**Petitions**

To add a Petition  
**ACTIVITIES**  
- MAINTAIN TOWN DATA  
- TOWN PETITIONS  
  Name the petition with a good description

To indicate an elector signed a petition  
**ACTIVITIES**  
- MAINTAIN VOTER HISTORY  
- PETITION HISTORY  
  - Search for Voter  
  - Select the voter  
    The most recent petition created will already be selected.  
    - Select INSERT  
    - Select UPDATE

To print a list of people who signed a petition  
**REGISTRAR MAINTENANCE**  
- PETITION VOTER DETAIL

**Setting the next election date**

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

**Street Name Change**

To Change a Street Name  
**ACTIVITIES**  
- MAINTAIN TOWN DATA  
  - STREET NAME CHANGE

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

To Update Voter Information  
**ACTIVITIES**  
- MAINTAIN VOTER HISTORY  
  - UPDATE NAME, PARTY, ELECTION ETC
General Registration Data

To See Current Registration Numbers for Town
REPORTS
  SUMMARIES
    VOTER REGISTRATION SUMMARY

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

To See the number of Online Registrations both new and those with changes
REPORTS
  ONLINE REGISTRATION LIST

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

Absentee Ballots

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

To See Individual Voter Absentee Ballot History
INQUIRIES
  VOTER ABSENTEE BALLOT

To Generate Report of those voters on the Permanent AB Status)
REGISTRAR MAINTENANCE
  ABSENTEE BALLOT
    PERMANENT ABSENTEE BALLOT

To Add or Remove a voter from Permanent AB status
ACTIVITIES
  ELECTIONS
    MAINTAIN PERMANENT ABSENTEE BALLOT

Adding a new user to CVRS

MUST USE special username and password
To add a User to CVRS
ACTIVITIES
  SYSTEM
    ADD USER
Canvass

Canvass Related
ACTIVITIES
CANVASS
  START CANVASS

ACTIVITIES
  CANVASS
    CHANGE VOTER
      CVR OR ED-683

ACTIVITIES
  CANVASS
    MAINTAIN VOTER CANVASS HISTORY