unity ™

ELECTION REPORTING MANAGER

User's Guide

ELECTION
SYSTEMS & SOFTWARE

Proven Solutions for the World of Elections

Election Reporting Manager

Version Release 6.1
April, 2001

ESS

ELECTION
SYSTEMS & SOFTWARE
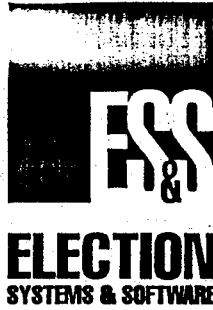
Vision Statement

Recognized global leader in providing innovative solutions and services to the election industry. These quality solutions and services are developed and delivered by people dedicated to the highest standards of ethics, integrity and the process of continuous improvement.

The result will allow our present and future customers to have a positive and lasting impact on the growth of democracy worldwide.

Who We Are

The World Leader in Automating the Election Process

ES&S is a company of dedicated people building integrated systems and developing solutions for the election official's total management needs

- Election and voter registration management software
- Ballot counting and tabulation hardware
- Election information management software

Disclaimer

Table of Contents

Chapter 1: Introduction

Welcome to the ES&S Unity Election Reporting Manager, an easy-to-use program that displays and reports election results. This program can be used with ES&S's optical scan or punch card equipment and in combination with MemoryPacks, SPR's, and modems.

Election Reporting Manager utilizes OPTECH IV-C's and Model 550's for central counting; OPTECH III-P Eagles Votronics and Model 100's for precinct counting; Model 2100's for Punch Card voting; Votronics for Touch Screen voting; and MemoryPack Receivers (MPR), PEB's, SPR's, and PCM cards for accumulating results.

MemoryPacks

The MemoryPack is a solid-state semiconductor module that houses software that records and totals all of the information from the ballots inserted into the OPTECH III-P Eagle. The MemoryPack is equipped with customized chips, each of which has a specific function to perform. After the MemoryPack is inserted into the MPR, the election results can be read into the Election Reporting Manager software and displayed. OPTECH III-P Eagles may also send results from a remote site by way of a modem for display in the system.

Smart Pack Reader

Smart Pack Readers (SPR) are transmitting and receiving units with a pack interface card that is capable of reading the MemoryPacks so that the election results from the ballot counting equipment can be accumulated into the Reporting System for display. The SPR units may be connected locally by a network or by modem to a remote site. The host SPR unit then accumulates the election results. OPTECH III-P Eagles may also be used to transmit totals by modem to an SPR Host unit.

Printer

Various reports of the election results may be printed by precinct, by district or by contest on either a line printer or an HP Laser printer, which is connected to the PC running the Election Reporting Manager software.

Main Menu

The first screen that displays is the copyright screen shown below.
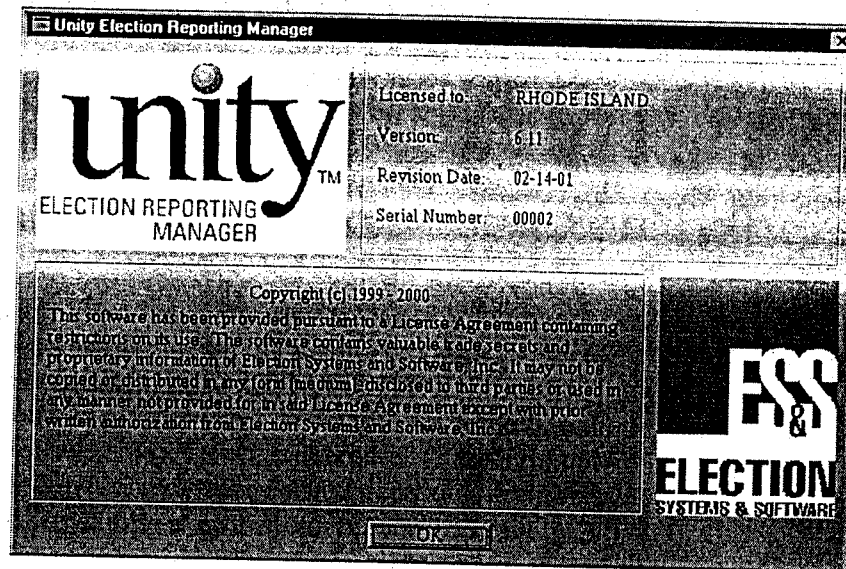
Click **OK** and the ES&S Election Reporting Manager main screen shown below will display.
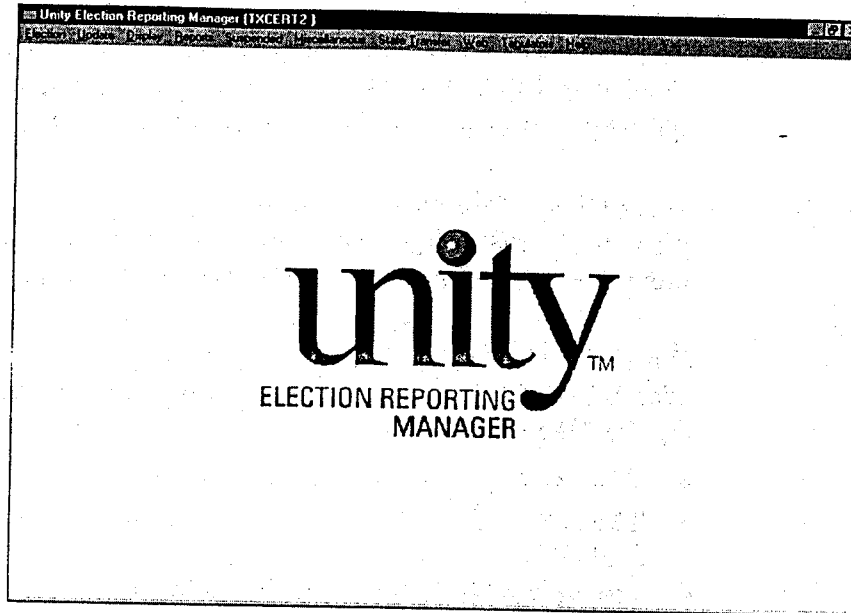
Contacting ES&S for Technical Support

This manual and in-program **Help** should aid in accomplishing most of the tasks in the Election Reporting Manager. The first step to answering any questions is to consult product documentation or in-program **Help**.

If a question cannot be answered with these resources, or if a processing problem or system error is encountered, ES&S's software support staff can provide advice and assistance in resolving the situation.

When calling ES&S for software support, please be near the computer. In addition, be prepared to provide the following information to the support representative:

- **The version number** of the product.
- **The type of hardware** used, including network hardware if applicable.
- **The operating system** (e.g., Windows 95).
- **The exact wording of any messages** appearing on screen.
- **A description of what happened,** circumstances under which the problem occurred and any solutions attempted.

Support representatives are available between 8:00 a.m. and 5:00 p.m. CST; however, support hours are extended during election periods.

To contact an ES&S support representative:

Telephone:	800-247-8683 (USA & Canada) or
	402-593-0101 (International)
Fax:	402-593-8107
Write:	Election Systems & Software
	11208 John Galt Blvd.
	Omaha, NE 68137 USA

ES&S's support services are subject to ES&S's prices, terms, and conditions in place at the time the service is used.

Chapter 2: Election Menu
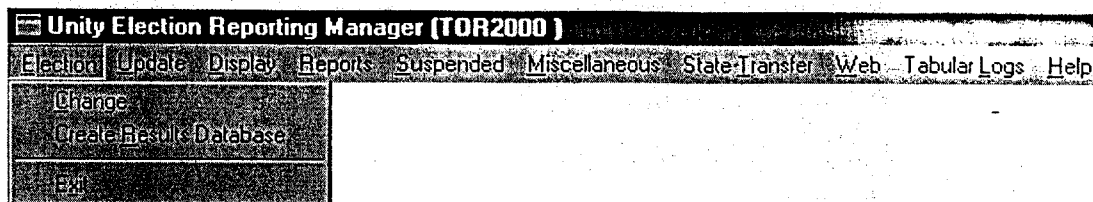
Creating Results Database

If the AERO database files were not created in EMS, you will need to create them now before you do anything else in the program. Be sure that the correct election name displays at the top left of the ES&S Reporting Manager main screen. If you need to change the election, see Changing Elections.

1. Select **Create Results Database** from the **Election** menu. The dialog box below will display.
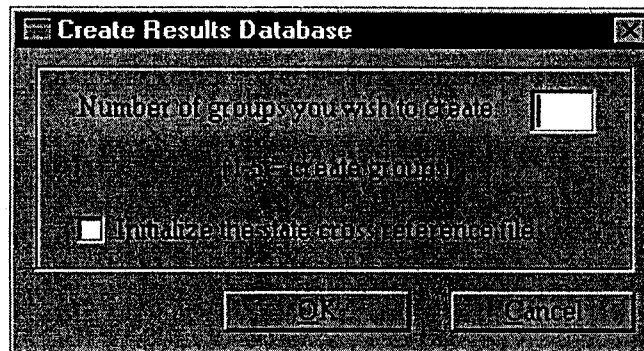
2. Enter the number of groups (1-5) you want to create in addition to the ELECTION DAY TOTALS.

3. If this is the first time you have created the database, select the **Initialize Cross Reference File** box. If you have previously created the database, be sure that this box is not cleared.

4. Click **OK** to create the groups.
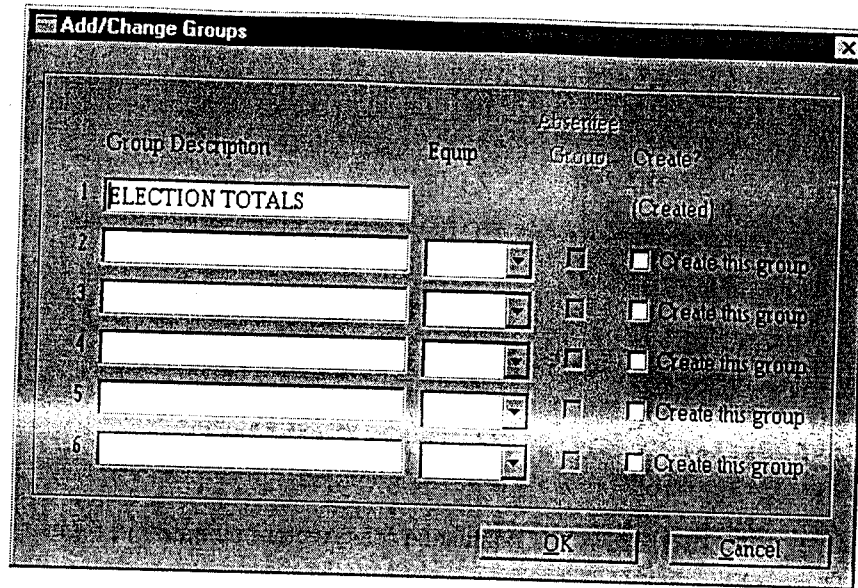
5. If you did not choose to create any groups, the screen below will display, offering the chance to create groups. You can either go ahead and create groups now and then finish the database create, or cancel and finish the database create.

When the creation process is complete, the dialog box below will display.
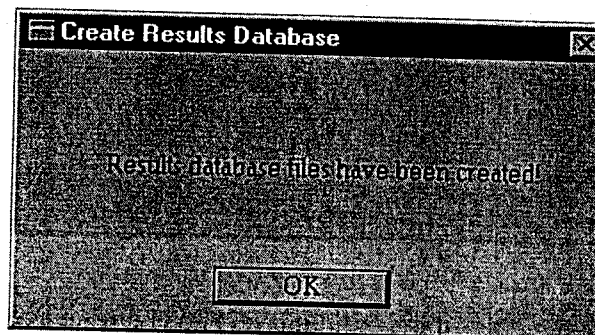
6. Click **OK**.

Changing Elections

This option allows you to select and work with any election in the system. When you choose this option, the **Election File Directory** box below will display.

```
Election File Directory                                              X

Current election:   GENRI98F

Filename                        Timestamp

SUBSET          10/27/1997  12:12:20  PM
TEST            02/15/1995  12:53:26  PM
TEST1           08/05/1998  09:15:42  AM
TESTELEC        07/31/1998  08:56:30  AM
TOR2000         02/14/2001  08:39:48  AM
TPPRI94         02/17/1995  02:40:24  PM
TRYELECT        11/10/1993  11:30:56  AM
VENEZ9          01/13/1992  04:57:02  PM
VENPRIM         07/13/1990  11:44:50  AM
VR03            05/04/1998  02:15:34  PM
VR22            08/20/1997  04:22:50  PM

                        OK               Cancel
```

1. Scroll through the elections until you find the one you want.

2. Highlight it and click **OK**.

3. A message similar to the one below will display.

```
Change to Another Election                                           X

(i)   TOR2000 is now available to all the functions.

                        OK
```
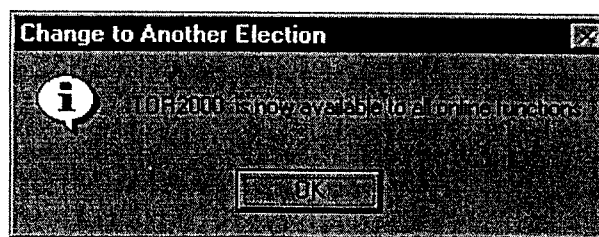
4. Click **OK**.
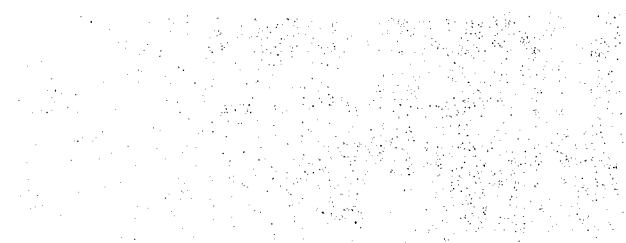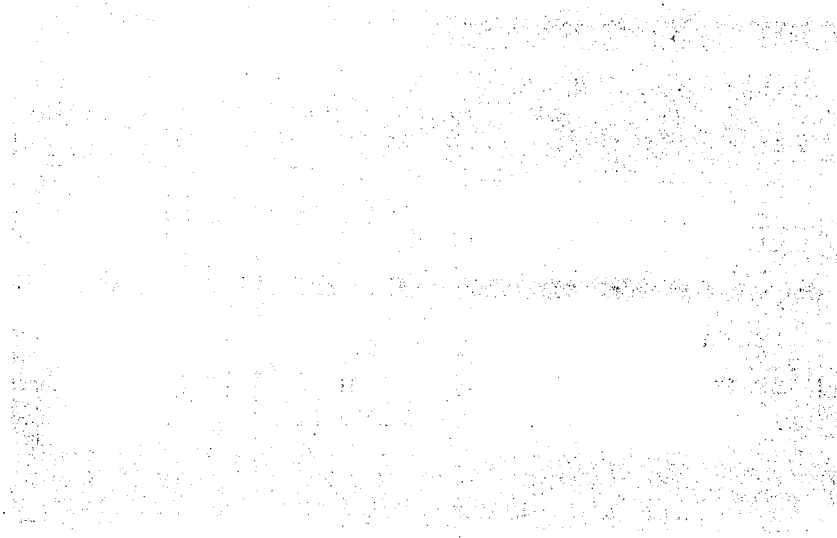
Chapter 3: Update Menu
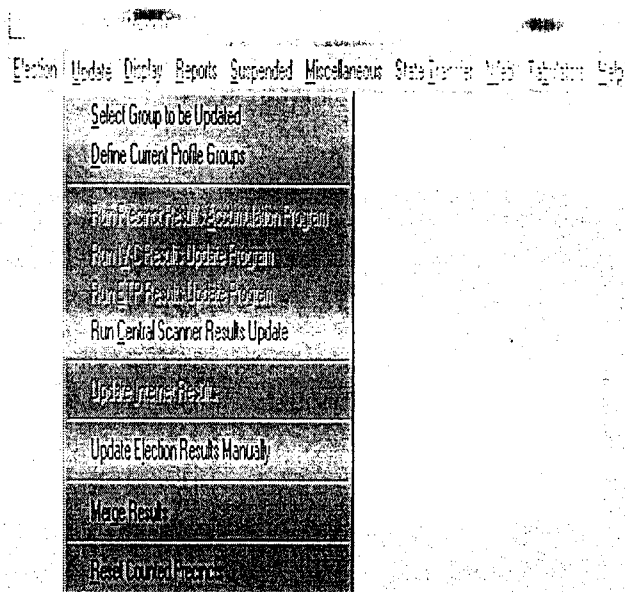
This menu offers all the options you will need for resetting the precincts and then reading in the results from the various equipment types for display. The first item on the menu allows you to define a particular part of the election for which to display results or print reports. For example, you might want to display results or print reports for only the absentee totals if you have kept them separate from the election day totals.

