

rVotes Walking List Instructions

Version: 9/14/2011

To start, click on “Main Menu” tab to start.

Click on “Create A New List - Build, edit, and print a list of voters.”

Select the “County” where you reside.
Once the selection box pops up, select the “Precinct” in which you are interested.

Then make your selections, based on whom you would like to contact. Key choices are:

- **Party Affiliation**
- **Voting History**
- **Survey Question** –you will see sample survey scripts from the drop-down menu. In the future, we will provide instructions for Admins to create their own, customized survey scripts.

Then click on “Search” button to view results.

Next, you will see publicly available information from Voter Records, based on your selected “Search” criteria.

Click on the “Reports” button.

Name	Address	City	Sup*	Party	Age	Phone
	1115 Hope St	Bristol	R	54		
	1115 Hope St	Bristol	R	51		
	1177 Hope St	Bristol	U	71		
	1051 Hope St	Bristol	U	49		
	1051 Hope St	Bristol	R	52		

From the “Report Type” select “Walking List”

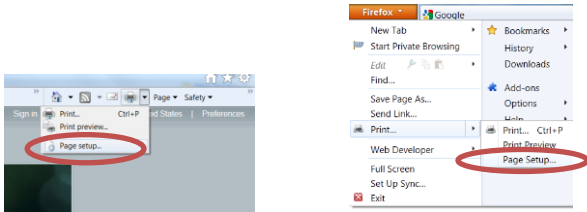
Select a “Script” –you will see sample survey scripts from the drop-down menu. In the future, we will provide instructions for Admins to create their own customized survey scripts.

Create and enter a “Title” for the Walk List Report

Then decide the “Walk Order” preferences by making selections from the dropdown menus.

For your report to print correctly, you must ensure that your browser's printer settings are correct.

1. Go to the **Page Setup** menu for Printing – see below for Internet Explorer & Firefox
2. Make sure all values are set as shown on the instruction template to the right.



Click on “Finish” button to obtain your Walking List which can then be printed.

The Bar Codes identify every individual voter and can be used later in combination with survey responses from your precinct walk to enter data with an inexpensive **Bar Code Scanner (Code 39 Scanner)**. These can be purchased from Amazon for about \$30-60.

**** IMPORTANT ****

To make your report print correctly, you must ensure that your browser's printer settings are correct.

1. Go to File | Page Set up menu.
2. Make sure all values are set as shown below:

PLEASE NOTE:
Your printer may not accept values as low as .25" and may replace your selection with another value. This value is your printer's minimum acceptable margin and may still work as long as it is not much more than .25". If your settings can not be set to .25" it is possible that you may not be able to print reports using your current printer.

Finish