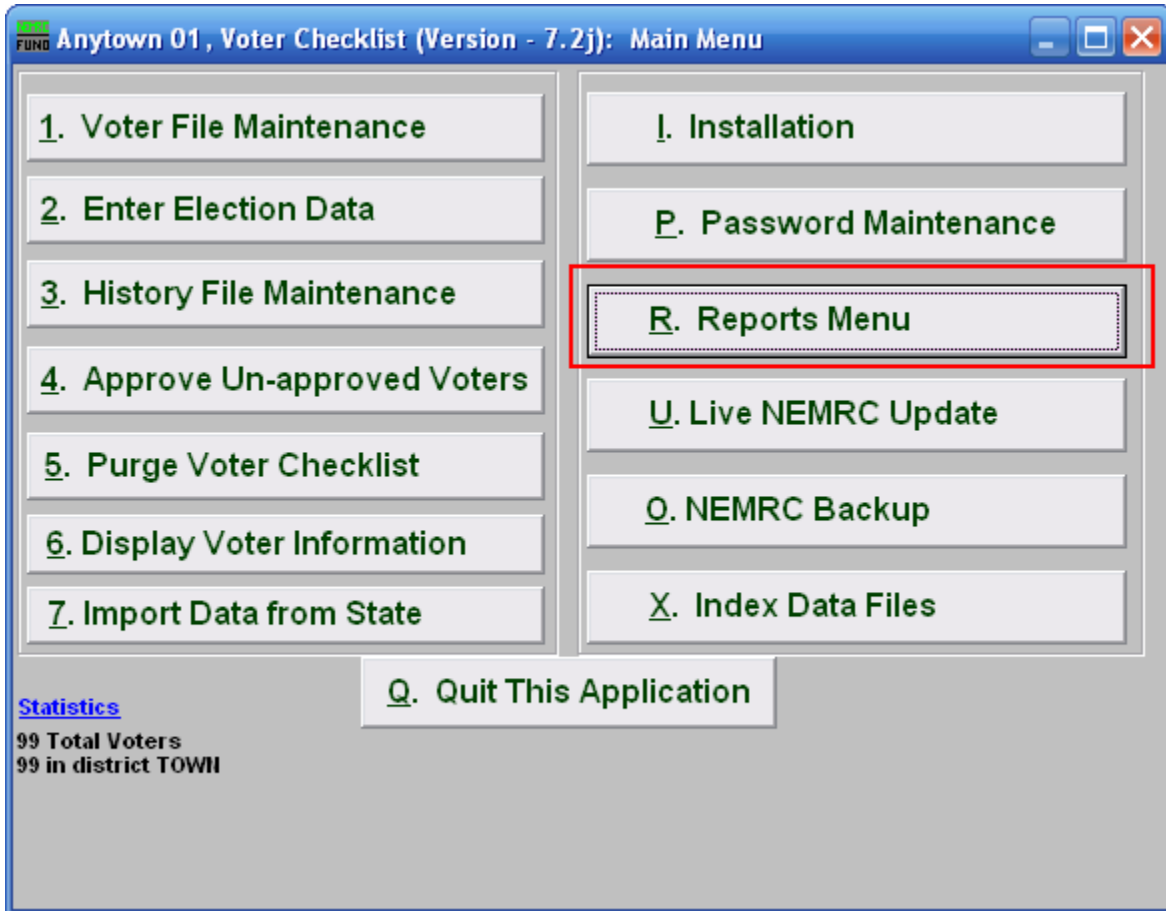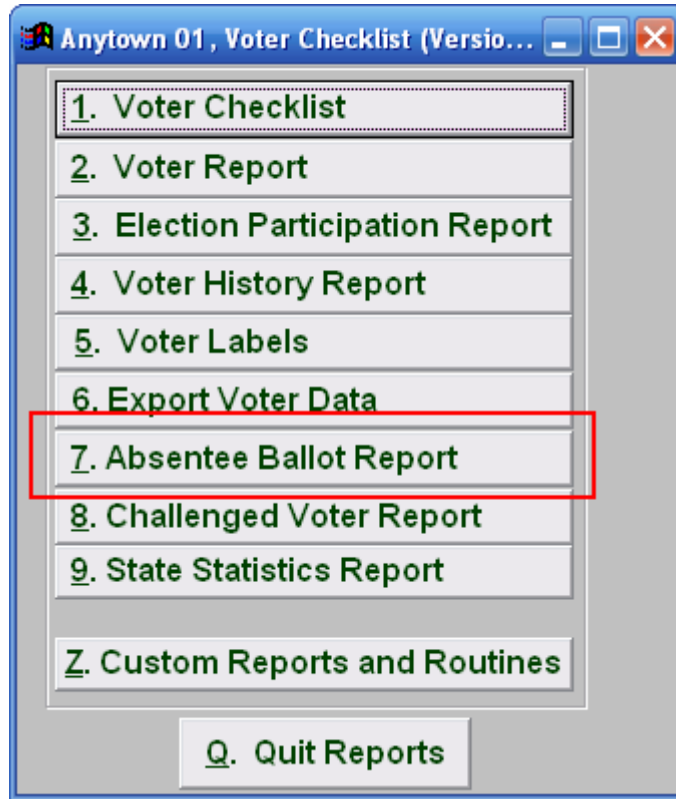# R. Reports Menu: 7. Absentee Ballot Report

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

Voter Checklist

Click on "7. Absentee Ballot Report" from the Reports Menu and the following window will appear:

Voter Checklist

Absentee Ballot Report

1. **Districts:** Enter the District you want the report be for OR leave Blank for all.

2. **Election Code:** Enter the Election Code OR click on the "Find" button and select from the menu.

3. **Based on date:** Click on the circle next to what you want the report to be based on
.

4. **Range (Blank for all):** Enter the date you want the report to start with to the date to end with Or leave Blank for all.

5. **Include date absentee ballot was sent out?:** Click on the appropriate circle.

6. **Include date absentee ballot was received:** Click on the appropriate circle.

7. **Include mailing address?:** Click on the appropriate circle.

8. **Include second line of address?:** Click on the appropriate circle.

9. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

10. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.

11. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.

12. **Cancel:** Click "Cancel" to cancel and return to the previous screen.