

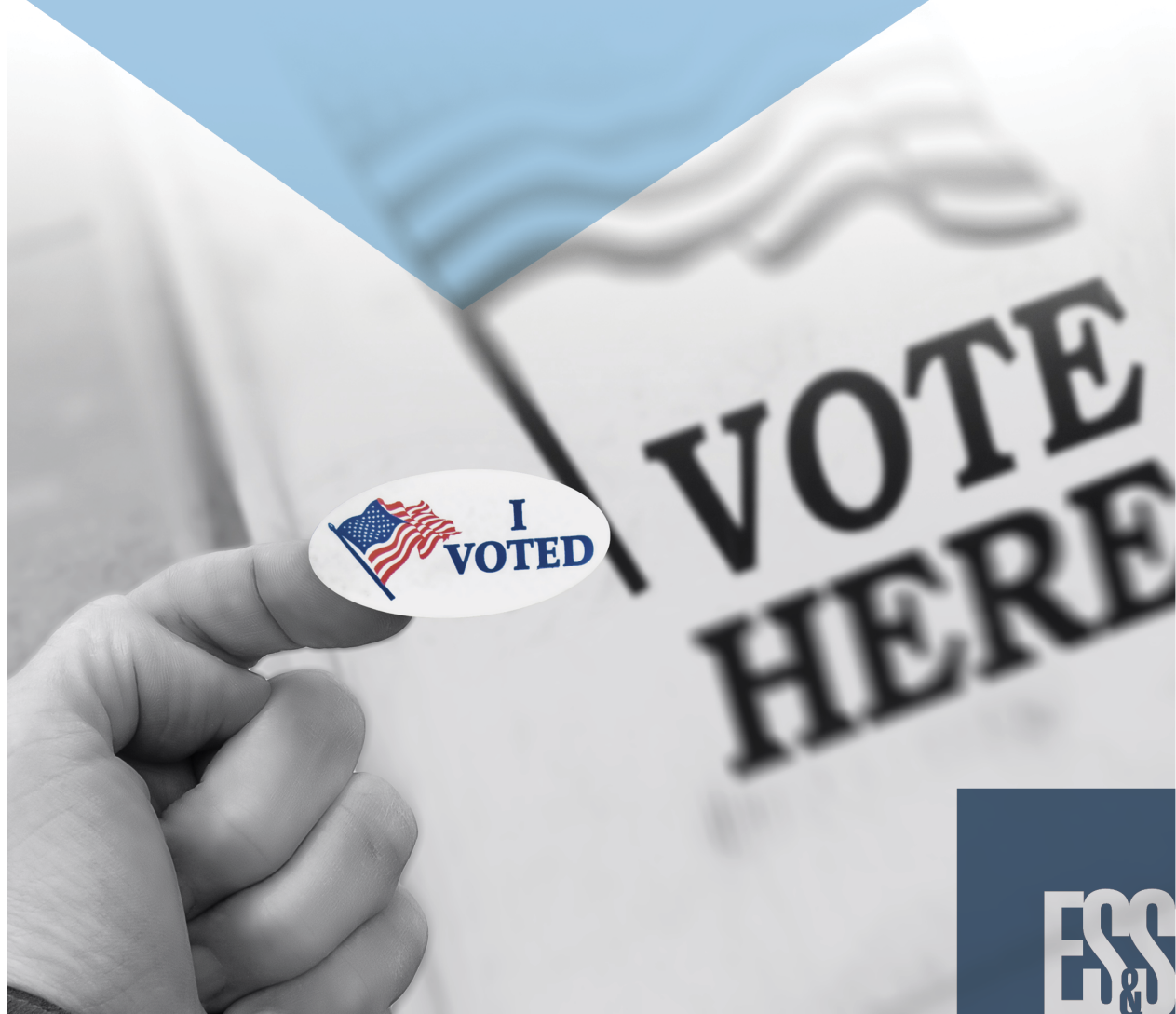
Electionware®

Volume V: Results User's Guide

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Part 1: Results

Part 1, Results, provides information about the Acquire and Produce modules. The Acquire module is used to load election results files into Electionware, view and export poll place records and generate Media Status and Machine Log reports. The Produce module is used to view and export ballot records, view and print ballot images, facsimiles and cast vote records, and generate the Election Summary results report. Chapters include:

- ◆ [Chapter 1: Acquire Module](#)
- ◆ [Chapter 2: Acquire Navigator](#)
- ◆ [Chapter 3: Produce Module](#)
- ◆ [Chapter 4: Produce Navigator](#)

Chapter 1: Acquire Module

The Acquire module is used to load election results files, and view, print and export details about the loaded results. It can also be used to clear loaded results.

When results are loaded from media storage devices used on the election's DS200 and DS850 scanners into Election Reporting Manager, results files are automatically generated in a CLCTDATA folder. When the Acquire module is active, these result files can be loaded into Electionware using options in the Load Results tab.

When results have been loaded, details about media storage devices encoded for the election can be viewed or exported to file from the Table View tab. Election Properties and Acquire Status can be viewed in the Status tab, and the Media Loaded Status and Machine Log reports can be generated, viewed, saved to file and/or printed.

When results have been transmitted to ERM, Results Status reports can be generated, viewed, saved to file and/or printed. If required, loaded results for a selected media storage device can be cleared from the database, or all loaded results can be cleared from the database.

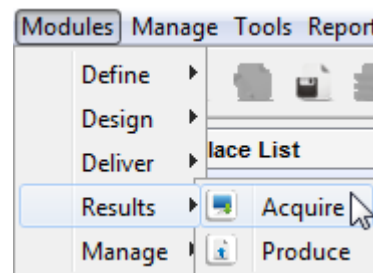
The following sections describe how to use the Acquire module to acquire and process election results. The procedure below describes how to load results from a folder, after you have loaded results data from one or more media storage devices used on the election's DS200 or DS850 scanners into Election Reporting Manager.



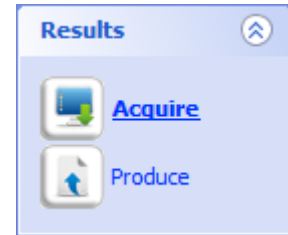
Warning: Before loading election results into Electionware, clear any test results that have been loaded and print a summary report that verifies that results totals are Zero. For instructions, see [Clearing All Loaded Results](#) and [Viewing the Results Report](#).

Loading Results Files

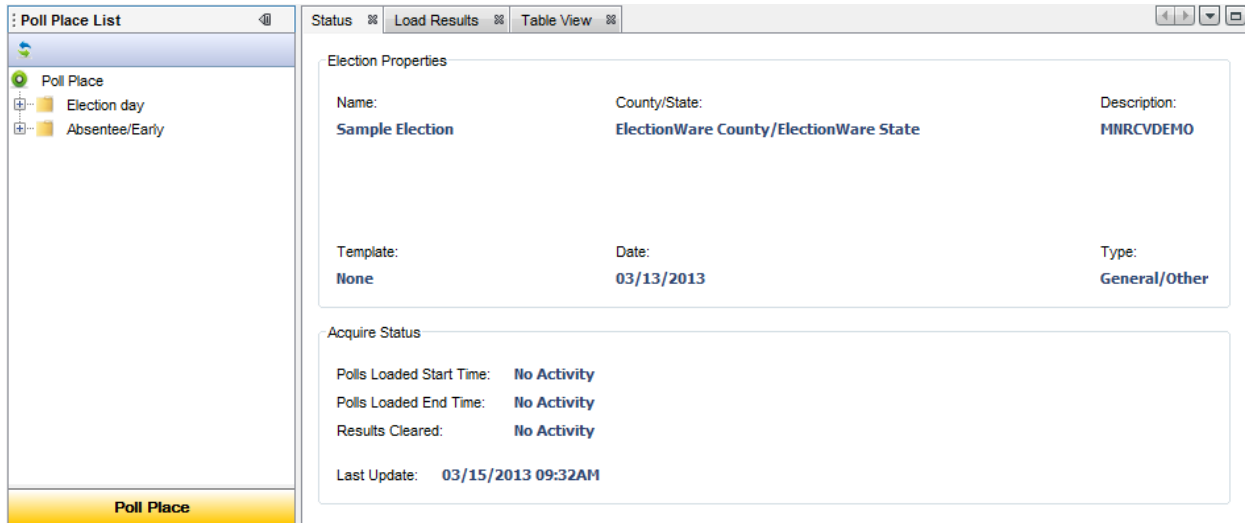
1. From the **Modules** menu, point to **Results** and select **Acquire**.



- Or, from the **Modules** list, select **Results**, and then click the **Acquire** icon.



The Acquire module is now active in the Electionware workspace.



Details about the election are displayed in the Election Properties group box. Details about results acquisition are displayed in the Acquire Status group box.

Election Properties:

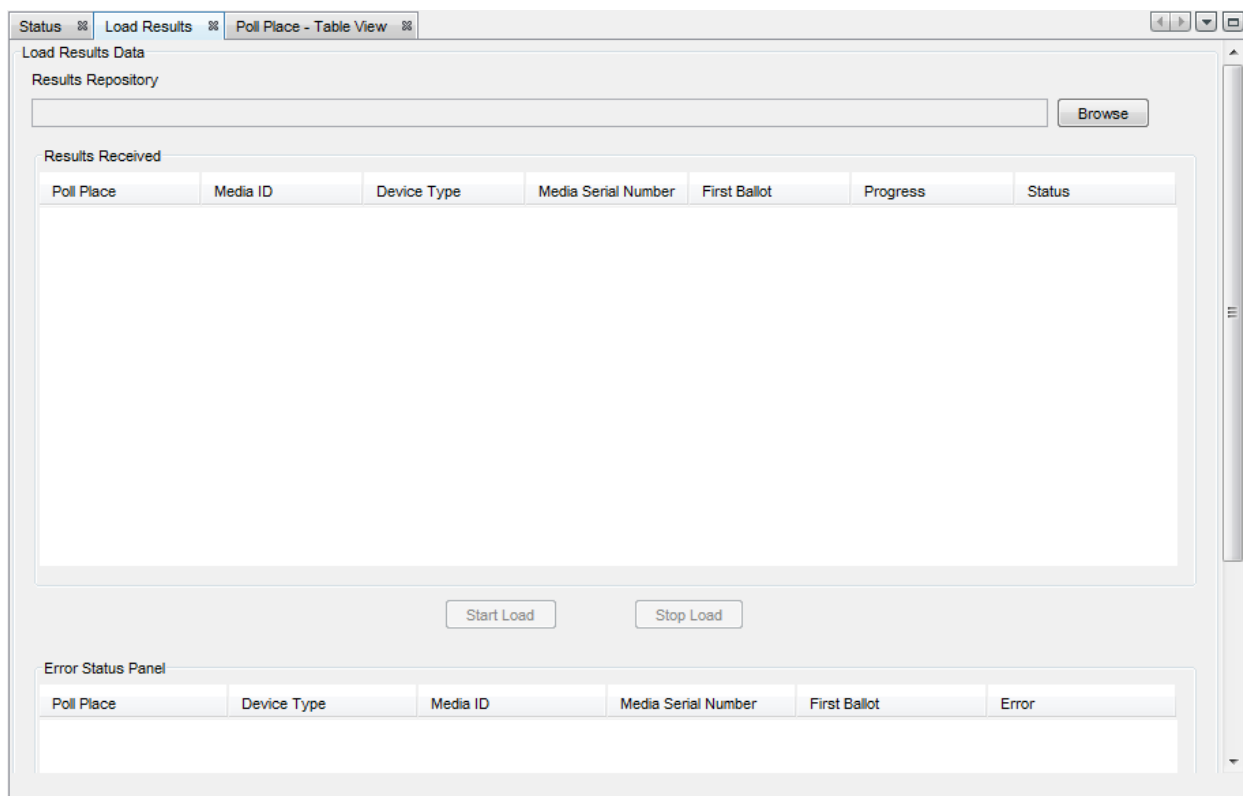
- ◆ **Name** - the Election Display Name defined for the election when it was created, or the Display Name defined for the election when it was restored from backup
- ◆ **County/State** - the jurisdiction of election as specified when the election was created
- ◆ **Description** - the description of the election, as defined in Capture
- ◆ **Template** - the name of the template used to define the election in Electionware, if a template was used
- ◆ **Date** - the date of the election, as defined in Capture
- ◆ **Type** - the election type that is loaded, for example 'General', as defined in Capture

Acquire Status:

- ◆ **Polls Loaded Start Time** - the date and time that the first batch of results data was loaded into Electionware. If no results have been loaded, displays "No Activity"

- ◆ **Polls Loaded End Time** - the date and time that the last batch of results data was loaded. If the last batch of results data has not been loaded, displays “No Activity”
 - ◆ **Results Cleared** - the date and time that batch results were last cleared from the database. If results data has not been cleared, displays “No Activity”
 - ◆ **Last Update** - the date and time of the last change to the Electionware database.
2. Click on the Load Results tab.

The Load Results tab can also be displayed by right-clicking on the Poll Places node in the Navigator and selecting **Load Results**, by selecting **Load Results** from the Manage menu, or by clicking on the **Load Results...** button at the top of the Poll Places list, or in the application’s toolbar.



Loading Results from a Folder:

3. Click on the **Browse** button. In the Open dialog box that is displayed, navigate to the folder that contains the election results files.

By default, election results files are generated in
 C:\elecdata\<<ElectionName>\CLCTDATA when results have been imported into
 Election Reporting Manager.

4. Click on the **Open** button in the Open dialog box.

The path to the specified CLCTDATA folder is displayed in the **Results Repository** field in the Load Results tab and the **Start Load** button is enabled.

5. Click on the **Start Load** button to load the results data. The **Stop Load** button is enabled. If a problem is encountered while loading data, click the **Stop Load** button to stop loading data.



Note: Do not use Electionware modules other than Produce while loading results data.

6. If an error occurs while loading the results data, a description of the error is displayed in **Error Status Panel** at the bottom of the Load Results tab.

Use the vertical scroll bar to view this area of the Load Results tab.

7. Click on the **Clear** button if you would like to clear any error descriptions in the Error Status panel.

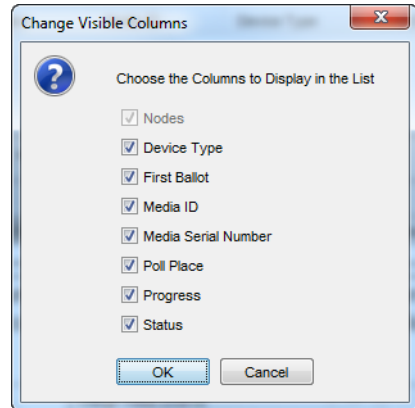
Results Received details displayed on the Load Results tab may include:

- ◆ Poll Place - the name of the poll place associated with the encoded media storage device
- ◆ Media ID - the ID number associated with the encoded device. The Media ID number is unique for each media storage device encoded for a poll place
- ◆ Device Type - Type of device used to process the acquired results, either DS200 or DS850.
- ◆ Media Serial Number- the number associated with the encoded device. This number is unique for each media storage device in the election
- ◆ First Ballot - for media storage devices whose results have been loaded, displays the time of the first ballot cast
- ◆ Progress - when results are loading, this column displays an upload progress bar
- ◆ Status - the load status of the media storage device, either 'Loaded' or 'Not Loaded'

Customizing the Load Results Tab Display

The display of columns of details in the Load Results tab can be customized. Right-click on a column header to display the **Select Visible Columns** dialog box.

1. Select or deselect the check box to the left of each column to be displayed or hidden in the Load Results tab.
2. Click on the **OK** button to accept your selections or the **Cancel** button to cancel your selections.



Viewing Media Storage Devices for Poll Places

The Poll Places List shows the media storage devices created for each polling place in the election database.

