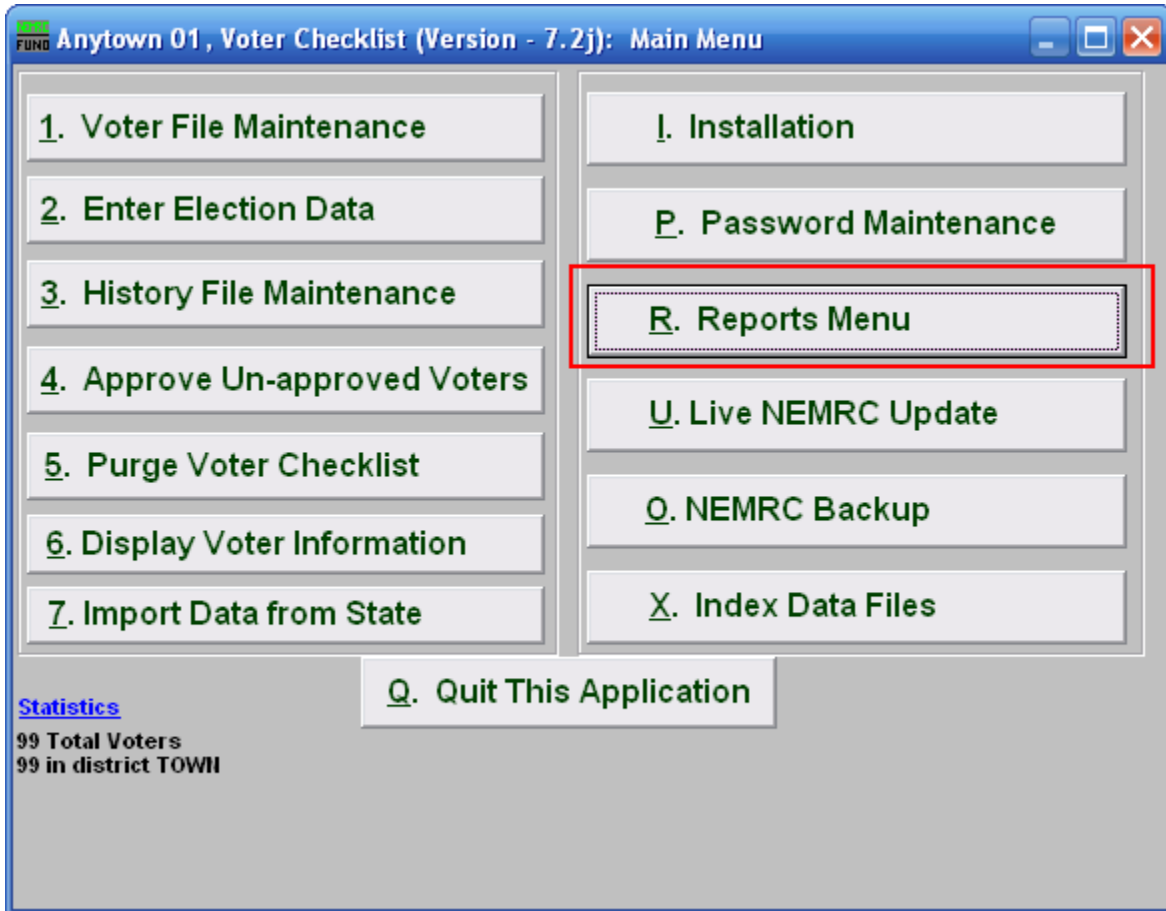


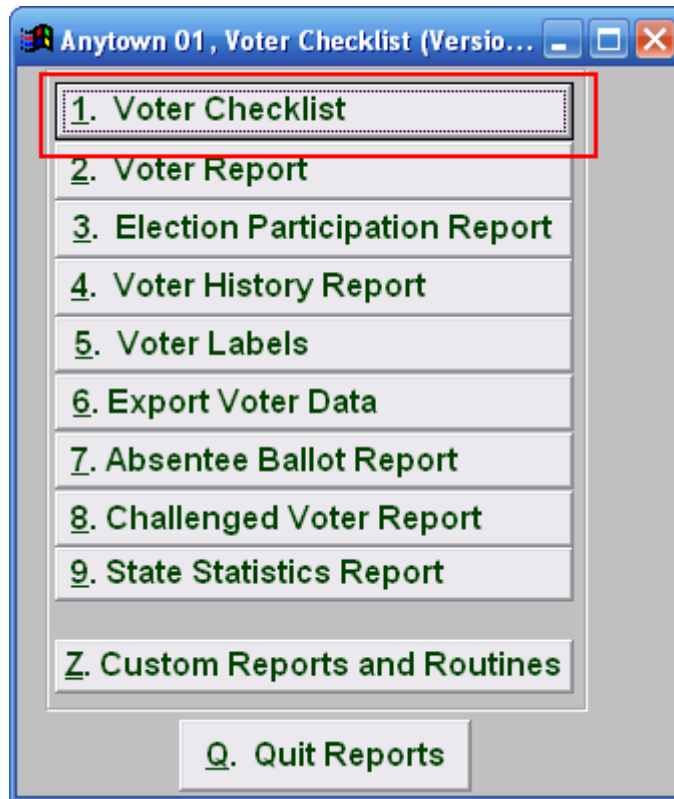
Voter Checklist

R. Reports Menu: 1. Voter Checklist



Click on "R. Reports Menu" from the Main Menu and the following window will appear:

Voter Checklist



Click on "1. Voter Checklist" from the Reports Menu and the following window will appear:

Voter Checklist

Voter Checklist

- 1. Form:** Click the drop down arrow and select the form you use.
- 2. Election Code:** Enter the election code for the election that this report will be on, or click “Find” and select from there.
- 3. Double Space?:** Choose “Yes” to have this report be double-spaced instead of single-spaced. This is for marking up or visual appearance.
- 4. Additional Left Margin (in inches):** To add the amount of space between the edge of the paper and the print, add a positive number here.
- 5. District Code(s):** Enter the district code or codes for selected voters to appear on the report.
- 6. Order:** Select what order this report will print in.
- 7. Page break between letters?:** Select “Yes” to start a new page for every new first letter of each last name.
- 8. Range or All?:** Select whether this report is for a Range of voters or All voters.

Voter Checklist

- 9. Name:** These fields are only available if you selected “Range” for item **8**. Enter the voter’s name and click “Find” to select the Voter to start on, and then do the same for the Voter to end on.
- 10. FoxPro Filter Expression:** A conditional reporting expression developed with NEMRC support. This evaluates account information to determine if the account should be included. Contact NEMRC support to learn more about this option.
- 11. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 12. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 13. Cancel:** Click “Cancel” to cancel and return to the Reports Menu.