Selecting Group to be Updated

This option enables individual updating for only one group. Group number one is the ELECTION TOTALS group and is always updated. The groups are those that were defined in **Add/Change Groups** on the Miscellaneous menu.
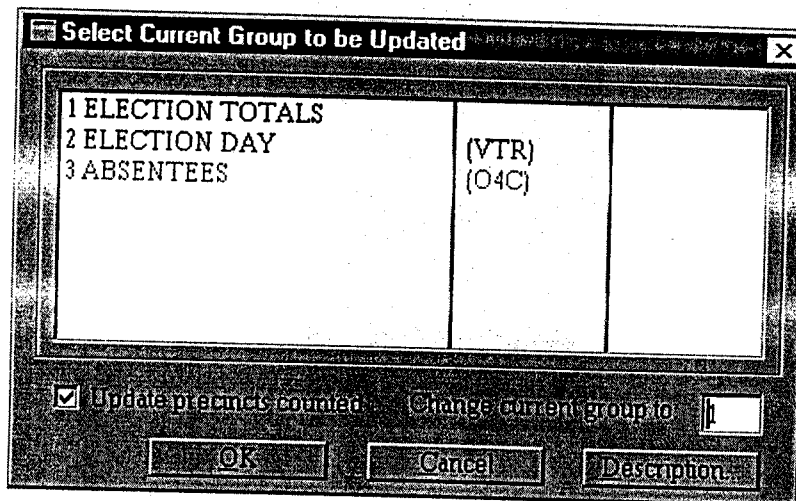
If you want to select another group, you can update that group from this PC. Whenever you update another group, the first group is also updated.

Unless a report group is selected on the **Reporting Group** tab, reports will always use the first group regardless of which group is currently being updated. The first group is always used for displays.

1. Double-click on the group you want to make the current group. The **Change current group to** box will be updated automatically to the number of the group you have chosen.

2. Be sure that the **Update precincts counted** check box is cleared if you want to update the absentee totals prior to election night and yet have the precincts counted total reflect the totals or election day. When you are updating Election Day totals, select the **Update precincts counted** check box.

3. Click **OK**.

Defining Current Profile Groups

This option should be used after all counting is complete. It enables printing reports or displaying results from parts of the election rather than the entire election. This is useful if you have kept separate totals for Absentees and Election Day or if you have two or more physical groups for which you want to see totals or print reports. It is especially useful if you have more than one type of voting in the same category, e.g., two types of absentee voting. You can print reports or display results for a particular group or for multiple groups by changing this profile.
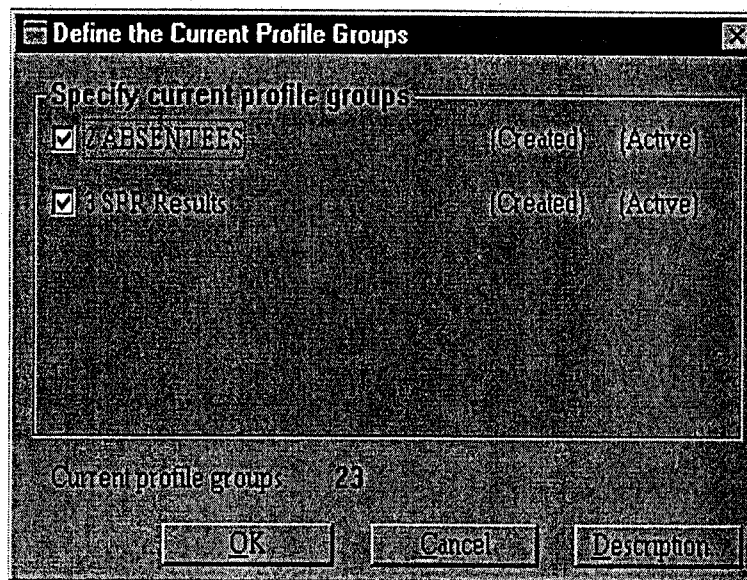
1. Select the appropriate check boxes for the groups you want to use in your current profile.

2. Click **OK** to accept this profile.

The numbers of the selected groups will display at the bottom of the screen after the totals for these groups have been compiled. In the example above, groups 2 and 3 are the current profile groups.

As the program builds the groups and finishes, the messages below will display.

Define Current Profile Groups

Rebuilding of election totals in process

Currently rebuilding precinct

3422

Define Current Profile Groups

Creation of the new totals is complete

OK
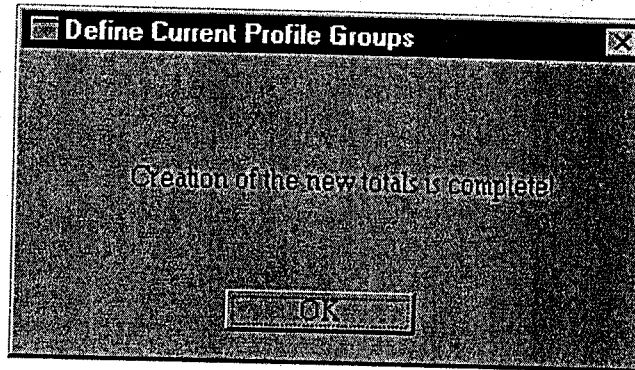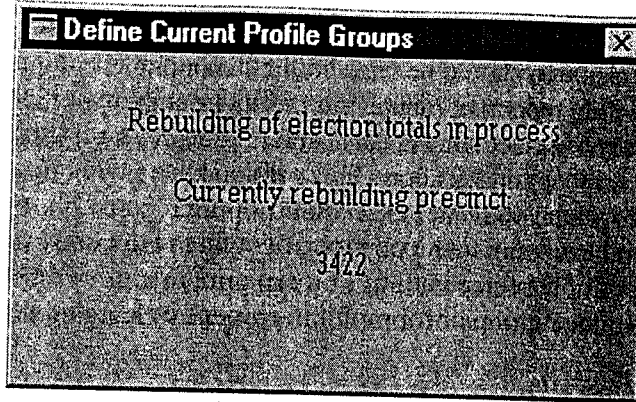
Running Precinct Results Accumulation Program

To run this program, you must first do the following:

- Select **3PE** as the equipment type on the **Add/Change Groups** screen on the **Miscellaneous** menu.

- Select that group as the **Current Profile Group** on the **Define Current Profile Groups** screen on the **Update** menu.

- Select that group as the group to be updated on the **Select Current Group to be Updated** screen on the **Update** menu.

- Be sure that you have selected **Y (SPR)** in the **Using SPR** box on the **Change Control File** screen on the **Miscellaneous** menu.

The **Run Precinct Results Accumulation Program** option will then be available on the **Update** menu. When you select that option, the dialog box shown below will display.
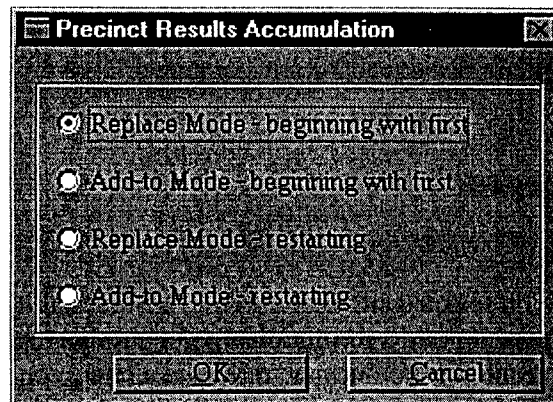
1. Select one of the following:

   - **Replace Mode – beginning with first** to replace all precinct totals with the SPR results beginning with the first precinct.

   - **Add-to Mode – beginning with first** to add to the last update. This will update only precincts that have results and will not include precincts with zero results.

- **Replace Mode – restarting** to replace results starting with the next precinct after the program was interrupted by the [Esc] key.

- **Add-to Mode – restarting** to add to existing results starting with the next precinct after the program was interrupted by the Esc key.

2. Click **OK**.

   The dialog box below will display.
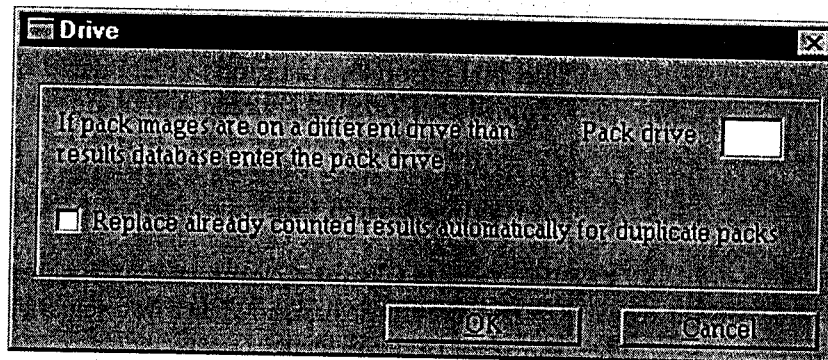
3. Enter the drive letter where the pack images are. Valid drive letters are A-Z for diskette, hard drive or network drive.

4. Click **OK**.

5. If you selected either of the Add to Modes, the **Replace already counted results automatically for duplicate packs** box will be unavailable. If you want to replace already counted results automatically for duplicate packs, select that box. If you do not want to replace already counted results automatically for duplicate packs, be sure that box is cleared. Then click **OK**.

If no packs have been read, a dialog box similar to the one on the next page will display.
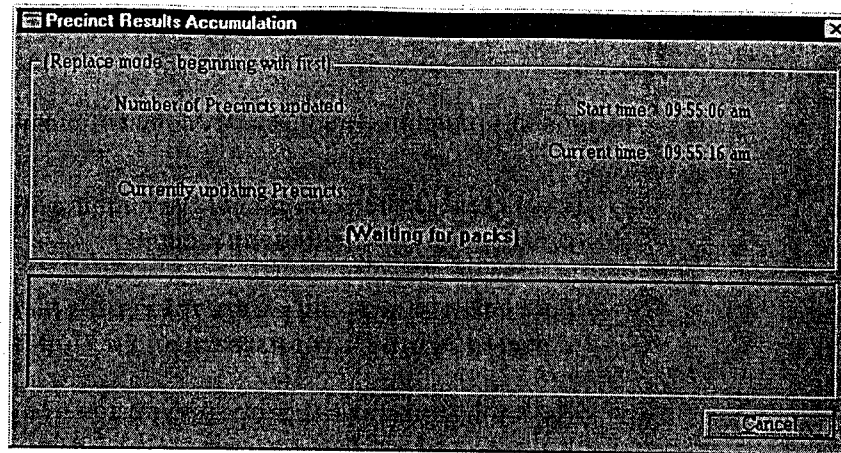
6. After you select a drive letter and the program finds an already updated precinct, a dialog box will display asking you to select one of the following:

- Don't use results

- Replace old results

- Cancel

Running IV-C Results Update Program

To run this program, you must first do the following:

- Select **O4C** as the equipment type on the **Add/Change Groups** screen on the **Miscellaneous** menu.

- Select that group as the **Current Profile Group** on the **Define Current Profile Groups** screen on the **Update** menu.

- Select that group as the group to be updated on the **Select Current Group to be Updated** screen on the **Update** menu.

The **Run IV-C Results Update Program** will then be available on the **Update** menu. When you select that option, the dialog box shown below will display.
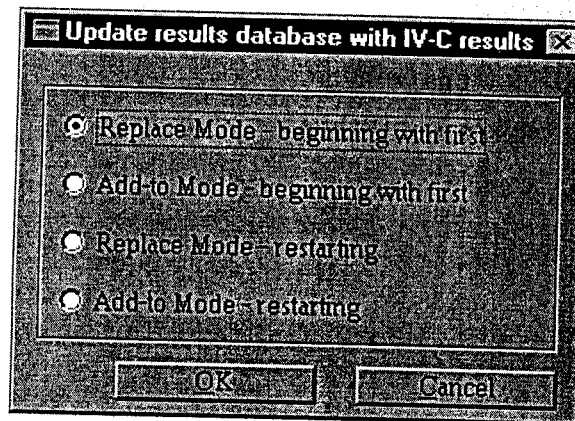
1. Select one of the following:

    - Replace Mode – beginning with first

        This option replaces the existing precinct totals with the IV-C results beginning with the first precinct.

    - Add-to Mode – beginning with first

        This option will update only precincts that have results and will not include precincts with zero results.

    - Replace Mode – restarting

This option will replace the existing totals with the IV-C results beginning with the next precinct after the program was interrupted. (In order for the restart to work properly, you must have been reading in results and stopped before it was finished.)

- Add-to Mode – restarting

This option will add the IV-C results to the existing results beginning with the next precinct after the program was interrupted. (In order for the restart to work properly, you must have been reading in results and stopped before it was finished.)

The dialog box shown below will display.
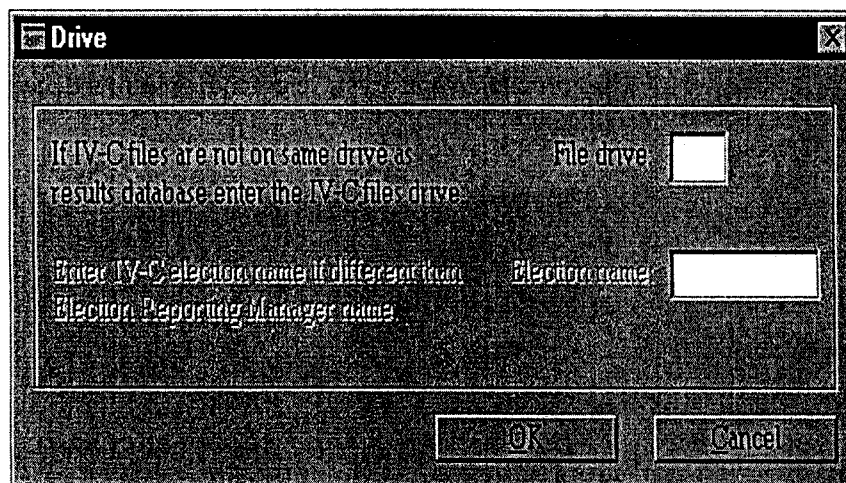
2. Enter the drive letter where the IV-C files reside. Valid drive letters are A-Z. If the IV-C files reside on the same drive as the files, you can leave this field blank.

3. Click **OK**.

Running ETP Results Update Program

To run this program, you must first do the following:

- Select **ETP** as the equipment type on the **Add/Change Groups** screen on the **Miscellaneous** menu.

- Select that group as the **Current Profile Group** on the **Define Current Profile Groups** screen on the **Update** menu.

- Select that group as the group to be updated on the **Select Current Group to be Updated** screen on the **Update** menu.

