

How to send KCI files for printing the Purple Ballot Envelopes

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- **Report Name:** Daily AV
- **Report Style:** AV Daily
- **Applications/Ballots:** Send Ballot
- **Precinct Type:** If the precinct number does not appear in the format you are familiar with, change the selection in the Precinct Type field
- **Start Date:** Select the range of dates that is used when assigning ballot numbers
- **End Date**
- **Sort By:** Precinct and Last Name

DAILY AV

*REGION TYPE
JURISDICTION

*REGION
MISSOURI

*ELECTION DATE
02/27/2024 - PRESIDENTIAL PRIMARY

*PRECINCTS
PCT 1
PCT 2
PCT 3
PCT 4
PCT 5
PCT 6
Selected Count #6

*REPORT STYLE
AV DAILY

*SHOW EMAIL
NO

*SHOW PHONE NUMBER
NO

*REPORT FORMAT
CSV

*START DATE
12/01/2023

*END DATE
02/27/2024

*SORT BY
PRECINCT AND LAST NAME

CONTINUE CANCEL

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- **Report Format:** CSV

- **Do not open or save file in Excel**
- **Do not edit the file in any way**
- **Our automated processing system is designed to use the native QVF file**

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- Go to **www.kentcommunications.com**, click on the Upload Files button to access the secure upload site.
- Send to Ericka Clement or Natascha Myers.