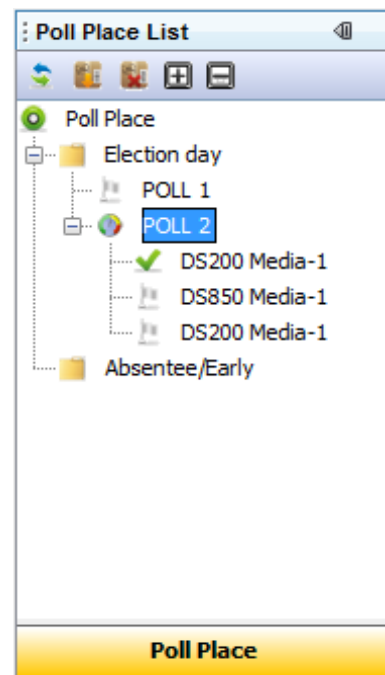
1. Click on the plus sign to the left of a poll place type to display the list of polling places in the poll place type category, by name. Use the horizontal scroll bar in the Navigator to view the complete list of poll places.

A green check mark is displayed to the left of the name of each poll place for which all media storage devices have been loaded.

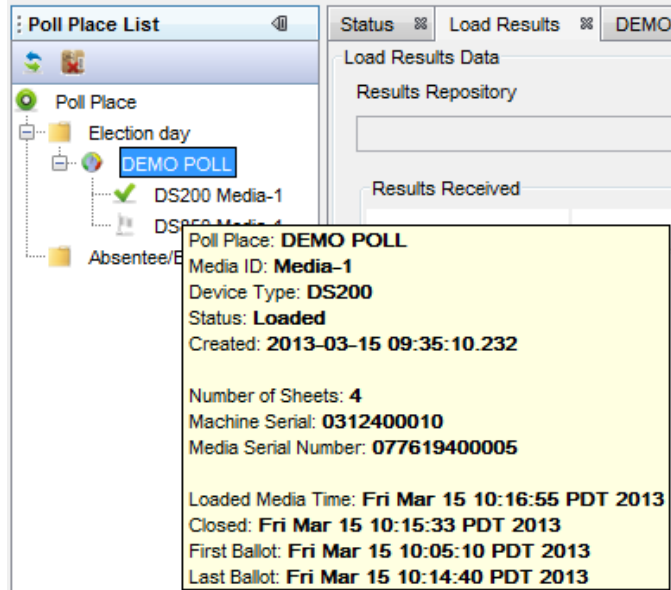
A multicolored ball is displayed to the left of the name of each poll place for which one of <x> number of media storage devices has been loaded.

2. Click on the plus sign to the left of poll place for which results have been received.

A green check mark is displayed to the left of each media storage device from which results have been loaded. Media storage devices are listed by Media ID number.

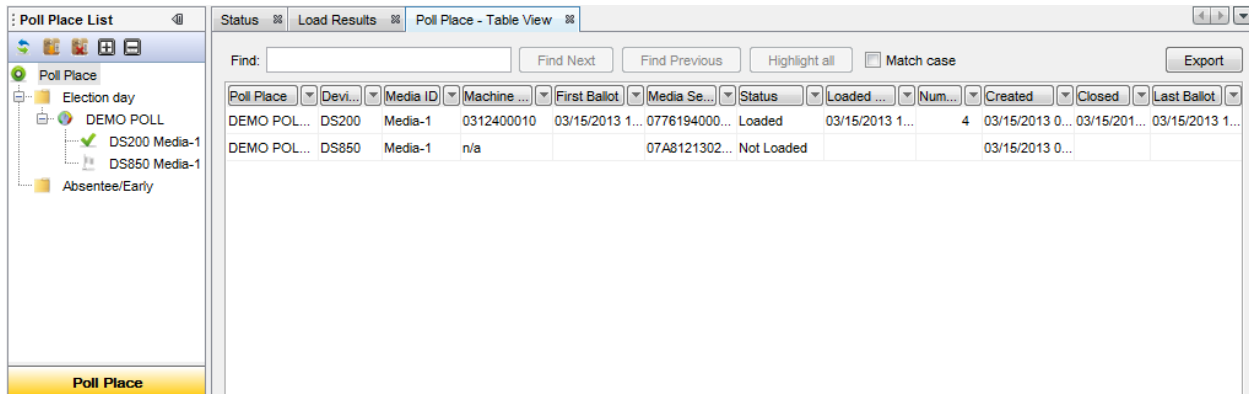


3. Rollover a poll place or media storage device's name with the mouse pointer to view related details in a tool-tip.



Viewing Media Storage Device Details:

1. While the Acquire module is active, click on the Table View tab to display details relating to media storage device(s) encoded for the election.



2. Click on the Poll Place node in the Navigator to display the media storage devices encoded for all poll place types; click on a poll place type to display the storage devices encoded for only poll places of the selected type.

The name of the Table View tab updates to reflect the selection.

Media storage device details displayed on this tab may include:

- ◆ Poll Place - the name of the poll place associated with the encoded media storage device
- ◆ Device Type - Type of device used to process the acquired results, either DS200 or DS850.

- ◆ Media ID - the ID number associated with the encoded device. The Media ID number is unique for each media storage device encoded for a poll place
- ◆ Machine Serial - for media storage devices whose results have been loaded, displays the serial number of the scanner that the device was installed on during the election
- ◆ First Ballot - for media storage devices whose results have been loaded, displays the time of the first ballot cast
- ◆ Media Serial Number- the number associated with the encoded device. This number is unique for each media storage device in the election
- ◆ Status - the load status of the media storage device, either 'Loaded' or 'Not Loaded'
- ◆ Loaded Media Time- for media storage devices whose results have been loaded, displays the date and time that the load occurred
- ◆ Number of Sheets- for media storage devices whose results have been loaded, displays the total number of sheets on the device
- ◆ Created - the date and time the device was encoded
- ◆ Closed - the time the polls were closed on the scanner that the device was installed on during the election
- ◆ Last Ballot - for media storage devices whose results have been loaded, displays the time of the last ballot cast

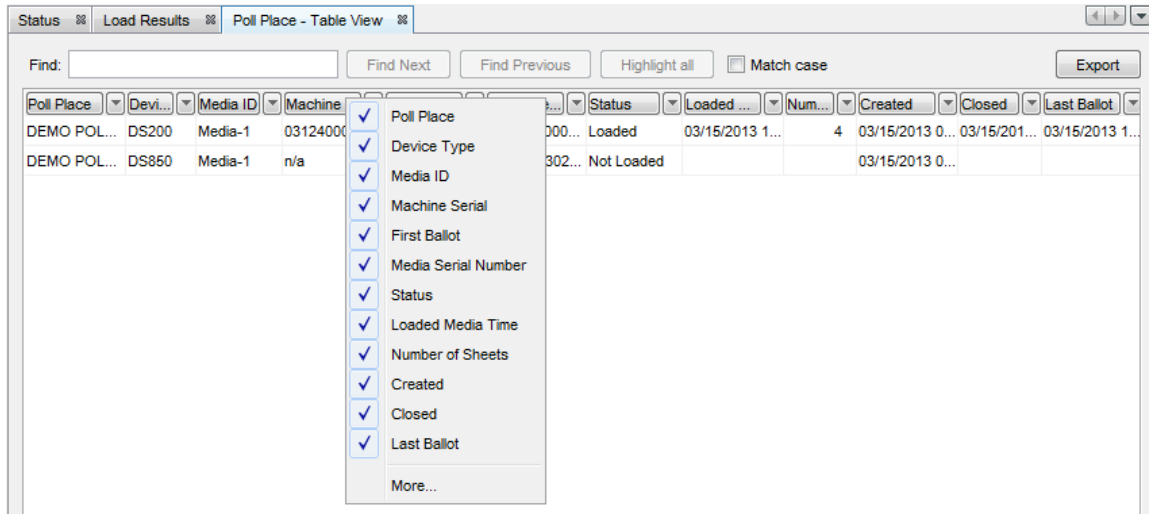
Click on a column header in the Table View tab to sort the column's properties in ascending or descending order.

Customizing the Poll Places - Table View Tab Display

The display of columns of details in the Poll Place - Table View tab can be customized. In addition, the data displayed in each column can be filtered using menu options to the right of the column.

To hide or show columns:

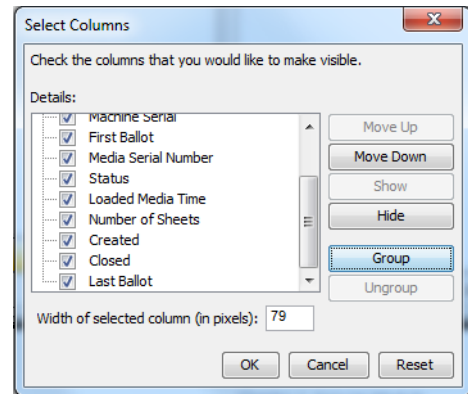
1. Right-click on a column header to display the columns' names in a right-click menu.



2. Select or deselect the check box to the left of each column to be displayed or hidden in the Poll Places - Table View tab.
3. Click on the **More...** button to view and edit the display of column names in the tab using the Select Columns dialog box.

Options in the Select Columns dialog box allow you to arrange, hide, show, group or ungroup columns displayed in the table view tab. You can also specify the width of a column.

- ◆ To hide a column, deselect the check box to the left of its name, or select the name of the column and click on the **Hide** button.
- ◆ To show a column that has been hidden, select the check box to the left of its name, or select the name of the column and click on the **Show** button.
- ◆ To change the display order of columns, select a column's name and click on the **Move Up** or **Move down** button.
- ◆ To group columns, select the names of the columns to be included in the group, and then click on the **Group** button. Enter a name for the Group in the dialog box that is displayed.
- ◆ To specify the width of a column, select its name in the Details list and enter a value in the 'Width of selected column (in pixels):' field.



Click on the **OK** button to accept your selections; the **Reset** button to reset the display to the last selected set, or the **Cancel** button to cancel your selections.

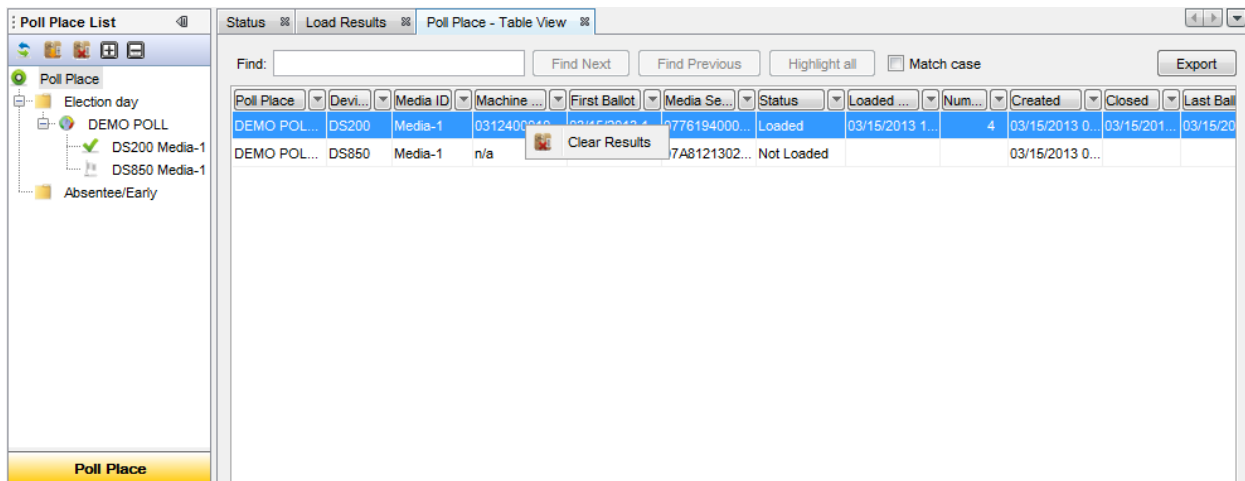
Clear Results

Loaded results for media device(s) selected in Table view can also be cleared.

To clear results for selected media device(s):

1. Right-click on the media device for which to reset loaded results and select **Clear Results**.

Use Shift + click to select multiple sequential media devices; use Ctrl + click to select multiple, non-sequential devices.



A Warning dialog box is displayed, warning you that this operation can not be undone, and prompting you to confirm that you would like to continue.

2. Click on the **Yes** button.

When results have been cleared, an Information dialog box is displayed, showing the text "Results successfully cleared".

3. Click on the **OK** button to dismiss the dialog box.

Details about the cleared media device are updated in the Poll Place List and the Table View tab:

Poll Place	Devi...	Media ID	Machine ...	First Ballot	Media Se...	Status	Loaded ...	Num...	Created	Closed	Last Bal
DEMO POL...	DS200	Media-1	n/a		0776194000...	Not Loaded			03/15/2013 0...		
DEMO POL...	DS850	Media-1	n/a		07A8121302...	Not Loaded			03/15/2013 0...		

Clearing All Loaded Results

All result data loaded using the Acquire module can be cleared from the election database.

1. To clear the election database of all loaded results data, when the Acquire module is active, select **Clear Results** from the Manage menu.

Results can also be cleared by right-clicking on the Poll Places node in the Navigator and selecting **Clear Results** from the drop-down menu, or by clicking on the **Clear Results** button at the top of the Poll Places list or in the application's toolbar.

A Warning dialog box is displayed, prompting you to confirm that you would like to continue.

2. Click on the **Yes** button to clear all results data, including log files, ballot images and provisional ballots from the database; click on the **No** button to close the dialog box without clearing results data from the database.

When results have been cleared, an Information dialog box is displayed, showing the text "Results successfully cleared".

Click on the **OK** button to dismiss the dialog box.

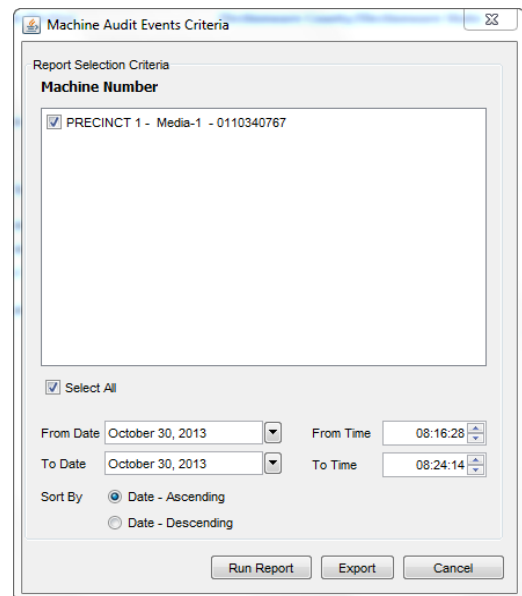
Viewing or Exporting the Machine Log Report

An election log file is created when an election is loaded on a DS200 or DS850 scanner. This file is saved on the media storage device that is installed on the unit, and included with the results data that is loaded in Electionware. The content of all loaded log files can be viewed in the Machine Log report. If required, the data specified to be included in the report can be exported to a pipe separated, .csv type file.

1. When the Acquire module is active, click on the **Reports** menu in Electionware and select **Machine Log**.

The Machine Audit Events Criteria window is displayed.

2. Log files are listed in the window alphabetically, by Poll Place name, Media ID number and Machine Serial number. The date and time of the first and last log entry from all loaded log files is listed in the **From Date:** and **From Time:** fields.
3. Check the **Select All** check box to include all log files in the report, or check the check box to the left of specific log file(s) to be included in the report.
4. To include only log file entries generated within a specific date and time range, select a **From Date:** and **To Date:** from the **Calendar** drop-down menus, and enter a time in the **From Time:** and **To Time:** fields.
5. Click the **Date - Ascending** radio button to sort the entries to be included in the report from most recent to least recent; click the **Date - Descending** radio button to sort the entries from least recent to most recent.



To generate and display the Machine Log report:

6. Click on the **Run Report** button to generate and display the report using the criteria you have specified.

The Machine Log report is displayed in the Report: Machine Log tab.

Date and Time	Log Entry Text
Machine Serial Number PRECINCT 1 - Media-1 - 0110340767	
2013/10/30 08:16:28	Election media created
2013/10/30 08:20:33	Motherboard EPIA-EK
2013/10/30 08:21:02	Election loaded
2013/10/30 08:21:05	All data paths and memory locations OK
2013/10/30 08:21:06	Printing 1 copy of Configuration Report
2013/10/30 08:21:07	User canceled printing Configuration Report
2013/10/30 08:21:08	DS200/UVC not plugged in
2013/10/30 08:21:09	Attempting to Open Poll
2013/10/30 08:21:11	Open process complete.