The **Run ETP Results Update Program** will then be available on the **Update** menu. When you select that option, the dialog box shown below will display.
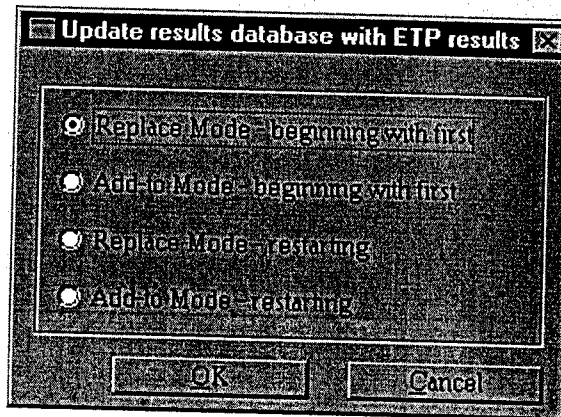
1. Select one of the following:

   - Replace Mode – beginning with first

     This option will replace all precinct results in the election, beginning with the first precinct, whether they contain results or not.

   - Add-to Mode – beginning with first

     This option will update only those precincts that have results and will not include precincts with zero results.

- Replace Mode – restarting

  This option will replace results starting with the next precinct after the program was interrupted.

- Add-to Mode – restarting

  This option will add to existing precinct results starting with the next precinct after the program was interrupted.

After one of the above options is selected, the dialog box shown below will display.
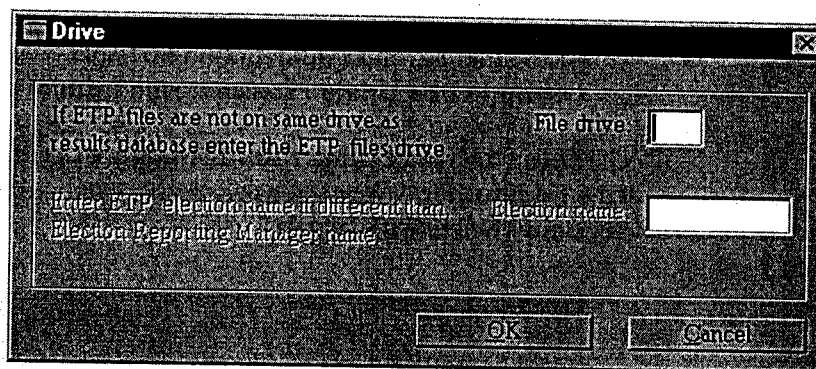
2. Enter the letter of the drive on which the ETP files reside, and click **OK**. As the program runs, the message box shown below will display.
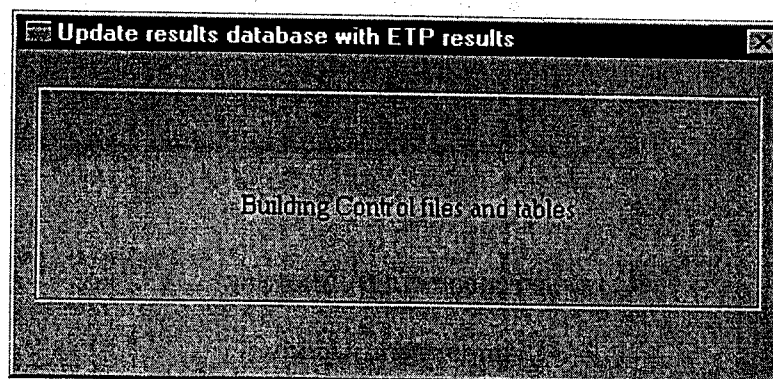
Running Central Scanner Results Update

To run this program, you must first do the following:

- Select **100, 150,** or **550** as the equipment type on the **Add/Change Groups** screen on the **Miscellaneous** menu.

- Select that group as the **Current Profile Group** on the **Define Current Profile Groups** screen on the **Update** menu.

- Select that group as the group to be updated on the **Select Current Group to be Updated** screen on the **Update** menu.

The **Run Central Scanner Results Update Program** will be available on the **Update** menu. When you select that option, a dialog box similar to the one shown below will display.
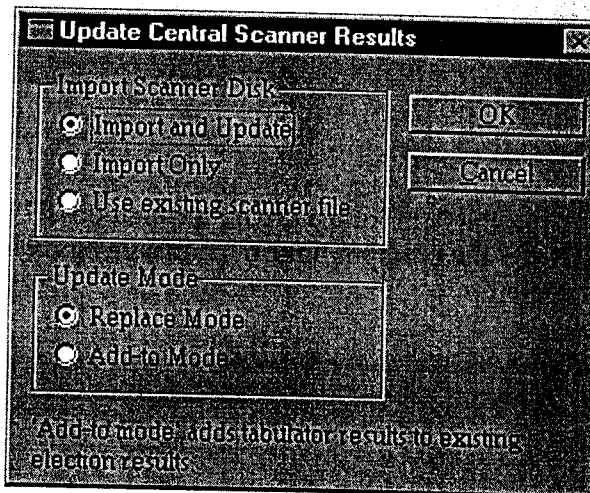
1. Select one of the following:

   - **Import and Update**

     This option will import results and add to or replace precinct results. Insert the scan disk in drive A and click **OK**.

   - **Import Only**

     This option will import results but won't update anything already there. Insert the scan disk in drive A and click **OK**.

- **Use Existing Scanner File**

  This option will import from a scan file that already exists. In the **File drive** box, enter the drive where the file exists. Then click on the drop-down menu of the **Results name** box, and select the name of the file you want to use.results and add to or replace precinct results.

2. If you selected **Import and Update** or **Use Existing Scanner File** above, select one of the following:

   - **Replace Mode**

     This option will replace all precinct results in the election, beginning with the first precinct, whether they contain results or not.

   - **Add-to Mode**

     This option will add the results on disk to the results that have already been read in.

3. Click **OK**.

A dialog box similar to the one shown below will display.
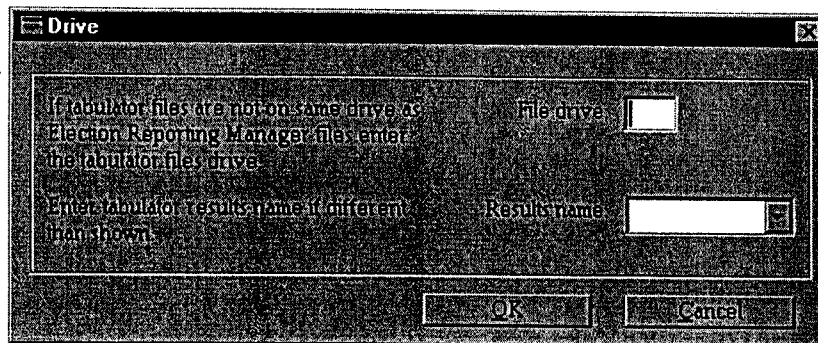
4. Enter the letter of the drive on which the tabulator files reside. Then enter the name of the results file if it is different from the name appearing in the box, and click **OK**. As the program runs, the message box shown on the next page will display.

Update Central Scanner Results

Importing Scanner Disk
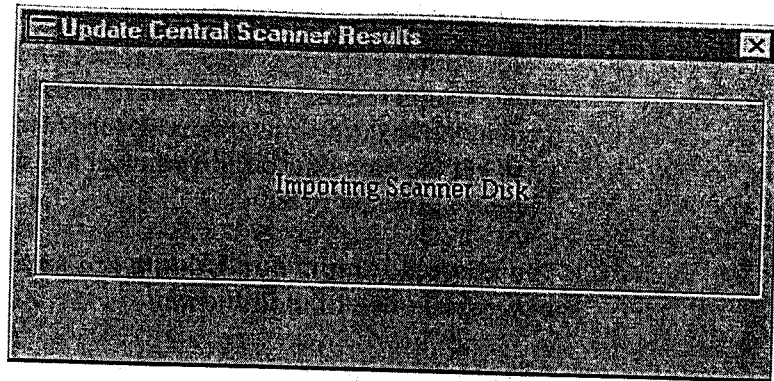
Updating Internet Results

To run this program, you must first do the following:

- Select **WEB** as the equipment type on the **Add/Change Groups** screen on the **Miscellaneous** menu.

- Select that group as the **Current Profile Group** on the **Define Current Profile Groups** screen on the **Update** menu.

- Select that group as the group to be updated on the **Select Current Group to be Updated** screen on the **Update** menu.

The **Update Internet Results** option will then be available on the **Update** menu. When you select that option, the dialog box shown below will display.
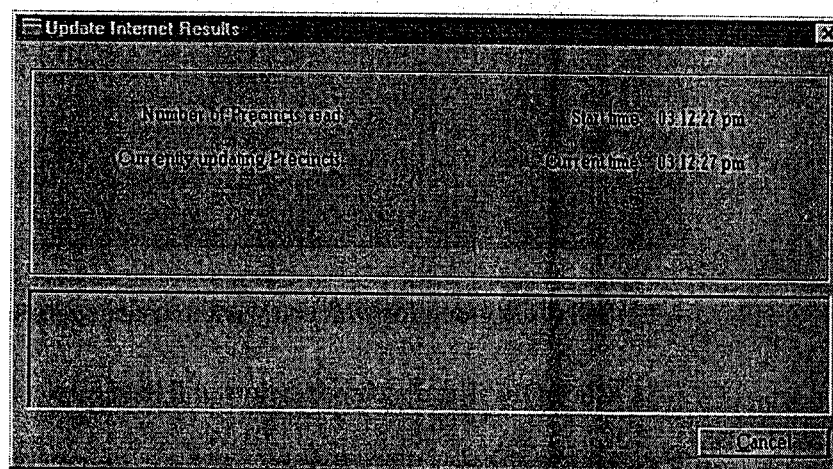
# Updating Election Results Manually

This option allows you to manually enter election results. Using the results tape printout, you can record new results or add to, subtract from, change, or replace the results already stored. The screen lists the precinct, registered voters, ballots cast, contest and candidate name, and amendment or proposition, along with the existing statistics or number of votes.

A dialog box like the one shown below displays.
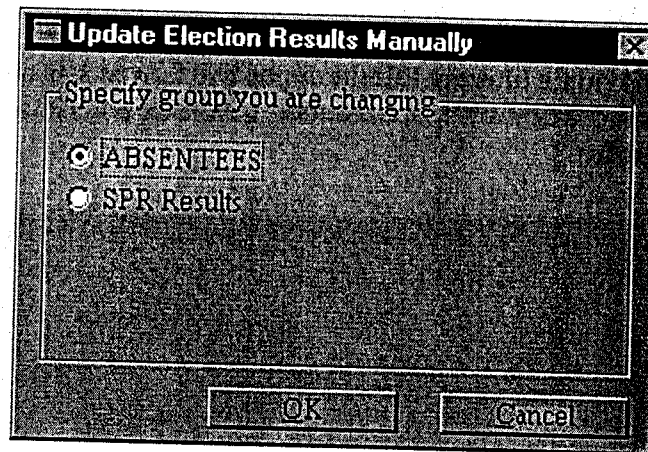
1. Select the group for which you want to change results.

2. Click **OK**. The dialog box below will then display.
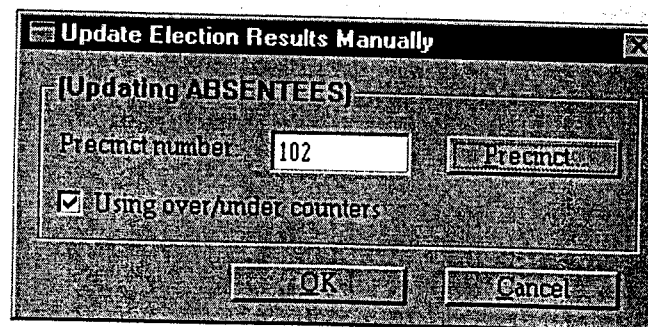
3. Enter a precinct number, or click **Precinct** to select a precinct number from the drop-down list of precincts.

4. If you want to display over/under vote counters, select the **Using over/under counters** check box.

Changing Totals

If totals exist for the precinct you have chosen, the dialog box below will display.
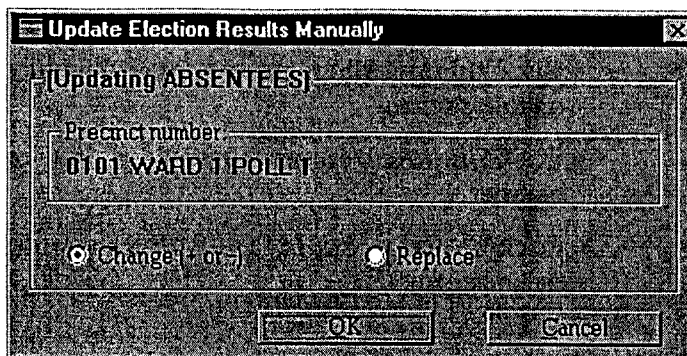
1. Select **Change**, and click **OK**. The **Update Election Results Manually** screen will display.
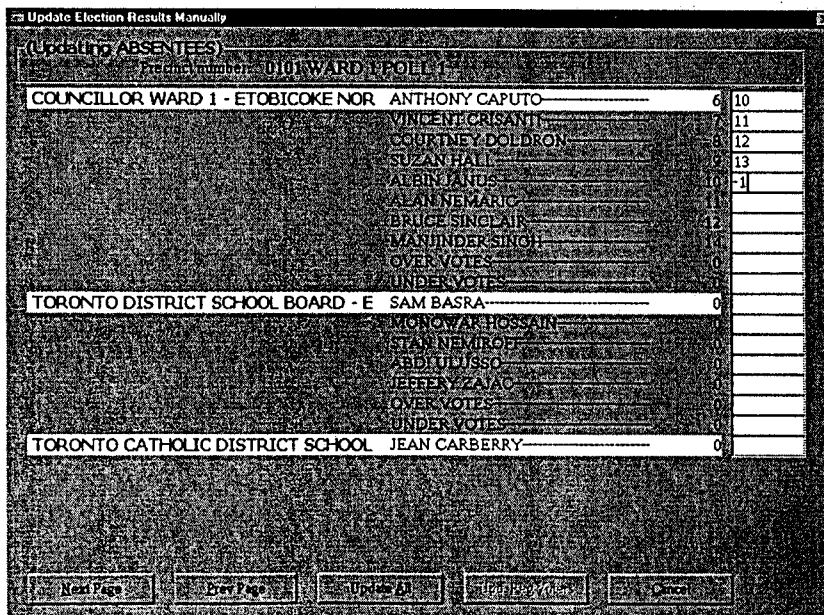
2. If you want to add to the number of votes on the screen, in the white box on the right type the number of votes you want to add to the number already there. If you want to subtract from the number of votes on the screen, in the white box on the right press – (the minus key) and type the number you want to subtract from the number already there.

NOTE: If the adjustment you make will result in a negative number, the result will be reset to zero.

3. Do any of the following:

- Click **Next Page** to go to the next page of contests.

- Click **Prev Page** to go to the previous page of contests.

- Click **Update All** to update all information you have entered on these screens.

- Click **Upd. Reg Voters** to update only the registered voter number.

- Click **Cancel** to exit to the ES&S Reporting Manager main menu screen.

NOTE: If you are updating registered voter totals only, be sure to click the **Upd.Reg Voters** button. If you click on the **Update All** button, it will update the registered voters and will put zeroes in the totals for all candidates.

WARNING: Election Reporting Manager will not correctly display, print, or process a precinct election statistic greater than 32,767.

