

Connecticut Centralized Voter Registration System (CVRS)

User Manual for Registrars



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A. APPLICATION OVERVIEW

Description: The Centralized Voter Registration System (CVRS) is designed to standardize and centralize the registration of voters throughout the state to support online voter registration which will decrease voter fraud by identifying and eliminating duplicate entries. The system complies with the federal statutes of the Help America Vote Act (HAVA) and National Voter Registration Act (NVRA).

The Centralized Voter Registration System provides a user-friendly graphical user interface (GUI). Users can navigate through the screens by either using the scroll bar or by simply using tab strokes in a predefined order instead of using the mouse. Each screen has been designed to maximize efficiency and is designed to enhance usability. Data entry screens can have default values for specific fields and those values can be carried from record to record until the user changes the values. The system provides dynamic links for easy navigation between internal/external modules and data fields. Its functions include the adding and changing of voter registrations, compiling of statistics for NVRA, generation of Official Voter lists and other reports, and online inquiry of the entire statewide voter list.

B. INTRODUCTION

Description: The functionality allows authorized users to:

- Search for voters statewide
- Register a new voter
- Change registration details of any selected voter (within the user logged in town).
- Add Existing Voter (moving of voter from one town to another)
- Reject Voter
- Delete Voter
- Maintain the Polling Place
- Maintain Town Hall
- Maintain Petitions
- Add Street
- Maintain Street names
- Maintain Street Districts
- Maintain Voter History
- Maintain Elections
- Maintain Canvass
- Redistricting
- System Administration
- Inquire voter information
- Inquire Town Polling Place
- Inquire Voter Petition History
- Inquire Town Street
- Inquire Absentee Ballot voters
- Generate reports

C. SYSTEM LOGIN

1. SYSTEM REQUIREMENT

Description: The following are the system requirements to access the CVRS system:

1. Connectivity to BEST
2. Access to a Web Browser: Internet Explorer, Google Chrome, Firefox etc.
3. Acrobat Reader for viewing PDF reports
4. Pop- up Blocker disabled.
5. Win Zip or other file compression utility to view Disk file

2. LOGIN

Description: This screen allows a Registrar to login into the CVRS system.

Figure 2.1 : CVRS Login

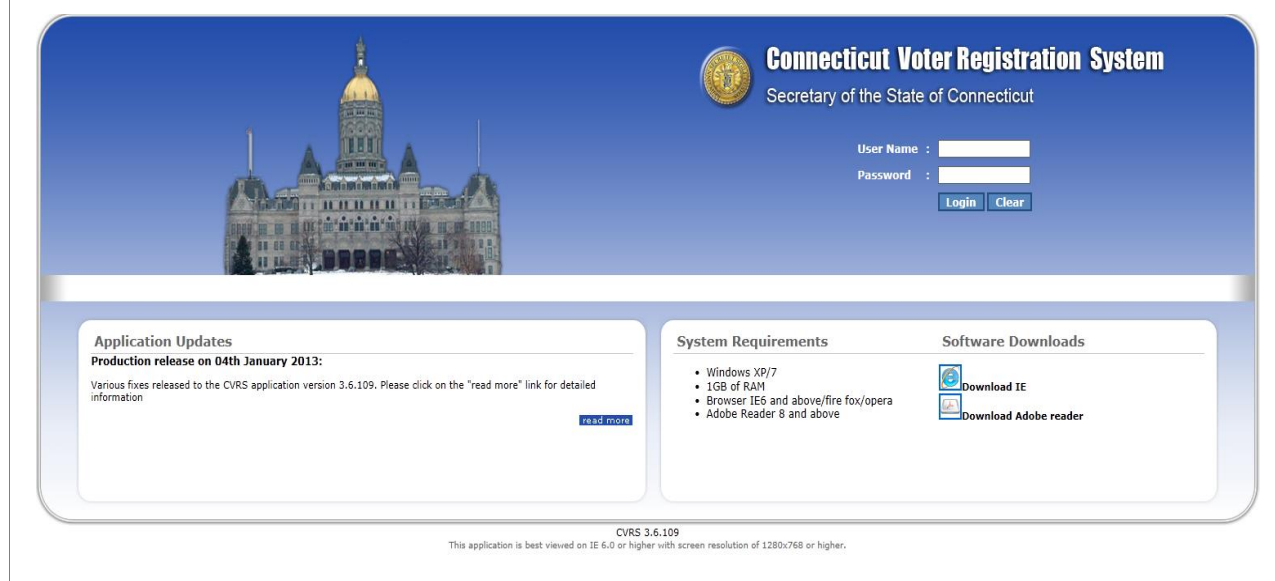
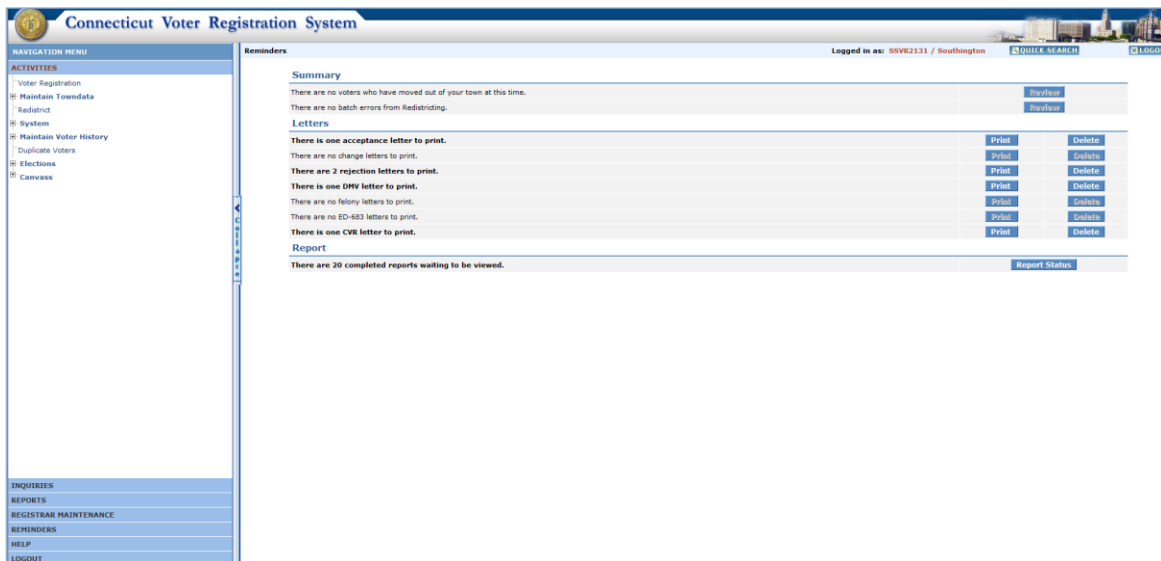


Figure 2.2 : CVRS Incorrect Password or Username



Figure 2.3 : Home page Reminders Screen



Button/ Link Functionality

Login	Navigates to the CVRS Home Page upon successful validation of Username and Password
Clear	Clears the form entries

Process Flow:

The Registrar Login process entails the following steps:

1. Open your web browser and enter the Connecticut Centralized Voter Registration System (CVRS) web address in the address bar <http://www.cvrs-sots.ct.gov>
2. The CVRS Home Page will be displayed. (Refer Fig. 2.1)
3. Enter your “Username” and “Password” in respective fields and click the “Login” button to continue.
4. Upon successful login you will be navigated to the application Home Page with Reminders Screen. (Refer Fig. 2.3)
5. If you enter an incorrect Username and/or Password, you will receive a prompt stating that “Invalid username or password specified. Please try again”. Click on the “OK” button and try again with correct username and password to login. (Refer Fig 2.2)

D. ACTIVITIES

1. VOTER REGISTRATION

1.0 SEARCH VOTER

Description: This screen allows a Registrar to search for registered voters.

Figure 1.1.1: Voter Registration Search

The screenshot displays the Connecticut Voter Registration System interface. The page title is "Connecticut Voter Registration System". The user is logged in as "SSVR2131 / Southington". The interface includes a navigation menu on the left with sections for "ACTIVITIES" (Voter Registration, Maintain Towndata, Polling Places, Town Hall, Maintain Street Districts, Town Petitions, Street Name Change, Add Street, Redistrict, System, Maintain Voter History, Elections, Canvass), "INQUIRIES", "REPORTS", "REGISTRAR MAINTENANCE", "REMINDERS", "HELP", and "LOGOUT". The main content area is titled "Activities » Voter Registration" and contains a search form. The form has two columns: "Voter Search Criteria" and "Voter Identifiers". The "Voter Search Criteria" column includes fields for "Last Name:", "First Name:", and "Date of Birth:" (with a date format of mm/dd/yyyy). The "Voter Identifiers" column includes a field for "Voter ID:". Below the form are buttons for "Search", "Reject", "Clear", and "Cancel".

Figure 1.1.2: Search Result (Name and DOB as search Criteria)

Connecticut Voter Registration System

Activities » Voter Registration » Select Voter Logged in as: SSVR2131 / Southington QUICK SEARCH LOGOUT

Select New Voter Reject Back Cancel

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Special Status	Off Reason	Perm Absentee Ballot
<input checked="" type="radio"/>	A	Smith	A			01/01/1980	100 Academy Lane, Southington	004182086	(none)		
<input type="radio"/>	O	Smith	Amy			01/01/1980	1 Main Street, Southington	004182072		DMV	

Select New Voter Reject Back Cancel

1 to 2 of 2

Figure 1.1.3: Search Result (Voter ID as search Criteria)

Connecticut Voter Registration System

Activities » Voter Registration » Select Voter Logged in as: SSVR2131 / Southington QUICK SEARCH LOGOUT

Select Reject Back Cancel

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Special Status	Off Reason	Perm Absentee Ballot
<input checked="" type="radio"/>	A	Smith	James	E		01/01/1800	34 Melrose Road, East Windsor	000941216			

Select Reject Back Cancel

1 to 1 of 1

Button/ Link Functionality:

Search	Performs search function based on the search criteria to generate results.
Select	Navigates to the “Change Voter” or “Add Existing Voter “Screen.
New Voter	Navigates to the “Add New Voter” screen.
Reject	Navigates to the “Reject Voter” Screen to reject any voter registration card.
Clear	Clears the form entries

Cancel	Ends the current operation and navigate to the previous page
Back	Navigates to the previous page.
Logout	Logs user out of the system
Quick Search	Navigates to the "Inquiry Search" screen to perform Local or Statewide voter search.
Process Flow:	
<p>The Search Voter process entails the following steps:</p> <ol style="list-style-type: none">1. Login to the CVRS system as a Registrar.2. Click on the "Voter Registration" link from the main navigation menu under "Activities".3. You will be navigated to the "Voter Search" page. (Refer Fig. 1.1.1)4. You can use any of the following search criteria to initiate the voter search process:<ol style="list-style-type: none">A. Voter Search Criteria: Last Name, First Name and Date of Birth.<p style="text-align: center;">OR</p><ol style="list-style-type: none">B. Voter Identifiers: Voter ID5. User must enter the search criteria and click on "Search" button.6. System will generate one-to-many search results based on the search criteria provided.<p>For example with search criteria as "Last Name, First Name and DOB" one-to-many voter record will be displayed (Refer Fig. 1.1.2).</p><p>For "Voter ID" as a search criteria only one record will be displayed (Refer Fig. 1.1.3)</p>	

2.0 CHANGE VOTER

Description: This screen allows Registrars to change and update the information of an existing voter of the town.

Figure 1.2.1: Change Voter

Connecticut Voter Registration System

Activities > Voter Registration > Change Voter

Logged in as: SSVR2131 / Southington

Buttons: Accept Memo Back Cancel Duplicate

General Details:
 Registration Date: 08 / 22 / 2012
 Voter ID: 004182504

Voter Name:
 Prefix:
 Last Name: Smith
 First Name: Anderson
 Middle:
 Suffix:
 Date of Birth: 01 / 01 / 1980

Voter Residence:
 Street No.: 100
 Street Name: Alex Court
 Unit:
 Town: Southington
 State: CT
 Zip Code: 06612 - 0000

Acceptance Criteria:
 Permanent Absentee Ballot: Yes No
 Party Enrollment: Conservative
 OR Party Other:
 Residence Status: Use Residence Address Do Not Use Residence Address
 ID Produced: Yes No
 Telephone: (860) -
 Gender: Male
 Status: Active
 Special Status:

Mailing Address:
 Street No.: 250
 Street Name1/P O Box: Mainstreet
 Street Name2:
 Town: Hartford
 Unit:
 State: CT
 Zip Code: 06612
 Country: United States

Type of Change:
 Address Party Name Status
 Telephone No Change Other

Reasons:
 Change Reason: NVR:

Type of Letter:
 Voter Change CVR Notice

Print Options:
 Print Now Print Later Do Not Print

Language:
 English English/Spanish

Effective Date: 08/22/2012
Privilege Date: 08/22/2012

Districts:		Congressional: 001		Senatorial: 016		Assembly: 080	
*		District/Ward	Precinct	Polling Place			
@		State: 012	00	Strong School			
○		Local: 001	00	Derynoski School Locals			
		Special:					

* Indicates which poll place will be printed on the letter

Buttons: Accept Memo Back Cancel Duplicate

[Report a problem?](#)

This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

Figure 1.2.2: Confirmation Page

**Button/ Link Functionality:**

Select	Navigates to the “Change Voter “screen.
Accept	Updates and submits the changes
Memo	Opens a pop-up window to add new memo or edit/delete any previous memo in the voter record.
Duplicate	Submits changes as duplicate when the change voter card has no new changes to reflect. This button updates the NVRA statistics.

Process Flow:

The Change Voter Process entails the following steps:

1. Login to the CVRS system as a Registrar.
2. Click on “Voter Registration” link under “Activities” tab from the main navigation menu.
3. Provide search criteria as “Last Name, First Name and Date of Birth” or “Voter Identifiers” and click on “Search” button. (Refer Section 1.1 for more details)
4. Select the voter by clicking on the radio button.
5. Click on “Select” button, you will be navigated to the “Change Voter” screen only if the selected voter is an existing registered voter of the same town. (Refer Fig. 1.2.1)
6. Make the required changes.
 - A. To enter the Army Postal Address (APO) in the mailing address section,

please use the following:

- i. Must Choose “Military” from the country drop down (Users will not be required to enter the “State Code”)
 - ii. Enter the address.
 - iii. Enter the army postal type in the “Town Field” e.g. APO, FPO, or DPO.
7. Select the Print Option:
 - A. “Print Now”: This will display the “Print Letter” button after submitting the registration form.
 - B. “Print Later”: This will display “Activities- Voter Registration” button after submitting the registration form. System will generate a reminder to print the letter. You can print the letter at a later time from the “Reminders” page.
8. To submit changes:
 - A. **ACCEPT**: Click on the “Accept” button to submit the changes. System will display a prompt stating that “Voter Transaction Completed successfully”. (Refer Fig 1.2.2)
 - B. **DUPLICATE**: Click on the “Duplicate” button to update the NVRA statistics when duplicate information is received for an existing voter in the town and the information does not cause any changes to the voter record.
9. Based on your prior selection for print option, Click on the “Print Letter” or “Activities- Voter Registration” button to continue.
10. In case of “Print Now” option , you will be navigated to the Letter Screen to print the letter for further processing –OR-
11. In case of “Print Later” you will be navigated to the “Voter Search” screen.

3.0 ADD NEW VOTER

Description: This screen allows a Registrar to add a new voter registration.

Figure 1.3.1 Add New Voter

Connecticut Voter Registration System

Activities » Voter Registration » Add New Voter Logged in as: SSVR2131 / Southington QUICK SEARCH LOGOUT

Accept Memo Back Cancel

General Details

Registration Date: 09 / 24 / 2012 Voter ID:

DMV ID: SSN :

Type of Identification:

Voter Name

Prefix:

Last Name: **Smith**

First Name: **A**

Middle Name:

Suffix:

Date of Birth: 01/01/1980

US Citizen: Yes No (Note: Read Only)

Voter Residence

Street No.:

Street Name:

Unit:

Town: **Southington**

State: **CT**

Zip Code: -

Acceptance Criteria

Permanent Absentee Ballot: Yes No

Party Enrollment:

OR Party Other:

Residence Status: Use Residence Address Do Not Use Residence Address

Signature: Yes No (Note: Read Only)

Telephone: (860) -

Gender:

Type of Registration: **Mail In**

Special Status:

Mailing Address

Street No.:

Street Name1/P O Box:

Street Name2:

Town: (Enter army postal type e.g. APOFPODPO)

Unit:

State:

Zip Code:

Country: **United States** (Choose "Military" for army postal address)

Previous Voter Address

Street No.:

Street Name:

Unit:

Town:

State:

Zip Code:

Previous Voter Name

Last Name:

First Name:

Middle Name:

Suffix:

Reasons

NVRA:

Print Option

Print Now Print Later

Language

English English/Spanish

Effective Date

09/24/2012

Privilege Date

09/24/2012

Districts:	Congressional:	Senatorial:	Assembly:
*	District/Ward	Precinct	Polling Place
<input checked="" type="radio"/>	State:		
	Local:		
	Special:		

* Indicates which poll place will be printed on the letter

Accept Memo Back Cancel

[Report a problem?](#)

This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

Button/ Link Functionality:

New Voter	Navigates the user to the “Add New Voter” screen.
Accept	Updates and submits the registration form
Memo	Opens a pop window to add new memo.

Process Flow:

The Add New Voter process entails the following steps:

1. Login to the CVRS system as a Registrar.
2. Click on the “Voter Registration” link under “Activities” tab from the main navigation menu.
3. Provide the Last Name, First Name and Date of Birth in the respective fields and click on the “Search” button.
4. System will perform a statewide search and navigate you to the “Add New Voter” screen only if there is no existing voter with the similar details. (Refer Fig. 1.3.1)
5. System will display the search results if there is more than one voter with similar details.
6. Click on the “New Voter” button to navigate to the “Add New Voter” Screen. (Refer Fig 1.3.1)
7. You must fill out the form completely prior to continuing.
 - A. To enter the Army Postal Address (APO) in the mailing address section, please use the following:
 - i. Must Choose “Military” from the country drop down (Users will not be required to enter the “State Code”)
 - ii. Enter the address.
 - iii. Enter the army postal type in the “Town Field” e.g. APO, FPO, or DPO.
8. Select the “Print Option”:
 - A. “Print Now”: This will generate the letter to print and display the “Print Letter” button after submitting the registration form.
 - B. “Print Later”: This will display “Activities- Voter Registration” button after submitting the registration form. System will generate a reminder to print the letter. You can print the letter at a later time from the “Reminders” page.
9. Click on the “Accept” button to submit the registration form. System will display a prompt stating that “Voter Transaction Completed Successfully, Voter Identification has been verified”.
10. Based on your prior “Print Option” selection click on the “Print Letter” or “Activities-

Voter Registration” button to continue.

11. In case of “Print Now” option , you will be navigated to the Letter Screen to print the letter for further processing –OR-
12. In case of “Print Later” option you will be navigated to the “Voter Search” screen.

4.0 ADD EXISTING VOTER

Description: This screen allows a Registrar to add an existing voter from a different town in to the Registrar's town.

Figure 1.4.1: Add Existing Voter

Connecticut Voter Registration System

Voter Registration » Add Existing Voter Logged in as: SSVR2131 / Southington [QUICK SEARCH](#) [LOGOUT](#)

[Accept](#) [Memo](#) [Back](#) [Cancel](#)

General Details

Registration Date: 09 / 24 / 2012 Voter ID: 004182505

<p>Voter Name</p> <p>Prefix: <input type="text" value="C"/></p> <p>Last Name: <input type="text" value="Smith"/></p> <p>First Name: <input type="text" value="Anderson"/></p> <p>Middle: <input type="text"/></p> <p>Suffix: <input type="text"/></p> <p>Date of Birth: 01 / 01 / 1980</p> <p>US Citizen: <input checked="" type="radio"/> Yes <input type="radio"/> No (Note: Read Only)</p>	<p>Voter Residence</p> <p>Street No.: <input type="text"/></p> <p>Street Name: <input type="text"/></p> <p>Unit: <input type="text"/></p> <p>Town: <input type="text" value="Southington"/></p> <p>State: <input type="text" value="CT"/></p> <p>Zip Code: <input type="text"/> - <input type="text"/></p>
--	---

Acceptance Criteria

Permanent Absentee Ballot: Yes No

Party Enrollment:

OR Party Other:

Residence Status: Use Residence Address Do Not Use Residence Address

Signature: Yes No (Note: Read Only)

Telephone: (860) -

Gender:

Type of Registration:

Special Status:

Mailing Address

Street No.:

Street Name1/P O Box:

Street Name2:

Town:

Unit:

State:

Zip Code:

Country:

Previous Voter Address

Street No.: 20 Town: Killingly

Street Name: Sandy Point Lane State Code: CT

Unit: Zip Code: 00000 - 0000

Reasons

NVRA:

<p>Print Option</p> <p><input checked="" type="radio"/> Print Now <input type="radio"/> Print Later</p>	<p>Language</p> <p><input type="radio"/> English <input checked="" type="radio"/> English/Spanish</p>
--	--

<p>Effective Date</p> <p>09/24/2012</p>	<p>Privilege Date</p> <p>09/24/2012</p>
--	--

Districts:	Congressional:	Senatorial:	Assembly:
*	District/Ward	Precinct	Polling Place
<input checked="" type="radio"/>	State:		
	Local:		
	Special:		

* Indicates which poll place will be printed on the letter

[Accept](#) [Memo](#) [Back](#) [Cancel](#)

[Report a problem?](#)

This application is best viewed on IE 6.0 or higher with screen resolution of 1280x768 or higher.

Button/ Link Functionality:	
New Voter	Navigates to the “Add New Voter” screen.
Accept	Submits the changes.
Memo	Opens a pop-up memo window to add new memo or edit/delete any previous memo in the Voter record.
Back	Navigates to the previous page.
Cancel	Ends the current operation and navigates back to previous page.
Process Flow:	
<p>The Add Existing Voter Process entails the following steps:</p> <ol style="list-style-type: none"> 1. Login to the CVRS system as a Registrar. 2. Click on the “Voter Registration” link in the main navigation menu under “Activities”, System will display the ‘Voter Search” Page. 3. Enter “Name and DOB” or “Voter Id” as search criteria and click on the “Search” Button. 4. System will display the search results if more than one voter with similar details. 5. Select the voter by clicking on the radio button, click on the “Select” button to continue. 6. You will be navigated to the “Add Existing Voter” page. (Refer Fig. 1.4.1) 7. Fill out the form completely prior to continuing. <ol style="list-style-type: none"> A. To enter the Army Postal Address (APO) in the mailing address section, please use the following: <ol style="list-style-type: none"> i. Must Choose “Military” from the country drop down (Users will not be required to enter the “State Code”) ii. Enter the address. iii. Enter the army postal type in the “Town Field” e.g. APO, FPO, or DPO. 8. Select the “Print Option”: <ol style="list-style-type: none"> A. “Print Now”: This will generate the letter after successful submission of the form. B. “Print Later”: System will generate a reminder to print the letter. You can print the letter at a later time from the “Reminders” page. 9. Click on the “Accept” button to submit the registration form. 10. Upon successful completion system will generate a prompt stating “Voter transaction completed successfully. Voter Identification has been verified”. 11. Based on your prior “Print Option” selection, Click on the “Print Letter” or “Activities-Voter Registration” button to continue. 	

5.0 REJECT VOTER

Description: This screen allows a Registrar to reject the voter registration card.

Figure 1.5.1: Reject Voter Search

Connecticut Voter Registration System

Activities » Voter Registration » Select Voter

Logged in as: SSVR2131 / Southington

Buttons: Select, New Voter, Reject, Back, Cancel

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Special Status	Off Reason	Perm Absentee Ballot
<input checked="" type="radio"/>	A	Smith	A			01/01/1980	100 Bagley Road, Southington	004182118			
<input type="radio"/>	A	Smith	A			01/01/1980	100 Academy Lane, Southington	004182086	(none)		
<input type="radio"/>	O	Smith	Amy			01/01/1980	1 Main Street, Southington	004182072		DMV	
<input type="radio"/>	O	Smith	Charles			01/01/1980	100 Nathan Court, Southington	004182094		DMV	
<input type="radio"/>	O	Smith	Mike			01/01/1980	200 Acre Way, Southington	004182091		DMV	

Buttons: Select, New Voter, Reject, Back, Cancel

Figure 1.5.2: Reject Voter Card

Connecticut Voter Registration System

Activities » Voter Registration » Reject Voter Card

Logged in as: SSVR2131 / Southington

Buttons: Accept, Back, Cancel

General Details

Registration Date: 04 / 05 / 2012

Voter Id: []

Voter Name

Prefix: []

Last Name: Smith

First Name: Joanne

Middle: []

Suffix: []

Date of Birth: 01 / 01 / 1980

Voter Residence

Street No.: []

Street Name: []

Unit: []

Town: Southington

State: CT

Zip Code: [] - []

Mailing Address

Street No.: []

Street Name1/P O Box: []

Street Name2: []

Town: []

Unit: []

State: []

Zip Code: []

Country: United States

Acceptance Criteria

Residence Status: Use Residence Address Do Not Use Residence Address

Reasons

Reject Reasons: Convicted Felon

Other Reason: []

NVRA: []

Print Option

Print Now Print Later

Language

English/Spanish

Rejection Date

04 / 05 / 2012

Districts: []

Congressional: []

Senatorial: []

Assembly: []

* []

State: []

Local: []

Special: []

Buttons: Accept, Back, Cancel

This application is best viewed on IE 6.0 or higher with screen resolution of 800x600 or higher.

Button/ Link Functionality:

Reject	Navigates to the “Reject Voter” screen.
Accept	Updates and submits the changes.
Back	Navigates to the previous page.
Cancel	Ends the current operation and navigates back to previous page.

Process Flow:

The Reject Voter Process entails the following steps:

1. Login to the CVRS system as a Registrar.
2. Click on the “Voter Registration” link under “Activities” in the main navigation menu.
3. You must provide the Last Name, First Name and Date of Birth and then click on “Reject” button.
4. System will navigate you directly to the “Reject Voter” page only if there is no existing voter with the similar details. (Refer Fig. 1.5.2)
5. System will display the searched voter results if there is more than one voter with similar information. (Refer Fig. 1.5.1)
6. Click on “New Voter” button to navigate to the “Reject Voter Card” page. (Refer Fig. 1.5.2.)
7. Fill out the form completely with all available information.
8. Select the “Print Option”:
 - A. “Print Now”: This will generate the letter to print and display the “Print Letter” button after submitting the registration form.
 - B. “Print Later”: This will display “Activities- Voter Registration” button after submitting the registration form. System will generate a reminder to print the letter. You can print the letter at a later time from the “Reminders” page.
9. Click on the “Accept” button to submit the reject registration card. System will display a prompt stating that “Voter Transaction Completed Successfully, Voter Identification has been rejected. No updates to the voter occur for this process”.
10. Based on your prior “Print Option” selection, Click on the “Print Letter” or “Activities- Voter Registration” button to continue.
11. In case of “Print Now” option , you will be navigated to the Letter Screen to print the letter for further processing OR
12. In case of “Print Later” option you will be navigated to the “Voter Search” screen.