The report's header includes the name of the report, the date and time the report was generated, the name of the election associated with the log files and the election's date. Log files included in the report are displayed alphabetically, by Poll Place name, Media ID number, and Machine Serial number.

Details in each log include:

- ◆ Date and Time - the date and time that the activity described by the log entry text occurred
- ◆ Log Entry Text - a description of the activity that occurred

Use the Report Screen toolbar to Print, Save, change the current page, or change the view of the displayed report.

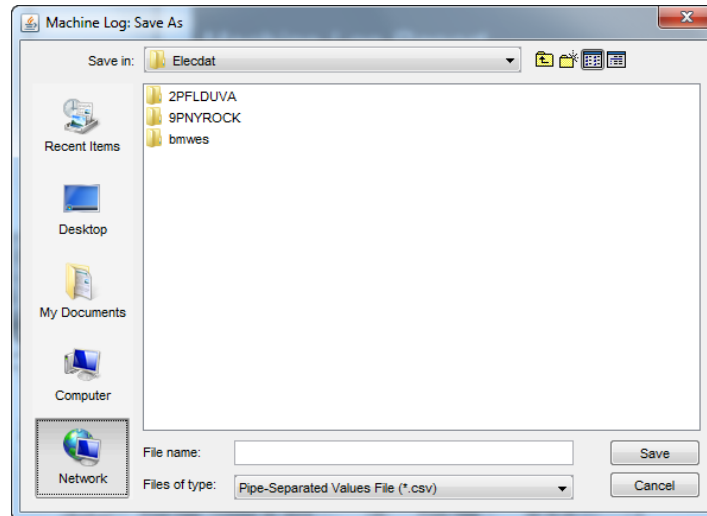


Reference: See [Report Toolbar](#) for information regarding Report Screen toolbar functions.

To export specified Machine Log report data to a file:

7. Use the procedures described in steps 1 to 5 to display the Machine Audit Events Criteria window and specify the data to be included in the export file.
8. Click on the **Export** button.

The Machine Log Save As dialog box is displayed.



9. Navigate to the folder in which to save the file. Enter a name for the file in the File name field, and then click on the **Save** button.

When the export is complete, an Information dialog box is displayed, indicating the name and location of the export file. Click on the **OK** button to close the dialog box.

The following is a sample of a Machine Log export file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Message Code	Date	Time	Media Serial Number	Log Type	Poll Place Name	Machine Serial Number	Message						
2	1114111	2013-10-30	08:16:28	07C711130690	P_LOG	PRECINCT 1	0110340767	Election media created						
3	6004118	2013-10-30	08:20:33	07C711130690	P_LOG	PRECINCT 1	0110340767	Motherboard EPIA-EK						
4	1004002	2013-10-30	08:21:02	07C711130690	P_LOG	PRECINCT 1	0110340767	Election loaded						
5	1004326	2013-10-30	08:21:05	07C711130690	P_LOG	PRECINCT 1	0110340767	All data paths and memory locations OK						
6	1004143	2013-10-30	08:21:06	07C711130690	P_LOG	PRECINCT 1	0110340767	Printing 1 copy of Configuration Report						
7	1004148	2013-10-30	08:21:07	07C711130690	P_LOG	PRECINCT 1	0110340767	User canceled printing Configuration Report						
8	1004302	2013-10-30	08:21:08	07C711130690	P_LOG	PRECINCT 1	0110340767	DS200/UVC not plugged in						
9	1004149	2013-10-30	08:21:09	07C711130690	P_LOG	PRECINCT 1	0110340767	Attempting to Open Poll						
10	6004022	2013-10-30	08:21:11	07C711130690	P_LOG	PRECINCT 1	0110340767	Open process complete.						
11	6004121	2013-10-30	08:21:12	07C711130690	P_LOG	PRECINCT 1	0110340767	Keys detected on poll media 0110340767						
12	1004003	2013-10-30	08:21:13	07C711130690	P_LOG	PRECINCT 1	0110340767	Poll opened						

Viewing the Media Loaded Status Report

The Media Loaded Status Report provides the load status of all media storage devices encoded in the election.

1. When the Acquire module is active, click on the **Reports** menu in the Electionware menu bar and select **Media Loaded Status**.

The Media Loaded Status Report is displayed in the Report: Media Status Report tab.

Media Loaded						
Poll Place Name	Poll Place ID	Equipment Type	Media Serial Number	Media Load Time	ExpressVote Ballots	Total Ballots
PRECINCT 1	1				0	12
		DS200	07C711130690	10/30/2013 08:30AM	0	12
Total Poll Places:						1
Media Not Loaded						
Poll Place Name	Poll Place ID	Equipment Type	Media Serial Number	Media Load Time	ExpressVote Ballots	Total Ballots
Total Poll Places:						0

The report's header includes the name of the report, the time and date the report was generated, the name of the election associated with the media storage device(s) and the election's date.

The **Media Loaded** section of the report lists loaded poll place media storage devices.

The **Media Not Loaded** section of the report lists poll place media storage devices that have not yet loaded results.

Details about the media storage devices in the report include:

- ◆ Poll Place Name - the name of the poll place associated with the encoded media storage device
- ◆ Poll Place ID - the ID number of the poll place associated with the encoded media storage device
- ◆ Equipment Type - the type of equipment the media storage device was encoded for use on, either "DS200" or "DS850"
- ◆ Media Serial Number - the number associated with the encoded media storage device. This number is unique for each storage device in the election

- ◆ Media Load Time - for media storage devices whose results have been loaded, displays the date and time that the load occurred
- ◆ ExpressVote Ballots - the number of ExpressVote ballots processed at each poll place, and on each poll place media storage device
- ◆ Total Ballots - for each media storage device whose results have been loaded, displays the total number of ballot images included in results data

Each section of the report is followed by the total number of poll places with encoded media storage devices.

Use the Report Screen toolbar to Print, Save, change the current page, or change the view of the displayed report.



Reference: See [Report Toolbar](#) for information regarding Report Screen toolbar functions.

Viewing the DS850 Networked Results Status Report

The DS850 Networked Results Status Report provides the status of results transmitted via the SFTP server on the network into ERM. This report may be run when the election that corresponds to the results data is open in Electionware, and results data has been transmitted to ERM.

1. When the Acquire module is active, click on the **Reports** menu in the Electionware menu bar and select **DS850 Networked Results Status**.

The DS Results Report dialog box is displayed.



2. Enter the path to the network results directory in the **Directory Location** field, and then click on the **Run Report** button.

A networked results directory is automatically created when results are transmitted. The path to this folder is: "<drive_letter>:\Elecdata\<electionname>\CLCTData". Note that the server's drive letter is defined when installing Electionware.

The path that is entered will be included in the generated report, below the report's title bar. In the following sample report, the path "D:\elecdata\MNHGEN\CLCTData" was entered.

The **DS850 Networked Results Status** Report is displayed in the Report: DS850 Networked Results Status tab.

Report: DS850 Networked Results Status Report

DS850 Networked Results Status Report
MNHGEN
March 13, 2013 ElectionWare County, ElectionWare State

Results Directory: D:\elecdata\MNHGEN\CLCTDATA

Results Not Updated

Poll Place Name	Poll Place ID	Media Serial Number	Media Load Time
Brooklyn Park W-W P 2	40	200522430104E8C1220A	N/A

Total Poll Places: 1

Results Updated

Poll Place Name	Poll Place ID	Media Serial Number	Media Load Time
Brooklyn Park W-W P 1	39	07A8121302D1	03/18/2013 10:37AM

Total Poll Places: 1

The report's header includes the name of the report, the name of the election associated with the transmitted results, and the election's date. The path to the user specified, network results directory is displayed below the header. The date and time that the report was generated is included in the report's footer.

DS850 Networked Results Status Report - 03/18/2013 10:44AM
Report generated with ElectionWare Copyright © 2007-2012

1

The **Results Not Updated** section of the report lists poll place media storage devices that have not yet loaded results.

The **Results Updated** section of the report lists poll place media storage devices from which results have been loaded.

Information in the report includes:






- ◆ Poll Place Name - the name of the poll place associated with each encoded media storage device

- ◆ Poll Place ID - the ID number of the poll place associated with each encoded media storage device
- ◆ Media Serial Number - the number associated with each encoded media storage device. This number is unique for each storage device in the election
- ◆ Media Load Time - for media storage devices whose results have been loaded, displays the date and time that the load occurred
- ◆ Total Poll Places - the total number of poll places defined in the election

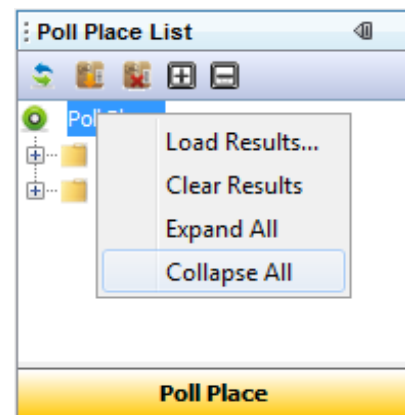
Chapter 2: Acquire Navigator

As mentioned in the Introduction, the Navigator pane changes in conjunction with the selected module. The following section describes the functionality of the Navigator pane as it is utilized in the Acquire module.

When the Acquire module is selected, the **Poll Place** button is displayed at the bottom of the Navigator pane, the **Manage** menu is included in the application's toolbar, and **Load Results** and **Clear Results** buttons appear in the toolbar and at the top of the Poll Places list.

Toolbar Icon		
Icon	Action Name	Description
	Load Results	Displays the Load Results tab in the Electionware workspace.
	Clear Results	Displays warning that results will be deleted; prompts user to confirm before proceeding.
	Refresh Navigator	Refreshes display of items in Poll Place List navigator
	Collapse all the navigator nodes	Contracts the Poll Place List
	Expand all the navigator nodes	Expands the Poll Place List

To load or clear results, select **Load Results...** or **Clear Results** from the **Manage** menu, right-click on the Poll Places node in the Navigator and click on the **Load Results** or **Clear Results** buttons, or right-click on the Poll Places node in the Navigator and select these options from the drop-down menu. To expand or collapse the Poll Place navigator nodes, right-click on the Poll Places node in the Navigator and click on the **Expand all the navigator nodes** or **Collapse all the navigator nodes** buttons, or select **Expand All** or **Collapse All** options from the drop-down menu.



The Poll Places List

The Poll Places List shows the media storage devices defined for each polling place in the election database.

1. Click on the plus sign to the left of a poll place type to display the list of polls associated with the Poll Place type.
2. Click on the plus sign to the left of a poll place to view each media storage device associated with the poll.

Poll place types and poll places are listed by name. Media storage devices are listed by Media ID number.

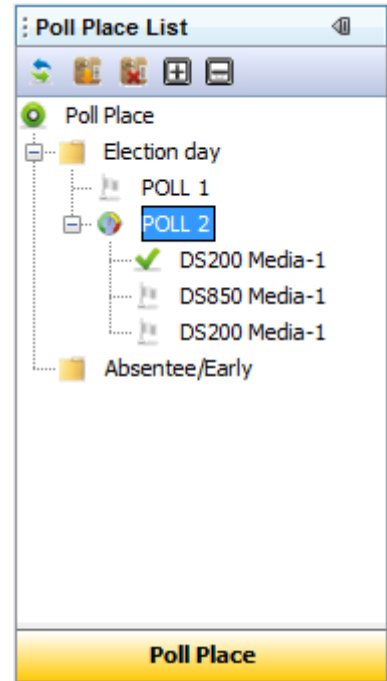
A green check mark is displayed to the left of the name of each poll place for which all media storage devices have been loaded.

A multicolored ball is displayed to the left of the name of each poll place for which one of <x> number of media storage devices has been loaded.

A green check mark is displayed to the left of each media storage device whose results have been loaded.

You can clear the results from media storage device(s) by selecting their names, right-clicking and selecting **Clear Results**.

For example, when the Election Day poll place category is expanded and the text "Lakewood" is entered, the following is displayed:



3. Click on an entry in the Poll Places List to display details about media storage devices related to the item in the Poll Places - Table View tab.



Reference: For more information, see [Viewing Media Storage Device Details](#).

Chapter 3: Produce Module

The Produce module is used to:

- ◆ View and filter the list of ballot records included in loaded results
- ◆ Print ballot scan images and facsimiles
- ◆ Export the ballot records table, ballot images and Cast Vote Records (CVRs), or CVRs and write-in images
- ◆ View, print and save ballot images and CVRs
- ◆ View, print and save the Results Report and Double Vote Report.

When the Produce module is active, ballot records displayed in the Table View tab can be filtered and exported. Selected Ballot Images, with or without their associated Cast Vote Records can be exported, and Cast Vote Records for selected contests, with or without write-in images can be exported. Ballot scan images and CVRs can be viewed, printed and saved in the Ballot Viewer. The Election Results Summary Report can be generated, and election properties and the Produce module's status can be viewed in the Status tab.

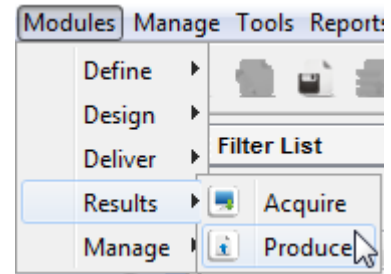
This section describes how to use the Produce module. Procedures in this section assume that you have loaded results data from one or more media storage devices used in the election into Election Reporting Manager, and loaded the corresponding results data into Electionware. Ballot information available in the Produce module will vary according to the devices used in the election and configurations.



Reference: For more information about loading election results data, see [Loading Results Files](#).

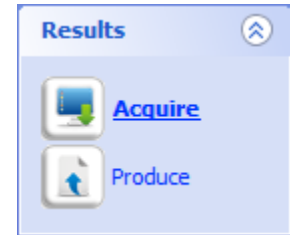
Filtering the List of Ballots

1. From the **Modules** menu, point to **Results** and select **Produce**.



- Or, from the **Modules** list, select **Results**, and then click on the **Produce** icon.

The Produce module is now active in the Electionware workspace.



 A screenshot of the Election Properties and Produce Status group boxes. The 'Filter List' sidebar is visible on the left with various dropdown menus set to 'All'. The main content area shows:

Election Properties		
Name:	County/State:	Description:
Sample Election	ElectionWare County/ElectionWare State	MNRCVDEMO
Template:	Date:	Type:
None	03/13/2013	General/Other

Produce Status	
Total Sheets:	4
Last Update:	03/15/2013 03:55PM

Details about the election are displayed in the Election Properties group box. Details about the loaded ballots and the database are displayed in the Produce Status group box.

Election Properties:

- ◆ Name - the Election Display Name defined for the election when it was created, or the Display Name defined for the election when it was restored from backup
- ◆ County/State - the jurisdiction of election as specified when the election was created
- ◆ Description - the description of the election, as defined in Capture
- ◆ Template - the name of the template used to define the election in Electionware, if one was used
- ◆ Date - the date of the election, as defined in Capture
- ◆ Type - the type of election the database represents, as defined in Capture

Produce Status:

- ◆ Total Sheets - the number of ballot sheets included in all uploaded results
- ◆ Last update - the date and time of the last change made to the database
- 2. Specify Filter List options in the Navigator to identify which ballots in the uploaded results are to be displayed in the Ballots - Table View tab.

Select from the following **Filter List** drop-down menus:

Precinct

- ◆ All - Displays all ballots for all precincts
- ◆ <Precinct> - Displays all ballots associated with the precinct selected

Poll Place

- ◆ All - Displays all ballots for all Polls
- ◆ <Poll> - Displays all ballots associated with the poll selected

Machine

- ◆ All - Displays all ballots associated with all machine numbers
- ◆ <Machine> - Displays all ballots for the machine number that is selected

Ballot Type

- ◆ All - Displays all Paper and ExpressVote ballots
- ◆ Paper - Displays Paper ballots only
- ◆ ExpressVote - Displays ExpressVote ballots only

Write-in

- ◆ All - Displays all valid ballots that have marked write-ins, unmarked write-ins, both types of write-in marks, or no write-in marks on the ballot. The system will also load the ExpressVote ballots that have marked write-ins, if that equipment is valid for the election.
- ◆ No write-in - Displays all ballots with a contest with the write-in name area and vote position unmarked.
- ◆ All write-ins - Displays all ballots and cards that have identified write-ins.
- ◆ Marked write-in - Displays all ballots with a contest with a write-in vote position marked.
- ◆ Unmarked write-in - Displays all ballots with a contest with a write-in name area marked, and the associated vote position unmarked.



