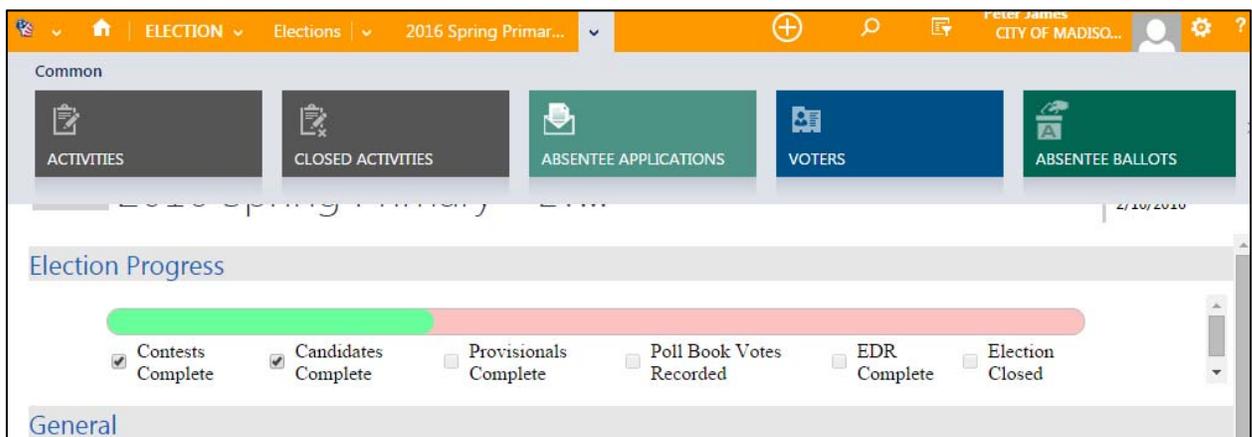
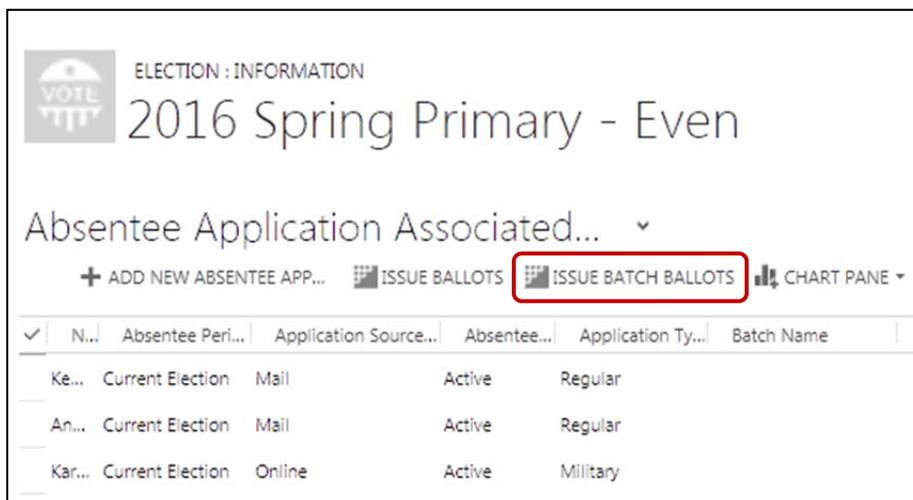


## Issue Absentee Ballots as a Batch

1. Click the Elections tile
2. Click the name of the election
3. Verify that that the Contests Complete and Candidates Complete Checkpoints are checked
4. At the top of the Election Information page, click the drop-down arrow to the right of the name of the election
5. Click the Absentee Applications tile in the navigation bar to open the Absentee Applications view page



6. To issue ballots and generate mailing labels as a batch, click the Issue Batch Ballots button



7. In the New Batch Absentee Request window, enter a description for the batch, verify that the correct election is selected

8. Select the application type and ballot delivery method for the batch  
**Note:** creating a batch will not cause previously issued ballots to be reissued
9. If applicable, enter the name of the care facility into the Care Facility field and select the name of the care facility in the drop-down list of search results

*In the screenshot below, an absentee ballot batch is being created for all of the outstanding regular voter absentee application requests that have a ballot delivery method of by mail*

