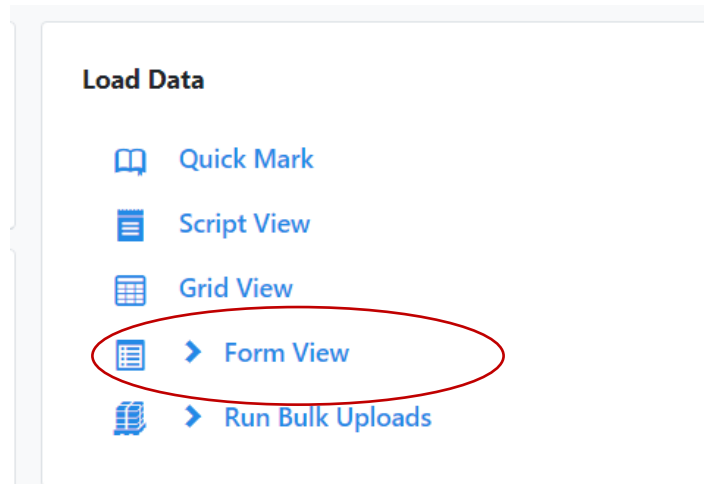


# Enter VBM Requests

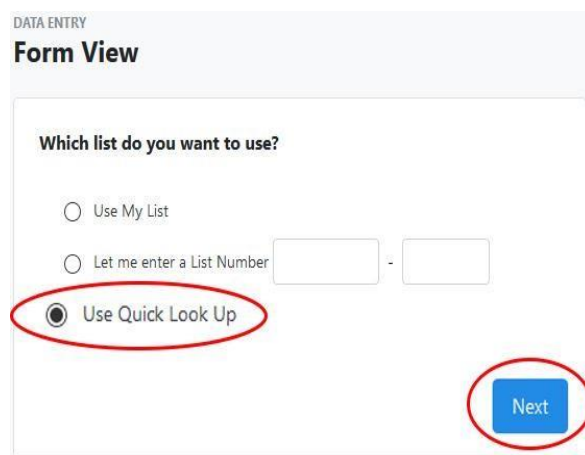
1. From the **My Voters** Tab of the VoteBuilder Home Screen **select Form View**.



2. **Select Enter Data Using Form View:**

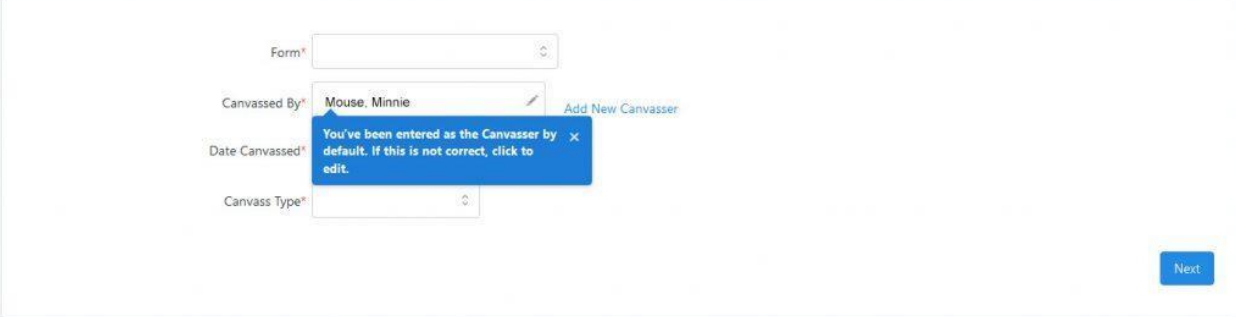


3. From the Form View Data Entry screen, **select Use Quick Look Up** and **Next**:

A screenshot of a 'Form View' data entry screen. The title 'Form View' is at the top. Below it, the question 'Which list do you want to use?' is displayed. There are three radio button options: 'Use My List', 'Let me enter a List Number' (with two input fields and a hyphen), and 'Use Quick Look Up'. The 'Use Quick Look Up' option is selected and circled in red. At the bottom right, there is a blue 'Next' button, also circled in red.

