Chapter 7: Changing Election Specifications

Information entered on this screen is used by the system throughout the remainder of the program to determine exactly what information will be required to generate your specific ballot styles. Input required by the system is based on this information. Ballot styles are defined in the *Ballot Styles Menu* section, discussed in chapter 8.

To use this option, type **08** in the **Selection** field of the Election Creation and Definition Menu. The Change Election Specifications Master screen that will display depends on the equipment type that was entered on the Change Jurisdiction Master screen. The cursor will be positioned in the **Type of election** field. Refer to the appropriate section on the following pages for instructions to complete the Change Election Specifications Master screen.

The Change Election Specifications Master screen for the Model 100 Precinct Counter is shown below.

```
  PE002 100        Change Election Specifications Master        3PMNSTC1
                 Type of election:GENL                  Cross over type:
   Need special contest types?:N             Precinct only races?:N
                 Need rotation?:Y                      Absentee mode:
                 00 File Type:8                     Prec. header mode:
                 Ballot Type:43                        Ballot sides:
            Election ID number:                        Ballot format:
            Counting rule code:0                        Sort winners?:N
          Party preference type:
                Election title:
                Election date:

   ------------------ Types description/include in total voting? ---------------
   Desc. Incl?     Desc. Incl?     Desc. Incl?     Desc. Incl?     Desc. Incl?




        F1=Precinct scanner screen              F2=Central scanner screen
                              ------------- Instructions ------------
     Current field:   (GENL - OPRI - CPRI - PICK - SPEC)
     Previous value:  GENL
```

Use the following instructions to complete the Change Election Specifications screen for the Model 100.

1. Enter the type of election. The election type codes available are listed, along with their definitions, below:

   - **GENL** general election – Defined as containing candidates from all political parties, as well as nonpartisan candidates. May contain straight party contests, wherein a vote for the party implies a vote for all party candidates.
   - **OPRI** open primary – Voters are allowed to vote for candidates in either party without publicly declaring their party. Voters are not allowed to vote in both party primaries. This election has contests for all parties on the same ballot.
   - **CPRI** closed primary – Voters receive ballots for contests within one party along with nonpartisan contests if any exist.
   - **PICK** pick-a-party – Voters are allowed to vote for candidates in only one party. Also, voters must pick the party they will be voting in before voting on candidates. Only one ballot is produced with all parties and candidates listed on it.
   - **SPEC** special election – This is used for simple elections which do not contain any party affiliations.

   After the election type code is entered, the cursor will move to the **Need special contest types** field.

2. Enter **Y** if your state law mandates that special voting rules apply to certain contests in this election. Examples are: recall voting for California; cross endorsed candidates that appear more than once on a ballot in New York; exact vote for contests in Mississippi; questions; absentee ballot counter statistics in Minnesota and other special contests. The specific contest types are defined in the *Contests and Candidates* section of this manual. If you will not be using special contests, enter **N**. This is item 9 on the worksheet. After you have completed this field, The cursor advances to the **Need rotation** field.

3. Enter **Y** if you need to rotate candidates within a contest(s) in this election. As a default, Hardware Programming Manager rotates candidates by precinct within a given district. All available types of rotation are detailed in Appendix C. Other rotations may be available for your jurisdiction. Call ES&S to inquire. The cursor advances to the **00File Type** field.

4. Enter **3** if the Model 100 firmware version is 4.00 or greater. Enter **8** if the Model 100 firmware version is 3.14 or lower. The cursor advances to the **Party preference type** field.

   Note: The **Ballot Type, Election ID, and Counting rule code** fields are all entered automatically by the system based on information previously entered.

5. The **Party preference type** field is only used for open primary and pick-a-party elections and should be left blank for all other election types. This number is the first number in the ballot channel minus 10 (e.g., if the first number in the ballot channel is 11, enter 1 in this field). The cursor will move to the **Election title** field.

6. Enter up to 35 characters to define this election. This field will print on the Model 100 reports. The cursor will move to the **Election date** field.

7. Enter up to 18 characters to define the date this election will be run. The cursor will move to the **Cross over type** field.

8. This field is used to indicate which ballot type is used as the cross over type for an open primary ballot and applies only to **file type 3,** as file type 8 does not allow separate totals. This only applies to open primary and pick-a-party elections and should be left blank for all other elections. If the counting rule code is 4, enter the number of parties on the consolidated ballot plus 1 or the nonpartisan party number. Both options should result in the same number. If the counting rule code is 5, enter the number of parties on the consolidated ballot plus 2 or the nonpartisan party number plus 1. Both options should result in the same number. The cursor will move to the **Precinct only races?** field.

9. Enter **Y** if precinct only contests (e.g., precinct committee persons) will be supported in this election. If precinct only contests are not supported in this election, enter **N**. The cursor will move to the **Absentee mode** field.

10. Enter one of the following:

   - **0** (disabled) – indicates that all absentee ballots are combined with the results from the election day(default)
   - **1** (single block) – indicates that a single absentee counter block is set up to accumulate all absentee ballots
   - **2** (duplicate block) – indicates that a duplicate set of precincts is set up in the election definition and absentee ballots are accumulated based on precinct

The cursor will move to the **Prec. Header mode** field.

11. Enter one of the following:

- **0** (disabled)– Indicates that precinct headers are not to be used in this election (Default)
- **1** (standard) – Indicates that precinct headers can be used to control ballot decoding and precinct vote accumulation. Precinct numbers are used in the code channel to differentiate ballots.
- **2** (ballots by style) – Indicates that precinct headers must be used and ballots-by-style rules are applied to ballot decoding and precinct vote accumulation. The style number is used in the code channel to differentiate ballots.
- **3** (control) – Indicates that precinct headers must be used and control header rules are applied to ballot decoding and precinct vote accumulation.

The cursor will move to the **Ballot sides** field.

12. Enter **1** if only one side contains voting issues or **2** if both sides contain voting issues. Two is the default. The cursor will move to the **Ballot format** field.

13. Enter one of the following:

- **0** – The ballot is 14″ long and has 36 oval positions in each column (default).
- **1** – The ballot is 14″ long and has 41 oval positions in each column.
- **2** – The ballot is 14″ long and has 41 oval positions and uses a header.
- **3** – The ballot is 17″ long and has 41 oval positions in each column.
- **4** – The ballot is 17″ long and has 45 oval positions in each column.
- **5** – The ballot is 19″ long and has 51 oval positions in each column.

The cursor will move to the **Sort winners?** field.

14. Enter **Y** to display candidates based on the number of votes received (highest to lowest number) or **N** to print candidates in home rotation order. The default is **N**. The cursor will move to the **Types Desc.** Field.

15. Enter an abbreviated title for the respective ballot type (e.g., **DEM**, **REP**, **LIB**). If the election contains only nonpartisan ballots, enter **ALL**. If you enter parties on this screen, they must be entered in exactly the same order that they were entered on the Political Party Master screen. In addition, the ballot type code must be in the same order. The cursor will move to the **Incl?** field.

16. Enter **Y** if you have entered **ALL**. Enter **Y** for each type you want to print and N for those types you do not want to include in the total number of voters. This field controls the Total Voters on the Model 100 display and the Ballot Types and Total Ballots on the report printout.

Note: The **Desc** and **Incl** fields **must** contain information.

Precinct Scanner Setup

1. Press F1 to advance to the Precinct Scanner setup screen. The screen will look like the one shown below with the cursor in the **Allow report generation** field.

```
┌── PE002 100─────── Change Precinct scanner options ─────── 3PMNSTC1 ──┐
│    Allow report generation?:Y              Diverter installed?:Y       │
│           Report format:M             Divert blanks to W/I?:Y          │
│            Report level:P        Print prec. in rotated order?:N       │
│  Query voter on overvote?:Q                      Card size?:0          │
│  Query voter on blank bal?:Q                   Reopen polls?:N         │
│  Query voter on cross over?:Q                Reopen password:          │
│      Target on which side?:L        User ID for communications:        │
│      Target is what shape?:V       Password for communications:        │
│            How many copies?:1                                          │
│     Automatically transmit?:N                                          │
│       Print the audit log?:Y                                          │
│  Modem transfer phone no.:815-555-1212                                 │
│                                                                        │
│  Zero report path:                                                     │
│  Cert report path:                                                     │
│                                                                        │
│                                                                        │
│                                                                        │
│   F1=Return to previous screen                                         │
└─────────────────────────── Instructions ──────────────────────────────┘
  Current field:    Y/N Poll workers allowed to generate results tape?
  Previous value:   Y
```

2. Enter **Y** if the poll workers are allowed to generate Model 100 reports or **N** if poll workers are not allowed to generate reports. The default is **Y**. The cursor will advance to the **Report format** field.

   Note: If the **Allow report generation** field is set to **N**, the **Report format** and **Report level** fields are not available, and the cursor will move to the **Query voter on overvote** field.

3. Enter **M** to print the report in media format or **S** to print the report in summary format. The cursor will advance to the **Report level** field.

4. Enter **P** to print a precinct by precinct report or **T** to print a totals report. The cursor will advance to the **Query voter on overvote** field.

5. If your **00file type** is **3**, enter one of the following:

- **Q** to query the voter
- **A** to always accept the ballot
- **R** to always reject the ballot and return it to the voter

If your **00 file type** is **8**, enter one of the following:

- **Y** to query the voter
- **N** not to query the voter

The cursor will advance to the **Query voter on blank bal** field.

6. If your **00 file type** is **3**, enter one of the following:

- **Q** to query the voter
- **A** to always accept the ballot
- **R** to always reject the ballot and return it to the voter

If your **00 file type** is **8**, enter one of the following:

- **Y** to query the voter
- **N** not to query the voter

The cursor will advance to the **Query voter on crossover** field.

7. If your **file type** is **3**, enter one of the following:

- **Q** to query the voter
- **A** to always accept the ballot
- **R** to always reject the ballot and return it to the voter

If your **file type** is **8**, enter one of the following:

- **Y** to query the voter
- **N** not to query the voter

If you are using **file type 8**, the cursor will advance to the **Modem transfer phone no.** field. Go to Step 13.

If you are using **file type 3**, the cursor will advance to the **Target on which side** field.

8. Enter one of the following:

- **L** to print the target on the left side of the candidate name
- **R** to print the target on the right side of the candidate name

The cursor will advance to the **Target is what shape** field.

9. Enter one of the following:

- **A**   to print the target as an arrow
- **V**   to print the target as an oval

The cursor will advance to the **How many copies** field.

10. Enter the number of copies of the report you want to print.

The cursor will advance to the **Automatically transmit** field.

11. Enter **Y** to transmit the results automatically when the poll closes or **N** not to transmit the results automatically.

The cursor will advance to the **Print the audit log** field.

12. Enter **Y** to print the audit log automatically or **N** not to print it automatically.

The cursor will advance to the **Modem transfer phone no.** field.

13. Enter the default telephone number used by the Model 100 when the results are to be transferred electronically by modem. If you are using TCP (CDPD) or digital cell phone, you must enter an uppercase C before the telephone number. The cursor will advance to the **Diverter installed** field.

14. Enter one of the following:

- **Y**   if a ballot diversion unit is installed in the Model 100 ballot box (default)
- **N**   if a ballot diversion unit is not installed in the Model 100 ballot box

The cursor will advance to the **Divert blanks to W/I** field.

15. Enter one of the following:

- **Y**   if blank ballots are to be diverted to the write-in bin
- **N**   if blank ballots are not to be diverted to the write-in bin (default)

The cursor will advance to the **Print prec. in rotated order** field.

16. Enter one of the following:

- **Y**   to print the Model 100 precinct scanner contest results in precinct rotation order
- **N**   to print the Model 100 precinct scanner results using the home position (default)

The cursor will advance to the **Card size** field.

17. Enter one of the following to indicate the storage capacity of the PCMCIA SRAM cards used to store the election definition for the Model 100:

- **0** 128
- **1** 256 (default) (at the present time always use 256 even if the card is 512)
- 512

Note: If you are using TCP (CDPD or digital cell phone) this must be set to 256. In addition, you must have the POC drivers loaded on the card.

The cursor will advance to the **Reopen polls** field.

18. If you are using **file type 8**, enter one of the following:

- **Y** to allow the PCMCIA card to be reopened after the polls have been closed
- **N** not to allow the PCMCIA card to be reopened after the polls have been closed (default)

If you are using **file type 3**, enter one of the following:

- **N** No - Can't open
- **R** Yes – Don't zero
- **Q** Yes – Query
- **Z** Yes – Zero

The cursor will advance to the **Reopen password** field.

19. Enter the 3-digit password if the previous field was set to **Y**. The default password is **123**. This field is available only if the **Reopen password** field is set to **Y**. The cursor will advance to the **User ID for communications** field.

20. Enter the user ID to be used by the Model 100 when results are to be transferred electronically by modem (8 characters possible). The cursor will advance to the **Password for communications** field.

21. Enter the password to be used by the Model 100 when results are to be transferred electronically by modem (8 characters possible). The cursor will advance to the **Zero report path** field.

Note: This field must contain information if using communications to transmit results. At present, use **00005657** to be consistent with the Model 2100 and OPTECH III-PE.

22. Enter the directory (Do not specify the drive.) and name of the text file that

is to be used by the Model 100 to print the custom zero report (e.g., \ELECDATA\REP0021.TXT). The cursor will advance to the **Cert report path** field.

Note: When copying election files to diskette for use on another system, be sure to include this file. Otherwise, parameter files cannot be created.

23. Enter the directory and file name of the text file that is to be used by the Model 100 to print the custom certification report (e.g., \ELECDATA\CERTIF.TXT).

   Note: Do not enter the drive specification, as there will be a problem creating parameters if the files are transferred to another computer using a different drive.

   Note: When copying election files to diskette for use on another system, be sure to include this file. Otherwise, parameter files cannot be created.

Setting up a Central Scanner

1. Press F2 to advance to the Central Scanner setup screen. The screen will look like the one shown below with the cursor in the **Scanner type** field.

```
┌─ PE002 100────────── Change Central scanner options ─────────── 3PMNSTC1 ─┐
│                                                                            │
│             Scanner type?:550                                              │
│          Amount of memory:512                                              │
│          Storage media type:D                                             │
│          Upper RAM page size:8                                            │
│          Bank switching type:D                                           │
│            Assembler to use?:A                                            │
│            Language to use?:E                                             │
│        Crossover sort to use?:0                                           │
│          Special Write-in sort?:N                                         │
│       Reduced race sort stack?:N                                          │
│      Co-proc. board installed?:N                                          │
│     Real time clock installed?:Y                                          │
│            Print expanded log?:N                                          │
│              Recount election?:N                                          │
│         Precinct for bank cutoff:                                         │
│                                                                            │
│                                                                            │
│    F1=Return to previous screen                                           │
└──────────────────────────── Instructions ────────────────────────────────┘
   Current field:    115, 315, 150, 550
   Previous value:   550
```

2. Enter **550** to indicate the targeted central scanner type. The cursor will advance to the **Amount of memory** field.

3. Enter the number that indicates the amount of upper RAM memory that is required to store the precinct-by-precinct results for the defined election. Valid options are: **256K, 384K, 512K, 768K, 1024K,** and **1536K.** The cursor will advance to the **Storage media type** field.

4. Enter **T** if your election results are stored on tape or **D** if they are stored on

disk. The valid options for each scanner type are indicated below. The cursor will advance to the **Upper RAM page size** field.

Scanner type	Default	Alternative
M-115	None	Disk
M-315	Tape	Disk
M-150	Disk	N/A
M-550	Disk	N/A

5. Enter **8** to break up the upper RAM address space into 8K pages or **16** to break up the upper RAM into 16K pages. The cursor will advance to the **Bank switching type** field.

6. Enter one of the following:

- **D** (disabled) – The election data is placed into a single file.
- **T** by ballot type – The election data is placed into two or more files based on the number of ballot types defined in the election.
- **P** by precinct sequence number – The election data is placed into two or more files based precinct split points.

The cursor will advance to the **Assembler to use** field.

7. Enter one of the following:

- **M** Microtek (At the present time, this is the only valid selection.)
- **A** Avocet

The cursor will advance to the **Language to use** field.

8. Step 8. Enter one of the following:

- **E** English
- **S** Spanish

The cursor will advance to the **Crossover sort to use** field.

9. Enter one of the following:

- **0** None – The scanner will apply the appropriate crossover rules to each ballot before continuing on to the next ballot.
- **4** Special – The machine will terminate scanning so that the crossover vote can be sorted and then examined.

The system will skip the **Special write-in sort** field and advance to the

Reduced race sort stack field.

10. Enter one of the following:

- **Y** to use reduced stack – The maximum number of candidates that can be sorted in a contest is 83, allowing more memory for the grand totals that are also stored in the low address RAM.
- **N** not to use reduced stack – The maximum number of candidates that can be sorted in a contest is 246.

The cursor will advance to the **Co-proc. Board installed** field.

11. Enter one of the following:

- **Y** if a serial co-processor board is installed
- **N** if a serial co-processor board is not installed

The system will skip the **Real time clock installed** field, and the cursor will advance to the **Print expanded log** field.

12. Enter one of the following:

- **Y** to print the expanded ballot log
- **N** not to print the expanded ballot log

The cursor will advance to the **Recount election** field.

13. Enter one of the following:

- **Y** if this is a recount of the election
- **N** if this is not a recount of the election

If you entered **P** in the **Bank switching type** field, the cursor will advance to the **Precinct for bank cutoff** field.

14. Enter the number of the precinct to be used as the cut-off for that element's bank. The precinct number entered here must be greater than the precinct numbers used in all preceding elements.

The number of elements for each scanner type is shown below.

Scanner Type	Number of Valid Elements
Model 115 or 315	Maximum = 15 banks
Model 150 or 550	Maximum = 50 banks

Changing the Political Party Master

This option is used to define each political party that is to be recognized in the election. Additionally, this screen is used to specify whether registered voter totals are kept by party on the Precinct Master.

Parties may be listed here which are not going to be used in the election you are creating. Therefore, you may delete a party from this screen when it is no longer necessary to maintain it on the system.

To use this option, type **09** in the **Selection** field of the Creation and Definition Menu. The screen illustrated below will display with the cursor in the **Party code** field.

```
┌─ PE003 ──────────── Change Political Party Master ────────── 3PMMSTC1 ─┐
│                                                                         │
│                      Party code:___                                     │
│                      Device Code:                                       │
│                      Description:                                       │
│                  Registered voters:                                     │
│                                                                         │
│  ──────────────────────── Current Party Records ──────────────          │
│                                                                         │
│     DEM 1  DEMOCRATIC              Yes                                   │
│     REP 2  REPUBLICAN             Yes                                    │
│     NAT 3  NATURAL LAW            Yes                                    │
│     NON 4  NON-PARTISAN           Yes                                    │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│  ──────────────────────── Instructions ────────────                     │
└─────────────────────────────────────────────────────────────────────────┘
   Current field:   Party code (DEM, REP, IND, etc.) or enter to exit
   Previous value:
```

Note: Political parties already defined for this election (if any) will display on the bottom half of the screen. To update these entries, enter the existing Party code in the **Party code** field. The information tied to the Party code will appear. Use the steps in the following section to update the entries.

1. In the **Party code** field, enter the three-character code designated to identify the party throughout the system. This is item 15 on your worksheet. Examples of party codes appear in the Instructions area of the screen. Some examples are:

   - DEM for Democrat
   - REP for Republican
   - IND for Independent
   - NON for Nonpartisan.

This code will print out next to the candidates' names on general election reports or next to the contest title and ballot style in primary election reports. The cursor will move to the **Device Code** field.

2. Enter the device code. Device codes are used by the system to link a candidate or contest to a political party. Some device codes are listed in the *Instructions* area of the screen. This is item 16 on your worksheet. These codes and their definitions are:

- 0 (zero), Space, or N   Nonpartisan
- 0 (zero)   Nonpartisan in primary election
- 1 (one) - F   Partisan in primary election
- 1 (one) – Z   Partisan in general election

When you have completed this field, the cursor will move to the **Description** field.

Note: In general elections, each candidate has a party designation or is designated to be nonpartisan. Use zero, space or N to designate nonpartisan candidates in general elections wherever they appear. In primary elections, each contest has a party designation or is designated to be nonpartisan. Use zero to designate nonpartisan contests in primary elections wherever they appear. Twenty parties may be defined for primary elections, and you must use numeric designations as shown in the Instructions area of the screen.

3. In the **Description** field, type in the full name of the party (up to 20 characters), and press ENTER if you do not fill the entire field. This name will appear on screens and reports. The cursor will move to the **Registered voters** field.

4. Type **Y** if you want to keep registered voters by party in the Precinct File. Press ENTER to leave this field blank if you do not want to keep registered voters by party in the precinct file. This is item 18 on your worksheet. The **Selection** field will display in the Instructions area of the screen.

5. Press ENTER to save the information, and the cursor will return to the **Party code** field; type **01** to return the cursor to the **Party code** field without saving the information; type **02** to exit the screen without saving the information; or type **03** to delete the party. Saved information will display on the bottom half of the screen.

6. Continue to enter the political parties using the instructions discussed above. When complete, press ENTER at the **Party code** field. You will exit this screen and return to the Election Creation and Definition Screen.

Note: To change the party code on a political party entry, you must delete the current entry and then add the new one.