Note: This information is only available if the machines have been configured to report on this type of Write-in vote.

Blank

- ◆ All - Displays all ballot sheets for all Blank Sheet and Not Blank ballots.
- ◆ Not Blank - Displays all ballots that contain marked voting positions on any sheet of the ballot.
- ◆ Blank Sheet - Displays all ballots that contain no marked voting position on any one sheet of the ballot.

Ballots Printed

- ◆ All - Displays all printed and not printed ballots, both Facsimile and Official.
- ◆ Printed (All) - Displays all printed ballots (both Paper and ExpressVote) that have been printed as Official and Facsimile.
- ◆ Printed (Official) - Displays all valid ballots (both Paper and ExpressVote) that have been printed as Official.
- ◆ Printed (Facsimile) - Displays all valid ballots (both Paper and ExpressVote) that have been printed as Facsimile.
- ◆ Not Printed - Displays all valid ballots (both Paper and ExpressVote) that have not been printed.

Ballot Exception

- ◆ All - Displays all ballots.
- ◆ No exceptions - Displays all ballots without exception conditions.
- ◆ All exceptions - Displays all ballots with exception conditions.
- ◆ No overvotes - Displays all ballots without overvoted races.
- ◆ Has overvotes - Displays all ballots with overvoted races.

- ◆ No undervotes - Displays all ballots without undervoted races.
- ◆ Has undervotes - Displays all ballots with undervoted races.
- ◆ No Double Votes - Displays all ballots without double votes.
- ◆ Has Double Votes - Displays all ballots with double votes.

Note that double vote filter options are not available if this type of contest is not included in the election.

3. Enter a cast vote record number in the Cast Vote Record field.
4. Click on the **Apply Filter** button to display the list of ballots that meet the filter's specifications in the Table View tab. Click on the **Reset** button to reset the filter settings to their default values.

The filter parameters are applied and the list of matching ballots is displayed in the Ballots - Table View tab.

Viewing Ballot Details in the Ballots - Table View Tab

When a filter has been applied, ballots that meet the filter's specifications are listed in the Ballots - Table View tab, and the number of ballots that meet the filter's specifications is displayed at the bottom of the Navigator pane.

The screenshot displays the software interface for viewing ballot details. On the left is the 'Filter List' pane, which includes several filter categories: Precinct (set to 'All'), Poll Place (set to 'All'), Machine (set to 'DS200 - 0110340767'), Ballot Type (set to 'All'), Write-in (set to 'All'), Blank (set to 'All'), Ballots Printed (set to 'All'), and Ballot Exception (set to 'All'). There is also a 'Cast Vote Record' field and 'Apply Filter' and 'Reset' buttons. At the bottom of the Filter List pane, it indicates '36 Items Displayed'. On the right is the 'Ballots - Table View' pane, which shows a table of 29 ballot records. The table has columns for Type, Poll Place, Precinct, Precinct ID, Ballot Style, Cast Vote, Serial Number, Write-in, Print Ver., and Print Ver. The records are filtered to show only 'ABSENTEE' ballots from Precinct 0004. The bottom of the Ballots - Table View pane shows '36 Items Displayed'.

Type	Poll Place	Poll Place	Precinct	Precinct ID	Ballot Style	Cast Vote	Serial Nu...	Write-in...	Print Ver...	Print Ver...
Paper	ABSENTEE ...	4	ABSENTEE	0004	DEM Precin...		1 019163afb5ff...		0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	Precinct 3 S...		2 067e45e457...		0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	Precinct 3 S...		3 0d04933f25a...	Marked	0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	Precinct 1		4 0fe0204921a...	Marked	0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	REP Precinc...		5 1030ce0d9d...	Marked	0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	DEM Precin...		6 119473e295...	Marked	0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	LIB Precinct ...		7 12f2fdb7ee0...		0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	REP Precinc...		8 253bc4cb96...	Marked	0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	Precinct 3 S...		9 29263dfd1d3...		0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	LIB Precinct ...		10 29e0571780...	Marked	0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	DEM Precin...		11 2d1ca94e20...	Marked	0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	REP Precinc...		12 2f85604df8c...	Marked	0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	Precinct 3 S...		13 47e9008f913...	Marked	0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	DEM Precin...		14 4d27cd7826...	Marked	0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	DEM Precin...		15 539eb82281...		0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	LIB Precinct ...		16 60252f027eb...	Marked	0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	LIB Precinct ...		17 71946dc54fc...		0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	Precinct 3 S...		18 7476c0f68f0...		0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	LIB Precinct ...		19 7a2108eac2...		0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	REP Precinc...		20 7ca9eac161...		0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	REP Precinc...		21 8b8a5b9639...	Marked	0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	REP Precinc...		22 8d9df900ed...	Marked	0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	DEM Precin...		23 9472d68b9f2...	Marked	0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	REP Precinc...		24 9bb602e12f1...		0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	Precinct 3 S...		25 a0941572cb...	Marked	0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	LIB Precinct ...		26 aac8a81ea...		0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	REP Precinc...		27 b056fe2468a...		0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	LIB Precinct ...		28 b6a99f7c142...	Marked	0	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	DEM Precin...		29 b9544fe939c...		0	0

Ballot details displayed on this tab may include:

- ◆ Type - type of ballot voted on the scanner, either 'Paper' or 'ExpressVote'
- ◆ Poll Place- location of the polling place associated with the ballot
- ◆ Poll Place ID - ID number of the polling place
- ◆ Precinct- location of the polling place associated with the ballot
- ◆ Precinct ID - ID number of the precinct associated with the ballot
- ◆ Ballot Style - the ballot style number of the ballot
- ◆ Cast Vote Record - the number of the cast vote record
- ◆ Serial Number - the number of the ballot
- ◆ Machine - the machine number associated with the ballot
- ◆ Write-in Type - type of write-in detected on the ballot, including Marked, Unmarked, or both marked and unmarked (Marked/Unmarked)
- ◆ Print Version (Official) - the number of times the scan image of the ballot has been printed
- ◆ Print Version (Facsimile) - the number of times a facsimile of the ballot has been printed
- ◆ Ballot Exception - the type of voting exception found on a ballot. Shows the selected condition if the ballot sheet contains only that condition; shows all exception conditions, separated by a "/" if All Exceptions is selected, and shows all ballots with no exception conditions, if No Exceptions is selected.

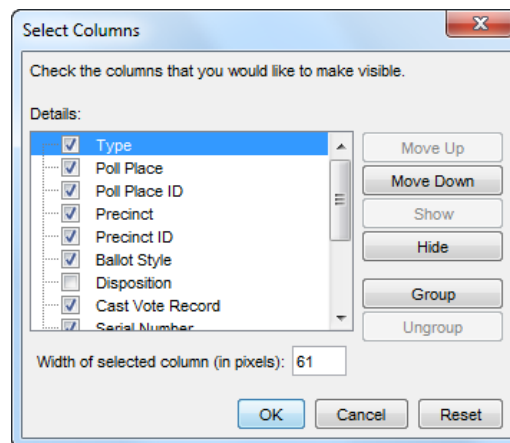
Customizing the Ballots - Table View Tab Display

The display of columns of details in the Ballots - Table View tab can be customized. In addition, the data displayed in each column can be filtered using menu options to the right of each column.

To hide or show columns:

1. Right-click on a column header to display the columns' names in a right-click menu.

2. Select or deselect the check box to the left of each column to be displayed or hidden in the Poll Places - Table View tab.
3. Select the **More...** option to view and edit the display of column names using the Select Columns dialog box.



Options in the Select Columns dialog box allow you to arrange, hide, show, group or ungroup columns displayed in the table view tab. You can also specify the width of a column.

- ◆ To hide a column, deselect the check box to the left of its name, or select the name of the column and click on the **Hide** button.

- ◆ To show a column that has been hidden, select the check box to the left of its name, or select the name of the column and click on the **Show** button.
- ◆ To change the display order of columns, select a column's name and click on the **Move Up** or **Move down** button.
- ◆ To group columns, select the names of the columns to be included in the group, and then click on the **Group** button. Enter a name for the Group in the dialog box that is displayed.
- ◆ To specify the width of a column, select its name in the Details list and enter a value in the 'Width of selected column (in pixels):' field.

Click on the **OK** button to accept your selections; the **Reset** button to reset the display to the last selected set, or the **Cancel** button to cancel your selections.

To hide or show data in individual columns:

1. Click on the arrow to the right of a column to display filter options for the data in that column.

Type	Poll Place	Poll Plac...	Precinct	Precinct ID	Ballot Style	Cast Vote	Serial Nu...	Write-in ...	Print Ver..
Paper	ABSENTEE ...	4	ABSENTEE	0004	(All)	36	e5d28c4f487...	Marked	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	(Blanks)	35	e50a0f162c7...		0
Paper	ABSENTEE ...	4	ABSENTEE	0004	(Non Blanks)	34	dd08b01be5...	Marked	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	(Custom)	33	d7eefdca8c7...		0
Paper	ABSENTEE ...	4	ABSENTEE	0004	DEM Precinct 1	32	d6e0a9e785...		0
Paper	ABSENTEE ...	4	ABSENTEE	0004	DEM Precinct 3 Split 1	31	c118c204b0...	Marked	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	DEM Precinct 3 Split 2	30	b9fa4c31ea9...	Marked	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	LIB Precinct 1	29	b95f4fe939c...		0
Paper	ABSENTEE ...	4	ABSENTEE	0004	LIB Precinct 3 Split 1	28	b6a99f7c142...	Marked	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	REP Precinct 3 Split 2	27	b056fe2468a...		0
Paper	ABSENTEE ...	4	ABSENTEE	0004	LIB Precinct 3 Split 1	26	aac8ad81ea...		0
Paper	ABSENTEE ...	4	ABSENTEE	0004	Precinct 3 Split 2	25	a0941572cb...	Marked	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	REP Precinct 1	24	9bb602e12fd...		0
Paper	ABSENTEE ...	4	ABSENTEE	0004	DEM Precinct 1	23	9472d68b9f2...	Marked	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	REP Precinct 1	22	8d9ddf900ed...	Marked	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	REP Precinct 3 Split 1	21	8b8a5b9639...	Marked	0

2. Select an option to filter the display of items in the column. For example, the following records are displayed after selecting "DEM Precinct 1" from the Ballot Style menu:

The screenshot shows a software window titled "Ballots - Table View". At the top, there is a search bar with the text "Find:" and buttons for "Find Next", "Find Previous", "Highlight all", and "Export". A checkbox for "Match case" is also present. Below the search bar is a table with the following columns: Type, Poll Place, Poll Plac..., Precinct, Precinct ID, Ballot Style, Cast Vot..., Serial Nu..., Write-in..., and Print Ver... The table contains three rows of data, all of which are highlighted in blue. The first row is selected.

Type	Poll Place	Poll Plac...	Precinct	Precinct ID	Ballot Style	Cast Vot...	Serial Nu...	Write-in ...	Print Ver...
Paper	ABSENTEE ...	4	ABSENTEE	0004	DEM Precinct 1	29	b95f4fe939c...		0
Paper	ABSENTEE ...	4	ABSENTEE	0004	DEM Precinct 1	23	9472d68b9f2...	Marked	0
Paper	ABSENTEE ...	4	ABSENTEE	0004	DEM Precinct 1	6	119473e295...	Marked	0

Using Ballot Record Find Features

The ballot record find features at the top of the Ballots - Table view tab can be used to quickly locate a record or collection of records in the table using a keyword entered in the Find field.

The screenshot shows the same software window, but with the "Ballot Viewer" tab selected. The search bar is highlighted in yellow. The table below shows four rows of data, all of which are highlighted in blue. The columns are: Type, Poll Place, Poll Place ID, Precinct, Precinct ID, Ballot Style, Cast Vote Record, Serial Number, and Write-in T.

Type	Poll Place	Poll Place ID	Precinct	Precinct ID	Ballot Style	Cast Vote Record	Serial Number	Write-in T
Paper	DEMO POLL	9999	Minneapolis W8 P6	0002	Minneapolis W8 P6		3 389b46e74a298a16	Marked
Paper	DEMO POLL	9999	Minneapolis W8 P6	0002	Minneapolis W8 P6		4 4ee07544fd572853	Marked
Paper	DEMO POLL	9999	Minneapolis W8 P6	0002	Minneapolis W8 P6		5 8befc356df304add	
Paper	DEMO POLL	9999	Minneapolis W8 P6	0002	Minneapolis W8 P6		6 f3c5e558b4f1a52e	

To locate a record, enter a value in the **Find** field. To restrict the search to values with a matching case, select the Match case check box. To locate the next record that matches the entered value click the **Next** button. To locate the previous record that matches the entered value click the **Previous** button. To locate all records that match the entered value, press the **Highlight** button.

The screenshot shows the 'Ballot Viewer' window with a search bar containing '9999'. Below the search bar are buttons for 'Find Next', 'Find Previous', 'Highlight all', and 'Export', along with a 'Match case' checkbox. The main area displays a table with the following data:

Type	Poll Place	Poll Place ID	Precinct	Precinct ID	Ballot Style	Cast Vote Record	Serial Number /	Write-in T
Paper	DEMO POLL	9999	Minneapolis W8 P6	0002	Minneapolis W8 P6		3 389b46e74a298a16	Marked
Paper	DEMO POLL	9999	Minneapolis W8 P6	0002	Minneapolis W8 P6		4 4ee07544fd572853	Marked
Paper	DEMO POLL	9999	Minneapolis W8 P6	0002	Minneapolis W8 P6		5 8befc356df304add	
Paper	DEMO POLL	9999	Minneapolis W8 P6	0002	Minneapolis W8 P6		6 f3c5e558b4f1a52e	

Viewing Ballots in the Ballot Viewer

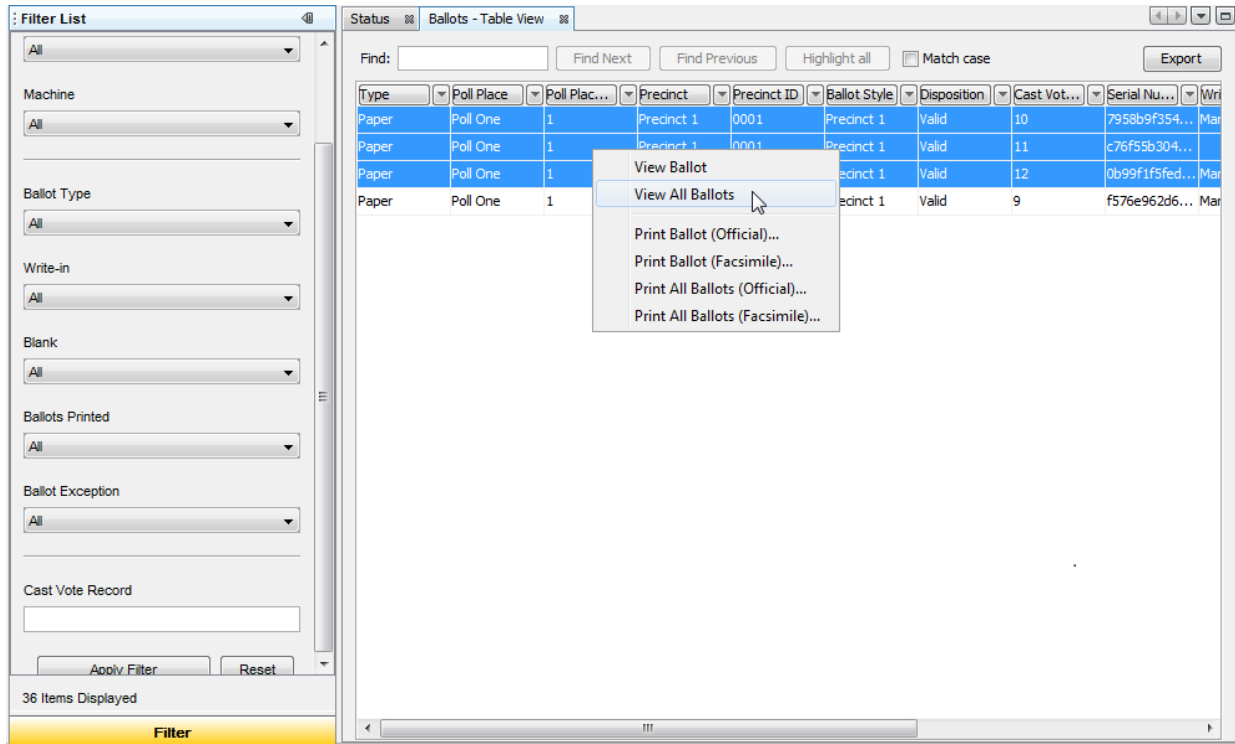
When the Produce module is active, scan images of paper and ExpressVote ballots included with uploaded results can be viewed in the Ballot Viewer. The 'Cast Vote Record' associated with each ballot record can also be displayed.