2. MAINTAIN TOWN DATA

1.0 POLLING PLACE- To update Polling Place Information

Description: Allows Registrar to update Polling place information

Figure 2.1.1: Polling place Page

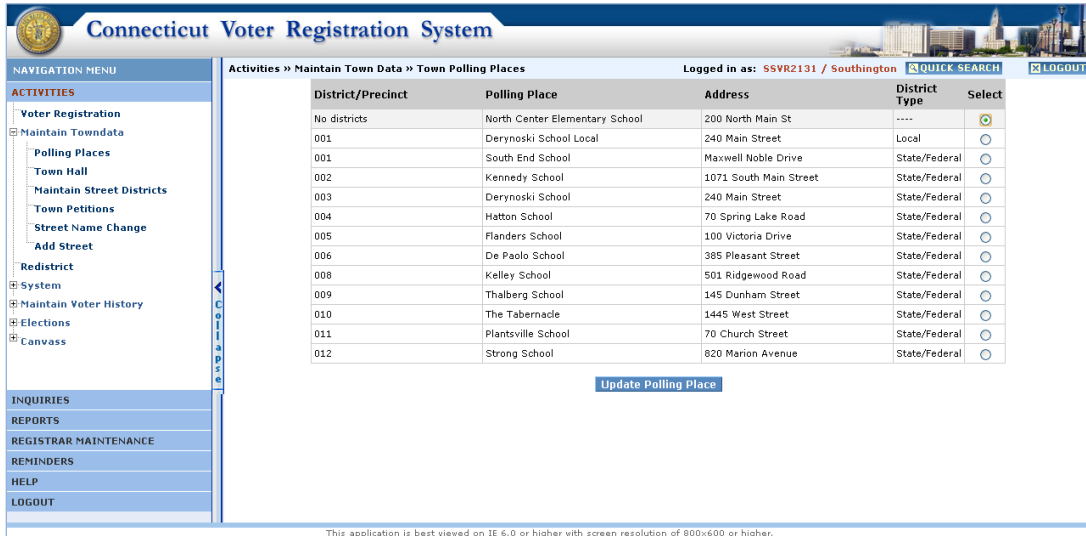


Figure 2.1.2: Polling Place Update Screen



Button/Links Functionality

Update Polling Place	Navigates to the “Update” screen
Update	Submits the changes
Clear	Clears the form entries
Cancel	Ends the current process and navigates to the previous screen.

Process Flow:

The Maintain Polling place process entails the following steps:

1. Login to the CVRS system as a Registrar.
2. Click on the “Maintain Town Data” link under “Activities” tab from the main navigation menu.
3. Click on the “Polling Place” from the expanded “Maintain Town Data” link.
4. You will be navigated to “Polling Place” main screen. (Refer Fig 2.1.1)
5. Select the polling place by clicking on the radio button placed next to each record entry.
6. Click on the “Update Polling Place” button to navigate to the update screen.
7. Make the required changes in the selected Polling place record and click on the “Update” button to continue. (Refer Fig. 2.1.2)
8. System will display a prompt stating that “Are you sure you want to submit these changes?” Click on the “Ok” button to continue.
9. System will display another prompt stating that “The Update to Town Data was successful”. Click on the “Polling Places” button to continue.
10. You will be navigated to the Polling Place main screen.

2.0 TOWN HALL- To update Town Hall Information

Description: To update Town Hall data.

Figure 2.2.1: Town Hall Main Screen

The screenshot displays the 'Connecticut Voter Registration System' interface. The top navigation bar shows 'Activities » Maintain Town Data » Town Hall' and 'Logged in as: 55VR2131 / Southington'. The left sidebar contains a 'NAVIGATION MENU' with 'ACTIVITIES' expanded to 'Town Hall'. The main form area is titled 'Town Hall' and contains the following fields:

- Town Name:** Southington
- Town Hall Address:**
 - Street: 75 Main Street
 - Town Office Building: Town Office Building 12
 - Zip: 06489 - 2503
 - Telephone: (860) 276 - 6268
 - Fax: (860) 621 - 4822
- Town Status:**
 - Town Type: May November
 - Town Language: English English/Spanish
 - District Type: State Local Special

Buttons for 'Update' and 'Cancel' are located at the bottom of the form. A footer note states: 'This application is best viewed on IE 6.0 or higher with screen resolution of 800x600 or higher.'

Button/Links Functionality

Update	Submits the changes
Cancel	Ends the current process and navigates to the previous page.

Process Flow:

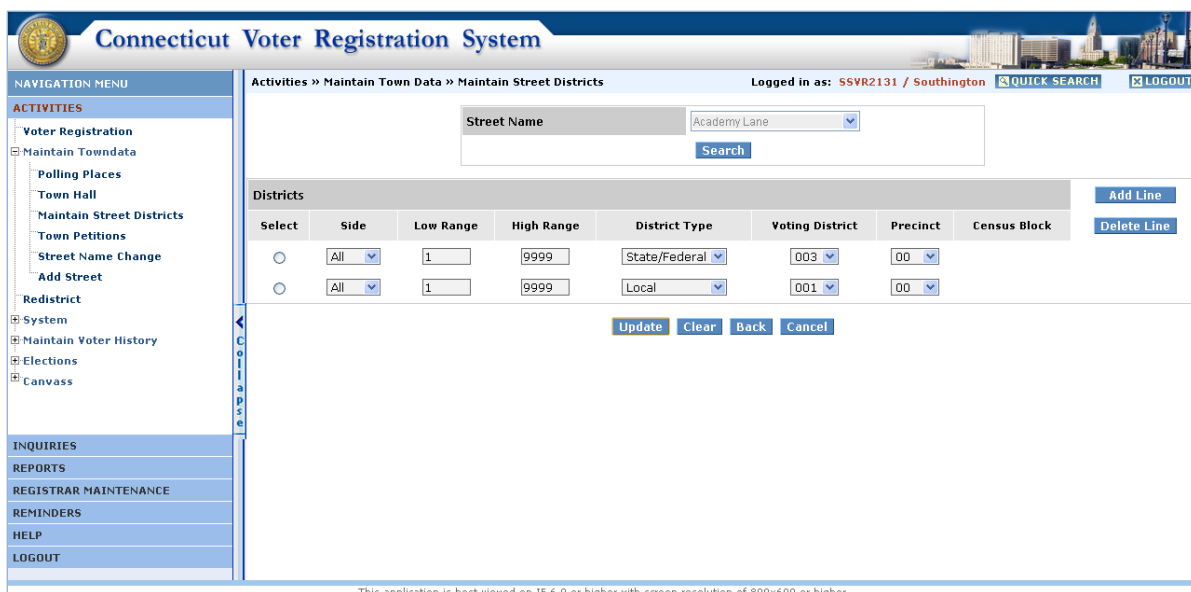
The Maintain Town Hall data process entails the following steps:

1. Login to the CVRS system as a Registrar.
2. Click on the “Maintain Town Data” link under “Activities” tab from the main navigation menu.
3. Click on the “Town Hall” tab under the expanded “Maintain Town data” menu.
4. You will be navigated to “Town Hall” main screen. (Refer Fig 2.2.1)
5. Make the required changes into the Town Hall Data and click on the “Update” button to continue.
6. System will display a prompt stating “The Update to Town Data was successful”. Click on the “Town Hall” button displayed on the Prompt to continue.
7. You will be navigated to the “Town Hall” main screen.

3.0 MAINTAIN STREET DISTRICT- Update District data associated with each Streets

Description: This screen allows a Registrar to maintain the district information associated with each street in the Town.

Figure 2.3.1: Maintain Street Districts

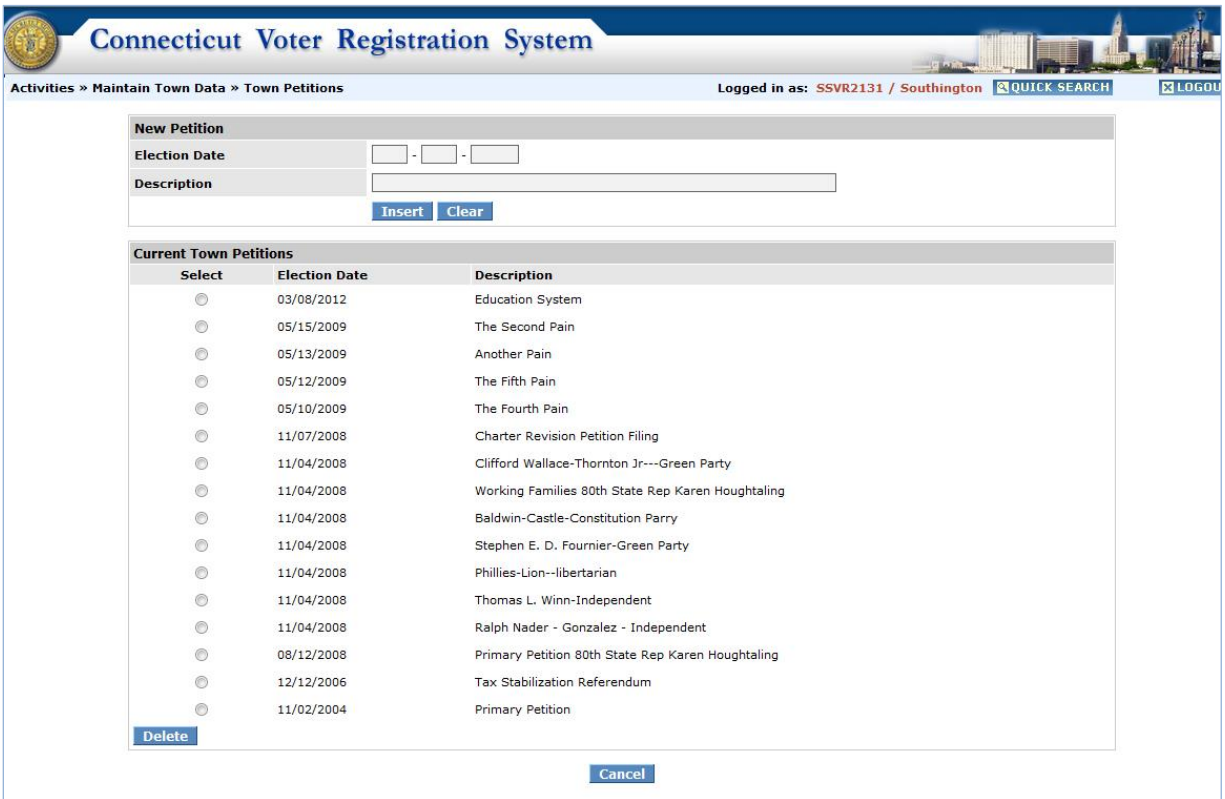


Button/Links Functionality	
Search	Performs search function and produces search results.
Update	Submits the updates and changes to the system.
Cancel	Ends the current process and navigates to the previous page.
Process Flow:	
<p>The Maintain Street District process entails the following steps:</p> <ol style="list-style-type: none">1. Login to the CVRS system as a Registrar.2. Click on the “Maintain Town Data” link under “Activities” tab from the main navigation menu.3. Click on the “Maintain Street Districts” tab under the expanded “Maintain Town Data” menu.4. You will be navigated to “Maintain Street District” main screen. (Refer Fig. 2.3.1)5. Select the street name from the drop down list and click on the “Search” button.6. System will display the searched record. (Refer Fig 2.3.1)7. Make the required changes and click on the “Update” button to continue.8. System will display a prompt stating that “The update to Town Data was successful”.9. Click on the “Maintain Street Districts” button displayed on the system prompt to continue.10. You will be navigated to the Maintain Street District page.	

4.0 TOWN PETITION- To add or delete petitions

Description: This screen allows a Registrar to add new petition or delete any previous petitions from the system.

Figure 2.4.1: Town Petition



Button/Links Functionality

Insert	Adds new petitions
Delete	Deletes previous petitions
Clear	Clears the form entries
Cancel	Ends the current operation and navigates to the previous page.

Process Flow:

The Town Petition process to add/delete petitions entails the following steps:

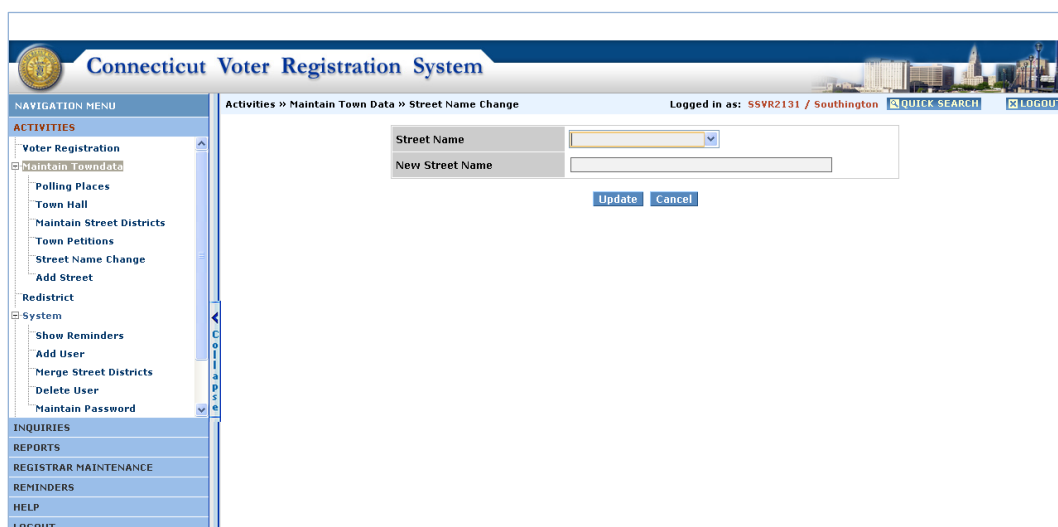
1. Login to the CVRS system as a Registrar.
2. In the main navigation menu under “Activities” tab, click on the “Maintain Town Data” tab.
3. Click on the “Town Petitions” tab under the expanded “Maintain Town data” menu.
4. You will be navigated to “Town Petitions” main screen. (Refer Fig. 2.4.1)

5. To Add New Petition:
 - a. You must provide the election date and petition description. Click on the “Insert” button to continue.
 - b. System will display a prompt stating “Are you sure you want to insert this record?” To end the current insert petition process click on “Cancel” or else Click on “OK” button to continue.
 - c. System will display another prompt stating that “Petition Added successfully”.
6. To Delete Petition:
 - a. Select the petition from the petition list by clicking on the radio button placed next to the Petition record entries.
 - b. Click on the “Delete” button to continue.
 - c. System will display a prompt stating “Are you sure you want to submit the changes?”
 - d. To end the delete process, click on the “Cancel” button or click on the “Ok” button to continue.
 - e. System will delete the petition and display prompt stating “Petition Deleted Successfully”.
7. Click on “Ok” button to finish the process.

5.0 STREET NAME CHANGE

Description: This screen allows a Registrar to change the existing street name.

Figure 2.5.1: Street Name Change



The screenshot displays the Connecticut Voter Registration System interface. The top navigation bar includes the system logo, the title "Connecticut Voter Registration System", and the user's login information: "Logged in as: SSVR2131 / Southington". There are also links for "QUICK SEARCH" and "LOGOUT".

The main content area is titled "Activities » Maintain Town Data » Street Name Change". It features two input fields: "Street Name" and "New Street Name". Below these fields are two buttons: "Update" and "Cancel".

The left sidebar contains a "NAVIGATION MENU" with the following sections:

- ACTIVITIES
 - Voter Registration
 - Maintain Town Data
 - Polling Places
 - Town Hall
 - Maintain Street Districts
 - Town Petitions
 - Street Name Change
 - Add Street
 - Redistrict
 - System
 - Show Reminders
 - Add User
 - Merge Street Districts
 - Delete User
 - Maintain Password
- INQUIRIES
- REPORTS
- REGISTRAR MAINTENANCE
- REMINDERS
- HELP
- LOGOUT

Button/Links Functionality

Update	Submits the changes
Cancel	Ends the current process and navigates to the previous page

Process Flow:

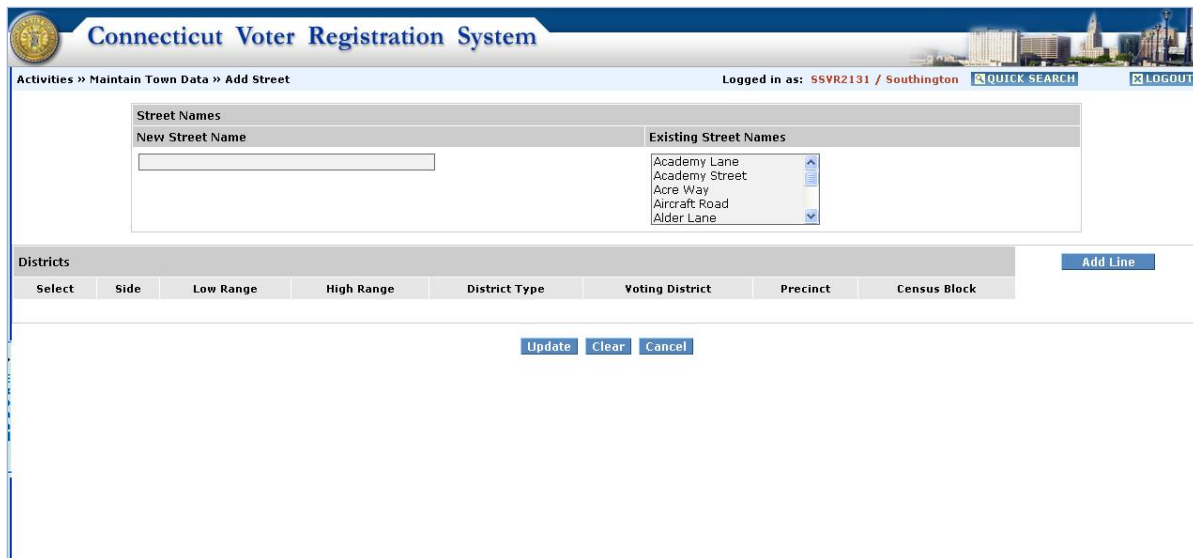
The Street Name Change Process entails the following steps:

1. Login to the CVRS system as a Registrar.
2. Click on the “Maintain Town Data” tab under “Activities”.
3. Click on the “Street Name Change” tab under the expanded “Maintain Town Data” menu.
4. You will be navigated to the “Street Name Change” page. (Refer Fig. 2.5.1.)
5. Select the current street from the drop down list.
6. Provide the New Street Name in the “New Street Name” field.
7. Click on the “Update” button to continue.
8. System will display a prompt stating “The update to Town Data was successful”.
9. Click on the “Town Street Name” button displayed on the system prompt to finish the process and navigate back to the “Town Street Name” page.

6.0 ADD STREET- Add a new street in the town

Description: This screen allows a Registrar to add a new street in the town.

Figure 2.6.1: Add Street



Button/Links Functionality

Add Line	Adds line to provide district information
Clear	Clears the form entries
Update	Submits the changes
Process Flow:	
<p>The Add Street Process entails the following process:</p> <ol style="list-style-type: none"> 1. Login to the CVRS system as a Registrar. 2. Click on the “Maintain Town Data” tab under “Activities” tab from the main navigation menu. 3. Click on the “Add Street” tab under the expanded “Maintain Town data” menu. 4. You will be navigated to the “Add Street” screen. 5. Enter New Street Name and click on “Add Line” button to continue. (Refer Fig. 2.6.1) 6. System will add a line to fill in the district information. 7. Provide Side Range, District, and Precinct Information. Click on the “Update” button to continue. 8. Upon successful submission system will display a prompt stating that “The update to Town Data was successful”. 9. Click on the “Add Street” button displayed on the system prompt to navigate back to the “Add Street” page. 	

3. REDISTRICT

Description: This screen allows a Registrar to maintain and update the voting districts, Polling Place, and Street Districts. Once Registrar starts the redistricting process, certain other application functionalities will not be available to make and update the changes.

Figure 3.1: Redistrict

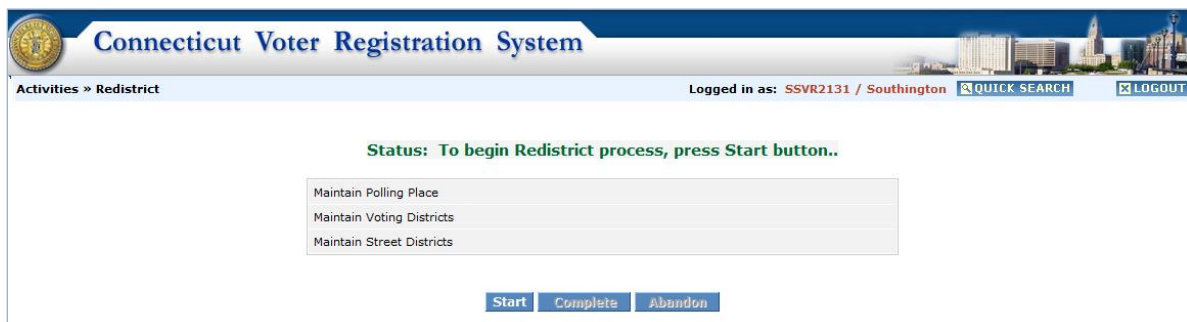


Figure 3.2 : Redistrict

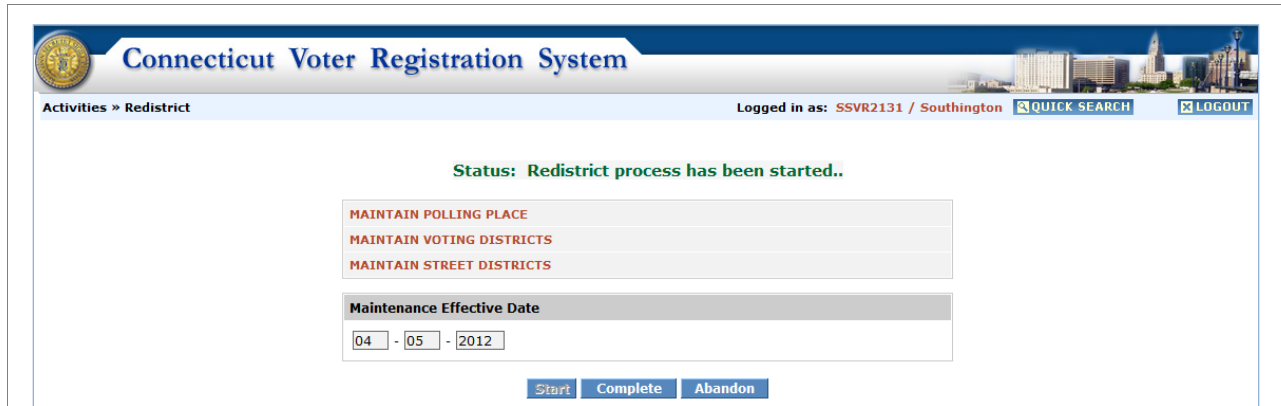
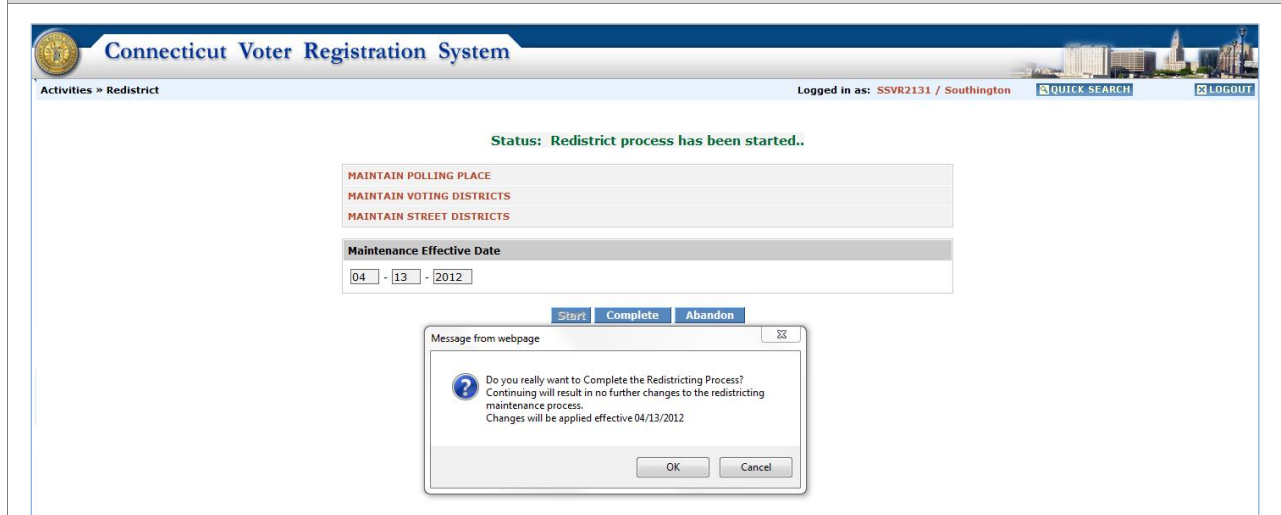


Figure 3.3 : Redistrict- Complete Process



Button/Links Functionality

Start	Begins the redistricting process.
Complete	Finishes the process and displays that the user has completed the desired re-districting changes. System will run the batch update by the given effective date.
Abandon	Ends the redistricting process without making any changes.
Maintenance Effective Date	The date given for system to implement and reflect all the redistricting changes.
Maintain Polling Place	Navigates to the Polling Place screen to make and update changes
Maintain Voting District	Navigates to the Voting District screen to make and update changes
Maintain Street District	Navigates to the Street District screen to make and update changes

Process Flow:

The Redistricting process entails the following steps:

1. Login to the CVRS system as a Registrar.
2. Click on the “Redistrict” tab under “Activities” menu.
3. You will be navigated to the “Redistrict” screen.
4. This screen has following functionalities:
 - a. **Process to Start and Update:** To start the redistricting process:
 - Click on the “Start” button to begin the redistricting process. (Refer Fig. 3.1)
 - System will now display the effective date. By default it is the current date and it can be changed to any of the future date only.
 - System will change the status displayed on the screen as “ Redistricting process has been started”
 - System will activate the Polling Place, Voting District, and Town Street Data for Registrars to update the changes. (Refer Fig. 3.2)
 - Make the changes to the Polling Place, Voting District, and Town Street Data by clicking on the link. (For details refer Sec. 1.0, 2.0, & 3.0 below)

Note: Users will be restricted from using certain application functions to change and update information while redistricting is in progress.

- b. **To Complete the Process:** To complete the process and reflect the changes:
 - Click on the “Complete” button, system will display a prompt stating “Are you sure you want to complete Re-Districting?”. Click on the “Ok” button to continue. (Refer Fig. 3.3)
 - System will run the System Batch Update to update the database by the given effective date.
 - Users will still be restricted from using certain application functionalities until the update process is complete.
 - b. **To Abandon the Process:** To end the process without reflecting any changes.
 - Click on the “Abandon” button” and system will display a prompt stating that “Are you sure you want to Abandon the current Redistricting changes?”
 - Click on the “OK” button to continue.
 - System will end the redistricting process and will not apply any changes to the database. Upon successful “Abandon” you will be allowed to use all application functionalities.

1.0 MAINTAIN POLLING PLACE- To Add, Delete, and Update Polling Place Data

Description: To make changes and update the Town Polling Place.