Listing Political Party Master

To print a listing of political parties, type **10** in the **Selection** field of the Election Creation and Definition Menu. A screen like the one shown below will display.

```
 PE106                      List Party Master                    3PMNSTC1

                            01 = Print Party listing
                         Enter = Return to menu

                         Enter selection:0_




```

1. Enter **01** to print the listing.

   If you entered **Y** or **P** in the **Display choices by program** field on the Printer Control File screen, the printer control options will display at the bottom of the screen as shown above.

2. Make any necessary changes to the print controls.

   Note: The only field that is not accessible is the **Send Esc sequence** field.

3. Press F1 to continue and print the listing.

   A sample Political Party Master Listing is shown below:

```
ELECTION MANAGEMENT SYSTEM               CITY OF ANYWHERE USA
RUN DATE:09-14-00     3:09 PM            ELECTION ID: 3PMNSTC1
REPORT - EL106  PAGE 1                   PARTY MASTER LISTING

PARTY CODE          DESCRIPTION         REG. VTRS

1    DEM            DEMOCRATIC          YES
2    REP            REPUBLICAN          YES
3    NAT            NATURAL LAW         YES
4    NON            NONPARTISAN         YES
```
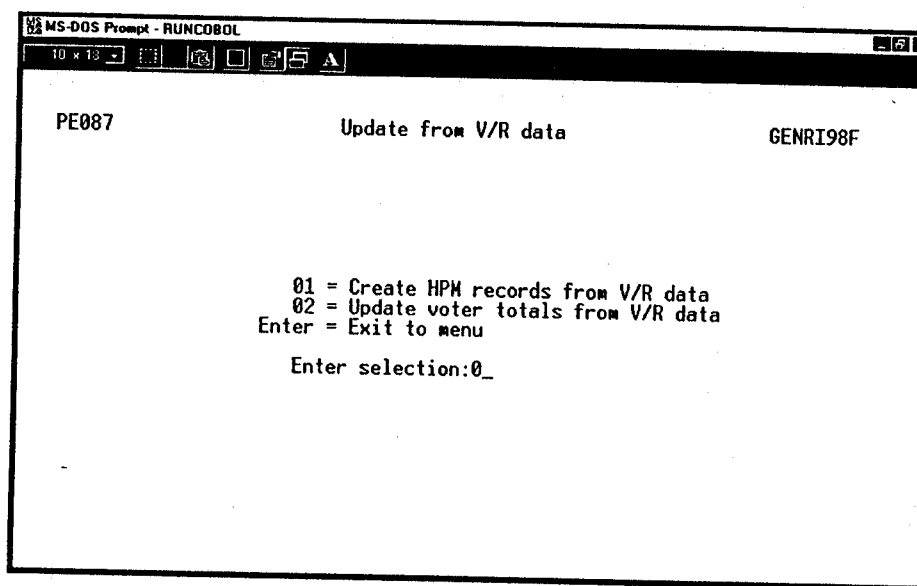
Create Hardware Programming Manager Data from Voter Registration Data

This option allows ES&S Voter Registration customers to create district and party records from Voter Registration input data. Party and district information must have first been entered in VR in order to create these records in Hardware Programming Manager. In addition, there is the option of updating voter totals from VR data.

1. To run this option, enter **15** in the **Selection** field on the Election Creation and Definition menu. A screen like the one shown below will display.

```
MS-DOS Prompt - RUNCOBOL                                    _ 6 x
  10 x 13      [::]    [ka]  [_]  ɛ[5]  A

   PE087                    Update from V/R data              GENRI98F




                    01 = Create HPM records from V/R data
                    02 = Update voter totals from V/R data
                 Enter = Exit to menu

                 Enter selection:0_

```

2. Do one of the following:

   - Type **01** to create Hardware Programming Manager records from Voter Registration data.
   - Type **02** to update voter totals from Voter Registration data. (This option performs an update only and does not create any records.)
   - Press ENTER to exit to the menu.

   When the program has finished, a message will display on the screen telling you that the records have been created or the totals have been updated.

Chapter 8: Districts and Precincts

After an election has been created and defined, the districts, precincts, and district identifiers are entered into the system. Information must be entered correctly into these options in order for the system to determine which contests specific voters are entitled to vote in. This information allows the system to attach each precinct to the various districts it falls in order to create ballot styles. Ballot styles are created by using the district identifiers that are either entered manually or are generated after all the districts and precincts are entered into the system.

The precinct, district, and district identifier records contain similar information but in different formats. These three records should always agree with each other.

To access the Election Districts and Precincts Menu, type **03** in the **Selection** field of the Election Management Menu. The screen will look similar to the one shown below with the cursor positioned in the **Selection** field.

```
MS-DOS Prompt - RUNCOBOL                                      _ 6 X
 10 x 18     ::   [@] [ ] [6|[6  A|

 HPM (3.53 06-08-01)     State of Rhode Island             06-13-01
 ME003                   Election Districts and Precincts Menu    12:48 pm

        Selection:0_                          GENRI98F

            ( 01 ) ......... Change - Precinct Master
            ( 02 ) ......... Change - District Master
            ( 03 ) ......... Change - District Identifier Master
            ( 04 ) ......... Change - Polling Place Master
            ( 05 ) ........... Add - Polling Places - Full Screen
   Last     ( 06 ) .......... List - Precincts
            ( 07 ) .......... List - Districts
            ( 08 ) .......... List - District Identifiers
            ( 09 ) .......... List - Polling Place Master
            ( 10 ) ......... Create - Dist. Identifiers from V/R Input
            ( 11 ) ......... Create - Difs from Precincts
            ( 12 ) ......... Create - Districts from Difs or Precincts
            ( 13 ) ......... Update - Precincts from Difs or Districts
            ( 14 ) ......... Update - DIFS/Precs/Dists with new SEQ-POL
            ( 15 ) ....... Renumber - Precincts
            ( 16 ) ......... Change - Key Precincts or Reg. Vtrs
            Enter  ......... Exit from the Menu
```

Note: To view Hardware Programming Manager and Reporting Manager reports printed to disk, press CTRL + P at any menu screen.

There are various approaches to entering precinct, district, and district identifier information. The approach outlined in this manual will work for jurisdictions of all sizes, with or without split precincts. It can also be effectively used to produce a master file from which all future elections can be created. It is for these reasons that we advise you to use this approach.

1. Enter all precinct information *except districts*, using option 01. Do not enter any districts on the precinct records at this time.

2. Enter the district identifiers using option 03.

3. Update the precinct records using option 13. This is an automatic update.

4. Create district records using option 12. This is an automatic create.

   Note: If changes need to be made after all the files have been created, make the changes to the district identifier file using option 03, then use options 12 and 13 to apply the changes to the district and precinct files.

   Note: A district is defined as any contest (or group of contests) for which not all voters (or precincts) in a county will cast a vote.

   Note: If you are not using the Polling Place mode, options 4, 5, 9, and 14 will not appear and option 4 will be Change Key Precincts.

Changing the Precinct Master

All precinct information can be entered using this option; at the very least, the precinct numbers and names **must** be entered for each precinct in your jurisdiction.

Note: All precincts **must** be numbered sequentially beginning with **1**, or you must create polling places that are numbered sequentially beginning with **1**.

To select this option, type **01** into the **Selection** field of the Election Districts and Precincts Menu. A screen like the one shown below will display with the cursor in the **Precinct number** field.

```
┌─ PE005 ──────────── Change Precinct Master ──────── 3PMMSTC1 ─┐
│   Precinct number:1                                           │
│              Name:ST CLOUD                 1 1_        Absentee:│
│   Registered voters:                                          │
│                                                               │
│                                                               │
│                                                               │
│   SMART PACK 0001                                             │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│   Add District:___-___                                        │
└──────────────────── Instructions ────────────────────────────┘
    Current field:   Precinct name  (F3=Previous precinct name)
    Previous value:  ST CLOUD                1 1
```

1. Enter the precinct number using up to four digits. Do not use enter any hyphens, parentheses or spaces in this field. Press ENTER if you do not fill the entire field. This is item 21A on your worksheet. The cursor will move to the **Precinct name** field.

   WARNING: You may not return to the *Precinct number* field to make corrections after pressing ENTER. If you notice a mistake, type 01 (Don't update) in the *Selection* field at the bottom of the screen to clear the screen. If you update the screen with the wrong information, use the delete function discussed in the following section.

2. Type the precinct name as you want it to appear on screens and reports. This is item 21C on your worksheet. You may use up to 25 alphanumeric characters. Press ENTER if you do not fill the entire field. The cursor will move to the **Absentee** field.

   Note: Absentee precincts are not included in the number of total precincts counted. If you want to include this precinct in the precincts counted total, do not designate it as an absentee precinct here. (When you define it in the precinct section, you can use **Absentee precinct** as the precinct name.)

3. Type **A** if the precinct is to be designated as an Absentee ballot precinct. This field is optional. If you are not using this field, press ENTER. This is item 21E on your worksheet. The cursor will move to the **Registered voters** field if no parties were entered (a special election) or if you did not enter **Y** in the Political Party Master to indicate you wanted to enter voter registration by party. If voter registration is to be entered by party, the cursor will move to the first party listed below the **Registered voters** field.

4. Type in the total number of registered voters (item 21F on the worksheet) and/or the totals of registered voters by party if the parties were defined (item 22 on the worksheet). Each field will hold up to five digits. If you have already entered registered voter totals using option 04 on the Districts and Precincts menu, the number of registered voters will display automatically. The total number of registered voters possible per precinct is 99,999. When all totals have been entered, the cursor will move to the **Add District** field.

   If you are using Election Reporting Manager to display and report election results, the total number of registered voters per precinct should be no more than **32,767**. Election Reporting Manager will not correctly display or print a value for registered voters greater than **32, 767**.

   If you are not using Election Reporting Manager, the maximum number of registered voters per precinct should be no more than **65,535**.

   WARNING: Hardware Programming Manager will not tell you if you have entered too large a number.

Note: If you used a previous election to build the new election and did not reset precincts, previously entered district codes and numbers will display on the second half of the screen, and the cursor will move to the first **district number** field. You may change district numbers here, or remove a district from this record by blanking out the number with the space bar. If no districts were entered, the cursor will move to the **Add District** field at the bottom of the screen. The **Add District** field will apply your entry to the precinct record and then return a blank field for your next district entry.

Note: If this is the first time you are coding an election in Hardware Programming Manager and you are following the method of entry suggested earlier in this section, you should NOT enter districts on this screen. Press ENTER or the PAGE DOWN key until the cursor moves to the **Selection** field in the Instructions area of the screen, then continue with Step 6.

5. Enter each district by code and number. This is item 23 on your worksheet. When you finish, press ENTER or the PAGE DOWN key. The cursor will move to the **Selection** field in the Instructions area of the screen.

6. Press ENTER to update the entries; type **01** to move the cursor to the **Precinct number** field without updating; type **02** to exit the option without updating; if you are deleting information, use the instructions in the following section, *Deleting a Precinct*.

Note: When adding several precincts that have the same or almost the same name, save time by copying the previous precinct name. To do this, enter the name on the first precinct as usual. Then when the cursor is in the **Name** field on the second or subsequent precincts, press F3 to copy the last precinct name entered. You can then adjust the name as necessary.

Note: To update existing precincts, enter the precinct number in the **Precinct number** field, and press ENTER. The corresponding information will display. Press ENTER until you reach the fields that need changing. Save the changes by pressing ENTER at the **Selection** field.

Deleting a Precinct

Option 01 can also be used to delete precincts. When you have deleted a precinct (or more than one precinct), you must remove those precincts from the district, district identifier, contest, rotation, ballot style, and ballot style by precinct records, either manually or using the create options.

To delete a precinct, follow the instructions below after accessing this option.

1. Enter the number of the precinct you wish to delete in the **Precinct number** field, and press ENTER if you do not fill the entire field. All information currently entered for that precinct will display on the screen, and the cursor will move to the **Name** field.

2. Press the PAGE DOWN key to move the cursor to the **Selection** field in the Instructions area of the screen.

3. Type **03** in the **Selection** field. The precinct will be deleted. The cursor will move back to the **Precinct number** field. Press the PAGE DOWN key to return to the Election Districts and Precincts Menu, or delete another precinct using the instructions above.

Note: The Precinct Master file can be used from election to election. Precincts do not have to be deleted if they are not involved with the current election. If there are no contests entered with a district code associated with a precinct, that precinct will not be considered active in the election. If any county-wide contests appear in the election, a ballot style will be created for all precincts not appearing in any other active districts. If this is an invalid ballot style (e.g., containing only statistics), it may simply be deleted.

Changing the District Master

This screen allows you to enter all district-related information in to the system manually.

Note: If this is the first election you are coding using Hardware Programming Manager, and you are following the method of entry suggested earlier in this section, you do NOT need to enter districts records. They will be created automatically in a succeeding step.

After all districts are entered into the system, you will use this option to update districts in the precinct file, verify that districts are valid for specific precincts, and print district reports.

However, when you update districts in this option, they will not appear on the Precinct Master until you have used option 13 to update the Precinct Master. In addition, the district identifier records will need to be updated manually to reflect these changes.

To access this option, type **02** in the **Selection** field of the Election Districts and Precincts Menu. A screen like the one shown below will display with the cursor positioned in the **District code** field.

```
┌─ PE004 ───────────── Change District Master ─────────── 3PMNSTC1 ─┐
│  District code:CTY CITY                          District:FAIR     │
│                                                                    │
│  District Name:FAIRFIELD CITY_____     Registered Vtrs:       │
├───────────────────── Ranges in this District ────────────────────┤
│                                                                    │
│  1    Thru 4          Thru            Thru              Thru        │
│       Thru            Thru            Thru              Thru        │
│       Thru            Thru            Thru              Thru        │
│       Thru            Thru            Thru              Thru        │
│       Thru            Thru            Thru              Thru        │
│       Thru            Thru            Thru              Thru        │
│       Thru            Thru            Thru              Thru        │
│       Thru            Thru            Thru              Thru        │
│       Thru            Thru            Thru              Thru        │
│       Thru            Thru            Thru              Thru        │
│       Thru            Thru            Thru              Thru        │
│       Thru            Thru            Thru              Thru        │
│       Thru            Thru                                          │
│                                                                    │
└────────────────────── Instructions ──────────────────────────────┘
  Current field:   District name
  Previous value:  FAIRFIELD CITY
  F9=Precincts
```

1. Enter the three-character alphanumeric code into this field. This is item 23 on your worksheet. The cursor will move to the **District** field.

   REMEMBER: If the district code is not entered in the Jurisdiction Master, you cannot enter it in this option.

2. Enter a district number. You may use up to four alphabetic or numeric digits, or a combination of both. Press ENTER if you do not fill the entire field. The cursor will move to the **District Name** field.

   Note: After these two fields have been completed and ENTER has been pressed, they cannot be changed. If they were entered in error, press the PAGE DOWN key, then type **01** (Don't update) to clear the screen.

3. Enter the district name using up to 25 alpha characters, and press ENTER if you do not fill the entire field. The cursor will move to the **Registered Voters** field.

4. Enter the number of registered voters in this district, using up to seven digits. The maximum number of registered voters per precinct is 99,999. This is item 24 on your worksheet. Press ENTER if you do not fill the entire field. This is an optional field. If you are not using this field, press ENTER. The cursor will move to the second half of the screen where precinct information is entered.

   Note: You cannot enter this number by splits.

5. Enter all ranges of precinct numbers falling in this district on the first page. When entering a range of precincts, enter the number of the lowest precinct first, then the number of the highest precinct. All precincts between those numbers will be included. Press F9 to go to the Individual Precincts screen and enter all individual precinct numbers that apply to this district and are not included in the ranges of precincts already entered. When all precincts have been entered, press the PAGE DOWN key to move the cursor to the **Selection** field in the Instructions area of the screen.

6. Press ENTER to update the entries and exit the screen; type **01** to clear the screen without updating; type **02** to exit the screen and return to the Districts and Precincts Menu without updating.

   Note: To update existing districts, enter the district code and number of the district you wish to change. (These two fields cannot be changed without being deleted first, and then re-added.) The corresponding information will display, and the cursor will move to the **District Name** field. You may change that field or any field after it. Save the change by pressing ENTER when the cursor is in the **Selection** field of the Instruction areas of the screen. Any changes made in this manner must also be made to the Precinct and District Identifier Masters, as these three record types must agree.

Modeling a New District Record from One or More Existing Districts

To model a new district record from one or more existing districts, follow the directions on the succeeding pages. This option is available for new districts only and may be accessed from option 02 on the Districts and Precincts menu.

Consider the two districts below as we create districts from them on the following pages.

```
┌─ PE004 ──────────────── Change District Master ──────────── 3PMNSTC1 ─┐
│    District code:TWP TOWNSHIP                        District:FAIR     │
│                                                                        │
│    District Name:TOWNSHIP FAIR                    Registered Vtrs:     │
│ ══════════════════════════ Ranges in this District ══════════════════ │
│                                                                        │
│  1     Thru 4       6     Thru 7       0___ Thru              Thru      │
│        Thru               Thru              Thru              Thru      │
│        Thru               Thru              Thru              Thru      │
│        Thru               Thru              Thru              Thru      │
│        Thru               Thru              Thru              Thru      │
│        Thru               Thru              Thru              Thru      │
│        Thru               Thru              Thru              Thru      │
│        Thru               Thru              Thru              Thru      │
│        Thru               Thru              Thru              Thru      │
│        Thru               Thru              Thru              Thru      │
│        Thru               Thru              Thru              Thru      │
│        Thru               Thru              Thru              Thru      │
│        Thru               Thru                                         │
│                                                                        │
│                      ════════ Instructions ════════                    │
│  Current field:    Lowest precinct in consecutive range                │
│  Previous value:   0                                                   │
│  F9=Precincts                                                          │
└────────────────────────────────────────────────────────────────────┘
```

```
┌─ PE004 ──────────────── Change District Master ──────────── 3PMNSTC1 ─┐
│    District code:CTY CITY                            District:FAIR     │
│                                                                        │
│    District Name:CITY FAIR                        Registered Vtrs:     │
│ ══════════════════════════ Ranges in this District ══════════════════ │
│                                                                        │
│  1     Thru 4       0___  Thru              Thru             Thru       │
│        Thru               Thru              Thru             Thru       │
│        Thru               Thru              Thru             Thru       │
│        Thru               Thru              Thru             Thru       │
│        Thru               Thru              Thru             Thru       │
│        Thru               Thru              Thru             Thru       │
│        Thru               Thru              Thru             Thru       │
│        Thru               Thru              Thru             Thru       │
│        Thru               Thru              Thru             Thru       │
│        Thru               Thru              Thru             Thru       │
│        Thru               Thru              Thru             Thru       │
│        Thru               Thru              Thru             Thru       │
│        Thru               Thru                                         │
│                                                                        │
│                      ════════ Instructions ════════                    │
│  Current field:    Lowest precinct in consecutive range                │
│  Previous value:   0                                                   │
│  F9=Precincts                                                          │
└────────────────────────────────────────────────────────────────────┘
```

Creating a New District from One Existing District

The following example illustrates the creation of a new district from one existing district. **Only copy option A is available when copying from a single district.**

```
┌─ PE004 ──────────────── Change District Master ──────────── 3PMMSTC1 ─┐
│   District code:CTY CITY                            District:1         │
│   Model:CTY-FAIR/CTY-FAIR Copy option:A                               │
│   District Name:CITY 1                          Registered Vtrs:      │
│ ─────────────────────────── Ranges in this District ─────────────────│
│                                                                        │
│   1    Thru 4       0___ Thru          Thru              Thru          │
│        Thru              Thru          Thru              Thru          │
│        Thru              Thru          Thru              Thru          │
│        Thru              Thru          Thru              Thru          │
│        Thru              Thru          Thru              Thru          │
│        Thru              Thru          Thru              Thru          │
│        Thru              Thru          Thru              Thru          │
│        Thru              Thru          Thru              Thru          │
│        Thru              Thru          Thru              Thru          │
│        Thru              Thru          Thru              Thru          │
│        Thru              Thru          Thru              Thru          │
│        Thru              Thru          Thru              Thru          │
│        Thru              Thru                                          │
│                                                                        │
│ ─────────────────────────── Instructions ────────────────────────────│
│  Current field:   Lowest precinct in consecutive range                │
│  Previous value:  0                                                    │
│  F9=Precincts                                                          │
└────────────────────────────────────────────────────────────────────────┘
```

1. In the **District code** field, enter the name of the new district you are creating.

2. In the **Model** field, enter the district and number of the existing district that you wish to model from.

3. In the **Copy option** field, enter **A**. (This is the only copy option available when copying from a single district.)

