

The Board of Elections in the City of New York

Canvass/Recanvass Procedures

Step-by-Step Section

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STEP-BY-STEP SCANNER, ERM, AND ELECTIONWARE INSTRUCTIONS

Central Ballot and Scanning Tabulation System – Scanning Paper Ballots

- Requirements for Scanning Ballots
- Guidelines to Prepare the Ballots for Scanning
- Prepare the System to Scan Paper Ballots
- Setup the Election Definition Database
- Print the Zero Report
- Scan the Ballots
- Print a Detail Results By ED Report
- Print a Detail Results Report
- Interrupt, Resume or End the Scanning Task
- Export Election Day Results from the Scanner
- Export Other Paper Ballot Kinds Results from the Scanner
- Clear or Delete an ED that was Scanned
- Cancel or Delete a Scanned Ballot Batch and Rescan the Ballots
- Shut Down the Scanner

ELECTIONWARE – Creating EQC, ERM Key and Election Definition PMDs

- Start Electionware
- Open an Election
- Create the Qualification Media (EQC PMD)
- Create the Election Reporting Key Media (ERM Key)
- Create the Election Data Media (Election Definition PMD)
- Create an XML and HTML File in Electionware

ERM – Loading Election Data into Election Reporting Manager

- Load an Election
- Start Election Reporting Manager (ERM)
- Processing Election Results
- Update Election Results Manually
- Producing Reports
- Exporting Election Results

REQUIREMENTS FOR SCANNING BALLOTS:

Bipartisan Leads must contact the System Administrator in Electronic Voting Systems (EVS) Department at the General Office to obtain these materials:

- PMD for EQC
- PMD with the borough-wide election definition database
- Blank PMD to export the election results
- EQC Code
- Election Code
- Override Code

Leads will also need the keys to unlock the Scanner.

GUIDELINES TO PREPARE BALLOTS FOR SCANNING

SCANNER OPERATORS

Ballot preparation is the most important factor in the performance of the Scanner. Making the ballots as flat as possible provides the best system operation. Follow these guidelines:

- **With perfectly flat ballots, 400** sheets is the maximum number of ballots to scan at one time. This number includes the input tray (or ballot hopper) and bottom output tray.
 - o The middle and top output trays have a maximum capacity of **200** ballots.
- **With folded ballots**, use smaller stacks in the input tray (or ballot hopper).
 - o Begin with stacks of **25-50** ballots at a time. If the machine processes those batches successfully, slowly increase the batch size.
 - o **DO NOT USE MORE THAN 150** ballots per batch.
- **With Back-Bended ballots**, each machine fold must be completely bent back in the opposite direction of the machine fold, to break the grain of the paper.
 - o Back bend in stacks of **100** or less ballots. Each Scanner Operator should only back bend as many ballots as they are capable of at a time. For some Operators this may be as few as 10 ballots.
 - o If a ballot is properly back bent, breaking the grain of the paper, each fold will move as easily in either direction.
 - o If a fold moves easier in the direction of the machine fold, it is not properly back bent.
- **The minimum capacity of the Scanner is one (1) ballot.**
 - o If a ballot is damaged or heavily creased, run the single ballot into the scanner as a batch of one.
 - o If a ballot is torn, repair it with a piece of clear tape before running it through the scanner.
- **For Ballot Orientation**, folded ballots must be stacked in the same orientation for proper processing in the Scanner.
- **For the Scanner Cart**, make sure the arms are extended and secure.

Output Tray	Function
Top	Holds ballots that are scanned, but not read or tallied. These are the scanner-refused ballots.
Middle	Holds the Filtered Write-in ballots. These are the ballots that need to be record on pink Write-in Forms.
Bottom	Holds ballots that are scanned and read. These ballots are tallied by the scanner and included in the systems' election results.

PREPARE THE SYSTEM TO SCAN PAPER BALLOTS

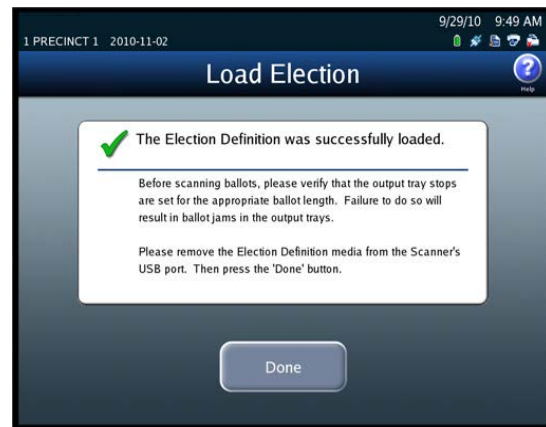
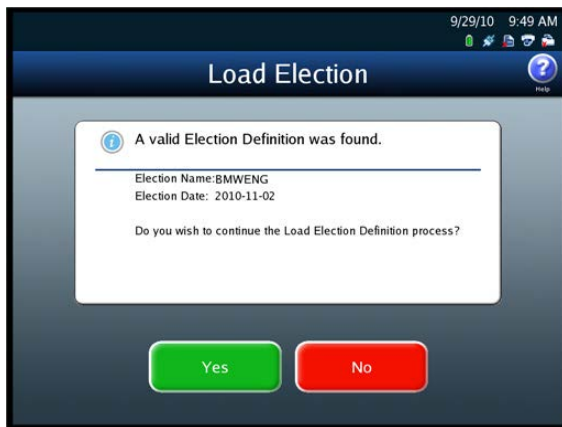
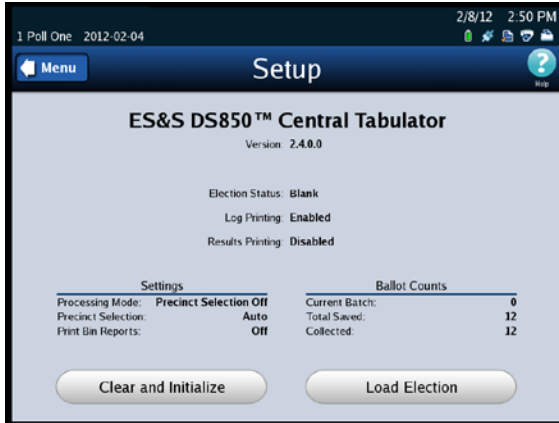
1. Remove the plastic cover from the Scanner.
2. Extend and secure the scanner cart arms.
3. Locate the APC Uninterrupted Power Supply (UPS) of the Scanner. Press and hold down the middle button located on the top of the UPS until you hear a beep.
4. On the laser printer of the Scanner (OKI, Model #B431dn), locate the **On/Off** switch on the lower front, right side and turn it **On**.
5. On the dot matrix printer (OKI Microline 420), locate the **On/Off** switch on the lower back, right side and turn it on. The dot matrix printer will print an audit log showing system information.
6. Locate the **On/Off** switch on the left side of the Scanner and unlock the small compartment glass door with the scanner keys.
7. Turn the Scanner **On** and wait until the monitor boots up. **This takes several seconds.**
8. Close and lock the small compartment glass door on the left side of the Scanner.

NOTE: The glass door cannot be locked unless the cables are lined up with the open notches.

SET UP THE ELECTION DEFINITION DATABASE

1. From the **Startup** screen, press **Setup**
2. Unlock the top PMD compartment located on the right side of the Scanner
3. Insert the EQC PMD into the left USB port
4. The scanner displays: **Detecting the Device**
5. From the **Setup** screen, press **Clear and Initialize**
6. From the **Clear and Initialize** screen, enter the EQC code and press **Accept**
A message displays: **Valid EQC Media was Found.**
 - a. If the **Valid EQC Media...** prompt does not display, recreate the EQC PMD and repeat steps 1 through 6
7. Press **Yes**
8. A message displays: **Clear and Initialize Successful**
9. Remove the EQC PMD and press **Done**
10. On the **Setup** screen, verify all Ballot Counts displayed on the screen are zero
 - a. **IMPORTANT:** If a Ballot Count is not zero, contact the EVS System Administrator at the General Office immediately.
11. From the top PMD compartment located on the right side of the Scanner, insert the Election Definition PMD into the left USB port. This message displays on the screen:
Please Wait ... Detecting Inserted Device
12. Press **Load Election**
13. Enter the **Election Code** in the data entry field
14. Press **Accept**
15. On the **Load Election** screen, this message displays: **A valid Election Definition was found**
 - a. **NOTE:** If that message does not display, recreate the Election Definition PMD and reload the election.
 - b. If the problem continues, contact the System Administrator immediately.
16. Verify the election name and election date displayed on the screen are correct and press **Yes**
17. This message displays: **Please Wait ... Loading the Election Definition**
18. On the **Load Election** screen, this message will display:
The Election Definition was successfully loaded
19. Press **Done**
20. Remove the Election Definition PMD from the USB port and press **OK**
21. The **Setup** screen displays
22. Close and lock the small compartment glass door with the scanner keys

ELECTION DEFINITION DATABASE SCREEN IMAGES



Note the date and time in the upper right corner of the screen.

If it needs updating, make the correction before scanning ballots.

To change the date and time:

1. Touch the **System** tab on the screen to display the System menu.
2. Follow the system prompts to: **Change Date** and **Change Time**.



PRINT THE ZERO REPORT

1. From the top left side of the **Setup** screen, press **Menu**.
2. On the **Election** screen, press the **Reports** button on the left (unless it is already highlighted).
3. From the **Reports** screen, press **Zero Report**.
4. Press **Print**. The report is printed on the laser printer.
5. **Bipartisan Leads verify report only contains zeros.** Leads also confirm the date and time.
6. Press **OK**.



Zero Report		1 of 2
Machine ID: A	Machine #: 8509420001	Electionware County INITIALSTEST1 09/22/20YY
09/23/20YY 09:50:07		09/22/20YY
First Ballot Date Time:	Total Sheets Processed: 0	
Last Ballot Date Time:	Total Ballots Cast: 0	
		Blank Sheets Cast: 0
Contest	Votes	
BEST AUTOMOBILE MANUFACTURER		
(Vote For 1)		
BMW	0	
MERCEDES.....	0	
GENERAL MOTORS.....	0	
HONDA	0	
FORD	0	
VOLVO.....	0	
Write-in	0	
	Over Votes	0
	Under Votes	0
	Total	0
BEST VOCAL ARTIST		
(Vote For 2)		
FRANK SINATRA.....	0	
ELVIS	0	
PATSY CLINE	0	
JANIS JOPLIN.....	0	
BUDDY HOLLY.....	0	
BARRY WHITE.....	0	
BILLIE HOLIDAY.....	0	
STEVIE RAY VAUGHAN	0	
"MAMA" CASS ELLIOT	0	
Write-in	0	
	Over Votes	0
	Under Votes	0
	Total	0
BEST ICED-CREAM FLAVOR		
(Vote For 1)		
CHOCOLATE.....	0	
STRAWBERRY	0	
VANILLA	0	
Write-in	0	
	Over Votes	0
	Under Votes	0
	Total	0

PLEASE NOTE: A Zero Report is only available if no ballots were scanned.