Figure 3.1.1: Maintain Polling Place

District/Precinct	Polling Place	Address	District Type	Select
No districts	North Center Elementary School	200 North Main St	----	<input checked="" type="radio"/>
001	Derynoski School Local	240 Main Street	Local	<input type="radio"/>
001	South End School	Maxwell Noble Drive	State/Federal	<input type="radio"/>
002	Kennedy School	1071 South Main Street	State/Federal	<input type="radio"/>
003	Derynoski School	240 Main Street	State/Federal	<input type="radio"/>
004	Hatton School	70 Spring Lake Road	State/Federal	<input type="radio"/>
005	Flanders School	100 Victoria Drive	State/Federal	<input type="radio"/>
006	De Paolo School	385 Pleasant Street	State/Federal	<input type="radio"/>
008	Kelley School	501 Ridgewood Road	State/Federal	<input type="radio"/>
009	Thalberg School	145 Dunham Street	State/Federal	<input type="radio"/>
010	The Tabernacle	1445 West Street	State/Federal	<input type="radio"/>
011	Plantsville School	70 Church Street	State/Federal	<input type="radio"/>
012	Strong School	820 Marion Avenue	State/Federal	<input type="radio"/>

Button/Links Functionality

Add	Adds new Polling Place information
Update	Updates existing Polling Place information
Delete	Deletes existing Polling Place information
Cancel	Ends the process and navigates to the previous page

Process Flow:

The Maintain Polling Place Process entails the following steps:

1. Start the Redistrict process as mentioned in section 3.0 (Redistrict) above.
2. Click on the “Maintain Polling Place” link to navigate to the Polling Place screen. (refer Fig. 3.1.1)
3. You can make following changes to the Polling Place data:
 - a. **Add:** Click on the “Add” button to add new Polling Place information; you will be navigated to the Add Polling Place screen.
Enter required information and click on the “Update” button. System will display a prompt stating that “The Update to the Redistricting data was successful”.
 - b. **Update:** Select the “Polling Place” you would like to update by clicking on the radio button; click on the “Update” button and you will be navigated to the

update screen.

Make required changes and click on the “Update” button to submit the changes. System will display prompt stating “The Update to the Redistricting data was successful”.

- c. **Delete:** Select the “Polling Place” record you would like to delete; click on the “Delete” button and system will display the details of the selected record. Click on the “Delete” button and system will display a prompt stating “Are you sure you want to delete the displayed polling place? Please click on “OK” to continue to delete or click on cancel”.

2.0 MAINTAIN VOTING DISTRICTS- To Add, Delete and Update Voting District Data

Description: To maintain and update the Town Voting Districts.

Figure 3.2.1: Maintain Voting Districts

S No.	Select	District Type	Voting District	Precinct	Congress	Senate	Assembly	Polling Place
1.	<input type="radio"/>	State/Federal	001	00	001	016	081	South End School
2.	<input type="radio"/>	State/Federal	002	00	001	016	081	Kennedy School
3.	<input type="radio"/>	State/Federal	003	00	001	016	081	Derynoski School
4.	<input type="radio"/>	State/Federal	004	00	001	016	081	Hatton School
5.	<input type="radio"/>	State/Federal	005	00	001	016	030	Flanders School
6.	<input type="radio"/>	State/Federal	006	00	001	016	081	De Paolo School
7.	<input type="radio"/>	State/Federal	008	00	001	016	030	Kelley School
8.	<input type="radio"/>	State/Federal	009	00	001	016	030	Thalberg School
9.	<input type="radio"/>	State/Federal	010	00	001	016	030	The Tabernacle
10.	<input type="radio"/>	State/Federal	011	00	001	016	080	Plantsville School
11.	<input type="radio"/>	State/Federal	012	00	001	016	080	Strong School
12.	<input checked="" type="radio"/>	Local	001	00				Derynoski School Local

Button/Links Functionality

Insert	Adds a line to enter new voting district information
Delete	Deletes the selected voting district information
Update	Updates and submits the entered information
Reset	Sets the screen back without reflecting changes
Cancel	Ends the current process and navigates to the previous page
Reset	Clears the data entered in the screen

Process Flow:

The Maintain Voting Districts Process entails the following steps:

1. Start the Redistrict process as mentioned in section 3.0 (Redistrict) above.
2. Click on the “Maintain Voting District” link to navigate to the Voting District screen. (Refer Fig. 3.2.1)
3. You can make following changes to the Voting Districts:
 - a. **Add:** Click on the “Insert” button to add new line to enter the new Voting District information.
 - b. **Edit:** You can make the desired changes to the Voting Districts by selecting the data from the drop down list.
 - c. **Delete:** Select the “Voting District” record you would like to delete and click on the “Delete” button.
4. Click on the “Update” button to submit the changes. System will not update any changes until the “Update” button is clicked.
5. System will display an edit error message if the information entered is not correct. User must correct the information and click on the “Update” button to submit the changes.

3.0 MAINTAIN STREET DISTRICT

Description: To maintain and update the Street District. User can maintain Side Range, District Type and District values to the Street District Data.

Figure 3.3.1: Maintain Street District

The screenshot shows the 'Maintain Street Districts' page in the Connecticut Voter Registration System. At the top, there is a search bar for 'Street Name' with 'Academy Lane' selected in a dropdown menu and a 'Search' button. Below this is a table with the following columns: 'Select', 'Side', 'Low Range', 'High Range', 'District Type', 'Voting District', 'Precinct', and 'Census Block'. There are two rows of data in the table. The first row has radio button selected, 'All' in the Side dropdown, '1' in Low Range, '9999' in High Range, 'State/Federal' in District Type dropdown, '003' in Voting District dropdown, and '00' in Precinct dropdown. The second row has radio button unselected, 'All' in Side dropdown, '1' in Low Range, '9999' in High Range, 'Local' in District Type dropdown, '001' in Voting District dropdown, and '00' in Precinct dropdown. At the bottom of the table are buttons for 'Update', 'Clear', 'Back', and 'Cancel'. On the right side of the table, there are 'Add Line' and 'Delete Line' buttons.

Button/Links Functionality

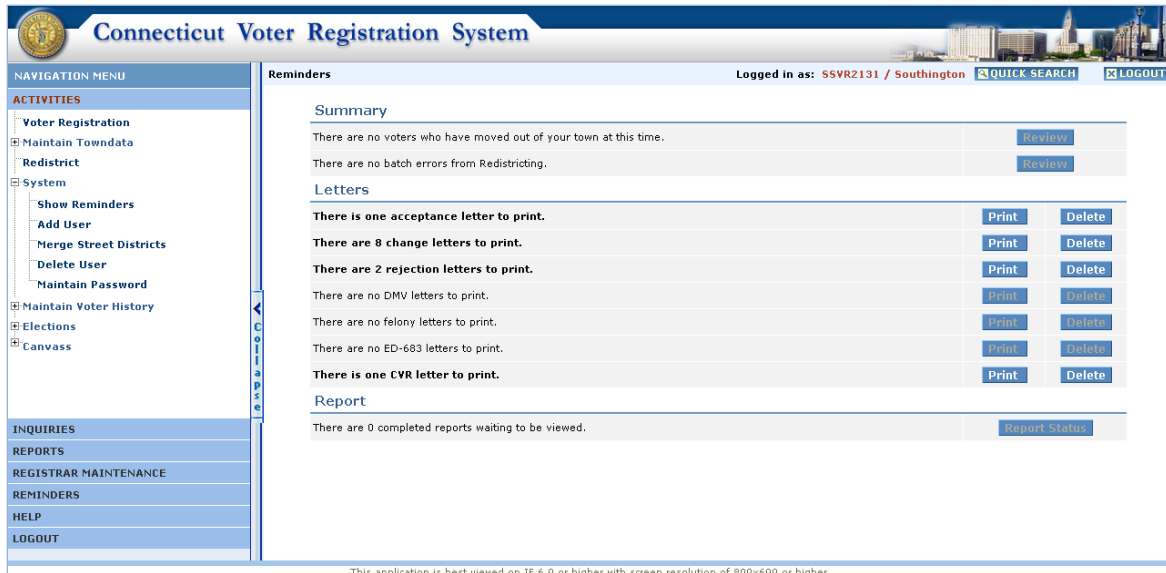
Update	Updates and submits the entered information
Clear	Clears the form entries

Add line	Inserts a line to enter new Town street information
Delete Line	Deletes the selected Street District
Cancel	Ends the current process and navigate to the previous page
Process Flow:	
<p>The Maintain Street District Process entails the following steps:</p> <ol style="list-style-type: none">1. Start the Redistrict process as mentioned in section 3.0 (Redistrict) above.2. Click on the “Maintain Street District” link to navigate to the Street District screen. (Refer Fig. 3.3.1)3. Select the Street from the drop down list.4. You can make the following changes to the Street Districts:<ol style="list-style-type: none">a. Insert: Click on the “Add Line” button to add new line to enter the new District information for the particular Street.b. Edit: You can make the desired changes in the Street District information.c. Delete: You can delete the Street District information by clicking on the Radio button and clicking on the “Delete Line” button.5. Click on the “Update” button to submit the changes. System will display an edit error message if the information entered is not correct. User must correct the information and click on the “Update” button again to submit the changes.	

4. SYSTEM
1.0 SHOW REMINDERS

Description: This screen allows a Registrar to Review, Delete, and/or Print various system generated reminders.

Figure 4.1.1: Reminder Screen



Button/Links Functionality

Review	Displays the records for review
Print	Generates the letters to view and print
Report Status	Navigates the user to “Report Status” page.
Delete	Deletes Reminders

Process Flow:

There are three different ways to access reminders screen:

1. Login to the CVRS system as a Registrar and by default reminders screen will be displayed. **OR** (Refer Fig. 4.1.1)
2. Click on the “Systems” tab under “Activities” in main navigation menu. Click on “Show Reminders” tab and you will be displayed “Reminders Screen”. **OR** (Refer Fig. 4.1.1)
3. You can click on the “Reminders” tab in main navigation menu. (Refer Fig. 4.1.1)
4. This screen has following functionalities:
 - a. **Review:** Click on the “Review” button to review the list of voter for specific reminders.

- b. **Print:** You can click on “Print” button to view and print the system generated letters as part of the “Print Later” option.
- c. **Delete:** You can delete the reminder by clicking on the “Delete” button.
- d. **Report Status:** This button will navigate you to the “Report Status” page to view the submitted reports.

Note: The buttons will only be active if there are reports or letters to be viewed.

2.0 ADD USERS

Description: This screen allows a Registrar to add the users in the system

Figure 4.2.1: Add User



Button/Links Functionality

Add	Adds New User into the system
Cancel	Ends the current process and navigates to previous page.

Process Flow:

The Add User process entails the following steps:

1. Login to the CVRS system as a Registrar.
2. Click on the “Systems” tab under “Activities” in the main navigation menu.
3. Click on the “Add User” button under the expanded “Systems” menu, you will be navigated to the “Add User” screen. (Refer Fig. 4.2.1)
4. Provide the Username in “User Identifier” field and Your Password in the

“Password” field.

Note: The Username should be of at least 4 characters and more.

5. Click on the “Add” button to submit the add user request.
6. System will display a prompt stating that “The update to the system was successful”.
7. Click on the “Add User” button displayed on the system prompt to finish the process and navigate back to Add User screen.
8. New user must login to the system with their Username to setup the password.

Note: The First Time (new user) must login to the system with the username provided to setup the password. (Please refer section 4.5.0 Maintain Password for more details.)

3.0 MERGE STREET DISTRICTS

Description: This screen will allow a Registrar to perform merge street district functionality for an existing street.

Figure 4.3.1: Merge Street Districts

The screenshot shows the 'Merge Street Districts' page in the Connecticut Voter Registration System. At the top, there is a search bar for 'Street Name' with 'Academy Lane' selected in a dropdown menu and a 'Search' button. Below this is a table titled 'Districts' with columns: Select, Side, Low Range, High Range, District Type, Voting District, Precinct, and Census Block. The table contains three rows of data. At the bottom of the table are buttons for 'Update', 'Clear', 'Back', and 'Cancel'. There is also a link for 'Report a problem?'.

Select	Side	Low Range	High Range	District Type	Voting District	Precinct	Census Block
<input type="radio"/>	Odd	1	99	State/Federal	003	00	
<input type="radio"/>	All	101	9999	State/Federal	003	00	
<input type="radio"/>	Even	2	100	State/Federal	003	00	

Button/Links Functionality

Delete	Deletes the selected user
Cancel	Ends the current process and navigate to the previous page.
Search	Search and displays the result
Update	Merge and update the street range
Back	To go back to previous screen
Clear	Clears the data from the fields

Process Flow:

The Merge Street District Process entails the following steps:

1. Login as a Registrar into the CVRS system.
2. Click on the “Systems” tab under “Activities” from the main navigation menu.
3. Click on the “Merge Street District” tab from the expanded “Systems” menu and you will be navigated to the “Merge Street District” Screen. (refer Fig 4.3.1)
4. Select the street you would like to merge the districts from the drop down list.
5. Click on the “Update” button to merge the district range.

Note: The user can only merge the street district with a common side range, district range and District type.

6. System will display confirmation prompt “The update to the system was successful”.

4.0 DELETE USERS

Description: This screen will allow a Registrar to delete the user/s from the system.

Figure 4.4.1: Delete User



Button/Links Functionality

Delete	Deletes the selected user
Cancel	Ends the current process and navigate to the previous page.

Process Flow:

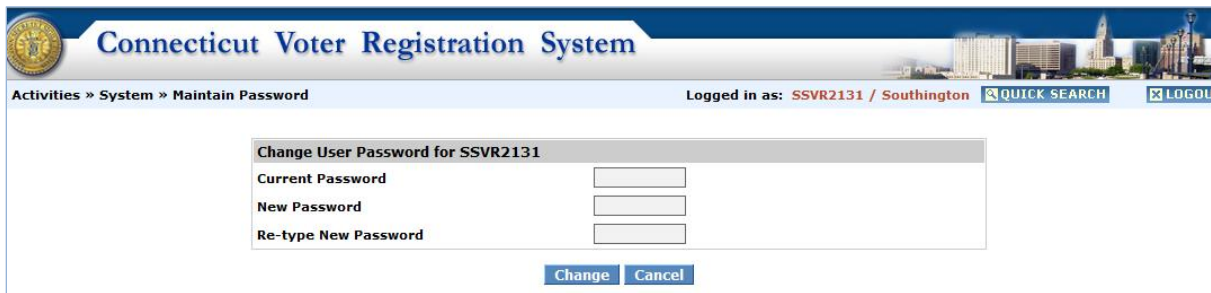
The Delete User process entails the following steps:

7. Login as a Registrar into the CVRS system.
8. Click on the “Systems” tab under “Activities” from the main navigation menu.
9. Click on the “Delete User” tab from the expanded “Systems” menu and you will be navigated to the “Delete User” Screen. (refer Fig 4.4.1)
10. Select the user you would like to delete from the drop down list and enter your password in the Password Field.
11. Click on the “Delete” button and system will display a prompt stating “Are you sure you want to delete User?” Click on “OK” to continue.
12. System will display confirmation prompt “The update to the system was successful”.
13. Click on the “Delete User” button displayed on the system prompt to finish the process and to continue. You will be navigated back to the “Delete User” page.

5.0 MAINTAIN PASSWORD

Description: This screen allows a Registrar to change and maintain their password.

Figure 4.5.1: Maintain Password



Button/Links Functionality

Change	Changes the password
Cancel	Ends the current process and navigates to the previous page.

Process Flow:

The Change Password process entails the following steps:

1. Login to the CVRS system with the valid username and password.
2. **First Time Users:**
 - a. Login to the system with the Username. Upon successful login system will navigate you to the change password screen. (Refer Fig. 4.5.1)
 - b. Enter your new password in the “New Password” and “Re-Type Password”

fields.

- c. Click on the “Change” button to submit the change password request.

3. Repeat User:

- a. Upon successful login click on the “Systems” tab under “Activities”.
 - b. Click on the “Maintain Password” tab from the expanded “Systems” menu.
 - c. Provide your old and new password information in the required fields.
 - d. Click on the “Change” button to submit the change password request.
4. System will display the prompt stating “The Update to system was successful”.
 5. Click on the “Maintain Password” button displayed on the system prompt to finish the process and to continue.
 6. You will be navigated to the “Maintain Password” page.

5. MAINTAIN VOTER HISTORY

1.0 NAME HISTORY

Description: This screen allows a Registrar to maintain the Voters’ Name History.

Figure 5.1.1: Name History



Figure 5.1.2 : Name History- Add/Delete Name

Connecticut Voter Registration System

Activities » Maintain Name History » Add Name Logged in as: SSVR2131 / Southington QUICK SEARCH LOGOUT

Voter Name
Betsy L Smith

Insert Previous Name

Date Changed	Last Name	First Name	Middle Name	Suffix
<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous Names

Select	Date Changed	Last Name	First Name	Middle Name	Suffix
<input type="radio"/>	11/10/1999	Zehnder	Betsy	L	

Button/Links Functionality

Update	Submits the changes
Back	Navigates to the previous page
Delete	Deletes the selected voter name history records.
Cancel	Ends the process and navigates back to the previous page

Process Flow:

The Voter Name History process entails the following steps:

1. Login to the CVRS as a Registrar.
2. Click on the “Maintain Voter History” tab under “Activities” in the main navigation menu.
3. Click on the “Name History” tab from the expanded “Maintain Voter History” menu.
4. You will be navigated to the “Name History- Voter Search” page. (Refer Fig. 5.1.1)
5. Provide the search criteria (Last Name and/or First Name or Voter Id) to initiate the search process.
6. Based on your search criteria system will display one-to-many search results.
7. You can select the voter by clicking on the Radio button displayed next to the record entries.
8. You will be navigated to “Add Name” page to add or delete name history. (Refer Fig. 5.1.2)
9. **To Add Name History:**
 - a. Fill in the Date and Previous Name information.
 - b. Click on the “Insert” button to add the Name History into the system.

10. To Delete Previous Name History:

- a. Select the previous name history by clicking on the Radio button displayed next to the previous name history records.
- b. Click on the “Delete” button to continue.

11. Click on the “Update” button to submit the changes and to continue.

12. System will display a prompt stating that “The Update to Voter History was Successful”.

13. Click on the “Maintain Voter Name History” button displayed on the system prompt to continue.

14. You will be navigated to the “Name History- Search Voter” page.

2.0 ADDRESS HISTORY

Description: This screen allows a Registrar to maintain the Voters’ Address History.

Figure 5.2.1 : Address History- Add/ Delete Address



Button/Links Functionality

Update	Submits the updates and changes
Insert	Inserts the address history
Delete	Deletes previous history

Process Flow:

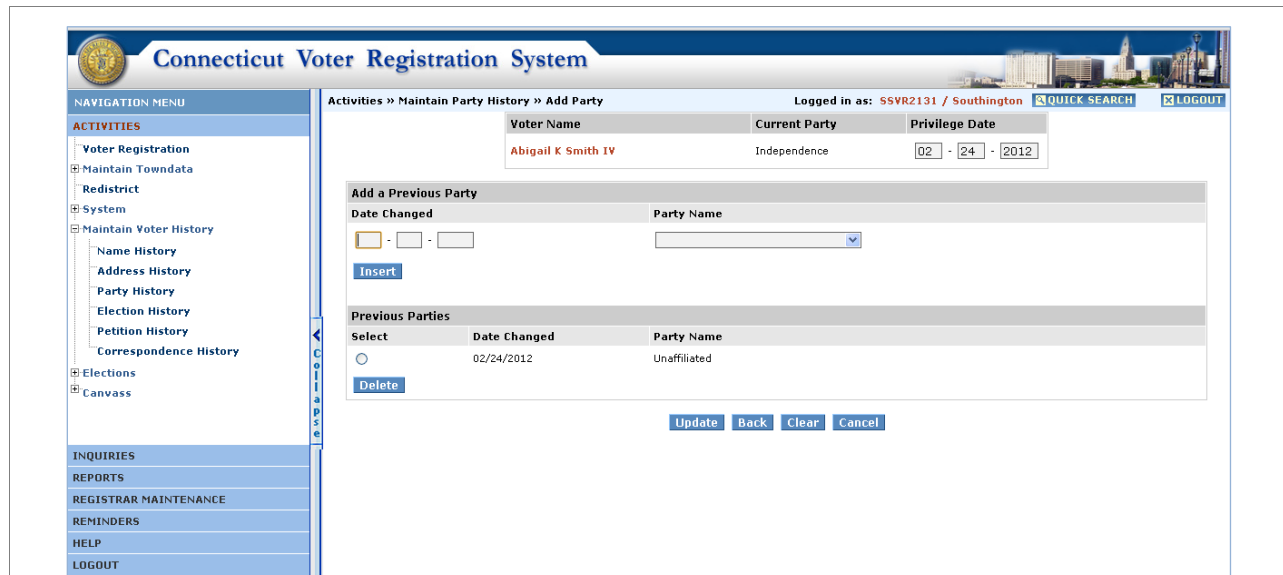
The Voter Address History process entails the following steps:

1. Login to the CVRS as a Registrar.
2. Click on the “Maintain Voter History” tab from the “Activities” menu.
3. Click on the “Address History” tab from the expanded “Maintain Voter History” menu. You will be navigated to the “Address History- Voter Search” page.
4. Provide the search criteria (Last Name and/or First Name or Voter Id) and click on the “Search” button to initiate the search process.
5. Based on your search criteria system will display one-to-many search results.
6. You can select the voter by clicking on the radio button displayed next to the record entries.
7. You will be navigated to “Add Address” page to add or delete Address history. (Refer Fig. 5.2.1)
8. **To Add History:**
 - a. Fill in the Date and Address information.
 - b. Click on the “Insert” button to add the history into the system.
9. **To Delete Previous History:**
 - a. Select the previous address history by clicking on the Radio button displayed next to the previous address history records.
 - b. Click on the “Delete” button to continue.
10. Click on the “Update” button to submit the changes and to continue.
11. System will display a prompt stating that “The Update to Voter History was Successful”.
12. Click on the “Maintain Voter Address History” button displayed on the system prompt to continue.
13. You will be navigated to the “Address History- Search Voter” page.

3.0 PARTY HISTORY

Description: This screen allows a Registrar to add/delete party history in voter’s profile.

Figure 5.3.1: Party History



Button/Links Functionality

Update	Submits the updates and changes
Insert	Inserts the Party history
Delete	Deletes previous history

Process Flow:

The Party History process entails the following steps:

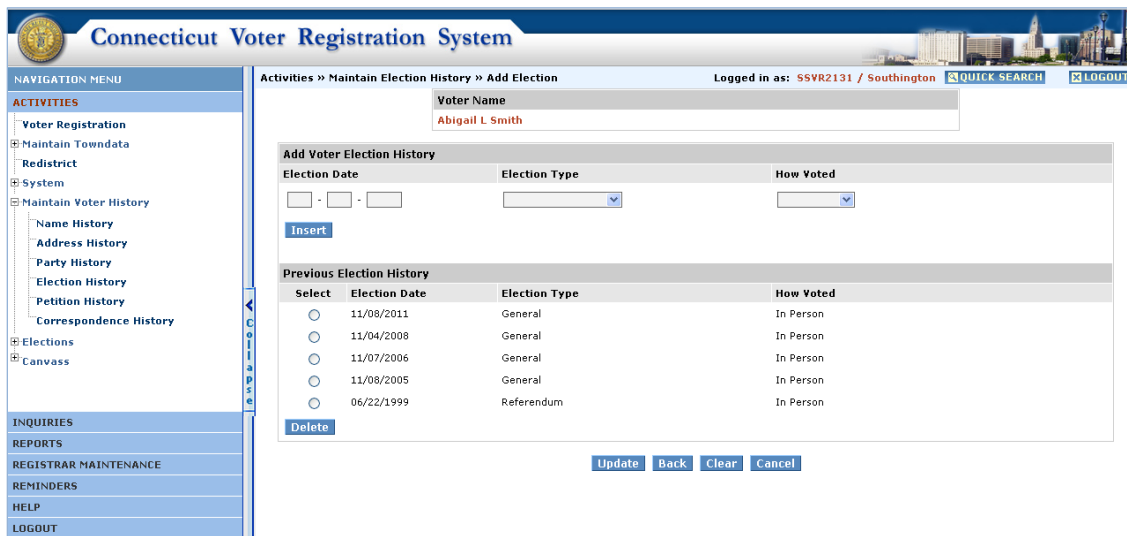
1. Login to the CVRS system as a Registrar.
2. Click on the “Maintain Voter History” tab under “Activities” in the main navigation menu.
3. Click on the “Party History” tab from the expanded “Maintain Voter History” menu.
4. You will be navigated to the “Party History- search Voter” page.
5. Provide the search criteria (Last Name and/or First Name or Voter Id) and click on the “Search” button to initiate the search process.
6. Based on your search criteria system will display one-to-many search results.
7. Select the voter by clicking on the radio button displayed next to the record entries and click on the “Select” button to navigate to the “Add Party” screen to add/delete Party history. (Refer Fig. 5.3.1)
8. **To Add History:**
 - a. Fill in the Date and Party information.
 - b. Click on the “Insert” button to add the history into the system.
9. **To Delete Previous History:**

- a. Select the previous Party history by clicking on the Radio button displayed next to the previous history records.
 - b. Click on the “Delete” button to continue.
10. Click on the “Update” button to submit the changes and to continue.
 11. System will display a prompt stating that “The Update to Voter History was Successful”.
 12. Click on the “Maintain Voter Party History” button displayed on the system prompt to continue.
 13. You will be navigated to the “Party History- Search Voter” page.

4.0 ELECTION HISTORY

Description: This screen allows a Registrar to maintain (add/delete) election history in the voter’s profile.

Figure 5.4.1: Election History



Button/Links Functionality

Update	Submits the updates and changes
Insert	Inserts the Election history
Delete	Deletes previous history

Process Flow:

The Election History process entails the following steps:

1. Login to the CVRS system as a Registrar.

2. Click on the “Maintain Voter History” tab under “Activities” in the main navigation menu.
3. Click on the “Election History” tab from the expanded “Maintain Voter History” menu.
4. You will be navigated to the voter search screen.
5. Provide the search criteria and click on the “Search” button to initiate the search process.
6. Based on your search criteria system will display one-to-many search results.
7. You can select the voter by clicking on the Radio button displayed next to the record entries.
8. You will be navigated to the “Election History” page. (Refer Fig. 5.4.1)
9. **To Add Election History:**
 - a. Fill in the information in the “Add Voter Election History” section.
 - b. Click on the “Insert” button to add the Election history into the system.
10. **To Delete Previous History:**
 - a. Select the previous Election history by clicking on the Radio button displayed next to the previous history records.
 - b. Click on the “Delete” button to continue.
11. Click on the “Update” button to submit the changes and to continue.
12. System will display a prompt stating that “The Update to Voter History was Successful”.
13. Click on the “Maintain Voter Election History” button displayed on the system prompt to continue. You will be navigated back to the “Election- Search Voter” page.

5.0 PETITION HISTORY

Description: This screen allows a Registrar to maintain (add/delete) the Voter’s petition history.