Creating a New District from Two Existing Districts, Carrying Over All Precincts Currently on the Two Districts

1. In the **Model** field, enter the codes and numbers of the two existing districts you want to model from.

2. In the **Copy option** field, enter **A** to carry over all precincts currently on the two districts.

   Note: Third or subsequent districts could also be factored by performing this function with the *result* of other district combination updates.

```
┌─ PE004 ──────────────── Change District Master ─────────── 3PMNSTC1 ─┐
│    District code:CTY CITY                              District:1      │
│    Model:CTY-FAIR/TWP-FAIR Copy option:L                               │
│    District Name:CITY 1_____       Registered Vtrs:         │
│ ─────────────────────────── Ranges in this District ──────────────────│
│                                                                        │
│   1    Thru  4            Thru            Thru            Thru          │
│        Thru               Thru            Thru            Thru          │
│        Thru               Thru            Thru            Thru          │
│        Thru               Thru            Thru            Thru          │
│        Thru               Thru            Thru            Thru          │
│        Thru               Thru            Thru            Thru          │
│        Thru               Thru            Thru            Thru          │
│        Thru               Thru            Thru            Thru          │
│        Thru               Thru            Thru            Thru          │
│        Thru               Thru            Thru            Thru          │
│        Thru               Thru            Thru            Thru          │
│        Thru               Thru            Thru            Thru          │
│        Thru               Thru                                         │
│                                                                        │
│ ──────────────────────────── Instructions ────────────────────────────│
└────────────────────────────────────────────────────────────────────────┘
    Current field:    District name
    Previous value:   CITY 1
    F9=Precincts
```

Creating a New District from Two Existing Districts, Carrying Over Only Like Precincts

1. In the **Model** field, enter the district codes and numbers of the two districts that you want to model from.

2. In the **Copy option** field, enter **L** to carry over only like precincts from the two districts.

Note: The screens used to create the new district are shown on page 6-10.

```
┌─ PE004 ──────────────── Change District Master ──────────── 3PMMSTC1 ─┐
│   District code:CTY CITY                              District: 1      │
│   Model:CTY-FAIR/TWP-FAIR Copy option:A                               │
│   District Name:CITY  1_____    Registered Vtrs:        │
│                          Ranges in this District ═════════             │
│                                                                        │
│  1    Thru 4        6    Thru 7        Thru              Thru          │
│       Thru               Thru          Thru              Thru          │
│       Thru               Thru          Thru              Thru          │
│       Thru               Thru          Thru              Thru          │
│       Thru               Thru          Thru              Thru          │
│       Thru               Thru          Thru              Thru          │
│       Thru               Thru          Thru              Thru          │
│       Thru               Thru          Thru              Thru          │
│       Thru               Thru          Thru              Thru          │
│       Thru               Thru          Thru              Thru          │
│       Thru               Thru          Thru              Thru          │
│       Thru               Thru          Thru              Thru          │
│       Thru               Thru                                          │
│                                                                        │
│                          ═══════════ Instructions ═══════             │
└────────────────────────────────────────────────────────────────────────┘
   Current field:    District name
   Previous value:   CITY  1
   F9=Precincts
```

Creating a New District from Two Existing Districts, Carrying Over Only Unlike Precincts

```
┌─ PE004 ──────────── Change District Master ──────────── 3PMMSTC1 ─┐
│   District code:CTY CITY                          District:2       │
│   Model:CTY-FAIR/TWP-FAIR Copy option:U                           │
│   District Name:CITY 2_____       Registered Vtrs:    _    │
│ ───────────────────── Ranges in this District ─────────────────── │
│                                                                    │
│   6    Thru 7        Thru           Thru           Thru            │
│        Thru          Thru           Thru           Thru            │
│        Thru          Thru           Thru           Thru            │
│        Thru          Thru           Thru           Thru            │
│        Thru          Thru           Thru           Thru            │
│        Thru          Thru           Thru           Thru            │
│        Thru          Thru           Thru           Thru            │
│        Thru          Thru           Thru           Thru            │
│        Thru          Thru           Thru           Thru            │
│        Thru          Thru           Thru           Thru            │
│        Thru          Thru           Thru           Thru            │
│        Thru          Thru           Thru           Thru            │
│        Thru          Thru                                          │
│                                                                    │
└──────────────────────── Instructions ─────────────────────────────┘
   Current field:    District name
   Previous value:   CITY 2
   F9=Precincts
```

1. In the **Model** field, enter the district codes and numbers of the two districts that you want to model from.

2. In the **Copy option** field, enter **U** to carry over only unlike precincts from the two districts.

Deleting a District

Option 02 can also be used to delete districts. When you have deleted a district (or more than one district), you must remove those districts from the precinct, district identifier, contest, and rotation records, either manually or using the create options.

To delete a district, follow the instructions below after accessing this option.

1. Enter the code of the district you wish to delete in the **District Code** field. The cursor will move to the **District** field.

2. Enter the district number. If you do not fill the entire field, press ENTER. All information currently entered for that district will display on the screen, and the cursor will move to the **District Name** field.

3. Press the PAGE DOWN key to move the cursor to the **Selection** field in the Instructions area of the screen.

4. Type **03** in the **Selection** field. The district will be deleted. The cursor will move back to the **District code** field. You may press the PAGE DOWN key to return to the Election Districts and Precincts Menu or delete another district using the instructions above.

Changing the District Identifier Master

All district identifier information can be entered using this screen. District identifiers (DIFs) are a group of precincts that are in the same combination of districts.

> **Note:** If you are using the method of entry suggested earlier in this section, this function is necessary, and these screens must be completed.

When few changes are being made on a previously entered election, it may be easier to change the district identifiers in this option than to change the District Master. When you choose to do this, you can use option 12 to effect the changes in the District Master, and option 13 to update the Precinct Master with the same changes.

To access this screen, type **03** in the **Selection** field of the Election Districts and Precincts Menu. A screen like the one shown below will display, and the cursor will be in the **Dst identifier number** field.

```
 PE026                  Change District Identifier Master         3PMMSTC1

 Dst identifier number:1      DIF#1_____
                            Districts
   SPR 0001




                            Precincts
 1      2      3      4      5      6      7      8      9      10




                            Instructions
 Current field:   Description of this district identifier
 Previous value:
```

1. In the **Dst identifier number** field, enter a new district identifier number. (DIFs are numbered sequentially; the number has no other significance.) This is item 25 on your worksheet. We recommend these numbers start with 1 and be incremented by 1. When you enter a new number, remember that the system will insert leading zeroes. If fewer than the four available digit spaces are used, press ENTER. If this is an existing DIF, the cursor will go to the **District identifier name** field. If this a new DIF, the cursor will go to the **Model number** field, allowing you to copy from an existing DIF. The cursor will then go to the **District identifier name** field.

Note: By pressing F9 you may skip down to the Districts and Precincts sections of this screen. Press F10 to return to the previous section.

2. The **district identifier name** field is optional. If there is some text that will help you identify this record, you may enter it here. Otherwise, skip this field by pressing ENTER. The cursor will move to the Districts area of the screen.

3. Enter all district codes and numbers that are associated with this district identifier. Advance to the Precincts area of the screen by pressing F9.

4. Enter all precinct numbers (150 maximum) that are associated with this district identifier. Press the PAGE DOWN key to move the cursor to the **Selection** field in the Instructions area of the screen.

   Note: When there are more than 150 precincts in the same combination of districts, create a second or subsequent District Identifier record. Enter the same districts and the next precincts (up to 150). Continue to create new identifier records until all precincts have been assigned. The system will recognize the second and any subsequent district identifiers as a continuation and therefore will not create a separate ballot style. The Ballot Style Create will combine them recognizing that they are the same.

5. Press ENTER to update and return to the **Dst identifier number** field; type **01** to return to the **Dst identifier number** field without updating; type **02** to return to the Districts and Precincts Menu without updating.

   Note: To change existing district identifiers, enter the district identifier number in the **Dst identifier number** field and press ENTER. The corresponding information will display. Press ENTER to reach the fields that need changing. Save the change by pressing ENTER when the cursor is in the **Selection** field of the Instructions area of the screen.

   Note: A district identifier *must* be entered for every combination of districts (ballot styles) in an election if creating ballot styles automatically.

Deleting District Identifiers

Option 03 is also used to delete district identifiers. To delete a district identifier, follow the instructions below after accessing this option.

1. Enter the district identifier number you wish to delete, and press ENTER. All information currently entered for that district identifier will display on the screen, and the cursor will move to the **District Identifier Name field.**

2. Press the PAGE DOWN key to move the cursor to the **Selection** field in the Instructions area of the screen.

3. Type **03** in the **Selection** field. The district identifier will be deleted. The cursor will move back to the **District identifier number** field. You may press the PAGE DOWN key to return to the Election Districts and Precincts Menu or delete another district identifier using the instructions above.

After deleting one or more district identifiers, options 12 and 13 must be run to make the same changes to the Precinct Master and the District Master.

Changing the Polling Place Master

Use this option to make changes to the Polling Place Master. When you enter **04** in the **Selection** field of the Districts and Precincts Menu, a screen like the one shown below displays. This option only displays only if using Polling Place mode.

```
┌─ PE062 ──────────── Change Polling Place Master ─────── 3PMMSTC1 ─┐
│                                                                    │
│ Poll Place number:0___                                             │
│                                                                    │
│   Poll Place Desc:                                                 │
│ ├──────────────────────── Precincts ────────────────────────────┤ │
│ │                                                                │ │
│ │                                                                │ │
│ │                                                                │ │
│ │                                                                │ │
│ │                                                                │ │
│ │                                                                │ │
│ │                                                                │ │
│ └────────────────────── Instructions ─────────────────────────┘ │
│   Current field:   Polling Place number or PgDn to exit           │
│   Previous value:  0                                              │
```

1. Enter the number of the polling place you want to change.

   Note: All polling places **must** be numbered sequentially beginning with **1**.

2. Enter a name or description of this polling place.

3. Enter the number and name of all precincts to be included in this polling place. If more than 20 precincts are tied to this polling place, press F9 to display the next screen for more entries. A maximum of 20 precincts can be entered on each screen, and a maximum of 80 precincts may exist in one polling place.

4. When all precincts for this polling place have been entered, press the PAGE DOWN key and then press ENTER to update, **01** not to update, **02** to exit or **03** to delete this polling place.

Note: The Polling Place record ties one or more precincts together into a polling place. Therefore, every precinct must be associated with a polling place.

Add Polling Places

Use this option to add more polling places to the Polling Place Master. When you enter **05** in the **Selection** field of the Districts and Precincts Menu, the following screen displays. This option displays only if you are using Polling Place mode.

```
PE62A                  Add Polling Places - Full Screen          6GIL3PE
   Delete all existing polls?:_       (Y=Yes  N=No)




















                             Instructions
   Current field:   If you wish to delete all existing poll records reply 'Y'
```

Note: The first time you enter this program in any given election, you should delete all existing polling places so that you can set them however you want for the current election.

1. If this is your first entry for this election, type **Y** in the **Delete all existing polls** field. If you have already begun setting up polls, type **N** in this field to avoid losing what you have already entered. A screen similar to the one below will display.

```
┌─ PE62A ──────────── Add Polling Places - Full Screen ──────── 3PMNSTC1 ─┐
│Poll No.      Precincts                                                   │
│  0___                                                                    │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│              ─────────── C u r r e n t   P r e c i n c t s ─────────────│
│                                                                          │
│              ─────────── L a s t   P o l l   C r e a t e d ─────────────│
│ F4=Display Polls created   F5=Display Precs. used   F6=Display Precs. unused│
                            ─────── Instructions ───────
  Current field:    Polling Place number of poll that you wish to create
  Previous value:   0
```

2. Enter the number of the polling place you want to create.

   Note: All polls **must** be numbered sequentially beginning with **1**.

3. Enter the numbers of all precincts you want to include in this poll. Up to 10 polls may be created on each screen with up to 10 precincts in each poll. If there are more than 10 precincts associated with a polling place, you must add the remaining precincts on the Change Polling Place screen.

As you begin entering information, your screen will look similar to the one below.

```
┌─ PE62A ──────────── Add Polling Places - Full Screen ──────── 3PMNSTC1 ─┐
│Poll No.      Precincts                                                   │
│  5           10    0___                                                  │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│              ─────────── C u r r e n t   P r e c i n c t s ─────────────│
│ 0010 ST CLOUD                 2 4                                        │
│              ─────────── L a s t   P o l l   C r e a t e d ─────────────│
│     0004 POLL 4 PRECINCT 7                                               │
│ F4=Display Polls created   F5=Display Precs. used   F6=Display Precs. unused│
                            ─────── Instructions ───────
  Current field:    Precinct number of precinct to include in this poll
  Previous value:   0
```

Note: The Polling Place record ties one or more precincts together into a polling place. Therefore, every precinct must be associated with a polling place.

4. Press the PAGE DOWN key and then press ENTER to update, type **01** not to update, or press ESC to return to the Districts and Precincts Menu without updating.

Note: The Current Precincts section at the bottom of the screen displays the precinct name information for the last two precincts entered.

To look at the list of polls created, press F4. The screen will look like the one shown below.

```
┌─ PE62A ───────────── Display Polling Places ──────── 3PMNSTC1 ─┐
│                                                                 │
│      0001 POLL 1 PRECINCT 1                                     │
│      0002 POLL 2 PRECINCTS: 3,4,5,6,8                           │
│      0003 POLL 3 PRECINCT 9                                     │
│      0004 POLL 4 PRECINCT 7                                     │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
└─────────────────────────────────────────────────────────────┘
              Esc=Return to Entry Screen
```

To look at the list of precincts used, press F5. The screen will look similar to the one shown below.

```
┌─ PE62A ───────────── Display Precincts Used ──────── 3PMNSTC1 ─┐
│                                                                 │
│      0001 ST CLOUD              1 1                             │
│      0003 ST CLOUD              1 3                             │
│      0004 ST CLOUD              1 4                             │
│      0005 ST CLOUD              1 5                             │
│      0006 ST CLOUD              1 6                             │
│      0007 ST CLOUD              2 1                             │
│      0008 ST CLOUD              2 2                             │
│      0009 ST CLOUD              2 3                             │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
│                                                                 │
└─────────────────────────────────────────────────────────────┘
              Esc=Return to Entry Screen
```

To display the precincts that have not yet been assigned, press F6. A screen like the one on the next page will display.

```
┌─ PE62A ───────────────── Display Precincts Unused ──────────── 3PMNSTC1 ─┐
│                                                                           │
│   0002 ST CLOUD                    1 2                                     │
│   0010 ST CLOUD                    2 4                                     │
│   0011 ST CLOUD                    2 5                                     │
│   0012 ST CLOUD                    2 6                                     │
│   0013 ST CLOUD                    2 7                                     │
│   0014 ST CLOUD                    2 8                                     │
│   0015 ST CLOUD                    3 1                                     │
│   0016 ST CLOUD                    3 2                                     │
│   0017 ST CLOUD                    3 3                                     │
│   0018 ST CLOUD                    3 4                                     │
│   0019 ST CLOUD                    3 5                                     │
│   0020 ST CLOUD                    3 6                                     │
│   0021 ST CLOUD                    3 7                                     │
│   0022 ST CLOUD                    4 1                                     │
│   0023 ST CLOUD                    4 2                                     │
│   0024 ST CLOUD                    4 3                                     │
│   0025 ST CLOUD                    4 4                                     │
│   0026 ST CLOUD                    4 5                                     │
│   0027 ST CLOUD                    4 6                                     │
│   0028 ST CLOUD                    4 7                                     │
│                                                                           │
└───────────────────────────────────────────────────────────────────────────┘
                              Esc=Return to Entry Screen
```

On these display screens, the PAGE DOWN key pages forward, the PAGE UP key pages back and ESC returns you to the entry screen.

5. After updating, the Last Poll Created section of the screen is refreshed so that you will know where you left off and what should be entered next. You can then begin entering the next 10 polling places.

```
┌─ PE62A ───────────── Add Polling Places - Full Screen ──────── 3PMNSTC1 ─┐
│Poll No.    Precincts                                                      │
│                                                                           │
│ 0___                                                                      │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│ ══════════════════════ C u r r e n t   P r e c i n c t s ════════════════ │
│                                                                           │
│ ══════════════════════ L a s t   P o l l   C r e a t e d ════════════════ │
│      0004 POLL 4 PRECINCT 7                                                │
│ F4=Display Polls created    F5=Display Precs. used   F6=Display Precs. unused │
│ ═══════════════════════════ Instructions ═══════════════════════════════ │
│ Current field:   Polling Place number of poll that you wish to create      │
│ Previous value:  0                                                         │
└───────────────────────────────────────────────────────────────────────────┘
```

Using the Listing Options

A list of precincts, districts, and district identifiers may be printed at any time. This is very useful if you are modifying an existing election or verifying that your current election is correct and complete. You may look at and compare the current entries in the system to those you require for the new election. To use these options, follow the instructions below and on the following pages.

Listing Precincts

This option will list all precincts or only those in a specific district along with a choice of additional information as indicated on the menu. At the end of the report, a line will print indicating the total number of precincts. Access this option by typing **06** in the **Selection** field of the Election Districts and Precinct Menu. A screen like the one shown below will display with the cursor in the **Enter selection** field.

```
 ┌──────────────────────────────────────────────────────────────────────┐
 │  PE011                       List Precincts                  3PMMSTC1  │
 ├──────────────────────────────────────────────────────────────────────┤
 │                                                                        │
 │                                                                        │
 │            01 = All precincts - list parties & districts               │
 │            02 = All precincts - list parties                           │
 │            03 = All precincts - list districts                         │
 │            04 = Precincts in selected district                         │
 │         Enter = Return to menu                                         │
 │                                                                        │
 │            Enter selection:0_                                          │
 │                                                                        │
 ├──────────────────────────────────────────────────────────────────────┤
 │                                                                        │
 │                                                                        │
 │                                                                        │
 └──────────────────────────────────────────────────────────────────────┘
```

Note: Some or all of the options shown on the List Precincts screen will display, depending on whether you are keeping voter registration statistics by party and depending on whether this is a primary or other election.

1. Do one of the following:

   - Type **01** in the **Selection** field to print all precincts with parties and districts.
   - Type **02** in the **Selection** field to print all precincts listing the parties.
   - Type **03** in the **Selection** field to print all precincts listing the districts.
   - Type **04** in the **Selection** field to print precincts in selected districts.

If you entered **Y** or **P** in the **Display choices by program** field on the Printer Control File screen, the printer control options will display in the bottom window of the screen as shown below.

```
Device:LPT1    (DISK, LPTn, COMn)    Printer:L1      (Ln=Laser  Pn=Line)
Orientation:P    (P=Port L=Land)     Lines per page:67    (59 67 79 96 118)
Send Esc sequence=Yes
         F1=Continue with listing                  Esc=Exit to menu
```

2. You may change these fields, if necessary. Otherwise, press F1 to continue and print the listing. The only field that is not accessible is the **Send Esc sequence** field.

   Note: An illustration of the Precinct Listing for All Precincts is shown on the following pages.

CITY OF ANYWHERE USA
ELECTION MANAGEMENT SYSTEM
RUN DATE:11-22-00   2:30 PM
REPORT-EL11-01   PAGE   1

ELECTION ID: 3PMNSTC1
PRECINCT LISTING FOR ALL PRECINCTS

```
0001 WASHINGTON 1B
DISTRICTS   CTY-0001   REP-0075   SCH-GR   SCH-GV   VOTERS   SCH-WA   SPR-0001

0002 WASHINGTON 1C
DISTRICTS   CTY-0001   REP-0075   SCH-GR   SCH-GV   VOTERS   SCH-MT   (TRV   217)

0003 WASHINGTON 1D
DISTRICTS   CTY-0001   REP-0075   SCH-WA   SPR-0002   VOTERS

0004 WASHINGTON 1E
DISTRICTS   CTY-0001   REP-0075   SCH-WA   SPR-0002   VOTERS

0005 WASHINGTON 2A
DISTRICTS   CTY-0001   REP-0075   SCH-WA   SPR-0002   VOTERS

0006 WASHINGTON 2C
DISTRICTS   CTY-0001   REP-0075   SCH-WA   SPR-0002   VOTERS

0007 WASHINGTON 2D
DISTRICTS   CTY-0001   REP-0075   SCH-MT   SCH-WA   VOTERS

0008 WASHINGTON 3A
DISTRICTS   CTY-0001   REP-0075   SCH-WA   SPR-0002   VOTERS

0009 WASHINGTON 3B
DISTRICTS   CTY-0001   REP-0075   SCH-MT   SCH-WA   VOTERS

0010 WASHINGTON 3C
DISTRICTS   CTY-0001   REP-0075   SCH-MT   SCH-WA   VOTERS   (TRV   4)

0011 WASHINGTON 3D
DISTRICTS   CTY-0001   REP-0075   SCH-WA   VOTERS

0012 WASHINGTON 3E
DISTRICTS   CTY-0001   REP-0075   SCH-WA   VOTERS

0013 WASHINGTON 3F
DISTRICTS   CTY-0001   REP-0075   SCH-WA   VOTERS

0014 WASHINGTON 4A
DISTRICTS   CTY-0001   REP-0075   SCH-WA   VOTERS

0015 WASHINGTON 4B
DISTRICTS   CTY-0001   REP-0075   SCH-WA   VOTERS   (TRV   1)

0016 WASHINGTON 4C
DISTRICTS   CTY-0001   REP-0075   SCH-WA   VOTERS
```

```
0017 WASHINGTON 4D
DISTRICTS    CTY-0001    REP-0075    SCH-WA                    VOTERS

0018 WASHINGTON 4E
DISTRICTS    CTY-0001    REP-0075    SCH-WA                    VOTERS


CITY OF ANYWHERE USA
ELECTION MANAGEMENT SYSTEM                          ELECTION ID: 3PMNSTC1
RUN DATE:11-22-00    2:30 PM                        PRECINCT LISTING FOR ALL PRECINCTS
REPORT-EL11-01    PAGE   3


TOTAL NUMBER OF PRECINCTS IS    42


              ---------- PARTIES  ----------              ------ DISTRICTS ------
              CODE DESCRIPTION             VOTERS          CODE     DESCRIPTION

TRV    TOTAL REG. VOTERS          224                     SPR      SMART PACK RDR
DEM    DEMOCRATIC                                         SCH      SCHOOL
REP    REPUBLICAN                                         REP      REP DIST
NAT    NATURAL LAW                                        SEN      SENATE
NON    NON-PARTISAN
CTY    CITY
TWP    TOWNSHIP
```

List Districts

This option will list the districts along with all precincts and total registered voters in the districts, if entered. Access this option by typing **07** in the **Selection** field of the Election Districts and Precincts Menu. A screen like the one shown below will display with the cursor in the **Enter selection** field.

```
┌─────────────────────────────────────────────────────────────────┐
│  PE076                     List Districts              3PMNSTC1   │
├─────────────────────────────────────────────────────────────────┤
│                                                                   │
│                                                                   │
│                  01 = Print District listing - all                │
│                  02 = Print District listing - selected           │
│                Enter = Return to menu                             │
│                                                                   │
│                                                                   │
│                  Enter selection:0_                               │
│                                                                   │
│                                                                   │
│                                                                   │
├─────────────────────────────────────────────────────────────────┤
│                                                                   │
│                                                                   │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

1. Do one of the following:

   - Type **01** in the **Selection** field to print the entire listing. Then type **Y** or **N** in the Include precinct name field.
   - Type **02** in the **Selection** field to print the report for selected precincts and districts. Type **Y** or **N** in the **Include precinct name** field. Then enter the range of districts to include.

   Note: If no districts are coded, a message will display and the program will stop.

   If you entered **Y** or **P** in the **Display choices by program** field on the Printer Control File screen, the printer control options will display in the bottom window of the screen as shown below.