The screenshot shows the 'New Batch Ballot Request' form. At the top, there are buttons for 'SAVE', 'SAVE & CLOSE', '+ NEW', and 'X CANCEL'. Below the title 'New Batch Ballot Request', there is a 'Completed' status indicator set to 'No'. A blue note reads: '\*\*\* Note: Provided all selection criteria must match on absentee application \*\*\*'. The form contains several fields: 'Description\*' is 'Regular by Mail', 'Election\*' is '2016 Spring Primary - Even', 'ApplicationType' is 'Regular', and 'Ballot Delivery Method' is 'Mail'. On the right side, 'Care Facility' is '--', 'Batch Name On Absentee' is '--', 'No Label' is an unchecked checkbox, and 'Jurisdiction' is 'CITY OF MADISON - DANE COUNTY'. Red boxes highlight the 'SAVE' and 'SAVE & CLOSE' buttons, and the 'Description\*' and 'Election\*' fields.

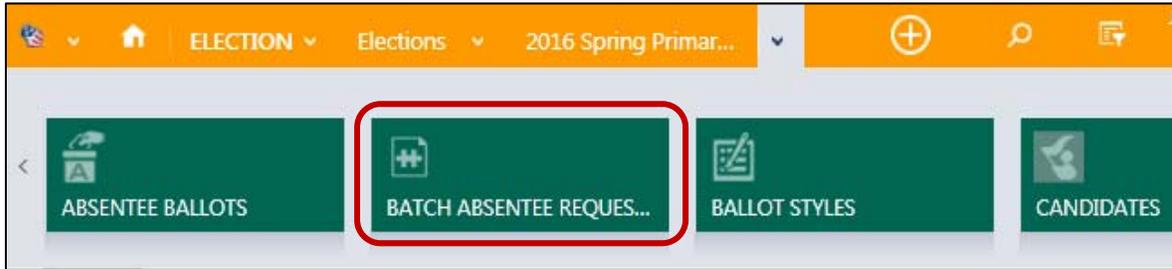
*In the screenshot below, an absentee ballot batch is being created for all of the outstanding indefinitely confined voter absentee application requests that have a ballot delivery method of special voting deputy, at the selected care facility*

The screenshot shows the 'New Batch Ballot Request' form. At the top, there are buttons for 'SAVE', 'SAVE & CLOSE', '+ NEW', and 'X CANCEL'. Below the title 'New Batch Ballot Request', there is a 'Completed' status indicator set to 'No'. A blue note reads: '\*\*\* Note: Provided all selection criteria must match on absentee application \*\*\*'. The form contains several fields: 'Description\*' is 'All SVD in A Touch of Home', 'Election\*' is '2016 Spring Primary - Even', 'ApplicationType' is 'Indefinitely Confined', and 'Ballot Delivery Method' is 'Special Voting Deputy'. On the right side, 'Care Facility' is 'A TOUCH OF HOME', 'Batch Name On Absentee' is '--', 'No Label' is an unchecked checkbox, and 'Jurisdiction' is 'CITY OF MADISON - DANE COUNTY'. Red boxes highlight the 'SAVE' and 'SAVE & CLOSE' buttons, the 'Description\*' and 'Election\*' fields, and the 'Care Facility' dropdown menu.

**Important note about entering names into the Batch Name on Absentee field:**

- If the Batch Name on Absentee ballot field is left blank, all of the outstanding absentee applications that match the voter type, delivery method and care facility (if applicable) will be included in the batch.
- If a batch name is entered in the Batch Name on Absentee ballot field, ONLY the absentee applications that have the exact same batch name on their absentee application will be included in the batch.