Figure 5.5.1: Petition History



Button/Links Functionality

Update	Submits the changes
Insert	Inserts the Party history
Delete	Deletes previous history

Process Flow:

The Petition History process entails the following steps:

1. Login to the CVRS system as a Registrar.
2. Click on the “Maintain Voter History” tab under “Activities” in the main navigation menu.
3. Click on the “Petition History” tab from the expanded “Maintain Voter History” menu.
4. You will be navigated to the “Petition History- Search Voter” page.
5. Provide the search criteria (Last Name and/or First Name or Voter Id) and click on the “Search” button to initiate the search process.
6. Based on your search criteria system will display one-to-many search results.
7. Select the voter by clicking on the radio button displayed next to the record entries and click on the “Select” button to navigate to “Add Petition” page to add or delete Petition history. (Refer Fig. 5.5.1)

8. To Add History:

- a. Select the Petition from the drop down list.
- b. Click on the “Insert” button to add the history into the system

9. To Delete Previous History:

- a. Select the previous Petition history by clicking on the Radio button displayed next to the previous history records.
- b. Click on the “Delete” button to continue.

10. Click on the “Update” button to submit the changes and to continue.

11. System will display a prompt stating “The Update to Voter History was Successful”.

12. Click on the “Maintain Voter Petition History” button displayed on the system prompt to continue.

13. You will be navigated to the “Petition History- Search Voter” page.

6.0 CORRESPONDENCE HISTORY

Description: This screen allows a Registrar to maintain the voter’s correspondence history.

Figure 5.6.1: Correspondence History



Button/Links Functionality

Update	Submits the changes
Generate letter	Generates the selected letter.
Delete	Deletes previous history

Process Flow:

The Correspondence History process entails the following steps:

1. Login to the CVRS system as a Registrar.
2. Click on the “Maintain Voter History” tab under “Activities” in the main navigation menu.
3. Click on the “Correspondence History” tab from the expanded “Maintain Voter History” menu.
4. You will be navigated to the “Correspondence History- Search Voter” page.
5. Provide the search criteria (Last Name and/or First Name or Voter Id) and click on the “Search” button to initiate the search process.
6. Based on your search criteria system will display one-to-many search results.
7. Select the voter by clicking on the radio button displayed next to the record entries and click on the “Select” button.
8. You will be navigated to “Correspondence History- Generate Letter” page to delete

old correspondence or to generate the letter. (Refer Fig. 5.6.1)

9. To Delete Previous History:

- a. Select the previous Correspondence history by clicking on the Radio button displayed next to the previous history records.
- b. Click on the “Delete” button to continue.

10. To Generate Letter:

- a. Select the Correspondence history by clicking on the Radio button.
- b. Click on the “Generate Letter” button to view and print the letter.

11. Click on the “Activities >>Correspondence History >> Search Voter” button to navigate to the “Correspondence History- Search Voter” page.

6. ELECTIONS

1.0 WHO VOTED

Description: This screen allows a Registrar to update the Voter election History by recording Who Voted in an election. The Registrar can update all voters listed on the Official Voter List and Supplemental List.

Figure 6.1.1: Who Voted



Figure 6.1.2: Who Voted Select Voter List

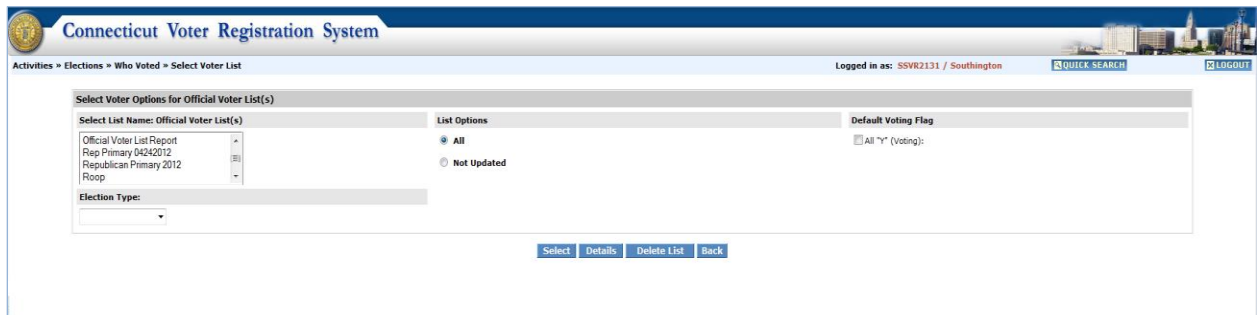


Figure 6.1.3: Voter Check off Screen

Connecticut Voter Registration System

Activities » Elections » Who Voted » Select Voter List » Voter List Check Off

Logged in as: SSVR2131 / Southington

Update Details Back Cancel

1 to 150 of 6039

Street	Str #	Unit	Voting	Absent	Last Name	Suff	First Name	MI	Reviewed
Beechwood Drive	81		<input type="checkbox"/>	<input type="checkbox"/>	Youmans		Erik	L	<input type="checkbox"/>
	104		<input type="checkbox"/>	<input type="checkbox"/>	Kapral		Amanda	M	<input type="checkbox"/>
	134		<input type="checkbox"/>	<input type="checkbox"/>	Carrington		Todd	M	<input type="checkbox"/>
	143		<input type="checkbox"/>	<input type="checkbox"/>	Landgren		Richard	F	<input type="checkbox"/>
	164		<input type="checkbox"/>	<input type="checkbox"/>	Mansolf		Jon	F	<input type="checkbox"/>
	164		<input type="checkbox"/>	<input type="checkbox"/>	Mansolf		Louise	S	<input type="checkbox"/>
	164		<input type="checkbox"/>	<input type="checkbox"/>	Rucci		Danielle	L	<input type="checkbox"/>
	199		<input type="checkbox"/>	<input type="checkbox"/>	Douglas		Lorraine	M	<input type="checkbox"/>
	241		<input type="checkbox"/>	<input type="checkbox"/>	Smailes		Scot	R	<input type="checkbox"/>
Blatchley Avenue	39		<input type="checkbox"/>	<input type="checkbox"/>	Stublarec		Joseph	J	<input type="checkbox"/>
	39		<input type="checkbox"/>	<input type="checkbox"/>	Stublarec		Sarah	N	<input type="checkbox"/>
	39		<input type="checkbox"/>	<input type="checkbox"/>	Stublarec		Valerie	L	<input type="checkbox"/>
	68		<input type="checkbox"/>	<input type="checkbox"/>	Robinson		Lana	C	<input type="checkbox"/>
	87		<input type="checkbox"/>	<input type="checkbox"/>	Tomassetti		Carol	A	<input type="checkbox"/>
	105		<input type="checkbox"/>	<input type="checkbox"/>	Robison		Marie		<input type="checkbox"/>
	106		<input type="checkbox"/>	<input type="checkbox"/>	Depaolo		Lawrence	F	<input type="checkbox"/>
	106		<input type="checkbox"/>	<input type="checkbox"/>	Depaolo		Rina	L	<input type="checkbox"/>
Blue Hills Drive	8		<input type="checkbox"/>	<input type="checkbox"/>	Donath		Jayne	M	<input type="checkbox"/>
	9		<input type="checkbox"/>	<input type="checkbox"/>	Thomson		Robert	M	<input type="checkbox"/>
	29		<input type="checkbox"/>	<input type="checkbox"/>	Ramsdell		Jessica	L	<input type="checkbox"/>
	29		<input type="checkbox"/>	<input type="checkbox"/>	Ramsdell		Ralph	H	<input type="checkbox"/>
	108		<input type="checkbox"/>	<input type="checkbox"/>	Olore		Joyce	S	<input type="checkbox"/>

This application is best viewed on IE 6.0 or higher with screen resolution of 800x600 or higher.

Button/Links Functionality

Select	Navigates to the selected voter List screen.
Details	Displays the selected list
Delete	Deletes the selected list
Back	Navigates back to the previous screen

Process Flow:

The Who Voted process entails the following steps:

1. Login to the CVRS as a Registrar.
2. Click on the "Elections " tab from the "Activities" menu
3. System will display an expanded "Election" menu.
4. Click on the "Who Voted" tab under the "Election" menu
5. You will be navigated to the "Who Voted" screen. (Refer Fig. 6.1.1)
6. Click on the Radio button to select either Official Voter List or Supplemental Voter List.
7. Click on the "Select" button to continue and you will be navigated to the "Select Voter List" screen. (Refer Fig. 6.1.2)

8. The “Select Voter List” screen has following functionality:
 - a. **Delete List:** To delete the list you must select the List and click on the delete button.
 - b. **Select List:** Select the list you would like to update and “Election type” from the drop down list and click on the “Select” button to continue.
9. System will display a “Voter List Check Off” screen. (Refer Fig. 6.1.3)
10. Update the “Voting Status” by checking off the appropriate “Voting” or “Absent” check box to update the information.
11. Click on the “Update” button on each page to save and update the list.
12. System will update the data.

2.0 UPDATE WHO VOTED

Description: This screen also allows a Registrar to update the Voter Election History by uploading the barcode scanned text file for “Who Voted” voters in the system. The Registrar can update all voters listed on the Official Voter List and Supplemental List.

Figure 6.2.1: Select Voter List

Figure 6.2.2: Select Voter List

Figure 6.2.3: Official Voter List Output

Connecticut Voter Registration System

Activities » Elections » Who Voted » Select Voter List » Voter List Check Off

Logged in as: SSVR2131 / Southington

Update Details Back Cancel

1 to 150 of 3547

Street	Str #	Unit	Voting	Absent	Not Voted	Last Name	Suff	First Name	Middle Name	Reviewed
Beechwood Drive	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dejohn		Louise	M	<input checked="" type="checkbox"/> Updated
	23		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Santagata		Margaret		<input checked="" type="checkbox"/> Updated
	30		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abouchacra		Diana		<input checked="" type="checkbox"/> Updated
	30		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abouchacra		Hisham		<input checked="" type="checkbox"/> Updated
	30		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abouchacra		Ramzi		<input checked="" type="checkbox"/> Updated
	30		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chamseddin		Amal		<input checked="" type="checkbox"/> Updated
	31		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maloney		David	R	<input checked="" type="checkbox"/> Updated
	31		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maloney		Elaine	K	<input type="checkbox"/>
	60		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Izzo		Emanuele		<input type="checkbox"/>
	61		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sepiol		Marie	D	<input type="checkbox"/>
	61		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sepiol		Stanley	J	<input type="checkbox"/>
	71		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kizilski		Judith	B	<input type="checkbox"/>
	72		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meier		Matthew	P	<input type="checkbox"/>
	81		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Youmans		Erik	L	<input type="checkbox"/>
	93		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rustico		Jean		<input type="checkbox"/>
	93		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rustico		John	A	<input type="checkbox"/>
	103		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limbacher		Kimberley	M	<input type="checkbox"/>
	103		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limbacher		Philip	J	<input type="checkbox"/>
	104		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kapral		Amanda	M	<input type="checkbox"/>
	104		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kapral		David	W	<input type="checkbox"/>

Process Flow:

The Update Who Voted process entails the following steps:

1. Login to the CVRS system as a Registrar.
2. Click on the "Elections" tab under "Activities" in the main navigation menu.
3. Click on the "Update Who Voted" tab from the expanded "Elections" menu.
4. You will be navigated to the "Select Voter List" screen. (Refer Fig. 6.2.1)
5. Registrars are required to upload the barcode scanned text file (comma separated format). Click on the browse button and select the file to upload. (Refer Fig. 6.2.2)
6. Select the radio button for Official Voter List or Supplemental Voter List. (Refer Fig. 6.2.2)
7. Select the Official Voter List or Supplemental Voter List from the drop down. (Refer Fig. 6.2.2)
8. Click on the "Select" button to update the data.
9. System will update the Who Voted Check off file with the voters mentioned in the uploaded file. (Refer Fig. 6.2.3)

3.0 MAINTAIN ELECTIONS- Add, Update and Delete Election

Description: This screen allows a Registrar to maintain the elections.

Figure 6.3.1 : Maintain Elections main screen

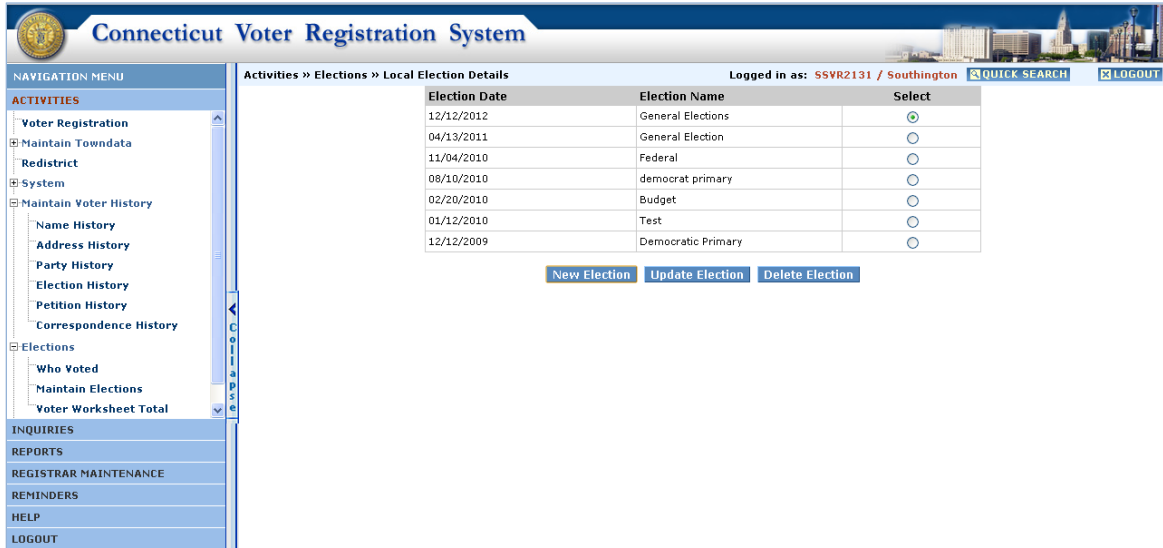


Figure 6.3.2 : Add Election



Figure 6.3.3 : Update Election

The screenshot shows the 'Update Election' interface. At the top, it says 'Connecticut Voter Registration System' and 'Logged in as: SSVR2131 / Southington'. The breadcrumb trail is 'Activities » Elections » Modify Elections'. The form contains the following fields:

- Election Date: 12 / 12 / 2012
- Election Name: General Elections
- Election Type: General
- Memo: general

 At the bottom of the form are three buttons: 'Update Election', 'Clear', and 'Back'.

Figure 6.3.4 : Delete Election

The screenshot shows the 'Delete Election' interface. At the top, it says 'Connecticut Voter Registration System' and 'Logged in as: SSVR2131 / Southington'. The breadcrumb trail is 'Activities » Elections » Delete Elections'. The form contains the following fields:

- Election Date: 12 / 12 / 2012
- Election Name: General Elections
- Election Type: General
- Memo: general

 At the bottom of the form are two buttons: 'Delete Election' and 'Back'.

Button/Links Functionality

New Election	Adds new election
Update Election	Updates the existing election
Delete Election	Deletes the existing election

Process Flow:

The Maintain Election process entails the following steps:

10. Login to the CVRS system as a Registrar.
11. Click on the “Elections” tab under “Activities” in the main navigation menu.
12. Click on the “Maintain Elections” tab from the expanded “Elections” menu.
13. You will be navigated to the “Local Elections” page. (Refer Fig. 6.3.1)
14. You can perform following functions:
15. **Add Elections:**
 - a. Click on the “New Election” button.
 - b. You will be navigated to the “Add Elections” page. (Refer Fig. 6.3.2)
 - c. You must fill in the information and click on “Add Election” button to continue.

- d. System will display a prompt stating “Election is added successfully”.

16. Update Elections:

- a. Select an election record you would like to update by clicking on the radio button.
- b. Click on the “Update Election” button and you will be navigated to the “Modify Elections” page. (Refer Fig. 6.3.3)
- c. Update the required information and click on the “Update Election” button to save changes and continue.
- d. System will display a prompt stating that “The update to the Election was successful”.

17. Delete Elections:

- a. Select an election record you would like to delete by clicking on the radio button.
- b. Click on the “Delete Election” button and you will be navigated to the “Delete Election” page. (Refer Fig. 6.3.4)
- c. Click on the “Delete Election” button to continue the process.
- d. System will display a prompt stating that “You are about to delete an election, clicking Ok to continue or else Cancel”.
- e. Click ok to continue the process.
- f. System will display a prompt stating that “The update to the Election was successful”.

18. Click on the “Maintain Elections” button displayed on the system prompt to navigate to the Maintain election screen.

4.0 VOTER WORKSHEET TOTAL

Description: This screen allows a Registrar to calculate and save the voter worksheet and totals.

Figure 6.4.1 : Voter Worksheet Detail

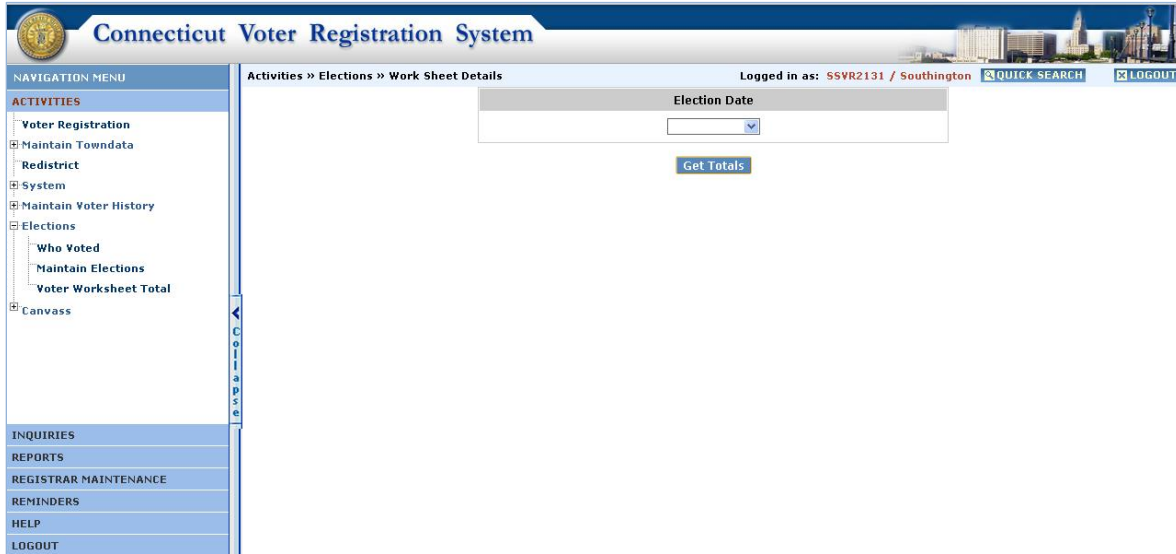


Figure 6.4.2 : Worksheet Total

District	Precinct	Total Names on List	Total Names Added	Total Names Deleted	Total After Close	Total Voting by Machine	Total Voting Absentee	Total Voting	Total Voting %	Total Not Voting
001	00	0	0	0	0	0	0	0	0.0	0
002	00	0	0	0	0	0	0	0	0.0	0
003	00	0	0	0	0	0	0	0	0.0	0
004	00	0	0	0	0	0	0	0	0.0	0
005	00	0	0	0	0	0	0	0	0.0	0
006	00	0	0	0	0	0	0	0	0.0	0
008	00	0	0	0	0	0	0	0	0.0	0
009	00	0	0	0	0	0	0	0	0.0	0
010	00	0	0	0	0	0	0	0	0.0	0
011	00	0	0	0	0	0	0	0	0.0	0
012	00	0	0	0	0	0	0	0	0.0	0

Button/Links Functionality

Calculate	Calculates the Worksheet total
Save	Saves the worksheet total
Cancel	Ends the current process and navigate to the previous page

Process Flow:

The Voter Worksheet total process entails the following steps:

1. Login to the CVRS as a Registrar.
2. Click on the “Elections” tab from the “Activities” menu.
3. Click on the “Voter Worksheet Total” tab from the expanded “Elections” menu.
4. You will be navigated to the “Worksheet Detail” page. (Refer Fig. 6.4.1)
5. Select the Election Date from the drop down list and click on the “Get Totals” button.
6. You will be navigated to the “Worksheet Totals” page. (Refer Fig. 6.4.2)
7. Fill in the voting details on the worksheet and click on the “Calculate” button.
8. System will calculate the worksheet and display the results in the same worksheet.
9. Click on the “Save” button to save the worksheet.
10. System will display a prompt stating that “The update to Election was Successful”.
11. Click on the “Voter Worksheet Total” button to navigate to the Voter worksheet screen.

7. CANVASS

1.0 START CANVASS

Description: This screen allows Registrar to start the canvass process.

Figure 7.1.1: Start Canvass

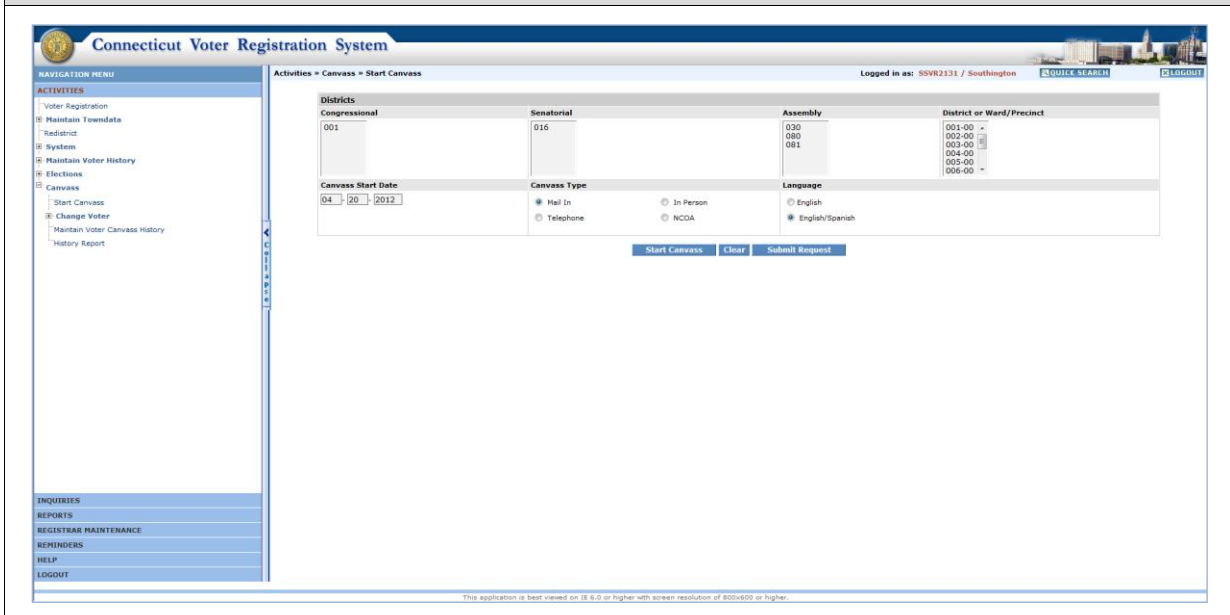
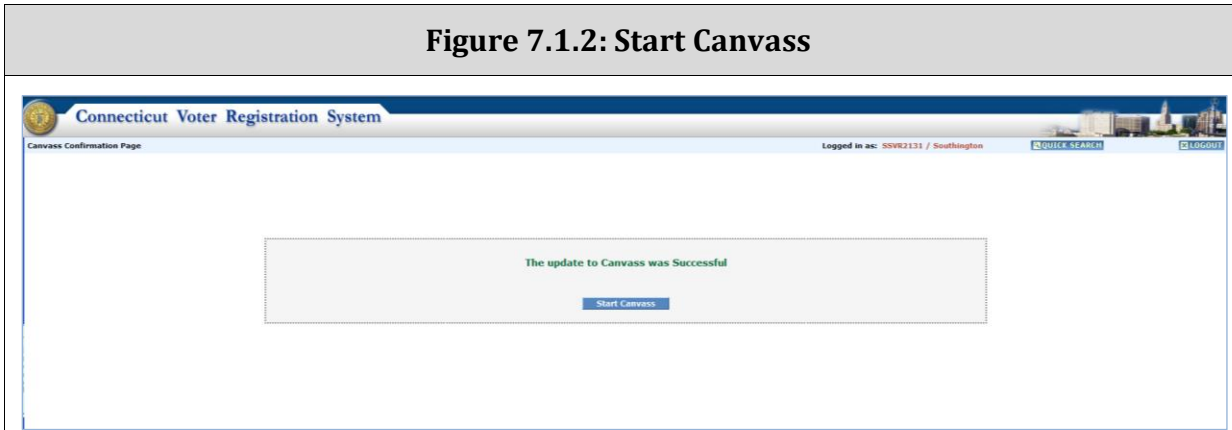


Figure 7.1.2: Start Canvass



Button/ Link Functionality:

Start Canvass	Initiates the canvass process
Clear	Clears the form entries.
Submit Request	Submits the reports/letters request to view it later from the Report Status page

Process Flow:

The Start Canvass Process entails the following steps:

1. Login to the CVRS as a Registrar
2. Click on the “Canvass” tab from the “Activities” menu.
3. Click on the “Start Canvass” tab from the expanded canvass menu and you will be navigated to the “Start Canvass” screen. (Refer Fig 7.1.1)
4. Enter Canvass Date, Canvass Type (NCOA, Mail etc.) and District to start the canvass.
5. Click on the “Start Canvass” button to start the process and set the canvass date.
6. System will display prompt stating “The update to Canvass was successful”. Click on the “Start Canvass” button displayed on the prompt and system will navigate the user back to the Start Canvass screen. (Refer Fig 7.1.2)
7. To generate the letters to mail out, user must click on the “Submit Request” button. System will generate the letter for user to view and print it from the Report Status screen.

2.0 CHANGE VOTER
1. CVR

Description: To update the canvass moved out of town.

Figure 7.2.1: CVR



Button/ Link Functionality:

Search	Searches the voter information based on the desired search criteria.
Clear	Clears the form entries.
Cancel	Ends the current operation and navigate to the previous page.

Process Flow:

The CVR update process entails the following steps:

1. Login to the CVRS as a Registrar
2. Click on the “Canvass” from the “Activities” menu and expanded menu will be displayed.
3. Click on the “CVR” from the expanded “Change Voter” menu.
4. System will navigate you to the “Voter Search” screen.
5. Enter the search criteria and click on the “Search” button to generate the search results.
6. System will display searched results, Select the voter you would like to update by selecting the radio button at front of the searched voter list. System will navigate the user to the “Change Voter” screen.
7. To record and update the address change:
 - a. NCOA Returned Canvass: Select “Print CVR Notice” and Reason as “Moved out of Town” to print the letters. Mail it to the voters and wait for their notice response.
Do the required changes once the notice response is returned.
 - b. Voter Returned Canvass: Make the changes to the voter address and click on the “accept” button to update and save the changes.
8. To print the letters select “Print Now” or “Print Later” option.

2. ED 683

Description: To update the canvass moved within town returned by the NCOA.

Figure 7.2.1: CVR



Button/ Link Functionality:

Search	Searches the voter information based on the desired search criteria.
Clear	Clears the form entries.
Cancel	Ends the current operation and navigate to the previous page.

