Instructions to use Voter Reporting

Output Format

⦿ PDF Labels (Avery 5160 Format, do not scale printing)

☐ Household?

◯ PDF Report

◯ Downloadable File (Comma Separated Values)

1. Choose *Output Format*. May run mailing labels, a PDF or a downloadable file in Excel.

Select Voters that only voted in (Please Note, when creating CSV output the file format contains other elections that voters have been voted in):

No Election Filter ⌄

2. Can run list of voters who voted in certain elections.

Include Voters with the following Current Party Affiliations:

☑ Democratic   ☑ Republican

☑ NonPartisan (Includes 'others')   ☑ Constitution

☑ Green   ☑ Libertarian

☑ Socialist

3. Can run list of voters with certain party affiliations.

Additional Filtering:

◯ Filter On Precinct ⦿ Filter On District ◯ No Filtering

Select District Category: | US CONGRESS ⌄ |

Select District Name: | 7TH US CONGRESSIONAL ⌄ |

4. *Filter on Precinct* for specific precinct or *Filter on District* for specific district.

5. *Select District Name.*

How would you like the output sorted?

⦿ Alphabetical
(sorted by Voter Name)

◯ Precinct, Alphabetical
(sorted by Precinct, then Voter Name)

◯ Walking List
(sorted by Voter Address)

◯ Precinct, Walking List
(sorted by Precinct, then Voter Address)

6. List may be sorted alpha, precinct alpha (when the report is run by precinct), walking lists (street by street) or precinct walking list (street by street in each precinct).

Do you wish to include voter Mailing Addresses in addition to Residential Addresses?

⦿ Yes

◯ No

7. Some voters have mailing addresses in additional to a residential address on the voter rolls. This may be helpful if sending a mailer out.

Start Processing

8. Start Processing – This request will be processed and file available for download.