To view ballots:

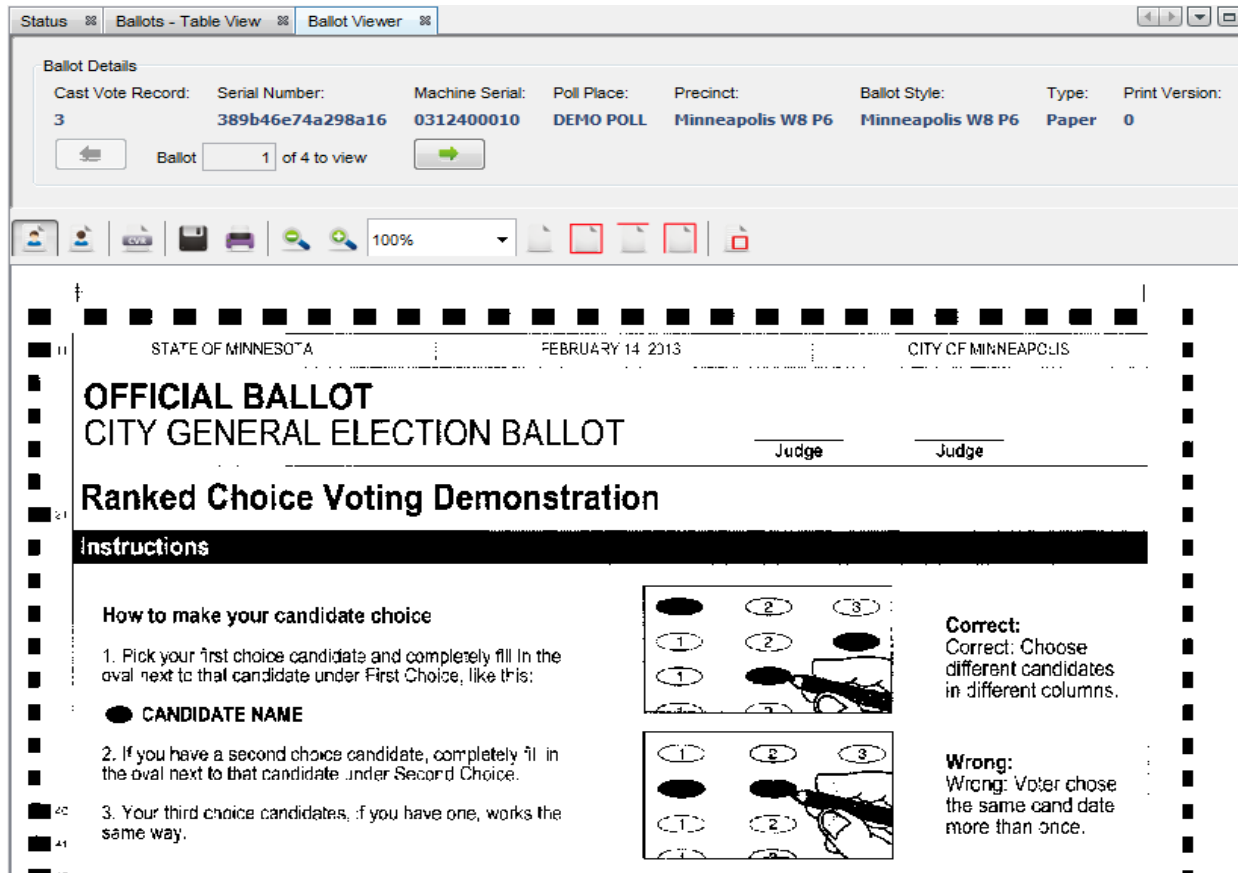
1. Select the ballot(s) to be displayed in the Ballot Viewer from the list of ballots in the Ballots - Table View tab.

Use Shift+ click to select multiple, sequential ballots in the list; use Ctrl + click to select multiple, non-sequential ballots in the list.

- Right-click and select **View Ballot** to display the selected ballot(s) in the Ballot Viewer tab, or, to view all ballots (regardless of filter), select **View All Ballots**.



The selected ballot(s) are displayed in the Ballot Viewer.



Note that ballot images must be included with uploaded results to be able to view images in the Ballot Viewer. If the scan image is not available for a record, when you attempt to display it in the viewer, the text "Image is not available" will be displayed.

Ballot Details Group Box

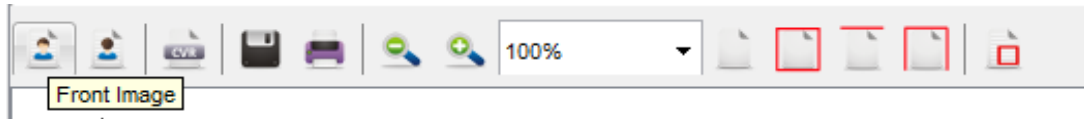
Details about the displayed ballot, and ballot viewing controls are shown in the Ballot Details group box. Details include the ballot's Cast Vote Record Number and Serial Number, the serial number of the machine that recorded the ballot (Machine Serial Number), the Poll Place and Precinct associated with the ballot, the ballot's Ballot Style number, ballot Type (Paper) and the number of times the ballot (either Official or Facsimile) has been printed (Print Version).

Ballot viewing controls include a display that indicates the sequence number of the currently displayed ballot, the total number of ballots selected for viewing, and green next and previous arrow buttons.

Note that shortcut keys can be used to navigate multiple records selected for viewing in the Ballot Viewer. For more information, see "Ballot Viewer Shortcut Keys" on page 56.

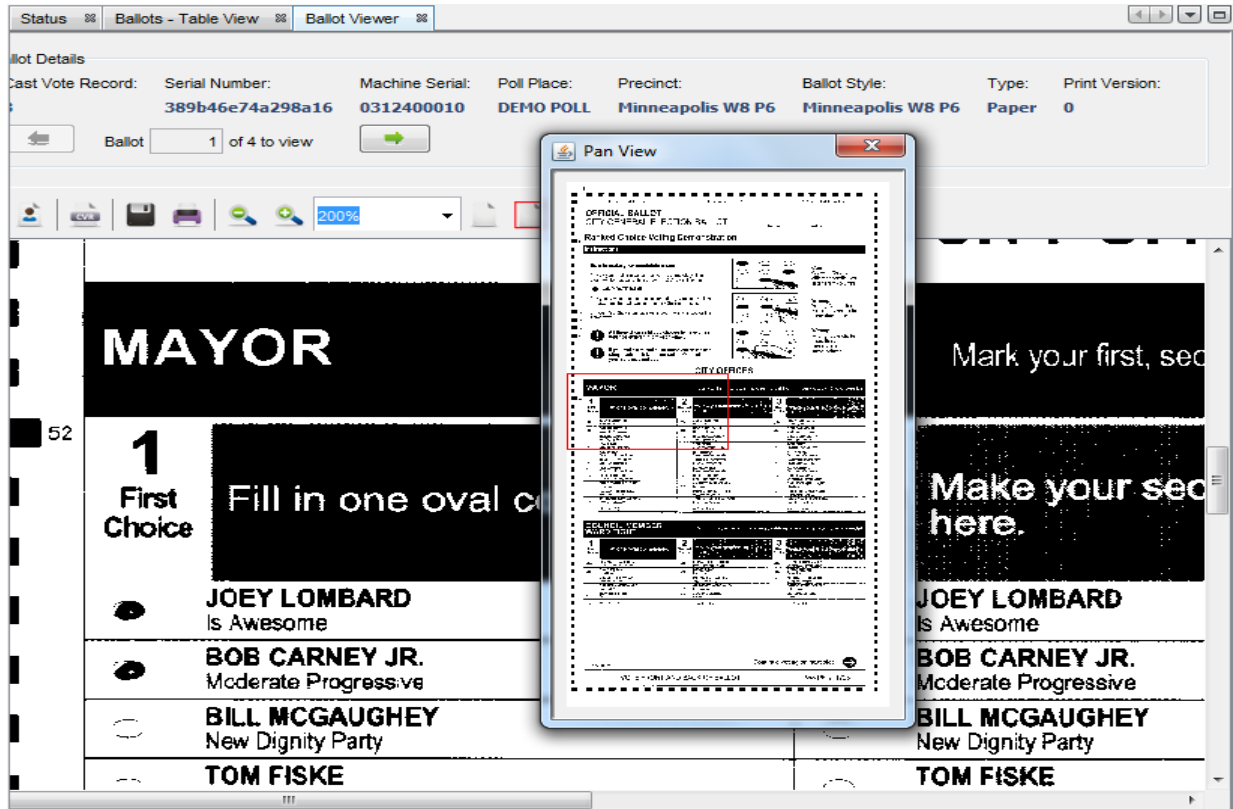
Ballot View, Save and Print Functions

Ballot view, save, and print functions are executed by clicking on the button icons at the top of the Ballot Viewer window. Rollover a button with the mouse to display its name.



- ◆ Use the **Front Image** button to display the front of the ballot; the **Back Image** button to display the back.
- ◆ Use the **Cast Vote Record** button to generate and display the Cast Vote Record associated with the currently displayed ballot in the View Ballots window.
- ◆ Use the **Save Image(s)** or **Print Ballot** button to save or print a displayed ballot image.
- ◆ Use the **Zoom In/Zoom Out** buttons or select a value from the **Percentage** drop-down menu to increase or decrease the size of the displayed image.
- ◆ Use the **Actual Size** button to display the ballot image at 100%, its actual size; use the **Fit Page** button to display the image within the view area of the tab; use the **Fit Width** and **Fit Height** buttons to display the image within the width or height of the view area of the tab.
- ◆ Click and drag on the ballot image to reposition the display within the viewing frame.
- ◆ To easily examine a specific location on the ballot image, select a high zoom percentage from the **Percentage** drop-down menu, then click on the **Show Thumbnail** button.

The ballot's scan image is displayed as a thumbnail in the Pan View window. Click and drag the red focus box in this window to the area of the ballot you wish to examine. The viewing area of the Ballot Viewer tab updates to show this area of the ballot. For example:



- ◆ Use the **Cast Vote Record** button to generate and display the ballot's corresponding Cast Vote Record in the Report: Ballot CVR Report screen.

Ballot Details

Cast Vote Record: 5 Serial Number: 8bffc356df304add Machine Serial: 0312400010 Poll Place: DEMO POLL Precinct: Minneapolis W8 P6

Ballot 3 of 4 to view

Report: CVR Report

Cast Vote Record: 5

Poll Place: DEMO POLL
 Precinct: Minneapolis W8 P6
 Ballot Style: Minneapolis W8 P6 [Sheet Number 1]
 Party: Nonpartisan
 Serial Number: 8bffc356df304add
 Machine Serial: 0312400010
 Blank Ballot: NO

Contests:

MAYOR District CTYMINN (38)
 Vote For: 1
 BOB CARNEY JR. (106) **Counted**

MAYOR District CTYMINN (41)
 Vote For: 1
 BILL MCGAUGHEY (118) **Counted**

MAYOR District CTYMINN (44)
 Vote For: 1
 TOM FISKE (130) **Counted**

COUNCIL MEMBER WARD EIGHT District WRD0008 (47)
 Vote For: 1
 DAVID REGAN (139) **Counted**

CVR (Cast Vote Record) View, Save and Print Functions

The top of the report screen is referred to as the Report toolbar. Use functions in the Report toolbar to Print, Save, change the current page, or move between pages of the displayed report.



Reference: See [Report Toolbar](#) for information regarding Report Screen toolbar functions.

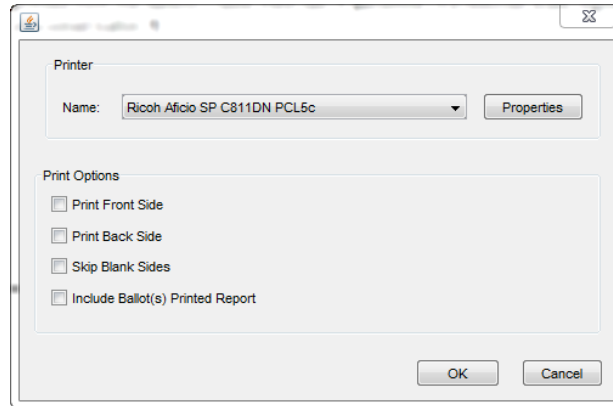
Printing Ballots

When the Produce module is active, an official ballot or facsimile of a ballot can be printed from the Ballots - Table View tab. A 'facsimile' is a reduced scale, digital rendering of a voted ballot.

1. Right-click on a ballot in the Ballots - Table View tab and select **Print Ballot Official...** or **Print Ballot Facsimile...** . Optionally select **Print All Ballots (Official)...** or **Print All Ballots (Facsimile)...** .

Use Shift + click to select multiple sequential ballots to be printed; use Ctrl + click to select multiple non-sequential ballots to be printed.

The Print dialog box is displayed.



2. Specify print options:
 - ◆ **Print Front Side** - prints the front sides of the ballots
 - ◆ **Print Back Side** - prints the back sides of the ballots
 - ◆ **Skip Blank Sides** - skips blank sides of ballots
 - ◆ **Include Ballot(s) Printed Report** - prints ballots printed report with the print job
3. Click on the **Properties** button to specify any additional printer properties. When you are finished, click on the **OK** button to print the selected ballots.

Sample Official Paper Ballot Image:

STATE OF MINNESOTA
CITY OF MINNEAPOLIS

FEBRUARY 14, 2012

OFFICIAL BALLOT
CITY GENERAL ELECTION BALLOT

Judge
Judge

Ranked Choice Voting Demonstration


Instructions

How to make your candidate choice


- Pick your first choice candidate and completely fill in the oval next to that candidate under First Choice. Like this:
 CANDIDATE NAME
- If you have a second choice candidate, completely fill in the oval next to that candidate under Second Choice.
- Your third choice candidates, if you have one, works the same way.

All three choices (if you choose to have three) must be different from each other.


If you make a mistake - or cross out or make a stray mark - ask for a new ballot. Otherwise your vote may not count.



Correct:
Correct. Choose different candidates in different columns.



Wrong:
Wrong. Voter chose the same candidate more than once.



Wrong:
Wrong. Vote chose more than one candidate in the same column.

CITY OFFICES

MAYOR

Mark your first, second and third choice candidates in the columns below. One to be elected.

