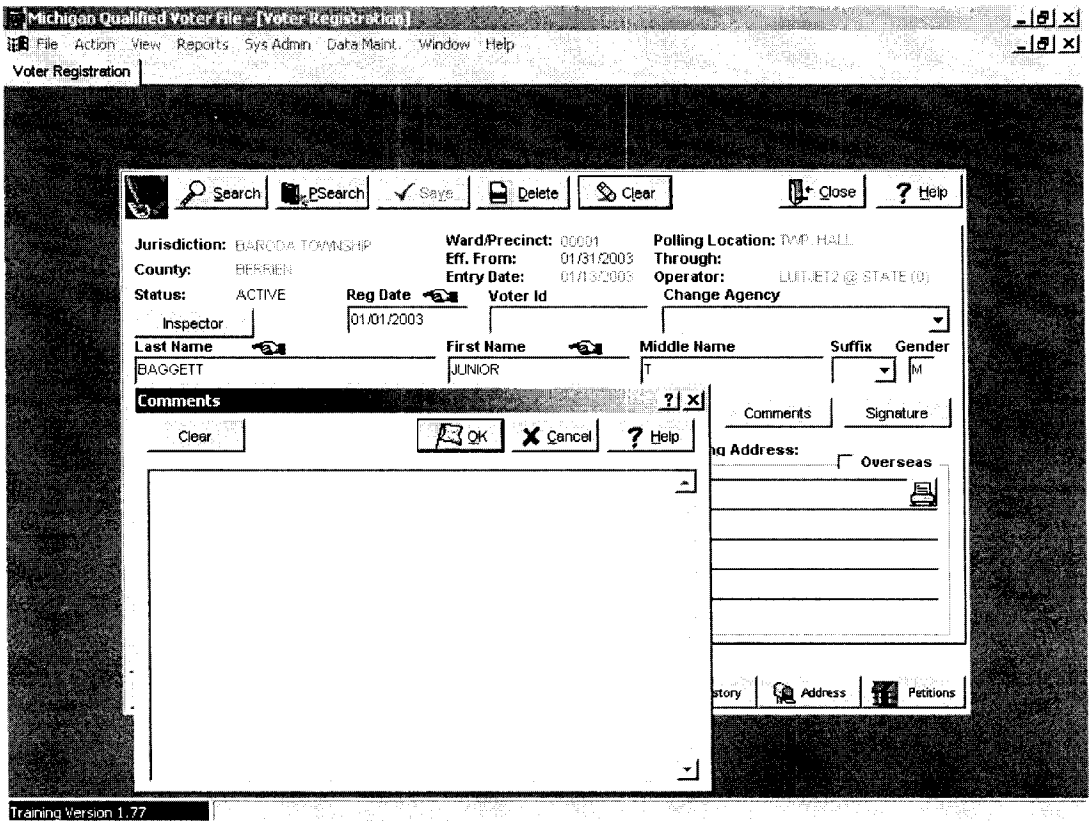
Deleting Voters



The delete voter function has been moved from ***System Administration*** to the ***Voter Registration*** screen. <u>The only voters that can be deleted locally are registrations entered locally that have not been replicated</u>. After the record has been replicated it is in the central server in Lansing and can not be deleted.

Action	**Result**
Perform a ***Voter Search*** to bring up the voter's voter registration.	The ***Voter Registration*** screen is displayed.
Click on the **[Delete]** button.	A message screen appears, "Are you sure you want to delete this voter record and lose all references to this record permanently?"
Click on the message screen's **[Yes]** button.	All information in the ***Voter Registration*** screen is cleared, deleting the voter from the database.
If the voter record has already been replicated and you click on the **[Delete]** button:	A message screen appears, "You can't delete a voter that has already been replicated."
Click on the message screen's **[OK]** button.	The message screen disappears and the voter's record remains in the database.

