Connecticut Secretary of the State's Office Elections Division

Early Voting User Manual



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Update Who Voted Screen......22

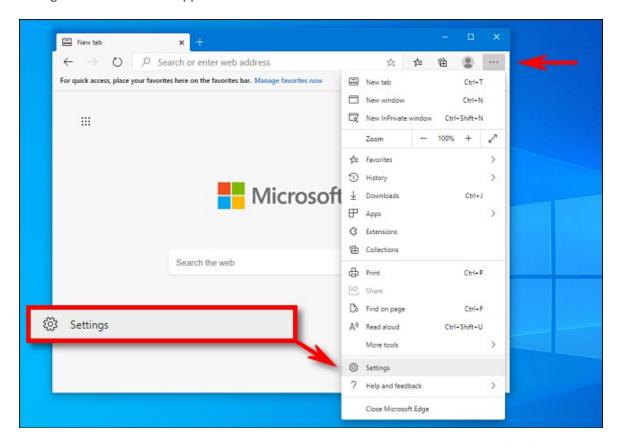
Prerequisites

Edge in IE Mode

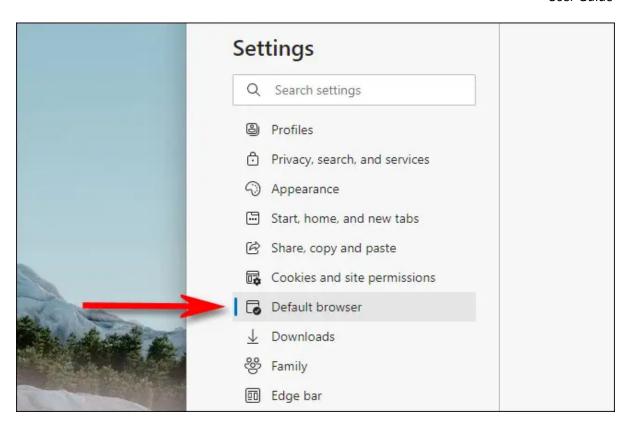
1. Open the CVRS application in Internet Explorer mode on Edge browser. The steps to setup this are as follows:

CVRS was developed in 2002 under IE11 and there are two functions within the application that need to use Internet Explorer 11 for the purpose of executing CVRS properly. The functions are MEMO HISTORY for the registrars and using the DYMO printer for the clerks. Edge includes an "Internet Explorer mode" for compatibility. Here's how to use it.

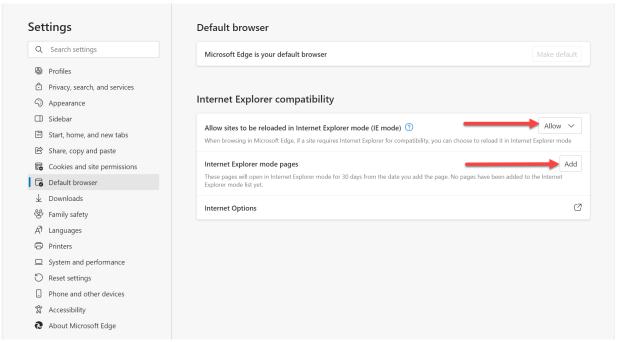
First, open Edge. In the upper-right corner of any window, click the ellipses button (three dots) and select "Settings" in the menu that appears.



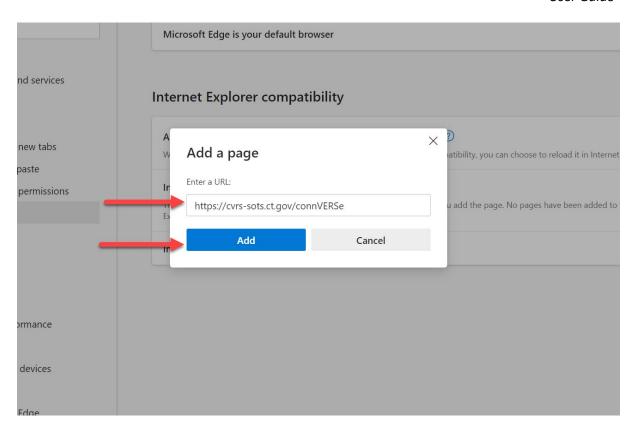
When the Settings tab opens, expand the window until you see the Settings sidebar. Click "Default Browser."