Replacing Totals

If totals exist for the precinct you have chosen, the dialog box below will display.
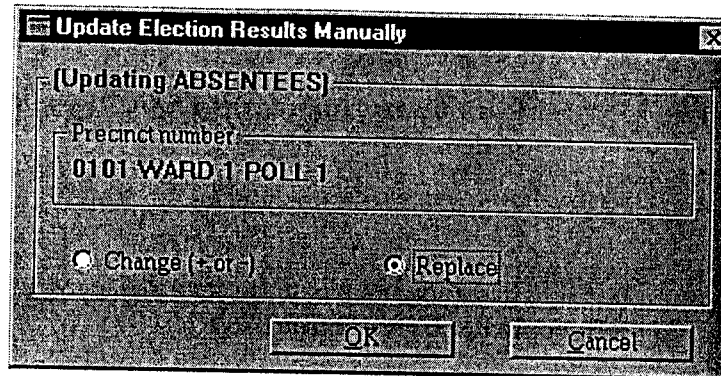
1. Select **Replace** and click **OK**. The screen will look similar to the one shown below.
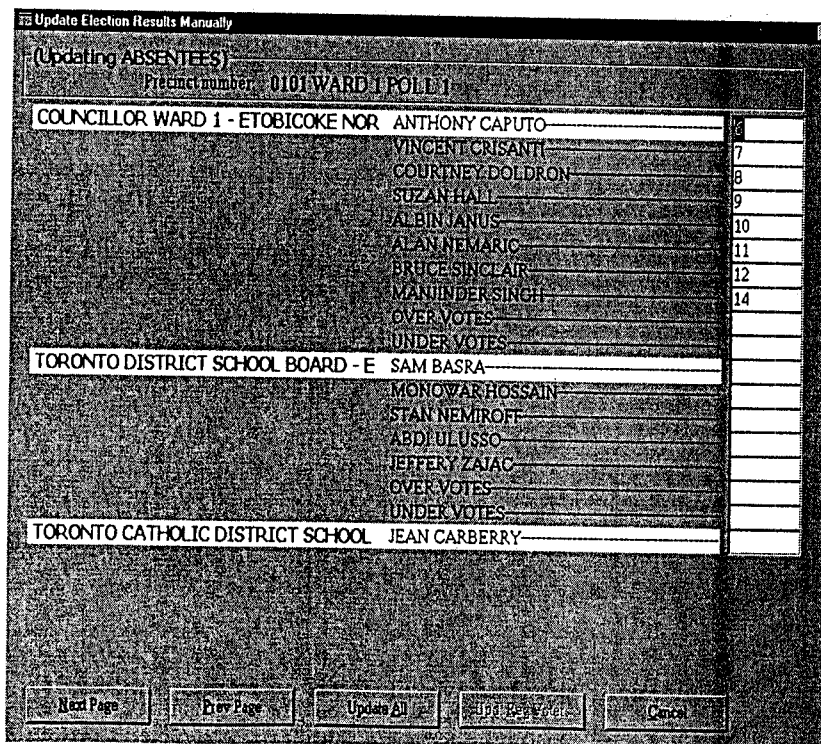
2. Delete the number in the white box and type the correct number.

3. Do any of the following:

   - Click **Next Page** to go to the next page of contests.
   - Click **Prev Page** to go to the previous page of contests.
   - Click **Update All** to update all information you have entered on these screens.
   - Click **Cancel** to exit to the ES&S Reporting Manager main screen.

NOTE: The program will not correctly display, print or process a precinct election statistic greater than 32,767.

Merge Results

This option allows multiple non-networked PC's to share the results files. The results are maintained by precinct only. Precinct results may be read on multiple systems and then merged for a single election total. However, individual contests may not be accumulated on different machines and then merged. The results file used in this process has the extension .RCY attached to the current election file name.

1. Select **Merge Results** from the **Update** menu. A dialog box like the one shown below displays.
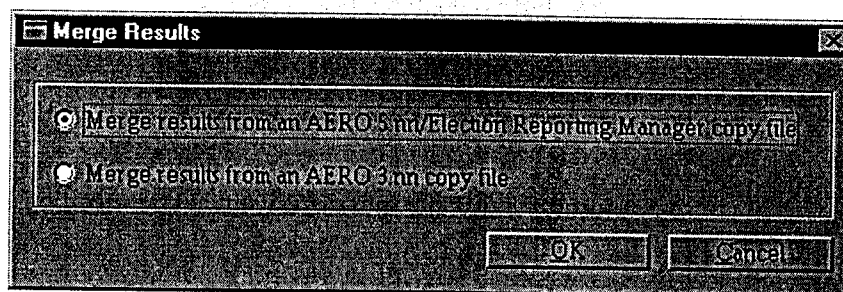
2. Select one of the following:

   • Merge results from an AERO 5.nn/Election Reporting Manager copy file

   • Merge results from an AERO 3.nn copy file

The dialog box below will display.
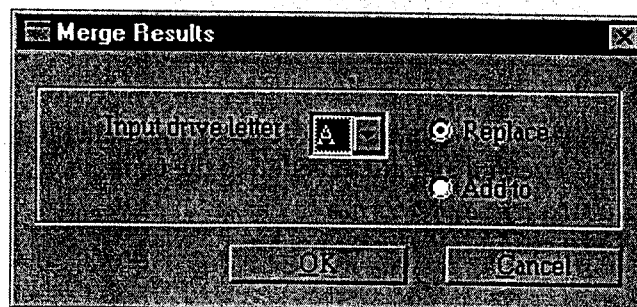
3. Type or select the letter of the drive where the file is located (A-I).

4. Select one of the following:

- **Replace** – This option will replace all results on the PC with the results on the diskette. Any precinct that was updated with zeroes will be copied also.

- **Add-to** – This option will add the results on the diskette to those on the PC.

The dialog box shown below will display.
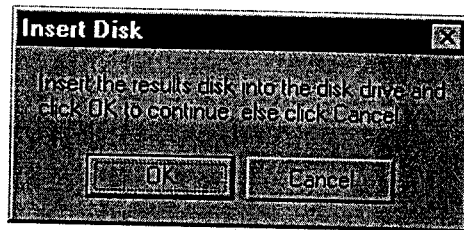
5. Insert the diskette into the drive that you specified in Step 3 above.

6. Click **OK** to continue.

After the merge is completed, the dialog box below will display telling you that the merge is complete and the number of records read.
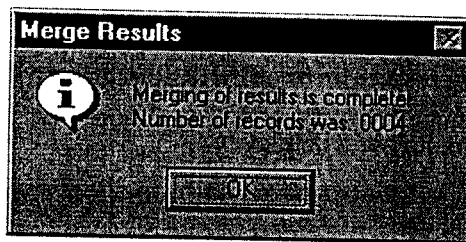
NOTE: As a merge is executed, the merged precincts are flagged as counted and are added to the central system log.

Reset Counted Precincts

This option allows you to clear the results in all precincts or in selected precincts. This option should be used after running test elections and before election night processing begins.

1. Select **Reset Precincts** from the **Update** menu. A dialog box like the one shown below displays.
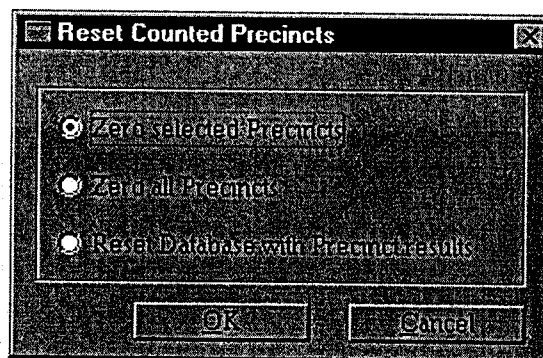
2. Select one of the following:

- **Zero selected precincts** – lets you select only those precincts you want zeroed. Type a range of precincts, or click the **Precincts** drop-down menu to select precincts individually. To select individual precincts, hold down Ctrl and click on each precinct you want. To select a range of precincts, hold down Shift and click on the first precinct in the range and then click on the last precinct in the range.

- **Zero All Precincts** – zeroes all precincts

- **Reset Database with Precinct Results** – restores the integrity of results files on the system. Use this option after a power failure. In most cases the results files will be restored intact. However, if the files are corrupt when you bring the system back up, you will need to restore them from your backup diskette. After the reset is complete, print the Precincts Counted/Not Counted report and verify which precincts have not been counted.

The dialog box shown below will display.

Reset Counted Precincts

Precincts: [   ]   Precinct

OK   Cancel
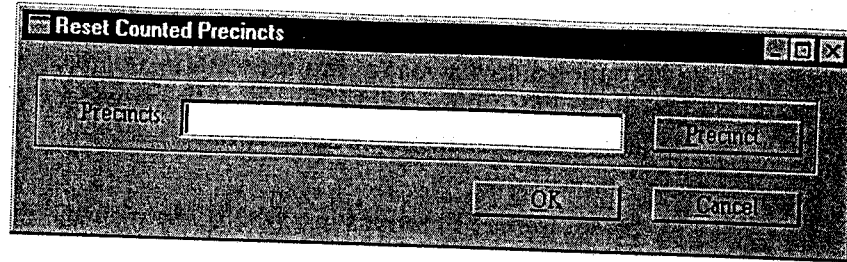
3. Enter the precinct(s) you want to reset, and click **OK**. The dialog box below will display.

Reset Counted Precincts

Reset of precinct is complete

OK

Chapter 4: Display Menu

Unity Election Reporting Manager (TXCERT2)

Election Update Display Reports Suspended Miscellaneous State Transfer Web Tabulators Help

Precincts Counted/Not Counted
Precincts Cntd/Not Cntd Scrolling

Contest/Candidate Results
Precinct Results

Scrolling by Contest
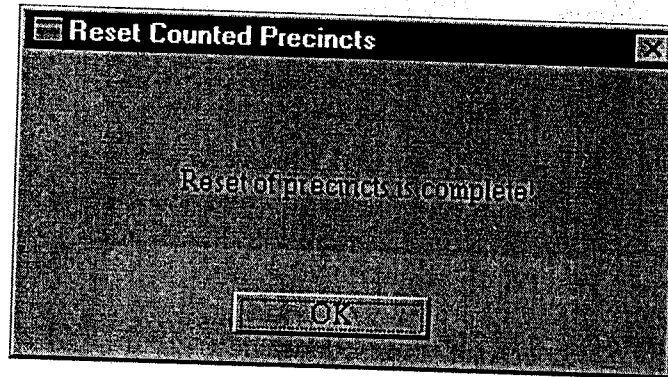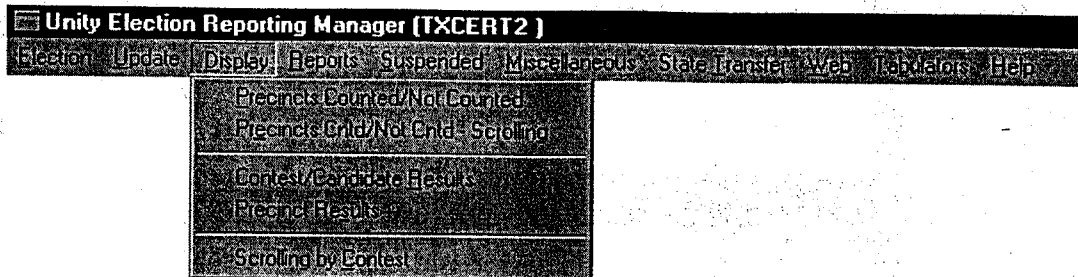
Precincts Counted/Not Counted

Use this option to verify which precincts have been counted and which ones have not been counted. The upper section of the screen displays the following:

- Listing of the precincts counted by precinct number

- Number of precincts counted

- Percentage of precincts counted

The lower section of the screen displays the following:

- Listing of the precincts not counted by precinct number

- Number of precincts not counted

- Percentage of precincts not counted
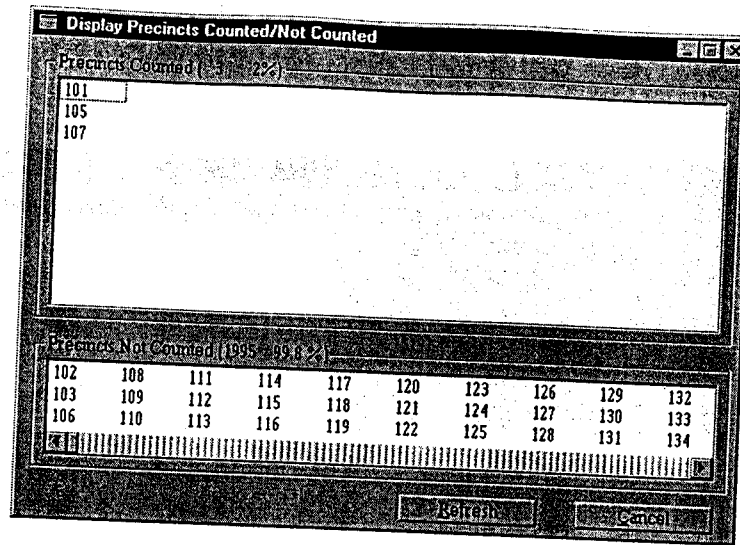
While running this display, you can click **Refresh** to update the list of precincts during viewing, or click **Cancel** to exit to the ES&S Reporting Manager main screen.

Precincts Counted/Not Counted - Scrolling

This option displays the entire list of counted or uncounted precincts by number and name. The user defines the time interval in seconds for the display. The number of precincts counted (or uncounted, depending on which you have chosen to view) displays at the top of the screen along with the total number of precincts. When you select this option, the dialog box below displays.
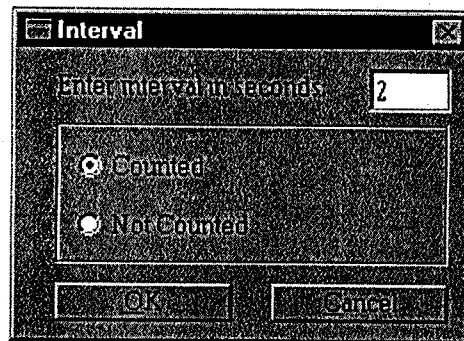
1. Enter the number of seconds to allow between automatic screen changes (1-999).

2. Select to display counted or uncounted precincts.

3. Do one of the following:

   • Click **OK** to run the display.

   • Click **CANCEL** to return to the ES&S Reporting Manager main screen.

If you choose to run the display, the screen will look similar to the one shown on the next page.

Display Precincts Not Counted

With   2 of 1998 Counted

```
0101  WARD 1 POLL 1
0102  WARD 1 POLL 2
0103  WARD 1 POLL 3
0106  WARD 1 POLL 6
0108  WARD 1 POLL 8
0109  WARD 1 POLL 9
0110  WARD 1 POLL 10
0111  WARD 1 POLL 11
0112  WARD 1 POLL 12
0113  WARD 1 POLL 13
0114  WARD 1 POLL 14
0115  WARD 1 POLL 15
0116  WARD 1 POLL 16
0117  WARD 1 POLL 17
0118  WARD 1 POLL 18
0119  WARD 1 POLL 19
0120  WARD 1 POLL 20
0121  WARD 1 POLL 21
0122  WARD 1 POLL 22
0123  WARD 1 POLL 23
```

Cancel

Contest/Candidate Results

This option allows you to display election results beginning with the first contest on file. You must first click the **Include over/under votes on display** box to turn the over/under votes on or off. The first contest on file will display. The number and name of the contest displays at the top of the screen. The next line displays the number of precincts reporting out of the total number and the percentage. The candidates then are listed with the number of votes received and the percentage of the whole. The winning percentage is highlighted. The total number of votes cast in this contest displays at the bottom.

You can select a candidate in any contest and display that candidate's number of votes received and percentages election-wide. Or you can select a contest and then select a precinct and display the number of votes received and percentages for the candidates in that contest within that precinct.

1. Select **Contest/Candidate Results** from the **Display** menu. The dialog box below displays.
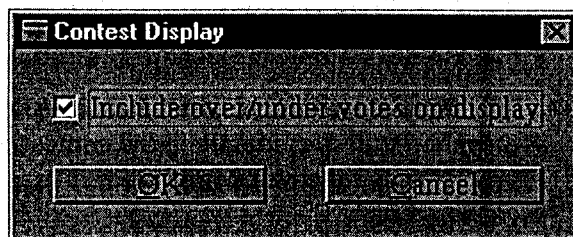
2. Select the **Using over/under votes on display** check box to display over/under votes, or leave it blank if you do not want over/under votes to display.