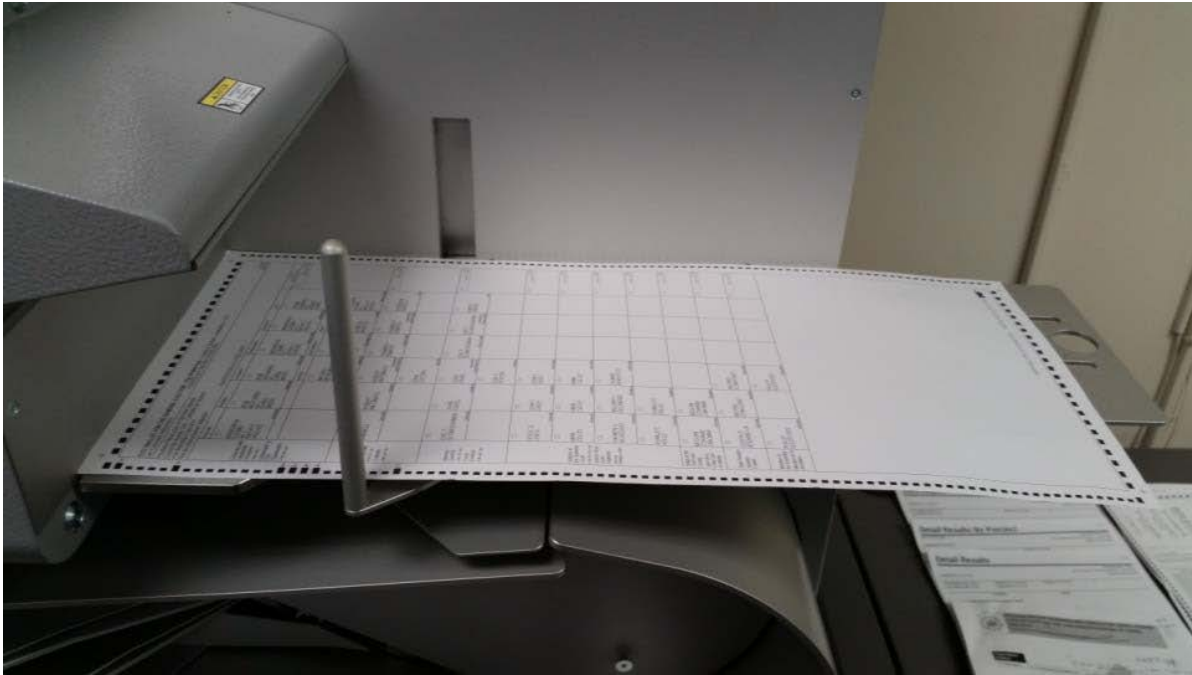
SCAN THE BALLOTS

1. For the Input Tray and all three output trays, using a ballot as a guide, extend the trays by the length of the ballot (14, 17, or 19 inches) within the trays. Use the ruler on the left side of the trays and the line notch on the right of the trays as your guide.

NOTE: The bottom output tray does not extend as far out as the first and second output trays. See below.



2. Using the “**Guidelines to Prepare Ballots for Scanning**” shown in this section, place ballots to be scanned in the Ballot Hopper on the top right side of the SCANNER.
3. Adjust the paper guides on the Ballot Hopper upper trays on the left side so ballots feed into scanner smoothly. If the ballots are too long for the hopper, adjust ballot hopper and upper tray extender to accommodate the ballots. See illustration that follows.



4. From the **Reports** screen, press the **Scanning** button on the left side of the screen.
5. From the **Scanning** screen, press the **Scan Ballots** button.
6. From the **Scan Ballots** screen, make sure the **HEADER** control function is **ON**.
 - a. If it's not ON, press the **OFF** button under the **HEADER**.
 - b. A message displays "Header Control Enabled. The scanner will use headers to select ED."
 - c. Press **OK**. See images below.



7. Place the batch of ballots on the input tray with the ED Header sheet on top, face up.
8. From the **Scan Ballots** screen, press **Start** to begin scanning ballots.
9. If all the scanned ballots are in the bottom bin, skip to step 20.
10. Remove ballots from the top bin and sort them by ED so they can be rescanned, one ED at a time.
 - a. Place the refused ballots from the same ED back on the input tray.
 - b. Reposition the ballots if necessary.
 - c. From the **Scan Ballots** screen, press the Red **X** next to **Top Bin**.
 - d. This message displays: **Rescan Out-Stacks?**
 - e. Press **Continue**.
11. Press the **ON** button under **HEADER**.
 - a. This message displays: **Header Control Disabled. Select ED manually**.
 - b. Press **OK**.
12. Press **Select ED**
13. Enter the three-digit ED and press **SEARCH**.
14. Find the ED/AD for the refused ballots on the screen and press it. Make sure it's highlighted when pressed.
15. Press **Next**.
16. Review your choice.
 - a. If correct, go to the next step.
 - b. If it's not correct, press the **Back** button twice and **go back to step 12**.
17. Press **Next** again to confirm.
18. Press **Start**.
19. **Repeat steps 12-18** until **all** refused ballots are rescanned.
20. Press **Save** to save the scanned ballot batch to the election results. This message will display:

Save current batch of ... ballots?
21. Press **Save** again to confirm the save.
22. Press **OK**.
23. From the **Scan Ballots** screen, press **Scan** to continue scanning or press **Done** when finished.

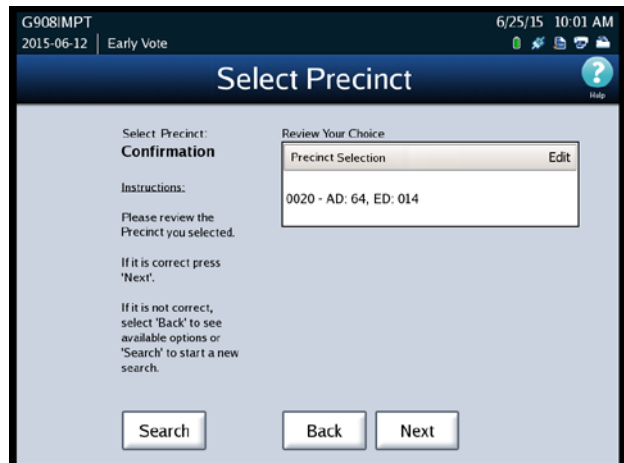
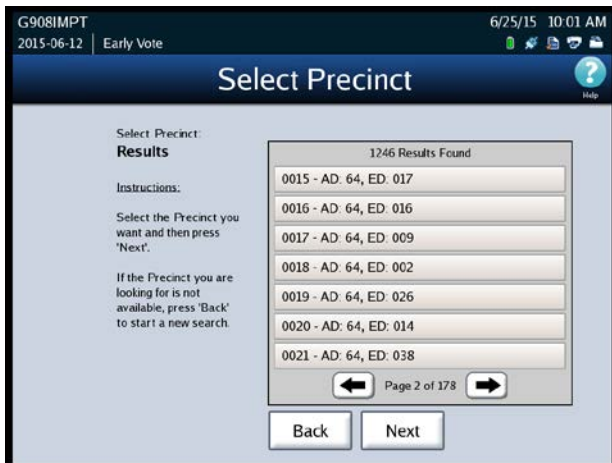
PRINT A DETAIL RESULTS BY ED REPORT

For each Election District in the batch that is worked on, print a report of the ballots scanned for that ED by following these steps:

1. From the left side of the **Scanning** screen, press **Reports**.
2. From the **Reports Screen**, press **Results Report**.
3. Select **ED by ED Detail**. Press **Select ED**.
4. From the **Select ED** screen, enter any part of a string, like:
AD: 23 ED: 001, AD: 23, or 23, ED: 001, or 001 and then press **Search**.
5. Press one ED listed and press **Next** or press **Back** to search again. This message will display:
Select ED confirming the ED entered.
6. Press **Next** to confirm ED or, press **Back** to search again.
7. From the **Reports Screen**, press **Print** to generate a Detail Results by Precinct Report.
8. You will see *Report was sent to printer ...*
9. Press **OK**.

Sample screen images

Select **Election District** will display instead of **Select Precinct**.



PRINT A DETAIL RESULTS REPORT

1. Press **Menu**.

2. From the left side of the screen, press **Reports**.
3. From **Reports** screen, press **Results Report**. The **Report Level** screen will display on the right.
4. Press **Election Detail** to generate the report.
5. Press **Print**. This message will display: **Generating Report**
6. From **Print Report** screen, press **OK**.



Reporting Tag		Ballots Cast
Military		21
Presidential		22
Absentee		22
Election Day		0
Contest		Votes
BEST AUTOMOBILE MANUFACTURER		
(Vote For 1)		
BMW		20
MERCEDES.....		30
GENERAL MOTORS		36
HONDA		10
FORD		8
VOLVO.....		12
Write-in		6
	Over Votes	0
	Under Votes	3
	Total	65
BEST VOCAL ARTIST		
(Vote For 2)		
FRANK SINATRA		10
ELVIS		24
PATSY CLINE		19
JANIS JOPLIN		20
BUDDY HOLLY.....		10
BARRY WHITE.....		1
BILLIE HOLIDAY		17
STEVIE RAY VAUGHAN		10
"MAMA" CASS ELLIOT		9
Write-in		1
Write-in		0
	Over Votes	0
	Under Votes	9
	Total	130

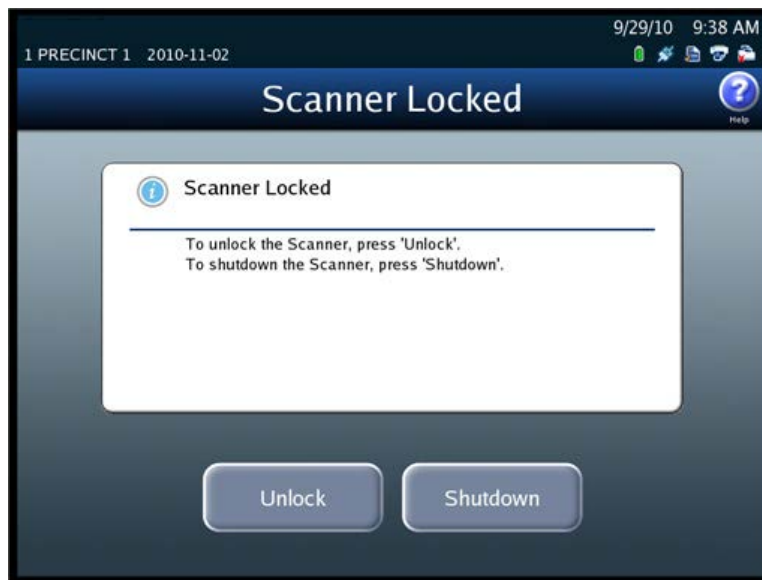
INTERRUPT, RESUME, OR END THE SCANNING TASK

PLEASE NOTE: For each day of scanning and for each interruption of the scanning process, it is mandatory

to stop the scanning process early enough to perform the steps shown below. Allow a minimum of 40 minutes.

FOR MORNING, LUNCH AND DINNER BREAKS, INTERRUPT THE SCANNING PROCESS AS FOLLOWS:

1. Print a **Detail Results Report**. See instructions in this section.
2. Press **Exit** from the bottom of the screen.
3. Press **Lock Scanner**.
4. Press **Lock**.
5. **Scanner Locked** displays.
6. The **Scanner Locked** screen remains displayed until:
 - a) The scanner is unlocked and scanning begins again, or
 - b) The scanner is shutdown



RESUME THE SCANNING PROCESS:

1. From **Scanner Locked** screen, press **Unlock**.
2. Enter the Election Code and press **Accept**.
3. Print a **Detail Results Report**. See instructions on previous page.
4. Compare election results from the **Detail Results Report** at the beginning of the break to the **Detail Results Report** at the end of the break. The results must be the same.

NOTE: If the results do not match, contact the EVS System Administrator immediately.