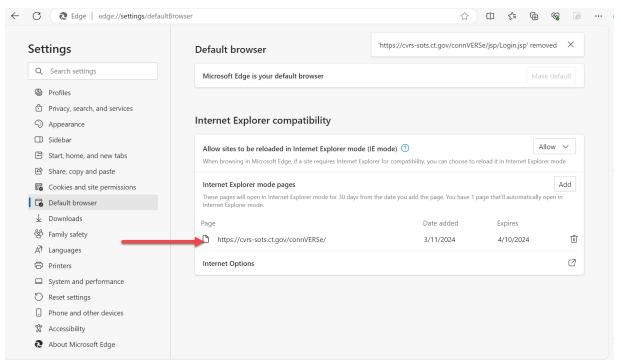
In Default Browser settings, locate the "Internet Explorer Compatibility" section. Using the drop-down menu beside "Allow sites to be reloaded in Internet Explorer mode," select "Allow." Then click "Add" to enter the CVRS URL.



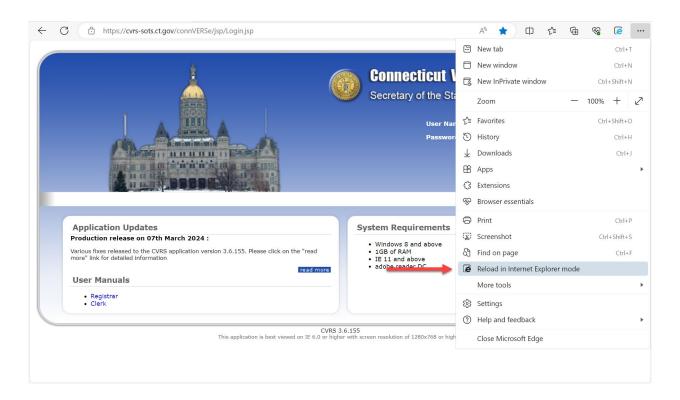
Enter https://cvrs-sots.ct.gov/connVERSe in the text box and click 'Add' button.



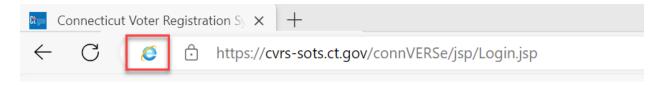
After that confirm that the URL appears in the list with an expiration date of 30 days.



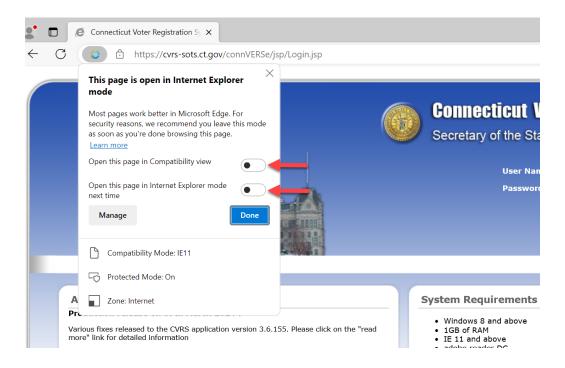
Now open a new tab in the browser and access the CVRS application. To switch to IE mode, click the ellipses (three dots) button and select "Reload in Internet Explorer mode." Or you can right-click the tab and select "Reload tab in Internet Explorer mode."



Edge will reload the site in the Internet Explorer engine, and you'll see an Internet Explorer icon in the left side of the address bar reminding you that you're in IE mode.



If you'd like to open CVRS application in IE mode flip the switches beside "Open this page in Internet Explorer mode next time" and "Open this page in Compatibility view" and click 'Done' button.



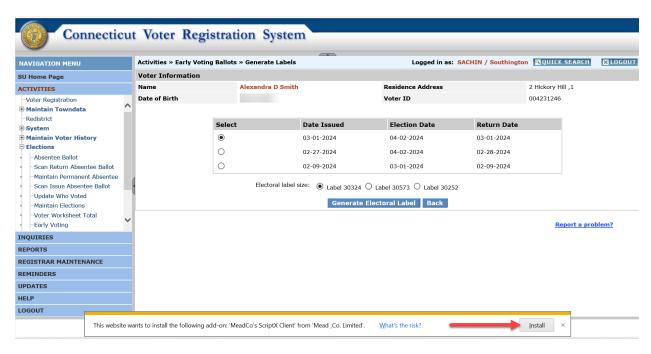
From now on, that application will load in IE mode for compatibility purposes until it expires. Due to possible security risks, Microsoft recommends not using IE mode longer than necessary. Happy browsing!