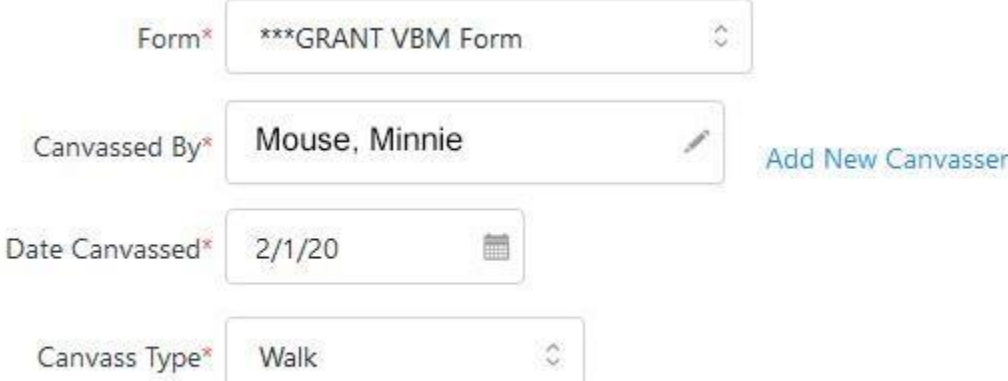


The following screen will open.



The screenshot shows a 'Form View' interface. It contains four fields: 'Form\*' (empty dropdown), 'Canvassed By\*' (filled with 'Mouse, Minnie'), 'Date Canvassed\*' (empty), and 'Canvass Type\*' (empty dropdown). A blue notification box is overlaid on the 'Canvassed By\*' field, containing the text: 'You've been entered as the Canvasser by default. If this is not correct, click to edit.' with a close 'X' button. To the right of the 'Canvassed By\*' field is a link 'Add New Canvasser'. At the bottom right is a blue 'Next' button.

4. **Open** the Form options and select **Grant VBM Form**:
5. If there is a blue box as in the image above, click on the X in the upper right of the blue box to close it.
6. **Complete** the **Canvassed By**, **Date Canvassed**, and **Canvass Type** fields. **Select 'Walk'** as the **Canvass Type**.



The screenshot shows the 'Form View' interface with the following fields filled: 'Form\*' is set to '\*\*\*GRANT VBM Form'; 'Canvassed By\*' is filled with 'Mouse, Minnie'; 'Date Canvassed\*' is filled with '2/1/20'; and 'Canvass Type\*' is set to 'Walk'. The 'Add New Canvasser' link is still present to the right of the 'Canvassed By\*' field.

7. **Select Next.**
8. The following screen will appear: **Enter** the **name** and **county** of the person for whom you want to enter a VBM and **select Search**.



CONTACTS

### Form View

Last Name: 
 First Name: 
 Middle Name: 
 Nickname: 
 Phone: 
 DOB: 
 ID: 
 Voter File VANID:

Street Address: 
 City: 
 Zip: 
 Email: 
 County:

☒ Use SmartName search technology  
 Too many results: please be more specific.

Remember Filters Clear Change Settings **Search**

## 9. Select the individual you want from the list displayed:

CONTACTS

### Form View

Last Name: 
 First Name: 
 Middle Name: 
 Nickname: 
 Phone: 
 DOB: 
 ID: 
 Voter File VANID:

Street Address: 
 City: 
 Zip: 
 Email: 
 County:

☒ Use SmartName search technology

Remember Filters Clear Change Settings **Search**

Name	Address	City	Age	Phone	Email
Duck, Arnold	102 Poultry Ln	Brandon	60	(813) 555-2345	
<b>Duck, Donald</b>	2020 Farming Pl	Valrico	59	(813) 555-1234	
Duck, Mary	666 Pond Rd.	Sun City Center	69	(813) 555-3456	

3 People · 1 Page

The following screen will be displayed:

## 10. Open the Grant: VBM Enroll drop-down and select Yes-For Collected.



## Minnie Mouse

Voter File VANID		1122334455		Go	Status Script Form		Clear Print <b>Save</b>	
Contacted By		Date		How				
Mouse, Minnie		2/2/20		Walk				
First Name: Donald		Last Name: Duck		*GRANT- VBM Enroll				
Mobile Phone: (813) 555-1234		Date of Birth: 03/01/60		Yes- For Collected				
Personal Email:				Maybe/Other				
Voting Address:		Valrico, FL 33594		No - Will not VBM				
Mailing Address:				Already Enrolled				
City:		State:		Zip:				

11. Select Save: