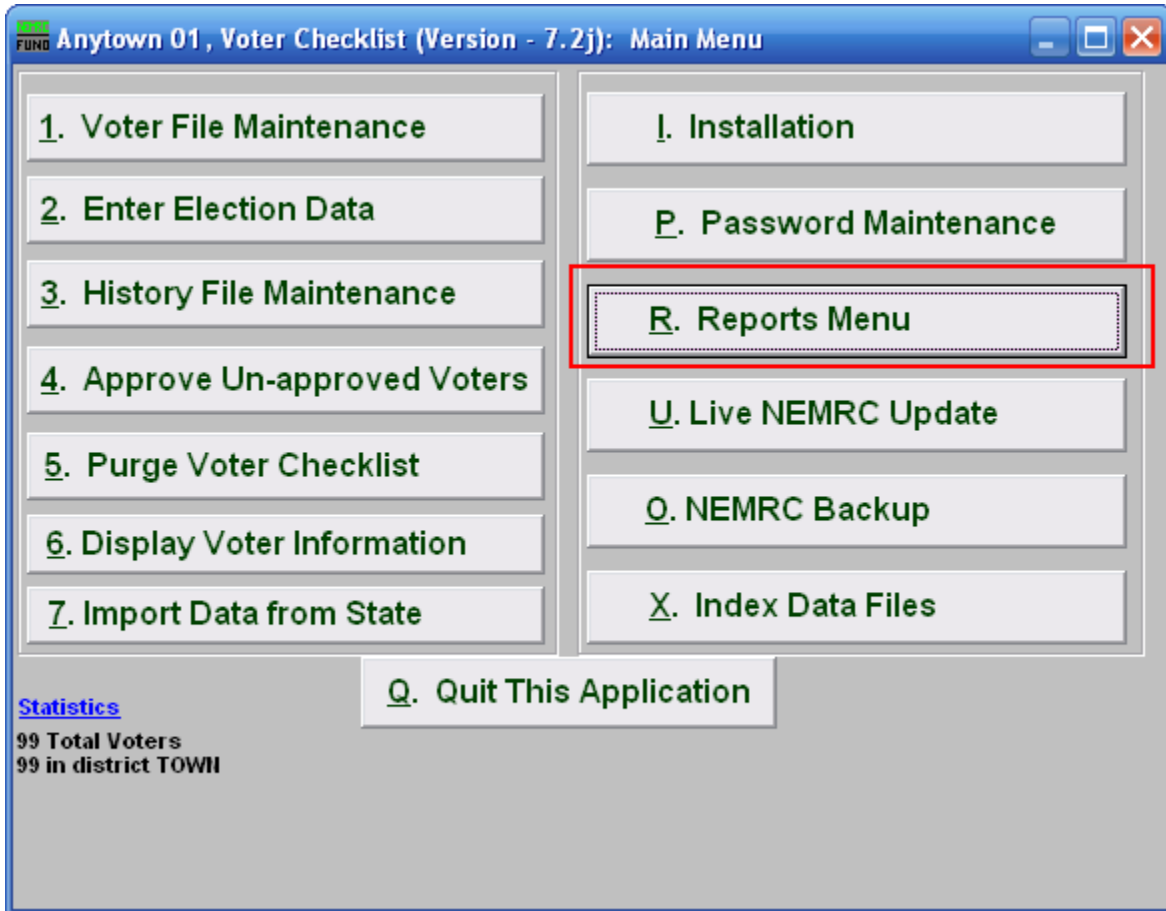


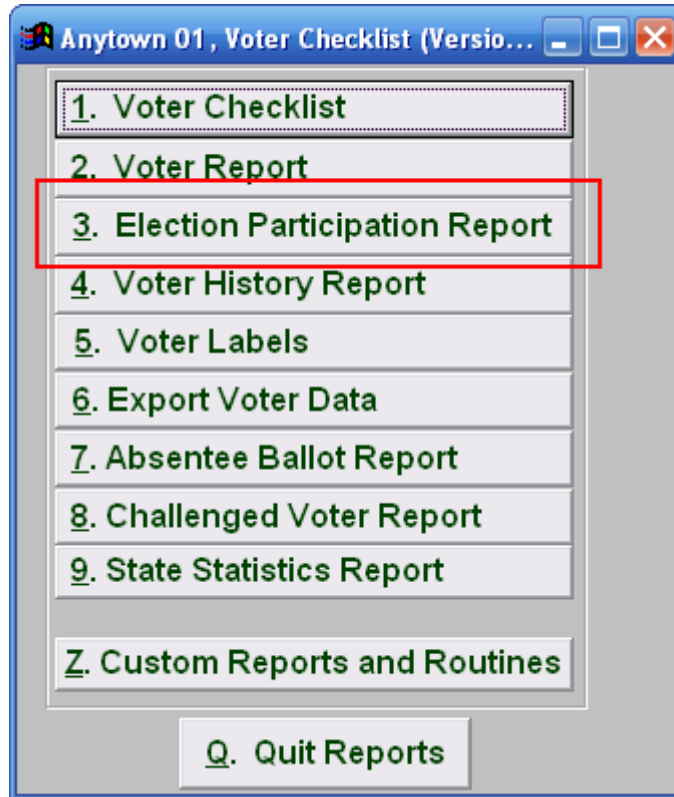
Voter Checklist

R. Reports Menu: 3. Election Participation Report



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

Voter Checklist



Click on “3. Election Participation Report” from the Reports Menu and the following window will appear:

Voter Checklist

Election Participation Report

Districts 1

Election Code 2 **Find**

Vote Method 3 In Person Absentee Both

Include date absentee ballot was sent out? 4 Yes No

Include date absentee ballot was received? 5 Yes No

Include mailing address? 6 Yes No

Page break on first letter of lastname? 7 Yes No

FoxPro Filter Expression

8

- 1. Districts:** Enter the district code or codes to include in this report.
- 2. Election Code:** Enter the election code for the election that this report will be on, or click “Find” and select from there.
- 3. Vote Method:** Enter the method of participation that this report will be on.
- 4. Include date absentee ballot was sent out?:** Select whether or not the date that the absentee ballot was sent out is included on the report. Only effective if you chose “Absentee” or “Both” for item 3.
- 5. Include date absentee ballot was received?:** Select whether or not the date that the absentee ballot was received back is included on the report. Only effective if you chose “Absentee or “Both” for item 3.
- 6. Include mailing address?:** Select whether or not each voter’s mailing address is included on the report.
- 7. Page break on first letter of lastname?:** Select “Yes” to start a new page for every new first letter of each last name.
- 8. 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.
- 9. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.

Voter Checklist

- 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 Reports Menu.