

Supplemental Absentee Report (Report for Poll worker Use: Absentees That Have Been Processed/ Returned After Pollbooks Have Been Printed)

After the Election Day poll books have been run, it is likely you will receive additional absentee ballots in the mail or returned in person. The election board responsible for the absentees will need a list of those voters. On Election Day, after the mail for the day has been received and any received absentees have been entered, follow these instructions to create an accurate and up to date list of absentees received after pollbook printing.

TO CREATE A REPORT OF ABSENTEES THAT HAVE BEEN RETURNED AFTER POLLBOOKS HAVE BEEN RUN & PRINTED:

- Click on **Reports**
- Click on **Absentee**
- Click on **Roster**
- Using the election pull-down menu, choose the appropriate election
- Click the **Ballot Returned** checkbox on the middle of the left column
- Click on the pull-down menu in the **From** column on the line which has become white
 - A calendar will appear
 - Choose the date you ran your final poll books
 - In the lower left corner of the calendar window, choose the start time for the supplemental list
 - i.e. If you ran your poll books at 10:00am on June 10, choose 10:00am on June 10
- Click on the pull-down menu in the **To** column
 - Another calendar will appear
 - Choose the date when you would like the list to end (likely the day you are running this list)
- Leave **Contact Method** unfilled

- Do not check any other check boxes
- Click the **Group By** pulldown menu (middle right side)
- Set to **Polling Place, Precinct, or Precinct Part** (depending on how Absentees should be sorted)
- Click on **Submit** on the secondary toolbar

- Click **OK** on the screen that appears (called Absentee Roster)
 - Absentee Roster window will close
- Click on **OK** on “Absentee Roster Successfully Submitted...”
- Click on **Print List** on the primary toolbar
- Click on the **Absentee Roster** report in the list to print (voters will be sorted by precinct, with a new page starting the following precinct)