Note that doing this will open the application in IE mode for 30 days after which you need to follow the above steps and add the URL to IE mode.

MeadCo ScriptX

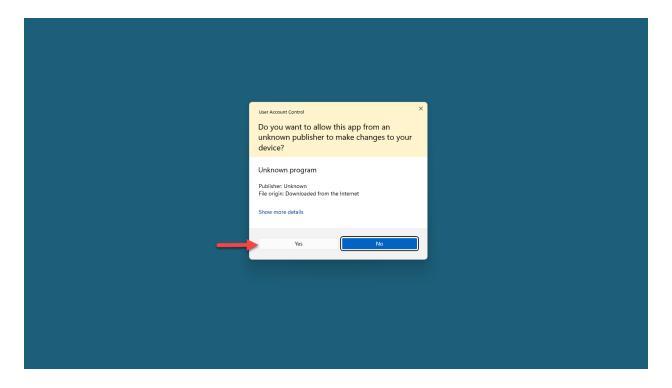
2. Make sure that Meadco ScriptX is installed before you print the labels. To install the Meadco ScriptX follow the below steps:

Once you open the CVRS application in IE mode, log in to the CVRS application and navigate to the Early Voting screen. The system will prompt you to install MeadCo ScriptX as shown below (if one is not already installed).

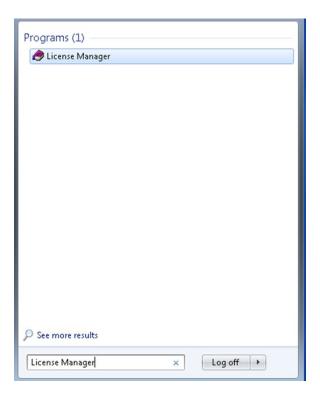


Click 'Install' and the page refreshes.

Again, navigate to the Early Voting screen and the system will display a confirmation pop up asking the user to allow the installation. Click 'Yes' to install MeadCo.



To review the license, the user can go to License Manager by pressing Windows Key and typing "License Manager" in the search box.



Click on 'License Manager' option.



User will be able to see the Meadco ScriptX validity dates and make sure that they have the updated License on their computer.

Introduction

Welcome to the Early Voting User Manual for Connecticut's Centralized Voter Registration System (CVRS). This manual serves as a comprehensive guide for registrars and stakeholders involved in the implementation and management of early voting procedures within the state.

Connecticut's recent adoption of early voting represents a significant milestone in electoral reform, aimed at enhancing accessibility, inclusivity, and efficiency in the electoral process. As part of this initiative, the CVRS has undergone strategic enhancements to facilitate the seamless integration, maintenance, and tracking of early voting activities.

This manual is designed to provide users with an overview of the changes made to the CVRS system considering early voting implementation. From understanding the new features and functionalities to navigating through the revised workflows, users will gain insights into how to effectively leverage the system to support early voting across the state.

Throughout this manual, users will find instructions to optimize their experience with the CVRS in the context of early voting. Whether you are a seasoned election official or a newcomer to the electoral process, this manual aims to equip you with the knowledge and resources necessary to navigate the complexities of early voting administration with confidence and proficiency. The following updates are made in CVRS.

Early Voting Locations

To designate a location as an early voting location, CVRS has a new flag on the 'Maintain Polling Place' screen. Selecting the checkbox and clicking the button will update the location as Early Voting location.

Polling Place Screen



Confirmation Screen



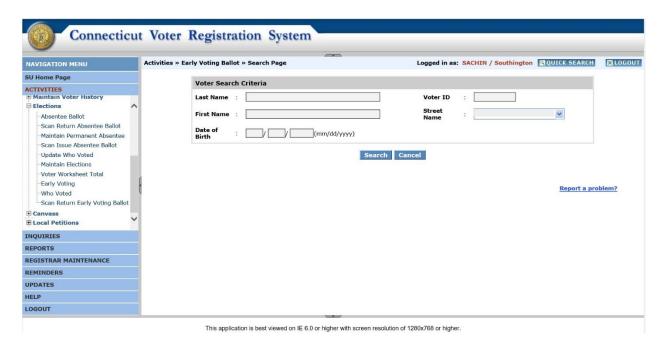
Add Early Voting

To manage Early Voting in CVRS, a new functionality allows users to add/update an Early Voting ballot. To add/update an Early Voting ballot, navigate to 'Activities -> Elections -> Early Voting' and the system will display the screen to search for the voter (like the Absentee Ballot screen). Users can search for a voter using one of the following criteria.