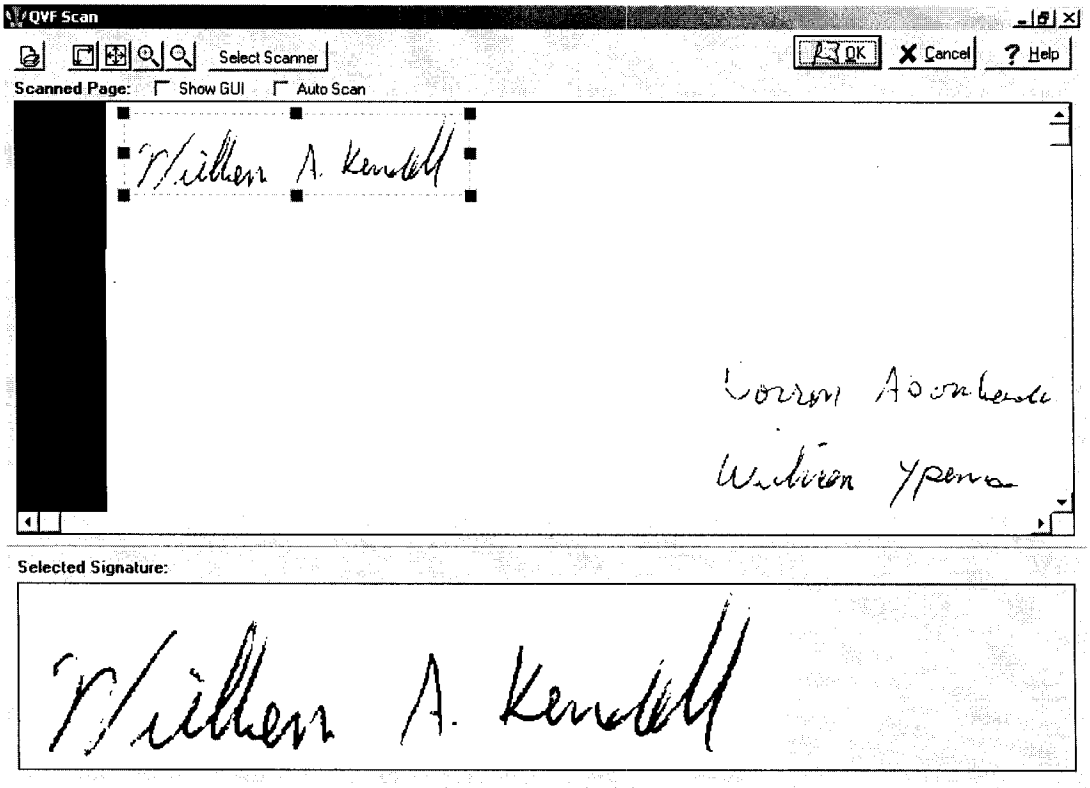
Comments



With QVF software version 1.77 you are now able to enter comments on voters in the ***Voter Registration*** screen. A ***Comments*** screen allows you free form entry of any information regarding a voter. The information contained in the ***Comments*** screen does not replicate to the central server in Lansing, so if you want that information backed up, there is a separate procedure for saving ***Comments*** screen information to a disk.

Action	**Result**
On the ***Voter Registration*** screen click on the **[Comments]** button.	The ***Comments*** screen is displayed, the cursor is in the text entry box.
Enter your voter comments; then click on the **[OK]** button.	You are returned to the ***Voter Registration*** screen. A check mark now appears on the **[Comments]** button.
To save your database of comments see the ***Backing Up Signatures and Comments*** section pages 48-49.	