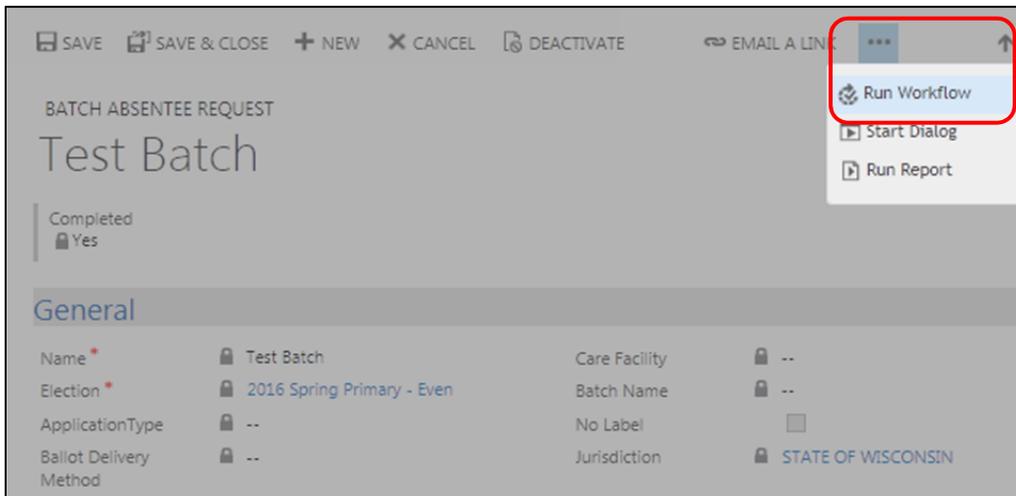
- 10. To finish creating the batch request, click Save and Close  
**Note:** you may have to manually close the batch request window
- 11. Click the drop-down arrow to the right of the name of the election to display the navigation bar
- 12. Click the Batch Absentee Request tile in the navigation bar to open the Batch Absentee Request view page



- 13. Click the name of the batch in the Batch Absentee Request Associated view grid, to open the Batch Absentee Request page



- 14. Click the ellipses at the top of the Batch Absentee Request page to display additional actions, then select "Run Workflow" from the drop-down list  
**Note:** the Run Workflow button might display as an action on the page



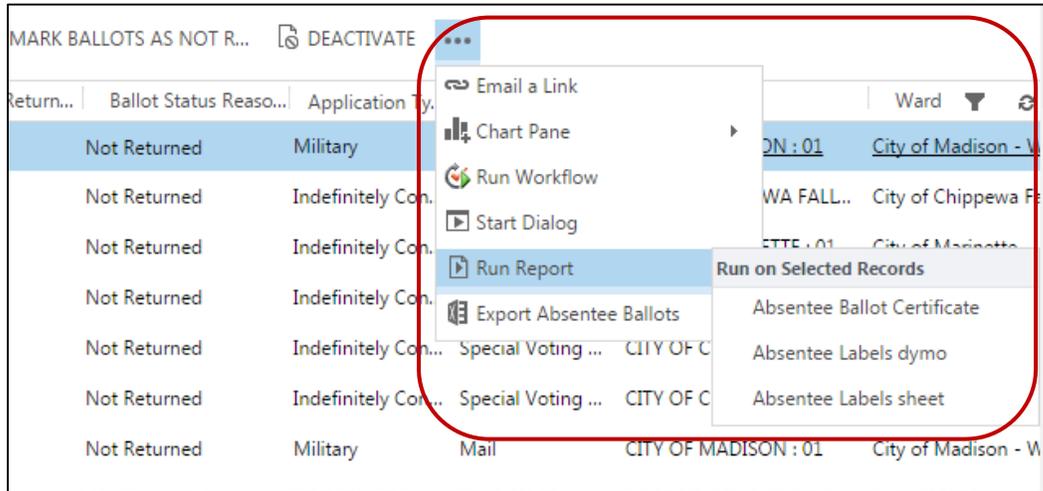
15. A Look Up Record window will appear, click Add

16. Click OK in the confirmation window to generate the batch absentee application request  
**Note:** it may take up to 15 minutes to complete the workflow