EXPORT ELECTION RESULTS FROM THE SCANNER

1. Press **Election** on the left side of the screen.

2. Press **Results**.
3. Press **Export Files**.
4. Unlock the top USB compartment on the right side of the Scanner.
5. Insert a blank PMD into the top left USB port.
 - a) If a message reads: **! Attention Invalid... The inserted media is not valid.**
This means the PMD is not blank. Remove the PMD and format it on a PC to delete any data. Then repeat the previous steps.
6. Enter Election Code and press **Accept**.
7. Press **Confirm**.
8. Wait for this message to display: **The results were successfully exported.**
9. Press **Done**.
10. Remove PMD from USB port.
11. Close and lock the glass compartment on the Scanner.



CLEAR OR DELETE AN ED THAT WAS SCANNED

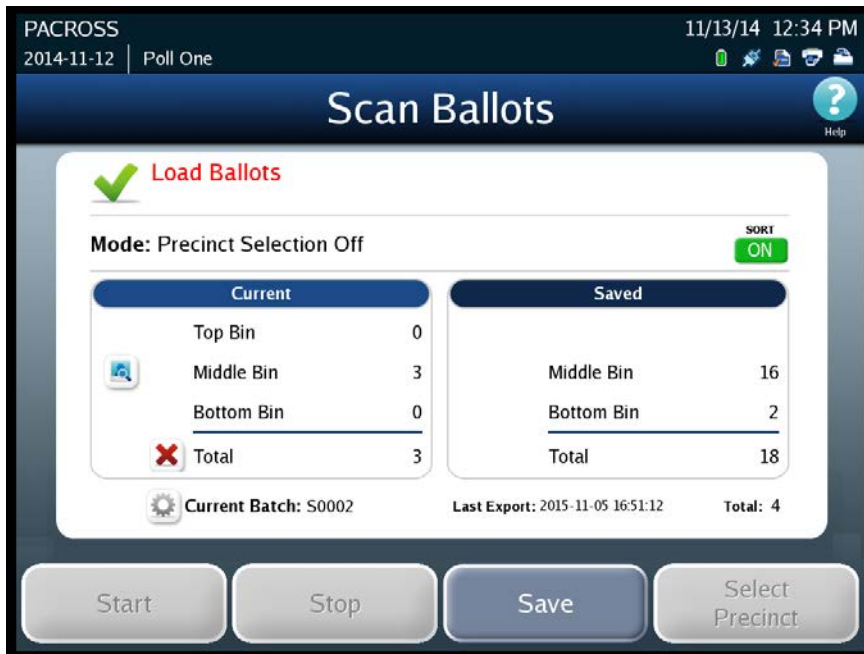
1. Press **Menu**.

2. Press **Election** from the **Election** screen.
3. Press **Results** for the results options.
4. Press **Clear A ED** from the Results screen.
5. When prompted, enter the **Override Code** and press **Accept**.
6. Search for and select the ED to delete or press **Back** to search again.
7. Press **Next** on Select ED Screen.
8. Press **Next** on the Confirm Screen to confirm the selected ED or press **Back** to search again.
9. From the **Clear ED Results** screen, press **Clear Results**.
10. Press **Done**.

CANCEL OR DELETE A SCANNED BALLOT BATCH AND RESCAN THE BALLOTS

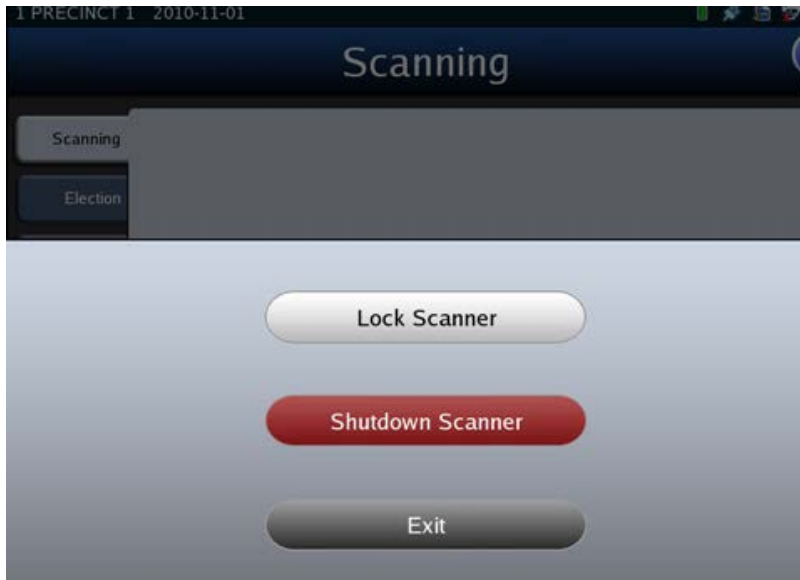
NOTE: This action can only be done before the batch of ballots is saved. If the ballot batch is saved, follow the **Clear or Delete an ED That Was Scanned** process.

1. From the **Scan Ballot** screen, press the **X** next to **Total** to cancel or delete the ballot batch.
2. Enter the **Election Code** and press **Accept**.
3. This message will display: **Delete current batch of scanned ballots?**
4. To delete the ED just scanned, press **Delete**.
5. This confirmation message will display: **Deleted batch of ballots.**
6. To keep the ED just scanned, press **Cancel**. To delete the ED just scanned, press **Delete**.
7. Press **Scan** to resume scanning or press **Done** if finished scanning.



SHUTDOWN THE SCANNER

1. Press **Menu**.
2. Press **Exit**.
3. Press **Shutdown Scanner**.



4. Press **Shutdown**.
5. Wait until this message displays: **It is now safe to turn off the machine.**
6. Unlock the small glass door on the left side with the scanner keys and locate the On/Off switch.
7. Turn Scanner off. **NOTE: 0 = Off 1 = On**
8. Close and lock the small glass door with the scanner keys.
NOTE: The glass door cannot be locked unless the cables are lined up with the open notches.
9. On the dot matrix printer, locate the On/Off switch on the lower back, right side and turn **Off**.
10. On the laser printer, locate the On/Off switch on the lower front right side and turn **Off**.
11. Locate the APC Uninterrupted Power Supply (UPS) of the Scanner.
12. Press and hold down the middle button located on the top of the UPS until a beep is heard, then turn the UPS **Off**.
13. Return the Input/Output trays to their original positions.
14. Cover the Scanner.

ELECTIONWARE

CREATING EQC, ERM KEY, AND ELECTION DEFINITION PMDs

Borough Leads

Supplies needed:

- ✓ Blank PMD for EQC
- ✓ Blank PMD for ERM Key
- ✓ Blank PMD for Election Definition

START ELECTIONWARE

From the desktop, double-click **ElectionWare**. This message will display:

- Enter **User Name**. Type in the username.
- Enter **Password**. Type in the password.
- Click **Login**.



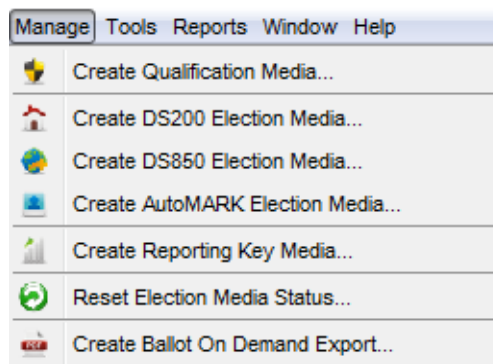
The image shows a Windows-style dialog box titled "Login". The dialog box has a light gray background and a blue border. At the top left, there is a small icon of a document with a checkmark and the text "Login". At the top right, there is a close button with an "X" icon. The main content area features the ElectionWare logo, which consists of three overlapping blue squares of varying shades to the left of the text "electionware®" in a large, bold, sans-serif font. Below this, the text "election management system" is written in a smaller, blue, sans-serif font. A note in bold black text reads: "NOTE: User name and password are case sensitive". Below the note are two input fields. The first is labeled "User Name" and contains the text "admin". The second is labeled "Password" and contains ten black dots. At the bottom right of the dialog box, there are two buttons: a blue "Login" button and a gray "Cancel" button.

OPEN AN ELECTION

1. On the Menu bar, click **Window**.
2. From the dropdown list, click **Navigator**.
3. If the **All Elections List** panel is not visible, click **All Elections List** from the tool bar.
4. **All Elections List** displays at the top of the **All Elections List** panel.
5. Click the + next to **City of New York**.
6. Click the + next to **County of** and enter [your county].
7. Double click the election name to open the election.

CREATE THE QUALIFICATION MEDIA (EQC PMD)

1. After the **Open an Election** steps already shown, insert a blank PMD into the USB port.
2. On the menu bar, click **Modules**.
3. From the dropdown list, click **Deliver**.
4. From the dropdown list, click **Package**.
5. On the Menu bar, click **Manage**.
6. From the dropdown list, click **Create Qualification Media ...**
7. A window with the name **Qualification Media** is displayed.
 - a. Select the PMD drive on the **Select Device** dropdown.
 - b. Click **Create Media**.
 - c. If a **Warning** window displays, click **Yes To All** or **Yes**.
 - d. Click **OK**.
8. Wait until the red light on the PMD stops blinking.
9. Remove the PMD.



CREATE THE ELECTION REPORTING KEY MEDIA (ERM KEY)

1. After the **Open an Election** steps already shown, insert a blank PMD into the USB port.
2. On the menu bar, click **Modules**.
3. From the dropdown list, click **Deliver**.
4. From the dropdown list, click **Package**.
5. On the menu bar, click **Manage**.
6. From the dropdown list, click **Create Reporting Key Media ...**
7. A window with the name **Reporting Device** displays.
 - a. Select the PMD drive on **Select Device** dropdown.
 - b. Click **Create Media**.
 - c. If a **Warning** window displays, click **Yes To All** or **Yes**.
 - d. Click **OK**.
8. Wait until the red light on the PMD stops blinking.
9. Remove the PMD.

CREATE THE ELECTION DATA MEDIA

(Election Definition PMD)

1. After the **Open an Election** steps already shown, insert a blank PMD into the USB port.
2. On the menu bar, click **Modules**.
3. From the dropdown list, click **Deliver**.
4. From the dropdown list, click **Package**.
5. If **Equipment List** panel is not visible, click on **Equipment List** from the tool bar.
6. From the **Equipment List** panel:
 - a. Click the + next to **Digital Scan Equipment**.
 - b. Click the + next to **DS850 Counting Station**.
 - c. Scroll down to **99999**.
 - d. Right click on **99999**.
 - e. Click **Create DS850 Election Media**.
 - f. A window with the name **DS850 Poll Place 99999** displays.
 - i. Select the PMD drive on the **Select Device** dropdown.
 - ii. Click **Create Media**.
 - iii. If a **Warning** window displays, click **Yes To All** or **Yes**.
 - iv. Click **OK**.
7. Wait until the red light on PMD stops blinking.
8. Remove PMD.

[See next page to create a poll site PMD]

CREATE ELECTION POLL SITE MEDIA

(Election Definition PMD for a Specific Poll Site)

1. After the **Open an Election** steps already shown, insert a blank PMD into the USB port.
2. On the menu bar, click **Modules**.
3. From the dropdown list, click **Deliver**.
4. From the dropdown list, click **Package**.
5. If **Equipment List** panel is not visible, click on **Equipment List** from the tool bar.
6. From the **Equipment List** panel:
 - a. Click the + next to **Digital Scan Equipment**.
 - b. Click the + next to **DS850 Counting Station**.
 - c. Scroll down to the **poll site ID** {i.e. B0060, Q0028, M0121, X0093, S0006}.
 - d. **Right click** on the poll site ID.
 - e. Click **Create DS850 Election Media**.
 - f. A window with the name **DS850 Poll Place** {with poll site ID} displays.
 - i. Select the PMD drive on the **Select Device** dropdown.
 - ii. Click **Create Media**.
 - iii. If a **Warning** window displays, click **Yes To All** or **Yes**.
 - iv. Click **OK**.
7. Wait until the red light on PMD stops blinking.
8. Remove PMD.