3. Click **OK** to run the display, or click **Cancel** to return to the ES&S Reporting Manager main screen.

If you selected **OK**, the **Contest Display** dialog box displays.
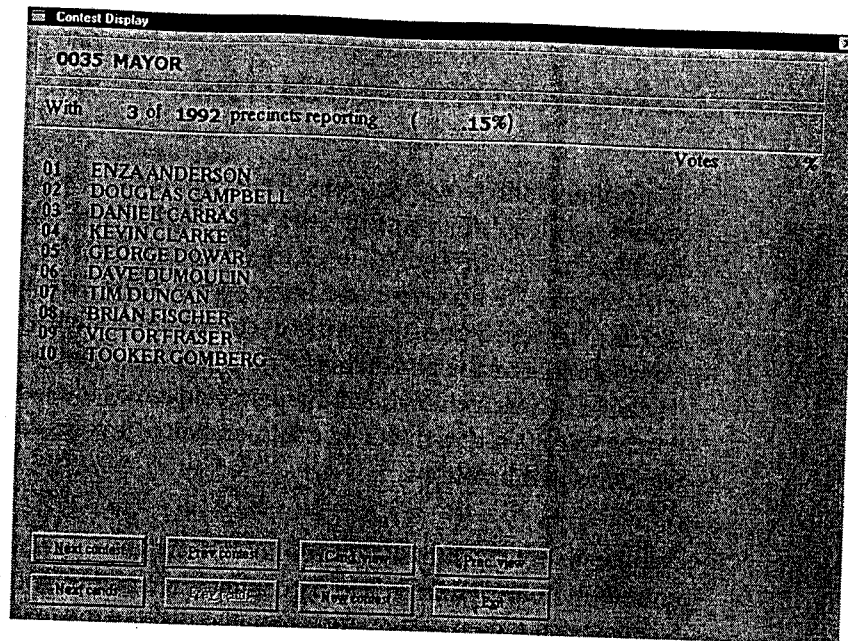
On the **Contest Display** screen, you can utilize the buttons below.

- Click **Next contest** to advance to the next contest on file.
- Click **Prev contest** to return to the previous contest.
- Click **Cand. View** to view the **Candidate Display** screen.
- Click **Prec. view** to view the **Precinct Display** screen and display the first candidate in the contest along with a list of 20 precincts and the number of votes that candidate received in each precinct.
- Click **Next Cands.** to display the next candidate in this contest.
- Click **Prev Cands.** to display the previous candidate in this contest.
- Click **New contest** to view a contest of your choice.
- Click **Exit** to return to the ES&S Reporting Manager main screen.

Candidate View

This screen allows you to select a candidate and view that candidate's results within each precinct.

On the **Candidate Display** screen, you can utilize the buttons below.

- Click **Next Cand.** to display the next candidate in this contest.

- Click **Prev. Cand.** to display the previous candidate in this contest.

- Click **Next Precs.** to display the next group of 20 precincts.

- Click **Prev Precs.** to display the previous group of 20 precincts.

- Click **New Cand.** No. to enter a new candidate number to view.

- Click **Back to Cont.** to return to the original **Contest** screen.

Precinct View

This option allows you to view the election results by precinct within the contest.
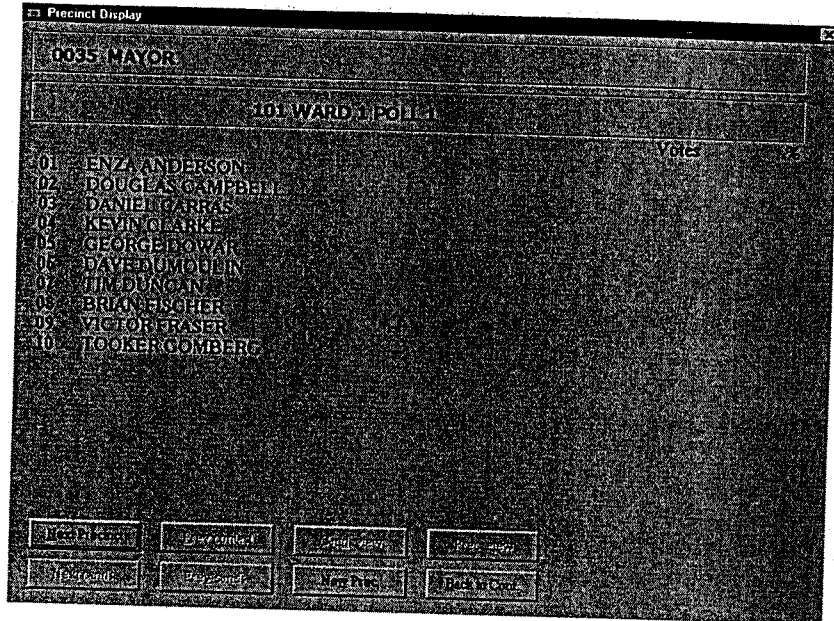
On the **Precinct Display** screen, you can utilize the buttons below.

- Click **Next Precinct** to display results for this contest in the next precinct.

- Click **Prev. Precinct** to return to the previous precinct.

- Click **Cand. View** to display the first candidate in the contest along with a list of 20 precincts and the number of votes that candidate received in each precinct.

- Click **Prec. View** to display results for this contest in the first precinct on file.

- Click **Next Cands.** to display the next candidate in this contest.

- Click **Prev Cands.** to display the previous candidate in this contest.

- Click **New Contest** to view a contest of your choice.

- Click **Back to Cont.** to return to the original contest screen.

Precinct Results

This option allows you to view the election results by precinct. The program requires that you enter a precinct number with which to start. Then click the **Using over/under counters** check box to turn the over/under votes on or off. The precinct you specified will display with the results of the first few contests.

1. Select **Precinct Results** from the **Display** menu. The **New Precinct** dialog box displays.
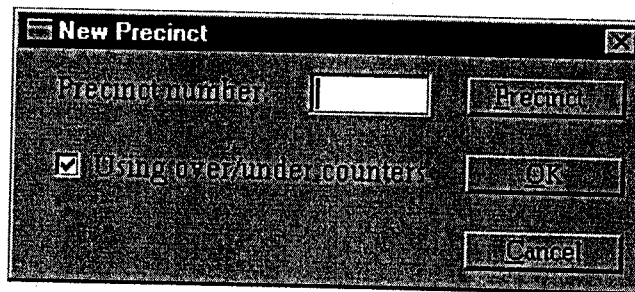
2. Enter the precinct number you want to display, or click **Precinct** for a drop-down list of precincts from which to choose.

3. Select the **Using over/under counters** check box to display over/under votes, or clear the box if you do not want over/under votes to display.

4. Click **OK** to run the display, or click **Cancel** to return to the ES&S Reporting Manager main screen.

If you selected **OK**, the **Precinct Results** screen will display.

Precinct Results (0101 WARD 1 POLL 1)

```
0 BALLOTS CAST - TOTAL
0 BALLOTS CAST - ENGLISH LANGUAGE PUB
0 BALLOTS CAST - ENGLISH LANGUAGE SEPAR
0 BALLOTS CAST - FRENCH LANGUAGE PUBLIC
0 BALLOTS CAST - FRENCH LANGUAGE SEPAR
0 BALLOTS CAST - NON RESIDENT
0 BALLOTS CAST - LIQUOR QUESTION WARD 1
```

MAYOR
```
0 ENZA ANDERSON
0 DOUGLAS CAMPBELL
0 DANIEL CARRAS
0 KEVIN CLARKE
0 GEORGE DOWAR
0 DAVE DUMOULIN
0 TIM DUNCAN
0 BRIAN FISCHER
0 VICTOR FRASER
0 TOOKER GOMBERG
0 HAZEL JACKSON
0 BEN KERR
0 JOSEF KLINGHOFFER
```

On the **Precinct Results** screen, you can utilize the buttons below.

- Click **Next Prec** to display the results for the next precinct.

- Click **Prev Prec** to display the results for the previous precinct.

- Click **New Prec** to enter a precinct number for which to display the results.

- Click **Next Screen** to display the next screen of results.

- Click **Prev Screen** to display the previous screen of results for this precinct.

- Click **Exit** to return to the ES&S Reporting Manager main screen.

Scrolling by Contest

This option is a good source of information for the media and the general public. Totals for each individual contest can be display at any time while counting ballots or reading MemoryPacks. You can run this display with pre-set control file information so that you do not have to enter information each time you want to display. There are also options to change the information in the control file permanently or change it temporarily for only one run.

If you choose this option, the **Contest Results** (work drive) dialog box displays.
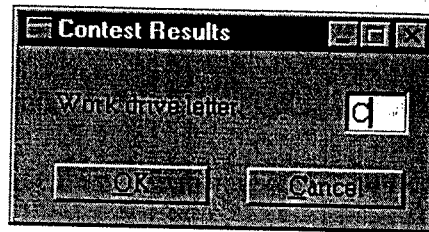
1. Enter the drive letter where the .DSP file resides and click **OK**. The **Results by Contest** dialog box will display.
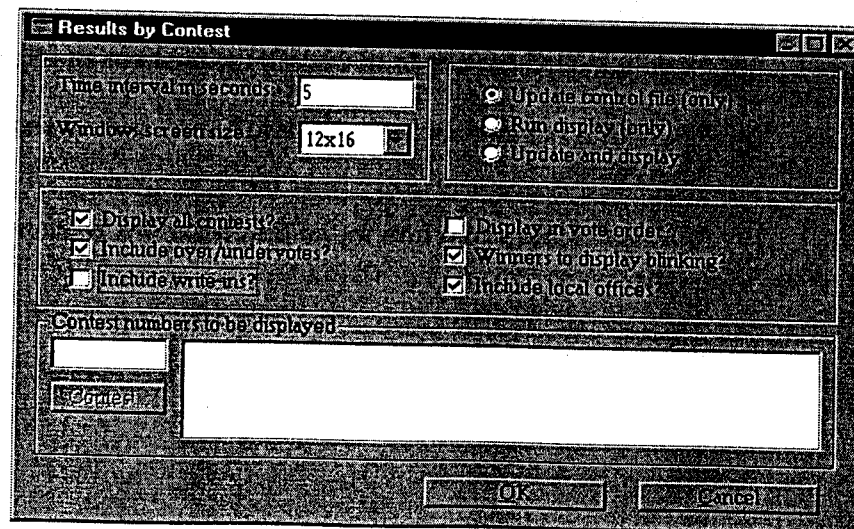
2. Enter the number of seconds to allow between automatic screen changes (1-999).

3. Select the **Windows screen size** from the drop-down menu (the default will be selected but may be changed).

4. Select one of the following options:

   - Update control file (only) – to change and save the information on this screen to the control file and return to the ES&S Reporting Manager main screen. The new information replaces the existing information in the control file.

   - Run display (only) – to run the display using the information entered on this screen without saving this information to the control file. This allows you to run the display using the present control file information. It also allows you to change the control file information for this run only without permanently changing the control file.

   - Update control file and run the display - to change the control file information entered on this screen, save it, and run the display. This new information replaces the existing information in the control file.

5. Select the **Display all contests** check box if you want all contests to display.

6. Select the **Include over/under votes** check box to turn the over/under votes on or off.

7. Select the **Include write-ins** check box to include write-in candidates on the display.

8. Select the **Display in vote order** check box to display the candidates in order of the number of votes received (highest to lowest). If you do not select this box, the candidates will display in the order that they appear on the ballot.

9. Select the **Winners to display blinking** check box if you want the total for each winner to blink on the screen.

10. Select the **Include local offices** check box if you want to display results for local offices on this display.

11. If you didn't select the **Display all contests** check box, the **Contest numbers to be displayed** box will be active. Click **Contest** to display a list of contests from which to select.

12. Click **OK** to run the display

13. Click **Cancel** to return to the ES&S Reporting Manager main screen.

When you are finished displaying, close the program by clicking ⊠ at the top of the screen.

Chapter 5: Reports Menu

Unity Election Reporting Manager (TXCERT2)

Election Update Display Reports Suspended Miscellaneous State Transfer Web Tabulators Help

Precinct
Election
Canvass
Log
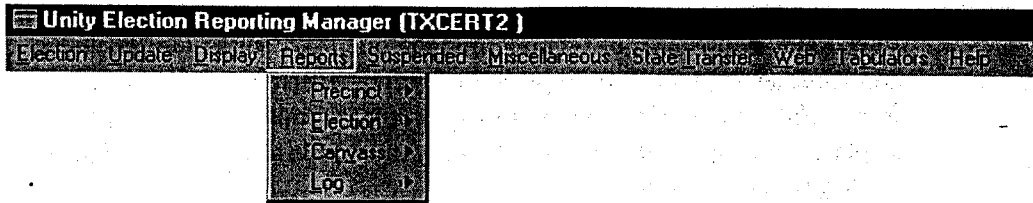
The Reports option offers you various ways of reporting the election results. Four types of reports are available: precinct reports, election reports, canvass reports, and the system logs. You can send one or multiple copies of a report to the printer. The reporting system prints to a connected printer, to the Internet, or to a file for later printing. If you select **Disk** on the **Selection** tab, the report will be placed into a file on the hard disk. If you select File, you can then define a custom file from which to print. After calculations are complete, the reporting system gives you the name of the file of the report just printed which will be found in the \ELECDATA directory.

Each report has a screen with tabs for **Selection, Headings, Options**, and **Reporting Group** selections allowing the user to define the report. This information is required for all reports and is maintained between report runs so that entries need to be made thereafter only when a change is required.

The **Headings** and the **Options** tabs each have three buttons at the bottom that will allow you to Reset, Use for This Run Only, or Apply the changes you have made.

Defining a Print File

This option allows you to set up a file in which you specify the precincts and contests that you want to print on a report. When you select to print from a **File** on the **Selection** tab of any report, a drop-down list of files displays. You can then select an already defined file, create a new file, or modify an existing one.
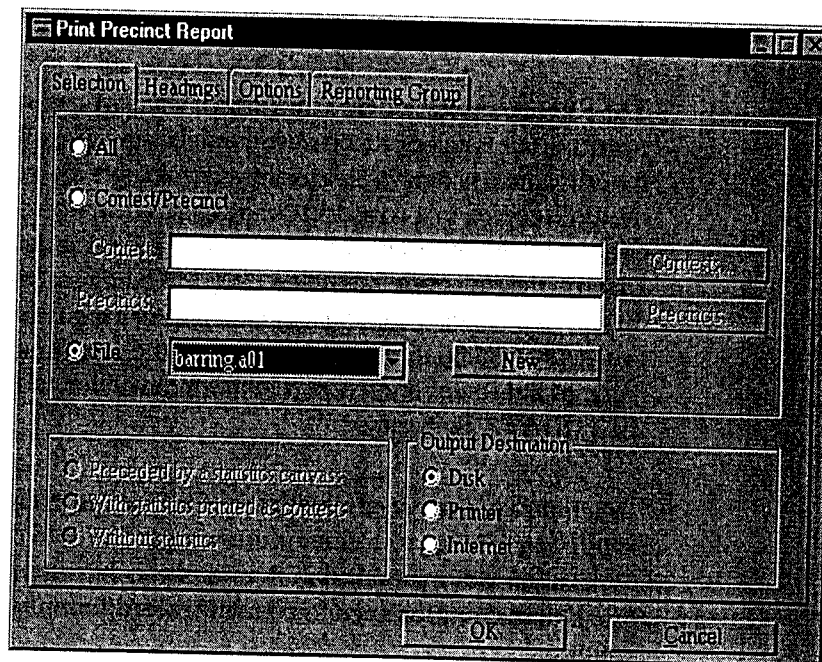
Creating a New File

1. To create a new file, select **File**; then click **New**. The **Change Precinct/Contest Selection File** screen will display.
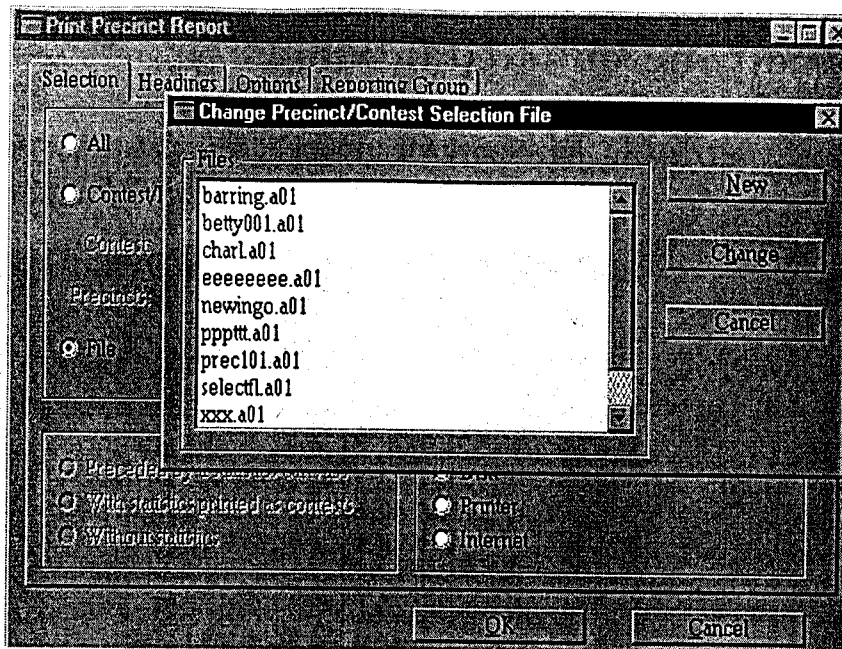
1. Click **New** again. The **Headings** tab will display.