Process Flow:

The ED 683 update process entails the following steps:

1. Login to the CVRS as a Registrar.
2. Click on the "Canvass" from the "Activities" menu and expanded menu will be displayed.
3. Click on the "ED 683" from the expanded "Change Voter" menu.
4. System will navigate you to the "Voter Search" screen.
5. Enter the search criteria and click on the "Search" button to generate the search results.
6. System will display searched results, Select the voter you would like to update by selecting the radio button at front of the searched voter list. System will navigate the user to the "Change Voter" screen.
7. To record and update the changes:
 - a. NCOA Returned Canvass: Change new address in Voter record. Select "Print ED 683" and reason as "Moved within town". Click on "accept" button to record changes and to print the letter.
Mail out the ED 683 letter. User must make any new changes based on the Notice response by the voter.
 - b. Voter Returned Canvass: Make the changes to the voter address and click on the "accept" button to update and save the changes.
8. To print the letter either select "Print Now" or "Print Later" option.

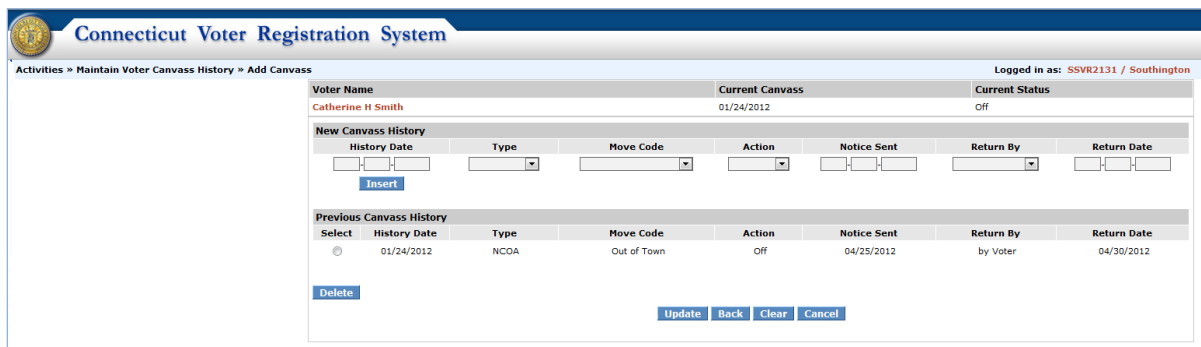
3.0 MAINTAIN VOTER CANVASS HISTORY

Description: To update the canvass moved within town returned by the NCOA.

Figure 7.3.1: Maintain Voter Canvass History Search Screen



Figure 7.3.2 : Maintain Voter Canvass History Add Canvass Screen



Button/ Link Functionality:

Search	Searches the voter information based on the desired search criteria.
Clear	Clears the form entries.
Cancel	Ends the current operation and navigate to the previous page.
Update	To save and record the changes.

Process Flow:

Maintain Voter Canvass History process entails the following steps:

1. Login to the CVRS as a Registrar
2. Click on the “Canvass” from the “Activities” menu.
3. Select the “Maintain Voter Canvass History” from the expanded Canvass menu.
4. System will navigate you to the “Search Voter “screen. (Refer Fig. 7.3.1)
5. Enter the search criteria and click on “Search” button to generate the search results.
6. System will display searched results, Select the voter you would like to update by

selecting the radio button at front of the searched voter list. System will navigate the user to the “Change Voter” screen.

7. You will be navigated to the “Voter Canvass” screen.
8. User can Add, Edit, and Delete Canvass History from this page. (Refer Fig. 7.3.2)

4.0 HISTORY REPORT

Description: To view Change Canvass History report.

Figure 7.4.1: History Report

Figure 7.4.2: Canvass History Report

TOWN OF SOUTHINGTON - CANVASS HISTORY REPORT						
Canvass By: NCOA						
NAME	ADDRESS	MOVED	NOTICE SENT	RETURN DATE	RETURNED BY	ACTION TAKEN
Adams Jonathan D	77 Howard Avenue	Within Town	03/16/2012		Voter	Change
Altomari Richard A	320 West Pines Drive	Within Town	03/16/2012	04/09/2012	Voter	Change
Arndt Brian D	219 West Pines Drive	Within Town	03/16/2012	03/30/2012	Voter	Change
Arndt Marcia M	219 West Pines Drive	Within Town	03/16/2012	03/30/2012	Voter	Change
Arnold Kenneth J	79 Brandywine Place	Within Town	03/19/2012			Change
Badillo Mairim L	12 West Center Street C	Within Town	03/16/2012			Change
Bard Lori C	450 Town Line Road	Within Town	03/16/2012			Change
Barneschi Concetta	34 Hobart Street 325	Within Town	03/16/2012	03/30/2012	Voter	Change
Barry Karen K	78 Pheasant Run	Within Town	03/16/2012	03/30/2012	Voter	Change
Basile Cynthia	2 Darling Street B	Within Town	03/16/2012	03/30/2012	Voter	Change
Basile Elizabeth T	2 Darling Street B	Within Town	03/16/2012	03/30/2012	Voter	Change
Bator Lois	30 Silver Oak Circle	Within Town	03/16/2012			Change
Bazzano Sarah M	34 Berlin Street	Within Town	03/16/2012			Change
Beck Holly M	157 Walnut Street	Within Town	03/19/2012	03/30/2012	Voter	Change
Beidler Theresa J	843 Marion Avenue	Within Town	03/19/2012			Change
Bingaman Michelle L	165 Liberty Street	Within Town	03/19/2012			Change
Blaszczyk Tanis J	1705 West Street	Within Town	03/19/2012			Change

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Button/ Link Functionality:	
View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page
Clear	To clear the form entries
Process Flow:	
<p>Maintain Voter Canvass History process entails the following steps:</p> <ol style="list-style-type: none"> 1. Login to the CVRS as a Registrar 2. Click on the Canvass" from the "Activities" menu. 3. Click on the "Canvass History" from the expanded Canvass menu. 4. System will navigate you to the "Canvass History Report" screen. (Refer Fig. 7.4.1) 5. Enter Canvass Date and required selection criteria to generate the Canvass History Report. 6. User must click on the "View" button to generate and view "Canvass History Report". (Refer Fig. 7.4.2) <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 7. Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen. 	

E. INQUIRIES

1. VOTER INFORMATION

1.0 SEARCH AND VIEW VOTER INFORMATION

Description: This screen allows Registrars to search and view voter information.

Figure 1.1.1: Voter Search

Figure 1.1.2 : Select Voter

Select	Status	Last Name	First Name	Middle Name	Suffix	Date of Birth	Residence Address	Voter Id	Party Code	Special Status	Off Reason	Last Active Date
<input checked="" type="radio"/>	A	Smith	Abigail	K	IV	06/09/1989	338 Moore Hill Drive, Southington	003793603	U			
<input type="radio"/>	A	Smith	Abigail	L		08/10/1970	962 South Main Street, Unit 22, Plantsville	003063820	L			
<input type="radio"/>	O	Smith	Adelina	C		08/17/1920	108 School Street, Marion	000960779	U		DMV	01/06/2012
<input type="radio"/>	O	Smith	Alexandra	M		12/13/1980	130 Ciccolella Court, Southington	000971408	R		DMV	01/06/2012
<input type="radio"/>	O	Smith	Amanda	C		10/27/1989	66 North Summit Street, Southington	003750382	U		DMV	05/06/2011
<input type="radio"/>	O	Smith	Amber	R		11/13/1981	1187 Woodruff Street, Southington	003650857	U		DMV	01/06/2012
<input type="radio"/>	A	Smith	Amy	E		04/27/1990	277 Hart Street, Southington	003834220	D			
<input type="radio"/>	O	Smith	Amy			01/01/1980	1 Main Street, Southington	004182072	D		DMV	03/07/2012
<input type="radio"/>	A	Smith	Andrea	L		05/15/1966	80 Deer Run, Plantsville	000970519	U			
<input type="radio"/>	A	Smith	Arnold	W		09/13/1929	42 Hickory Hill, Southington	004002666	U			
<input type="radio"/>	A	Smith	Arthur	H		06/17/1934	683 Ledgeview Court, Southington	000968122	U			
<input type="radio"/>	A	Smith	Ashleigh	K		11/09/1983	130 Ciccolella Court, Southington	003322907	R			

Figure 1.1.3: View



Button/ Link Functionality:

Search	Searches the voter information based on the desired search criteria.
Clear	Clears the form entries.
View	Views selected searched voter record.

Process Flow:

The Search and View Voter Process entails the following steps:

1. Login to the CVRS system as a Registrar.
2. Click on the “Voter Information” tab from the “Inquiries” menu.
3. System will display a Voter search page (Refer fig. 1.1.1)
4. You can search for existing voters locally or statewide by using following search criteria:
 - By Last Name only or by First Name only, or by Date of Birth Only OR
 - By any of the Last Name, First Name, and Date of Birth combination OR
 - By Voter Id OR
 - By Town and/or Street name
5. Enter your search criteria in the required fields and click “Search”.
6. System will display one-to-many voter records based on the search criteria (Refer figure 1.1.2)
7. Select voter you would like to view by selecting the radio button at front of the

- searched voter list.
8. Click on “View” button to view the profile.
 9. System will display “View Voter” page. By default “Detail” tab will be opened. This page include following tabs: (Refer Fig. 1.1.3)
 - a. Details
 - b. Name History
 - c. Address History
 - d. Party History
 - e. Audit History
 - f. Election History
 - g. Canvass History
 - h. Correspondence History
 - i. Memo History
 10. Click on the desired tab to view voter information or click on “Back” button to navigate to the previous page.

2.0 CHANGE VOTER

Description: To change voter information.

Figure 1.2.1: Change

Button/ Link Functionality:

Change	Navigates to the editable voter record.
Clear	Clears the form entries.
Accept	Saves the changes made into the voters' profile

Process Flow:

The Change Voter Process entails the following steps:

8. Login to the CVRS as a Registrar
9. Click on the "Voter Information" from the "Inquiries" menu.
10. Enter the search criteria and click on the "Search" button to generate the search results.
11. System will display searched results, Select the voter you would like to change by selecting the radio button at front of the searched voter list.
12. Click on the "Change" button and you will be navigated to the editable voter page to make changes. (Refer Fig. 1.2.1)
13. You must fill in the form completely.
14. To add or edit memo click on the "memo" button and system will display a pop-up window to make memo updates.

15. Select the Print Option:

- a. **“Print Now”**: This will display the “Print Letter” button after submitting the registration form.
- b. **“Print Later”**: This will display “Activities- Voter Registration” button after submitting the registration form. System will generate a reminder to print the letter. You can print the letter at a later time from the “Reminders” page.

16. To submit changes:

- a. **ACCEPT BUTTON**: Click on the “Accept” button to submit the changes, System will display a prompt stating that “Voter Transaction Completed Successfully”.
- b. **DUPLICATE BUTTON**: Click on the “Duplicate” button to update the NVRA statistics when duplicate information is received for an existing voter in the town and the information does not cause any changes to the voter record.

17. Based on your prior selection for print option, Click on the “Print Letter” or “Activities- Voter Registration” button to continue.

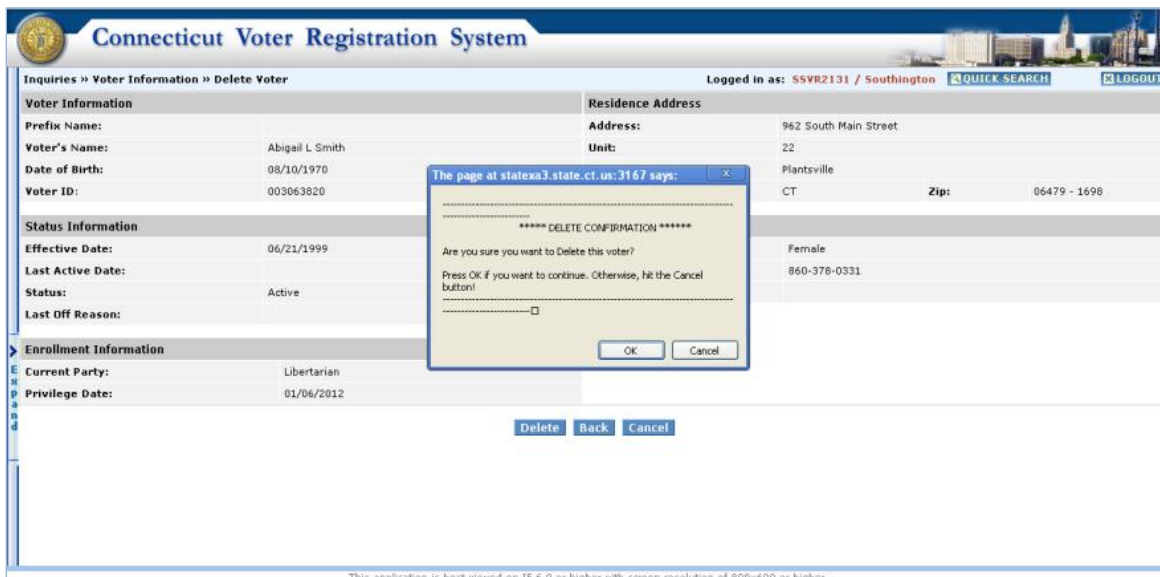
18. In case of “Print Now” option , you will be navigated to the Letter Screen to print the letter for further processing OR

19. In case of “Print Later” you will be navigated to the “Voter Search” screen.

3.0 DELETE VOTER

Description: To delete the selected voter record.

Figure 1.3.1: Delete



Button/ Link Functionality:	
Delete	Deletes the selected voter.
Back	Navigates back to the previous page
Cancel	Ends the current process and navigate to the "Voter Search" page
Process Flow:	
<p>The Delete Voter Process entails the following steps:</p> <ol style="list-style-type: none"> 1. Login to the CVRS as a Registrar. 2. Click on the "Voter Information" tab from the "Inquiry" menu. 3. You will be navigated to the "Voter Search" screen. 4. Enter your search criteria and click on "Search" button to generate the search result. 5. Select the voter you would like to delete by selecting the radio button at front of the searched voter list. 6. Click on the "Delete" button to navigate to the delete voter page. (Refer Fig. 1.3.1) 7. Review the voter record and click on the "Delete" button. 8. System will generate a prompt stating "Are you sure you want to delete this voter? Press "OK" if you want to continue or otherwise click on the "Cancel" button. 	

2. ELECTION DAY INQUIRY

Description: This screen allows Registrars to view Voters information.

Figure 2.1: View Voter



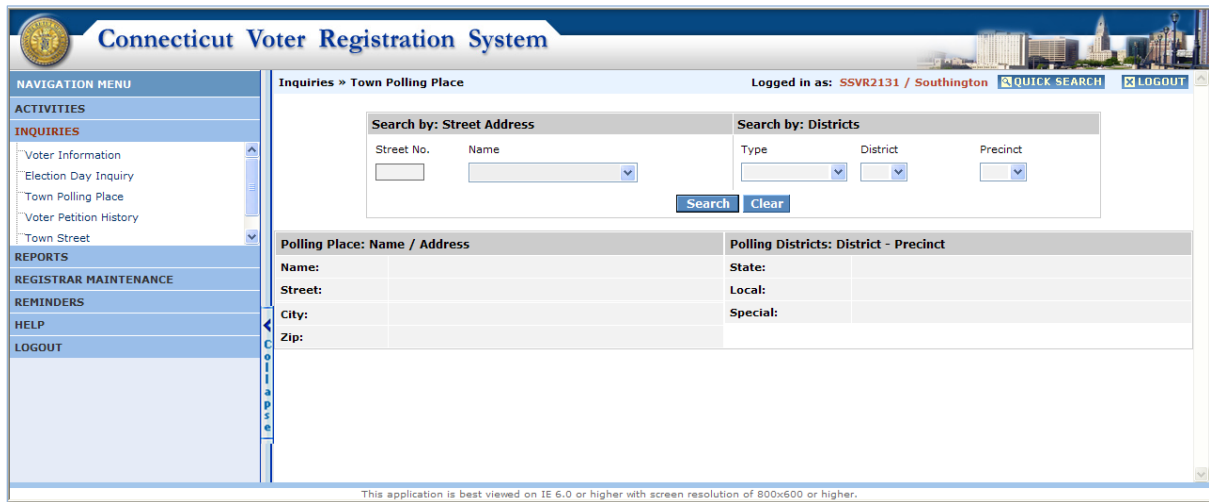
Button / Link Functionality:	
Search	Searches the desired voter information
View	Views the voter profile
Process Flow:	
<p>To view “ Election Day Inquiry” :</p> <ol style="list-style-type: none"> 1. Login to the CVRS as a Registrar. 2. Click on the “ Election Day Inquiry” tab from the “Inquiries” menu 3. System will navigate to the “Voter Search” page. 4. Search for the existing voters locally or statewide by providing following search criteria: <ul style="list-style-type: none"> - By Last Name only or by First Name only, or by Date of Birth Only OR - By any of the Last Name, First Name, and Date of Birth combination OR - By Voter Id OR - By Town and/or Street name 5. Click on the “Search” button and system will display the searched results. 6. Select the voter by clicking on the radio button placed next to each record entries and click on the “View” button. 7. You will be navigated to the “View Voter” screen. (Refer Fig. 2.1) 8. You can view voter details by clicking on the different tabs. The “View Voter” screen includes following voter information tabs: <ol style="list-style-type: none"> a. Details: To display current name, address, party and status information of the voters. b. Name History: To display previous name history of the voters. c. Address History: To display previous address history of the voter d. Party History: To display any previous party history of the voters e. Audit History: To display all the changes made in to the voters record. f. Election History: To display any previous election history. g. Canvass History: To display previous canvass update h. Correspondence History: To display previous correspondence list. You can click on the “Generate Letter” button to view the selected letter or click on the “Delete” button to delete the selected correspondence history. i. Memo History: To display previous memo history 	

9. Click on the “Back” button to navigate back to Voter Search Page.

3. TOWN POLLING PLACE

Description: To search for town polling place based on Street Address or Districts.

Figure 3.1: Town Polling Place



Button/ Link Functionality:

Search	Searches for Polling Places based on information provided.
Clear	Clears the data entered.

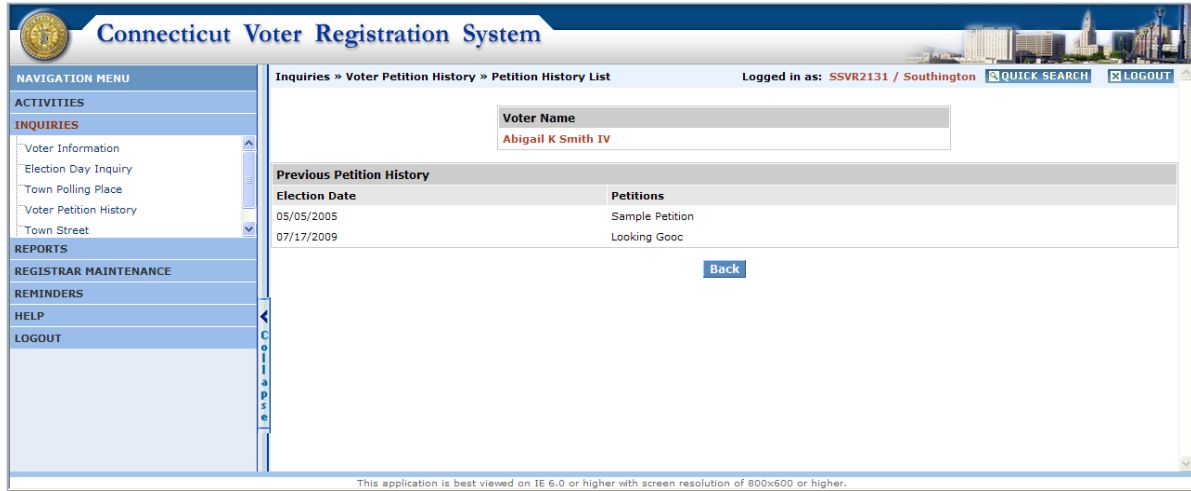
Process Flow:

- To view Town Polling Place:
1. Login to the CVRS as a Registrar.
 2. Click on the “Town Polling Place” tab from the “Inquiries” menu.
 3. You will be navigated to the Town Polling search screen (Refer Figure: 3.1)
 4. Enter Street Address or District information as a search criteria and click on the “Search” button.
 5. System will display the Polling Place information.

4. VOTER PETITION HISTORY

Description: To search and view selected voters Petition History.

Figure 4.1: Petition History



Button/ Link Functionality:

Search	Searches for Petition History based on the information provided.
Clear	Clears the form entries.

PROCESS FLOW:

To search for voter Petition History:

1. Login to the CVRS as a Registrar.
2. Click on the “Voter Petition History” tab from the “Inquiries” menu.
3. You will be navigated to the Voter Search Screen. Provide search criteria and click on the “Search” button.
4. System will display the list of voters based on the search criteria.
5. Select the Voter by clicking on the radio button and click on the “View” button.
6. System will display the “Petition History List” page. (Refer Fig. 4.1)
7. Click on “Back” button to navigate back to the Voter Search List page.

5. TOWN STREET

Description: To view current Town Street and District Information

Figure 5.1 : Town Street



Button/ Link Functionality:

Search	Searches for Petition History based on the information provided.
Clear	Clears the form entries.

Process Flow:

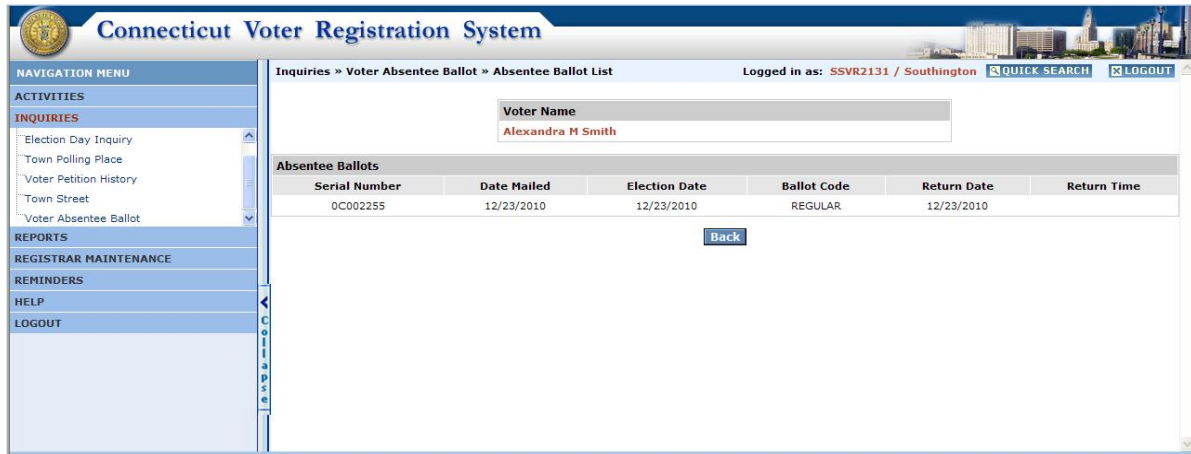
The process to view Town Street and District information:

1. Login to the CVRS as a Registrar.
2. Click on the “Town Street” tab from the “Inquiries” menu.
3. You will be navigated to the Town Street page. (Refer Fig. 5.1)
4. Select “Street Name” from the drop down list and click on “Search” button.
5. System will display the State/Federal and Local level current District information associated with the Street address. (Refer Fig. 5.1)

6. VOTER ABSENTEE BALLOT

Description: To search for Absentee Ballot History.

Figure 6.1 : Voter Absentee Ballot



Button/ Link Functionality:

Search	Searches for Petition History based on the information provided.
Clear	Clears the form entries.

Process Flow:

To search voter Absentee Ballot information:

1. Login to the CVRS as a Registrar.
2. Click on the “Voter Absentee Ballot” tab from the “Inquiries” menu.
3. You will be navigated to the Voter Search Screen. Provide search criteria and click on the “Search” button.
4. System will display the list of voters based on the search criteria provided.
5. Select Voter and click on the “View” button.
6. System will display the “Absentee Ballot List” page of the voter.
7. Click on the “Back” button to navigate to the Voter Search List page.

F. REPORTS

1. ALPHA VOTER LIST

Description: This Screen allows a Registrar to generate a report displaying all the voters for a town based on the selection criteria in the alphabetical order.

Figure 1.1 : Alpha Voter List

Button/ Link Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Alpha Voter List:

1. Login to the CVRS as a Registrar.
2. Click on the “Alpha Voter” tab from the “Reports” menu.
3. You will be navigated to the “Alpha Voter” report screen. (Refer Fig.1.1)
4. Make the required selection to generate the report.
5. You must click on the “View” button to generate and view “Alpha Voter” Report.

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

2. CHANGE DETAILS

Description: This screen allows a Registrar to generate a report to display the list of voters Added, Changed, or removed from the town.

Figure 2.1: Change Detail

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Change Details Report:

1. Login to the CVRS as a Registrar.
2. Click on the “Change Detail” tab from the “Reports” menu.
3. You will be navigated to the “Change Detail” report screen. (Refer Fig. 2.1)
4. Make the required selection to generate the report.
5. You must click on the “View” button to generate and view “Change Detail” Report.

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

3. OFFICIAL VOTER LIST

1.0 OFFICIAL VOTER LIST

Description: This screen allows a Registrar to generate a list of all the voters in the town. This report is used at the polling places on election days. It includes all the voters as selected by the criteria.

Figure 3.1.1: Official Voter List

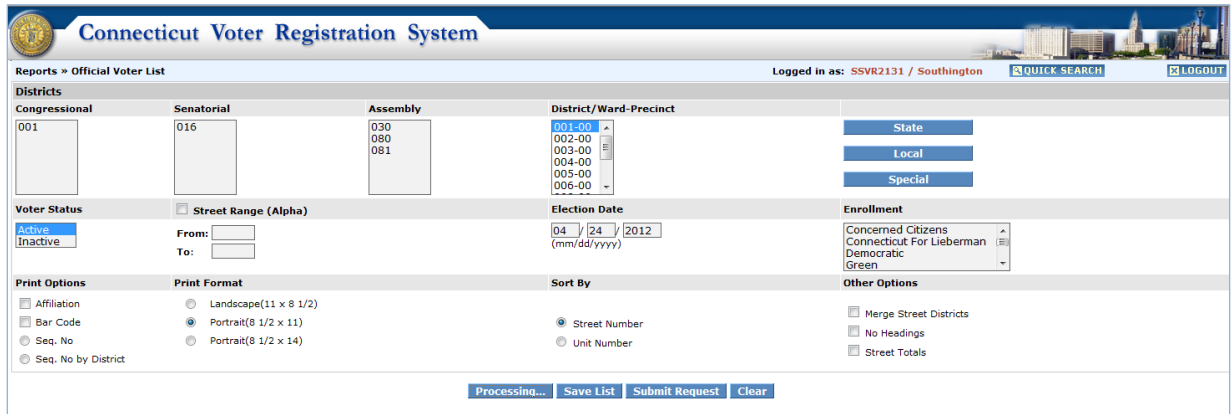
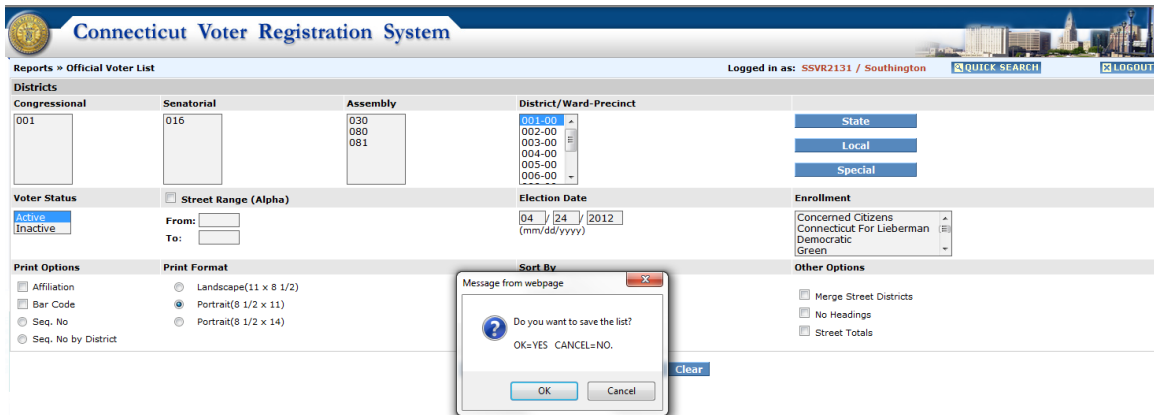


Figure 3.1.2: Save List System Prompt



Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page
Save List	Saves the list. The saved list can be accessed and used from the “Who Voted” functionality.