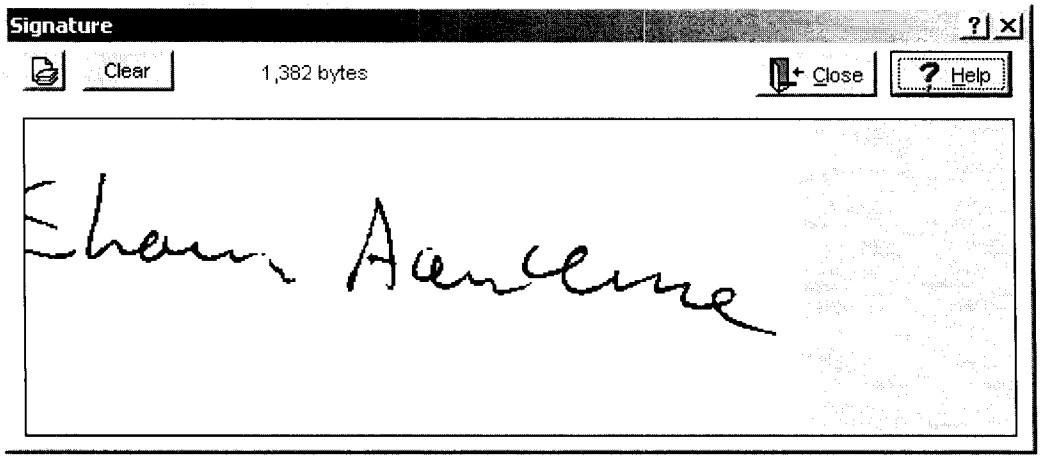
Signatures



With QVF software version 1.77 you are now able to scan signatures into the voter database. This feature requires the purchase of specific models of hardware and the installation of software. If you decide you want to store signatures as new ones come in, or scan signatures you already have please give the helpdesk a call to get hardware specifications and to arrange for set up. The information contained in the ***Signatures*** screen does not replicate to the central server in Lansing. If you want your signature database backed up, there is a separate procedure for saving signatures to a disk.

Action	***Result***
To enter a signature, perform a voter search to open that person's ***Voter Registration*** screen.	The ***Voter Registration*** screen displays.
Place the signature to be scanned into the scanner.	
Click on the **[Signature]** button.	The ***QVF Scan*** screen displays.
In the upper left hand corner of the ***QVF Scan*** screen, click on the **[Scan]** button.	A message screen appears telling you the scanning has started. When the scanning is complete the message screen disappears and the digital signature appears in both the upper left and lower left parts of the screen.

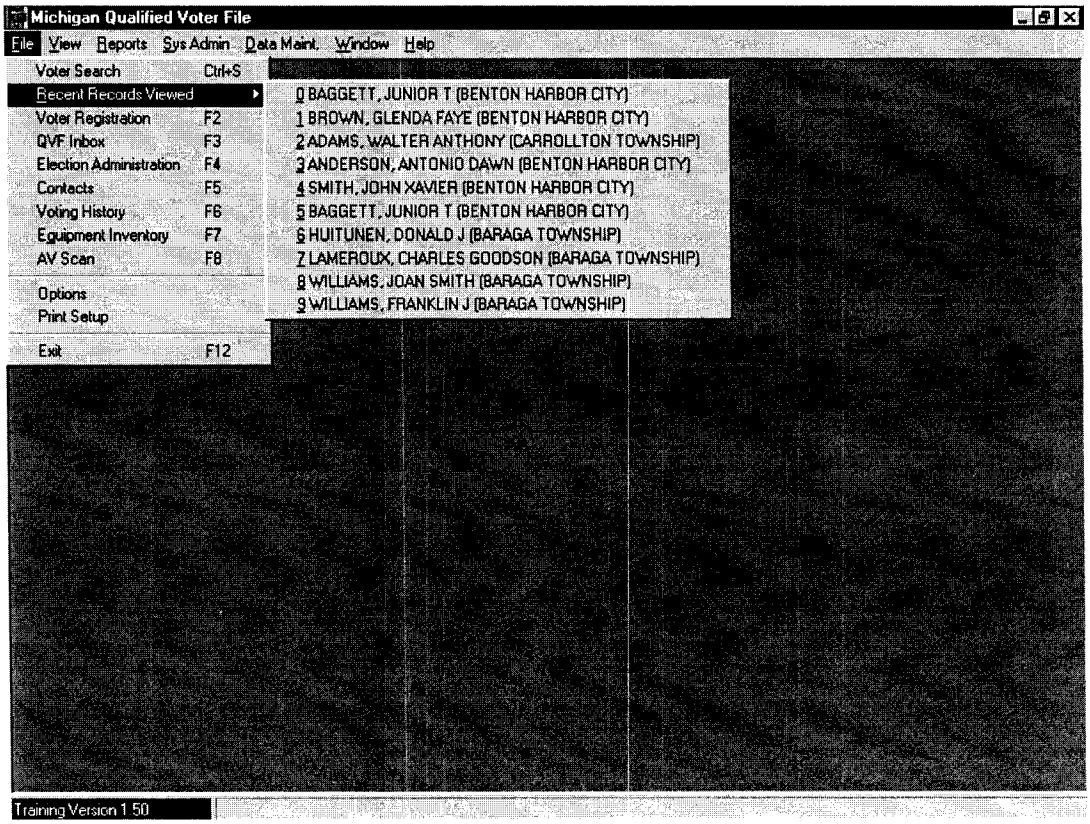
To save computer space crop the scanned image so that only the signature is being stored.	The scanned image in the upper left part of the screen is outlined in red.
Click and drag the red boxes to move the red lines so that, as near as possible, only the signature in enclosed.	This is the portion of the scanned image that will be saved.
You can use the **[+]** and **[–]** buttons to increase or decrease the size of the scanned image.	The signature gets incrementally larger and smaller depending on which button you clicked.
The second button from the left positions the image view in the upper left corner of the scanned sheet.	
The middle of the five buttons in the upper left corner of the screen will center the view.	
If you put a check mark in the Auto Scan check box:	The next time you click on the **[Signature]** button, the ***QVF Scan*** screen will appear, and the scanner will start scanning automatically.
Once the signature is cropped to your satisfaction, click on the **[OK]** button.	The signature is saved and you are returned tc the ***Voter Registration*** screen. A check mark now appears on the **[Signature]** button.
The Show GUI check box allows you access to the scanner set up screen. The **[Select Scanner]** button allows you to have more than one type of scanner set up in the QVF; you can choose which one you want to use.	