```
┌─────────────────────────────────────────────────────────────────┐
│ Device:LPT1   (DISK, LPTn, COMn)    Printer:L1    (Ln=Laser Pn=Line) │
│ Orientation:P   (P=Port L=Land)     Lines per page:67   (59 67 79 96 118) │
│ Send Esc sequence=Yes                                             │
│        F1=Continue with listing            Esc=Exit to menu      │
└─────────────────────────────────────────────────────────────────┘
```

2. You may change these fields, if necessary.

   Note: The only field that is not accessible is the **Send Esc sequence** field.

3. Press F1 to continue and print the listing.

   Note: A line prints at the end of the report indicating the total number of districts.

   Note: An illustration of the District Listing is shown on the following page.

CITY OF ANYWHERE USA
ELECTION MANAGEMENT SYSTEM
RUN DATE:11-22-00   2:31 PM   ELECTION ID: 3PMNSTC1
REPORT - EL76   PAGE   1   DISTRICT LISTING

DISTRICT:CTY   CITY DISTRICTS   NUMBER OF PRECS:

DISTRICT:CTY 0001 WASHINGTON C H CITY   NUMBER OF PRECS:18   REG.
VOTERS:418

PRECINCTS:
1 WASHINGTON 1B   2 WASHINGTON 1C   3 WASHINGTON 1D
4 WASHINGTON 1E   5 WASHINGTON 2A   6 WASHINGTON 2C
7 WASHINGTON 2D   8 WASHINGTON 3A   9 WASHINGTON 3B
10 WASHINGTON 3C   11 WASHINGTON 3D   12 WASHINGTON 3E
13 WASHINGTON 3F   14 WASHINGTON 4A   15 WASHINGTON 4B
16 WASHINGTON 4C   17 WASHINGTON 4D   18 WASHINGTON 4E

DISTRICT:POL 6   POLLING PLACE 6   NUMBER OF PRECS:4
PRECINCTS:
7 WASHINGTON 2D   8 WASHINGTON 3A   9 WASHINGTON 3B
10 WASHINGTON 3C

DISTRICT:REP   REPRESENTATIVE DISTRICT   NUMBER OF PRECS:

DISTRICT:REP 0075 75TH REPRESENTATIVE DIST   NUMBER OF PRECS:40   REG. VOTERS:419
PRECINCTS:
1 WASHINGTON 1B   2 WASHINGTON 1C   3 WASHINGTON 1D
4 WASHINGTON 1E   5 WASHINGTON 2A   6 WASHINGTON 2C
7 WASHINGTON 2D   8 WASHINGTON 3A   9 WASHINGTON 3B10
10 WASHINGTON 3C   11 WASHINGTON 3D   12 WASHINGTON 3E
13 WASHINGTON 3F   14 WASHINGTON 4A   15 WASHINGTON 4B
16 WASHINGTON 4C   17 WASHINGTON 4D   18 WASHINGTON 4E 25
CONCORD TOWNSHIP   26 GREEN TOWNSHIP   27 JASPER TOWNSHIP
28 MILLEDGEVILLE   29 OCTA   30 JEFFERSONVILLE A
31 JEFFERSONVILLE B   32 JEFFERSON NORTH   33 JEFFERSON SOUTH
34 MADISON TOWNSHIP   35 MANARA   36 WEST HOLLAND
37 BLOOMINGBURG VILLAGE   38 LOWER PAINT   39 BOOKWALTER
40 PERRY TOWNSHIP   41 UNION EAST   42 UNION NORTH
43 UNION SOUTH   44 UNION WEST   45 WAYNE EAST
46 WAYNE WEST

DISTRICT:SCH   SCHOOL DISTRICTS   NUMBER OF PRECS:

DISTRICT:SCH GR   GREENFIELD SCHOOL DIST   NUMBER OF PRECS:6   REG.
VOTERS:1

    PRECINCTS:
1 WASHINGTON 1B   2 WASHINGTON 1C   40 PERRY TOWNSHIP
46 WAYNE WEST   1801 FREEPORT 1   1802 FREEPORT 2

DISTRICT:SCH GV   GREENEVIEW SCHOOL DIST   NUMBER OF PRECS:4   REG.
VOTERS:31

CITY OF ANYWHERE USA
ELECTION MANAGEMENT SYSTEM
RUN DATE:11-22-00   2:31 PM
PAGE   3

ELECTION ID: 3PMNSTC1
DISTRICT LISTING

REPORT - EL76

DISTRICT:TWP 0006 MARION TOWNSHIP   NUMBER OF PRECS:2

PRECINCTS:
35 MANARA   36 WEST HOLLAND

DISTRICT:TWP 0007 PAINT TOWNSHIP   NUMBER OF PRECS:3

PRECINCTS:
37 BLOOMINGBURG VILLAGE   38 LOWER PAINT   39 BOOKWALTER

DISTRICT:TWP 0008 PERRY TOWNSHIP   NUMBER OF PRECS:1

PRECINCTS:
40 PERRY TOWNSHIP

DISTRICT:TWP 0009 UNION TOWNSHIP   NUMBER OF PRECS:4

PRECINCTS:
41 UNION EAST   42 UNION NORTH   43 UNION SOUTH
44 UNION WEST

DISTRICT:TWP 0010 WAYNE TOWNSHIP   NUMBER OF PRECS:2

PRECINCTS:
45 WAYNE EAST   46 WAYNE WEST

TOTAL NUMBER OF DISTRICTS IS   24

Listing District Identifiers

This option will list the district identifiers including all precincts and districts grouped with each identifier. Access this option by typing **08** in the **Selection** field of the Election Districts and Precincts Menu. A screen like the one shown below will display with the cursor in the **Enter selection** field.

```
PE027                     List District Identifiers              3PMNSTC1


              01 = Print District Identifier listing - all
              02 = Print District Identifier listing - selected
              03 = Print listing of DIFs by precinct
              04 = Print listing of DIFs by district
           Enter = Return to menu

              Enter selection:0_
```

1. Do one of the following:

   - Type **01** in the **Enter selection** field to print the entire listing. Then type **Y** or **N** in the **Include precinct name** field.
   - Type **02** in the **Enter selection** field to print the report for selected DIFs. Type **Y** or **N** in the **Include precinct name** field. Then type the range of DIFs to print.
   - Type **03** in the **Enter selection** field to print the listing of DIFs by precinct. Then type the range of precincts in the **Include precinct** field.
   - Type **04** in the **Enter selection** field to print the report for selected DIFs. Then type the range of districts in the **Include district** field.

   If you entered **Y** or **P** in the **Display choices by program** field on the Printer Control File screen, the bottom of the screen will then look similar to the one shown below with the settings from the Printer Control File displayed in the bottom window.

```
Device:LPT1   (DISK, LPTn, COMn)    Printer:L1      (Ln=Laser  Pn=Line)
Orientation:P   (P=Port L=Land)     Lines per page:67   (59 67 79 96 118)
Send Esc sequence=Yes
       F1=Continue with listing              Esc=Exit to menu
```

2. You may change these fields, if necessary.

   Note: The only field that is not accessible is the **Send Esc sequence** field.

3. Press F1 to print the listing.

   Note: A line prints at the end of the report indicating the total number of district identifiers.

   Note: An example of the District Identifier Listing is shown on the next page.

CITY OF ANYWHERE USA
ELECTION MANAGEMENT SYSTEM
RUN DATE:03-02-01   3:35 PM
REPORT - EL27   PAGE   1

ELECTION ID: 3PMNSTC1
DISTRICT IDENTIFIER LISTING

DISTRICT IDENTIFIER 0001

PRECINCTS:

2 ST CLOUD	1 2	10 ST CLOUD	2 4
11 ST CLOUD	2 5	12 ST CLOUD	2 6
13 ST CLOUD	2 7	15 ST CLOUD	3 1
16 ST CLOUD	3 2	17 ST CLOUD	3 3
18 ST CLOUD	3 4	19 ST CLOUD	3 5
20 ST CLOUD	3 6	21 ST CLOUD	3 7
22 ST CLOUD	4 1	23 ST CLOUD	4 2
24 ST CLOUD	4 3	25 ST CLOUD	4 4
26 ST CLOUD	4 5	27 ST CLOUD	4 6
28 ST CLOUD	4 7		

- -

DISTRICT IDENTIFIER 0002

DISTRICTS:
CTY 0001   TWP 0001

PRECINCTS:
1 ST CLOUD   1 1

- -

DISTRICT IDENTIFIER 0003

DISTRICTS:
CTY 0001   TWP 0002

PRECINCTS:
3 ST CLOUD   1 3

- -

DISTRICT IDENTIFIER 0004

DISTRICTS:
CTY 0001   TWP 0004

PRECINCTS:
4 ST CLOUD   1 4

- -

DISTRICT IDENTIFIER 0005

DISTRICTS:
CTY 0001   TWP 0005
PRECINCTS: 5 ST CLOUD   1 5
- -

ELECTION MANAGEMENT SYSTEM
RUN DATE:03-02-01   3:35 PM
REPORT - EL27   PAGE   2

ELECTION ID: 3PMNSTC1
DISTRICT IDENTIFIER LISTING

DISTRICT IDENTIFIER 0006

DISTRICTS:CTY 0001   TWP 0006

PRECINCTS: 6 ST CLOUD   1 6

- -

DISTRICT IDENTIFIER 0007

DISTRICTS:CTY 0001   TWP 0007

PRECINCTS: 7 ST CLOUD   2 1

- -

DISTRICT IDENTIFIER 0008

DISTRICTS:CTY 0001   TWP 0008

PRECINCTS: 8 ST CLOUD   2 2
DISTRICT IDENTIFIER 0009

DISTRICTS:CTY 0001   TWP 0009

PRECINCTS: 9 ST CLOUD   2 3
- -

DISTRICT IDENTIFIER 0010

DISTRICTS:CTY FAIR

PRECINCTS: 14 ST CLOUD   2 8

CITY OF ANYWHERE USA
ELECTION MANAGEMENT SYSTEM
RUN DATE:03-02-01   3:35 PM
REPORT - EL27   PAGE   3

ELECTION ID: 3PMNSTC1
DISTRICT IDENTIFIER LISTING

TOTAL NUMBER OF DISTRICT IDENTIFIERS IS   10

DISTRICT CODES - DESCRIPTIONS
TWP - TOWNSHIP
CTY - CITY
SEN - SENATE

Listing the Polling Place Master

After creating polling places, print the listing. It will include the polling place numbers and the precincts and precinct numbers contained within each Poll.

1. To access this option, type **09** in the **Selection** field of the Districts and Precincts Menu. Your screen will look like the one shown below. This option displays only if you are using Polling Place mode.

```
PE063                    List Polling Places              3PMMSTC1



                    01 = Print Polling Place listing
                  Enter = Return to menu


                    Enter selection:0_
```

2. Type **01** to print the listing.

   If you entered **Y** or **P** in the **Display choices by program** field on the Printer Control File screen, the bottom of the screen will then look similar to the one shown on below with the settings from the Printer Control File displayed in the bottom window.

```
Device:LPT1    (DISK, LPTn, COMn)     Printer:L1      (Ln=Laser  Pn=Line)
Orientation:P    (P=Port L=Land)      Lines per page:67    (59 67 79 96 118)
Send Esc sequence=Yes
         F1=Continue with listing              Esc=Exit to menu
```

3. You may change these fields, if necessary.

   Note: The only field that is not accessible is the **Send Esc sequence** field.

4. Press F1 to continue and print the listing.

```
CITY OF ANYWHERE USA
ELECTION MANAGEMENT SYSTEM                        ELECTION ID: 3PMNSTC1
RUN DATE:11-27-00    3:30 PM                      POLLING PLACE LISTING
      REPORT-EL63        PAGE    1


POLL -----                      CONTAINS PRECINCT NUMBERS

0001  POLL 1                         1

0002  POLL 2                         3    4    5    6    8

0003  POLL 3                         9

0004  POLL 4                         7

0005  POLL 5                        10   12   14

0006  POLL 6                        11   13   15

0007  POLL 7                         2   16   18   20

0008  POLL 8                        17   19   21   23   25

0009  POLL 9                        22   24   26   27
```

Create District Identifiers from VR Input

This option allows the ES&S Voter Registration user to create DIFs from VR
input. In order to use this option, all district records must first be entered in the VR
program. To choose this option, type **10** in the **Selection** field of the Districts and
Precincts Menu screen. A screen like the one shown below displays.

```
PE75A          Create District Identifiers From V/R Input      3PMNSTC1



                     01 = Create DIFs
                  Enter = Return to menu

                     Selection:0_

         Caution - This program will not work properly until all contests have
                   been entered.
```

Enter **01** to create the DIFs or press ENTER to return to the Districts and Precincts
Menu screen.

WARNING: All contests must be entered on the Contests and Candidates screen before you run this program.

Creating District Identifiers From Precincts

Option 11 is used to generate the district identifiers. Before using this option, all district information must have been manually entered into each precinct record.

WARNING: Read the following section carefully before continuing.

Hardware Programming Manager can generate the district identifiers automatically. However, when multiple splits occur in any precinct, the system will generate all possible combinations of districts, whether or not they are valid, creating more district identifiers than necessary. When this happens, it is necessary to delete the extra district identifiers after the system completes the operation. Therefore, if split precincts exist, it is preferable to enter the district identifiers manually. The reason this happens is demonstrated below. Study the demonstration precinct pictured below before continuing. It is split by both city and school districts.

CITY 1	CITY 2
SCHOOL 1	SCHOOL 2
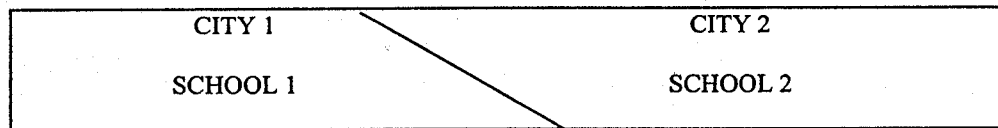
Notice that the precinct has City 1, City 2, School 1, and School 2 districts. Therefore, the system will generate the district identifiers as listed on the following page.

- District Identifier 0001 containing City 1 and School 1 districts
- District Identifier 0002 containing City 1 and School 2 districts
- District Identifier 0003 containing City 2 and School 1 districts
- District Identifier 0004 containing City 2 and School 2 districts.

The system will create four district identifiers, but there are no voters qualified to vote in 0002 and 0003. Any invalid combinations created must then be manually deleted. Remember, this is only if multiple splits occur in any precinct(s).

To use this option, type **11** into the **Selection** field of the Election Districts and Precincts Menu. A screen like the one shown below will display with the cursor in the **Selection** field.

```
PE075                    Create Difs From Precincts                3PMMSTC1



                         01 = Create Difs from precincts
                      Enter = Return to menu

                              Selection:0_



```

1. Type **01** in the **Selection** field. The system will display several messages indicating that new district identifiers are being created. When the process is complete, a message will display indicating completion of the operation.

2. Press ENTER to return to the Election Districts and Precincts Menu.

   WARNING: If there are any multiple splits, you should select Option 03 immediately to delete the extra district identifiers. It is important that you do not continue to a new task before completing this operation, or the extra district identifiers that were created because of multiple splits may be multiplied throughout your election set-up. If you have completed your worksheet, all split districts have been identified.

3. You should now generate a district identifier list using option 08, and check the split precincts to locate excess district identifiers.

   WARNING: After your district identifier file is created once and manually adjusted to eliminate invalid combinations, DO NOT recreate it, as the invalid combinations will reappear.

Creating Districts From DIFs or Precincts

Option 12 is used to generate districts from district identifiers or from precinct records. Use this option if you have not entered any information into the District Master, or if you have changed districts on the District Identifier Master or Precinct Master that need to be updated on the District Master.

This option does not create invalid combinations of districts, unless invalid combinations already exist on the district identifier or precinct file.

To use this option, type **12** in the **Selection** field of the Election Districts and Precincts Menu. A screen like the one shown below will display with the cursor in the **Enter Selection** field.

```
PE865           Create Districts from Difs or Precincts        3PMMSTC1




                    01 = Create Districts from Difs
                    02 = Create Districts from Precincts
                  Enter = Exit/no update

                    Enter selection:0_
```

1. Type **01** in the **Enter selection** field to create districts from district identifiers or type **02** to create districts from precincts. The system will display several messages indicating that districts are being created. When the process is complete, the system will display the following message indicating completion of the operation.

2. Press ENTER to return to the Election Districts and Precincts Menu.

Updating Precincts from DIFs or Districts

Option 13 is used to put the appropriate districts on each existing precinct record. Use this option if you did not enter districts on your precinct records. Also use it if you changed districts or precincts on the District Master and or District Identifier Master and those changes need to be reflected in your precinct records. You may update whenever necessary.

This option allows you to update from the District Master or the District Identifier Master. Update from the District Master if it is complete and correct. Update from the District Identifier Master if it is complete and correct. If both files are complete and correct and agree with each other, you may choose either method of updating.

To access this option, type **13** at the Districts and Precincts Menu. A screen like the one shown below will display. The cursor will be positioned in the **Enter selection** field.

```
PE006              Update Precincts from Difs or Districts      3PMMSTC1


                    01 = Update Precincts from Districts
                    02 = Update Precincts from Difs
              Enter = Return to menu


              Enter selection:0_
```

1. Do one of the following:

    *   Type **01** to update the precincts from the District Master. A screen like the one shown on the next page will display. Proceed with Step 2.
    *   Type **02** to update the precincts from the District Identifier Master. A message will display on the screen indicating that the update is in progress. When the update is complete, press ENTER to return to the Districts and Precincts Menu.
    *   Press ENTER if you decide not to update at this point. You will return to the Districts and Precincts Menu.

2. Do one of the following:

```
PE006                Update Precincts from Difs or Districts      3PMMSTC1



                      01 = Update entire file
                      02 = Update selected districts
               Enter = Return to menu


               Enter selection:0_
```

- Type **01** to update the entire Precinct Master. A message will display on the screen indicating that the update is in progress. When the update is complete, press ENTER to return to the Districts and Precincts Menu.
- Type **02** to update selected districts on the Precinct Master. Use this option if you have manually entered a district on the District Master after updating the precinct records. When the prompt displays on the screen, enter the range of districts you wish to update. A message will display on the screen indicating that the update is in progress. When the update is complete, press ENTER to return to the Districts and Precincts Menu.
- Press ENTER if you decide not to update at this point. You will return to the Districts and Precincts Menu.

Renumber Precincts

If your jurisdiction is redistricted, you will probably need to renumber the precincts. When precincts are renumbered, the new numbers are placed in the precinct, district, DIF, rotation, ballot style and ballot style by precinct records. To perform this function, type **15** on the Election Districts and Precincts Menu. A screen like the one shown below will display. The cursor will be positioned in the **Selection** field.