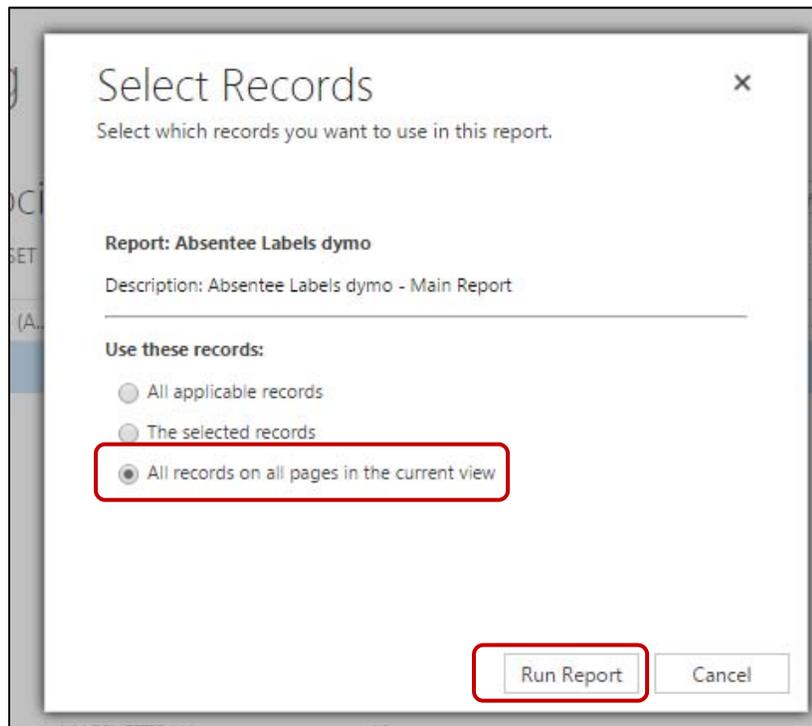
17. To print the absentee mailing labels for the batch, click the drop-down arrow to the right of the batch request name to display the navigation bar, then click the Absentee Ballots tile

18. On the Absentee Ballots Associated View page, select at least one record

19. Click the ellipses to display additional actions, then select Run Report to open a drop-down list of printing options
20. Select one of the label options in the drop-down list

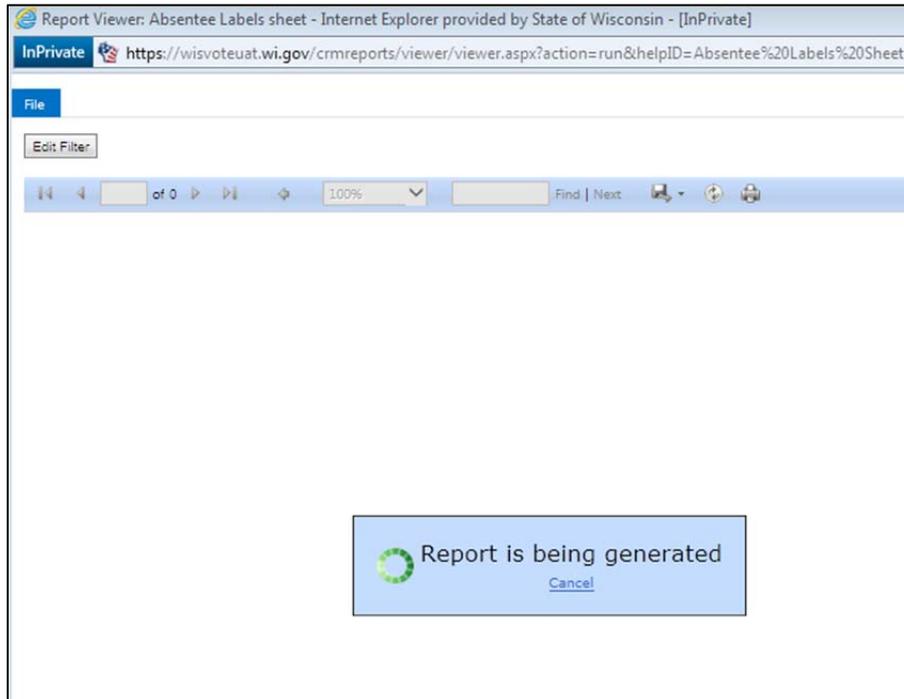


21. In the Select Records window, select option three, "All records on all pages in the current view", then click Run Report to generate the labels for the applications in the batch