1 First Choice	2 Second Choice	3 Third Choice
Fill in one oval completely.	Make your second choice here.	Make your third choice here.
<input type="radio"/> JOEY LOMBARD <small>Business Progressive</small> <input type="radio"/> BOB CARNEY JR. <small>Business Progressive</small> <input type="radio"/> BILL MCGAUGHY <small>Business Progressive</small> <input type="radio"/> TOM FRISKE <small>Social Workers Party</small> <input type="radio"/> R. T. RYBAK <small>Democratic Farmer Labor</small> <input type="radio"/> JAMES R. EVERETT <small>Democratic Farmer Labor</small> <input type="radio"/> AL FLOWERS <small>Democratic Farmer Labor</small> <input type="radio"/> DICK FRANSON <small>Democratic Farmer Labor</small> <input type="radio"/> CHRIS TOMER CLARK <small>Libertarian</small> <input type="radio"/> PAUL JOHN HOLSTAD <small>Independent CM LA</small> <input type="radio"/> JOHN CHARLES WILSON <small>Education for Nations</small> <input type="checkbox"/> write in, if any	<input type="radio"/> JOEY LOMBARD <small>Business Progressive</small> <input type="radio"/> BOB CARNEY JR. <small>Business Progressive</small> <input type="radio"/> BILL MCGAUGHY <small>Business Progressive</small> <input type="radio"/> TOM FRISKE <small>Social Workers Party</small> <input type="radio"/> R. T. RYBAK <small>Democratic Farmer Labor</small> <input type="radio"/> JAMES R. EVERETT <small>Democratic Farmer Labor</small> <input type="radio"/> AL FLOWERS <small>Democratic Farmer Labor</small> <input type="radio"/> DICK FRANSON <small>Democratic Farmer Labor</small> <input type="radio"/> CHRISTOPHER CLARK <small>Libertarian</small> <input type="radio"/> PAUL JOHN HOLSTAD <small>Independent CM LA</small> <input type="radio"/> JOHN CHARLES WILSON <small>Education for Nations</small> <input type="checkbox"/> write in, if any	<input type="radio"/> JOEY LOMBARD <small>Business Progressive</small> <input type="radio"/> BOB CARNEY JR. <small>Business Progressive</small> <input type="radio"/> BILL MCGAUGHY <small>Business Progressive</small> <input type="radio"/> TOM FRISKE <small>Social Workers Party</small> <input type="radio"/> R. T. RYBAK <small>Democratic Farmer Labor</small> <input type="radio"/> JAMES R. EVERETT <small>Democratic Farmer Labor</small> <input type="radio"/> AL FLOWERS <small>Democratic Farmer Labor</small> <input type="radio"/> DICK FRANSON <small>Democratic Farmer Labor</small> <input type="radio"/> CHRISTOPHER CLARK <small>Libertarian</small> <input type="radio"/> PAUL JOHN HOLSTAD <small>Independent CM LA</small> <input type="radio"/> JOHN CHARLES WILSON <small>Education for Nations</small> <input type="checkbox"/> write in, if any

COUNCIL MEMBER WARD EIGHT

Mark your first, second and third choice candidates in the columns below. One to be elected.

1 First Choice	2 Second Choice	3 Third Choice
Fill in one oval completely.	Make your second choice here.	Make your third choice here.
<input type="radio"/> ELIZABETH OLDDEN <small>Democratic Farmer Labor</small> <input type="radio"/> DAVID REISAN <small>Republican</small> <input type="radio"/> MICHAEL J. CAVI AN <small>Green Progressive</small> <input type="radio"/> GREGORY McDONALD <small>Independent CM LA</small> <input type="radio"/> JEANNINE ESTIME <small>Green</small> <input type="checkbox"/> write in, if any	<input type="radio"/> ELIZABETH OLDDEN <small>Democratic Farmer Labor</small> <input type="radio"/> DAVID REISAN <small>Republican</small> <input type="radio"/> MICHAEL J. CAVI AN <small>Green Progressive</small> <input type="radio"/> GREGORY McDONALD <small>Independent CM LA</small> <input type="radio"/> JEANNINE ESTIME <small>Green</small> <input type="checkbox"/> write in, if any	<input type="radio"/> ELIZABETH OLDDEN <small>Democratic Farmer Labor</small> <input type="radio"/> DAVID REISAN <small>Republican</small> <input type="radio"/> MICHAEL J. CAVI AN <small>Green Progressive</small> <input type="radio"/> GREGORY McDONALD <small>Independent CM LA</small> <input type="radio"/> JEANNINE ESTIME <small>Green</small> <input type="checkbox"/> write in, if any

17WNR0V1 Continue voting on next slide →

VOTE FRONT AND BACK OF BALLOT W8 P6 / 1725

Sample Official ExpressVote Ballot Image:

ELECTIONWARE COUNTY/ELECTIONWARE STATE
MERC PICK
08/08/2013
PRECINCT 1, PRECINCT 1



PARTY PREFERENCE-----
 REPUBLICAN

REP UNITED STATES SENATOR-----
 W/I: JOHN DOE ←

REP UNITED STATES REPRESENTATIVE IN CONGRESS-----
 REPUBLICAN CANDIDATE 1

REP STATE SENATOR-----
 REPUBLICAN CANDIDATE 2

REP COUNTY ATTORNEY-----
 REPUBLICAN CANDIDATE 1

REP SHERIFF-----
 W/I: SALLY SMITH ←

JUDGE OF THE COURT-----
 JUDICIAL CANDIDATE 1
 W/I: PETER CAVANAUGH ←

Sample Facsimile of a Paper Ballot:

Facsimile Valid-Paper
Version 2.1
Printed:03/15/2013 04:40PM

OFFICIAL BALLOT
CITY GENERAL ELECTION BALLOT

Judge Judge

Ranked Choice Voting Demonstration

Instructions

How to make your candidate choice

1. Pick your first choice candidate and completely fill in the oval next to that candidate under First Choice, like this:

Correct:
Correct: Choose different candidates in different columns.
2. If you have a second choice candidate, completely fill in the oval next to that candidate under Second Choice.

Wrong:
Wrong: Voter chose the same candidate more than once.
3. Your third choice candidates, if you have one, works the same way.

Wrong:
Wrong: Vote chose more than one candidate in the same column.

! All three choices (if you choose to have three) must be different from each other.

! If you make a mistake - or cross out or make a stray mark - ask for a new ballot. Otherwise your vote may not count.

CITY OFFICES

MAYOR Mark your first, second and third choice candidates in the columns below. One to be elected.

1 First Choice Fill in one oval completely.	2 Second Choice Make your second choice here.	3 Third Choice Make your third choice here.
<input checked="" type="radio"/> JOEY LOWRIARD <small>independent</small>	<input checked="" type="radio"/> JOEY LOWRIARD <small>independent</small>	<input checked="" type="radio"/> JOEY LOWRIARD <small>independent</small>
<input type="radio"/> BOB CARMY JR. <small>Republican Progressive</small>	<input type="radio"/> BOB CARMY JR. <small>Republican Progressive</small>	<input type="radio"/> BOB CARMY JR. <small>Republican Progressive</small>
<input type="radio"/> BILL MCGAUGHEY <small>New Yorks Party</small>	<input type="radio"/> BILL MCGAUGHEY <small>New Yorks Party</small>	<input type="radio"/> BILL MCGAUGHEY <small>New Yorks Party</small>
<input type="radio"/> TOM FRIKE <small>Democrat Workers Party</small>	<input type="radio"/> TOM FRIKE <small>Democrat Workers Party</small>	<input type="radio"/> TOM FRIKE <small>Democrat Workers Party</small>
<input type="radio"/> R.T. RYBAK <small>Democrat Farmer Labor</small>	<input type="radio"/> R.T. RYBAK <small>Democrat Farmer Labor</small>	<input type="radio"/> R.T. RYBAK <small>Democrat Farmer Labor</small>
<input type="radio"/> JAMES R. EVERETT <small>AL T. Conscience</small>	<input type="radio"/> JAMES R. EVERETT <small>AL T. Conscience</small>	<input type="radio"/> JAMES R. EVERETT <small>AL T. Conscience</small>
<input type="radio"/> AL LOMBARD <small>Democrat Farmer Labor</small>	<input type="radio"/> AL LOMBARD <small>Democrat Farmer Labor</small>	<input type="radio"/> AL LOMBARD <small>Democrat Farmer Labor</small>
<input type="radio"/> DICK FRANKSON <small>Democrat Farmer Labor</small>	<input type="radio"/> DICK FRANKSON <small>Democrat Farmer Labor</small>	<input type="radio"/> DICK FRANKSON <small>Democrat Farmer Labor</small>
<input type="radio"/> CHRISTOPHER CLARK <small>independant</small>	<input type="radio"/> CHRISTOPHER CLARK <small>independant</small>	<input type="radio"/> CHRISTOPHER CLARK <small>independant</small>
<input type="radio"/> PAFA JOHN HOLSTAD <small>independant</small>	<input type="radio"/> PAFA JOHN HOLSTAD <small>independant</small>	<input type="radio"/> PAFA JOHN HOLSTAD <small>independant</small>
<input type="radio"/> JOHN CHARLES WILSON <small>Edgemoor National</small>	<input type="radio"/> JOHN CHARLES WILSON <small>Edgemoor National</small>	<input type="radio"/> JOHN CHARLES WILSON <small>Edgemoor National</small>
<input type="radio"/> write-in, if any	<input type="radio"/> write-in, if any	<input type="radio"/> write-in, if any

COUNCIL MEMBER WARD EIGHT Mark your first, second and third choice candidates in the columns below. One to be elected.

1 First Choice Fill in one oval completely.	2 Second Choice Make your second choice here.	3 Third Choice Make your third choice here.
<input checked="" type="radio"/> ELIZABETH BLUDEN <small>Democrat Farmer Labor</small>	<input checked="" type="radio"/> ELIZABETH BLUDEN <small>Democrat Farmer Labor</small>	<input checked="" type="radio"/> ELIZABETH BLUDEN <small>Democrat Farmer Labor</small>
<input type="radio"/> DAVID REGAN <small>Republican</small>	<input type="radio"/> DAVID REGAN <small>Republican</small>	<input type="radio"/> DAVID REGAN <small>Republican</small>
<input type="radio"/> MICHAEL J. CAVLAN <small>Open Progressive</small>	<input type="radio"/> MICHAEL J. CAVLAN <small>Open Progressive</small>	<input type="radio"/> MICHAEL J. CAVLAN <small>Open Progressive</small>
<input type="radio"/> GREGORY McDONALD <small>independant</small>	<input type="radio"/> GREGORY McDONALD <small>independant</small>	<input type="radio"/> GREGORY McDONALD <small>independant</small>
<input type="radio"/> JEANNE ESTIME <small>Open</small>	<input type="radio"/> JEANNE ESTIME <small>Open</small>	<input type="radio"/> JEANNE ESTIME <small>Open</small>
<input type="radio"/> write-in, if any	<input type="radio"/> write-in, if any	<input type="radio"/> write-in, if any

17MBRCV1 Continue voting on next side →

VOTE FRONT AND BACK OF BALLOT W8 P6 / 1725

When the **Include Ballot(s) Printed Report** print option is selected, each ballot print job is printed with a **Ballot(s) Printed Report**.

Sample Ballot(s) Printed Report

Ballot(s) Printed Report	<i>03/15/2013 04:39PM</i>	ElectionWare County Sample Election March 13, 2013
---------------------------------	---------------------------	--

Filter Summary

Total ballots printed	1
Filter Criteria	Precinct - All Poll Place - All Machine - All Ballot Type - All Write-in - All Blank - All Ballots Printed - All Ballot Exception - All Cast Vote Record -

Ballot(s) Printed List

Cast Vote Record	Serial Number	Ballot Type	Write-In Type	Print Version
3	389b46e74a298a16	Paper	Marked	1

The report's header includes the name of the report, the time and date the report was generated, the name of the election associated with the printed ballots and the election's date. The report's footer also includes the name of the report and the time and date the report was printed.

The Filter Summary section of the report lists the total number of ballots printed in the print job (Total ballots printed), the Ballots - Table view Filter Criteria in use when the ballots were printed.

The Ballot(s) Printed List section of the report lists and details about the printed ballot(s), including: Cast Vote Record Number, Serial Number, Ballot Type, Write-in Type and Print Version number.

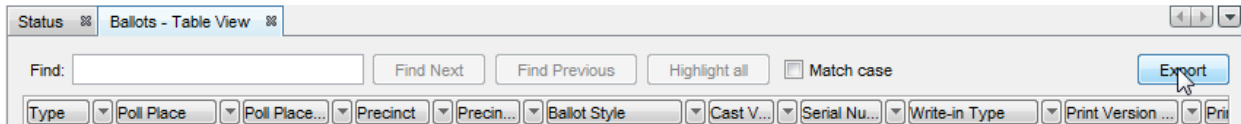
Exporting the Ballot Table, Ballot Images and CVRs

When the Produce module is active and the Ballots Table View tab is displayed, the ballots table can be exported; selected Ballot Images, with or without their associated Cast Vote Records, can be exported, and Cast Vote Record text for selected contests, with or without write-in images, can be exported.

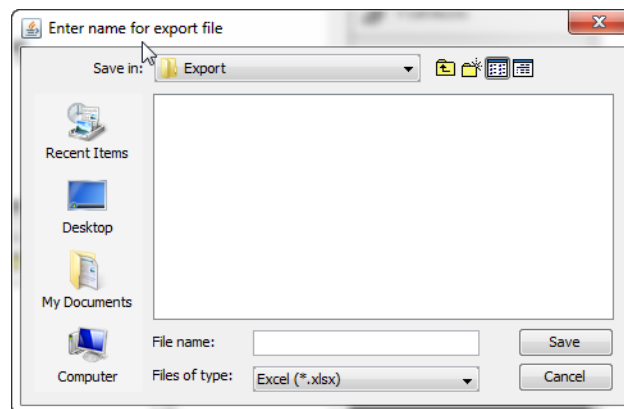
The ballot records included in a ballot table export file will vary according to the filter(s) applied using the navigator.

To export the ballot table:

1. To export the ballot table, click on the **Export** button at the **top of the Ballots Table view tab**.



The 'Enter name for export file' window is displayed.



2. Navigate to the folder in which to save the file. Enter a file name for the file in the **File name** field. Ensure 'Excel (*.xls)' is selected in the Files of type: menu. Click on the **Save** button to export the file.

When the data has been exported, an information dialog box is displayed, indicating the location of the export file, and that the export is complete.

3. Click on the **OK** button to return to the Ballots - Table View tab.

The following is a sample of an exported ballot table.

Type	Poll Place	Poll Place ID	Precinct	Precinct ID	Ballot Style	Cast Vote R	Serial Numbe	Write-in Type	Print Version (Official)	Print Version (Facsimile)
Paper	DEMO POLL	9999	Minneapolis V0002	Minneapolis W8 P6	4	4ee07544fd572	Marked	0	0	
Paper	DEMO POLL	9999	Minneapolis V0002	Minneapolis W8 P6	5	8bafc356df304a		0	0	
Paper	DEMO POLL	9999	Minneapolis V0002	Minneapolis W8 P6	3	389b46e74a29f	Marked	1	1	
Total : 4										

To export ballot images, and optionally Cast Vote Records:

1. To export ballots images, select **Export Ballot Images** from the **Tools** menu.

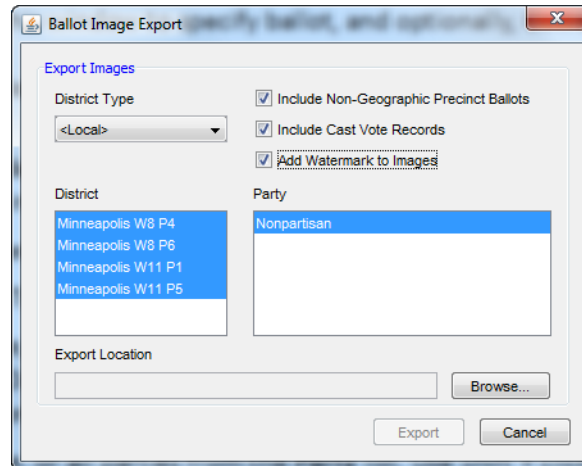
The Ballot Image Export window is displayed.

Use the options in this window to specify ballot, and optionally, CVR export parameters.

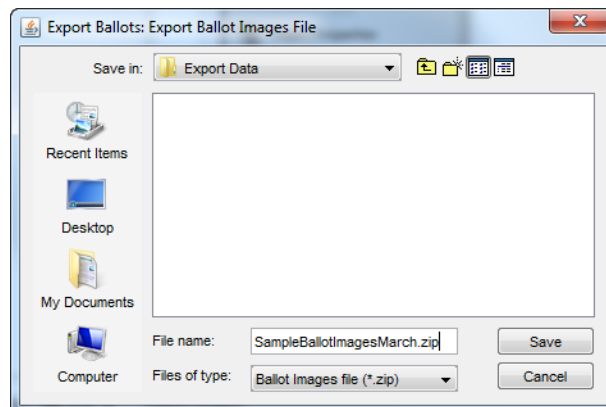
2. Select **Include Non-Geographic Precinct Ballots** to include absentee and early voting ballot images.
3. Select the **Include Cast Vote Records** check box to include these records with the exported ballot images.
4. Select **Add Watermark to Images** to include a watermark on exported ballots.