ELECTION DAY BALLOTS: LOADING ELECTION DATA INTO ERM

Borough Leads

Supplies needed:

- ✓ 1 ERM Key PMD

LOAD AN ELECTION

1. From the Desktop, double click the **ESS Election Reporting Manager** icon.
2. A window displays this message: **Election Reporting Manager Copyright**.
3. Click **OK**.
4. **Choose one of the following** is displayed.
5. Click **Change to a different Election**.
6. Click **OK**.
7. **Election File Directory** is displayed.
 - a. Click **NYTEST1** under **Filename**.
 - b. Click **OK**.
 - c. Click **OK**.
8. Insert PMD with **Reporting Key Media** created from Electionware.
9. On the menu bar, click **Election**.
10. On the dropdown list, click **Create ERM from XML Files**.
11. **Enter Qualification Code** is displayed.
 - a. Enter the Qualification Code.
 - b. Click **OK**.
12. **Number of groups you wish to create** is displayed.

One group is required for each type of scanner equipment used.
For Election Day ballots, the number of groups is two (2):
DS200 = Group 1 and DS850 = Group 2.

 - a. Enter **2**.
 - b. Click **OK**.
13. **You are about to create the Results Database** is displayed.
 - a. Click **Yes**.
14. **Add/Change Groups** is displayed.
 - a. Go to **Row 1**.
 - b. Enter **Election Day** under **Group Description**.
 - c. Enter **Elec Day** under **Report Description**.

- d. On the dropdown list under **Equip**, click **DS2**.
- e. Go to **Row 2**.
- f. Enter **Absentee** under **Group Description**.
- g. Enter **ABS** under **Report Description**.
- h. On the dropdown list under **Equip**, click **850**.
- i. Click the **Absentee Group** check box and ensure it is checked.
- j. Click **OK**.

15. **Results database files have been created!** is displayed.

16. Click **OK**.

17. **Change to Another Election** is displayed.

18. Click **OK**.

19. **Create ERM from XML files complete!** is displayed.

20. Click **OK**.

21. On the menu bar, click **Tabulators**.

22. On the dropdown list, click **DS200** or **DS850**, depending on the group.

23. On the dropdown list, click **Import & Process Key Memory Device**.

24. Click **OK**.

- a. **Import & Process Key Memory Device** is displayed.
- b. Click **OK**.
- c. **Process Key Media Device Files is complete!** is displayed.
- d. Click **OK**.
- e. Remove the ERM Key PMD from the USB port.

OTHER PAPER BALLOT KINDS: LOADING ELECTION DATA INTO ERM

Borough Leads

Supplies needed:

✓ 1 ERM Key PMD

LOAD AN ELECTION

1. From the Desktop, double click the **ESS Election Reporting Manager** icon.
2. A window displays this message: **Election Reporting Manager Copyright**.
3. Click **OK**.
4. **Choose one of the following** is displayed.
5. Click **Change to a different Election**.
6. Click **OK**.
7. **Election File Directory** is displayed.
 - a. Click **NYTEST1** under **Filename**.
 - b. Click **OK**.
 - c. Click **OK**.
8. Insert PMD with **Reporting Key Media** created from Electionware.
9. On the menu bar, click **Election**.
10. On the dropdown list, click **Create ERM from XML Files**.
11. **Enter Qualification Code** is displayed.
 - a. Enter the Qualification Code.
 - b. Click **OK**.
12. **Number of groups you wish to create** is displayed.

One group is required for each type of scanner equipment used.

For Other Paper Ballot Kinds, the number of groups is one (1).

The DS850 is the only scanner equipment that will be used.

 - a. Enter **1**.
 - b. Click **OK**.
13. **You are about to create the Results Database** displays.
 - a. Click **Yes**.
14. **Add/Change Groups** is displayed.
 - a. Go to **Row 1**.
 - b. Enter **DS850** under **Group Description**.
 - c. Enter **DS850** under **Report Description**.

- d. On the dropdown list under **Equip**, click **850**.
- e. Click the **Absentee Group** check box and ensure it is checked.
- f. Click **OK**.

15. **Results database files have been created!** is displayed.

16. Click **OK**.

17. **Change to Another Election** is displayed.

18. Click **OK**.

19. **Create ERM from XML files complete!** is displayed.

20. Click **OK**.

21. On the menu bar, click **Tabulators**.

22. On the dropdown list, click **DS850**.

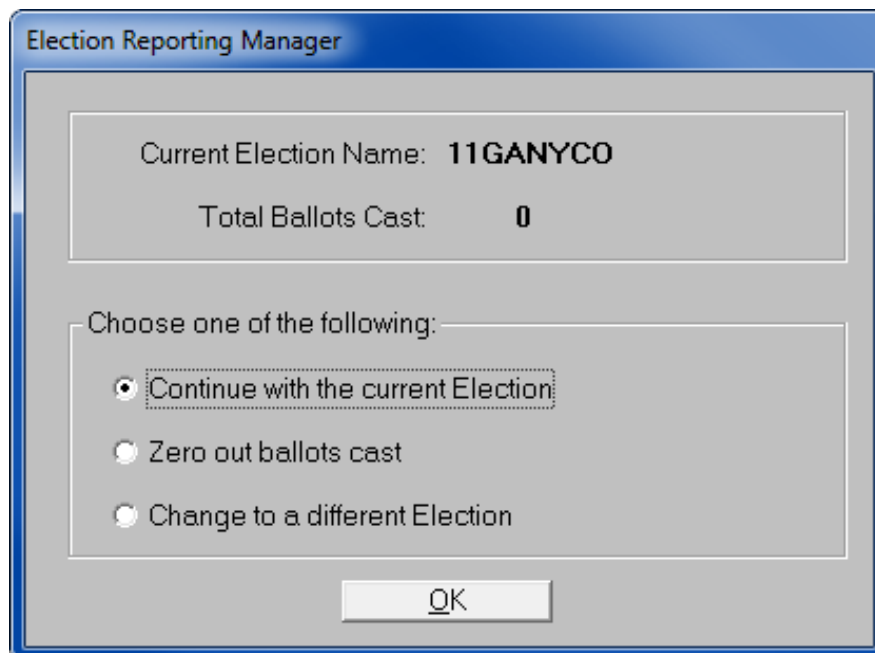
23. On the dropdown list, click **Import & Process Key Memory Device**.

24. Click **OK**.

- a. **Import & Process Key Memory Device** is displayed.
- b. Click **OK**.
- c. **Process Key Media Device Files is complete!** is displayed.
- d. Click **OK**.
- e. Remove the ERM Key PMD from the USB port.

START ELECTION REPORTING MANAGER (ERM)

1. From the Desktop, double click the **ESS Election Reporting Manager** icon.
2. **Election Reporting Manager Copyright** is displayed.
3. Click **OK**.
4. **Choose one of the following** is displayed.
5. Choose a, b, or c based on the task completing:
 - a. If continuing an election, click **Continue with the current Election**.
 - i. Click **OK**.
 - b. If starting and zeroing an election, click **Zero out ballots cast**.
 - i. Click **OK**.
 - c. If changing an election, click **Change to a different Election**.
 - i. Click **OK**.
 - ii. **Election File Directory** is displayed.
 - iii. Click **Election Name** under Filename (i.e. 2016G1A1).
 - iv. Click **OK**.
 - v. Click **OK**.



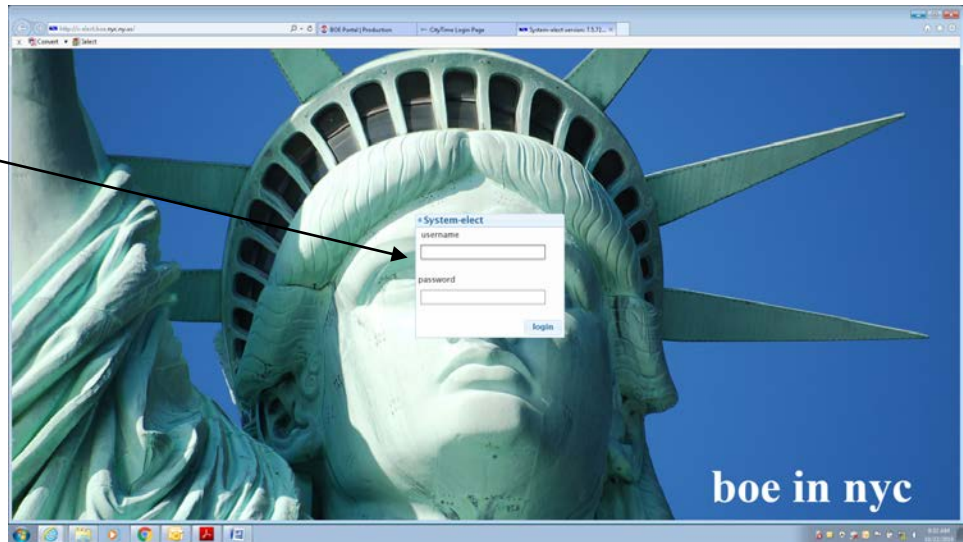
EARLY VOTING PMD READING IN S-ELECT 7

At the close of the Early Voting poll sites for each election event, PMDs for the county are to be read into S-Elect 7 at their designated county BOE location.

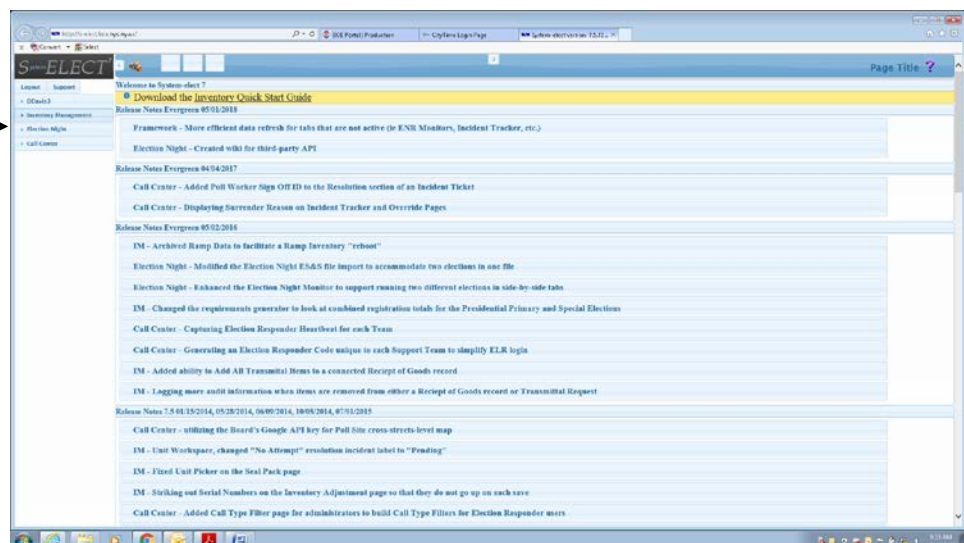
Five dedicated Clients are used for the Early Voting PMD reading process. Leads will assign one of the Clients as a dedicated S-Elect 7 sign in workstation. The remaining four Clients are used for the Early Voting PMD reading. Each Client will be on a rolling cart for easy transport when not in use.