22. A report viewer window will open and a display a "Report is Being Generated" message

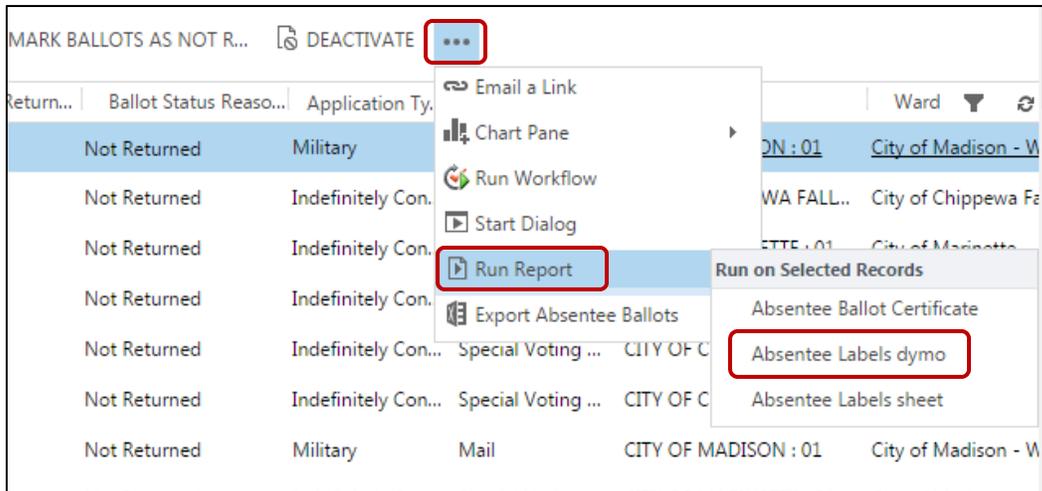
23. After the labels have been generated, click the Save and Export button to save and export the mailing labels
24. To print the labels directly from WisVote, click the Print button



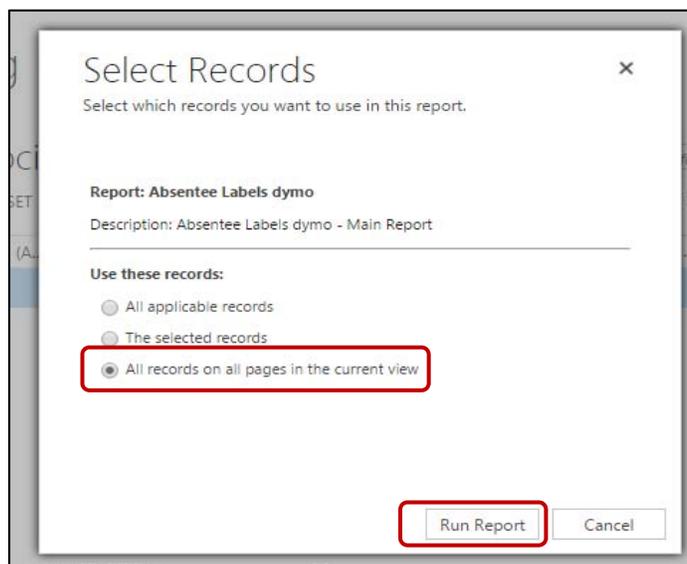
**Note:** The labels will display the Voter Type