```
+-------------------------------------------------------------------+
| PE25A                    Renumber Precincts            3PMNSTC1    |
+-------------------------------------------------------------------+
|                                                                   |
|                  01 = Renumber by range                           |
|                  02 = Renumber individually                       |
|             Enter = Return to menu                                |
|                                                                   |
|                  Selection:0_                                     |
|                                                                   |
|                                                                   |
+-------------------------------------------------------------------+
|                                                                   |
|                                                                   |
+-------------------------------------------------------------------+
```

WARNING: When renumbering, include all existing precinct numbers in the ranges of precinct numbers. Any precincts not included in a range will be deleted.

1. Enter **01** to renumber by range of precincts or **02** to renumber by individual precinct.

   If you entered **01** above, a screen like the one shown on the next page will display with the cursor positioned in the **Increment to renumber by** field. Continue with Step 1 on page 6 - 49.

   If you entered **02** above, the screen will look like the one on page 6 - 50 with the cursor in the **New no.** field. Continue with Step 1 on page 6 - 50.

Renumber by Range of Precincts

```
┌─────────────────────────────────────────────────────────────────────────┐
│ PE25A                      Renumber Precincts              3PMNSTC1       │
├─────────────────────────────────────────────────────────────────────────┤
│ Increment to renumber by:1_     New starting number:1                     │
│           Starting-ending numbers to be renumbered                        │
│  1.     thru        11.    thru        21.     thru      31.     thru      │
│  2.     thru        12.    thru        22.     thru      32.     thru      │
│  3.     thru        13.    thru        23.     thru      33.     thru      │
│  4.     thru        14.    thru        24.     thru      34.     thru      │
│  5.     thru        15.    thru        25.     thru      35.     thru      │
│  6.     thru        16.    thru        26.     thru      36.     thru      │
│  7.     thru        17.    thru        27.     thru      37.     thru      │
│  8.     thru        18.    thru        28.     thru      38.     thru      │
│  9.     thru        19.    thru        29.     thru      39.     thru      │
│ 10.     thru        20.    thru        30.     thru      40.     thru      │
├─────────────────────────────────────────────────────────────────────────┤
│   Any existing numbers not included in above ranges will be deleted!      │
└─────────────────────────────────────────────────────────────────────────┘
```

Current field: Increment new numbers by this number
Previous value: 1

1. Enter the number to increment the precinct numbers by. Press ENTER if you do not fill the entire field. The cursor will move to the **New starting number** field.

2. Enter the new starting precinct number. Press ENTER if you do not fill the entire field. The cursor will move to the first line of the *Starting-ending numbers to be renumbered* section of the screen.

3. Enter the starting precinct number to renumber for this range. Press ENTER if you do not fill the entire field. There are 40 ranges of precinct numbers available. The cursor will move to the **thru** field.

4. Enter the ending precinct number to renumber for this range. Press ENTER if you do not fill the entire field. The cursor will move to the line for the next range.

5. Follow steps 4 and 5 for each range that needs to be entered. If you do not use all 40 available ranges, press PAGE DOWN to advance the cursor to the **Selection** field at the bottom of the screen.

6. Do one of the following:

   • Press ENTER to renumber the precincts and return to the Election Districts and Precincts Menu
   • Type **01** to return to the **Increment to renumber by** field without updating
   • Type **02** to return to the Election Districts and Precincts Menu without renumbering.

   Note: If the program determines that you have excluded existing precincts, a warning will display on the screen, allowing you to make a decision to continue or to abandon the update.

Renumber by Individual Precincts

If you entered **02** in the **Selection** field to renumber individual precincts, a screen like the one shown below will display.

```
┌─────────────────────────────────────────────────────────────────────────┐
│  PE25A                         Renumber Precincts              3PMNSTC1   │
│                                                                           │
├───────────────────────────────────────────────────────────────────────── │
│ Old no.   New no.                                                         │
│  1          0___     ST CLOUD              1 1                            │
│  2                   ST CLOUD              1 2                            │
│  3                   ST CLOUD              1 3                            │
│  4                   ST CLOUD              1 4                            │
│  5                   ST CLOUD              1 5                            │
│  6                   ST CLOUD              1 6                            │
│  7                   ST CLOUD              2 1                            │
│  8                   ST CLOUD              2 2                            │
│  9                   ST CLOUD              2 3                            │
│  10                  ST CLOUD              2 4                            │
│                                                                           │
├───────────────────────────────────────────────────────────────────────── │
│   F2=Copy all old      F3=Copy old no.      F9=Next screen                │
└─────────────────────────────────────────────────────────────────────────┘
```

1. In the **New no.** field to the right of the old (existing) number, do one of the following:

   - If you want to change only a few numbers, press F2 to duplicate all precinct numbers; then change only the ones that need to be changed.
   - Press F3 to duplicate the precinct number of the entry currently selected so that you do not have to key it in manually. Press F9 to advance to the next screen if you need to change more precincts. Press F10 to return to the previous screen.

2. When you have entered all of the new precinct numbers, press PAGE DOWN. Then press ENTER to update, **01** to return to the **New no.** field without updating, or **02** to exit to the Districts and Precincts menu.

Change Registered Voters

Option 16 may be used to enter registered voter totals on the Precinct Master.
When you enter **16** in the **Selection** field of the Districts and Precincts Menu, a
screen like the one shown below will display.

```
┌─ PE105 100 ───────────── Change Precinct File ─────────── 3PMNSTC1 ─┐
│                                                                     │
│       Using Import (F)ile or (K)eyboard?:_                          │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│───────────────────────── Instructions ─────────────────────────────│
└─────────────────────────────────────────────────────────────────────┘
Current field:   Enter F if importing a file or K to use keyboard
Previous value:
```

1. Enter **F** if you are importing a file or **K** if you are using the keyboard to
    enter data.

    If you entered **F**, a screen like the one below will display.

```
┌─ PE105 100 ───────────── Change Precinct File ─────────── 3PMNSTC1 ─┐
│                                                                     │
│       Using Import (F)ile or (K)eyboard?:F                          │
│       Enter name of file to be imported:_____        │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│───────────────────────── Instructions ─────────────────────────────│
└─────────────────────────────────────────────────────────────────────┘
Current field:   Enter the file name of the import file
Previous value:
```

2. Enter the name of the file to be imported.

If you entered **K** (keyboard), the screen shown below will display.

```
┌─ PE105 100 ──────────── Change Precinct File ──────────── 3PMMSTC1 ─┐
│                                                                      │
│         Should all Precincts be reset?:_                             │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
└──────────────────────── Instructions ──────────────────┘
  Current field:   Y = reset all reg. voters totals
  Previous value:
```

3. Enter **Y** if you want to reset all precincts to zero. Enter **N** if you do not want to reset all precincts. A screen like the one shown below will display. If any precincts have been previously updated, the number of the last precinct updated will display at the bottom left of the screen.

4. Enter the precinct numbers and the number of registered voters in each precinct.

5. When you have made all of your entries, press PAGE DOWN and ENTER to update the total number of voters in these precincts. The totals you entered on this screen will now display on the Precinct Master for each precinct.

```
┌─ PE105 100 ──────────── Change Precinct File ──────────── 3PMMSTC1 ─┐
│                                                                      │
│  Prec   Vtrs      Prec   Vtrs      Prec   Vtrs      Prec   Vtrs      Prec   Vtrs │
│                                                                      │
│  0___   ____      ____   ____      ____   ____      ____   ____      ____   ____ │
│  ____   ____      ____   ____      ____   ____      ____   ____      ____   ____ │
│  ____   ____      ____   ____      ____   ____      ____   ____      ____   ____ │
│  ____   ____      ____   ____      ____   ____      ____   ____      ____   ____ │
│  ____   ____      ____   ____      ____   ____      ____   ____      ____   ____ │
│  ____   ____      ____   ____      ____   ____      ____   ____      ____   ____ │
│  ____   ____      ____   ____      ____   ____      ____   ____      ____   ____ │
│  ____   ____      ____   ____      ____   ____      ____   ____      ____   ____ │
│  ____   ____      ____   ____      ____   ____      ____   ____      ____   ____ │
│  ____   ____      ____   ____      ____   ____      ____   ____      ____   ____ │
│  ____   ____      ____   ____      ____   ____      ____   ____      ____   ____ │
│  ____   ____      ____   ____      ____   ____      ____   ____      ____   ____ │
│  ____   ____      ____   ____      ____   ____      ____   ____      ____   ____ │
│                                                                      │
│ Last precinct updated was:                                          │
│ ───────────────────────────── Instructions ─────────────            │
│ Current field:   Precinct number                                    │
│ Previous value:  0                                                  │
```

Chapter 9: Contests and Candidates Menu

For each election, contest and candidate information must be entered using the Election Contests and Candidates Menu. Included on this menu are options to define and/or change information for contests and candidates, rotations, straight party contests, as well as options to print listings of contests, candidates, and rotations.

To access the Election Contests and Candidates Menu (illustrated below), type **05** at the Election Management Menu. The cursor will be positioned in the **Selection** field.

```
MS-DOS Prompt - RUNCOBOL
10 x 18    A

HPM (3.53 06-08-01)      State of Rhode Island                   06-13-01
ME004                    Election Contests and Candidates Menu   12:58 pm

        Selection: 0_                              GENRI98F

          ( 01 ) .......... Change - Contests and Candidates
          ( 02 ) .......... Change - Candidate Rotation
          ( 03 ) .......... Change - Straight Party Contests
          ( 04 ) .......... Change - AERO ONLY Counters

          ( 06 ) .......... List - Contests and Candidates
          ( 07 ) .......... List - Candidate Rotation
          ( 08 ) .......... List - Straight Party Contests

          ( 11 ) .......... Renumber - Contests

          ( 13 ) .......... Create - Candidate Rotation


          Enter .......... Exit from the Menu
```

The following sections contain instructions for using each of the options listed on the Election Contests and Candidates Menu.

> **REMEMBER:** To view Hardware Programming Manager reports printed to disk, press CTRL + P at any menu screen.

Changing Contest and Candidates

This option allows you to define, change, or delete contest and candidate information. This includes printed text for reports and special ballot counter statistics, as well as regular contests and candidates.

Before entering any contest information, you should have some idea of what you want your election results to look like. The sequence in which you enter your contests is the sequence in which they will appear later on the reports. Contests should be entered to match the sequence of contests on your ballots.

Ballot statistics for the entire jurisdiction appear first. These are ballot counter contest types that will provide you with: Precincts Counted – Total, Registered Voters - Total (if used), and Ballots Cast - Total.

Next, if this is a primary election and you want to separate your reports by party, you may include a print-only contest to print text indicating the party that follows. The regular contest for your first party would follow. This procedure is then repeated for each additional party, the last one followed by the non-partisan section of the ballot, if any.

If this is a general election, the regular contests that are jurisdiction-wide will usually follow the ballot counters. Then, for each district that runs through only a portion of the jurisdiction, you may separate the report with a print-only contest denoting the district title, then the regular contests being held in that district. This procedure can be repeated for each district holding contests in an election.

If your general election includes straight party contests, they must appear immediately before the contests they affect. If there is a nonpartisan section on your ballot, it will appear after the partisan section.

To access the Change Contests and Candidates option, type **01** in the **Selection** field of the Election Contests and Candidates Menu. The Change Contests and Candidates Contest screen like the one shown on the next page will display with the cursor in the **Contest type** field.

```
┌─ PE007 ───────────── Change Contests and Candidates ────────── 3PMNSTC1 ─┐
│  Contest type:_                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                            ─────── Instructions ───────                  │
│  Current field:    R=Regular              B=Ballot counters              │
│  Previous value:                                                         │
└──────────────────────────────────────────────────────────────────────────┘
```

Refer to the following sections depending on whether you are entering regular, statistical, or print type contests. Please note, however, that you must enter the ballot statistic information first.

Ballot Counter Information

Hardware Programming Manager allows you to define various election statistics that will appear on displays and reports. Totals can be reported for ballots cast, registered voters and precincts counted. All three statistic types can be used to report jurisdiction wide totals as well as totals for a specific district. In a primary, ballots cast and registered voters can be totaled by party as well as by district. **Precincts counted** is valid for central count only.

To enter ballot counter information, follow the steps below after accessing the Change Contest and Candidates Contest Type screen.

1. Type **B** in the **Contest type** field. The following screen will display. The cursor will be positioned in the **Contest number** field.

```
┌─ PE07C ──────────── Change Ballot Counter Contest ──────── 3PMNSTC1 ─┐
│                                                                      │
│ Contest type:B                                                       │
│ Contest number:4       Model contest:                                │
├──────────────────────────────────────────────────────────────────────┤
│                                                                      │
│             Party:D                                                  │
│                                                                      │
│           District:SPR-0001 (smart pack rdr 0001)                    │
│                                                                      │
│        Counter type:R                                                │
│                                                                      │
│              Text:REGISTERED VOTERS - DEMOCRATIC PARTY__             │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                                                                      │
│                        ══════════ Instructions ══════════            │
└──────────────────────────────────────────────────────────────────────┘
 Current field:   Description (- TOTAL/DEMOCRAT/WARD 1/BLANKS/WRITE-INS)
 Previous value:  - democratic party
```

2. Enter the contest number and press ENTER if you do not fill the entire field. If this is a new contest, the cursor will move to the **Model contest** field.

3. Enter the contest number that you want to copy, and press ENTER. (If you do not wish to copy a contest, press ENTER to skip this field). If this is a primary election, the cursor will advance to the **Party** field. Go to Step 4. If this is a general election, the cursor will advance to the **District** field. Go to Step 5.

4. Enter the party code to show a total ballot count for a particular party. To skip this field, press ENTER. The cursor will move to the **District** field.

5. Enter the district code and number to show a total ballot count for a particular district. If this contest has been defined as linked to a particular precinct, enter **PRC** and the number in this field. To skip this field, press ENTER. The cursor will move to the **Counter type** field.

6. Enter one of the following three counter types, and the cursor will move to the **Text** field.

    Note: The counter types MUST be entered in the following sequence.

    P   Prints a *Precincts Counted* statement showing the total precinct count and percentage of precincts counted. This statistic will not appear in ELECTION REPORTING MANAGER.

    R   Prints a **Registered Voters** statement showing registered voter total and turnout percentage or **Registered Voters** by party in an election. This statistic will appear in ELECTION REPORTING MANAGER.

    This option can also print a **Registered Voters** statement showing registered voter total and percentage of turnout or **Registered Voters by district or party** in a central count or mixed election. In a mixed election, the total registered voter and the turnout percentage will appear in both the central count and the precinct count portion of the election.

    B   To include a *Ballots Cast* statement showing ballots counted and turnout percentage.

Note: In a closed primary if you are using registered voter totals by party and you want to show registered voter totals and percentages on the central count report or on a device tape for the precinct counter, you must enter a registered voter ballot counter contest for each voter total that appears in your precinct records, *first by total then by party* in party sequence.

Note: In a closed primary if there are multiple registered voter totals coded in a precinct (e.g., party registration), the order in the precinct file **must** match the order in which the registered voter statistic contest statements appear in the contest listing (first by office group and then by contest within the office group). For example, if the Hardware Programming Manager Party file has Republicans first, Democrats second and nonpartisan third, you **must** enter the registered voters into the Hardware Programming Manager Precinct file in the same order. You must then code the Registered Voters Total first, the Registered Voters Republican, then Democrat and Nonpartisan. If a registration total for a party is zero, the zero must appear in the Precinct File.

7. The statement that corresponds with the counter type entered will display in this field, followed by the word TOTAL. For example, if you entered **B** for the counter type, the text will read BALLOTS CAST - TOTAL. To add to the statement, use the right arrow key to advance the cursor to the space after the word TOTAL. Enter the additional information and press ENTER if you do not fill the entire field. To accept the statement the way it appears on the screen, just press ENTER. To change the word TOTAL to something else, use the BACKSPACE key to erase TOTAL, then enter the appropriate statement. There are 18 characters available to enter district name, party, or other description of ballot counter.

Note: The Ballots Cast statistical contest doesn't print for the Model 100. However, it will display in Election Reporting Manager.

8. Press ENTER to update the record or type **01** to return to the **Contest number** field without updating. Type **02** to exit to the Election Contests and Candidates Menu without updating.

Note: Always leave a space between a hyphen (-) and the word *TOTAL* or other description used.

Regular Contest Information

For each election, you must enter information to define regular contests, such as offices, questions, or referendums. This includes defining the contest number, title, number of votes allowed, district type/number, rotation, over/under reporting, and write-ins.

Note that some of these criteria may not be needed, depending on the type of election you are coding and the prerequisites you entered when defining the election. The fields you need to complete will display on the screen.

Warning: Before you begin entering regular contests, be sure that all statistical and ballot counter contests have been coded. If you have straight party contests, leave room for them before any contests affected by them.

To complete the regular contest information, follow the instructions below after accessing the Change Contests and Candidates screen.

1. Type **R** in the **Contest type** field. A screen similar to the one shown below will display with the cursor in the **Contest Number** field.

```
┌─ PE07A 100─────────── Change Contests and Candidates ──────── 3PMMSTC1 ─┐
│                                                                          │
│  Contest number:0___                                  Party:            │
│            Title:                                                        │
│                                                                          │
│    AS100 Title:                                                          │
│                                                                          │
│        Vote for:                    District:    -                       │
│        Rotated?:                    Special type:        Ov/Un?:         │
│                              ──────────────── Candidates ─────────       │
│  # Col BP          Candidate name                                        │
│   1.                                                                     │
│   2.                                                                     │
│   3.                                                                     │
│   4.                                                                     │
│   5.                                                                     │
│   6.                                                                     │
│   7.                                                                     │
│   8.                                                                     │
│   9.                                                                     │
│  10.                                                                     │
│                              ──────── Instructions ───────               │
│  Current field:   Contest number or PgDn to exit                         │
│  Previous value:  0                                                      │
└──────────────────────────────────────────────────────────────────────────┘
```

2. Enter the contest number and press ENTER if you do not fill the entire field. If this is a new contest number, the cursor will move to the **Model Contest** field. If the contest number entered is already in the system, the corresponding information will display, and the cursor will move to the **Title** field. A screen describing a contest already in the system is shown below.