- 1. Last Name, First Name and Date of Birth.
- 2. Voter ID.
- 3. Street Name.

Once the search criteria are entered and upon clicking the 'Search' button, the system displays the search results. On selecting the correct record and clicking the 'Add Early Voting Ballot' button, the system displays the 'Add Early Voting Ballot' screen with the voter information at the top. In the grid below, the system displays an existing Early Voting Ballots. (if any)

Search Voter Screen



Search Results Screen



To add a new Early Voting Ballot, a user can click the 'Insert' button, and the system displays the fields to enter the details (like the Absentee Ballot screen). It is broken into 3 sections.

- 1. Ballot Issue Information.
- 2. Ballot Mailing Address.
- 3. Ballot Return Information.

Add Early Voting Screen



Ballot Issue Information

- The user needs to enter the election date for which the ballot is being issued.
- The user needs to select the 'Election Code' for the entered Election Date.
- The date the ballot is issued is entered in the 'Date Issued' field. This is a Required field and defaults to the current date.
- 'Ballot Code' is the type of ballot being issued. This is a Required field and defaults to 'Regular'.
- 'Issue Type' will always default to 'In Person.'
- 'Early Voting Location' must be selected from the dropdown. This is a Required field. If there is only one Early Voting Location, it will be selected by default. However, if there are more than one, then the user needs to select the Early Voting Location.

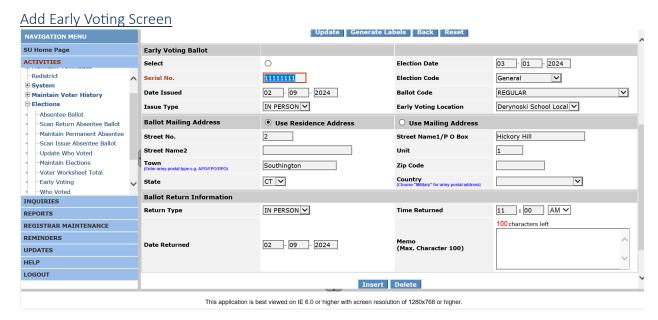
Ballot Mailing Address

- Defaults to the 'Use Residence Address' option. There is no need to change this.

Ballot Return Information

- 'Return Type' can be selected from this dropdown.
- Ballot return time can be entered in the 'Time Returned' field.
- The date the ballot is returned must be entered in the 'Date Returned' field. This is a Required field.
- Additional information can be entered in the 'Memo' field.

Once all the required fields have been entered, the user can click 'Update' button to save the information.



Upon successful completion, the system displays the confirmation message.

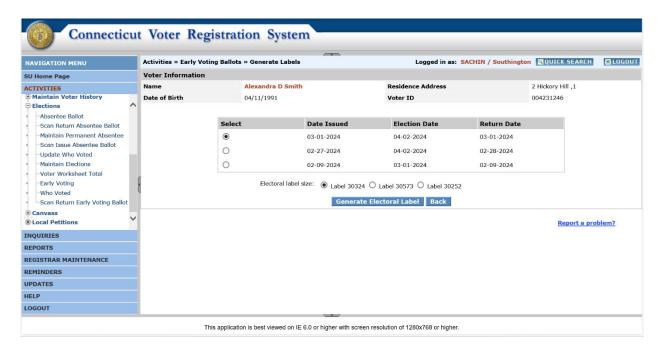
Add Early Voting Confirmation Screen



Electoral Labels

The user can print an Electoral label for an Early Voting ballot. Select the election for which the label needs to be printed and select the label size and click 'Generate Electoral Label'.

<u>Note:</u> The user opens CVRS in IE mode on Edge browser to print the labels. Make sure that the printer is configured correctly in CVRS and the Meadco scritpx is installed.



Update Early Voting

To update an existing ballot information, the user must go to that ballot, make the necessary changes, and click the 'Update' button to save the information. Upon successful completion, the system displays the confirmation message.