To view a signature, go to that voter's ***Voter Registration*** screen. If there is a signature for that voter in the database, a check mark will be displayed on the **[Signature]** button. Click on the **[Signature]** button.	The ***Signature*** screen is displayed with the voter's signature.

You can delete a signature by clicking on the **[Clear]** button.	A ***Confirm*** screen displays, "Delete Signature?"
Click on the **[Yes]** button.	The signature disappears.
You can scan a new signature by clicking on the **[Scan]** button in the upper left corner of the screen.	The ***QVF Scan*** screen is displayed.
Click on the **[Close]** button.	You are returned to the ***Voter Registration*** screen.
To save your database of signatures see the ***Backing Up Signatures and Comments*** section pages 48-49.	

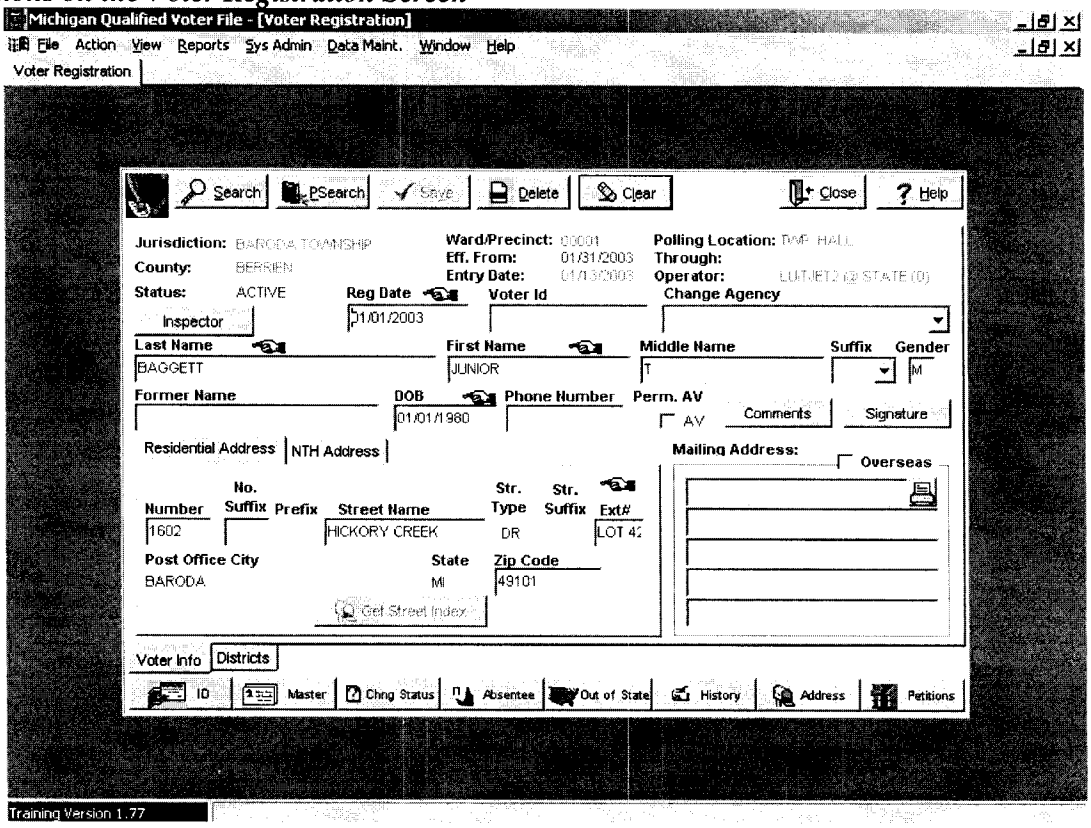
Recent Records Viewed



The system will retain the names of the last ten voters whose ***Voter Registration*** screen has been viewed. This feature allows the quick retrieval of some records.