```
┌─ PE07A 100─────────── Change Contests and Candidates ──────── 3PMMSTC1 ─┐
│                                                                          │
│  Contest number:111     Model contest:                                  │
│           Title:MAYOR_____               │
│                     001  MAYOR                                           │
│    AS100 Title:MAYOR                                                      │
│                                                                          │
│        Vote for:1                   District:    -                       │
│        Rotated?:Y                   Special type:    -                   │
│                                     Special type:      Ov/Un?:Y  Write-ins?:_ │
│                              ──────────────── Candidates (2) ─────────    │
│  # Col BP          Candidate name                                        │
│   1.1 5            0010005  JOHN HAMERLINCK                               │
│   2.1 6            0010006  EDDIE EBACHER                                 │
│   3.                                                                     │
│   4.                                                                     │
│   5.                                                                     │
│   6.                                                                     │
│   7.                                                                     │
│   8.                                                                     │
│   9.                                                                     │
│  10.                                                                     │
│                              ──────── Instructions ───────               │
│  Current field:   Contest title as it will appear on reports             │
│  Previous value:  MAYOR                                                  │
│                   (F9 = Advance to candidate area)                       │
└──────────────────────────────────────────────────────────────────────────┘
```

Note: If the current election is a Primary, the cursor will move to the **Party** field. Enter the previously defined one-character device code in the political party master that represents the party. (In a Pick-a-Party primary election, the party device code is entered on all contests except the Pick-a-Party contest, where it is left blank.) The cursor will move to the **Title** field. Continue with Step 3.

3. Enter the contest number you want to copy, if any. Press ENTER if you do not fill the entire field.

   Note: The *Model contest* field is especially useful in a primary to enter the second party's contests. The corresponding contest can be copied and only the party ID, column, ballot position and candidates changed.

4. Enter the title of the contest exactly as you want it to appear on reports. There are two lines of screen text (56 characters each) available for this information. Press ENTER if you do not fill the entire field. Based upon your configuration options, the cursor will move to the **AS100 Title** field.

5. Press ENTER to copy the contest title from above or, enter the information you want to print on the Model 100 tape. There is one line of screen text available for this information (40 characters). For a general or special election, this line is 22 characters long. After entering the contest title, the cursor will move to the next available field. Continue with Step 5.

6. Complete the remaining fields on the top half of the screen. To skip a field, press ENTER. Remember that election type and the previously selected system configuration options determine what fields will be displayed on the screen. Possible fields and their meanings are discussed below and on the next page.

   Vote for   Enter the number of votes allowed for this contest.

   District   Enter the district code, such as SCH, REP, FIR, if this contest is linked to one district only. Enter the district number and press ENTER if you do not fill the entire field. The district number must be entered exactly as it appears in the district file.

   Enter **PRC** if this contest is linked to one precinct only. Enter the precinct number. The precinct number must consist of four digits, so **be sure to enter all preceding zeroes.**

   If you enter **PRC** and leave the precinct number blank, a PRC column will display in the Candidates area of the screen. Therefore, all PRC contests may be entered as one contest number, with the precincts designated in the PRC column in the Candidates Area. This option is available only when adding a new contest. See page 7 - 152 for more details concerning local contests.

Rotated This will display if you have entered **Y** in the **Need Rotation** field on the Election Specifications Master screen. Enter **Y** if you want the candidates in this contest to be rotated or **N** if you do not need rotation for this contest. **TWO-LINE CANDIDATE NAMES CANNOT BE ROTATED AND CANNOT BE USED WITH ELECTION REPORTING MANAGER.**

WARNING: Never create rotation for a contest with only one candidate or for a contest in which the number of candidates does not exceed the number of votes allowed. Also, never use rotation if a contest is in only one precinct.

By This will display if you have designated CA (California) as the state in the Jurisdiction Master and requested rotation in the Election Specifications Master. Enter either **SUP** for Supervisory District, or **ASM** for Assembly District. When using this type of rotation, the district number **must be a four-digit number. Use preceding zeros, if necessary.**

Special Type This will display if you have entered **Y** in the need **Special Contest Types** field on the Election Specifications Master screen. Enter the special contest type code for this contest. Selections are displayed in the Instructions area of the screen and are defined below and on the next page.

C **Recall contest**

Used to tie this contest to the next sequential contest for issues relating to removal of an official from office. When this is used, this contest must be voted to allow votes in the next contest to be counted. Votes in the contest immediately following will be counted if this Recall office is voted in the YES position or in both the YES and NO positions.

D **Recall contest**

Used to tie this contest to the next sequential contest for issues relating to removal of an official from office. When this is used, this contest must be voted to allow votes in the next contest to be counted. Votes in the contest immediately following will be counted if this Recall office is voted in the YES position or the NO position (but not in both).

E **New York Style Cross-endorsement**

Pennsylvania Style Multi-endorsement

Used when more than one political party endorses the same candidate; allows the assignment of a ballot position for each endorsement.

G **Group**

Used only in Massachusetts to cast one vote for a group of candidates. (Different from straight party.)

X   **Exact vote for**

Used to allow only the exact number of votes in a multiple election of candidates to be valid. Either overvoting or undervoting will negate the votes when it is counted.

Q   **Question**

Used for referenda or other contests that you do not want the "Vote for" text printed; also used to allow "Vote for" as the vote for text when a user-defined text was set on the Jurisdiction Master.

S   **Statistics**

Usually used for absentee ballot statistics; can be used for any statistic controlled by target(s) on the ballot. There must be a target for each statistic coded this way. If all contests are left unvoted but this one is marked, the ballot is considered a blank.

P   **Proportional**

Used only in "multiple vote for" contests to allow proportional votes (e.g., if there are 3 votes allowed and the voter votes for only 2 candidates, each candidate receives 1.5 votes).

M   **Proportional**

Used for proportional contests where each candidate has as many voting positions as the number to be elected.

F   **Federal**

Used to enter additional text in ballot layout for presidential electors.

ReportOver/Under This will display if you entered **Y** in **Need Over/Under Reporting** field on Election Specifications Master screen. We suggest that you always enter **Y** (Yes) here in order to more easily reconcile votes or in case of a recount. You can exclude these counts from your reports later, if desired.

Write-ins   If **Y** is entered here, the system will automatically add candidate ballot positions for write-in candidates upon update of this contest. The number of write-in positions entered is equal to the value entered in the **Vote for** field.

When the cursor moves to the **Col** (column) field, continue with Step 7.

Candidate information is maintained in steps 6 through 10. Within the candidate maintenance area, the following function keys are available:

F9   advances to the next page of candidates

F10   returns to the previous page of candidates

F3   deletes all information on the candidate line on which the cursor is positioned. In order to update the deleted candidate line, you must advance to the instructions area and press ENTER.

7. Enter the column in which this candidate appears on the ballot. The cursor will move to the **BP** (ballot position) field. The following illustrations will help you to determine the correct column numbers to enter.

   Note: If you are using the right-pointing arrow at the left of the candidate name, the first column is 0 for the front side of the ballot.

8. Enter the home ballot position assigned to this candidate. This is the absolute ballot position, not the sequential number of the candidate within the contest. Valid positions are 1-200. Press ENTER if you do not fill the entire field. The cursor will move to the **PY** field if this is a general or pick-a-party election.

   Note: If this is a special or primary election, the **PY** field will not be available. Continue with Step 9.

9. In a general or pick-a-party election, enter the one-character party device code representing the political party endorsing this candidate. The cursor will move to the **Candidate name** field.

   Note: If the state code on the Jurisdiction Master is NY and the special type is E, the *S/A* (same as) field will display after the *B/P* field. This field is used to indicate that one candidate is the same as another when the candidate is assigned to more than one ballot position. Here, the candidate's sequence number within the race is entered, not his ballot position.

10. Enter the candidate's full name or one of the codes below. Press ENTER. The cursor will move to the **Col** field.

   Note: *I/C* (Inactive clock) may be used for a target on the ballot but no printing.

   - *N/C* (No candidate filed) may be used to complete a contest if needed. N/C will have a target on the ballot and will print **no candidate filed.**

   - *N/N* (no candidate position) is used if there is no candidate and no target on the ballot. However, **no candidate position** will print on reports and/or device tapes.

   - *N/G* is used for non-grouped candidates in a group voting contest.

   - *W/I* (write-in) is used if a clock is to be printed on the ballot without a candidate name so that the voter can write a name in the blank candidate space. The clock is tabulated under a single write-in count, and the ballot may then be outstacked and counted manually (depending on the settings in your Election Specifications Master).

   - *User-defined AERO-ONLY* is used for displaying information in ELECTION REPORTING MANAGER, but it has no target on the ballot and does not print on reports.

11. Repeat Steps 6 through 10 until all candidate information is entered, or until you have completed all ten candidate lines.

12. Do one of the following:

   - If you complete the candidate entry without using all ten lines, press PAGE DOWN to advance the cursor to the **Selection** field in the Instructions area at the bottom of the screen.
   - If you complete all ten lines and still need to enter additional candidates, press F9. The screen will display additional lines for entering candidate information. When all candidate information is entered, press PAGE DOWN to advance the cursor to the **Selection** field in the Instructions area at the bottom of the screen.

   Note: The maximum number of candidates that can be entered for one contest is 200. There are 20 screens with 10 lines each for entering candidate information. For rotated contests, however, the limit is 70; 7 screens with 10 lines each. The maximum number of write-ins in a rotated contest is 50.

13. With the cursor positioned in the **Selection** field, do one of the following:

- Press ENTER to update the contest record and return to the **Contest number** field
- Enter **01** to return to the **Contest number** field without updating the record
- Enter **02** to exit to the Change Contests and Candidates Contest Type screen without updating the record.

Note: To delete a contest, follow the instructions on page 7 - 154 for *Deleting a Contest*.

Note: To enter candidates that require more than one line, enter the first line as usual. Then for the second line, enter the same column and ballot position as on the first line but with a new name or the continuation of a name. For example:

Col	B/P	Candidate
1	1	
		George Bush
1	1	
		and Dan Quayle
1	2	Michael Dukakis
1	2	And Lloyd Bentson

Two-line candidate names cannot be rotated and cannot be used with Election Reporting Manager.

Note: For New York style cross-endorsement, enter the candidates in the following manner. In the candidate entry section of the cross-endorsed contest record, for the second or subsequent endorsements of a candidate, enter the new ballot position assigned to the candidate. Then in the field marked S/A (Same As), enter the original ballot position assigned to the candidate. Then repeat the candidate name. For example:

Col	B/P	*S/A*	Pty	Candidate
1	1		R	George Bush
1	2		D	Michael Dukasis
1	3	1	C	George Bush
1	4	1	I	George Bush
1	5			Write-in

Remember that cross endorsed contests require that the *Special contest type* field in the Election Specifications Master be flagged *Y*, and that the *Special Type* field on the specific contest using cross-endorsement be flagged with an *E*.

Local Contests (PRC)

A single regular contest for up to 200 local candidates may be coded using PRC as the district code and spaces as the district number. When you update this contest, the program will break it out into separate local contests, assigning the next sequential contest number and the appropriate precinct number and candidates to each contest. When the update is complete, a blank contest screen will display with the next available contest number. Follow the steps below to code a contest with different candidates linked to different precincts.

> **Note**: The above will occur only when you are adding contests, not when you are changing existing ones.

> **Note**: This update will handle up to four candidates per local contest. If you have more than four, the additional ones can be updated manually on the separate PRC contests.

> **WARNING**: If contests exist following the PRC contest that is being added, they will be overwritten if they are in the range of contest numbers that the update program would use.

1. In the **District** field enter **PRC** for the code.

2. Enter four spaces in the **District number** field. In the Candidates area of the screen, a **PRC** field will display between the **BP** field and the **PY** or **Candidate name** field (depending on the type of election entered on the Election Specifications Master screen).

3. In the **PRC** field enter the precinct number in which this candidate is running. Be sure to increment the ballot position for precincts in which more than one candidate is running.

> **WARNING**: You must use leading zeros to fill this field, as the PRC field must contain 4 digits.

Before being updated, your screen should look similar to the one on the next page.

```
┌─ PE07A 100──────────── Change Contests and Candidates ──────── PRIMN00 ─┐
│                                                                          │
│  Contest number:11        Model contest:         Party:                 │
│            Title:ALDERMAN                                                │
│                  ALDERMAN                                                │
│      AS100 Title:ALDERMAN                                                │
│                                                                          │
│        Vote for:1                    District:PRC-    (Precinct)         │
│        Rotated?:                     Special type:    Ov/Un?:Y   Write-ins?: │
│  ──────────────────────────── Candidates ──────────                     │
│  # Col BP Prc     Candidate name                                         │
│   1.2 12  1     TIPPY CANOE                                              │
│   2.2 13  1     BELLA DONNAR                                             │
│   3.2 12  2     JOHN DIXON                                               │
│   4.2 13  2     BILL GATES                                               │
│   5.2 12  3     TOM KORNY                                                │
│   6.2 13  3     KEN JURKENS_____                             │
│   7.                                                                     │
│   8.                                                                     │
│   9.                                                                     │
│  10.                                                                     │
│  ──────────────────────── Instructions ──────────                       │
│  Current field:   Complete candidate name or W/I, N/C, I/C, N/N, N/G    │
│  Previous value:                                                         │
│  F3 = Delete candidate  F9 = Next candidate page                        │
└──────────────────────────────────────────────────────────────────────────┘
```

After updating, you would have three screens that would look like the following three screens.

```
┌─ PE07A 100──────────── Change Contests and Candidates ──────── PRIMN00 ─┐
│                                                                          │
│  Contest number:11                           Party:_                     │
│            Title:ALDERMAN                                                 │
│                  ALDERMAN                                                │
│      AS100 Title:ALDERMAN                                                 │
│                                                                          │
│        Vote for:1                    District:PRC-0001 (Precinct)        │
│        Rotated?:                     Special type:    Ov/Un?:Y   Write-ins?:_ │
│  ──────────────────────────── Candidates (2) ──────────                 │
│  # Col BP         Candidate name                                         │
│   1.2 12        TIPPY CANOE                                              │
│   2.2 13        BELLA DONNAR                                             │
│   3.                                                                     │
│   4.                                                                     │
│   5.                                                                     │
│   6.                                                                     │
│   7.                                                                     │
│   8.                                                                     │
│   9.                                                                     │
│  10.                                                                     │
│  ──────────────────────── Instructions ──────────                       │
│  Current field:   Code designating political party holding this contest │
│  Previous value:                                                         │
│                   (F9 = Advance to candidate area)                       │
└──────────────────────────────────────────────────────────────────────────┘
```

```
┌─ PE07A 100─────────── Change Contests and Candidates ──────── PRIMN00 ─┐
│                                                                         │
│ Contest number:12                              Party:_                  │
│          Title:ALDERMAN                                                 │
│                ALDERMAN                                                 │
│    AS100 Title:ALDERMAN                                                 │
│                                                                         │
│        Vote for:1             District:PRC-0002 (Precinct)              │
│        Rotated?:              Special type:        Ov/Un?:Y   Write-ins?:_│
│─────────────────────────────── Candidates (2) ─────────────────────────│
│ # Col BP         Candidate name                                         │
│ 1.2 12       JOHN DIXON                                                 │
│ 2.2 13       BILL GATES                                                 │
│ 3.                                                                      │
│ 4.                                                                      │
│ 5.                                                                      │
│ 6.                                                                      │
│ 7.                                                                      │
│ 8.                                                                      │
│ 9.                                                                      │
│ 10.                                                                     │
└──────────────────────────── Instructions ─────────────────────────────┘
 Current field:    Code designating political party holding this contest
 Previous value:

             (F9 = Advance to candidate area)
```

```
┌─ PE07A 100─────────── Change Contests and Candidates ──────── PRIMN00 ─┐
│                                                                         │
│ Contest number:13                              Party:_                  │
│          Title:ALDERMAN                                                 │
│                ALDERMAN                                                 │
│    AS100 Title:ALDERMAN                                                 │
│                                                                         │
│        Vote for:1             District:PRC-0003 (Precinct)              │
│        Rotated?:              Special type:        Ov/Un?:Y   Write-ins?:_│
│─────────────────────────────── Candidates (2) ─────────────────────────│
│ # Col BP         Candidate name                                         │
│ 1.2 12       TOM KORNY                                                  │
│ 2.2 13       KEN JURKENS                                                │
│ 3.                                                                      │
│ 4.                                                                      │
│ 5.                                                                      │
│ 6.                                                                      │
│ 7.                                                                      │
│ 8.                                                                      │
│ 9.                                                                      │
│ 10.                                                                     │
└──────────────────────────── Instructions ─────────────────────────────┘
 Current field:    Code designating political party holding this contest
 Previous value:

             (F9 = Advance to candidate area)
```

Deleting a Regular Contest

To delete a regular contest that is not rotated, follow the steps below.

1. Type **R** in the **Contest type** field. The Change Contest and Candidates screen will display with the cursor in the **Contest number** field.

2. Enter the contest number and press ENTER. The corresponding information will display, and the cursor will move to the **Title** field.

3. Press PAGE DOWN to advance the cursor to the **Selection** field in the Instructions area at the bottom of the screen.

4. Type **03** to delete the contest and return to the **Contest number** field.

Note: All deleted contests must be deleted from all ballot style records or ballot styles must be recreated. An easy way to accomplish this is to use the **Renumber Contests** option, and renumber all contests, omitting the contest to be deleted. This update will remove the contest from the contest record, rotation record and all ballot styles.

Deleting a Rotated Contest

The sequence of record deletions is important when deleting a contest with rotations on file. If the correct sequence is not used, you may "lose" records; they will exist on file, but will not be accessible. To delete a contest that is rotated, follow the steps below.

1. Remove the contest from any ballot style record on which it appears.

2. Delete each rotation record manually.

3. Delete the contest record manually.

4. Re-create the final election database and parameters.

If no manual changes were made to other rotations or to ballot styles, you could do the following:

- Delete the contest record manually; and then re-create the rotation, ballot styles, final database, and parameters.

  OR

- Renumber all contests omitting the contest to be deleted. This update will remove the contest from the contest record, rotation record and all ballot styles.

Entering Statistical Information

To use statistical counters controlled by target(s) appearing on the ballot, code a regular contest as follows. To do this, you must enter **E** in the **Vote for selection** field on the Change Jurisdiction Master screen and **Y** in the **Special contest types** field on the Change Election Specifications Master screen. For each statistical position coded you must assign an associated target on the ballot.

Use any text you want. Any number of targets may be printed (up to 120) to get different counts in an election. For example, you might want statistics for regular absentees, federal overseas absentees and presidential absentees. Each of these would be entered on a separate line. The number of targets is entered in the **Vote for** field. The special type is S and there are no over/under votes.

These contests can be assigned to districts or parties and can rotate or move on the ballot, if necessary. This contest number must appear on *every* ballot style.

To enter a contest of this type, type **01** at the Contest and Candidates Menu, and then type **R** in the **Contest type** field. Your screen will look similar to the one below.

```
┌─ PE07A 100──────── Change Contests and Candidates ──────── 3PMMSTC1 ─┐
│ Contest number:234                                                    │
│         Title:BALLOTS CAST_____     │
│                                                                       │
│    AS100 Title:BALLOTS CAST                                           │
│                                                                       │
│      Vote for:3           District:   _                               │
│      Rotated?:N           Special type:S   Ov/Un?:Y   Write-ins?:_    │
│                        ─────────── Candidates (3) ───────────          │
│  # Col BP       Candidate name                                        │
│   1.1 1         REGULAR ABSENTEES                                     │
│   2.1 2         FEDERAL OVERSEAS ABSENTEES                            │
│   3.1 3         PRESIDENTIAL ABSENTEES                                │
│   4.                                                                  │
│   5.                                                                  │
│   6.                                                                  │
│   7.                                                                  │
│   8.                                                                  │
│   9.                                                                  │
│  10.                                                                  │
│                        ─────────── Instructions ───────────           │
│  Current field:  Contest title as it will appear on reports          │
│  Previous value: BALLOTS CAST                                        │
│                  (F9 = Advance to candidate area)                    │
└───────────────────────────────────────────────────────────────────────┘
```

1. Enter the contest number, party, and titles. In the **Vote for** field, enter the number of targets you will be using.

2. Enter the district name if you want the totals for a specific district.

3. Enter **N** in the **Rotated** field.

4. Enter **S** (statistics) in the **Special type** field.

5. Enter **N** in the **Ov/Un** field.

6. Enter the column number, ballot position, and title of each counter you want reported.

7. Be sure this contest number appears on each ballot style for this election.

   Note: The contest will display with the totals in ELECTION REPORTING MANAGER and is fully functional. It can be read in or entered manually, displayed and reported as any other contest.

Entering Straight Party Contests

Straight party and pick-a-party contests must be defined as regular contests. To enter straight party or pick-a party contests for the current election, follow the directions below after accessing the Contests and Candidates screen.

1. Enter the contest number of this straight party or pick-a-party contest.

2. If this a Primary election, enter **0** (nonpartisan) in the **Party** field.

3. Complete the remaining fields that apply, and then advance to the candidates area of the screen.

4. Enter the column number and the ballot position for the first party.

   Note: The parties must be entered in the same numerical order as they were defined on the party master.

5. Enter the 1-character party device code representing this political party.

6. In the **Candidate name** field, enter the name of the party. There are 28 positions available for entry.

7. When all parties have been entered, press PAGE DOWN and then ENTER to update the file.

For a straight party contest, your screen should look similar to the one below.

```
┌─ PE07A 100──────────── Change Contests and Candidates ─────── 3PMMSTC1 ─┐
│                                                                          │
│ Contest number:2                                    Party:              │
│          Title:STRAIGHT PARTY OFFICE                                     │
│                                                                          │
│    AS100 Title:STRAIGHT PARTY OFFICE                                     │
│                                                                          │
│      Vote for:1              District:   -                               │
│      Rotated?:               Special type:        Ov/Un?:Y    Write-ins?:│
├──────────────────────────── Candidates (1) ─────────────────────────────┤
│ # Col BP        Candidate name                                           │
│ 1.1 3           DEMOCRATIC PARTY                                         │
│ 2.1 4           REPUBLICAN PARTY                                         │
│ 3.1 5           NATURAL LAW PARTY                                        │
│ 4.1 6__         NONPARTISAN                                              │
│ 5.                                                                       │
│ 6.                                                                       │
│ 7.                                                                       │
│ 8.                                                                       │
│ 9.                                                                       │
│10.                                                                       │
└──────────────────────────── Instructions ───────────────────────────────┘
 Current field:   Home ballot position assigned to this candidate
 Previous value:  5
 F3 = Delete candidate   F9 = Next candidate page
```

For a pick-a party contest, your screen should look similar to the one below.

```
┌─ PE07A 100────────── Change Contests and Candidates ──────── 3PMNSTC1 ─┐
│ Contest number:2                                    Party:             │
│          Title:PARTY PREFERNECE                                        │
│                                                                        │
│   AS100 Title:PARTY PREFERENCE OFFICE                                  │
│                                                                        │
│      Vote for:1_              District:   -                    -       │
│      Rotated?:               Special type:     Ov/Un?:Y   Write-ins?:_ │
│ ┌─────────────────────────── Candidates (4) ───────────────────────┐  │
│ │ # Col BP        Candidate name                                    │  │
│ │  1.1 3        DEMOCRATIC PARTY                                     │  │
│ │  2.1 4        REPUBLICAN PARTY                                     │  │
│ │  3.1 5        NATURAL LAW PARTY                                    │  │
│ │  4.1 6        NONPARTISAN                                          │  │
│ │  5.                                                               │  │
│ │  6.                                                               │  │
│ │  7.                                                               │  │
│ │  8.                                                               │  │
│ │  9.                                                               │  │
│ │ 10.                                                               │  │
│ └──────────────────────────── Instructions ────────────────────────┘  │
└────────────────────────────────────────────────────────────────────────┘
 Current field:   Number of votes permitted to be cast for this contest
 Previous value:  1
                  (F9 = Advance to candidate area)
```

Note: After defining the straight party or pick-a-party contests, you must select option **03** from the Contest and Candidate Menu to define the contests affected by this contest.

WARNING: The affected contests must immediately follow the straight or pick-a-party contest.

Changing Straight Party or Pick-A-Party Contests

After entering straight party or pick-a-party contests as regular contests using the Change Contest and Candidates option, you must define these contests and all other contests affected by them. You may also change or reset the straight party or pick-a-party contests if they already exist on file.

1. Enter **03** to access the Change Straight Party Contests screen. Your screen will look like the one shown below.