2. Enter the text you want to print for the Center, Left and Right headings.

3. Select the **Contests** tab.

4. Click **Contest** and choose the contests from the drop-down list.

5. Select the **Precincts** tab.

6. Click **Precinct**, and select the precinct(s) from the drop-down list.

7. Select the **Total** tab to enter the precincts for which you want totals. In the **Associated text** box, enter the text you want associated with this total (e.g., PRECINCT 106 TOTALS).

8. Click **Save As**.

9. Type the new file name.

10. Click **OK**.

Modifying an Existing File

1. To change a file, select **File**; then click **New**. The **Change Precinct/Contest Selection File** screen will display.
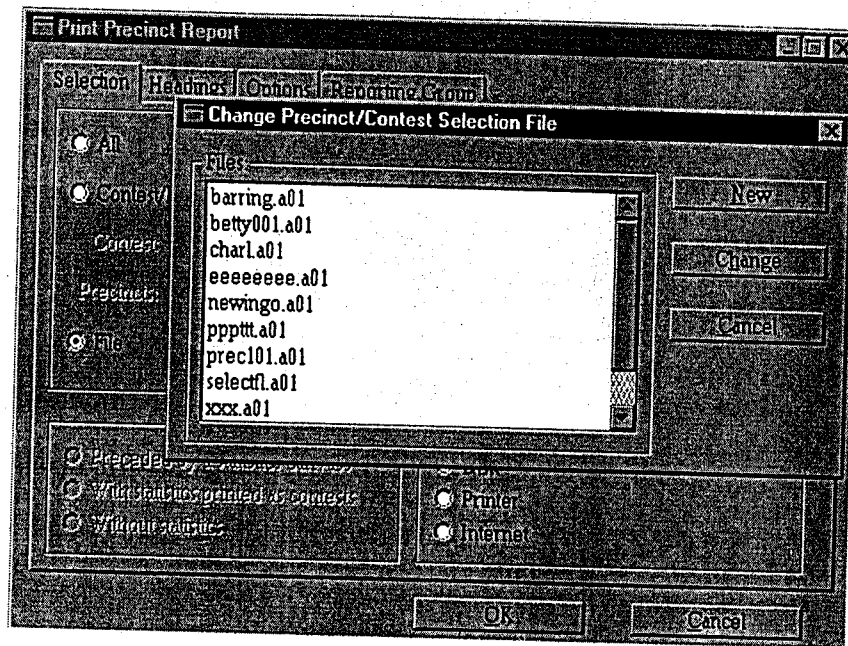
2. Highlight a file name and click **Change**. Select the tab(s) on which you want to make changes.

3. When you have make all necessary changes, click **Save As** on the **Totals** tab and save the file to the name you want.

Precinct Reports
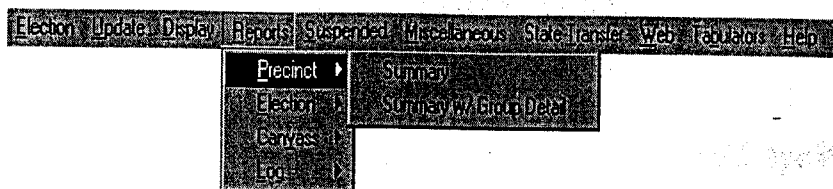
Precinct Summary

The Precinct Summary Report uses the .RES file for input. You may print the report for all contests and precincts or you may select the contests and precincts for which to print. In addition, you may print from an already defined file of precincts or contests. A drop-down list of pre-defined files is available for you to choose from.

Available options on this report are:

Selection Tab

- All

  Used to select all contests and precincts.

- Contest/Precinct

  Used to select specific contests and precincts for which to print the report. Click on **Contest** for the list of contest choices. The **Contest** button is not available for the Suspended List. Click on **Precinct** for the list of precinct choices. The **Precinct** button is not available for the Name and District Totals Canvass.

  Note: If you are selecting contests to print and want to print statistics, you must select the statistical contests you want to print.

- File

  Used to print from a pre-defined file. Select the file from the drop-down list. See also Defining a Print File.

-

- Output Destination

  Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings Tab

- Canvas Centered Heading

  Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.

- Canvass Left Edge Heading

  Enter the text you want to print in the left heading area of the report (e.g., type of report).

- Line no.

  Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.

- Canvass Right Edge Heading

  Enter the text you want to print in the right heading area of the report (e.g., the election date).

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Options Tab

- Include over/under

  Use this option if you want the number of over/under votes to print on the report.

- Include time/date stamp

  Use this option if you want the time and date the report was printed or requested to be included on the report. This will print in the left heading on the fourth line unless you choose to print text on the third line of the right/left heading area; then the time/date will print on the fifth line.

- Include page number

  Use this option if you want to number the pages on this report.

- Include only counted precincts

  Use this option if you want to include only the precincts that have been counted on this report.

- Print contest totals

  Use this option if you want to print a line showing the totals for each contest.

- Print 1up format

  Use this option if you want to print the canvass in one column format. If this option is not selected, the report will print in two columns.

- Percentages

  Click on the drop-down menu and select one of the following:

  - No cand % no ov/un % - no candidate percentages will print and no ov/un percentages will print.

  - Cand % based on votes cast no ov/un - prints the candidate percentages based on the number of votes cast in that contest.

  - Cand % based on votes cast with ov/un - prints the candidate percentages based on the number of votes cast in that contest. The over/under percentages are based on the number of eligible votes. Total votes will print above over/under votes and will not include them. This option is available only if you have selected the over/under reporting option.

  - If Cand % based on votes elig. with ov/un – prints the candidate percentages based on the number of eligible votes in that contest which is the number of ballots times the vote for number. The over/under percentages are based on the number of eligible votes. Vote totals will print below the over/under votes, and over/under votes will be included in the total. This option is available only if you have selected the over/under reporting option.

- Number of copies

  Type the number of copies of this report that are required.

- Prt Cert

  Click on the drop-down menu and select one of the following:

  - **N** (none) - if you do not want to print the certification text

  - **S** (same pg) - if you want to print the certification text on the same page as the report

  - **Y** (next pg) - to print the certification text on a separate page

- Print multiple copies in what seq.

  Click on the drop-down menu and select one of the following:

  N (none) if you do not want to print more than one copy

  P (repeat precinct) if you want to print multiple copies of each precinct before going on to print the next precinct

  R (repeat report) to print a copy of the entire report and then another copy of the entire report, etc.

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Reporting Group Tab

- Reporting Group for Report

  Any report except the Precincts Counted/Not Counted may be printed for a particular reporting group that was defined in **Add/Change Groups** on the **Miscellaneous** menu. Selecting a group for which to print a report does not physically change the totals group, as the selection applies only to this run of the report.

Precinct Summary with Group Detail

This report is the same as the Precinct Summary but with the addition of totals for each group that has been defined in the group profile on the **Update** menu.

Available options on this report are:

Selection Tab

- All

  Used to select all contests and precincts.

- Contest/Precinct

  Used to select specific contests and precincts for which to print the report. Click on the **Contest** button for the list of contest choices. The **Contest** button is not available for the Suspended List. Click on the **Precinct** button for the list of precinct choices. The **Precinct** button is not available for the Name and District Totals Canvass.

  Note: If you are selecting contests to print and want to print statistics, you must select the statistical contests you want to print.

- File

  Used to print from a pre-defined file. Select the file from the drop-down list. See also Defining a Print File.

- Output Destination

Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings Tab

- Canvas Centered Heading

  Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.

- Canvass Left Edge Heading

  Enter the text you want to print in the left heading area of the report (e.g., type of report).

- Line no.

  Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.

- Canvass Right Edge Heading

  Enter the text you want to print in the right heading area of the report (e.g., the election date).

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Options Tab

Print Precinct Report With Group Detail

Selection | Headings | Options | Reporting Group

☑ Include over/under reporting?   Percentage: Cand % based on votes cast-No ov/un %
☑ Include time/date stamp?
☑ Include page number?   Number of copies: 1
☐ Include precincts reported line?   District control file name:
☐ Print total only (no detail)?
☐ Summarize absentee precincts?   Precinct terminology:
☐ Use seq page numbering?   Print card (Y=Next pg/S=same pg):   N (none)
☐ Separate reports by party?
☐ Include only counted precincts?   Print multiple copies on same pg?
☑ Print contest totals?   Print multiple copies in what seq: N (none)
☐ Print candidates in vote seq?
☐ Print flag format?   ☐ Exclude local contests?

Reset   Use For This Run Only   Apply

OK   Cancel

- **Include over/under**

  Use this option if you want the number of over/under votes to print on the report.

- **Include time/date stamp**

  Use this option if you want the time and date the report was printed or requested to be included on the report. This will print in the left heading on the fourth line unless you choose to print text on the third line of the right/left heading area; then the time/date will print on the fifth line.

- **Include page number**

  Use this option if you want to number the pages on this report.

- **Include only counted precincts**

  Use this option if you want to include only the precincts that have been counted on this report.

- **Print contest totals**

  Use this option if you want to print a line showing the totals for each contest.

- Percentages

  Click on the drop-down menu and select one of the following:

  - **No cand % no ov/un %** - no candidate percentages will print and no ov/un percentages will print.

  - **Cand % based on votes cast no ov/un** - prints the candidate percentages based on the number of votes cast in that contest.

  - **Cand % based on votes cast with ov/un** - prints the candidate percentages based on the number of votes cast in that contest. The over/under percentages are based on the number of eligible votes. Total votes will print above over/under votes and will not include them. This option is available only if you have selected the over/under reporting option.

  - **If Cand % based on votes elig. with ov/un** – prints the candidate percentages based on the number of eligible votes in that contest which is the number of ballots times the vote for number. The over/under percentages are based on the number of eligible votes. Vote totals will print below the over/under votes, and over/under votes will be included in the total. This option is available only if you have selected the over/under reporting option.

- Number of copies

  Type the number of copies of this report that are required.

- Prt Cert

  Click on the drop-down menu and select one of the following:

  - **N** (none) - if you do not want to print the certification text

  - **S** (same pg) - if you want to print the certification text on the same page as the report

  - **Y** (next pg) - to print the certification text on a separate page

- Print multiple copies in what seq.

  Click on the drop-down menu and select one of the following:

  N (none) if you do not want to print more than one copy

  P (repeat precinct) if you want to print multiple copies of each precinct before going on to print the next precinct

R (repeat report) to print a copy of the entire report and then another copy of the entire report, etc

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

If you have made changes to this screen and want to save these changes for future report runs, click here.

Reporting Group Tab

- Reporting Group for Report

  Any report except the Precincts Counted/Not Counted may be printed for a particular reporting group that was defined in **Add/Change Groups** on the **Miscellaneous** menu. Selecting a group for which to print a report does not physically change the totals group, as the selection applies only to this run of the report.

Election Reports
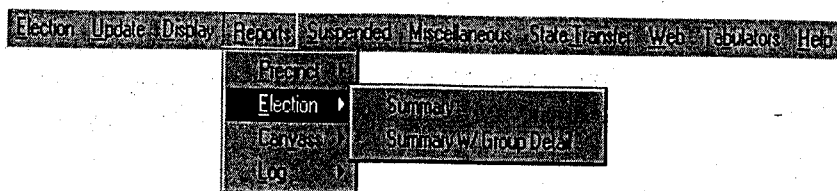
Election Summary

The Election Summary report prints the number of votes and percentage for each candidate in each contest for the entire election.

Available options on this report are:

Selection Tab

- All

  Used to select all contests and precincts.

- Contest/Precinct

  Used to select specific contests and precincts for which to print the report. Click on the **Contest** button for the list of contest choices. The **Contest** button is not available for the Suspended List. Click on the **Precinct** button for the list of precinct choices. The **Precinct** button is not available for the Name and District Totals Canvass.

  Note: If you are selecting contests to print and want to print statistics, you must select the statistical contests you want to print.

- File

  Used to print from a pre-defined file. Select the file from the drop-down list. See also Defining a Print File.

- Output Destination

  Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings Tab

- Canvas Centered Heading

  Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.

- Canvass Left Edge Heading

  Enter the text you want to print in the left heading area of the report (e.g., type of report).

- Line no.

  Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.

- Canvass Right Edge Heading

  Enter the text you want to print in the right heading area of the report (e.g., the election date).

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Options Tab

- **Include over/under**

  Use this option if you want the number of over/under votes to print on the report.

- **Include time/date stamp**

  Use this option if you want the time and date the report was printed or requested to be included on the report. This will print in the left heading on the fourth line unless you choose to print text on the third line of the right/left heading area; then the time/date will print on the fifth line.

- **Include page number**

  Use this option if you want to number the pages on this report.

- **Include precincts reported**

  Use this option if you want to include the *precincts counted* statistics on this report.

- **Print contest totals**

  Use this option if you want to print a line showing the totals for each contest.

- Print candidates in vote sequence

  Use this option if you want the candidates to print in vote sequence, listing candidates in order of the greatest vote tally first. If this option is not selected, the report will print in the same order that the candidates occur on the ballot.

- Print 1up format

  Use this option if you want to print the canvass in one column format. If this option is not selected, the report will print in two columns.

- Exclude local contests

  Use this option if you want local contests included on this report. A local contest is a precinct level contest and was entered in EMS with a PRC district code.

- Percentages

  Click on the drop-down menu and select one of the following:

  - No cand % no ov/un % - no candidate percentages will print and no ov/un percentages will print.

  - Cand % based on votes cast no ov/un - prints the candidate percentages based on the number of votes cast in that contest.

  - Cand % based on votes cast with ov/un - prints the candidate percentages based on the number of votes cast in that contest. The over/under percentages are based on the number of eligible votes. Total votes will print above over/under votes and will not include them. This option is available only if you have selected the over/under reporting option.