Action	**Result**
Under ***File*** highlight ***Recent Records Viewed.***	A sub menu will display up to ten names. These are the last ten ***Voter Registration*** screens you have opened.
Click on a name.	That person's ***Voter Registration*** screen is displayed.
Click on the **[Close]** button.	You are returned to the ***QVF Main Desktop.***

Buttons on the Voter Registration Screen



[Search] - Produces a ***Voter Search*** screen that allows you to find voters in your database.

[PSearch] - Produces the ***Progressive Search*** screen which allows you to search for voters in your database using a combination of name, date of birth and sound alike criteria.

[Save] - Allows you to save changes or additions to the voter record.

[Delete] – Allows you to delete voters from the database prior to the record being replicated.

[Clear] - Deletes information in all the fields on the screen, allowing you to enter a new registration.

[Close] - Returns you to the ***QVF Main Desktop***. If you have not saved any changes made, a message will first appear asking if you want to save your changes.

[Help] - Provides information on how to use the ***Voter Registration*** screen.

[Inspector] - Produces the ***Local Inspector*** screen, where voters in your jurisdiction are entered as being available to be assigned as election inspectors.

[Comments] - Produces the ***Comments*** screen, where free form entry of information on voters can be entered.

[Signature] - Produces the ***Signature*** screen, where digitized signatures can be added and viewed.

[Get Street Index] - Matches the information entered in the Residential Address fields against the Street Index.

[ID] - Produces the ***Print ID Cards*** screen, allowing you to print a single ID card for the voter.

[Master] - Produces the ***Print Master Cards*** screen, allowing you to print one or multiple master cards for a single voter.

[Chng Status] - Produces the ***Change Status*** screen, allowing you to change the voter status that is listed in the upper left corner of the ***Voter Registration*** screen.

[Absentee] - Produces the ***Absentee Applications and Ballots*** screen, allowing you to send and receive AV applications and ballots to individual voters.

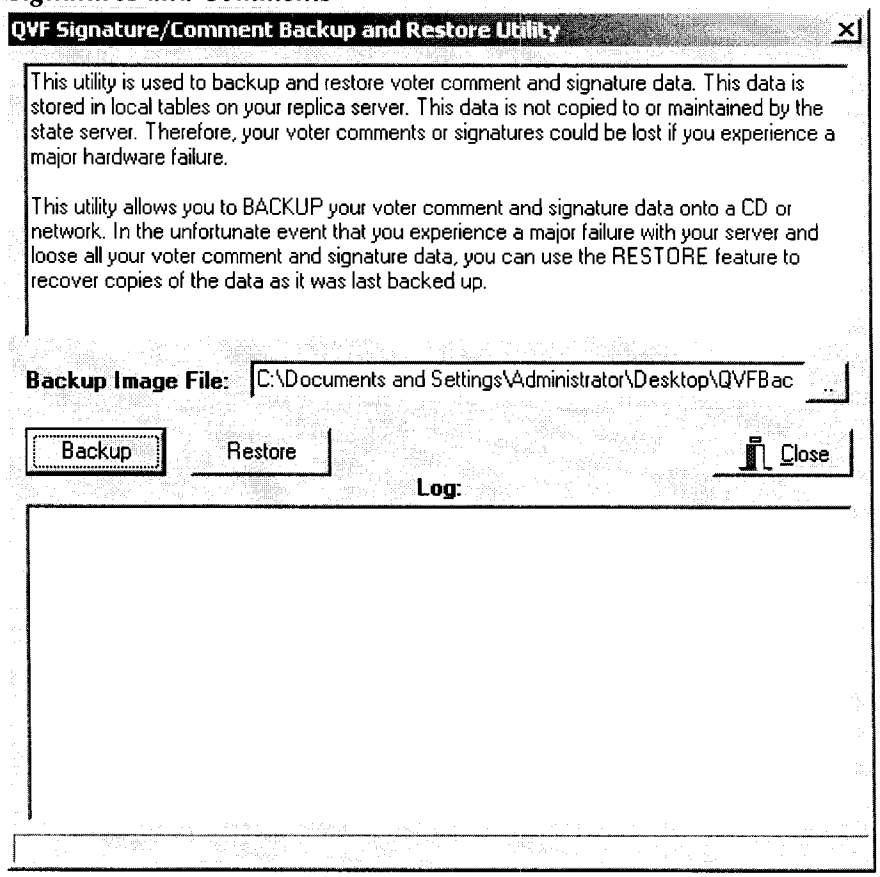
[Out of State] - Produces the ***Previous Out of State Address*** screen. When you register a new voter who previously lived out of state, you can enter the out of state address here and the State of Michigan will send a cancellation notice to the old state.