```
┌─ PE008 ──────────── Change Straight Party Contests ──────── 3PMNSTC1 ─┐
│                                                                        │
│                        01 = File maintenance                           │
│                        02 = Reset for new election                     │
│                     Enter = Exit to menu                               │
│                                                                        │
│                     Enter selection:0_                                 │
│                                                                        │
├────────────────────────────────────────────────────────────────────── │
│ Current straight party contests:                                       │
│ 0001                                                                   │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
└────────────────────────────────────────────────────────────────────────┘
```

The straight party or pick-a-party contests currently defined (if any) will display on the lower half of the screen. You may change or reset the Straight Party file. If no straight party or pick-a-party contests have been defined, this area will be blank. Select option **01** File Maintenance.

Refer to the following sections for instructions on how to define, change, or reset the straight party or pick-a-party contests.

Straight Party or Pick-A-Party Contests File Maintenance

To change or delete straight party or pick-a-party contests already defined for the current election, follow the instructions listed below.

1. At the Change Straight Party Contests screen, type **01** (File Maintenance). The Change Straight Party Contests screen will display with the cursor in the **Contest number** field.

```
┌─ PE008 ───────────── Change Straight Party Contests ────── 3PMMSTC1 ─┐
│                                                                      │
│  Contest number:1                                                    │
│           Title:STRAIGHT PARTY                                       │
│  ┌──────────────────── Ranges of contests affected ───────────────┐ │
│  │  0___  thru              thru            thru                   │ │
│  │                                                    thru         │ │
│  ┌─────────────────── Individual contests affected ───────────────┐ │
│  │ Number  Title                                                  │ │
│  │   3     MAYOR                                                  │ │
│  │   5     COUNCIL AT LARGE                                       │ │
│  │                                                               │ │
│  │                                                               │ │
│  │                                                               │ │
│  │                                                               │ │
│  │                                                               │ │
│  │                    ───────── Instructions ─────────           │ │
│  Current field:   Beginning contest number to be included          │
│  Previous value:  0                                                 │
└──────────────────────────────────────────────────────────────────┘
```

2. Enter the existing straight party or pick-a-party contest number that you want to change. Press ENTER. The information previously entered for this contest will display.

3. Press ENTER to advance the cursor to the field(s) that need changing. Make the appropriate changes.

   Note: To delete an affected contest, advance to the contest that needs to be deleted, and press the space bar until the contest number is no longer displayed in the **Number** field.

4. Press PAGE DOWN to advance the cursor to the **Selection** field at the bottom of the screen. Do one of the following:

   • Press ENTER to accept the changes and return to the **Contest number** field.
   • Enter **01** to reject the changes and return to the **Contest number** field.
   • Enter **02** to reject the changes and exit to the Change Straight Party Contests screen.
   • Enter **03** to delete the straight party Contest and return to the **Contest number** field.

   Note: For the Pick-a-Party contest, parties must be entered on the contests and candidates screen in the same numerical order as they were defined on the Party Master.

Note: The affected contests must immediately follow the Straight or Pick-a-Party Contest.

Note: You are allowed to enter up to 150 affected contests for each Straight Party or Pick-a-Party Contest defined. Each screen of affected contests holds ten individual contests in addition to the 4 ranges. To advance to a new page, press F9. To go back to the previous page, press F10. For more than 150 affected contests, another Straight Party or Pick-a-Party contest will have to be defined.

WARNING: If the Straight Party contest does not appear at the beginning of the ballot, a B code may be split across record boundaries and not be processed as a no-print contest.

WARNING: If there are multiple straight party contests in an election, they must all be coded to print or not print. You can not have some print and some not print.

Reset Straight Party or Pick-A-Party Contests

To reset or delete *all* contests defined as affected by the straight party or pick-a-party contests, follow the steps below.

1. At the Change Straight Party Contests screen, type **02** (Reset for new election) to display the Change Straight Party Reset screen like the one shown below.

```
 ┌─ PE008 ──────────── Change Straight Party Contests ──────── 3PMMSTC1 ─┐
 │        Reset will delete all straight party definitions               │
 │                                                                       │
 │                    01 = Reset for new election                        │
 │                  Enter = Exit to menu                                 │
 │                                                                       │
 │                  Enter selection:0_                                   │
 ├───────────────────────────────────────────────────────────────────────┤
 │                                                                       │
 │                                                                       │
 │                                                                       │
 │                                                                       │
 │                                                                       │
 │                                                                       │
 └───────────────────────────────────────────────────────────────────────┘
```

2. Type **01** to reset the contests affected by the straight party contests, or press ENTER to return to the Contest and Candidates Menu screen without resetting the contests.

3. When the reset process is complete, press ENTER to return to the Contest and Candidates Menu screen.

Changing Candidate Rotation

Occasionally it will be necessary to change rotations after using the automatic create. To use this option, type **02** in the **Selection** field on the Contests and Candidates Menu. The cursor will be in the **Contest no** field. The steps for manually entering candidate rotation follow.

```
┌─ PE009 3PE ──────── Change Candidate Rotation ──────── 3PMNSTC1 ─┐
│ Contest no:5        Rotation style no:2           COUNCIL AT LARGE │
│                                                                   │
│ ───────────────────── Rotated Ballot Positions ─────             │
│    1. 1-9    2-  1 0050005  E. R. "WOODY" 6.                      │
│    2. 1-1    2-  2 0050006  STEPHEN E. LO 7.                      │
│    3. 1-2    2-  3 0050007  LARRY MEYER   8.                      │
│    4. 1-3    2-  4 0050008  JOHN D. ELLEN 9.                      │
│    5. 1-4    2-  5 0050009  DUANE E. SCHU10.                      │
│                                                                   │
│ ───────────────────── Precincts Using This Rotation ─────        │
│  2     11    20                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│ ───────────────────────── Instructions ──────────                │
└───────────────────────────────────────────────────────────────────┘
 Current field:   This candidate's rotated column number
 Previous value:  1
```

1. Enter the contest number and press ENTER if you do not fill the entire field. The contest title will display on the right side of the screen, and the cursor will move to the **Rotation style no** field.

2. Enter the rotation style number for this rotation record (beginning with 1 and continuing through 70). Press ENTER if you do not fill the entire field. The cursor will move to the **District code** field.

    Note: For rotation style 1 (base or home), the column and rotated ballot position will automatically appear as the home ballot position. Home ballot positions are derived from the column and the ballot position entered using the Change Contest and Candidate option and *must not be changed.*

3. If rotation is by district, enter the three-character district code. The cursor will move to the **District number** field. Proceed with Step 4. If rotation is not by district, press ENTER. The cursor will skip the **District number** field. Proceed with Step 5.

4. Enter the district number representing this district. Press ENTER if you do not fill the entire field.

5. The screen will display the fields for the candidate's rotated column number, the rotated ballot position, the home column number, the home ballot position, and the name of each candidate in this contest (up to ten candidates per page.) The bottom half of the screen is used to enter the precincts using this rotation style. The rotated column number and the rotated ballot position may be changed. The cursor will move to the **rotated column** field for the first candidate.

6. Enter the actual column in which this candidate's name will appear for this rotation. This may be a different column than the home column if the contest appears in different columns on different ballots. The cursor will move to the **ballot position** field.

7. Enter the actual position the candidate will occupy on the ballot for this particular rotation style. Press ENTER if you do not fill the entire field. The cursor will move to the **rotated column** field for the next sequential candidate. Continue with this procedure until all candidates' rotated columns and ballot positions have been entered.

   Note: If there are more than ten candidates in this contest, "F7 = Next 10 candidates" will display on the screen below the candidates listed. To display the next ten candidates, press F7. Follow Step 6 to enter the rotated ballot position for the candidates. To return to the previous list of candidates, press F8.

8. Press F9 to advance to the precinct area of the screen. Enter the precinct numbers (up to 150) using this rotation style. If you fill all 150 precinct fields, and need to enter more, press F5 to go to the next screen. To return to the first page, press F6. Press PAGE DOWN to advance the cursor to the **Selection** field. Press ENTER to create the rotation, type **01** to abandon the information entered and return to the **Contest number** field, or type **02** to exit to the Election Contest and Candidates Menu without accepting the information entered.

   Note: Precincts must be predefined using the Districts and Precincts option.

9. Follow Steps 1 through 8 for each rotation style. Each rotation style is entered using 1 through a maximum of 70, sequentially, by contest.

Change AERO - ONLY Counters

Use this option to create counters that will display in ELECTION REPORTING MANAGER but will not appear in the files used by the counting equipment. These counters print on all reports and appear on ELECTION REPORTING MANAGER display screens and on the manual entry screen. Because they are not updated by reading MemoryPacks or transfers, they must be updated by manual entry.

To access this application, type **04** in the **Selection** field of the Election Contests and Candidates Menu. Your screen will look like the one shown below.

```
┌─ PE07E CES ─────── Change AERO - ONLY Counters ───────── 3PMNSTC1 ─┐
│        CODE             TEXT                                       │
│                                                                   │
│    1.   /_                                                         │
│    2.                                                             │
│    3.                                                             │
│    4.                                                             │
│    5.                                                             │
│    6.                                                             │
│    7.                                                             │
│    8.                                                             │
│    9.                                                             │
│   10.                                                             │
│   11.                                                             │
│   12.                                                             │
│                                                                   │
│                                                                   │
│                                                                   │
│                      ─────── Instructions ───────                 │
│  Current field:   Code used to identify a candidate for AERO use only, ie: R/W
│  Previous value:   /
```

1. Type the 3-character code that will identify this counter type. The second character **must** be / (e.g., W/I).

   Note: Up to 12 counters may be defined per election.

2. In the **TEXT** field, type a description of this counter code.

You can now enter these AERO-ONLY codes on the Contests and Candidates screen.

```
┌─ PE07E CES ──────── Change AERO - ONLY Counters ──────── 3PMNSTC1 ─┐
│                                                                     │
│      CODE                  TEXT                                     │
│                                                                     │
│   1.  T/V                  TOTALS VOTERS                            │
│   2.  R/W                  REGISTERED WRITE-IN                      │
│   3.  C/W                  COMBINED WRITE-IN                        │
│   4.                                                                │
│   5.                                                                │
│   6.                                                                │
│   7.                                                                │
│   8.                                                                │
│   9.                                                                │
│  10.                                                                │
│  11.                                                                │
│  12.                                                                │
│                                                                     │
│                                                                     │
│                                                                     │
│                         ── Instructions ──                          │
└─────────────────────────────────────────────────────────────────────┘
   Current field:   Code used to identify a candidate for AERO use only, ie: R/W
   Previous value:  T/V
```

3. On the Contests and Candidates screen, enter the column number and the ballot position on the line after the last candidate. Then enter the AERO-ONLY counter code name in the **Candidate Name** field.

   Note: Multiple AERO-ONLY candidates may appear in any contest. In addition, you may enter AERO-ONLY candidates in as many contests as you want.

   WARNING: AERO-ONLY codes must be the last counters in the contest.

   A sample Contests and Candidates screen with AERO ONLY candidates is shown on the next page.

```
┌─ PE07A 100──────── Change Contests and Candidates ──────── 3PMNSTC1 ─┐
│                                                                       │
│ Contest number:3                                    Party:            │
│         Title:MAYOR                                                   │
│                    001  MAYOR                                         │
│   AS100 Title:MAYOR                                                   │
│                                                                       │
│      Vote for:1                 District:    -                        │
│      Rotated?:                  Special type:      Ov/Un?:Y   Write-ins?:N│
│ ┌──────────────────────── Candidates (8) ─────────────────────────┐  │
│ # Col BP         Candidate name                                       │
│ 1.1 5          JOHN SEVERSON                                          │
│ 2.1 6          BUTCH STAVRUM                                          │
│ 3.1 7          JOHN HAMERLINCK                                     -  │
│ 4.1 8          EDDIE EBACHER                                          │
│ 5.1 9          CHUCK B. WINKELMAN                                     │
│ 6.1 10         D. WM. "BUD" MURPHY                                    │
│ 7.1 11         T/V                                                    │
│ 8._                                                                   │
│ 9.                                                                    │
│ 10.                                                                   │
│ └──────────────────────── Instructions ──────────────────────────┘  │
│ Current field:   Column number in which this candidate appears        │
│ Previous value:                                                       │
│ F3 = Delete candidate   F9 = Next candidate page                      │
└───────────────────────────────────────────────────────────────────────┘
```

The Update Election Results Manually screen in Election Reporting Manager will look like the one shown below.

```
┌─ PA040 ──────────── Update Election Results Manually ──────── 3PMNSTC1 ─┐
│                                                                          │
│            Precinct number:1      WASHINGTON 1B          J-    W-   P-   │
│ STRAIGHT PARTY                    DEMOCRATIC PARTY──────────────── 156   │
│                                   REPUBLICAN PARTY──────────────── 145   │
│                                   OVER VOTES───────────────────── 0      │
│                                   UNDER VOTES──────────────────── 0      │
│ MAYOR 001  MAYOR                  JOHN SEVERSON───────────────── 204     │
│                                   BUTCH STAVRUM──────────────── 97       │
│                                   JOHN HAMERLINCK───────────── 153       │
│                                   EDDIE EBACHER─────────────── 121       │
│                                   CHUCK B. WINKELMAN────────── 75        │
│                                   D. WM. "BUD" MURPHY───────── 99        │
│                                   T/V──────────────────────── 749        │
│                                   OVER VOTES──────────────────── 0       │
│                                   UNDER VOTES─────────────────── 0        │
│ COUNCIL AT LARGE 005  COUNCIL AT  0050001  ROBIN WHITESIDE──────── 111   │
│                                   0050002  BOB BIXBY───────────── 86      │
│                                   0050003  CHARLES HAMILTON ───── 102     │
│                                   0050004  OWEN ZIMPEL──────────── 199    │
│                                   0050005  E. R. "WOODY" BIS──── 141      │
│                                   0050006  STEPHEN E. LORE──────── 51     │
│                                                                          │
│ Esc=Exit  Update:F1=All              F3=No Update       F9=Next          │
└──────────────────────────────────────────────────────────────────────────┘
```

Listing Contests and Candidates

After defining contests and candidates, Hardware Programming Manager allows you to print contests and candidate information in contest number order. You should proof this list carefully. This information may be printed as:

- Abbreviated Listing (No Candidates) The abbreviated listing contains contest number, contest title, contest device title, number of candidates, votes allowed, and contest type.
- Detailed Listing (With Candidates)   The detailed listing contains contest number, contest title, column, ballot position, party, candidate name, device contest title, device candidate name, number of candidates, votes allowed, and contest type in a concise format.
- Extended Listing (Screen Style)   The extended listing is a detailed contest listing in the screen style format showing all information as entered on the screen. If the election is coded as system type **P**, destination codes do not print.

To print the contest and candidate listing, type **06** at the Election Contests and Candidates Menu. The List Contests and Candidates screen, shown below, will display with the cursor in the **Selection** field. Instructions for printing the listing appear on the following page.

```
┌──────────────────────────────────────────────────────────────────────┐
│  PE012                  List Contests and Candidates         3PMNSTC1  │
├──────────────────────────────────────────────────────────────────────┤
│                                                                        │
│                                                                        │
│              01 = Abbreviated Listing (No Candidates)                  │
│              02 = Detailed Listing (With Candidates)                   │
│              03 = Extended Listing (Screen Style)                      │
│          Enter = Return to menu                                        │
│                                                                        │
│              Enter selection:0_                                        │
│                                                                        │
├──────────────────────────────────────────────────────────────────────┤
│                                                                        │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

1. Type **01** to print the Abbreviated Listing, type **02** to print the Detailed Listing, or type **03** to print a Extended Listing (screen style). If you entered **Y** or **P** in the **Display choices by program** field on the Printer Control File screen, the bottom section of the screen will then look similar to the one shown below.

```
┌──────────────────────────────────────────────────────────────────────┐
│  Device:LPT1   (DISK, LPTn, COMn)    Printer:L1    (Ln=Laser  Pn=Line) │
│  Orientation:P   (P=Port L=Land)     Lines per page:67   (59 67 79 96 118) │
│  Send Esc sequence=Yes                                                 │
│         F1=Continue with listing              Esc=Exit to menu         │
└──────────────────────────────────────────────────────────────────────┘
```

2. You may change these fields, if necessary.

   Note: The only field that is not accessible is the **Send Esc sequence** field.

3. Press F1 to continue and print the list.

   Note: If you decide not to print at this time, press ENTER to return to the Election Contests and Candidates Menu.

ELECTION MANAGEMENT SYSTEM
RUN DATE:09-07-00   11:34 AM

CITY OF ANYWHERE USA
ELECTION ID: 3PMNSTC1
CONTEST LISTING

REPORT-EL12-01   PAGE   1

CONT NUMB	PTY	CONTEST TITLE	CONTEST DEVICE TITLE	# CNDS	VT FOR DISTRICT	ROT	SP EC	C T
0001		STRAIGHT PARTY	STRAIGHT PARTY	2	1		Y	R
0003		MAYOR	MAYOR	7	1		Y	R
		001 MAYOR						
0005		COUNCIL AT LARGE	COUNCIL AT LARGE	9	3		Y	R
		005 COUNCIL AT LARGE						
0234		BALLOTS CAST	BALLOTS CAST	3	3		N S	R
9000		BALLOT COUNTERS		10				B

TOTAL NUMBER OF CONTESTS   5

TOTAL NUMBER OF CANDIDATES   21

RUN DATE:09-07-00   11:35 AM

CITY OF ANYWHERE USA
ELECTION MANAGEMENT SYSTEM   ELECTION ID: 3PMNSTC1
CONTEST LISTING

REPORT-EL12-02   PAGE   1

CONT PTY CONTEST TITLE	CONTEST DEVICE TITLE			
C NUMB B/P TYPE CANDIDATE NAME	CANDIDATE DEVICE NAME	# VT		SP
T	CNDS FOR DISTRICT ROT			EC

0001 STRAIGHT PARTY	STRAIGHT PARTY			
R		2	1	Y
1-002 DEMOCRATIC PARTY	DEMOCRATIC PARTY			
1-003 REPUBLICAN PARTY	REPUBLICAN PARTY			

0003 MAYOR	MAYOR			
R		7	1	Y
001 MAYOR				
1-005 JOHN SEVERSON	JOHN SEVERSON			
1-006 BUTCH STAVRUM	BUTCH STAVRUM			
1-007 JOHN HAMERLINCK	JOHN HAMERLIN			
1-008 EDDIE EBACHER	EDDIE EBACHER			
1-009 CHUCK B. WINKELMAN	CHUCK B. WINK			
1-010 OD. WM. "BUD" MURPHY	D. WM. "BUD"			
1-011 R/V	R/V			

0005 COUNCIL AT LARGE	COUNCIL AT LARGE			
R		9	3	Y
005 COUNCIL AT LARGE				
1-022 ROBIN WHITESIDE	ROBIN WHITESI			
1-023 BOB BIXBY	BOB BIXBY			
1-024 CHARLES HAMILTON KO	CHARLES HAMIL			
1-025 OWEN ZIMPEL	OWEN ZIMPEL			
1-026 E. R. "WOODY" BISSE	E. R. "WOODY"			
1-027 STEPHEN E. LORE	STEPHEN E. LO			
1-028 LARRY MEYER	LARRY MEYER			
1-029 JOHN D. ELLENBECKER	JOHN D. ELLEN			
1-030 DUANE E. SCHUMACHER, JR.	DUA DUANE E. SCHU			

0234 BALLOTS CAST	BALLOTS CAST			
R		3	3	N S
1-001 REGULAR ABSENTEES	REGULAR ABSENTEES			
1-002 FEDERAL OVERSEAS ABSENTEES	FEDERAL OVERSEAS ABSEN			
1-003 PRESIDENTIAL ABSENTEES	PRESIDENTIAL ABSENTEES			

9000 BALLOT COUNTERS				
1-337 NUMBER OF SPOILED BALLOTS		10		B
1-338 NUMBER OF PERSONS REGISTERED AT 7:00 A.M.				
1-339 NUMBER OF NEW REGISTRATIONS AT THE				

```
                    POLLING PLACE ON ELECTION DAY
1-340               NUMBER OF SIGNATURES ON
                    POLLING PLACE ROSTER
2-337               NUMBER OF ACCEPTED REGULAR
                    ABSENTEE BALLOTS
2-338               NUMBER OF ACCEPTED FEDERAL
                    OVERSEAS ABSENTEE BALLOTS
2-339               NUMBER OF ACCEPTED
                    PRESIDENTIAL ABSENTEE BALLOTS
3-337               TOTAL NUMBER OF BALLOTS
                    COUNTED
3-338               TOTAL NUMBER OF BALLOTS
```

```
ELECTION MANAGEMENT SYSTEM                CITY OF ANYWHERE USA
RUN DATE:09-07-00   11:35 AM              ELECTION ID: 3PMNSTC1
                                          CONTEST LISTING

                                                                    REPORT-EL12-02    PAGE    2

CONT PTY CONTEST TITLE              CONTEST DEVICE TITLE            #    VT              SP    C
NUMB    B/P     TYPE CANDIDATE NAME      CANDIDATE DEVICE NAME      CNDS FOR DISTRICT ROT EC    T
                     UNREAD
3-339                TOTAL NUMBER OF PERSONS
                     VOTING IN THE PRECINCT


TOTAL NUMBER OF CONTESTS        6

TOTAL NUMBER OF CANDIDATES     25
```