  - If Cand % based on votes elig. with ov/un – prints the candidate percentages based on the number of eligible votes in that contest which is the number of ballots times the vote for number. The over/under percentages are based on the number of eligible votes. Vote totals will print below the over/under votes, and over/under votes will be included in the total. This option is available only if you have selected the over/under reporting option.

- Number of copies

  Type the number of copies of this report that are required.

- Precinct terminology

  Enter the term you want to print for precincts. PRECINCTS is commonly used. However, if your jurisdiction prefers to use WARDS or POLLS, enter that term. Up to ten characters may be used. If you enter WARDS here, the report line would read With *n* of *nn* WARDS Reporting.

- Prt Cert

  Click on the drop-down menu and select one of the following:

  - **N** (none) - if you do not want to print the certification text

  - **S** (same pg) - if you want to print the certification text on the same page as the report

  - **Y** (next pg) - to print the certification text on a separate page

- Print multiple copies in what seq.

  Click on the drop-down menu and select one of the following:

  N (none) if you do not want to print more than one copy

  P (repeat precinct) if you want to print multiple copies of each precinct before going on to print the next precinct

  R (repeat report) to print a copy of the entire report and then another copy of the entire report, etc

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

 If you have made changes to this screen and want to save these changes for future report runs, click here.

Reporting Group Tab

- Reporting Group for Report

  Any report except the Precincts Counted/Not Counted may be printed for a particular reporting group that was defined in **Add/Change Groups** on the **Miscellaneous** menu. Selecting a group for which to print a report does not physically change the totals group, as the selection applies only to this run of the report.

Election Summary with Group Detail

The Election Summary report prints the number of votes and percentage for each candidate in each contest for the entire election. Along with totals for each group that has been defined in the group profile on the **Update** menu, this report includes the number of precincts counted, the total number of registered voters, the total number of ballots cast, and the percentage of voter turnout.

Available options on this report are:

Selection Tab

- All

  Used to select all contests and precincts.

- Contest/Precinct

  Used to select specific contests and precincts for which to print the report. Click on the **Contest** button for the list of contest choices. The **Contest** button is not available for the Suspended List. Click on the **Precinct** button for the list of precinct choices. The **Precinct** button is not available for the Name and District Totals Canvass.

  Note: If you are selecting contests to print and want to print statistics, you must select the statistical contests you want to print.

- File

  Used to print from a pre-defined file. Select the file from the drop-down list. See also Defining a Print File.

- Output Destination

    Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings Tab

- Canvas Centered Heading

    Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.

- Canvass Left Edge Heading

    Enter the text you want to print in the left heading area of the report (e.g., type of report).

- Line no.

    Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.

- Canvass Right Edge Heading

    Enter the text you want to print in the right heading area of the report (e.g., the election date).

- Reset

    If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

    If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

    If you have made changes to this screen and want to save these changes for future report runs, click here.

Options Tab

- Include over/under

  Use this option if you want the number of over/under votes to print on the report.

- Include time/date stamp

  Use this option if you want the time and date the report was printed or requested to be included on the report. This will print in the left heading on the fourth line unless you choose to print text on the third line of the right/left heading area; then the time/date will print on the fifth line.

- Include page number

  Use this option if you want to number the pages on this report.

- Include precincts reported

  Use this option if you want to include the *precincts counted* statistics on this report.

- Print contest totals

  Use this option if you want to print a line showing the totals for each contest.

- Print candidates in vote sequence

  Use this option if you want the candidates to print in vote sequence, listing candidates in order of the greatest vote tally first. If this option is not selected, the report will print in the same order that the candidates occur on the ballot.

- Exclude local contests

  Use this option if you want local contests included on this report. A local contest is a precinct level contest and was entered in EMS with a PRC district code.

- Percentages

  Click on the drop-down menu and select one of the following:

  No cand % no ov/un % - no candidate percentages will print and no ov/un percentages will print.

  Cand % based on votes cast no ov/un - prints the candidate percentages based on the number of votes cast in that contest.

  Cand % based on votes cast with ov/un - prints the candidate percentages based on the number of votes cast in that contest. The over/under percentages are based on the number of eligible votes. Total votes will print above over/under votes and will not include them. This option is available only if you have selected the over/under reporting option.

  If Cand % based on votes elig. with ov/un – prints the candidate percentages based on the number of eligible votes in that contest which is the number of ballots times the vote for number. The over/under percentages are based on the number of eligible votes. Vote totals will print below the over/under votes, and over/under votes will be included in the total. This option is available only if you have selected the over/under reporting option.

- Number of copies

  Type the number of copies of this report that are required.

- Precinct terminology

  Enter the term you want to print for precincts. PRECINCTS is commonly used. However, if your jurisdiction prefers to use WARDS or POLLS, enter that term. Up to ten characters may be used. If you enter WARDS here, the report line would read With *n* of *nn* WARDS Reporting.

- Prt Cert

  Click on the drop-down menu and select one of the following:
  - **N** (none) - if you do not want to print the certification text
  - **S** (same pg) - if you want to print the certification text on the same page as the report
  - **Y** (next pg) - to print the certification text on a separate page

- Print multiple copies in what seq.

  Click on the drop-down menu and select one of the following:

  N (none) if you do not want to print more than one copy

  P (repeat precinct) if you want to print multiple copies of each precinct before going on to print the next precinct

  R (repeat report) to print a copy of the entire report and then another copy of the entire report, etc.

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Reporting Group Tab

- Reporting Group for Report

   Any report except the Precincts Counted/Not Counted may be
   printed for a particular reporting group that was defined in
   Add/Change Groups on the **Miscellaneous** menu. Selecting a
   group for which to print a report does not physically change the
   totals group, as the selection applies only to this run of the report.

Canvass Reports
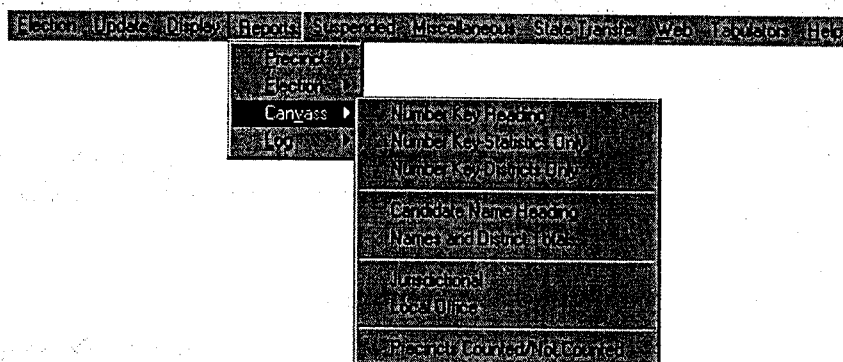
Canvass by Number Key Heading

This report prints by precinct the number of votes for each candidate by
numbered key heading in each contest. The user has the option of printing
the over/under votes, the time and date, the page number and the precincts
reported line. In addition, there is the option of printing the percentages
along with the totals. The report may be preceded by a statistics page or by
statistics printed as contests.

Available options on this report are:

Selection Tab

- All

   Used to select all contests and precincts.

- Contest/Precinct

Used to select specific contests and precincts for which to print the report. Click on the **Contest** button for the list of contest choices. The **Contest** button is not available for the Suspended List. Click on the **Precinct** button for the list of precinct choices. The **Precinct** button is not available for the Name and District Totals Canvass.

Note: If you are selecting contests to print and want to print statistics, you must also select the statistical contests you want to print.

- File

  Used to print from a pre-defined file. Select the file from the drop-down list. See also Defining a Print File.

- Preceded with a statistics canvass

  Used as a selection option for printing the Number Key Canvass and Candidate Name Heading reports. A page of statistics precedes the report.

- With statistics printed as contests

  Used as a selection option for printing the Number Key Canvass, Candidate Name Heading, and Number Key-Districts Only reports. The statistics print as contests.

- Without statistics

  Used as a selection option for printing the Number Key Canvass, Candidate Name Heading, and Number Key-Districts Only reports. No statistics will print.

- Output Destination

  Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings Tab

- Canvas Centered Heading

  Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.

- Canvass Left Edge Heading

Enter the text you want to print in the left heading area of the report (e.g., type of report).

- Line no.

  Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.

- Canvass Right Edge Heading

  Enter the text you want to print in the right heading area of the report (e.g., the election date).

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Options Tab

Print Election Canvass - Number Key Heading

- **Include over/under**

  Use this option if you want the number of over/under votes to print on the report.

- **Include time/date stamp**

  Use this option if you want the time and date the report was printed or requested to be included on the report. This will print in the left heading on the fourth line unless you choose to print text on the third line of the right/left heading area; then the time/date will print on the fifth line.

- **Include page number**

  Use this option if you want to number the pages on this report.

- **Include precincts reported**

  Use this option if you want to include the *precincts counted* statistics on this report.

- **Print Totals Only (no detail)**

  Use this option if you want to print only the totals without precinct detail. For example, you can print the total for each ward without including the totals for each precinct within that ward.

- Precinct terminology

  Enter the term you want to print for precincts. PRECINCTS is commonly used. However, if your jurisdiction prefers to use WARDS or POLLS, enter that term. Up to ten characters may be used. If you enter WARDS here, the report line would read With n of nn WARDS Reporting.

- Prt Cert

  Click on the drop-down menu, and select one of the following:

  - N (none) - if you do not want to print the certification text

  - S (same pg) - if you want to print the certification text on the same page as the report

  - Y (next pg) - to print the certification text on a separate page

- Print multiple conts on same pg

  Click on the drop down menu and select one of the following:

  - N (none) – Use this option if you want to print each contest on a separate page.

  - Y (same legend) - Use this option if you want to print more than one contest under one legend per page. The precincts must all be eligible.

  - P (same pg if fit) - Use this option if you want to use the rest of a page to print the next contest if it will fit on the page.

  - B (both) - Use this option if you want to print more than one contest under one legend per page and also use the rest of the page to print the next contest if it will fit on the page.

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Reporting Group Tab

- Reporting Group for Report

  Any report except the Precincts Counted/Not Counted may be printed for a particular reporting group that was defined in **Add/Change Groups** on the **Miscellaneous** menu. Selecting a group for which to print a report does not physically change the totals group, as the selection applies only to this run of the report.

Canvass by Number Key Heading - Statistics Only

This report prints the Ballots Cast total and percentage, the Registered Voters total and percentage, and the turnout percentage for each precinct. (In some instances, it will print these statistics by party also.)

Available options on this report are:

Selection Tab

- All

  Used to select all contests and precincts.

- Contest/Precinct

  Used to select specific contests and precincts for which to print the report. Click on the **Contest** button for the list of contest choices. The **Contest** button is not available for the Suspended List. Click on the **Precinct** button for the list of precinct choices. The **Precinct** button is not available for the Name and District Totals Canvass.

Note: If you are selecting contests to print and want to print statistics, you must select the statistical contests you want to print.

- File

  Used to print from a pre-defined file. Select the file from the drop-down list. See also Defining a Print File.

- Output Destination

  Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings Tab

- Canvas Centered Heading

  Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.

- Canvass Left Edge Heading

  Enter the text you want to print in the left heading area of the report (e.g., type of report).

- Line no.

  Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.

- Canvass Right Edge Heading

  Enter the text you want to print in the right heading area of the report (e.g., the election date).

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

- Include time/date stamp

  Use this option if you want the time and date the report was printed or requested to be included on the report. This will print in the left heading on the fourth line unless you choose to print text on the third line of the right/left heading area; then the time/date will print on the fifth line.

- Include page number

  Use this option if you want to number the pages on this report.

- Include precincts reported

  Use this option if you want to include the *precincts counted* statistics on this report.

- Print Totals Only (no detail)

  Use this option if you want to print only the totals without precinct detail. For example, you can print the total for each ward without including the totals for each precinct within that ward.

- Precinct terminology

  Enter the term you want to print for precincts. PRECINCTS is commonly used. However, if your jurisdiction prefers to use WARDS or POLLS, enter that term. Up to ten characters may be used. If you enter WARDS here, the report line would read With n of nn WARDS Reporting.

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Reporting Group Tab

- Reporting Group for Report

  Any report except the Precincts Counted/Not Counted may be printed for a particular reporting group that was defined in **Add/Change Groups** on the **Miscellaneous** menu. Selecting a group for which to print a report does not physically change the totals group, as the selection applies only to this run of the report.

Canvass by Number Key Heading - Districts Only

A control file with the .DST extension must be pre-defined in order to print this report. The .DST file will usually be defined for you and entered automatically in the **District control file** box on the **Options** tab. This report will print legislative district information only with number key headings.

Available options on this report are:

Selection Tab

- All

  Used to select all contests and precincts.

- Contest/Precinct

  Used to select specific contests and precincts for which to print the report. Click on the **Contest** button for the list of contest choices. The **Contest** button is not available for the Suspended List. Click on the **Precinct** button for the list of precinct choices. The **Precinct** button is not available for the Name and District Totals Canvass.

  Note: If you are selecting contests to print and want to print statistics, you must select the statistical contests you want to print.

- File

  Used to print from a pre-defined file. Select the file from the drop-down list. See also Defining a Print File.

- With statistics printed as contests

  Used as a selection option for printing the Number Key Canvass, Candidate Name Heading, and Number Key-Districts Only reports. The statistics print as contests.

- Without statistics

  Used as a selection option for printing the Number Key Canvass, Candidate Name Heading, and Number Key-Districts Only reports. No statistics will print.

- Output Destination

  Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings Tab

- Canvas Centered Heading

  Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.

- Canvass Left Edge Heading

  Enter the text you want to print in the left heading area of the report (e.g., type of report).

- Line no.

  Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.

- Canvass Right Edge Heading

  Enter the text you want to print in the right heading area of the report (e.g., the election date).

- Reset

  If you made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on the screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you made changes on this screen and want to save these changes for future report runs, click here.

Options Tab

- Include over/under

    Use this option if you want the number of over/under votes to print on the report.

- Include time/date stamp

    Use this option if you want the time and date the report was printed or requested to be included on the report. This will print in the left heading on the fourth line unless you choose to print text on the third line of the right/left heading area; then the time/date will print on the fifth line.

- Include page number

    Use this option if you want to number the pages on this report.

- Include precincts reported

    Use this option if you want to include the *precincts counted* statistics on this report.

- District control file name

  Enter the name of the district control file you are using including the .DST extension. Up to eight (8) characters may be used.

- Precinct terminology

  Enter the term you want to print for precincts. PRECINCTS is commonly used. However, if your jurisdiction prefers to use WARDS or POLLS, enter that term. Up to ten characters may be used. If you enter WARDS here, the report line would read With *n* of *nn* WARDS Reporting.

- Prt Cert

  Click on the drop-down menu and select one of the following:

  N (none) - if you do not want to print the certification text

  S (same pg) - if you want to print the certification text on the same page as the report

  Y (next pg) - to print the certification text on a separate page

- Print Multiple Conts on Same Pg

  Click the drop-down menu, and select one of the following:

  N (none) – Use this option if you want to print each contest on a separate page.

  Y (same legend) - Use this option if you want to print more than one contest under one legend per page. The precincts must all be eligible.

  P (same pg if fit) - Use this option if you want to use the rest of a page to print the next contest if it will fit on the page.

  B (both) - Use this option if you want to print more than one contest under one legend per page and also use the rest of the page to print the next contest if it will fit on the page.

Canvass by Candidate Name Heading

This report prints by precinct the number of precincts that have reported out of the total number and the number of votes and percentages for each candidate in each contest. The candidates are printed by name headings.

Available options on this report are:

Selection Tab

- All

  Used to select all contests and precincts.

- Contest/Precinct

  Used to select specific contests and precincts for which to print the report. Click on the **Contest** button for the list of contest choices. The **Contest** button is not available for the Suspended List. Click on the **Precinct** button for the list of precinct choices. The **Precinct** button is not available for the Name and District Totals Canvass.