Delete Early Voting Ballot

To delete an existing ballot, the user must select the radio button for that ballot and can click 'Delete' button and then click 'Update' button to save the information.

Clear Information

To clear the data entered without saving it, the user can click the 'Reset' button.

Navigate to Search Results Screen

To navigate back to the search results screen, the user can click the 'Back' button.

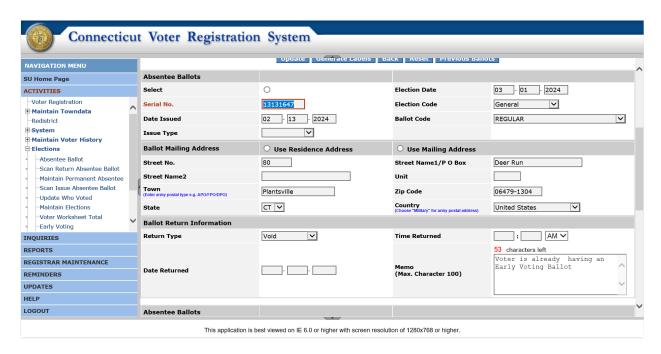
Already Voted Early

If the voter has voted Early and later requests an Absentee Ballot, the system will not allow the user to issue an absentee ballot and will display an alert message.



Already Voted Absentee

If the voter has an Absentee ballot that has been issued and or returned and the voter votes Early ballot, then the system will void the absentee ballot request as Early voting takes precedence over Absentee.



Scan Return Early Voting Ballot

In order to scan in a returned early voting ballot, the user must navigate to 'Activities -> Elections -> Scan Return Early Voting Ballot' screen and enter the following details.

- Election Date.
- Election Code.
- 'Return Type' dropdown defaults to 'In Person'.
- Ballot return time must be entered in the 'Time Returned' field. Defaults to 11:00 PM.
- The date ballot is returned must be entered in the 'Date Returned' field.

Note: Once these details are entered and a voter record is updated, the values remain as default values for the duration of the user session or until the user changes them.

The user can scan the 'Voter Id' to update the return information. After scanning or entering the voter id, the user must click the 'Update' button and if all the validations pass, the system will update the return information and display the confirmation message.

Scan Return Early Voting Screen



Upon successful completion the system displays the confirmation message.



Reports

The following updates have been made to the Reports.

Official Voter List

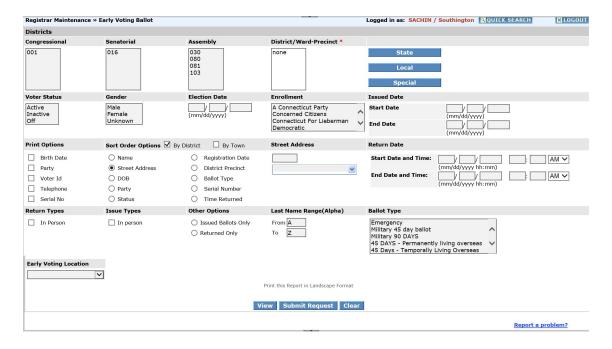
The Official Voter List report is updated to include the voters who have voted Early. On the Official Voter list, the voters who voted Early will be marked with the letter E next to their name like A for Absentee.

8812	Ogini Camina 8	21	Patterson Justin IVI
8812	Schaeffer William M	30	Windesheim Carolyn E
HART STREET		30	Windesheim Joanna M
46	Kearns Kelly M	30	Windesheim Kurtis A
62	Oneill Patricia A	37	Landino David S
68	Frenette Charles	37	Landino Valerie
68	Frenette Patricia D	40	Rosario Judy
82	Paul-Zak Bette L	41	Daly John F
82	Zak Tyler A	41	Daly Sabrina D
150	Girouard David L	41	Daly Travis
150	Girouard Diane M	44	Sumpter Diane E
150	Girouard Kelly E	44	Sumpter Michael L
160	Frechette Anabella	44	Sumpter Vincent W Sr
166	*Carney Brandon D	HICKORY HILL	
176	Butterly William H	1	Bristol Mary L
180	Christensen Russell H	2	McClure Bridget M
192	Blanchard Elke R	E 2 1	Smith Alexandra D
192	Blanchard Marc A	3	Zembko Carleen W
244	Leary John J	4	Nadolny Rosalie A
244	Leary Karen M	4	Rentz Arthur S
244	Leary Lauren C	5	Lokites Catherine A
282	Lunn Maria E	6	Bonczek Joan W
202		7	Lydem Marianne