Process Flow:

To view the Voter Registration Summary:

1. Login to the CVRS as a Registrar.
2. Click on the “Official Voter List” tab from the “Reports” menu.
3. You will be navigated to the “Official Voter List” report screen. (Refer Fig. 3.1.1)
4. Make the required selection to generate the report.
5. You must click on the “View” button to generate and view “Official Voter” List. System will display a prompt stating “Would you like to save the report”. Click on “OK” button to save the list and continue to view it, Click on the “Cancel” button if you do not wish to save the list. (Refer Fig. 3.1.2)

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

2.0 SUPPLEMENTAL VOTER LIST

Description: This screen allows a Registrar to generate a list of voters who have registered to vote after the official voter list was printed.

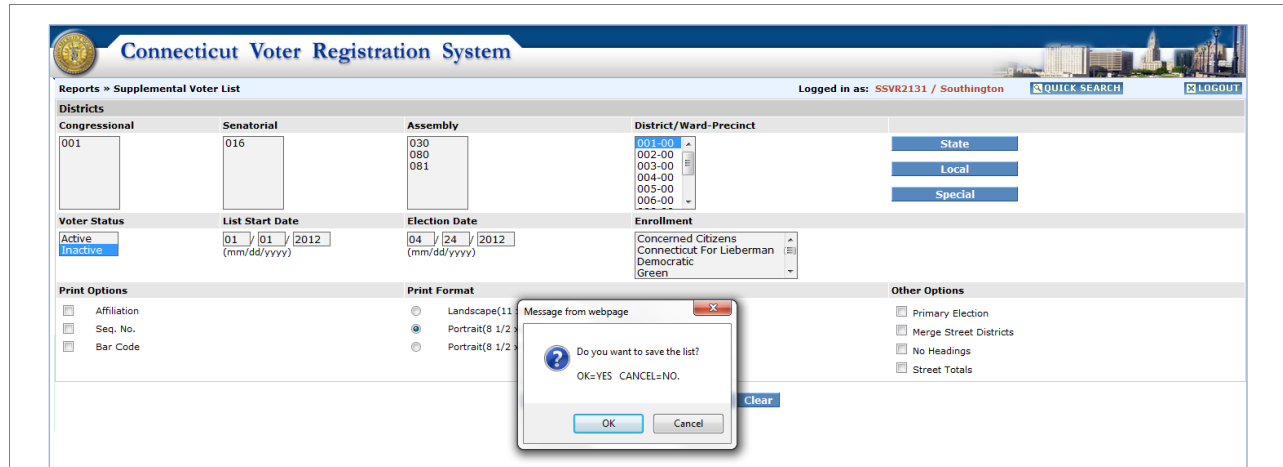
Figure 3.2.1: Supplemental Voter List

The screenshot shows the 'Supplemental Voter List' report screen in the Connecticut Voter Registration System. The page title is 'Reports > Supplemental Voter List'. The user is logged in as 'SSVR2131 / Southington'. The interface includes a search bar and a 'LOGOUT' button. The main content area is organized into several sections:

- Districts:** Includes fields for Congressional (001), Senatorial (016), Assembly (030, 080, 081), and District/Ward-Precinct (none). There are buttons for 'State', 'Local', and 'Special'.
- Voter Status:** Includes a dropdown menu with 'Active' and 'Inactive' options.
- List Start Date:** Includes a date input field with the format '(mm/dd/yyyy)'.
- Election Date:** Includes a date input field with the format '(mm/dd/yyyy)'.
- Enrollment:** Includes a dropdown menu with options: 'Concerned Citizens', 'Connecticut For Lieberman', 'Democratic', and 'Green'.
- Print Options:** Includes checkboxes for 'Affiliation', 'Seq. No.', and 'Bar Code'.
- Print Format:** Includes radio buttons for 'Landscape(11 x 8 1/2)', 'Portrait(8 1/2 x 11)' (selected), and 'Portrait(8 1/2 x 14)'.
- Other Options:** Includes checkboxes for 'Primary Election', 'Merge Street Districts', 'No Headings', and 'Street Totals'.

At the bottom of the form, there are four buttons: 'View', 'Save List', 'Submit Request', and 'Clear'.

Figure: 3.2.2: Save List Option



Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page
Save List	Saves the list. The saved list can be accessed and used from the “Who Voted” functionality.

Process Flow:

To view the Supplemental Voter List:

20. Login to the CVRS as a Registrar.
21. Click on the “Supplemental Voter List” tab from the “Reports” menu.
22. You will be navigated to the “Supplemental Voter List” report screen. (Refer Fig. 3.2.1)
23. Make the required selection to generate the report.
24. You must click on the “View” button to generate and view “Supplemental Voter List”. System will display a prompt stating that “Would you like to save the report”. Click on the “Ok” to save and view or else click on the “Cancel” button on the prompt to view it without saving the list. (Refer Fig. 3.2.2)

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

4. PHONE LIST

Description: This screen allows a Registrar to generate list of voters and their contact number.

Figure 4.1: Phone List

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Phone List:

1. Login to the CVRS as a Registrar.
2. Click on the “Phone List” tab from the “Reports” menu.
3. You will be navigated to the “Phone List” report screen. (Refer Fig.4.1)
4. You must click on the “View” button to generate and view “Phone List” Report.

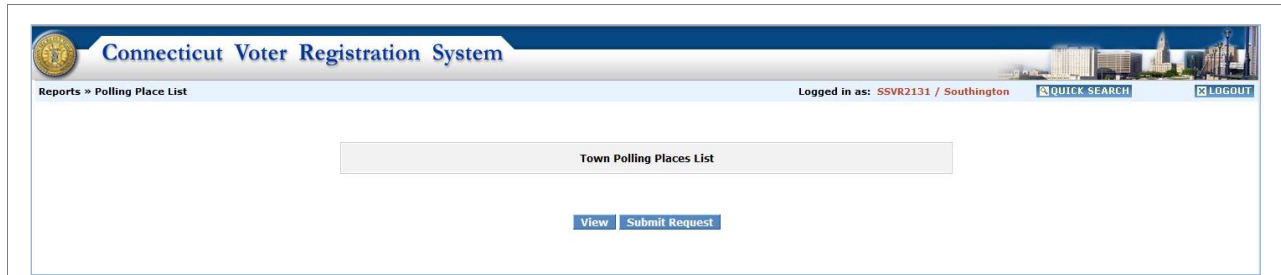
OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

5. POLLING PLACE LIST

Description: This screen allows a Registrar to generate list of Polling Places in the town.

Figure 5.1: Town Polling Place List



Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Polling Place List:

1. Login to the CVRS as a Registrar.
2. Click on the “Polling List” tab from the “Reports” menu.
3. You will be navigated to the “Polling Place List” report screen. (Refer Fig.5.1)
4. You must click on the “View” button to generate and view “Polling Place List” Report.

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

6. TOWN STREET LIST

Description: This screen allows a Registrar to generate a detailed Street- District report based on the different report selection options.

Figure 6.1: Town Street List

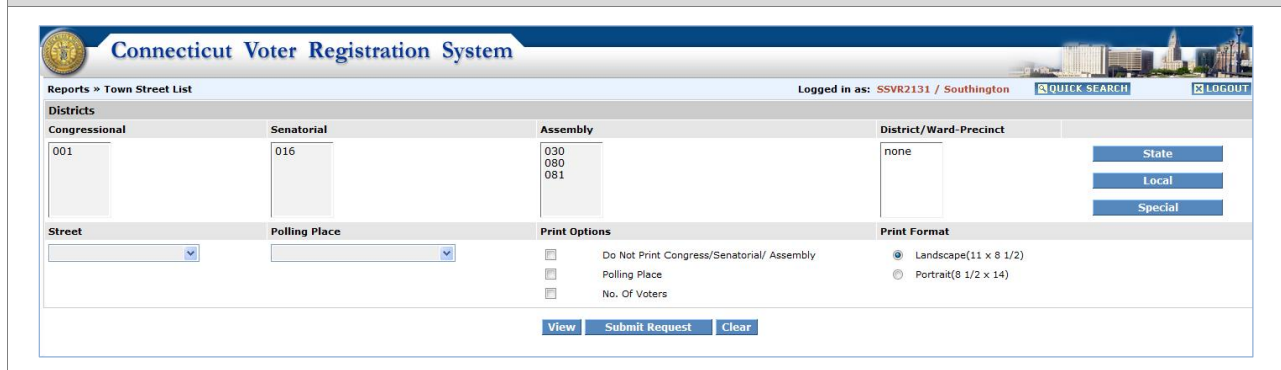


Figure 6.2: Town Street Report

STREET LIST - TOWN OF SOUTHINGTON							
STREET NAME	POLLING PLACE	SIDE	RANGE	D/P	LO/D	SP/D	No. Of Voters
Beechwood Drive	South End School	A	1-9999	001			70
Blatchley Avenue	South End School	A	1-9999	001			43
Blue Hills Drive	South End School	A	1-9999	001			89
Bridle Path Drive	South End School	A	1-9999	001			65
Brooklane Road	South End School	A	1-9999	001			49
Brownstone Drive	South End School	A	1-9999	001			40
Budding Ridge	South End School	A	1-9999	001			63
Buena Vista Drive	South End School	A	1-9999	001			31
Canterbury Lane	South End School	A	1-9999	001			34
Chapel Hill	South End School	A	1-9999	001			23
Charles Street	South End School	A	1-9999	001			54
Claudia Drive	South End School	A	1-9999	001			29
Copper Ridge	South End School	A	1-9999	001			101
Country Club Circle	South End School	A	1-9999	001			21
Craig Avenue	South End School	A	1-9999	001			36
Cushing Lane	South End School	A	1-9999	001			9
Dale Drive	South End School	A	1-9999	001			13
Devonshire Drive	South End School	A	1-9999	001			12
Doe Meadow Court	South End School	A	1-9999	001			38
East Johnson Avenue	South End School	A	1-9999	001			36
East Street	South End School	E	154-700	001			41
East Street	South End School	A	28-138	001			17
Evan Road	South End School	A	1-9999	001			39
Faye Lane	South End School	A	1-9999	001			32

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Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Town Street List:

1. Login to the CVRS as a Registrar.
2. Click on the "Town Street List" tab from the "Reports" menu.
3. You will be navigated to the "Town Street List" report screen. (Refer Fig. 6.1)
4. Make the required selection to generate the report.
5. You must click on the "View" button to generate and view "Town Street List" Report. (Refer Fig. 6.2)

OR

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

7. TOWN STREET DISTRICT LIST

Description: This screen allows a Registrar to generate a report based on the District Type to displays Street and District information.

Figure 7.1: Town-street District List

Connecticut Voter Registration System

Reports » Town Street Districts

Logged in as: *SSVR2131 / Southington* [QUICK SEARCH](#) [LOGOUT](#)

District Type:

[View](#) [Submit Request](#)

Figure 7.2: Town Street-District Report

STREET LIST - TOWN OF SOUTHINGTON
Distret Type: State

STREET NAME	DISTRICTS	STREET NAME	DISTRICTS
Academy Lane	003	Berlin Street	004
Academy Street	003	Berry Patch Way	006
Acre Way	010	Beverly Drive	008
Aircraft Road	010	Birch Street	009
Alder Lane	011	Birchcrest Drive	002
Alex Court	012	Birmingham Drive	008
Alice Lane	005	Bishop Avenue	003
Alpine Trail	012	Blatchley Avenue	001
Alyssa Court	004	Blossom Way	009
Amanda Lane	002	Blue Hills Drive	001
Anato Circle	008	Blueberry Court	006
Amber Lane	010	Blueberry Lane	003
Andrews Street	005	Boulder Ridge	010
Anne Road	012	Brandywine Place	011
Annelise Avenue	009	Brentwood Drive	008
Applegate Road	009	Briar Lane	004
Applewood Drive	005	Bridle Path Drive	001
April Lane	012	Brightwood Lane	006
Arlington Drive	004	Bristol Street	003
Arrow Head Lane	002	Brook Road	010
Ashwell Drive	011	Brooklane Road	001
Atkins Way	002	Brooks Street	003
Atwater Street		Brookside Drive	010
Even:406-466	002	Brookview Place	002
Atwater Street		Brookwood Drive	009
All:5-370	012	Brothers Way	010
Odd:407-455		Brownstone Drive	001
Autran Avenue	003	Bruce Avenue	006
Autumn Drive	011	Buckland Street	002
Bagley Road	003	Budding Ridge	001
Baldwin Circle	009	Buena Vista Drive	001
Barbara Lane	002	Burning Tree Drive	009
Barr Street	002	Burr Court	008
Bayberry Lane	005	Burritt Street	
Beacon Street	005	All:2-70	002
Beal Drive	008	Burritt Street	
Beecher Street	003	All:71-697	012
Beechwood Drive	001	Burwell Avenue	003
Belleview Avenue	003	Butler Avenue	009
Belrose Street	003	Butternut Lane	004
Benny Drive	002	Cambridge Drive	004
Berkley Avenue	003	Canal Street	
Berkley Court	003	Odd:7-503	002
Berlin Avenue		Canal Street	
All:1-139	003	Even:18-600	012
Even:140-302		Candlewood Lane	004
Berlin Avenue		Canterbury Lane	001
Odd:141-303	004		

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Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Town Street-District List:

1. Login to the CVRS as a Registrar.
2. Click on the "Town Street- District" tab from the "Reports" menu.
3. You will be navigated to the "Town Street- District" report screen. (Refer Fig. 7.1)
4. Select the "district Type" from the drop down list.
5. You must click on the "View" button to generate and view "Town Street- District" List. (Refer Fig 7.2)

OR

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

8. SUMMARIES

1.0 ABSENTEE BALLOT SUMMARY

Description: This report displays the list of the Absentee Ballots by serial number for a town by a range of dates and for districts selected.

Figure 8.1.1: Absentee Ballot Summary Screen

Figure 8.1.2: Absentee Ballot Summary Report

ABSENTEE BALLOT SUMMARY REPORT - TOWN OF SOUTHINGTON STATE DISTRICTS - ALL				
VOTING DISTRICT	PRECINCT	BALLOT TYPE	BALLOTS ISSUED	BALLOTS RETURNED
003	00	OVERSEAS	1	0
003	00	PRESIDENT	1	1
006	00	PRESIDENT	2	2
003	00	REGULAR	1	1
005	00	REGULAR	1	1
010	00	REGULAR	1	0
002	00	90 DAYS	1	0
003	00	90 DAYS	1	1
005	00	90 DAYS	1	0
TOTAL :			10	6

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view Absentee Ballot Summary:

1. Login to the CVRS as a Registrar.
2. Click on the “Absentee Ballot Summary” tab from the “Reports” menu.
3. You will be navigated to the “Absentee Ballot Summary” screen. (Refer Fig. 8.1.1)
4. Make you required selection such to generate the report.
5. You must click on the “View” button to generate and view “Absentee Ballot Summary” Report. (Refer Fig. 8.1.2)

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

2.0 ELECTION SUMMARY

Description: This screen allows a Registrar to view the summary statistics of the number of eligible voter who voted in the town for a particular election date.

Figure 8.2.1: Election Summary

Figure 8.2.2: Election Summary Report

ELECTION SUMMARY REPORT - TOWN OF SOUTHTON
STATE DISTRICTS - ALL

CON : 001 - SEN : 016 - ASY : 030,080,081 - GENDER : ALL - ELECTION DATE : 11/01/2010 - ENROLLMENT : ALL

Election Type: Not Known

VOTING DISTRICT	PRECINCT	TOTAL VOTERS	VOTED	%	REPUBLICAN	DEMOCRAT	UNAFFILIATED	OTHER
001	00	3186	0	0	0	0	0	0
002	00	2549	0	0	0	0	0	0
003	00	3397	0	0	0	0	0	0
004	00	2156	0	0	0	0	0	0
005	00	1583	0	0	0	0	0	0
006	00	2816	0	0	0	0	0	0
008	00	2188	0	0	0	0	0	0
009	00	2392	0	0	0	0	0	0
010	00	1558	0	0	0	0	0	0
011	00	2009	0	0	0	0	0	0
012	00	2741	0	0	0	0	0	0
TOTAL :		26575	0	0	0	0	0	0

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Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view Election Summary report:

1. Login to the CVRS as a Registrar.
2. Click on the "Election Summary" tab from the "Reports" menu.
3. You will be navigated to the "Election Summary" screen. (Refer Fig. 8.1.1)
4. Make the required selection to generate the report.
5. You must click on the "View" button to generate and view "Election Summary" report. (Refer Fig. 8.2.2)

OR

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

3.0 ELECTION VOTER DETAIL

Description: This screen allows a Registrar to generate a detailed report of "Who and How Voted" in the town.

Figure 8.3.1: Election Voter Detail Screen

The screenshot shows the 'Election Voter Detail' screen in the Connecticut Voter Registration System. The page is titled 'Reports » Election Voter Detail' and shows the user is logged in as 'SSVR2131 / Southington'. The interface is divided into several sections for data selection and reporting options.

- Districts:** Includes dropdowns for Congressional (001), Senatorial (016), Assembly (030, 080, 081), and District/Ward-Precinct (none). Buttons for State, Local, and Special are also present.
- VoterStatus:** Radio buttons for Active, Inactive, and Off.
- How Voted:** Checkboxes for In Person, Absentee, and Not Voted.
- AgeRange:** From and To date pickers.
- Election Date:** Date picker (mm/dd/yyyy).
- Enrollment:** Dropdown menu with options: Concerned Citizens, Connecticut For Lieberman, Democratic, and Green.
- Print Options:** Checkboxes for Birth Date, Party, and Voter Id.
- Sort Order Options:** Radio buttons for Name, Street Address, DOB, and Party.
- Status:** Radio buttons for Status, Registration Date, and District Precinct.
- Street Address:** Text input and dropdown menu.
- Last Name Range (Alpha):** From and To dropdown menus.

At the bottom of the form, there are three buttons: 'View', 'Submit Request', and 'Clear'.

Figure 8.3.2: Election Voter Detail Report

TOWN OF SOUTHLINGTON- ELECTION DETAIL				
STATE DISTRICTS - 001-00				
CON : 001 - SEN : 016 - ASY : 030,080,081 - STATUS : ALL - VOTE INDICATOR: IN PERSON, ABSENTEE, NOT VOTED - ORDER BY : STREET ADDRESS				
- LAST NAME RANGE : A-Z - ENROLLMENT : ALL				
STATE DISTRICT : 001				
NAME	ELECTION TYPE	ELECTION DATE	VOTE INDICATOR	ADDRESS
BLATCHLEY AVENUE (Cont.)				
Perugini Samuel J	General	11/02/1998		88 Blatchley Avenue
Perugini Rose M	General	11/04/1997		88 Blatchley Avenue
Perugini Samuel J	General	11/04/1997		88 Blatchley Avenue
Perugini Rose M	General	11/05/1996		88 Blatchley Avenue
Perugini Samuel J	General	11/05/1996		88 Blatchley Avenue
Perugini Rose M	General	11/07/1995		88 Blatchley Avenue
Perugini Samuel J	General	11/07/1995		88 Blatchley Avenue
Perugini Rose M	General	11/08/1994		88 Blatchley Avenue
Perugini Samuel J	General	11/08/1994		88 Blatchley Avenue
Ludecke Heather M	Not Known		N	95 Blatchley Avenue
Ludecke Lynn	General	11/04/2008		95 Blatchley Avenue
Ludecke Lynn	General	11/07/2006		95 Blatchley Avenue
Ludecke Lynn	General	11/07/2000		95 Blatchley Avenue
Ludecke Lynn	General	11/02/1998		95 Blatchley Avenue
Ludecke Lynn	General	11/05/1996		95 Blatchley Avenue
Ludecke Lynn	General	11/08/1994		95 Blatchley Avenue
Carney John E	General	11/02/2010		96 Blatchley Avenue
Carney Megan P	General	11/02/2010		96 Blatchley Avenue
Carney Megan P	Primary	08/10/2010		96 Blatchley Avenue
Carney John E	General	11/04/2008		96 Blatchley Avenue
Carney Megan P	General	11/04/2008		96 Blatchley Avenue
Carney John E	General	11/06/2007		96 Blatchley Avenue
Carney Megan P	General	11/06/2007		96 Blatchley Avenue
Carney John E	General	11/02/2004		96 Blatchley Avenue
Carney Megan P	General	11/02/2004		96 Blatchley Avenue
Carney John E	Referendum	04/27/2004		96 Blatchley Avenue

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Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Election Voter Detail:

1. Login to the CVRS as a Registrar.
2. Click on the "Election Voter Detail" from the "Reports" menu.
3. You will be navigated to the "Election Voter Detail" report screen. (Refer Fig. 8.3.1)
4. Make the required selection to generate the report.
5. You must click on the "View" button to generate and view "Election Voter Detail" Report. (Refer Fig. 8.3.2)

OR

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

4.0 VOTER REGISTRATION SUMMARY

Description: This screen allows a Registrar to view the summary report of the number of Party Enrollments in the town.

Figure 8.4.1: Voter Registration Summary Screen

The screenshot shows the 'Connecticut Voter Registration System' interface. At the top, it says 'Reports » Voter Registration Summary' and 'Logged in as: SSVR2131 / Southington'. There are buttons for 'QUICK SEARCH' and 'LOGOUT'. Below this, there are four main filter sections: 'Districts', 'Enrollment', 'Voter Status', and 'Special Status'. The 'Districts' section has four columns: 'Congressional' (001), 'Senatorial' (016), 'Assembly' (030, 080, 081), and 'District/Ward-Precinct' (none). To the right of these are buttons for 'State', 'Local', and 'Special'. The 'Enrollment' section has a dropdown menu with options: 'Concerned Citizens', 'Connecticut For Lieberman', 'Democratic', and 'Green'. The 'Voter Status' section has buttons for 'Active', 'Inactive', and 'Off'. The 'Special Status' section has buttons for 'Institution', 'Military', 'Overseas', and 'Other'. At the bottom of the filters are buttons for 'View', 'Submit Request', and 'Clear'.

Figure 8.4.2: Voter Registration Summary Report

**TOWN OF SOUTHTON- VOTER REGISTRATION SUMMARY
STATE DISTRICTS - ALL**

CON : 001 - SEN : 016 - ASY : 030,080,081 - STATUS : ALL - ENROLLMENT : ALL

DISTRICT	PRECINCT	DEMOCRATIC	REPUBLICAN	UNAFFILIATED	OTHER	TOTAL
001	00	1002	812	1651	28	3493
002	00	882	595	1328	28	2833
003	00	1301	706	1897	52	3956
004	00	773	540	1143	25	2481
005	00	458	482	783	13	1736
006	00	1077	739	1506	33	3355
008	00	745	488	1141	30	2404
009	00	743	592	1270	37	2642
010	00	529	389	799	25	1742
011	00	654	512	1005	29	2200
012	00	873	659	1483	35	3050
TOTAL :		9037	6514	14006	335	29892

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Voter Registration Summary:

1. Login to the CVRS as a Registrar.
2. Click on the “Voter Registration Summary” from the “Reports” menu.
3. You will be navigated to the “Voter Registration Summary” report screen. (Refer Fig. 8.4.1)
4. Make the required selection to generate the report.
5. You must click on the “View” button to generate and view “Voter Registration Summary” Report. (Refer Fig. 8.4.2)

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

9. VOTER LIST

Description: This screen allows a Registrar to generate a report of the voters who have voted or not voted in the last four years. This report will display the voter’s detail, Election date, and their party affiliation.

Figure 9.1: Voter List Screen

Figure 9.2: Voter List Report

TOWN OF SOUTHINGTON - VOTER LIST							
SEQ NO	VID	NAME	ELECTION DATE	ADDRESS	DOB	PARTY	
1	000008912	Labbe Shirley H	11/04/2008	727 Savage Street	09/18/1926	U	
2	000008912	Labbe Shirley H	11/02/2010	727 Savage Street	09/18/1926	U	
3	000013779	Comtois Gerard L	11/04/2008	558 Savage Street	10/16/1947	R	
4	000013779	Comtois Gerard L	11/03/2009	558 Savage Street	10/16/1947	R	
5	000013779	Comtois Gerard L	08/10/2010	558 Savage Street	10/16/1947	R	
6	000013779	Comtois Gerard L	11/02/2010	558 Savage Street	10/16/1947	R	
7	000013779	Comtois Gerard L	11/08/2011	558 Savage Street	10/16/1947	R	
8	000015718	Favuzza Peter L	11/02/2010	8 Panorama Drive	11/18/1949	U	
9	000019421	Kohl Christopher D	11/04/2008	71 Ruy Lane	01/24/1971	D	
10	000019421	Kohl Christopher D	11/02/2010	71 Ruy Lane	01/24/1971	D	
11	000019421	Kohl Christopher D	11/08/2011	71 Ruy Lane	01/24/1971	D	
12	000019422	Kohl Shari L	11/04/2008	71 Ruy Lane	09/02/1970	D	
13	000019422	Kohl Shari L	11/02/2010	71 Ruy Lane	09/02/1970	D	
14	000019422	Kohl Shari L	11/08/2011	71 Ruy Lane	09/02/1970	D	
15	000020427	Steinnagel Kaeley E	11/04/2008	697 South End Road 23	12/09/1975	U	
16	000020427	Steinnagel Kaeley E	11/03/2009	697 South End Road 23	12/09/1975	U	
17	000020427	Steinnagel Kaeley E	11/02/2010	697 South End Road 23	12/09/1975	U	
18	000020427	Steinnagel Kaeley E	11/08/2011	697 South End Road 23	12/09/1975	U	
19	000042156	Purdy Jeffrey J	11/04/2008	306 Rockwood Drive	09/24/1969	R	
20	000042156	Purdy Jeffrey J	11/03/2009	306 Rockwood Drive	09/24/1969	R	
21	000042156	Purdy Jeffrey J	11/02/2010	306 Rockwood Drive	09/24/1969	R	
22	000042156	Purdy Jeffrey J	11/08/2011	306 Rockwood Drive	09/24/1969	R	
23	000062641	Revoir Leonard R	11/04/2008	198 Savage Street	12/06/1957	U	
24	000070263	Woods Mary L	11/02/2010	76 Blue Hills Drive	01/20/1965	U	
25	000070733	Armstrong Michael J	11/04/2008	47 Masthay Circle	08/23/1968	R	
26	000070733	Armstrong Michael J	11/02/2010	47 Masthay Circle	08/23/1968	R	
27	000071434	Wanner Jessica L	11/04/2008	77 Brownstone Drive	01/22/1976	D	
28	000071434	Wanner Jessica L	08/10/2010	77 Brownstone Drive	01/22/1976	D	
29	000071434	Wanner Jessica L	11/02/2010	77 Brownstone Drive	01/22/1976	D	
30	000071434	Wanner Jessica L	11/08/2011	77 Brownstone Drive	01/22/1976	D	
31	000071508	Festa Gregory E	11/02/2010	941 South End Road	03/26/1975	U	
32	000072272	Logan Allison M	11/04/2008	10 Zwicks Farm Road	03/29/1971	D	
33	000072272	Logan Allison M	11/08/2011	10 Zwicks Farm Road	03/29/1971	D	
34	000082964	Estabrook Rita L	11/02/2010	78 Parkview Drive	08/31/1947	D	
35	000117458	Nivison Sharon L	11/04/2008	60 Kingswood Drive	10/17/1974	U	

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Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view Voter List:

1. Login to the CVRS as a Registrar.
2. Click on the “Voter List” tab from the “Reports” menu.
3. You will be navigated to the “Voter List” report screen. (Refer Fig. 9.1)
4. Make required selection in the report screen to generate the report.
5. You must click on the “View” button to generate and view “Voter List” Report. (Refer Fig. 9.2)

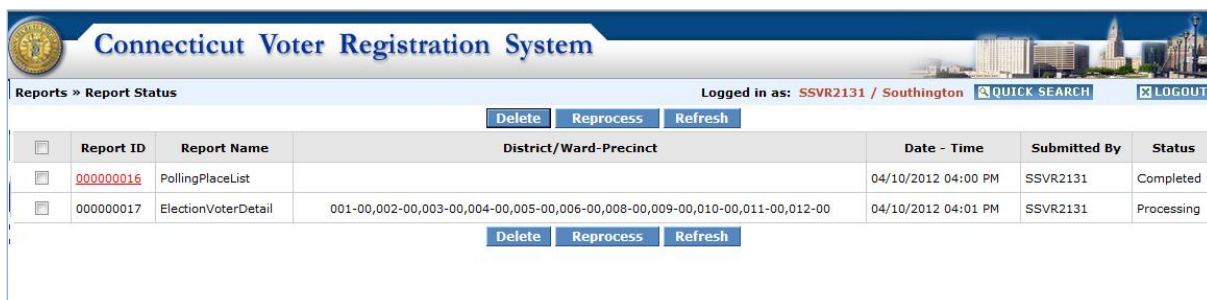
OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

10. REPORT STATUS

Description: This screen allows a Registrar to view, print and delete the previous submitted reports at any time.