DEDICATED S-ELECT 7 SIGN-IN WORKSTATION

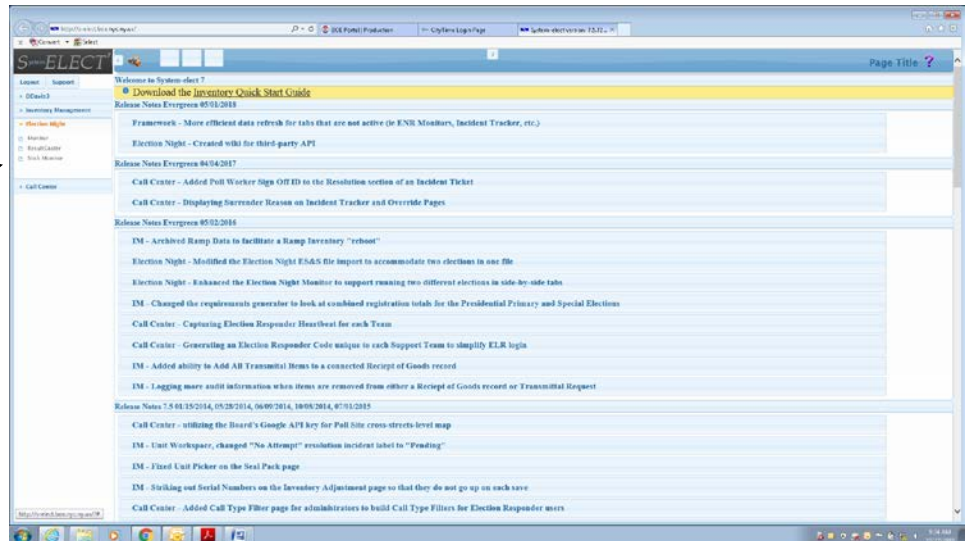
Sign in to S-ELECT 7 with **Username** and **Password**



Click **Election Night** tab



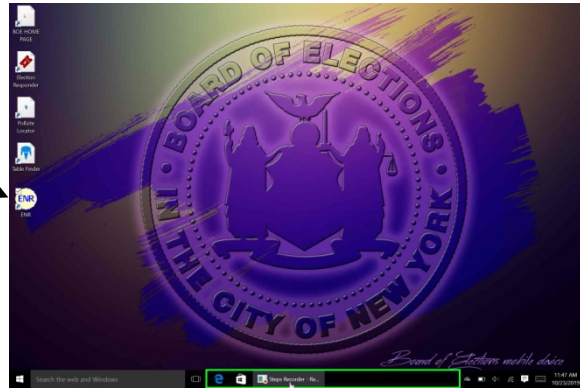
Select Stick Monitor



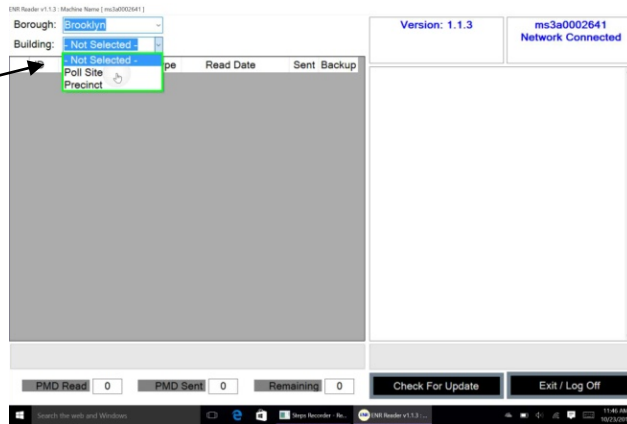
- When the Early Voting Polls close, the encrypted unofficial results on the PMDs will be read into tablets by Poll Site Coordinators. The tablets will transmit those encrypted unofficial election results to the SFTP servers at the General Office. **The encrypted results will be unreadable until Election Night.**
- Police Officers will transport the Early Voting Poll Site PMDs to the borough location.
- Bipartisan Leads will review the Stick Monitor screen continuously.
 - The screen will indicate the percentage of media read at each poll site.
 - Poll sites showing 100% indicate that all PMDs assigned to them have been fully read.
 - No further action is required for those poll sites.
 - PMDs for poll sites that show less than 100% must be read into Election Night Results (ENR) until Stick Monitor displays 100%.
- Leads will assign PMD reading teams according to the amount of PMDs and poll sites that need to be read at the borough location.
- The maximum number of PMD reading teams should be four.
 - One team can read more than one poll site.
 - PMDs should be read as soon as they are received.
 - **Do not wait until a full zone has been returned.**
- As the borough locations receive precinct deliveries, bipartisan teams will remove the poll site PMDs from their bags (the media with less than 100%).
- Read those PMDs into the Election Night Results (ENR) app until Stick Monitor displays 100% for all Early Voting Poll Sites.

READING PMDS ON THE CLIENTS

- Double-click the ENR app
 - Sign in with **Username** and **Password**

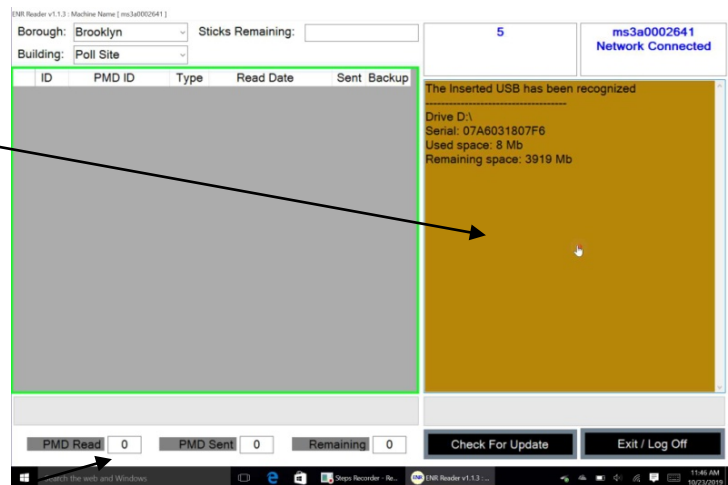


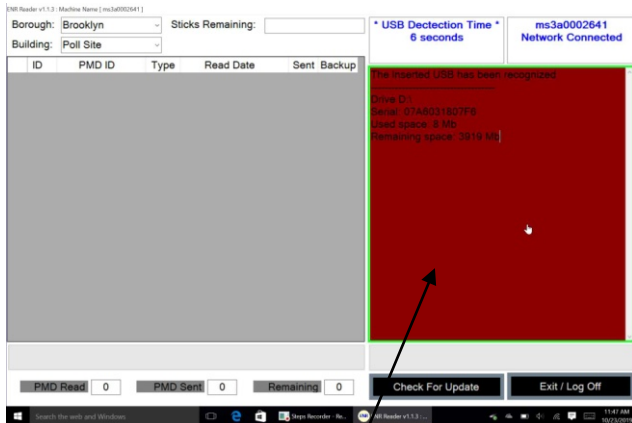
- Select the **Borough**
- Select **Poll Site**
- Make sure **Network Connected** appears in the upper right corner.



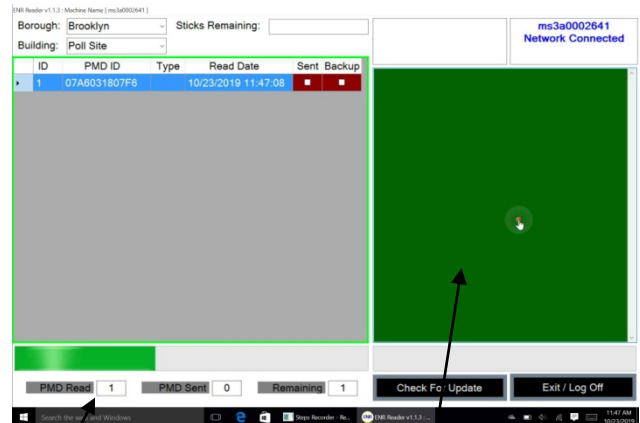
- If the network is not connected, continue reading the PMDs.
- **If network is not connected after reading all PMDs, contact EVS System Administrator.**

- **Insert the first PMD**
 - To process, wait for the colors to change from yellow, red, then green.
 - When screen turns green, remove PMD and begin reading the next one.
 - Follow the same process until all PMDs for poll sites with less than 100% are read.
 - The screen will confirm the number of PMDs read.





Red screen



PMDs read

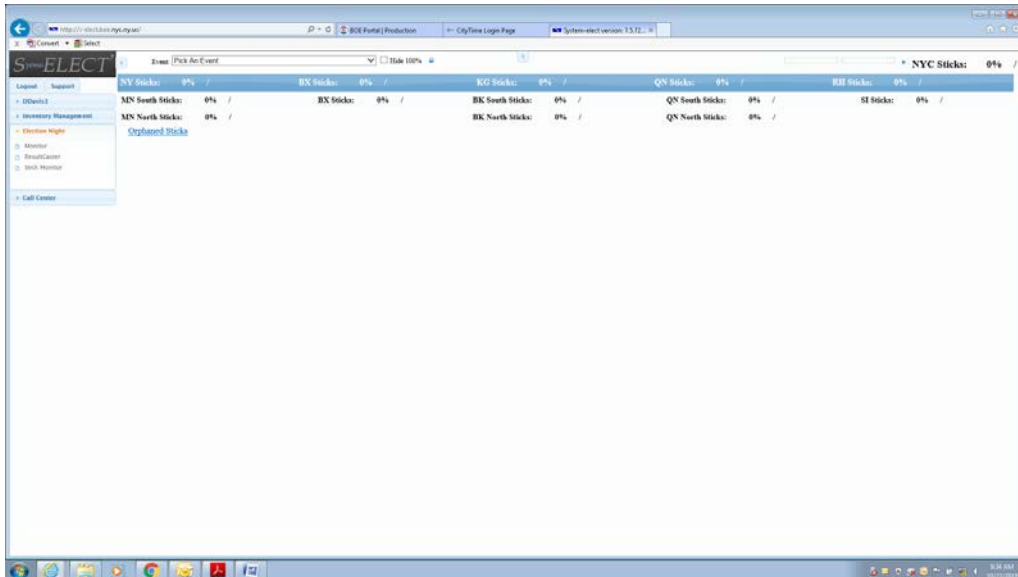
Green screen

Troubleshooting

- ❖ If a PMD is pulled too soon and **Already Processed** displays:
 - Wait a few seconds to process it again.
 - This time, wait until the screen turns green before removing the PMD.
- ❖ **Orphaned Sticks**
 - PMDs read that are not tied to a poll site will display under Orphaned Sticks.
 - This occurs when poll site changes are not updated in the EMS.
 - **Read all of the EV PMDs for that poll site.**
 - If Stick Monitor shows 0% for the poll site, click on **Orphaned Sticks**.
 - Confirm that the same number of PMDs for the missing poll site appears in Orphaned Sticks. Then move on to the next poll site.
 - **See Sample Stick Monitor Results screen image indicating Orphaned Sticks [pg36].**

Note:

- The purpose of reading PMDs at the borough is to obtain the complete poll site upload (100%).
- PMDs already processed can be read multiple times on the ENR app.
 - The results will only change if there are updates (results not previously read at poll site).
 - This occurs if the PMD is pulled before all of the results have been uploaded.



- After achieving 100% for all Early Voting poll sites, place the PMDs back into their bags.
- Logoff and shutdown the Clients.
- Move all election materials into secured storage.
- Early Voting VMF Election Night may officially end.

Starting at 9pm on Election Night, Election Reporting Manager (ERM) servers at the General Office will read and decrypt the unofficial Early Voting and Election Day results from the SFTP servers. **At this point, the results from Early Voting and Election Day will be made public.**

In periodic intervals during Election Night, the unofficial results will be transferred electronically to the Board's website, the State Board of Elections, the Board's S-Elect system, and to the media.