The watermark identifies the printout as a ballot copy that is not intended for scanning.

5. Select a District Type from the **District Type** pull-down list.
6. Select one, some, or all districts from the **District** list. The District list varies according to the selected District Type. Use Shift + click to select sequential items; use Ctrl + click to select non-sequential items.
7. Select one, some, or all parties from the **Party** list. Use Shift + click to select sequential items; use Ctrl + click to select non-sequential items.



8. Click on the **Browse...** button to display the Export Ballots: Export Ballot Images File dialog box. Navigate to a folder in which to save the file.



9. Enter a name for the .zip file in the **File name** field, then click on the **Save** button.

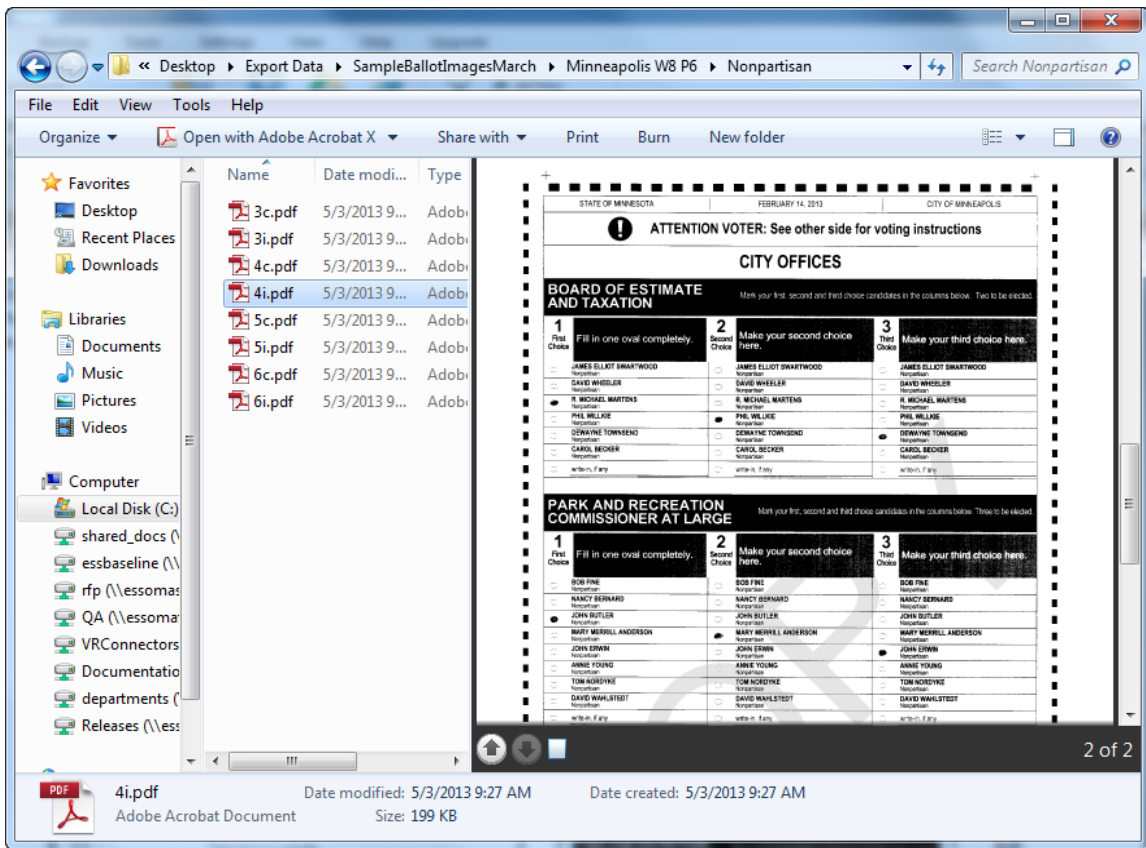
The Ballot Image Export dialog box is redisplayed.

10. Click on the **Export** button to begin the export process.
11. An Information dialog box is displayed, describing the number of Ballot Images included in the export, and export parameters that were specified.
12. Click the **OK** button to return to the Ballots - Table View tab.

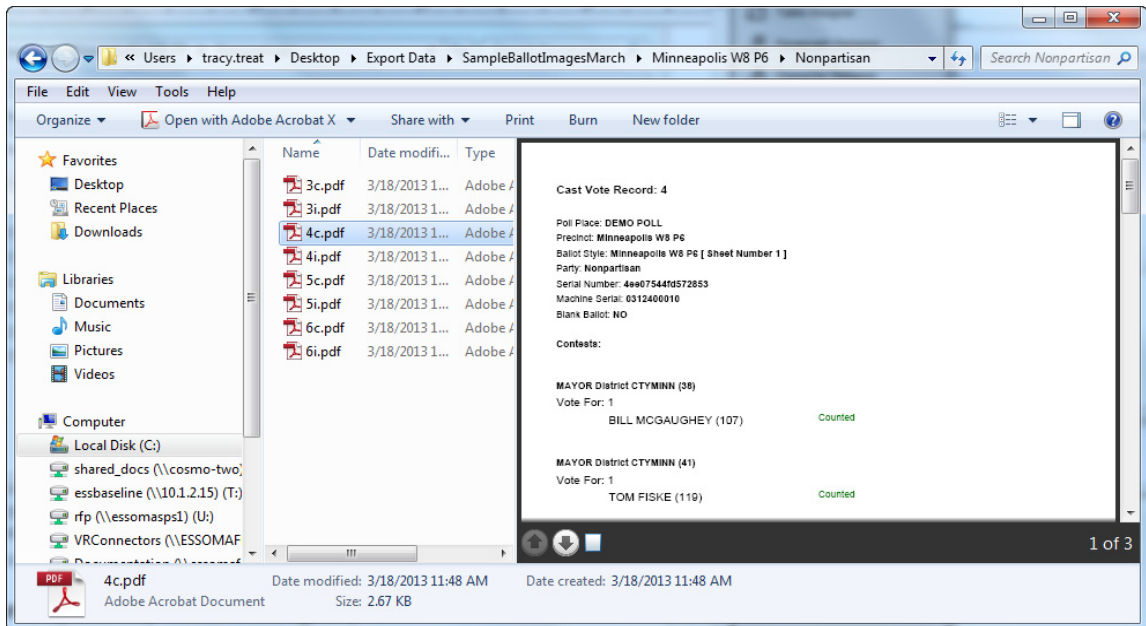
Ballot images and cast vote records are exported as individual .pdf files within a *.zip archive. Files are exported in folders, by precinct and party. Each file is identified by cast vote record number, followed by the letter "i" if the file is a ballot image, or the letter "c" if the file is a cast vote record.

The following screen captures show the contents of an extracted ballot image *.zip archive. The first capture illustrates a ballot image, and the second capture illustrates the cast vote record that corresponds to the ballot image.

Sample Ballot Image with watermark applied:



Sample Cast Vote Record:

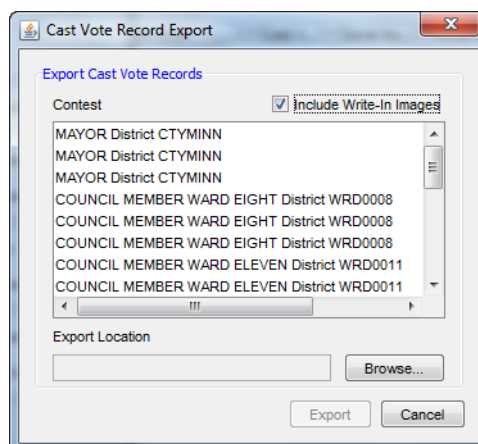


To export Cast Vote Records, and optionally write-in images:

The **Export Cast Vote Records** function exports cast vote record text for selected races, and optionally clippings of write-in selections from the ballots to an (.xls) file

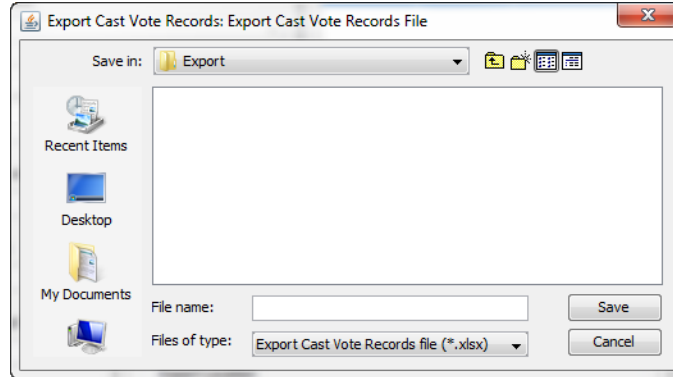
1. Select **Export Cast Vote Records** from the **Tools** menu.

The Cast Vote Record Export window is displayed.

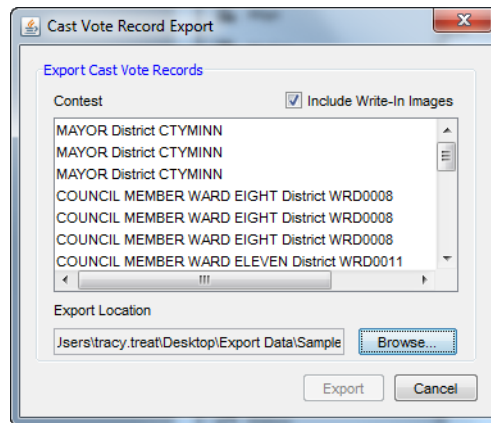


2. Select the names of the contests to be included in the Cast Vote Records to export.
3. Select the **Include Write-In Images** check box to include write-in images from the ballots in the exported Cast Vote Records export file.

- Click on the **Browse** button to navigate to a location in which to save the export file.



- Enter the file's name and the extension ".xlsx" in the **File name** field. Click on the **Save** button.



- Click on the **Export** button to export the file.

When the data has been exported, an Information dialog box is displayed, indicating the total number of exported records.

- Click the **OK** button to return to the Ballots - Table View tab.

The following is a sample of a Cast Vote Record export file:

	A	B	C	D	E	F	G	H	I	J	K
1	Cast Vote Record	Precinct	Ballot Style	REP UNITED STATES	REP UNITED STATES	F REP STATE SENATOR ALL	REP COUNTY ATTORNEY	REP SHERIFF ALL (105)	DEM UNITED STA	DEM UNITED STA	DEM STATE S
2		2	PRECINCT 1	undervote	undervote	undervote	undervote	undervote	undervote	undervote	undervote
3		3	PRECINCT 1	undervote	undervote	undervote	undervote	undervote	undervote	undervote	undervote
4		4	PRECINCT 1	undervote	undervote	undervote	undervote	undervote	DEMOCRATIC CA	DEMOCRATIC CA	DEMOCRATI
5		5	PRECINCT 1	overvote	overvote	overvote	overvote	overvote	undervote	undervote	undervote
6		6	PRECINCT 1	overvote	overvote	overvote	overvote	undervote	undervote	undervote	undervote
7		7	PRECINCT 1	REPUBLICAN CANDID	REPUBLICAN CANDID	REPUBLICAN CANDIDATE	REPUBLICAN CANDIDATE	undervote	undervote	undervote	undervote
8		8	PRECINCT 1	undervote	undervote	undervote	undervote	undervote	undervote	undervote	undervote
9		9	PRECINCT 1	overvote	overvote	overvote	overvote	undervote	undervote	undervote	undervote
10		10	PRECINCT 1	REPUBLICAN CANDID	REPUBLICAN CANDID	REPUBLICAN CANDIDATE	REPUBLICAN CANDIDA	undervote	undervote	undervote	undervote
11		11	PRECINCT 1	overvote	overvote	overvote	overvote	undervote	undervote	undervote	undervote
12		12	PRECINCT 1	REP SAVER BEL	REP SAVER BEL	REP BLUE PLAY	REP LON MOWER	REP TOAH TALL	undervote	undervote	undervote
13		13	PRECINCT 1	overvote	overvote	overvote	overvote	undervote	undervote	undervote	undervote

Viewing the Results Report

When the Produce module is active, an Election Results - Summary Report can be viewed and saved in XML or HTML format. This report displays the results of all loaded ballots.

1. When the Produce module is active, select **Results Report** from the **Reports** menu to display the HTML version of the report in the Results Report tab.

The following is a sample Election Results report.

Status Ballots - Table View Results Report

Demo Election

Unofficial Results

Election Results - Summary Report

REPUBLICAN PARTY - UNITED STATES SENATOR

Times Over Voted	1		
Times Under Voted	0		
Candidate	Votes	Vote%	Bar Graph
REPUBLICAN CANDIDATE 1	2	66.67%	<div style="width: 66.67%; height: 10px; background-color: #000080;"></div>
REPUBLICAN CANDIDATE 2	0	0.00%	<div style="width: 0%; height: 10px; background-color: #000080;"></div>
Write-in	1	33.33%	<div style="width: 33.33%; height: 10px; background-color: #000080;"></div>

REPUBLICAN PARTY - UNITED STATES REPRESENTATIVE IN CONGRESS

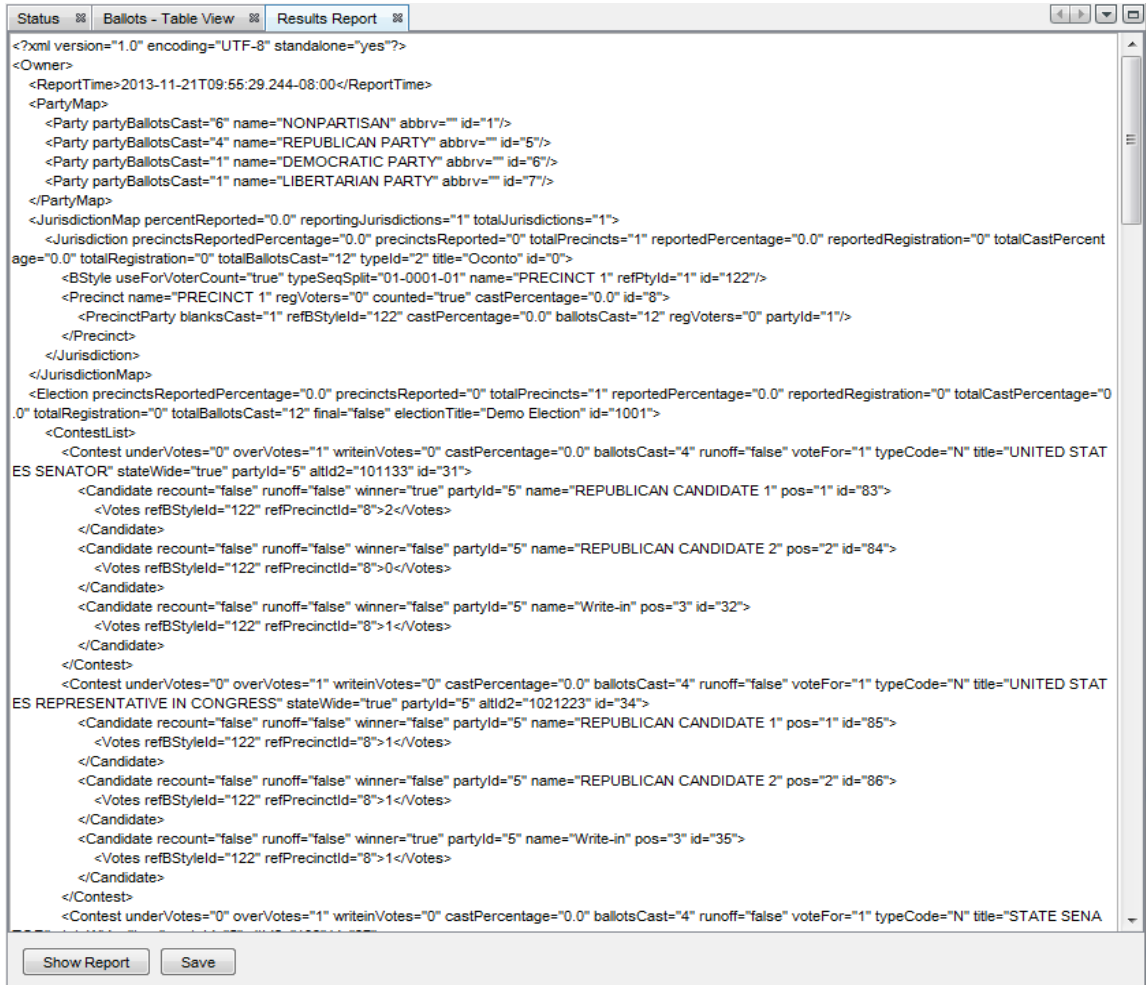
Times Over Voted	1		
Times Under Voted	0		
Candidate	Votes	Vote%	Bar Graph
REPUBLICAN CANDIDATE 1	1	33.33%	<div style="width: 33.33%; height: 10px; background-color: #000080;"></div>
REPUBLICAN CANDIDATE 2	1	33.33%	<div style="width: 33.33%; height: 10px; background-color: #000080;"></div>
Write-in	1	33.33%	<div style="width: 33.33%; height: 10px; background-color: #000080;"></div>