  Note: If you are selecting contests to print and want to print statistics, you must select the statistical contests you want to print.

- File

  Used to print from a pre-defined file. Select the file from the drop-down list. See also Defining a Print File.

- Preceded with a statistics canvass

  Used as a selection option for printing the Number Key Canvass and Candidate Name Heading reports. A page of statistics precedes the report.

- With statistics printed as contests

  Used as a selection option for printing the Number Key Canvass, Candidate Name Heading, and Number Key-Districts Only reports. The statistics print as contests.

- Without statistics

  Used as a selection option for printing the Number Key Canvass, Candidate Name Heading, and Number Key-Districts Only reports. No statistics will print.

- Output Destination

  Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings Tab

- Canvas Centered Heading

  Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.

- Canvass Left Edge Heading

  Enter the text you want to print in the left heading area of the report (e.g., type of report).

- Line no.

  Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.

- Canvass Right Edge Heading

  Enter the text you want to print in the right heading area of the report (e.g., the election date).

- Reset

  If you made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

    If you have made changes to this screen and want to save these changes

Options Tab

- Include over/under

    Use this option if you want the number of over/under votes to print on the report.

- Include time/date stamp

    Use this option if you want the time and date the report was printed or requested to be included on the report. This will print in the left heading on the fourth line unless you choose to print text on the third line of the right/left heading area; then the time/date will print on the fifth line.

- Include page number

    Use this option if you want to number the pages on this report.

- Include precincts reported

  Use this option if you want to include the *precincts counted* statistics on this report.

- Print Totals Only (no detail)

  Use this option if you want to print only the totals without precinct detail. For example, you can print the total for each ward without including the totals for each precinct within that ward.

- Precinct terminology

  Enter the term you want to print for precincts. PRECINCTS is commonly used. However, if your jurisdiction prefers to use WARDS or POLLS, enter that term. Up to ten characters may be used. If you enter WARDS here, the report line would read With *n* of *nn* WARDS Reporting.

- Prt Cert

  Click on the drop-down menu and select one of the following:

  N (none) - if you do not want to print the certification text

  S (same pg) - if you want to print the certification text on the same page as the report

  Y (next pg) - to print the certification text on a separate page

- Print Multiple Conts on Same Pg

  Select the drop-down menu and select one of the following:

  N (none) – Use this option if you want to print each contest on a separate page.

  Y (same legend) - Use this option if you want to print more than one contest under one legend per page. The precincts must all be eligible.

  P (same pg if fit) - Use this option if you want to use the rest of a page to print the next contest if it will fit on the page.

  B (both) - Use this option if you want to print more than one contest under one legend per page and also use the rest of the page to print the next contest if it will fit on the page.

- Reset

  If you made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you made changes on this screen and want to save these changes for future report runs, click here.

Reporting Group Tab

- Reporting Group for Report

  Any report except the Precincts Counted/Not Counted may be printed for a particular reporting group that was defined in **Add/Change Groups** on the **Miscellaneous** menu. Selecting a group for which to print a report does not physically change the totals group, as the selection applies only to this run of the report.

Canvass by Names and District Totals

A control file with the .DST extension must be pre-defined in order to print this report. The .DST file will usually be defined for you and entered automatically in the **District control file** box on the **Options** tab. This report will print with name headings.

Available options on this report are:

Selection Tab

- All

  Used to select all contests and precincts.

- Contest/Precinct

  Used to select specific contests and precincts for which to print the report. Click on the **Contest** button for the list of contest choices. The **Contest** button is not available for the Suspended List. Click on the **Precinct** button for the list of precinct choices. The **Precinct** button is not available for the Name and District Totals Canvass.

  Note: If you are selecting contests to print and want to print statistics, you must select the statistical contests you want to print.

- File

  Used to print from a pre-defined file. Select the file from the drop-down list. See also Defining a Print File.

- Preceded with a statistics canvass

  Used as a selection option for printing the Number Key Canvass and Candidate Name Heading reports. A page of statistics precedes the report.

- With statistics printed as contests

  Used as a selection option for printing the Number Key Canvass, Candidate Name Heading, and Number Key-Districts Only reports. The statistics print as contests.

- Without statistics

  Used as a selection option for printing the Number Key Canvass, Candidate Name Heading, and Number Key-Districts Only reports. No statistics will print.

- Output Destination

  Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings Tab

- Canvas Centered Heading

  Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system and is centered automatically.

- Canvass Left Edge Heading

  Enter the text you want to print in the left heading area of the report (e.g., type of report).

- Line no.

  Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.

- Canvass Right Edge Heading

  Enter the text you want to print in the right heading area of the report (e.g., the election date).

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Options Tab

- Include over/under

  Use this option if you want the number of over/under votes to print on the report.

- Include time/date stamp

  Use this option if you want the time and date the report was printed or requested to be included on the report. This will print in the left heading on the fourth line unless you choose to print text on the third line of the right/left heading area; then the time/date will print on the fifth line.

- Include precincts reported

  Use this option if you want to include the *precincts counted* statistics on this report.

- Summarize Absentee Precincts

  Use this option if you want to combine all absentee totals from separate absentee precincts into a single, combined absentee entry. Otherwise, the detail will print separately for each individual absentee precinct.

Note: The Registered Voters Total and the Ballots Cast Total must be coded in EMS in order to get these totals to print in the statistics area on each page.

- Use Sequential Page Numbering

  Use this option to number the pages sequentially. If this option is not selected, the pages will print in *nnn.nnn.nn* order. The first *nnn* refers to the sequential number of the first regular contest on this page; the second *nnn* refers to the sequential number of the last regular contest on this page; and the last *nn* is the page number within each set. For example, the first regular contest in your election might be contest # 8; however, it would be considered as regular contest # 1 for this numbering system. (The statistical contests are not considered in this case.) So the first number would be 001. If this is the only contest printed on this page, the second number would also be 001. However, if both the first and second regular contests print on this page, the second set of numbers would be 002. The last number is the page number within this set (01, 02, or 03).

- District control file name

  Enter the name of the district control file you are using including the .DST extension. Up to eight (8) characters may be used.

- Precinct terminology

  Enter the term you want to print for precincts. PRECINCTS is commonly used. However, if your jurisdiction prefers to use WARDS or POLLS, enter that term. Up to ten characters may be used. If you enter WARDS here, the report line would read With *n* of *nn* WARDS Reporting.

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Reporting Group Tab

- Reporting Group for Report

  Any report except the Precincts Counted/Not Counted may be printed for a particular reporting group that was defined in **Add/Change Groups** on the **Miscellaneous** menu. Selecting a group for which to print a report does not physically change the totals group, as the selection applies only to this run of the report.

Jurisdictional Canvass

The Jurisdictional Canvass prints a list of all contests associated with a specific district or all districts. The Election Management System (EMS) software is used to set up or define codes for each jurisdiction and each district within the jurisdiction.

Available options on this report are:

- All

    Used to select all contests and precincts.

- Contest/Precinct

Used to select specific contests and precincts for which to print the report. Click on the **Contest** button for the list of contest choices. The **Contest** button is not available for the Suspended List. Click **Precinct** for the list of precinct choices. The **Precinct** button is not available for the Name and District Totals Canvass.

Note: If you are selecting contests to print and want to print statistics, you must select the statistical contests you want to print.

- Output Destination

    Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings Tab

- Canvas Centered Heading

    Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.

- Canvass Left Edge Heading

    Enter the text you want to print in the left heading area of the report (e.g., type of report).

- Line no.

  Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.

- Canvass Right Edge Heading

  Enter the text you want to print in the right heading area of the report (e.g., the election date).

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Options Tab

- Include over/under

  Use this option if you want the number of over/under votes to print on the report.

- Include time/date stamp

  Use this option if you want the time and date the report was printed or requested to be included on the report. This will print in the left heading on the fourth line unless you choose to print text on the third line of the right/left heading area; then the time/date will print on the fifth line.

- Include page number

  Use this option if you want to number the pages on this report.

- Include precincts reported

  Use this option if you want to include the *precincts counted* statistics on this report.

- Precinct terminology

  Enter the term you want to print for precincts. PRECINCTS is commonly used. However, if your jurisdiction prefers to use WARDS or POLLS, enter that term. Up to ten characters may be used. If you enter WARDS here, the report line would read With *n* of *nn* WARDS Reporting.

- Prt Cert

  Click on the drop-down menu and select one of the following:

  N (none) - if you do not want to print the certification text

  S (same pg) - if you want to print the certification text on the same page as the report

  Y (next pg) - to print the certification text on a separate page

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Reporting Group Tab

- Reporting Group for Report

  Any report except the Precincts Counted/Not Counted may be printed for a particular reporting group that was defined in **Add/Change Groups** on the **Miscellaneous** menu. Selecting a group for which to print a report does not physically change the totals group, as the selection applies only to this run of the report.

Local Office Canvass

The Local Office Canvass prints the number of votes and percentages for each candidate in each local contest by precinct or by party.

Available options on this report are:

Selection Tab

- Output Destination

  Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings Tab

- Canvas Centered Heading

Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.

- Canvass Left Edge Heading

  Enter the text you want to print in the left heading area of the report (e.g., type of report).

- Line no.

  Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.

- Canvass Right Edge Heading

  Enter the text you want to print in the right heading area of the report (e.g., the election date).

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- **Use For This Run Only**

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- **Apply**

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Options Tab

- **Include over/under**

  Use this option if you want the number of over/under votes to print on the report.

- Include time/date stamp

  Use this option if you want the time and date the report was printed or requested to be included on the report. This will print in the left heading on the fourth line unless you choose to print text on the third line of the right/left heading area; then the time/date will print on the fifth line.

- Include page number

  Use this option if you want to number the pages on this report.

- Include precincts reported

  Use this option if you want to include the *precincts counted* statistics on this report.

- Separate reports by party

  Use this option to print the report by party in precinct sequence, If this option is not selected, the report will print by precinct in party sequence.

- Precinct terminology

  Enter the term you want to print for precincts. PRECINCTS is commonly used. However, if your jurisdiction prefers to use WARDS or POLLS, enter that term. Up to ten characters may be used. If you enter WARDS here, the report line would read With *n* of *nn* WARDS Reporting.

- Prt Cert

  Click on the drop-down menu and select one of the following:

  N (none) - if you do not want to print the certification text

  S (same pg) - if you want to print the certification text on the same page as the report

  Y (next pg) - to print the certification text on a separate page

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Reporting Group Tab

- Reporting Group for Report

  Any report except the Precincts Counted/Not Counted may be printed for a particular reporting group that was defined in **Add/Change Groups** on the **Miscellaneous** menu. Selecting a group for which to print a report does not physically change the totals group, as the selection applies only to this run of the report.

Precincts Counted/Not Counted Canvass

The Precincts Counted/Not Counted Report prints the numbers and names of the precincts and indicates the number of precincts reported out of the total number.

Available options on this report are:

Selection Tab

- Print counted/not counted - All

  Used to print all precincts, counted and uncounted.

- Print counted - All

  Used to print all counted precincts.

- Print not counted - All

  Used to print all uncounted precincts.

- Print counted - Selected

  Used to print only the counted precincts selected by the user.

- Print not counted - Selected

  Used to print only the uncounted precincts selected by the user.

- Output Destination

  Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings Tab

- Canvas Centered Heading

  Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.

- Canvass Left Edge Heading

  Enter the text you want to print in the left heading area of the report (e.g., type of report).

- Line no.

  Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.

- Canvass Right Edge Heading

  Enter the text you want to print in the right heading area of the report (e.g., the election date).

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Options Tab

- Include time/date stamp

  Use this option if you want the time and date the report was printed or requested to be included on the report. This will print in the left heading on the fourth line unless you choose to print text on the third line of the right/left heading area; then the time/date will print on the fifth line.

- Include page number

  Use this option if you want to number the pages on this report.

- Include precincts reported

  Use this option if you want to include the *precincts counted* statistics on this report.

- Precinct terminology

  Enter the term you want to print for precincts. PRECINCTS is commonly used. However, if your jurisdiction prefers to use WARDS or POLLS, enter that term. Up to ten characters may be used. If you enter WARDS here, the report line would read With *n* of *nn* WARDS Reporting.

- Reset

    If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

    If you have made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

    If you have made changes to this screen and want to save these changes for future report runs, click here.

Log Reports
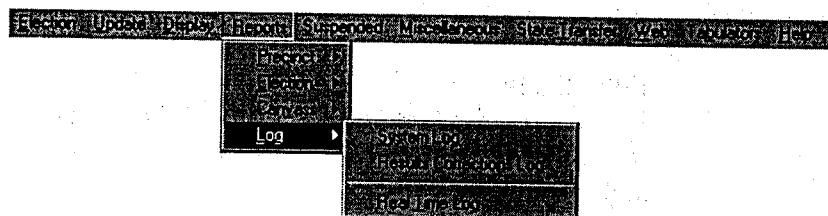
System Log

This report prints all actions that were performed on the system by date and time.

Available options on this report are:

Selection Tab

- Print the entire log

    Used to print the entire log. Prints in chronological order.

- Print counted in chronological seq.

    Used to print log information for only the precincts that have been counted. Prints in chronological order.

- Print counted in precinct seq.

Used to print log information for only the precincts that have been counted. Prints in precinct order by precinct number.

- Output Destination

  Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings Tab

- Canvas Centered Heading

  Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.

- Canvass Left Edge Heading

  Enter the text you want to print in the left heading area of the report (e.g., type of report).

- Line no.

  Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.

- Canvass Right Edge Heading

  Enter the text you want to print in the right heading area of the report (e.g., the election date).

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Options Tab

- Include time/date stamp

  Use this option if you want the time and date the report was printed or requested to be included on the report. This will print in the left heading on the fourth line unless you choose to print text on the third line of the right/left heading area; then the time/date will print on the fifth line.

- Include page number

  Use this option if you want to number the pages on this report.

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Reporting Group Tab

- Reporting Group for Report

  Any report except the Precincts Counted/Not Counted may be printed for a particular reporting group that was defined in **Add/Change Groups** on the **Miscellaneous** menu. Selecting a group for which to print a report does not physically change the totals group, as the selection applies only to this run of the report.

Results Corrections Log

This report prints by precinct all manual changes that have been made. It includes the names of the candidates, the date and time, the old results (previous number of votes) and the new results (current number of votes).

Available options on this report are:

Selection Tab

- Output Destination

  Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings Tab

- Canvas Centered Heading

Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.

- Canvass Left Edge Heading

Enter the text you want to print in the left heading area of the report (e.g., type of report).

- Line no.

  Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.

- Canvass Right Edge Heading

  Enter the text you want to print in the right heading area of the report (e.g., the election date).

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Options Tab

- Include time/date stamp

Use this option if you want the time and date the report was printed or requested to be included on the report. This will print in the left heading on the fourth line unless you choose to print text on the third line of the right/left heading area; then the time/date will print on the fifth line.

- Include page number

  Use this option if you want to number the pages on this report.

- Include precincts reported

  Use this option if you want to include the *precincts counted* statistics on this report.

- Precinct terminology

  Enter the term you want to print for precincts. PRECINCTS is commonly used. However, if your jurisdiction prefers to use WARDS or POLLS, enter that term. Up to ten characters may be used. If you enter WARDS here, the report line would read With *n* of *nn* WARDS Reporting.

- Reset

  If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

  If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.

- Apply

  If you have made changes to this screen and want to save these changes for future report runs, click here.

Reporting Group Tab

- Reporting Group for Report

  Any report except the Precincts Counted/Not Counted may be printed for a particular reporting group that was defined in **Add/Change Groups** on the **Miscellaneous** menu. Selecting a group for which to print a report does not physically change the totals group, as the selection applies only to this run of the report.

Real Time Log

This report prints the log in real time in chronological order. The log will print up to the current time and then monitor the log file and print each additional log entry that occurs. One PC must be dedicated entirely to this function.