[History] - Produces the ***Voter History*** screen, allowing you to view or print a person's voting and change history.

[Address] - Produces the ***Street Index Lookup*** screen, allowing you to search the street index for a particular address or street.

[Petitions] - Produces the ***Voter Petition Information*** screen, allowing you to enter petitions that a voter has signed.

Backing Up Signatures and Comments



Digital signatures and comments added to voter records do not replicate. If your server fails, this information can be lost. For this reason, a back up feature has been added allowing you to copy signatures and comments to a disk for storage and restoration if need be. You can back up your files to a network drive, small files will fit on a diskette, or you can back up to a CD. (The CD will have to be formatted for Direct CD copying.) Use the following table to save your information.

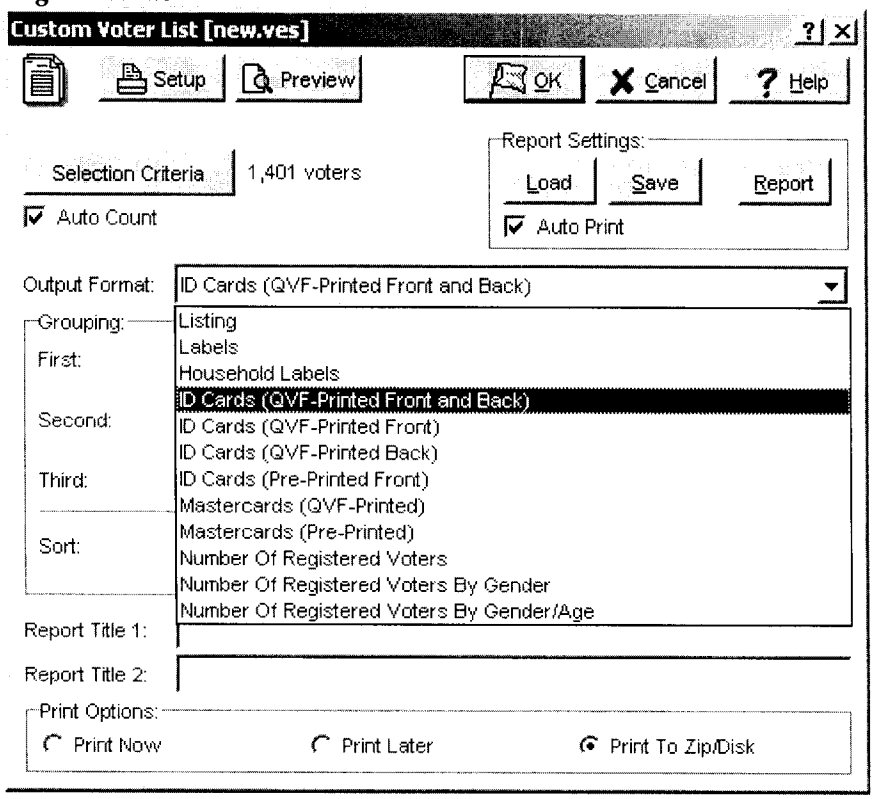
Action	**Result**
Click on the Windows **[Start]** button.	The ***Start*** menu appears.
Highlight ***Programs***.	The ***Programs*** submenu appears.
Highlight ***Michigan QVF***.	The ***Michigan QVF*** submenu appears.
Highlight and click on ***QVF Backup and Restore***.	The ***QVF Signature/Comment Backup and Restore Utility*** screen is displayed.
To designate a drive or folder to save the information to, click on the button to the right of the Backup Image File field.	The ***Select a backup image file*** screen is displayed.
On the ***Select a backup image file*** screen choose a file or drive from the drop down list in the Save in field. Then click on the **[Save]** button.	You are returned to the ***QVF Signature/Comment Backup and Restore Utility*** screen, your designated drive or folder is now in the Backup Image File field.

