

Public Records Request – Help Manual

Records frequently requested are listed on our [website](#). If the records you seek are not listed there, please complete a Public Records Request online.

There are two sections to complete, after which you can review and edit your input prior to submitting your Public Records Request.

The first section is for Requestor Contact Information. There are nine fields in this section. Click within the field to type in your information. The following fields are mandatory:

- First Name
- Last Name
- Address **or** Email address (one or the other has to be completed)
- If Address is entered; City, State and Zip Code become required fields as well

Note: If we are unclear about your request or need to clarify any information to complete the request we will need to contact you. Entering your Email Address and Telephone number allows for the quickest means of contact. Additionally, if there are costs associated with your request we will need to advise of the amount and payment information.

Requestor Contact Information					
First Name	Last Name	Email Address			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
Address	City	State	Zip Code		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Phone	Phone Ext.				
<input type="text"/>	<input type="text"/>				

The second section is Records Request Details. This section has five fields to provide information describing your request. Completing all applicable fields with specific information should allow for efficient processing of your request. In this section the following fields are required:

- Topic of Request
- Description of Request
- If WDVA Personnel Related to Records Request is clicked, both First and Last Name are required

Date Range of Records Requested

The Start Date and End Date are to narrow the timeframe of searching for records. Searching through years of records could become time consuming and costly. Entering Start and End Dates should minimize both time and cost. Just click with the box to enter the date or use the popup calendar to select a date.

Topic of Request

This is a required field; please choose the topic most appropriate to your request. If you are not finding a topic that fits your request, please choose "Other" for this field.

Description of Request

Please be as specific as possible regarding what records you are requesting. If you know of WDVA Personnel that may have knowledge or involvement regarding the records please click on the WDVA Personnel Related to Records Request and enter the name(s). If you don't know both first and last names you won't be able to enter name(s) there. You could include any partial names within the Description of Request along with any pertinent information. The more descriptive and detailed information on the subject or topic will be beneficial. Once entries are completed, click on Continue to review, edit, upload related documents and submit your request.

The screenshot shows the 'Records Request Details' form. At the top, there is a section for 'Date Range of Records Requested' with 'Start Date' and 'End Date' fields, each with a calendar icon. To the right, there is a green '+' button next to the text 'WDVA personnel Related to Records Request'. Below this, there are two input boxes for 'First Name...' and 'Last Name...', with a 'Delete' button to the right. A red arrow points from the green '+' button to the 'First Name...' box. Below the 'Date Range' section is the 'Topic of Request' section with a dropdown menu showing '--- Choose Topic of Request ---'. Below that is the 'Description Of Request' section with a large text area. A red arrow points from the bottom left of the text area to the 'Continue' button. At the bottom of the form, there are 'Continue' and 'Clear' buttons. In the bottom right corner, there is a green '?' icon with the text 'Help' next to it.

Clicking the green box will open the first and last name boxes to enter WDVA Personnel. Completing both boxes will open another set of boxes below it.

Clicking the continue button to review and edit if necessary your entries, upload any documents, and submit your request.

The next page allows you to review, edit, upload documents and submit your request.

Records Request Details

Name Ilko Skevuld Email Address Ilko.Skevuld@virtualpizza.biz Phone (608)555-5555

Address 1234 EVERYTOWN ROAD EVERYTOWN,WI 53818

Start Date Sat Sep.01,2018 End Date Sun Oct.20,2019 Topic of Request Emails

Related WDVA Personnels
Tompkins Greg

Description Of Request I would like all of the e-mails related to e-mails. I have an interest in putting e-mails inside of my e-mails so I can e-mail while I e-mail.

No Documents!!