## Save and Export Dymo Labels as a PDF

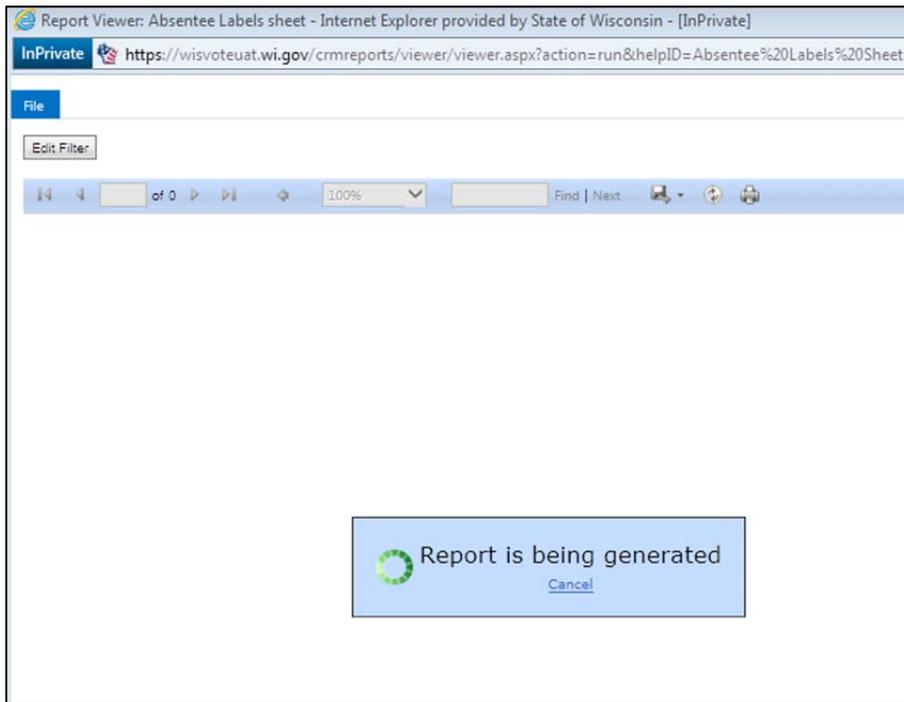
1. Select the absentee ballot records
2. Click the ellipses to display additional actions, then select Run Report to open a drop-down list of printing options
3. Select the "Absentee Labels Dymo" option from the drop-down list



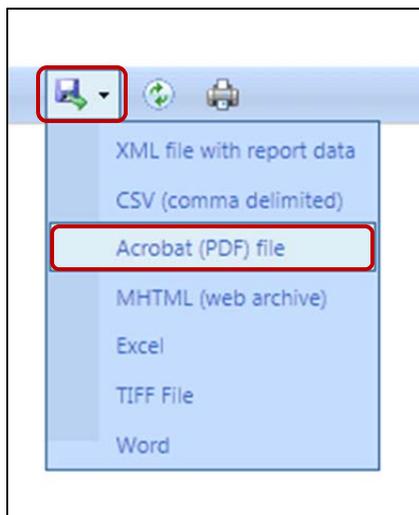
4. In the Select Records window: to print mailing labels for the absentee ballots selected, choose "The selected records" to print absentee mailing labels for all of the records, choose "All records on all pages in the current view",
5. Click Run Report to generate the labels for the applications in the batch



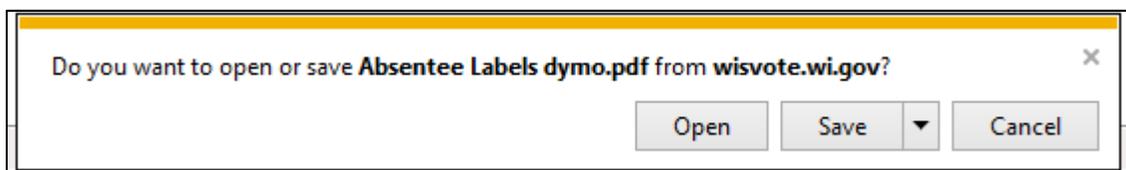
- 6. A report viewer window will open and a display a "Report is Being Generated" message



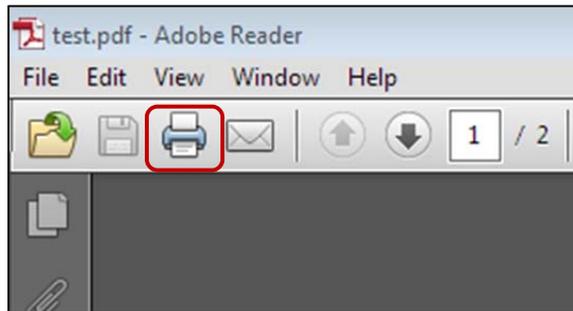
- 7. After the labels have been generated, click the Save and Export button, then select "Adobe PDF" to save and export the mailing labels



- 8. A window will appear, click Open



- Click the printer icon at the top of the PDF reader to open the print window



- In the print window, set the Custom Scale to 90%
- Unselect the "Choose paper source by PDF page size" option
- Set the Orientation to "Auto portrait/landscape"
- Click print to print the absentee mailing labels