Figure 10.1: Report Status



Button/ Links Functionality:

Delete	Deletes the selected report
Reprocess	Resubmits the request for the “Failed” status reports
Refresh	Refreshes the screen and to update the report status.

Process Flow:

To view submit reports from the report status screen:

1. Login to the CVRS as a Registrar.
2. Click on the “Report Status” tab from the “Reports” menu.
3. You will be navigated to the “Report Status” screen. (Refer Fig. 10.1)
4. This screen has following functionalities:
 - a. **View Report:** you can view report by clicking on the “Report Id” link.
(Note: The Voter Id will link only be activated for the reports with “Complete” status”)
 - b. **Reprocess Button:** You can only reprocess the reports with the “Failed” status, for any other reprocess request system will generate the prompt.
 - c. **Refresh Button:** This button will refresh the screen and will update the report status.
 - d. **Delete Button:** Select the report you would like to delete and click on the “Delete” button.

G. REGISTRAR MAINTENANCE

1. ABSENTEE BALLOT

1.0 ABENTEE BALLOT

Description: This screen allows a Registrar to view Absentee Ballot report. This report displays the Absentee Ballot Issue/Return status for the given range of Date.

Figure 1.1.1: Absentee Ballot

Connecticut Voter Registration System

Registrar Maintenance » Absentee Ballot Logged in as: SSVR2131 / Southington QUICK SEARCH LOGOUT

Districts

Congressional 001	Senatorial 016	Assembly 030 080 081	District/Ward-Precinct none	State
				Local
				Special

Voter Status
Active
Inactive
Off

Gender
Male
Female
Unknown

Election Date
/ /
(mm/dd/yyyy)

Enrollment
Concerned Citizens
Connecticut For Lieberman
Democratic
Green

Start Date / / (mm/dd/yyyy)
End Date / / (mm/dd/yyyy)

Print Options
 Birth Date
 Party
 Voter Id
 Telephone

Sort Order Options
 Name
 Street Address
 DOB
 Party
 Status

Registration Date
 Registration Date
 District Precinct
 Ballot Type
 Serial Number
 Time Returned

Street Address
/ /
/ /

Last Name Range(Alpha)
From A
To Z

Other Options
 Returned Ballot Only

Print this Report in Landscape Format

View Submit Request Clear

Figure 1.1.2: Absentee Ballot Report

ABSENTEE BALLOT REPORT - TOWN OF SOUTHTON

STATE DISTRICTS : ALL - START DATE : 01/01/2012 - END DATE : 04/12/2012

DISTRICT : 005

NAME/ADDRESS	ISSUE DATE	RETURN DATE/TIME	TYPE	RETURN DATE	ELECTION DATE	MAILING ADDRESS	BALLOT MAILING ADDRESS	DIST/ PCT
MOORE HILL DRIVE Smith Abigail K IV 338 Moore Hill Drive	03/31/2012		90 DAYS		11/11/2012		338 Moore Hill Drive Southington CT 06489-2930	005

MOORE HILL DRIVE Total Voters : 1
Precinct: 005-00 Total Voters: 1 D=0 R=0 U=1 O=0
District: 005 Total Voters: 1 D=0 R=0 U=1 O=0

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Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view Absentee Ballot Report :

1. Login to the CVRS as a Registrar.
2. Click on the “Absentee Ballot” tab from the “Registrar Maintenance” Menu.
3. You will be navigated to the “Absentee Ballot” report screen. (Refer fig. 1.1.1)
4. Make required selection and provide the start/end date range to generate the report.
5. You must click on the “View” button to generate and view “Absentee Ballot” List.

OR

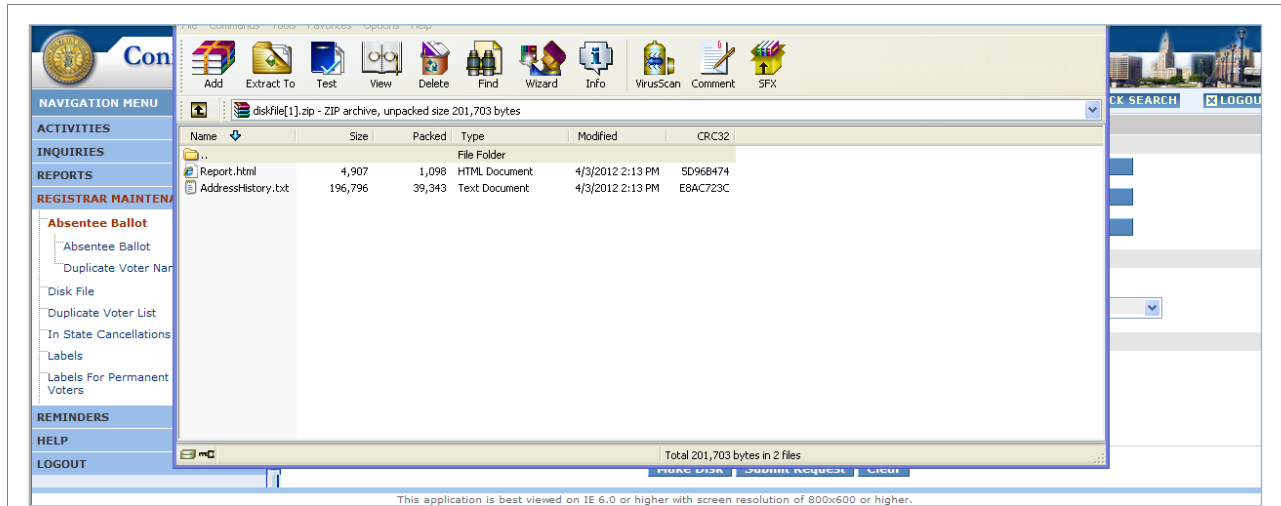
Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

2. DISK FILE

Description: This screen allows a Registrar to create one or more layout (comma delimited) of voter information. The system will generate and display a ZIP file for Users to view or save it.

Figure 2.1: Disk File

Figure 2.2: Zip Files



Button/ Links Functionality:

Make Disk	Generates the Zip File
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

The Disk File Process entails the following steps:

1. Login to the CVRS as a Registrar.
2. Click on the “Disk File” from the “Registrar Maintenance” Menu.
3. You will be navigated to the “Disk File” report screen. (Refer Fig. 2.1)
4. Make the required selection and click on the “Make Disk” button to generate the report.
5. System will generate a Zip file. (Refer Fig. 2.2)
6. You can View/Save the Disk files.

3. IN STATE CANCELLATIONS

Description: To view the list of the voters moved out of town.

Figure 3.1: In-State Cancellations

Connecticut Voter Registration System

Registrar Maintenance » In State Cancellations

 Logged in as: CSHEFFS1 / Southington [QUICK SEARCH](#) [LOGOUT](#)

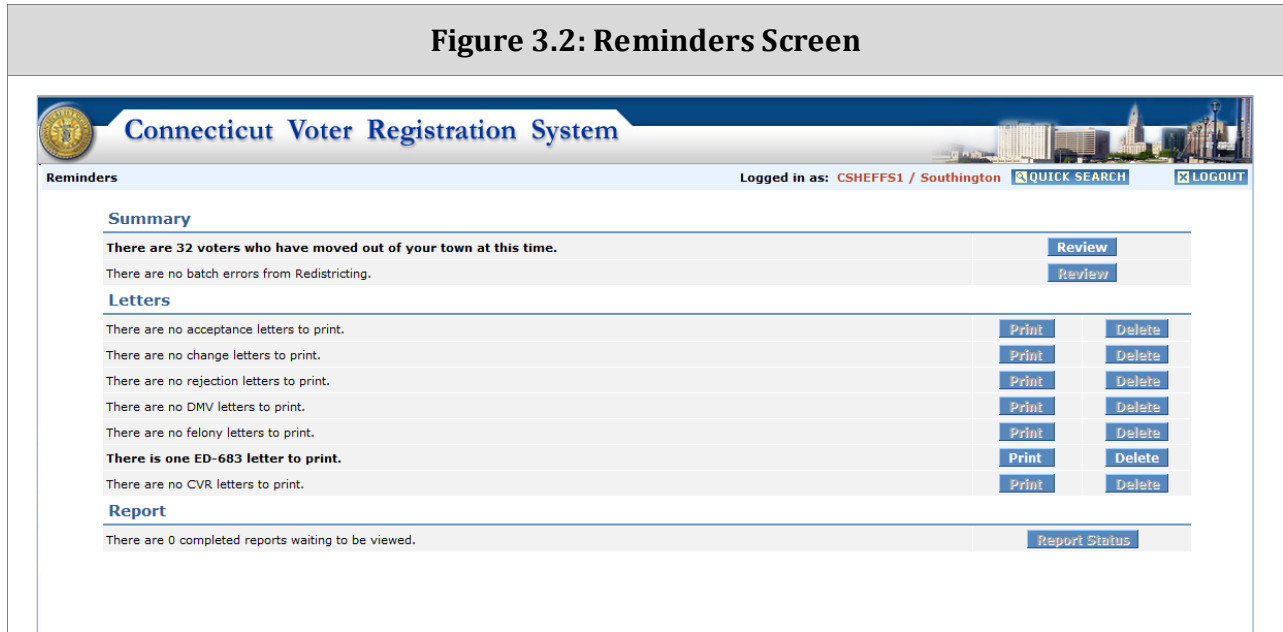
Note: The following voters have either registered to vote in another town, or have been purged due to inactivity. The listed voters will no longer be on your town's voting list. Please verify this list and contact the Registrar in the new town if you have any problems.

select
[Print List](#)
[Delete List](#)
[Back](#)

Cancel Date	Last Name/ Prev Last Name	First Name	Old Address	New Town	Date of Birth	Voter Id	Status
04/10/2012	Cogle	Leigh	27 Oakland Road	Higganum	03/11/1974	000261118	A
04/10/2012	Richards	Beth	25 Old Turnpike Road	West Hartford	10/19/1958	000961690	A
04/10/2012	Corbin Canterbury	Elizabeth	26 Holly Hill Drive	Middletown	04/02/1984	003374924	A
04/10/2012	DeJesus De Jesus	Sandra	4 Stuart Drive	Wallingford	03/08/1966	003479239	A
04/10/2012	Davis	Heidi	**PURGED**	Southington	03/31/1984	003554568	
04/10/2012	Tgettis	Marcus	**PURGED**	Southington	03/28/1976	003552737	
04/10/2012	Wynkoop	Robin	**PURGED**	Southington	04/15/1954	003484401	
04/10/2012	Byram	Cynthia	**PURGED**	Southington	03/20/1961	003379085	
04/10/2012	Rameikas	Eleanor	**PURGED**	Southington	08/19/1920	003376468	
04/10/2012	Carlstrom	Eric	**PURGED**	Southington	02/14/1919	003216336	
04/10/2012	Doughty	Erica	**PURGED**	Southington	05/19/1981	003209492	
04/10/2012	Mansolf	Megan	**PURGED**	Plantsville	12/14/1980	003133619	
04/10/2012	Velodota	Dawn	**PURGED**	Southington	01/03/1983	003105442	
04/10/2012	Mansolf	Elizabeth	**PURGED**	Plantsville	05/20/1978	000968631	
04/10/2012	Robertson	David	**PURGED**	Southington	12/28/1961	000965313	
04/10/2012	Keller	Kenneth	**PURGED**	Southington	01/04/1934	000964311	
04/10/2012	Rousseau	John	**PURGED**	Southington	02/07/1917	000957643	
04/10/2012	Ottalagana	Raffaele	**PURGED**	Southington	02/25/1924	000951749	
04/10/2012	Zoufaly	Helen	**PURGED**	Southington	03/24/1916	000951685	
04/10/2012	Gioia	Frankie	**PURGED**	Plantsville	04/22/1925	000951383	
04/10/2012	Fernandez	Adrian	**PURGED**	Southington	03/02/1935	000951066	
04/10/2012	Ziemba	Nellie	**PURGED**	Southington	07/18/1918	000951039	
04/10/2012	Dalton	William	**PURGED**	Southington	06/23/1921	000950493	
04/10/2012	Taylor	Albis	**PURGED**	Southington	03/05/1920	000949630	
04/10/2012	David	Santina	**PURGED**	Southington	05/14/1917	000948993	
04/10/2012	Nygaard	Grace	**PURGED**	Southington	07/10/1924	000948214	
04/10/2012	Rogus	Richard	**PURGED**	Plantsville	12/27/1958	000333784	
04/10/2012	Emond	Florence	**PURGED**	Southington	10/27/1929	000295174	
04/10/2012	Matyas	Robert	**PURGED**	Southington	11/14/1926	000250077	
04/09/2012	Wilson	Scott	33 Village Gate Drive	Middletown	09/30/1950	002589493	A
04/09/2012	Sewell	Jason	219 Mulberry Street	Middletown	11/24/1977	000971125	A
04/09/2012	Piqueira	Michael	85 Wedgewood Road	Norwalk	04/21/1982	003171490	A

select
[Print List](#)
[Delete List](#)
[Back](#)

Figure 3.2: Reminders Screen



Button/ Links Functionality:

Review	Navigates to the In-State Cancellation to view the list of voters moved out of town.
Print	Prints the list
Delete	Deletes the list
Back	Navigates back to the previous page

Process Flow:

To view the In-State Cancellations:

1. Login to the CVRS as a Registrar.
2. Upon successful login Reminders screen will be displayed. System will display the highlighted “Review” button if there are any voters moved out of town.
3. Click on the “Review” button and you will be navigated to the “In – State Cancellation” page. OR (Refer Fig. 3.2)
4. Click on the “In-State Cancellation” tab from the “Registrar Maintenance” menu. (Refer Fig. 3.1)
5. In-State Cancellation has following functionalities:
 - a. View: System will display the list of voters moved out of town on this screen. Select the sort option from the drop down list to view the records.
 - b. Print: You can print the list by clicking on the “Print” button.
 - c. Delete: You can delete the list by “Clicking” on the delete button.

4. LABELS

Description: To view and print mailing labels.

Figure 4.1: Labels

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view and print the labels:

1. Login to the CVRS as a Registrar.
2. Click on the “Labels” tab from the “Registrar Maintenance” Menu.
3. You will be navigated to the “Labels” screen to generate labels. (Refer Fig. 4.1)
4. Make required selection to generate the report.
5. You must click on the “View” button to generate and view “Labels”.

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

5. LABELS FOR PERMANENT ABSENTEE VOTERS

Description: To print labels for Permanent Absentee Voters.

Figure 5.1: Labels for Permanent Absentee Voters

The screenshot shows the 'Connecticut Voter Registration System' interface. The page title is 'Registrar Maintenance » Labels for Permanent Absentee Voters'. The user is logged in as 'SSVR2131 / Southington'. There are 'QUICK SEARCH' and 'LOGOUT' buttons. The main content area is divided into several sections:

- Districts:** Includes dropdowns for Congressional (001), Senatorial (016), Assembly (030, 080, 081), and District/Ward-Precinct (none). There are also buttons for 'State', 'Local', and 'Special'.
- Voter Status:** Includes dropdowns for Active, Inactive, and Off.
- Age Range:** Includes 'From:' and 'To:' input fields.
- Gender:** Includes radio buttons for Male, Female, and Unknown.
- Election Date:** Includes a date input field (mm/dd/yyyy).
- Enrollment:** Includes a dropdown menu with options: Concerned Citizens, Connecticut For Lieberman, Democratic, and Green.
- Print Options:** Includes checkboxes for District, Voter Id, and Bar Code.
- Print Label For:** Includes radio buttons for Voter and Household.
- Sort Order Options:** Includes radio buttons for Name, Street Address, DOB, and Party.
- Street Address:** Includes input fields for address and a dropdown for state.

At the bottom of the form, there are three buttons: 'View', 'Submit Request', and 'Clear'.

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view Labels for Permanent Absentee ballot:

1. Login to the CVRS as a Registrar.
2. Click on the “Labels for Permanent Absentee Voters” from the “Registrar Maintenance” Menu.
3. You will be navigated to the “Labels for Permanent Absentee Voters” screen. (Refer Fig. 5.1)
4. Make required selection to generate the report.
5. You must click on the “View” button to generate and view “Labels for Permanent Absentee Ballot” report.

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

6. MAILING ADDRESS

Description: This screen allows a registered voter to generate a report to display the mailing address of the registered voters in the town.

Figure 6.1: Mailing Address List Screen

Figure 6.2: Mailing Address List

TOWN OF SOUTHINGTON - MAILING ADDRESS LIST			
STATE DISTRICT : 001			
NAME	RESIDENCE ADDRESS	MAILING ADDRESS	2ND STREET NAME
Butrymowicz Jean C	161 Gwen Road Southington, CT 06451-2780	161 Gwen Road Meriden, CT 06451-2780	
Butrymowicz Walter E	161 Gwen Road Southington, CT 06451	161 Gwen Road Meriden, CT 06451-2780	
Mullany Francis T	161 Gwen Road Southington, CT 06451-2780	161 Gwen Road Meriden, CT 06451-2780	
Mullany Susan S	161 Gwen Road Southington, CT 06451-2780	161 Gwen Road Meriden, CT 06451-2780	
Church Irene W	177 Gwen Road Southington, CT 06451-2780	177 Gwen Road Meriden, CT 06451-2780	
Defelice Martin J	178 Gwen Road Southington, CT 06451-2729	178 Gwen Road Meriden, CT 06451-2729	
Matarazzo Dawn M	189 Gwen Road Southington, CT 06451-0000	189 Gwen Road Meriden, CT 06451-2780	
Matarazzo Garrick A	189 Gwen Road Southington, CT 06451-0000	189 Gwen Road Meriden, CT 06451-2780	
Nepiarsky Stacey	196 Gwen Road Southington, CT 06451-2729	196 Gwen Road Meriden, CT 06451-2729	
Christolini Harry C	197 Gwen Road Southington, CT 06451-2780	197 Gwen Road Meriden, CT 06451-2780	
Christolini Patricia K	197 Gwen Road Southington, CT 06451-2780	197 Gwen Road Meriden, CT 06451-2780	
Walls Douglas G	197 Gwen Road Southington, CT 06451-2780	197 Gwen Road Meriden, CT 06451-2780	
Borguine Robert J	204 Gwen Road Southington, CT 06451-2729	204 Gwen Road Meriden, CT 06451-2729	
Hagarty Patricia J	205 Gwen Road Southington, CT 06451-2781	205 Gwen Road Meriden, CT 06451-2781	
Fagan Donna T	212 Gwen Road Southington, CT 06451-2729	212 Gwen Road Meriden, CT 06451-2729	
Fagan Gary C	212 Gwen Road Southington, CT 06451-2729	212 Gwen Road Meriden, CT 06451-2729	
Henderson Daniel	213 Gwen Road Southington, CT 06451-2781	PO Box 73 Milldale, CT 06467-0073	
Sigel Carrie A	213 Gwen Road Southington, CT 06451-2781	213 Gwen Road Meriden, CT 06451-2781	

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Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Mailing Address List:

1. Login to the CVRS as a Registrar.
2. Click on the “Mailing Address List” tab from the “Registrar Maintenance” Menu.
3. You will be navigated to the “Mailing Address List” screen (Refer Fig. 6.1)
4. Make required selection on the screen to generate the report.
5. You must click on the “View” button to generate and view “Mailing Address” List. (Refer Fig. 6.2)

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

7. MASTER WORKSHEET

Description: This screen allows a Registrar to display the list of all the registered voters in the town.

Figure 7.1: Master Worksheet

The screenshot displays the 'Connecticut Voter Registration System' interface. The breadcrumb trail is 'Registrar Maintenance » Master Worksheet'. The user is logged in as 'SSVR2131 / Southington'. The interface includes several filter sections:

- Districts:** Congressional (001), Senatorial (016), Assembly (030, 080, 081), District/Ward-Precinct (none). Buttons for State, Local, and Special are visible.
- Voter Status:** Active, Inactive, Off.
- Gender:** Male, Female, Unknown.
- Election Date:** (mm/dd/yyyy) format.
- Enrollment:** Concerned Citizens, Connecticut For Lieberman, Democratic, Green.
- Last Name Range (Alpha):** From A, To Z.
- Voting Options:** Voting, Not Voting, Absentee, All (selected).
- Print Options:** Birth Date, Party, Voter Id, Telephone, Privilege Date.
- Sort Order Options:** Name, Street Address (selected), DOB, Party.
- Street Address:** Filter dropdown.

 At the bottom, there is a link to 'Print this Report in Landscape Format' and buttons for 'View', 'Submit Request', and 'Clear'.

Figure 7.2: Master Worksheet Report

TOWN OF SOUTHLINGTON - MASTER WORKSHEET											
V ID	ST#	UNIT	NAME	PHONE	DOB	P DT	ZIP	E DT	SP ST	PTY	ST
BEECHWOOD DRIVE											
000947425	4		Dejohn Louise M	(860)-628-0198	11/08/1941	01/01/1800	06489-4001	09/12/1964		U	A
000947428	4		Dejohn Ronald D	(860)-628-0198	12/27/1938	01/01/1800	06489-4001	09/12/1964		U	O
000947429	23		Santagata Margaret	(860)-628-2177	03/18/1926	01/01/1800	06489-4051	03/01/1955		U	A
004019864	30		Abouchacra Hisham		01/01/1984	11/05/2008	06489-4001	11/05/2008		U	A
003536577	30		Abouchacra Ramzi	(860)-276-0079	05/31/1955	10/15/2004	06489-4001	10/15/2004		D	A
003536652	30		Chamseddin Amal	(860)-276-0079	01/20/1966	10/15/2004	06489-4001	10/15/2004		D	A
000967631	31		Maloney David R		09/03/1944	01/01/1800	06489-4051	07/03/1995		U	A
000964753	31		Maloney Elaine K		09/16/1946	01/01/1800	06489-4051	10/16/1990		U	A
000305452	60		Izzo Emanuele		11/10/1933	08/16/2010	06489-4001	08/16/2010		D	A
000947434	61		Sepiol Marie D	(860)-621-4920	07/25/1946	01/01/1800	06489-4051	10/17/1978		U	A
000966573	71		Kizilski Judith B	(860)-621-3841	09/10/1944	01/01/1800	06489-4051	09/08/1994		U	A
000971157	81		Lefevre Jeff W	(860)-628-3763	01/11/1964	01/01/1800	06489-4051	02/03/1998		U	O
003191996	81		Lefevre Tara M	(860)-628-3763	12/03/1964	10/24/2000	06489-4051	10/24/2000		U	O
002728522	81		Youmans Erik L		09/05/1970	10/27/2008	06489-4051	10/27/2008		R	A
000947436	93		Rustico Jean	(860)-628-7608	10/29/1942	01/01/1800	06489-4051	10/12/1968		U	A
000947437	93		Rustico John A	(860)-628-7608	01/12/1941	01/01/1800	06489-4051	10/12/1968		D	A
000959027	103		Limbacher Kimberley M		06/27/1967	01/01/1800	06489-4002	10/14/1992		U	A
000969913	103		Limbacher Philip J	(860)-621-7434	09/23/1967	01/01/1800	06489-4002	10/18/1996		U	A
003807853	104		Kapral Amanda M		08/30/1987	02/04/2008	06489-4003	02/04/2008		R	A
000947440	104		Kapral David W	(860)-276-0219	09/21/1952	01/01/1800	06489-4003	03/11/1982		U	A
000947441	104		Kapral Hilda H	(860)-276-0219	04/01/1952	01/01/1800	06489-4003	03/11/1982		U	A
000947442	113		Kiewra Florence	(860)-628-2439	07/03/1930	01/01/1800	06489-4002	04/06/1956		U	A
003532495	113		Kiewra Stephen J		09/28/1952	10/14/2004	06489-4002	10/14/2004		U	A
003074810	114		Wadman John P	(860)-628-5112	08/16/1963	10/04/1999	06489-4003	10/04/1999		U	A
000962984	123		Badgley Roger B	(860)-621-5004	08/07/1948	01/01/1800	06489-4002	10/20/1992		U	A
000965268	123		Badgley Theresa A	(860)-621-5004	08/07/1948	01/01/1800	06489-4002	10/20/1992		U	A
000947445	124		Weichsel John	(860)-621-3167	12/26/1932	01/01/1800	06489-4003	04/03/1967		U	A
003392986	133		Swindon Dennis N		10/15/1973	02/18/2004	06489-4002	02/18/2004		D	A
003333357	133		Swindon Victoria R		06/05/1975	05/02/2003	06489-4002	05/02/2003		D	A
002538269	134		Carrington Todd M	(860)-628-1937	08/22/1962	07/20/2005	06489-4003	07/20/2005		R	A
000959559	143		Landgren Richard F		03/22/1957	01/01/1800	06489-4002	10/14/1992		R	A
000947452	144		Mancini Mary	(860)-628-9759	08/23/1921	01/01/1800	06489-4003	09/16/1950		U	A

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Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view Master Worksheet:

1. Login to the CVRS as a Registrar.
2. Click on the "Master Worksheet" tab from the "Registrar Maintenance" Menu.
3. You will be navigated to the "Master Worksheet" screen. (Refer Fig. 7.1)
4. Make required selections to generate the report.
5. You must click on the "View" button to generate and view "Master Worksheet" report. (Refer Fig. 7.2)

OR

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

8. MEMO REPORT

Description: This report displays the list of memo(s) based on date range or all the memos.