+ Document ← Click the green box to upload documents

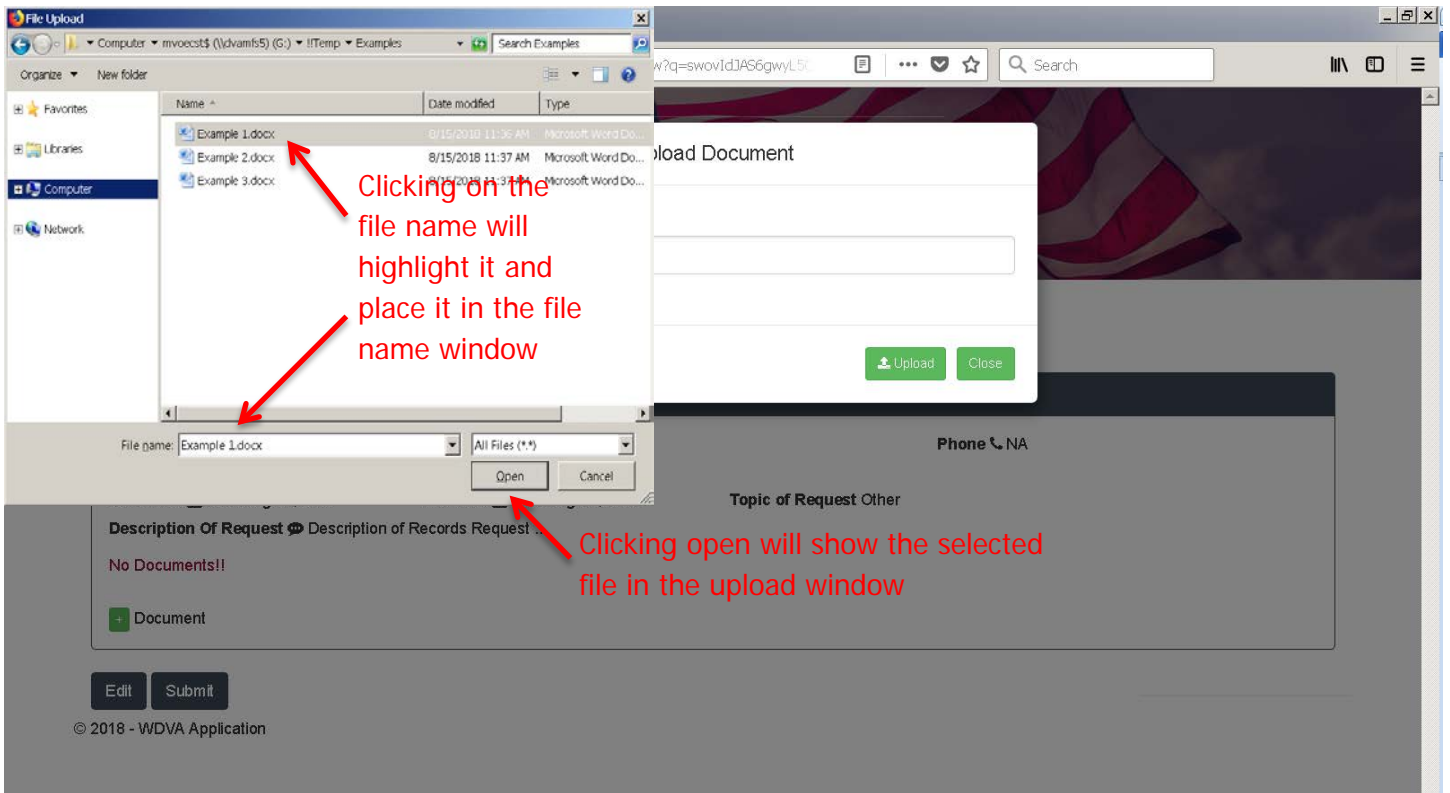
Edit Submit

← Click Edit to make any changes

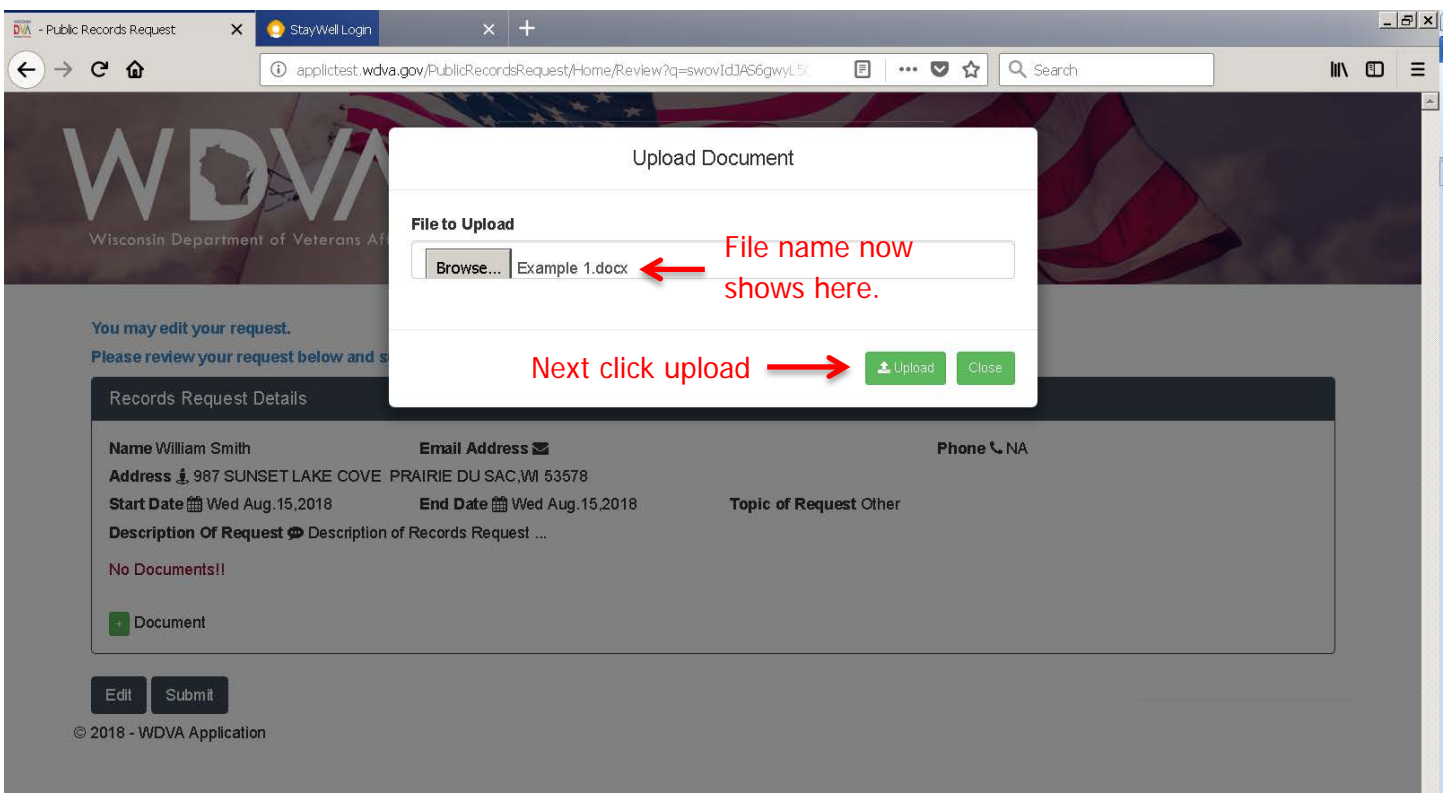
If you need to upload documents, when you click the green button, a popup window will appear, just click browse to find the file(s) to upload on your computer.

The image shows a 'Records Request Details' form for William Smith. A 'WDVA Wisconsin Department of Veterans Affairs' logo is visible in the background. A 'Records Request Details' section shows the user's information. A 'No Documents!!' message is present. A green '+ Document' button is highlighted with a red arrow and the text 'Click the green box to upload documents'. Below this, 'Edit' and 'Submit' buttons are shown, with a red arrow pointing to 'Edit' and the text 'Click Edit to make any changes'. A 'File to Upload' popup window is open, showing a 'Browse...' button with a red arrow pointing to it and the text 'Click browse to locate files'. The popup also contains an 'Upload' button and a 'Close' button.

After clicking on browse, another popup window appears with your computer's file navigation screen. Click on the file you wish to upload and click open.



After clicking Open, the file name will be displayed next to the browse button.



Next click upload to copy the file to our server. Follow this process if you have more than one file to upload. When you have uploaded all files, click close.

Upload Document

File to Upload

Uploaded Successfully!

When uploads are complete, click on close

After clicking upload, will show the upload was successful

Records Request Details

Name William Smith
 Address 987 SUNSET LAKE COVE
 Start Date Wed Aug.15,2018 End Date Wed Aug.15,2018 Topic of Request Other
 Description Of Request Description of Records Request ...

No Documents!!

+ Document

Edit Submit

© 2018 - WDVVA Application

After the popup screen closes, your uploaded file shows under the Documents heading. Next click Submit to complete your request.

Records Request Details

Name William Smith Email Address Phone NA
 Address 987 SUNSET LAKE COVE PRAIRIE DU SAC,WI 53578
 Start Date Wed Aug.15,2018 End Date Wed Aug.15,2018 Topic of Request Other
 Description Of Request Description of Records Request ...

Documents

Example 1.docx Delete

+ Document

Edit Submit

Click Submit to complete your request

© 2018 - WDVVA Application

After clicking Submit you will receive confirmation of submission.



Your Request Was Submitted

To Return To The Public Request Page Click [Here](#)