REPUBLICAN PARTY - STATE SENATOR

Times Over Voted	1		
Times Under Voted	0		
Candidate	Votes	Vote%	Bar Graph
REPUBLICAN CANDIDATE 1	1	33.33%	<div style="width: 33.33%; height: 10px; background-color: #000080;"></div>
REPUBLICAN CANDIDATE 2	0	0.00%	<div style="width: 0%; height: 10px; background-color: #000080;"></div>
Write-in	2	66.67%	<div style="width: 66.67%; height: 10px; background-color: #000080;"></div>

Show XML Save

- Click on the **Show XML** button at the bottom of the tab to display the XML version of the report. The button name changes to **Show Report**.



```

<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<Owner>
<ReportTime>2013-11-21T09:55:29.244-08:00</ReportTime>
<PartyMap>
  <Party partyBallotsCast="6" name="NONPARTISAN" abbrev="" id="1"/>
  <Party partyBallotsCast="4" name="REPUBLICAN PARTY" abbrev="" id="5"/>
  <Party partyBallotsCast="1" name="DEMOCRATIC PARTY" abbrev="" id="6"/>
  <Party partyBallotsCast="1" name="LIBERTARIAN PARTY" abbrev="" id="7"/>
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    </Precinct>
  </Jurisdiction>
</JurisdictionMap>
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ES SENATOR" stateWide="true" partyId="5" altId="101133" id="31">
      <Candidate recount="false" runoff="false" winner="true" partyId="5" name="REPUBLICAN CANDIDATE 1" pos="1" id="83">
        <Votes refBStyleId="122" refPrecinctId="8">2</Votes>
      </Candidate>
      <Candidate recount="false" runoff="false" winner="false" partyId="5" name="REPUBLICAN CANDIDATE 2" pos="2" id="84">
        <Votes refBStyleId="122" refPrecinctId="8">0</Votes>
      </Candidate>
      <Candidate recount="false" runoff="false" winner="false" partyId="5" name="Write-in" pos="3" id="32">
        <Votes refBStyleId="122" refPrecinctId="8">1</Votes>
      </Candidate>
    </Contest>
    <Contest underVotes="0" overVotes="1" writeInVotes="0" castPercentage="0.0" ballotsCast="4" runoff="false" voteFor="1" typeCode="N" title="UNITED STAT
ES REPRESENTATIVE IN CONGRESS" stateWide="true" partyId="5" altId="1021223" id="34">
      <Candidate recount="false" runoff="false" winner="false" partyId="5" name="REPUBLICAN CANDIDATE 1" pos="1" id="85">
        <Votes refBStyleId="122" refPrecinctId="8">1</Votes>
      </Candidate>
      <Candidate recount="false" runoff="false" winner="false" partyId="5" name="REPUBLICAN CANDIDATE 2" pos="2" id="86">
        <Votes refBStyleId="122" refPrecinctId="8">1</Votes>
      </Candidate>
      <Candidate recount="false" runoff="false" winner="true" partyId="5" name="Write-in" pos="3" id="35">
        <Votes refBStyleId="122" refPrecinctId="8">1</Votes>
      </Candidate>
    </Contest>
    <Contest underVotes="0" overVotes="1" writeInVotes="0" castPercentage="0.0" ballotsCast="4" runoff="false" voteFor="1" typeCode="N" title="STATE SENA
  
```

- To save the report as a file, click on the **Save** button at the bottom of the tab. In the Save dialog box, specify the folder to save the file to, enter a name for the file in the **File name** field, then click on the **Save** button to save the file.

Viewing the Double Vote Statistics Report

When the Produce module is active, the Double Vote Statistics Report can be viewed and printed. This report displays all contests with candidates endorsed by more than one party who have received double votes.



Note: The Double Vote Statistics report is not available if this type of contest is not included in the election.

1. When the Produce module is active, select **Double Vote Report** from the **Reports** menu to display the report in the Report: Double Vote Statistics Report tab.

Double Vote Statistics Report
Sample Election 3
April 12, 2012
ElectionWare County, ElectionWare State

Summary	Contest	# of Double Votes
	ATTORNEY GENERAL	1
	UNTIED STATES SENATOR	2
	COUNCILMAN	1
Grand Total		4

District	Contest	# of Double Votes
PRECINCT 1 ED ">>"	ATTORNEY GENERAL	1
	UNTIED STATES SENATOR	2
	COUNCILMAN	1
Grand Total		4

The first section of the report lists all contests that have double votes. The total number of double votes for each contest, and the grand total of all double votes is included.

All districts with contests that have double votes are listed in the following sections of the report.

Chapter 4: Produce Navigator

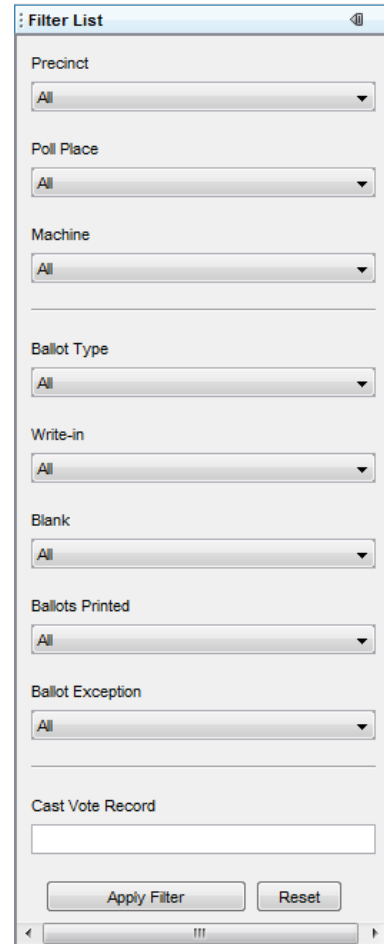
Navigator pane changes in conjunction with the module that is selected. The following section describes the pane that is displayed when the Produce module is active.

The Filter List

When the Produce module is active, the **Filter List** is displayed in the navigator pane. The **Filter** button is displayed at the bottom of the pane.

Use the options in the Filter List to filter the display of ballots in the Ballots - Table View tab.

1. Select filter parameters from the **Precinct**, **Poll Place**, **Machine**, **Ballot Type**, **Write-in**, **Blank**, **Ballots Printed**, and **Ballot Exception** drop-down menus. Optionally enter the Cast Vote Record number associated with a ballot in the **Cast Vote Record** field.
- ◆ Click on the **Apply Filter** button to filter the list of ballots to be displayed in the Ballots - Table View tab. Reset the filter parameters to their default values by clicking on the **Reset** button.



Reference: For more information about Filter List options, see [Filtering the List of Ballots](#).

When the Produce module is active, the **Export Files** button can be used to specify ballot image export options.

Toolbar Icon		
Icon	Action Name	Description
	Export Files.	Specify ballot and cast vote record export options.

Part 2: Appendix

- ◆ [Chapter 5: Ballot Viewer Shortcut Keys](#)
- ◆ [Chapter 6: General Information](#)
- ◆ [Chapter 7: Revision History](#)

Chapter 5: Ballot Viewer Shortcut Keys

Shortcut keys can be used to navigate multiple records selected for viewing in the Ballot Viewer.

Function	Shortcut Keys
Previous	"Ctrl" plus "left arrow" key
Next	"Ctrl" plus "right arrow" key
First	"Home" key
Last	"End" key
Front	"1" key on keyboard, or on numeric pad
Back	2 key on keyboard, or on numeric pad
Zoom In	"Ctrl" plus "+" key on numeric pad, or "Ctrl" plus "=" key on keyboard
Zoom Out	"Ctrl" plus "-" key on numeric pad, or "Ctrl" plus "." key on keyboard
Reset Zoom	"Ctrl" plus "0" key, on keyboard, or on numeric pad

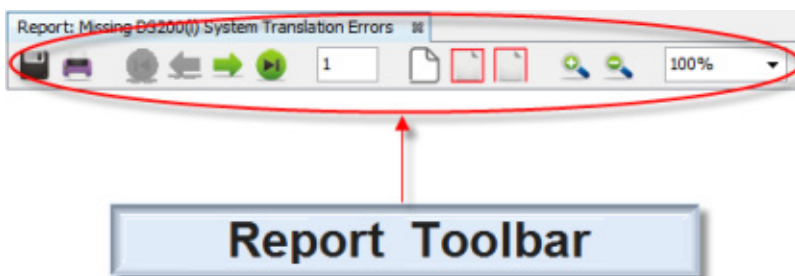
Chapter 6: General Information

Report Toolbar

Each module in Electionware offers its own collection of reports. When generated, reports are displayed on a tab in the workspace. Functions and options at the top of the tab can be used to save, print, scroll through pages, and change the view of a displayed report. Use the following information for reference on how to use the Report Toolbar.

Saving and Printing Reports

Use the **Reports** menu to select and generate a report specific to the active module. When the report has been generated, the Report Toolbar appears at the top of the tab.



Print and **Save** icons are on the left of the toolbar.



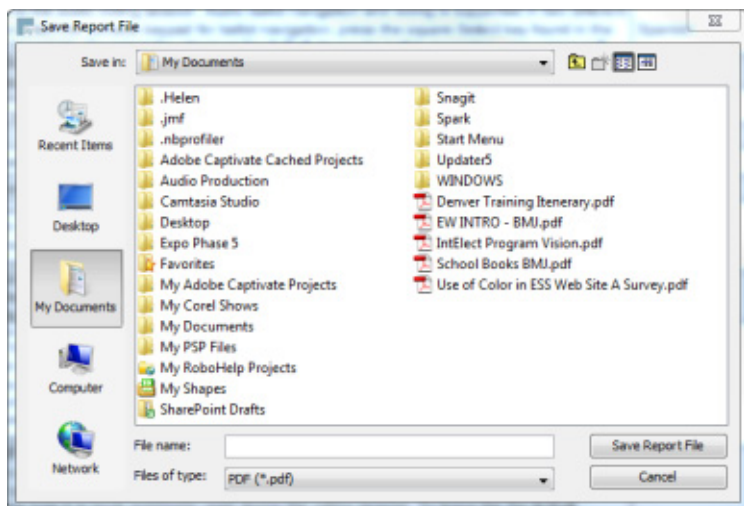
Click the **Save** button to save the report that is currently displayed. Electionware reports may be saved in .pdf, .rtf, .odt, .html, .xls or .csv format.



Note: By default reports are saved in (.pdf) format.

The Save Report File dialog box is displayed:

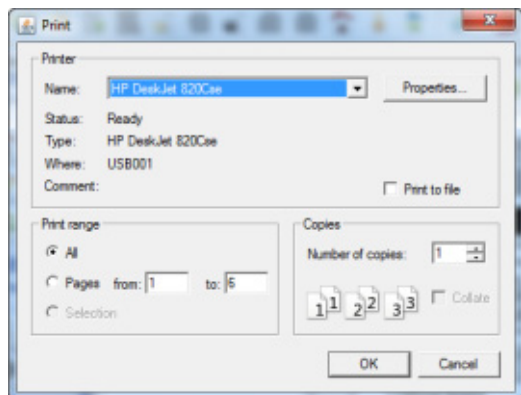
Enter a file name that describes the report in the **File name** field, and then click **Save/Save Report File** button.



Click the **Print** button to print a copy of a report. The Print dialog box is displayed:

Select the printer of your choice from the **Name** drop-down menu.

Select the **All** radio button to print all pages, or select a specific page range to print by selecting the **Pages** radio button and entering the desired pages numbers in the **from** and **to** fields.



Enter the number of copies you wish to print from the **Number of copies** field, or use the up or down arrows to increase or decrease the number of copies to print.

Select the **Collate** checkbox to print the required number of copies of each page in sequence.

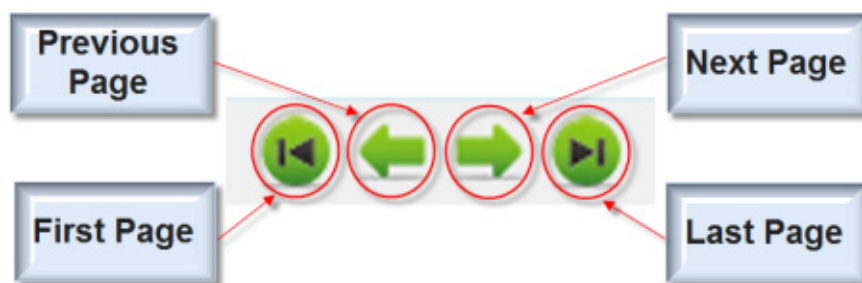
Click the **Cancel button** to cancel the print job and close the Print window. Or, click **OK** to accept the print job and return to the Electionware window.



Note: The print option can be used to create digital copies of a report as well. Adobe 9.0 or later is installed, select Adobe PDF from the **Name** drop-down list. Otherwise select **Print to file** from the drop-down menu.

Page Selection Arrows

Use the page selection arrows to navigate through the report pages sequentially, or to jump to the beginning or end of the report.

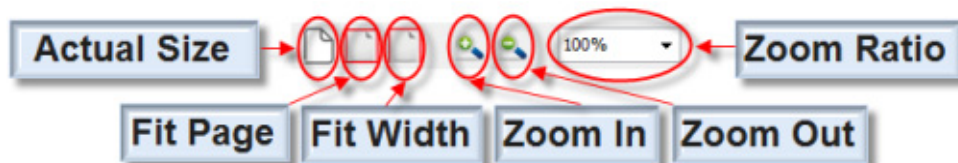


Enter a page number in the **Go To Page** field to go to the specified page in the report. You can also use this field to verify the number of the currently displayed page.



Changing the On-Screen Report Display

Use the page size and zoom buttons to change the way that the on screen report is displayed.



- ◆ Use the **Zoom In/Zoom Out** buttons, or select a value from the percentage pull-down menu to increase or decrease the size of the displayed image.
- ◆ Use the **Actual Size** button to display the ballot image at 100%, its actual size; use the **Fit Page** button to display the image within the view area of the tab; use the **Fit Width** and **Fit Height** buttons to display the image within the width or height of the view area of the tab.

Chapter 7: Revision History

Electionware v.5.2 Volume V: Results User's Guide
February 21, 2014
Document Version 2.0

Chapter	Version	Description	Project
1	2.0	Removed content on DS200 telecom. Removed section Viewing the SD200 Transmitted Results Status Report.	5.2.0.0
All	2.0	Updated manual title to filename in footer.	5.2.0.0

Electionware v.5.2 Volume V: Results User's Guide
January 7, 2014
Document Version 1.4

Chapter	Version	Description	Project
Entire Book	1.0	New book based on EVS FL 4.5.	5.2.0.0
	1.0	Updated to correspond to 4.6.0.0	5.2.0.0
7	1.4	Changed project name to project number.	5.2.0.0

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