SAMPLE STICK MONITOR RESULTS SCREEN

SAMPLE STICK MONITOR RESULTS SCREEN

The screenshot displays a software interface for monitoring sample sticks. At the top, there are navigation tabs and a search bar. Below, a table lists various sticks, grouped by weight categories: NY (1.39g), NY (1.89g), NY (1.51g), NY (0.4g), NY (1.34g), and NY (1.48g). Each row contains a stick ID, a weight value, and a percentage (e.g., 0% 0.0, 0% 1.00, etc.). A link labeled 'Orphaned Sticks' is located below the table.

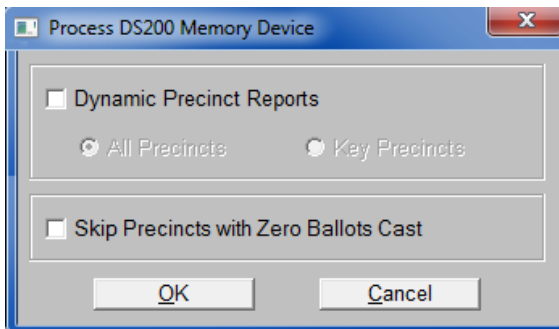
Weight	Stick ID	Weight	Percentage
NY	*10593	0% 0.0	
NY	*10597	0% 1.00	
NY	*11592	0% 0.5	
NY	*11621	0% 0.10	
NY	*10004	0% 0.17	
NY	*10001	0% 0.17	
NY	*10011	0% 0.5	
NY	*10029	0% 0.8	
NY	*10023	0% 0.10	
NY	*10516	0% 0.4	
NY	*10949	0% 0.4	
NY	*11589	0% 0.4	
NY	*11736	0% 0.4	
NY	*11540	0% 0.5	
NY	*11541	0% 0.5	
NY	*20007	0% 0.4	
NY	*20044	0% 0.5	
NY	*20094	0% 0.8	
NY	*20201	25% 1.4	
NY	*20210	0% 0.4	
NY	*10877	0% 0.4	
NY	*10729	0% 0.7	
NY	*11730	0% 0.10	
NY	*10124	0% 0.5	
NY	*11724	0% 0.5	
NY	*11393	0% 0.4	
NY	*11629	33.33% 1.0	
NY	*11516	0% 0.7	
NY	*10314	0% 0.7	
NY	*10301	0% 0.5	
NY	*10303	0% 0.4	
NY	*10305	0% 0.5	
NY	*10305	0% 0.5	
NY	*10067	0% 0.3	
NY	*10006	0% 0.3	
NY	*10000	0% 0.3	
NY	*10634	0% 0.3	
NY	*11130	0% 0.4	
NY	*11046	0% 0.3	
NY	*S0001	0% 0.3	
NY	*S0028	0% 0.3	
NY	*S0027	25% 1.4	

Click on Orphaned Sticks to search for PMDs read that do not appear on Stick Monitor screen.

PROCESSING ELECTION RESULTS

READ A DS850 RESULTS PMD

1. On the Menu bar, click **Tabulators**.
2. On the dropdown list, click **DS850**.
3. On the dropdown list, click **Process DS850 Memory Device**.
4. If **Enter Qualification Code** message appears, enter the Qualification Code.
 - a. Click **OK**.
5. If **Select Current Group to be Updated** window appears,
 - a. Click the row with **(850)**.
 - b. Click **OK**.
6. **Process DS850 Memory Device** is displayed.
 - a. Click **Read Media, Update Results and Archive Data**.
 - b. If the button that includes “**Archive Data**” is not selected, ballot images cannot be viewed.
 - c. Click **OK**.
7. **Process DS850 Memory Device** is displayed.
 - a. Make sure **Dynamic Precinct Reports** is not selected. This applies to all ballot kinds.



- b. Election Day ballots **only**: **Skip Precincts with Zero Ballots Cast** is not selected.
 - c. Click **OK**.
8. **Process DS850 Memory Device** is displayed.
 - a. Insert PMD with exported results from the scanner into USB port.
 - b. Click **OK** to start reading the PMD.
 - c. Wait for red light on the PMD to stop blinking.
 - d. Remove the PMD from the USB port.
 - e. Repeat steps A thru D until all PMDs are read.
9. Click **Cancel** to exit window.

UPDATE ELECTION RESULTS MANUALLY IN ERM

As of 2016, manual updates to Election Results is done in S-Elect. However, these are the steps to making updates in ERM:

1. On the menu bar, click **Update**.
2. On the dropdown list, click **Update Election Results Manually**.
3. **Update Election Results Manually** is displayed.
 - a. Select **DS850**.
 - b. Click **OK**.
4. **Update Election Results Manually** is displayed.
 - a. Click **Precinct**.
 - b. **Name of Precincts** is displayed.
 - i. Click the **AD/ED**.
 - ii. Click **OK**.
 - c. Click **OK**.
5. If a window with the message: **Change (+ or -)** is displayed.
 - a. Click **Change (+ or -)**.
 - b. Click **OK**.
6. **Update Election Results Manually** is displayed.
 - a. For the **Ballots Cast - Total**, enter the number of ballots to be added.
 - b. Find contest/candidate by using the Next Page or Prev Page button.
 - c. Enter the number of votes in the text box next to the candidate name.
 - d. Click **Update All**.
7. Repeat steps 4, 5, and 6 until all AD/ED updates are completed.
8. When all data for all EDs has been entered, click **Cancel**.
9. Click **Cancel** to exit window.

The screenshot shows a window titled "Update Election Results Manually" with a sub-header "(Updating Election Day)". Below this, it displays "Precinct number 0001 PRECINCT 1". The main area contains a list of election categories and candidates with their respective vote counts. The categories and candidates listed are:

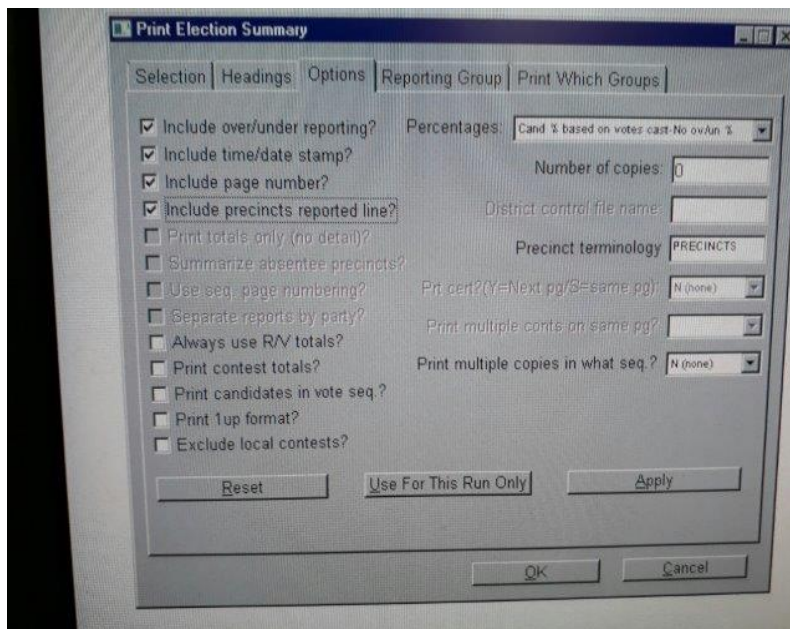
REGISTERED VOTERS - TOTAL	500
BALLOTS CAST - TOTAL	350
BALLOTS CAST - REPUBLICAN	100
BALLOTS CAST - DEMOCRAT	100
BALLOTS CAST - NONPARTISAN	50
BALLOTS CAST - BLANK	
REP-UNITED STATES SENATOR	
JACK SHEPHARD	100
JOHN LOCKE	100
JAMES FORD	25
KATE AUSTEN	25
ROSE HENDERSON	
HUGO REYES	
OVER VOTES	
UNDER VOTES	
REP-REP STATE EXEC COMM 1	
JAMES T. KIRK	200
JEAN LUC PICARD	150
CHRISTOPHER PIKE	
OVER VOTES	

At the bottom of the window, there are five buttons: "Next Page", "Prev Page", "Update All", "Upd. Reg Voters", and "Cancel".

PRODUCING REPORTS

SET UP REPORTING OPTIONS FOR AN **ELECTION REPORT** IN ERM

1. On the menu bar, click **Reports**.
2. On the dropdown list, click **Election**.
3. On the dropdown list, click **Summary**.
4. **Print Election Summary** displays.
 - a. Click the **Options** tab.
 - i. Click **Include over/under reporting?**
This ensures overvotes and undervotes are tracked.
 - ii. Click **Include time/date stamp?**
 - iii. Click **Include page number?**
 - iv. Click **Include precincts reported line?**
 - b. Click **Apply**.
 - c. Click **Cancel**.

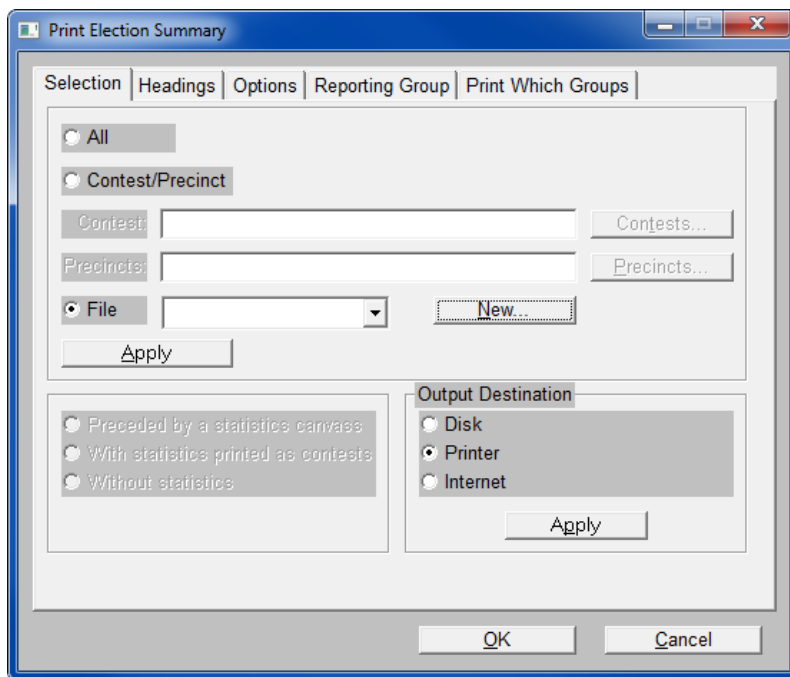


SET UP REPORTING OPTIONS FOR A **PRECINCT REPORT** IN ERM

1. On the Menu bar, click **Reports**.
2. On the dropdown list, click **Precinct**.
3. On the dropdown list, click **Summary**.
4. **Print Precinct Report** is displayed.
 - a. Click the **Options** tab.
 - i. Click **Include over/under reporting?**
 - ii. Click **Include time/date stamp?**
 - iii. Click **Include page number?**
 - b. Click **Apply**.
 - c. Click **Cancel**.

PRINT AN ELECTION SUMMARY REPORT

1. On the menu bar, click **Reports**.
2. On the menu bar, click **Election**.
3. On the Menu bar, click **Summary**.
4. **Print Election Summary** displays.
 - a. Under **Output Destination**, click **Printer** to ensure printer is selected.
 - b. Click **Apply**.
 - c. Click **OK** to print a Summary Report.
5. **Listing is complete!** displays.
6. Click **OK**.



