**Petitions**

To add a Petition

ACTIVITIES

MAINTAIN TOWN DATA

TOWN PETITIONS

 Name the petition with a good description

To indicate an elector signed a petition

ACTIVITIES

MAINTAIN VOTER HISTORY

 PETITION HISTORY

 Search for Voter

 Select the voter

 The most recent petition created will already be selected.

 Select INSERT

 Select UPDATE

To print a list of people who signed a petition

REGISTRAR MAINTENANCE

 PETITION VOTER DETAIL

**Setting the next election date**

To Add or Remove an Election Date (displays on correspondence such as “Acceptance Letter” and for AB purposes)

ACTIVITIES

ELECTIONS

MAINTAIN ELECTIONS

**Street Name Change**

To Change a Street Name

ACTIVITIES

MAINTAIN TOWN DATA

STREET NAME CHANGE

**To Update Voter History (when a record wasn’t pulled correctly from another town.**

To Update Voter Information

ACTIVITIES

MAINTAIN VOTER HISTORY

UPDATE NAME, PARTY, ELECTION ETC

**General Registration Data**

To See Current Registration Numbers for Town

REPORTS

SUMMARIES

VOTER REGISTRATION SUMMARY

To See for a certain period of time the number of new voters added to the rolls, changes, or removals

REPORTS

CHANGE DETAIL

To See the number of Online Registrations both new and those with changes

REPORTS

ONLINE REGISTRATION LIST

To See the number of DMV Registrations both new and those with changes

REPORTS

DMV LIST

**Absentee Ballots**

To Generate Report of those voters voting by AB (when sent, returned, etc)

REGISTRAR MAINTENANCE

ABSENTEE BALLOT

ABSENTEE BALLOT

To See Individual Voter Absentee Ballot History

INQUIRIES

VOTER ABSENTEE BALLOT

To Generate Report of those voters on the Permanent AB Status)

REGISTRAR MAINTENANCE

ABSENTEE BALLOT

PERMANENT ABSENTEE BALLOT

To Add or Remove a voter from Permanent AB status

ACTIVITIES

ELECTIONS

MAINTAIN PERMANENT ABSENTEE BALLOT

**Adding a new user to CVRS**

MUST USE special username and password

To add a User to CVRS

ACTIVITIES

SYSTEM

ADD USER

**Canvass**

Canvass Related

ACTIVITIES

 CANVASS

 START CANVASS

ACTIVITIES

 CANVASS

 CHANGE VOTER

 CVR OR ED-683

ACTIVITIES

 CANVASS

 MAINTAIN VOTER CANVASS HISTORY