Figure 8.1: Memo Report Selection Criteria Screen

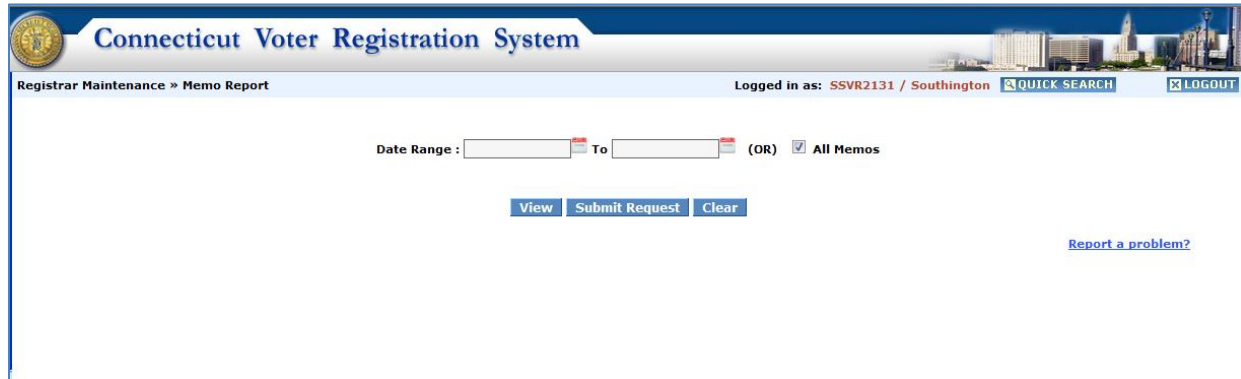


Figure 8.2: Memo Report

VOTER ID	VOTER NAME	MEMO DATE	MEMO
004182161	Adam Smith	05/30/2012	fffff
004182161	Adam Smith	05/30/2012
004182161	Adam Smith	05/30/2012
004182417	Allen Alberto Robinson Dr	07/31/2012	..
004182417	Allen Alberto Robinson Dr	07/31/2012	Changed in all the scenarios
004182392	He len Nic os	07/23/2012	description:bj gf gfhulg jsgfjgd grjgsdth gsdthfg jsdhfgjgdgfhg dfg jsdhgf jsdhgf hsdgfhg sdjhfgsdhng fj sdgaf hsdg fgsdthg dsghgdhjs gdfjgd gdfgdj fgsdthf jsdghf dgh fjsdgh jthsdj thgsd hgfjsdh fhsdg jthsd jfgsdghf jsdghf jsdghf
004182510	Jam es Donald	08/23/2012	Adding New voter With Print Later and English/Spanish language
004182510	Jam es Donald	08/23/2012	Adding New voter With Print Later and English/Spanish language - Test Message Adding New voter With Print Later and English/Spanish language - Test Message Adding New voter With Print Later and English/Spanish language - Test Message 123
004182447	Jason Taylor Federer Sr	08/03/2012	Jason Taylor has to provide a valid ID
004182390	Jason Smith Nicole	07/23/2012	description:
004182362	Jerry Adam	07/18/2012	m e m o m e m o m e m o
004182448	Kelly Johnson Marison Jr	08/03/2012	kelly johnson
003165400	Mr Carthy Daniel K	09/19/2011	Voter called 9-19-2011 to correct address that was mistakenly keyed in New Letter sent out 9-19-2011.
004182443	Owen Wilson Johnny IV	08/03/2012	Please provide Valid DMV
003869878	Pacyra Marta	08/15/2011	no change in data submitted
004182430	Paddy Hemouise	08/01/2012	STATEWIDE MEMO REPORT
003750382	Smith Amanda C	03/00/2012	Test Status Off
004182304	Smith Anderson A	09/25/2012	09/24/2012- To test the save functionality, issue received today from one of the town.
004182609	Smith Angela	09/25/2012	09/25/2012- save memo test in add voter.
004182497	Smith First Name Changed	09/05/2012	TEST MEMO dated 09/05/2012 with CAPS and small font case ...TEST
004182555	Steve Elwin	09/06/2012	C VRS Voter Registration System
004182555	Steve Elwin	09/07/2012	..
Total Memos:			22

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view Memo Report:

1. Login as a Registrar into the CVRS system.
2. Click on the “Memo Report” tab from the “Registrar Maintenance” Menu.
3. You will be navigated to the “Memo Report” screen. (Refer Fig. 8.1)
4. Check the box “All” for all memos or enter the Date Range to generate the report.
5. You must click on the “View” button to generate and view “Memo Report” list. (Refer Fig. 8.2)

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

9. PERMANENT ABSENTEE BALLOT

Description: This report displays the list of the Permanent Absentee voters in the town.

Figure 9.1: Permanent Absentee Ballot

The screenshot shows the 'Connecticut Voter Registration System' interface. The user is logged in as 'SSVR2131 / Southington'. The page title is 'Registrar Maintenance » Permanent Absentee Ballot'. The interface is divided into several filter sections:

- Districts:** Includes dropdowns for Congressional (001), Senatorial (016), Assembly (030, 080, 081), and District/Ward-Precinct (none). There are buttons for 'State', 'Local', and 'Special'.
- Voter Status:** Radio buttons for Active, Inactive, and Off.
- Age Range:** Input fields for 'From' and 'To'.
- Gender:** Radio buttons for Male, Female, and Unknown.
- Election Date:** Input fields for month, day, and year (mm/dd/yyyy).
- Enrollment:** A dropdown menu with options: Concerned Citizens, Connecticut For Lieberman, Democratic, and Green.
- Voting Options:** Radio buttons for Voting, Not Voting, Absentee, and All (selected).
- Print Options:** Checkboxes for Birth Date, Party, and Voter Id.
- Sort Order Options:** Radio buttons for Name, Street Address (selected), DOB, Party, Status, Registration Date, and District Precinct.
- Street Address:** A dropdown menu.
- Last Name Range(Alpha):** Input fields for 'From' (A) and 'To' (Z).

At the bottom of the form, there is a link 'Print this Report in Landscape Format' and three buttons: 'View', 'Submit Request', and 'Clear'.

Figure 9.2: Permanent Absentee Ballot Report

TOWN OF SOUTHINGTON - PERMANENT ABSENTEE BALLOT REPORT						
STATE DISTRICT : 001						
V ID	PTY	DOB	NAME	RESIDENCE ADDRESS	MAILING ADDRESS	2ND STREET NAME
003824830	D	09/16/1987	Davidow Eric E	40 Canterbury Lane Southington,CT 06489-4600		
000948857	R	09/15/1964	Leach Robert A Jr.	545 South End Road Plantsville,CT 06479-1828		
Precinct: 001-00 Total Voters: 2 D=1 R=1 U=0 O=0						
District: 001 Total Voters: 2 D=1 R=1 U=0 O=0						
Total Number of Voters: 2 Democrats: 1 Republicans: 1 Unaffiliated: 0 Others: 0						
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Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view Permanent Absentee Ballot List:

6. Login as a Registrar into the CVRS system.
7. Click on the “Permanent Absentee Ballot” tab from the “Registrar Maintenance” Menu.
8. You will be navigated to the “Permanent Absentee Ballot” report screen. (Refer Fig. 9.1)
9. Make required selections to generate the report.
10. You must click on the “View” button to generate and view “Permanent Absentee Ballot” list. (Refer Fig. 9.2)

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

10. PETITION LIST

Description: This report displays the list of the Petitions in the Town.

Figure 10.1: Petition List



Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Town Petition List:

1. Login as a Registrar to CVRS.
2. Click on the “Petitions List” tab in the Registrar Maintenance Menu.
3. You will be navigated to the “Petition List” screen (Refer Fig 10.1)
4. You must click on the “View” button to generate and view “Town Petition” List.

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

11. PETITION VOTER DETAILS

Description: This report displays the list of the voters for the specific Town Petitions.

Figure 11.1: Petition Voter Details

The screenshot shows the 'Connecticut Voter Registration System' interface. At the top, it says 'Registrar Maintenance » Petition Voter Detail' and 'Logged in as: SSVR2131 / Southington'. There are buttons for 'QUICK SEARCH' and 'LOGOUT'. Below this, there are sections for 'Districts' (Congressional, Senatorial, Assembly, District/Ward-Precinct) and 'Town Petitions'. The 'Town Petitions' section lists 'Education System', 'The Second Pain', 'Another Pain', and 'The Fifth Pain'. There is an 'Election Date' field with a date format '(mm/dd/yyyy)' and 'Sort Order Options' with radio buttons for 'Name', 'Street Address', and 'District Precinct'. At the bottom, there are 'View', 'Submit Request', and 'Clear' buttons.

Figure 11.2: Petition Voter Details

VID	NAME	DOB	PTY	ADDRESS	ELECTION D/P DATE	DESCRIPTION
003223069	Ackerman Kurt D	04/01/1963	U	57 Evan Road	11/04/2008 001	Clifford Wallace-Thomton Jr---Green Party
000966966	Argenta Joseph J	03/08/1921	U	60 South Road	11/04/2008 008	Clifford Wallace-Thomton Jr---Green Party
000261097	Ashcroft Brian S	04/09/1974	D	150 Burritt Street 3F	11/04/2008 012	Clifford Wallace-Thomton Jr---Green Party
000968445	Blessing Jennifer E	04/28/1978	U	38 Brooklane Road	11/04/2008 001	Clifford Wallace-Thomton Jr---Green Party
000268624	Boyle John F	01/06/1934	D	914 Sweetheart Path	11/04/2008 006	Clifford Wallace-Thomton Jr---Green Party
000966968	Cervoni Lorraine M	10/24/1957	U	94 Mariondale Drive	11/04/2008 008	Clifford Wallace-Thomton Jr---Green Party
003155663	Coonce-Ewing Christopher T	11/22/1969	D	110 Edgewood Circle	11/04/2008 011	Clifford Wallace-Thomton Jr---Green Party
000957014	Cotton Leslie G	11/10/1945	R	625 Overlook Path	11/04/2008 006	Clifford Wallace-Thomton Jr---Green Party
003220390	Crocker Janet	08/28/1945	U	111 Debbie Drive	11/04/2008 006	Clifford Wallace-Thomton Jr---Green Party
000957110	Deschaine William T	03/30/1923	D	35 Wheeler Village	11/04/2008 004	Clifford Wallace-Thomton Jr---Green Party
000959524	Folcik John E	07/24/1953	D	650 Burritt Street	11/04/2008 012	Clifford Wallace-Thomton Jr---Green Party
000950922	Fusco Josephine	11/15/1923	R	32 Chestnut Street	11/04/2008 003	Clifford Wallace-Thomton Jr---Green Party
000963912	Gurga Joseph J III	10/12/1954	D	100 Winding Ridge	11/04/2008 008	Clifford Wallace-Thomton Jr---Green Party
000952416	Haigh James D	03/07/1943	R	170 Woodruff Street	11/04/2008 003	Clifford Wallace-Thomton Jr---Green Party
000970844	Heath Noreen A	02/02/1941	R	410 Main Street C	11/04/2008 003	Clifford Wallace-Thomton Jr---Green Party
000959919	Hill Richard T	02/15/1950	D	175 Frost Street	11/04/2008 012	Clifford Wallace-Thomton Jr---Green Party
000948010	Hoeger Judith L	10/19/1947	R	2344 Meriden-Waterbury Rd	11/04/2008 012	Clifford Wallace-Thomton Jr---Green Party
000959895	Hubeny Roger A	10/20/1933	D	825 South Main Street	11/04/2008 002	Clifford Wallace-Thomton Jr---Green Party
000952682	Kilburn Lance R	01/23/1956	D	197 Butternut Lane	11/04/2008 004	Clifford Wallace-Thomton Jr---Green Party
003536591	Lada Edward M	05/08/1967	U	18 Quaker Lane	11/04/2008 002	Clifford Wallace-Thomton Jr---Green Party
000956308	Larkin Kathy A	06/01/1956	R	167 Debbie Drive	11/04/2008 006	Clifford Wallace-Thomton Jr---Green Party
000964227	Mackay John S	06/26/1941	D	965 South Main Street	11/04/2008 002	Clifford Wallace-Thomton Jr---Green Party
003397873	Miceli Michael C	01/10/1971	U	38 Brooklane Road	11/04/2008 001	Clifford Wallace-Thomton Jr---Green Party
003557789	Nealon Jesse R	07/03/1975	U	181 Prospect Street	11/04/2008 003	Clifford Wallace-Thomton Jr---Green Party
000421978	Pechillo Leigh E	06/25/1969	D	8 Surrey Circle	11/04/2008 004	Clifford Wallace-Thomton Jr---Green Party
003452421	Portfolio Caleb	10/31/1982	U	253 North Main Street	11/04/2008 006	Clifford Wallace-Thomton Jr---Green Party
000970157	Rusiecki Dora V	12/12/1971	U	1397 Marion Avenue	11/04/2008 012	Clifford Wallace-Thomton Jr---Green Party
003077071	Selni Gabriel S	03/27/1965	R	122 Hart Acre Road	11/04/2008 003	Clifford Wallace-Thomton Jr---Green Party
003063820	Smith Abigail L	08/10/1970	L	962 South Main Street 22	05/12/2009 012	The Fifth Pain
001681641	Stewart Catherine A	08/21/1950	D	132 Buckland Street	11/04/2008 002	Clifford Wallace-Thomton Jr---Green Party
000948877	Vachon Dennis W	10/25/1960	D	355 Copper Ridge	11/04/2008 001	Clifford Wallace-Thomton Jr---Green Party

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Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Petition Voter Detail:

1. Login to the CVRS as a Registrar.
2. Click on the “Petitions Voter Detail” tab from the “Registrar Maintenance” Menu.
3. You will be navigated to the “Petition Voter Detail” screen. (Refer Fig. 11.1)
4. Make the required selection such as District, Town Petition etc. to generate the report.
5. You must click on the “View” button to generate and view “Petition Voter Detail” List. (Refer Fig. 11.2)

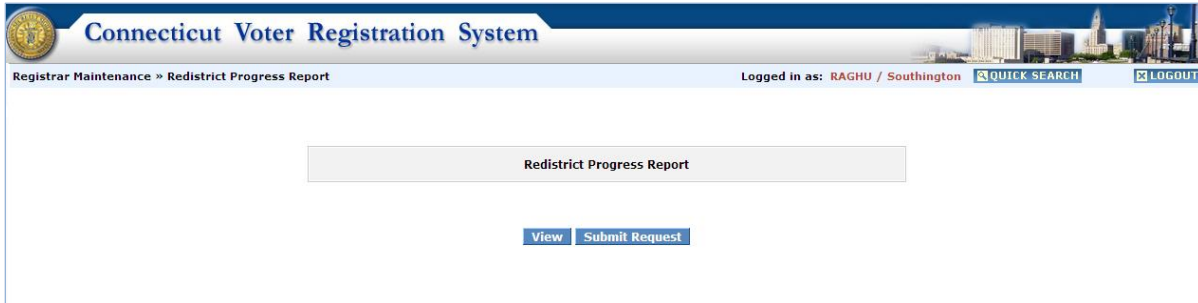
OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

12. RE-DISTRICT PROGRESS REPORT

Description: This report displays the Redistricting status update.

Figure 12.1: Redistrict Progress Report



Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To view the Redistrict Progress Report:

1. Login to the CVRS as a Registrar.
2. Click on the “Redistrict Progress Report” tab from the “Registrar Maintenance” Menu.
3. You will be navigated to the Redistrict Progress Report screen (Refer Fig 12.1)
4. You must click on the “View” button to generate and view “Redistrict Progress” report.

OR

Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.

13. REPORT STATUS

Description: This screen allows a Registrar to access previously submitted reports to view, delete, and/or reprocess the reports.

Figure 13.1: Report Status

<input type="checkbox"/>	Report ID	Report Name	District/Ward-Precinct	Date - Time	Submitted By	Status
<input type="checkbox"/>	000000001	TownStreetList	001-00	04/09/2012 11:12 AM	SSVR2131	Viewed
<input type="checkbox"/>	000000002	AlphaList	001-00,002-00,003-00,004-00,005-00,006-00,008-00,009-00,010-00,011-00,012-00	04/09/2012 11:31 AM	SSVR2131	Viewed
<input type="checkbox"/>	000000003	PollingPlaceList		04/09/2012 11:42 AM	SRKS	Viewed
<input type="checkbox"/>	000000004	PermanentAbsentee	001-00	04/09/2012 01:28 PM	SSVR2131	Viewed
<input type="checkbox"/>	000000005	PermanentAbsentee	002-00	04/09/2012 01:28 PM	SSVR2131	Completed
<input type="checkbox"/>	000000006	PermanentAbsentee	003-00	04/09/2012 01:28 PM	SSVR2131	Completed
<input type="checkbox"/>	000000007	PermanentAbsentee	004-00	04/09/2012 01:28 PM	SSVR2131	Completed
<input type="checkbox"/>	000000008	PermanentAbsentee	005-00	04/09/2012 01:28 PM	SSVR2131	Completed
<input type="checkbox"/>	000000009	PermanentAbsentee	006-00	04/09/2012 01:28 PM	SSVR2131	Completed
<input type="checkbox"/>	000000010	PermanentAbsentee	008-00	04/09/2012 01:28 PM	SSVR2131	Completed
<input type="checkbox"/>	000000011	PermanentAbsentee	009-00	04/09/2012 01:28 PM	SSVR2131	Completed
<input type="checkbox"/>	000000012	PermanentAbsentee	010-00	04/09/2012 01:28 PM	SSVR2131	Completed
<input type="checkbox"/>	000000013	PermanentAbsentee	011-00	04/09/2012 01:28 PM	SSVR2131	Completed
<input type="checkbox"/>	000000014	PermanentAbsentee	012-00	04/09/2012 01:28 PM	SSVR2131	Completed

Button/ Links Functionality:

Delete	Deletes the selected report from the list
Reprocess	Resubmits the failed report
Refresh	Updates the report status on the screen

Process Flow:

To view submit reports from the report status screen:

1. Login to the CVRS as a Registrar.
2. Click on the "Report Status" tab from the "Registrar Maintenance" menu.
3. You will be navigated to the "Report Status" screen. (Refer Fig. 13.1)
4. This screen has following functionalities:
 - a. **View Report:** you can view report by clicking on the "Report Id" link. *(Note: The Voter Id link will only be activated for the reports with "Complete" status)*
 - b. **Reprocess Button:** You can only reprocess the reports with the "Failed" status, for any other reprocess request system will generate the prompt.
 - c. **Refresh Button:** This button will refresh the screen and will update the

report status.

- d. **Delete Button:** Select the report you would like to delete and click on the “Delete” button.

14. SPECIAL STATUS LIST

Description: This screen displays the List of voters with the special status.

Figure 14.1 : Special Status List

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page
Clear	Clears the form entries

Process Flow:

To view Special Status List:

1. Login to the CVRS as a Registrar.
2. Click on the “Special Status” tab in the “Registrar Maintenance” Menu.
3. You will be navigated to the “Special Status” report screen. Make your required selection to generate the report. (Refer Fig. 14.1)
4. You must click on the “View” button to generate and view “Special Status” report.

OR

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

15. SUPPRESSED ADDRESS LIST

Description: This screen allows a Registrar to view the Suppressed Address list. This report is for Internal Use only.

Figure 15.1 : Suppressed Address List

Figure 15.2 : Suppressed Address List

SUPPRESSED ADDRESS LIST - TOWN OF SOUTHINGTON
STATE DISTRICTS - 001-00
CON : 001 - SEN : 016 - ASY : 030,080,081 - STATUS : A - GENDER : ALL - VOTING OPTION : ALL - ORDER BY : STREET ADDRESS - LAST NAME
RANGE : A-Z - ENROLLMENT : ALL

STATE DISTRICT : 001

NAME	ST.NO.	UNIT	STREET NAME	DIST/PRE	ST
CUSHING LANE					
Dubois Dean A	6		Cushing Lane	001	A
CUSHING LANE Total Voters : 1					
HONEY LANE					
Velazquez Michael	69		Honey Lane	001	A
HONEY LANE Total Voters : 1					
NICOLO WAY					
Mackenzie Donald C III	28		Nicolo Way	001	A
Salka Carol A	35		Nicolo Way	001	A
Salka Robert Y	35		Nicolo Way	001	A
NICOLO WAY Total Voters : 3					
Precinct: 001-00 Total Voters: 5 D=0 R=4 U=1 O=0					
District: 001 Total Voters: 5 D=0 R=4 U=1 O=0					
Total Number of Voters: 5 Democrats: 0 Republicans: 4 Unaffiliated: 1 Others: 0					

Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page
Clear	Clears the form entries

Process Flow:

To view Suppressed Address List:

1. Login to the CVRS as a Registrar.
2. Click on the "Suppressed Address List" tab in the "Registrar Maintenance" Menu.
3. System will generate a prompt stating that "This report is for internal use only", click on "OK" to continue.
4. You will be navigated to the "Suppressed Address List" screen. (Refer Fig. 15.1)
5. Make required selection to generate the report.
6. You must click on the "View" button to generate and view "Suppressed Address" List. (Refer Fig. 15.2)

OR

Click on the "Submit Request" to submit your report request and view it later from the Report Status Screen.

16. UNIT NUMBER COUNT LIST

Description: This screen allows a Registrar to view the Unit Number Count List of Active Voters.

Figure 16.1 : Unit Number Count List Screen

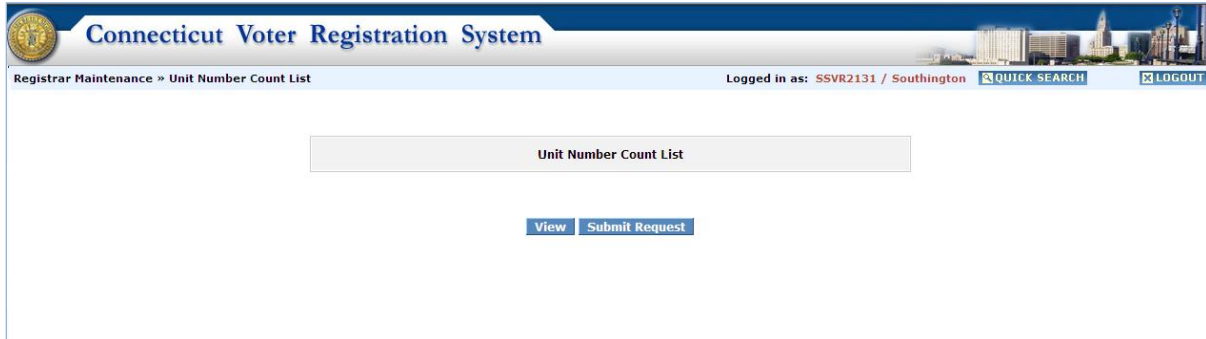


Figure 16.2 : Unit Number Count List Report

CONNECTICUT - UNIT NUMBER COUNT LIST OF ACTIVE VOTERS			
TOWN ID	TOWN NAME	TOTAL VOTERS WITH UNIT NUMBER	TOTAL VOTERS WITHOUT UNIT NUMBER
001	Andover	39	2143
002	Ansonia	876	8557
003	Ashford	152	2609
004	Avon	303	11709
005	Barkhamsted	49	2549
006	Beacon Falls	112	3649
007	Berlin	0	13065
008	Bethany	59	3824
009	Bethel	407	10589
010	Bethlehem	70	2728
011	Bloomfield	974	13206
012	Bolton	64	3201
013	Bozrah	25	1671
014	Branford	2034	15588
015	Bridgeport	15259	52662
016	Bridgewater	7	1230
017	Bristol	3965	29252
018	Brookfield	119	9913
019	Brooklyn	285	4333
020	Burlington	62	5977
021	Canaan	15	711
022	Canterbury	84	3248
023	Canton	299	6498

Button/ Links Functionality:	
View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page
Process Flow:	
<p>To view “Unit Number Count List” Report:</p> <ol style="list-style-type: none"> 1. Login to the CVRS as a Registrar. 2. Click on the “Unit Number Count List” tab in the “Registrar Maintenance” Menu. 3. You will be navigated to the “Unit Number Count List” screen. (Refer Fig. 16.1) 4. You can click on the “View” button to generate and view the report. (Refer Fig 16.2) <p style="text-align: center;">OR</p> <p>Click on the “Submit Request” to submit your report request and view it later from the Report Status Screen.</p>	

17. UNIT NUMBER LIST

Description: This screen allows a Registrar to view the Voter Unit Number List for the town

Figure 17.1 : Unit Number List



Figure 17.2 : Voter Unit Number List

VOTER UNIT NUMBER LIST - TOWN OF SOUTHTON		
VOTER NAME	ST.NO.	UNIT
ACADEMY LANE		
Fox Monika K	51	B
ACADEMY LANE Total Voters : 1		
ACADEMY STREET		
West Anne M	43	102
West John M	43	102
Kalvaitis Christine A	43	201
Laskarzewski Florence T	43	202
Flynn Bernard J	43	205
Flynn Frances K	43	205
Swanson Joan F	43	208
Psutka Anna	43	209
Richardson Helen G	43	211
Porter David R	43	212
Zajac Susan E	43	301
Britton Carole K	43	302
Giumelli Samuel J	43	303
Thurston Geraldine L	43	304
Hart Arlene M	43	305
Mindek Sandra A	43	306
Zembrzski Frances K	43	308
Misjorski Mary E	43	310
Bogue Alice M	43	311
Bates Barbara R	43	312
Paldino Frank W	43	401
Morgan-Kosko Gertrude D	43	405
Sandell Margaret E	43	406
Lam Huong T	43	407
Hall Dolores C	43	410
Hoyt Ruth M	43	411
Lompart Anna Z	101	2
Warchol Rafal	101	2
Bouzid Rafik	101	3
ACADEMY STREET Total Voters : 29		
AIRCRAFT ROAD		
Morin Sara T	28	H
Stamm Brian A	28	J
Stamm John Jr	28	J
AIRCRAFT ROAD Total Voters : 3		
APPLEGATE ROAD		
Hamilton Donald T	12	101
Hamilton Marissa L	12	101
Manning Francis A	20	92
Jinga John G	90	1
Jinga Veronica	90	1
Melasky Bernard J	90	2
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Button/ Links Functionality:

View	Generates and displays the report
Submit Request	Submits the report request to view it later from the Report Status page

Process Flow:

To View “Unit Number List” report:

1. Login to the CVRS as a Registrar.
2. Click the “Unit Number List” under the “Registrar Maintenance” menu.
3. You will be navigated to the “Unit Number List” screen. (Refer Fig. 17.1)
4. You can click on the “View” button to generate and view the report. (Refer Fig 17.2)

OR

Click on the “Submit Request” to submit your report request to view it later from the Report Status Screen.