On the ***QVF Signature/Comment backup and Restore Utility*** screen click on the **[Backup]** button.	A ***Warning*** screen displays telling you of several considerations to be taken into account.
Click on the ***Warning*** screen's **[OK]** button.	The backup files starts copying. When the back up is finished a ***QVF Backup/Restore*** screen will display the message, "Backup finished. Please check log for errors."
Click on the message screen **[OK]** button.	The ***QVF Backup/Restore*** screen disappears.
The Log box at the bottom of the ***QVF Signature/Comment Backup and Restore Utility*** screen has filled with information. Check the log to ensure that the export terminated successfully without warnings.	
Click on the **[Close]** button.	The ***QVF Signature/Comment Backup and Restore Utility*** screen disappears.

Restoring the database from the backup file

Action	**Result**
Click on the Windows **[Start]** button.	The ***Start*** menu appears.
Highlight ***Programs***.	The ***Programs*** submenu appears.
Highlight ***Michigan QVF***.	The ***Michigan QVF*** submenu appears.
Highlight and click on ***QVF Backup and Restore***.	The ***QVF Signature/Comment Backup and Restore Utility*** screen is displayed.
Enter the location of the backup data in the Backup Image File field, or choose it by clicking on the button to the right of the field. Then click on the **[Restore]** button.	A ***Confirm*** screen appears with a message warning you that you are about to over write data with what is in the backup file.
Click on the **[Yes]** button.	Another ***Confirm*** screen appears asking, "Are you sure?"
Click on the **[Yes]** button.	The file copies into the QVF, overwriting anything that was there. When the copying is complete, the ***QVF Backup/Restore*** screen displays with the message, "Restore finished. Please check log for errors."
Click on the **[OK]** button.	The message disappears and you are able to see the filled Log box on the ***QVF Signature/Comments Backup and Restore Utility*** screen.
Check the Log to ensure that the "import terminated successfully without warnings." Then click on the **[Close]** button.	The ***QVF Signature/Comments Backup and Restore Utility*** screen disappears.

Mass Producing ID Cards



In the event that you need to re-print ID cards for the whole jurisdiction, or for all of a precinct, there are a couple of different ways to easily print ID cards in large batches. In addition, you can produce ID cards in a vendor format for outsourcing the print job.

Action	**Result**
Under ***Reports*** highlight ***Statistical and Informational***.	A submenu appears
Click on ***Custom Voter List***.	The ***Custom Voter List*** screen is displayed.
Click on the **[Selection Criteria]** button.	The ***Custom Voter List Selection Criteria*** screen is displayed.
Create a list of voters by choosing selection criteria from the various tabs. Then click on the **[OK]** button.	You are returned to the ***Custom Voter List*** screen, the number of voters on the list is displayed to the right of the **[Selection Criteria]** button.
In the Output Format field choose from the dropdown list one of the ID card selections. If you use pre-printed cards choose ID Cards (Pre-Printed Front).	Cards will print with only the voter specific information on them.
If you use blank card stock choose either ID Card QVF Printed Front and Back, or ID Cards QVF Printed Front.	Cards will print both voter specific information and the ID card format.

Choose either Print Now or Print Later and click on the **[OK]** button.	The cards will either start printing immediately or will be sent to the ***Local Report Queue*** for printing at your convenience.
If you want an ID card output on disk for vendor printing, choose ID Card QVF Printed Front and Back.	Print to Zip/Disk is added to the Print Options.
Choose Print to Zip/Disk and click on the **[OK]** button.	The ***Write QVF Data To Zip/Diskette*** screen appears.
On the ***Write QVF Data To Zip/Diskette*** screen choose what media you want to copy to in the Destination Drive field. (If you want to copy to a CD, you first need to format the CD for Direct CD copying.) Then click on the **[OK]** button.	An ***Information*** screen appears, "Please insert a blank formatted disk in drive __."
Ensure that the disk is in the appropriate drive and click on the **[OK]** button.	The ***Information*** screen disappears. The voter data copies to the indicated disk. When the copying is complete, the ***Custom Voter List*** screen disappears and you are returned to the ***QVF Main Desktop***.
The ID card information can now be given to a vendor.	

The information on the disk is zipped, and will first need to be unzipped by the vendor. After the data is unzipped, there will be three files to work with, idfront.doc, idback.doc and data.txt. Vendors will need to be able to work with Microsoft Word Mail Merge formats.