CITY OF ANYWHERE USA
ELECTION MANAGEMENT SYSTEM   ELECTION ID: 3PMNSTC1
CONTEST LISTING   REPORT-EL12-03   PAGE   1

Contest Number:0001   Title:STRAIGHT PARTY
    Vote For:01
    Party:0
Other Info:(Rotated)   (Include Over/Under)   STRAIGHT PARTY

--------- Candidates (2) ---------

Position	Name	Device Name
102	DEMOCRATIC PARTY	DEMOCRATIC PARTY
103	REPUBLICAN PARTY	REPUBLICAN PARTY

Contest Number:0002   Title:STRAIGHT PARTY OFFICE
    Vote For:01
    Party:0
Other Info:(Include Over/Under)   STRAIGHT PARTY OFFICE

--------- Candidates (4) ---------

Position	Name	Device Name
103	DEMOCRATIC PARTY	DEMOCRATIC PARTY
104	REPUBLICAN PARTY	REPUBLICAN PARTY
105	NATURAL LAW PARTY	NATURAL LAW PARTY
106	NONPARTISAN	NONPARTISAN

Contest Number:0003   Title:MAYOR
    Vote For:01   001 MAYOR
    Party:0
Other Info:(Rotated)   (Include Over/Under)   MAYOR

--------- Candidates (7) ---------

Position	Name	Device Name
105	JOHN SEVERSON	JOHN SEVERSON
106	BUTCH STAVRUM	BUTCH STAVRUM
107	JOHN HAMERLINCK	JOHN HAMERLIN
108	EDDIE EBACHER	EDDIE EBACHER
109	CHUCK B. WINKELMAN	CHUCK B. WINK
110	D. WM. "BUD" MURPHY	D. WM. "BUD"
111	R/V	R/V

```
ELECTION MANAGEMENT SYSTEM          CITY OF ANYWHERE USA
RUN DATE:09-07-00   11:36 AM        ELECTION ID: 3PMNSTC1          REPORT-EL12-03   PAGE    2
                                    CONTEST LISTING

Contest Number:0005   Title:COUNCIL AT LARGE                      COUNCIL AT LARGE
      Vote For:03            005  COUNCIL AT LARGE

      Party:0
Other Info:(Rotated)    (Include Over/Under)

                  ------------- Candidates ( 9) -------------
      Position        Name                    Device Name

        106        ROBIN WHITESIDE             ROBIN WHITESI
        107        BOB BIXBY                   BOB BIXBY
        108        CHARLES HAMILTON KO         CHARLES HAMIL
        109        OWEN ZIMPEL                 OWEN ZIMPEL
        110        E. R. "WOODY" BISSE         E. R. "WOODY"
        111        STEPHEN E. LORE             STEPHEN E. LO
        112        LARRY MEYER                 LARRY MEYER
        113        JOHN D. ELLENBECKER         JOHN D. ELLEN
        114        DUANE E. SCHUMACHER, JR. DUA DUANE E. SCHU

Contest Number:0234   Title:BALLOTS CAST                          BALLOTS CAST
      Vote For:03
      Party:0
Other Info:(Include Over/Under)

                  ------------- Candidates ( 3) -------------
      Position        Name                    Device Name

        101        REGULAR ABSENTEES           REGULAR ABSENTEES
        102        FEDERAL OVERSEAS ABSENTEES  FEDERAL OVERSEAS ABSEN
        103        PRESIDENTIAL ABSENTEES      PRESIDENTIAL ABSENTEES
```

ELECTION MANAGEMENT SYSTEM
RUN DATE:09-07-00   11:36 AM

CITY OF ANYWHERE USA
ELECTION ID: 3PMNSTC1
CONTEST LISTING

REPORT-EL12-03   PAGE   3

Contest Number:9000

(Statistics Contest)

------------ Stat Lines (10) ------------

Ctr Type	Posn	AERO Description	Description
	101	NUMBER OF SPOILED BALLOTS	
	102	NUMBER OF PERSONS REGISTERED AT 7:00 A.M.	
	103	NUMBER OF NEW REGISTRATIONS AT THE POLLING PLACE ON ELECTION DAY	
	104	NUMBER OF SIGNATURES ON POLLING PLACE ROSTER	
	201	NUMBER OF ACCEPTED REGULAR ABSENTEE BALLOTS	
	202	NUMBER OF ACCEPTED FEDERAL OVERSEAS ABSENTEE BALLOTS	
	203	NUMBER OF ACCEPTED PRESIDENTIAL ABSENTEE BALLOTS	
	301	TOTAL NUMBER OF BALLOTS COUNTED	
	302	TOTAL NUMBER OF BALLOTS UNREAD	
	303	TOTAL NUMBER OF PERSONS VOTING IN THE PRECINC	

List Candidate Rotation

After candidate rotation has been created using either option **02** or **13** on the Election Contests and Candidates Menu, you should print a listing of the contests using rotation. This listing shows the contests, rotation styles, candidates, and their rotated column and ballot positions, as well as a list of precincts using each rotation. Proof carefully.

To print the candidate rotation listing type **07** at the Election Contests and Candidates Menu. The List Candidate Rotation screen shown below will display. Instructions for printing the listing follow.

```
PE010                    List Candidate Rotation              3PMNSTC1


                          01 = Rotation listing
                        Enter = Return to menu


                        Enter selection:0_




```

Note: If you have entered **PC** in the **State** field on the Jurisdiction Master, your screen will look like the one shown on the next page. In this case, enter **01** to print the listing for all contests or **02** to create and print the listing for selected contests.

1. Type **01** to print the rotation listing. (If you decide not to print, press ENTER.) Your screen will then look like the one shown below.

2. You may change these fields, if necessary.

    Note: The only field that is not accessible is the **Send Esc sequence** field.

    A sample listing is shown on the next page.

```
ELECTION MANAGEMENT SYSTEM                    CITY OF ANYWHERE USA
RUN DATE:09-07-00    3:16 PM                  ELECTION ID: 3PMNSTC1
1                                             ROTATION LISTING                        REPORT-EL10      PAGE
```

CONTEST NO: 0001   TITLE:STRAIGHT PARTY   PARTY: SELECTION: CANDIDATES:02

STYLE:001 (HOME)

```
4 140 DEMOCRATIC PARTY
4 156 REPUBLICAN PARTY
```

PRECINCTS:
```
1    3    5
7    9    11   13   15
17   25   27   29   31
33   35   37   39   41
43   45   1801 8224
```

STYLE:002

```
4 140 REPUBLICAN PARTY
4 156 DEMOCRATIC PARTY
```

PRECINCTS:
```
2    4    6
8    10   12   14   16
18   26   28   30   32
34   36   38   40   42
44   46   1802
```

CONTEST NO: 0003   TITLE:MAYOR   PARTY: SELECTION: CANDIDATES:07

STYLE:001 (HOME)
```
4 188 0010003 JOHN SEVE
4 204 0010004 BUTCH STA
4 220 0010005 JOHN HAME
4 236 0010006 EDDIE EBA
4 252 0010001 CHUCK B.
4 268 0010002 D. WM. "B
4 284 R/V
```
PRECINCTS:
```
1    8    15
28   35   42   8224
```

STYLE:002
```
4 188 0010004 BUTCH STA
4 204 0010005 JOHN HAME
4 220 0010006 EDDIE EBA
4 236 0010001 CHUCK B.
4 252 0010002 D. WM. "B
4 268 R/V
4 284 0010003 JOHN SEVE
```
PRECINCTS:
```
2    9    16
29   36   43
```

STYLE:003
```
4 188 0010005 JOHN HAME
4 204 0010006 EDDIE EBA
4 220 0010001 CHUCK B.
4 236 0010002 D. WM. "B
4 252 R/V
4 268 0010003 JOHN SEVE
4 284 0010004 BUTCH STA
```
PRECINCTS:
```
3    10   17
30   37   44
```

STYLE:004
```
4 188 0010006 EDDIE EBA
4 204 0010001 CHUCK B.
4 220 0010002 D. WM. "B
4 236 R/V
4 252 0010003 JOHN SEVE
4 268 0010004 BUTCH STA
4 284 0010005 JOHN HAME
```
PRECINCTS:
```
4    11   18
31   38   45
```

STYLE:005
```
4 188 0010001 CHUCK B.
4 204 0010002 D. WM. "B
4 220 R/V
4 236 0010003 JOHN SEVE
4 252 0010004 BUTCH STA
4 268 0010005 JOHN HAME
4 284 0010006 EDDIE EBA
```
PRECINCTS:
```
5    12   25
32   39   46
```

STYLE:006
```
4 188 0010002 D. WM. "B
4 204 R/V
4 220 0010003 JOHN SEVE
4 236 0010004 BUTCH STA
4 252 0010005 JOHN HAME
4 268 0010006 EDDIE EBA
4 284 0010001 CHUCK B.
```
PRECINCTS:
```
6    13   26
33   40   1801
```

STYLE:007
```
4 188 R/V
4 204 0010003 JOHN SEVE
4 220 0010004 BUTCH STA
4 236 0010005 JOHN HAME
4 252 0010006 EDDIE EBA
4 268 0010001 CHUCK B.
4 284 0010002 D. WM. "B
```
PRECINCTS:
```
7    14   27
34   41   1802
```

CONTEST NO: 0005   TITLE:COUNCIL AT LARGE   PARTY: SELECTION: CANDIDATES:09

STYLE:001 (HOME)

```
4 204 0050001 ROBIN WHI
4 220 0050002 BOB BIXBY
4 236 0050003 CHARLES H
4 252 0050004 OWEN ZIMP
4 268 0050005 E. R. "WO
4 284 0050006 STEPHEN E
4 300 0050007 LARRY MEY
4 316 0050008 JOHN D. E
4 332 0050009 DUANE E.

PRECINCTS:    1    10    25
         34   43   8224
```

STYLE:002

```
4 204 0050002 BOB BIXBY
4 220 0050003 CHARLES H
4 236 0050004 OWEN ZIMP
4 252 0050005 E. R. "WO
4 268 0050006 STEPHEN E
4 284 0050007 LARRY MEY
4 300 0050008 JOHN D. E
4 316 0050009 DUANE E.
4 332 0050001 ROBIN WHI

PRECINCTS:    2    11    26
         35   44
```

STYLE:003

```
4 204 0050003 BOB BIXBY
4 220 0050004 CHARLES H
4 236 0050005 OWEN ZIMP
4 252 0050006 E. R. "WO
4 268 0050007 STEPHEN E
4 284 0050008 LARRY MEY
4 300 0050009 JOHN D. E
4 316 0050001 DUANE E.
4 332 0050002 ROBIN WHI

PRECINCTS:    3    12    27
         36   45
```

STYLE:004

```
4 204 0050004 CHARLES H
4 220 0050005 OWEN ZIMP
4 236 0050006 E. R. "WO
4 252 0050007 STEPHEN E
4 268 0050008 LARRY MEY
4 284 0050009 JOHN D. E
4 300 0050001 DUANE E.
4 316 0050002 ROBIN WHI
4 332 0050003 BOB BIXBY

PRECINCTS:    4    13    28
         37   46
```

STYLE:005

STYLE:006

STYLE:007

STYLE:008

CITY OF ANYWHERE USA
ELECTION MANAGEMENT SYSTEM
RUN DATE:09-07-00   3:16 PM
PAGE 2

ELECTION ID: 3PMNSTC1
ROTATION LISTING

REPORT-EL10

CONTEST NO: 0005 (CONTINUED)

STYLE:005

```
4 204 0050005 E. R. "WO
4 220 0050006 STEPHEN E
4 236 0050007 LARRY MEY
4 252 0050008 JOHN D. E
4 268 0050009 DUANE E.
4 284 0050001 ROBIN WHI
4 300 0050002 BOB BIXBY
4 316 0050003 CHARLES H
4 332 0050004 OWEN ZIMP

PRECINCTS:    5    14    29
         38  1801
```

STYLE:006

```
4 204 0050006 STEPHEN E
4 220 0050007 LARRY MEY
4 236 0050008 JOHN D. E
4 252 0050009 DUANE E.
4 268 0050001 ROBIN WHI
4 284 0050002 BOB BIXBY
4 300 0050003 CHARLES H
4 316 0050004 OWEN ZIMP
4 332 0050005 E. R. "WO

PRECINCTS:    6    15    30
         39  1802
```

STYLE:007

```
4 204 0050007 LARRY MEY
4 220 0050008 JOHN D. E
4 236 0050009 DUANE E.
4 252 0050001 ROBIN WHI
4 268 0050002 BOB BIXBY
4 284 0050003 CHARLES H
4 300 0050004 OWEN ZIMP
4 316 0050005 E. R. "WO
4 332 0050006 STEPHEN E

PRECINCTS:    7    16    31
         40
```

STYLE:008

```
4 204 0050008 JOHN D. E
4 220 0050009 DUANE E.
4 236 0050001 ROBIN WHI
4 252 0050002 BOB BIXBY
4 268 0050003 CHARLES H
4 284 0050004 OWEN ZIMP
4 300 0050005 E. R. "WO
4 316 0050006 STEPHEN E
4 332 0050007 LARRY MEY

PRECINCTS:    8    17    32
         41
```

STYLE:009

```
4 204 0050009 DUANE E.
4 220 0050001 ROBIN WHI
4 236 0050002 BOB BIXBY
4 252 0050003 CHARLES H
4 268 0050004 OWEN ZIMP
4 284 0050005 E. R. "WO
4 300 0050006 STEPHEN E
4 316 0050007 LARRY MEY
4 332 0050008 JOHN D. E

PRECINCTS:    9    18    33
```

List Straight Party Contests

To print the Straight Party Contest listing, type **08** at the Election Contests and Candidates Menu. The List Straight Party Contests screen shown below will display. Instructions for printing the listing follow.

```
PE107              List Straight Party Contests         3PMNSTC1



                         01 = Run the Listing
                      Enter = Return to menu

                      Enter selection:0_
```

1. Type **01** to print the straight party listing. (If you decide not to print, press ENTER). Your screen will then look like the one shown on the next page.

   If you entered **Y** or **P** in the **Display choices by program** field on the Printer Control File screen, the bottom portion of your screen will look similar to the one shown below.

```
Device:LPT1   (DISK, LPTn, COMn)     Printer:L1    (Ln=Laser  Pn=Line)
Orientation:P   (P=Port L=Land)      Lines per page:67   (59 67 79 96 118)
Send Esc sequence=Yes
        F1=Continue with listing              Esc=Exit to menu
```

2. You may change these fields, if necessary. Press F1 to continue and print the listing.

   Note: The only field that is not accessible is the **Send Esc sequence** field.

```
CITY OF ANYWHERE USA
ELECTION MANAGEMENT SYSTEM                           ELECTION ID: 3PMNSTC1
RUN DATE:09-07-00    3:24 PM               STRAIGHT PARTY CONTEST LISTING
REPORT-EL107      PAGE   1

STRAIGHT PARTY CONTEST                              AFFECTED CONTEST

1 STRAIGHT PARTY                                    3 MAYOR
                                                    5 COUNCIL AT LARGE
```

Renumber Contests

After all contests are entered and are complete, you may need to renumber because of additions or changes. The Renumber Contests option allows you to renumber by range or individually. By planning your contest sequence ahead of time, your need for this function will be reduced.

WARNING: When renumbering, include all existing contest numbers in the ranges of contest numbers entered. Any contests not included in the ranges will be deleted.

To renumber contests, type 11 at the Election Contests and Candidates Menu. Your screen will look like the one shown below.

```
PE25C               Renumber Contests          3PMNSTC1


           01 = Renumber by range
           02 = Renumber individually
      Enter = Return to menu


           Selection:0_
```

By Range...

To renumber by range of contests, enter **01** in the **Selection** field. Your screen will look like the one shown below.

```
┌────────────────────────────────────────────────────────────────────┐
│  PE25C                          Renumber Contests              3PMNSTC1  │
│ ┌──────────────────────────────────────────────────────────────────┐ │
│ │ Increment to renumber by:1_     New starting number:1             │ │
│ │        Starting-ending numbers to be renumbered                   │ │
│ │  1.      thru      11.     thru      21.     thru     31.    thru  │ │
│ │  2.      thru      12.     thru      22.     thru     32.    thru  │ │
│ │  3.      thru      13.     thru      23.     thru     33.    thru  │ │
│ │  4.      thru      14.     thru      24.     thru     34.    thru  │ │
│ │  5.      thru      15.     thru      25.     thru     35.    thru  │ │
│ │  6.      thru      16.     thru      26.     thru     36.    thru  │ │
│ │  7.      thru      17.     thru      27.     thru     37.    thru  │ │
│ │  8.      thru      18.     thru      28.     thru     38.    thru  │ │
│ │  9.      thru      19.     thru      29.     thru     39.    thru  │ │
│ │ 10.      thru      20.     thru      30.     thru     40.    thru  │ │
│ └──────────────────────────────────────────────────────────────────┘ │
│  Any existing numbers not included in above ranges will be deleted!   │
└────────────────────────────────────────────────────────────────────┘

  Current field:   Increment new numbers by this number
  Previous value:  1
```

1. Enter the value by which you want to increment the contest numbers. Press ENTER if you do not fill the entire field. The cursor will move to the **New starting number** field. The value entered in the **Increment to renumber by** field will automatically display in the **New starting number** field.

2. Press ENTER to accept the value displayed in this field, or change it to another value. Press ENTER if you do not fill the entire field. The cursor will move to the first line under the **Starting-ending numbers to be renumbered** section of the screen.

3. There are 40 ranges of contest numbers available. Enter the starting contest number to renumber for this range. Press ENTER if you do not fill the entire field. The cursor will move to the **thru** field.

4. Enter the ending contest number for this range. Press ENTER if you do not fill the entire field. The cursor will move to the next field for the beginning contest number of a range.

5. Follow Steps 3 and 4 for each range that needs to be entered.

    Note: Enter ranges in the sequence you want the contests to appear. For example, in a ten contest election, if you want to make what is now contest 7 into contest 4, your ranges would be 1-3, 7-7, 4-6, 8-10. After entering the ranges, the cursor will move to the **Selection** field. If you do not use all 40 lines for entering ranges, press ENTER or PAGE DOWN until the cursor reaches the **Selection** field.

6. Press ENTER to renumber; type **01** to return to the first field without updating; or type **02** to return to Contest and Candidates Menu without updating.

Note: If the program determines that you have excluded existing contests, a warning will display on the screen allowing you to make a decision to continue or to abandon the update.

Note: This procedure updates contest records, rotation records, straight party records and ballot style records.

By Individual Contests

To renumber by individual contests, enter **02** in the **Selection** field. Your screen will look like the one shown below.

```
┌─────────────────────────────────────────────────────────────┐
│  PE25C                    Renumber Contests         3PMNSTC1 │
├─────────────────────────────────────────────────────────────┤
│ Old no.  New no.                                             │
│  1         0___     STRAIGHT PARTY                           │
│  2                  STRAIGHT PARTY OFFICE                    │
│  3                  MAYOR                                    │
│  5                  COUNCIL AT LARGE                         │
│  234                BALLOTS CAST                             │
│  9000                                                        │
│                                                             │
│                                                             │
├─────────────────────────────────────────────────────────────┤
│  F2=Copy all old     F3=Copy old no.                         │
└─────────────────────────────────────────────────────────────┘
```

1. In the **New no.** field to the right of the old (existing) number, do one of the following:

   - If you want to change only a few numbers, press F2 to duplicate all record numbers; then change only the ones that need to be changed.
   - Press F3 to duplicate the record number of the entry currently selected so that you do not have to key it in manually. Press F9 to advance to the next screen if you need to change more than ten contests. Press F10 to return to the previous screen.

2. After you have entered all new contest numbers, press PAGE DOWN. Then press ENTER to renumber; type **01** to return to the **New no.** field without renumbering; or type **02** to exit to the Election Contest and Candidates Menu screen without renumbering.

Create Candidate Rotation

The Create Candidate Rotation option automatically creates candidate rotation so that you do not have to enter the rotation information manually. After contest and candidate information is complete, candidate rotation procedures may be performed, if needed. Rotation applies where state law decrees that the same candidate may not appear at the top of the ballot for the entire jurisdiction. Individual state laws determine the order candidate names must follow for each ballot per number of voters expected to see that ballot. Therefore, the need for this option is dependent on your state laws.

> **WARNING:** Do not use this option if you already created or changed rotation manually, as it will override what already exists.

To use this option, type **13** at the Election Contests and Candidate Menu. The Create Rotation File screen shown below will display. Instructions for completing the screen follow.

```
PE031                    Create Rotation File                    3PMNSTC1


                      01 = Create file for rotation
                   Enter = Exit no update

                   Enter selection:0_
```

1. Do one of the following:

    *   Type **01** to automatically create the candidate rotation. A message will display on the screen indicating that the rotation file is being processed.
    *   Press ENTER if you decide not to create the rotation file.

2. When the process is complete, press ENTER to return to the Election Contests and Candidates Menu.

    > **WARNING:** Although rotation is created for you by Hardware Programming Manager, you MUST print a Candidate Rotation List (07 on the Election Contests and Candidates Menu) to check the rotation file for any discrepancies. Use option 02 (Change Candidate Rotation) to make any necessary changes. After changes are made, DO NOT re-create rotation automatically.