PRINT AN ELECTION PRECINCT REPORT

1. On the menu bar, click **Reports**.
2. On the dropdown, click **Precinct**.
3. On the dropdown, click **Summary**.
4. **Print Precinct Report** displays.
 - a. Click **Contest/Precinct**.
 - b. Click **Precincts**.
 - c. **Name Precincts** displays.
 - i. Click **AD/ED**.
 - ii. Click **OK**.
 - d. Under **Output Destination**, click **Printer**.
 - e. Click **OK** to print ED Report.
5. **List is complete!** displays.
6. Click **OK**.

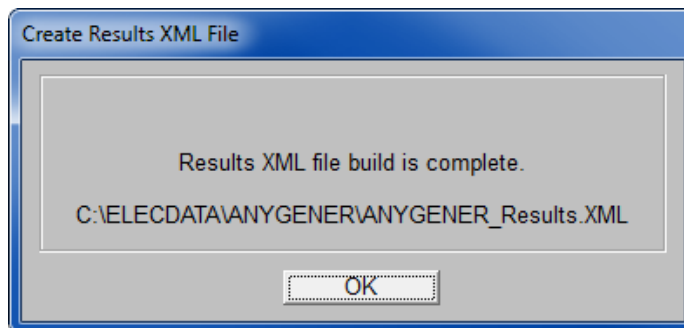
EXPORTING ELECTION RESULTS **IN ERM**

CREATE **ELECTION SUMMARY** REPORTING

1. Open the current election. On the menu bar, click **Reports**.
2. On the dropdown list, click **Election**.
3. On the dropdown list, click **Summary**.
4. **Print Election Summary** is displayed.
 - a. Under **Output Destination**, click **Disk**.
 - b. Click **OK** to print the Summary Report.
5. **Listing is complete!** is displayed.
6. Click **OK**.
7. **Report File Utility** is displayed.
8. Click **Cancel**.

CREATE AN XML FILE

1. On the menu bar, click **State Transfer**.
2. On the dropdown list, click **Create Results XML File**.
3. **Create Results XML File** is displayed.
 - a. Click **Run the XML Create Program – Final Results**.
 - b. Click **OK**.
4. **Results XML file build is complete** is displayed.
5. Click **OK**.



COPY FILE

Go to the **elecdata** folder in Windows Explorer to copy the following files to a blank PMD:

- a. :\\elecdata\xxxxxxx\EL45.LST
- b. :\\elecdata\xxxxxxx\xxxxxxx_results.xml

ELECTION NAMING CONVENTION:

For each Election, include the year, Election Type, County ID and ballot kind in the file name.

<u>Election Year</u>	<u>Election Type</u>	<u>County ID</u>
2017	G – General	1 – New York
	P – Primary	2 – Bronx
	O – Run-off	3 – Kings
	A – Presidential Primary	4 – Queens
	S, 1 to 9 – Specials	5 – Richmond

ACQUIRE – ELECTIONWARE RESULTS

ELECTION DAY NAVIGATOR FOLDER TREE

After all DS200 & DS850 PMDs have been read into ERM using the Read Media, Update Results and Archive Data button to process them, print a Summary Report and exit ERM.

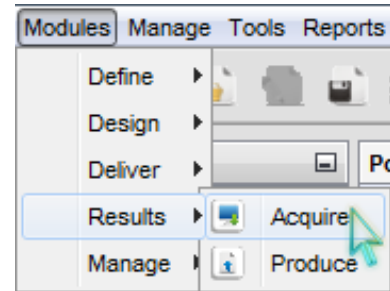
Open Electionware.

Make sure Electionware is closed on all other machines and Clerks have read all the media in ERM.

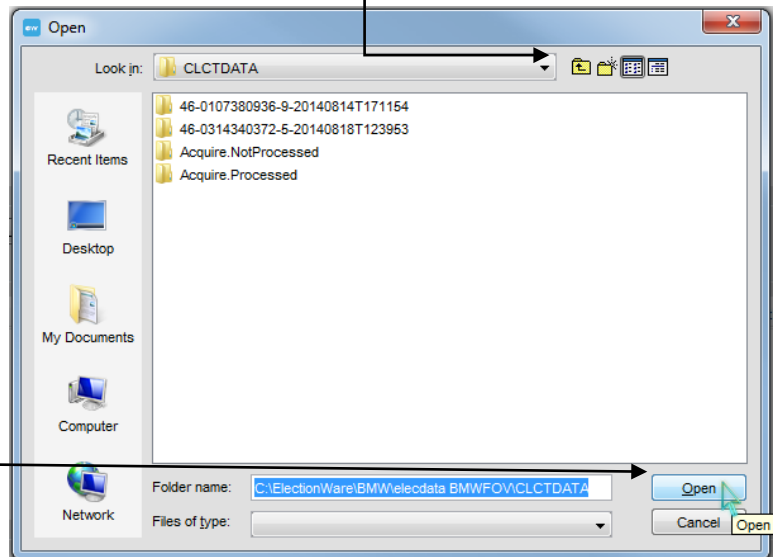
Confirm you are in the CURRENT election.

On menu bar, click **Modules** → **Results** → **Acquire**.

Then click → **Load Results**.



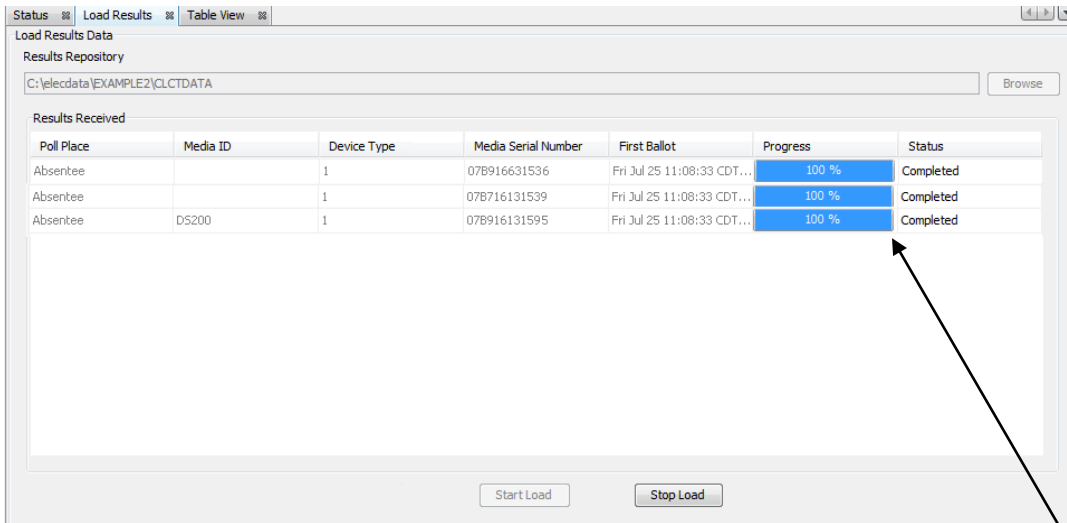
In the **Open** window, click the folder tab with arrow facing up to select the current election, then click that folder again to choose **CLCTDATA**.



This makes sure the results are pulled into the correct location.

Click the **Open** button.

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



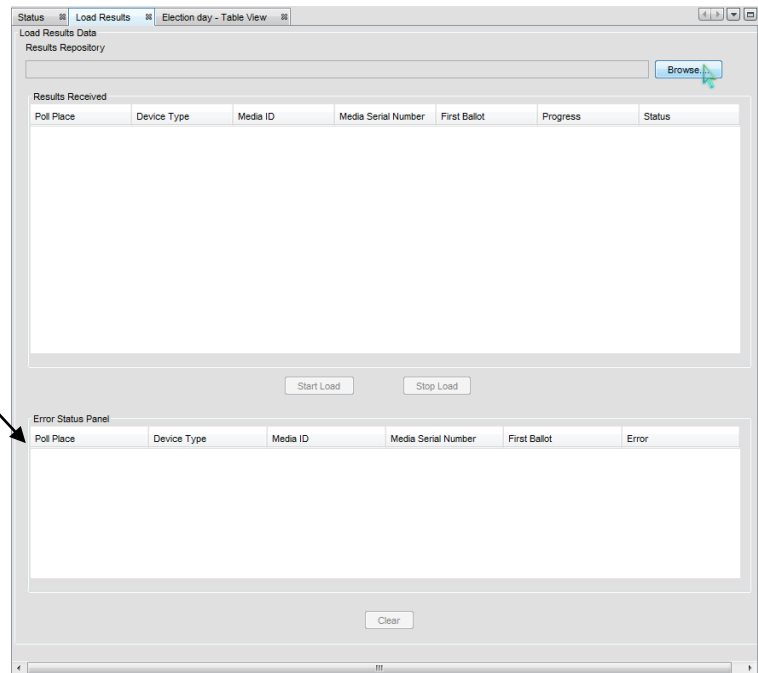
Click **Start Load** ↑

You'll see the import of election results within the **Progress column** of the Load Results tab.




When the import is finished, you'll see **Completed** in the **Status column** for all media read.

When all media is in **Completed** status:

- ✓ Click **Stop Load**.
- ✓ Check for any errors in the **Error Status Panel** shown below the **Stop Load** button.



Now that the results have been loaded through the Acquire function in Electionware:

- Click the plus [+] symbol to the left of the Poll Place.
- Click the plus [+] symbol to the left of the globe.
 - Multicolored circle 
 - Shows DS200 & DS850 media
- Search for PMDs that **did not read** into the system.
 - Gray flag symbol 
- Green checkmarks display for media read successfully.
 - Green checkmark symbol 

Poll Place List

Status

Find:

POLL P
POLL
POLL
POLL
POLL
POLL
POLL
POLL

Poll Place

Election day

POLL 1

- DS850 Media-1
- DS200 Media-1
- DS200 Media-2
- DS850 Media-2
- DS200 Media-3
- DS850 Media-3
- DS200 Media-4
- DS850 Media-4
- DS200 Media-5

Absentee

Poll Place: POLL 1
Media ID: Media-5
Device Type: DS200
Status: Loaded
Created: 2014-08-12 09:39:02.917

Number of Sheets: **14**
 Machine Serial: **0314340372**
 Media Serial Number: **AA04012700009542**

Loaded Media Time: **Tue Sep 16 15:34:14 CDT 2014**
 Closed: **Tue Aug 19 09:28:22 CDT 2014**
 First Ballot: **Mon Aug 18 12:39:53 CDT 2014**
 Last Ballot: **Tue Aug 19 09:28:00 CDT 2014**

PRODUCE – ELECTIONWARE

ELECTION DAY WRITE-INS

Assumptions:

- All DS200 and DS850 PMDs have been read into ERM
 - using **Read Media, Update Results and Archive Data** button
- The results have been loaded (Acquire) into Electionware

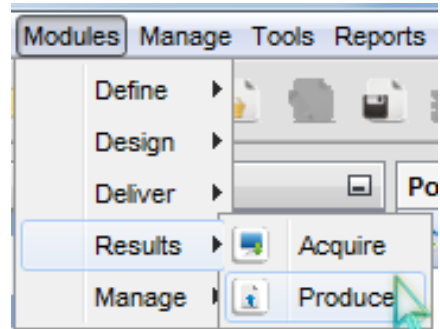
1. Open Electionware

Make sure Electionware is closed on all other machines.