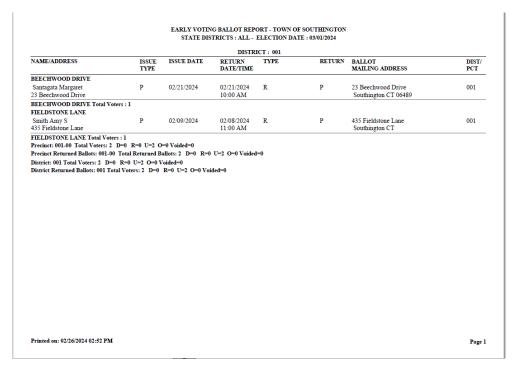
Early Voting

A new report to display the list of voters who voted Early has been added to the system. The selection criteria are the same as the Absentee Ballot report except that this report will include only the voters who voted Early. The selection criteria include:

Early Voting Ballot Report Generation Screen

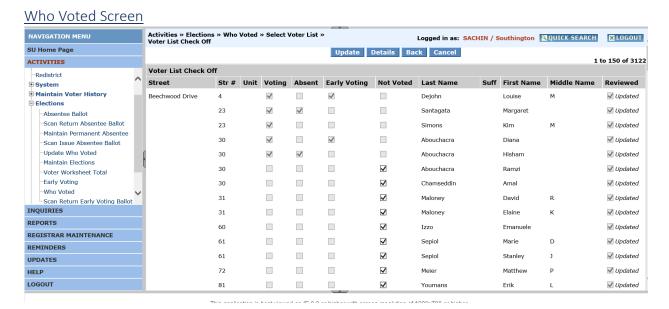


Upon submitting the request, the system will generate the report.

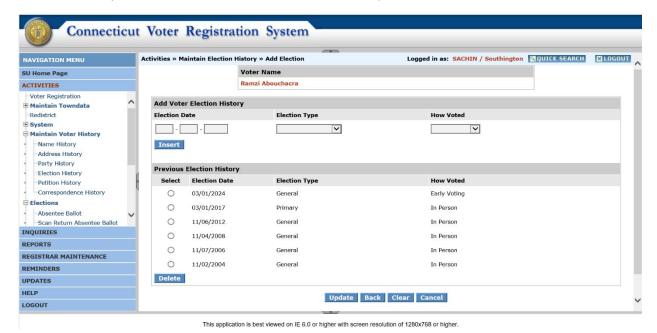


Who Voted

The 'Who Voted' functionality is also updated to allow users to provide the voting history of voters who voted Early. On the Update Who Voted screen, a new column has been added to indicate Early Voting. To give credit for a voter who voted Early, the user must select the checkbox under the 'Early' column. The system will allow the user to select only one of the options. Upon making all the necessary selections and clicking 'Update' button, the system will assign participation history and navigate to the next screen (if available).

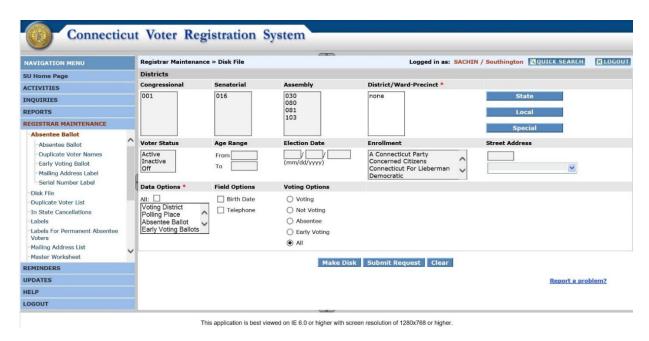


Once the history is credited it can be verified from the voter profile.



Disk File

The disk file is updated to generate a file to include voters who have voted Early. The user needs to select the 'Early Voting Ballots' option from the 'Data Options' field. This file can then be provided to a pollbook vendor to program their systems.



The 'Update who voted' function has also been updated to allow users to upload files from pollbook vendors to provide the voting history of voters who voted Early. The file will contain the word 'Early' to

indicate that the voter voted Early. The user can upload the file from the screen. Once the history is credited it can be verified from the voter profile.

Update Who Voted Screen