2. Confirm you are in the CURRENT election.

3. On menu bar, click **Modules** → **Results** → **Produce**.

4. Use the Filter List located to the left of the Status tab.



Filter List

Precinct: All

Poll Place: All

Machine: All

Ballot Type: All

Write-in: All

Blank: All

Ballots Printed: All

Ballot Exception: All

Cast Vote Record:

Apply Filter Reset

34 Items Displayed

Filter

- Precinct = All
- Poll Place = [M0028, B0033, X0055, Q0049, S0050] HASNO
- Machine = All
- Ballot Type = Paper
- Write-in = All Write-ins

5. Click **Apply Filter**

- a. All write-ins for poll site selected displays
- b. Listing appears in Ballot – Table View tab

Types	Poll Place	Pol Place	Precinct	Precinct ID	Ballot Style	Disposition	Cast Vol.	Serial Nu.	Machine
Paper	11286	11286	AD 68 ED 0	0001	Ballot Style 1	Valid	141349	038948014	DS200 - 020
Paper	11286	11286	AD 68 ED 0	0001	Ballot Style 1	Valid	141363	0cc3272844	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141354	0d8ab654877	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141356	0670a735a6	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141367	112571768	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141368	132a3eada	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141362	2613a9f939	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141366	292b9e014	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141367	2bd0e0a06	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141366	2fa3c5a49c3	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141371	35a4899058	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141380	4f8d79d206	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141381	6d913a406	DS200 - 020
Paper	11286	11286	AD 68 ED 0	0001	Ballot Style 1	Valid	141387	8d182d6768	DS200 - 020
Paper	11286	11286	AD 68 ED 0	0001	Ballot Style 1	Valid	141388	8b0e0e2209	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141393	5e7c05e0b6	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141394	6203a5ada	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141397	68854ca4	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141400	78d6f0cc29	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141403	78962260e	DS200 - 020
Paper	11286	11286	AD 68 ED 0	0001	Ballot Style 1	Valid	141410	8cc7e0963	DS200 - 020
Paper	11255	11255	AD 65 ED 0	0001	Ballot Style 1	Valid	141412	8ed080665	DS200 - 020

6. Click the **Highlight all** button

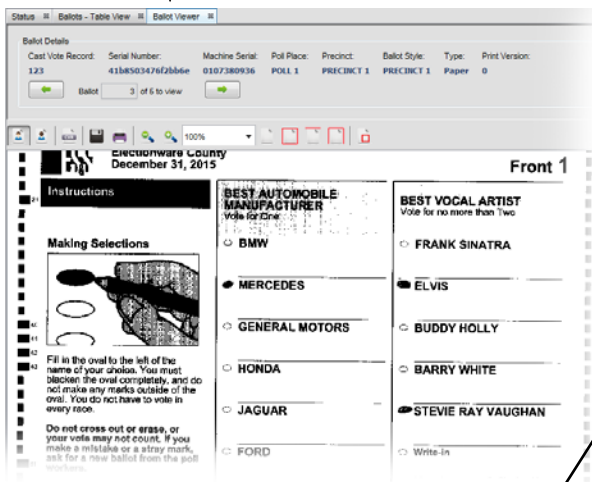
7. Right-click highlighted section and select **View All Ballots**

8. The ballots appear in the **Ballot Viewer** tab

a. **Image is not available** displays if there is no image for a record.

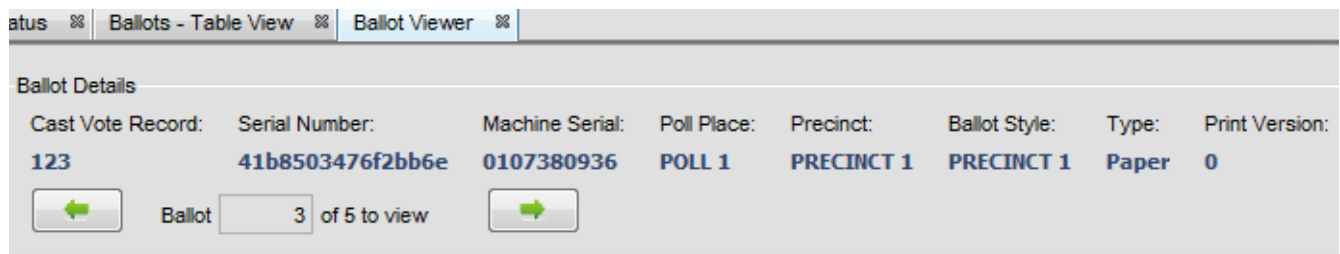
b. **If Image is not available** displays for all records, the **Read Media, Update Results and Archive Data** button was not selected when PMDs were read into ERM.

Type	Poll Place	Precinct	Precinct ID	Ballot Style	Disposition	Cast	Serial Nu...	Machine	Write-in	Provision	Pr
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	119	0318dab804...	DS200 - 010...	Marked		0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	106	066648a689...	DS200 - 031...	Marked		0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	106	0c8dc1ad8a...	DS200 - 031...			0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	120	156ea311b4...	DS200 - 010...			0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	121	16a29b46c7...	DS200 - 010...			0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	107	1725620d1bf...	DS200 - 031...			0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	108	175d9e3d78...	DS200 - 031...			0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	122	2ea32ea304...	DS200 - 010...			0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	123	41b8503476f...	DS200 - 010...			0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	124	49727b5cf85...	DS200 - 010...			0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	125	493a7999ef0...	DS200 - 010...	Marked		0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	126	41f602b06a...	DS200 - 010...	Marked		0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	127	4facda126b...	DS200 - 010...	Marked		0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	128	502e01b251...	DS200 - 010...			0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	109	6201f61372...	DS200 - 031...			0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	129	6cce0aa231...	DS200 - 010...			0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	110	7137395d4...	DS200 - 031...			0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	111	82a0eb49b7...	DS200 - 031...			0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	112	82f5c82d1c...	DS200 - 031...			0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	113	8347211ca1...	DS200 - 031...	Marked		0
Paper	POLL 1	PRECINCT 1	0001	PRECINCT ...	Valid	130	8ed2b94920...	DS200 - 010...			0



9. Click the icons on the **Ballot Details** toolbar

- a. To view both sides of the ballot
- b. Zoom In or Out
- c. View the Cast Vote Record (CVR)
- d. Print a copy of the ballot, if needed

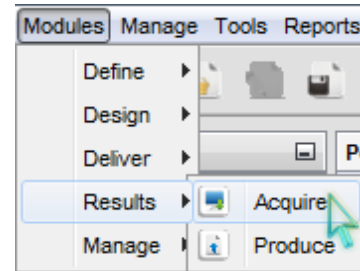


Cast Vote Record

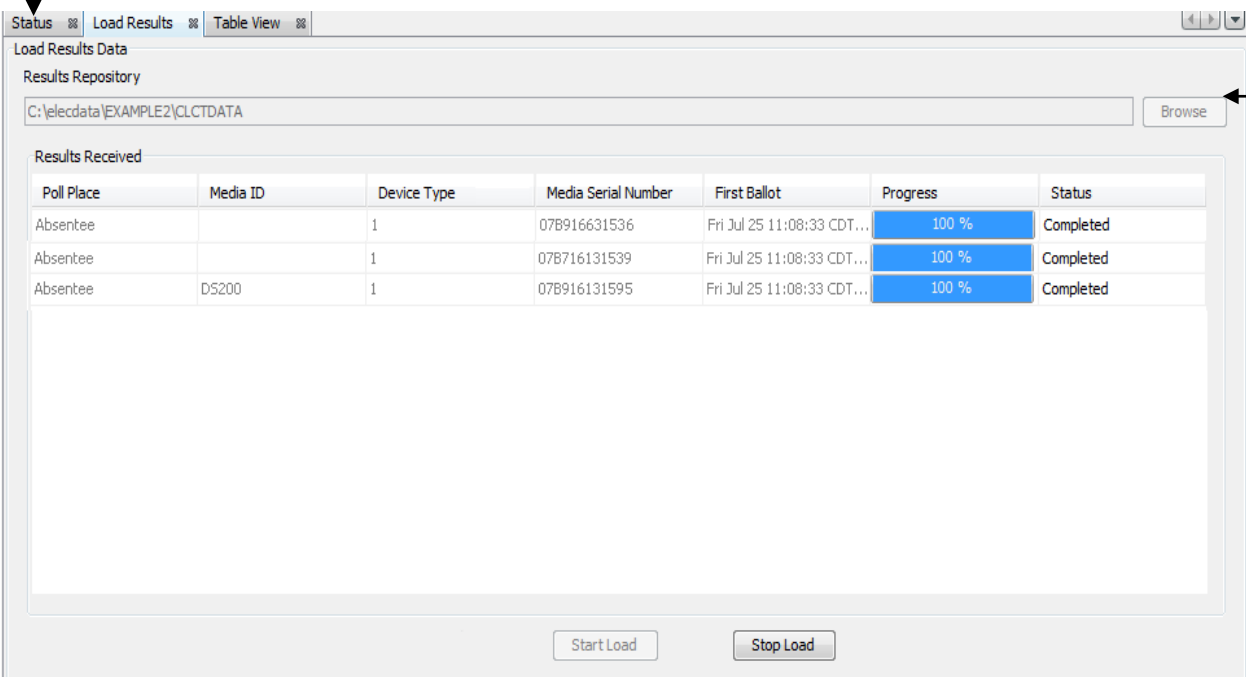
Report: CVR Report		
Cast Vote Record: 130		
Poll Place: POLL 1		
Precinct: PRECINCT 1		
Ballot Style: PRECINCT 1 [Sheet Number 1]		
Party: NONPARTISAN		
Serial Number: 8ed2b9f492062fb0		
Machine Serial: 0107380936		
Blank Ballot: NO		
Contests:		
BEST AUTOMOBILE MANUFACTURER (9)		
Vote For: 1		
FORD (32)		Counted
BEST VOCAL ARTIST (12)		
Vote For: 2		
ELVIS (35)		Counted
Undervoted		Undervoted
BEST ICE-CREAM FLAVOR (16)		
Vote For: 1		
CHOCOLATE (43)		Counted
PROPOSITION 1 (19)		
Vote For: 1		
Yes (20)		Counted
PROPOSITION 2 (23)		
Vote For: 1		
Yes (24)		Overvoted
No (25)		Overvoted

CREATE AN XML AND HTML FILE **IN ELECTIONWARE**

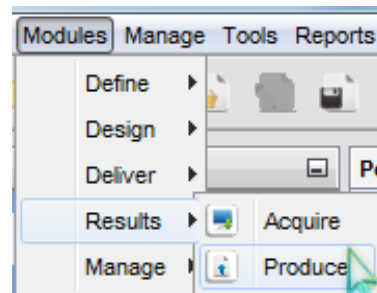
1. Open the current election. On Menu bar, click **Modules**.
2. On the dropdown list, click **Results**.
3. On the dropdown list, click **Acquire**.
4. The **Status** screen opens.
5. Select the **Load Results** tab.



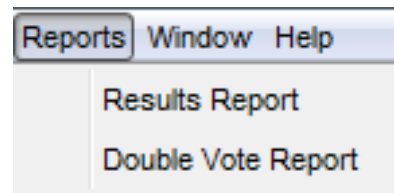
- a. If the tab is not open, right-click **Poll Places** then select **Load Results**.
6. Click the **Browse** button.
 - a. Find the folder containing the Election Results Files.
 - b. Folder should read: `_:\\elecdata\<Election Name>\CLCTDATA`.
7. Click **Open**.
8. Click **Start Load** to load the results data. (It may take a few minutes.)
9. The **Progress** column of the Load Results tab will show the election results import progress percentage. Wait for it to reach **100%** for each import.
10. When the word **Completed** displays in the Status column for each Media ID inserted, click **Stop Load**. See screen image below.
 - a. If a problem occurs, write down the description of the error and contact the System Administrator immediately.



11. After the results have been loaded, go to **Modules**.
12. Click **Results**.
13. Click **Produce** to generate the results that were just acquired.
14. The Produce **Status** screen displays.
15. Click the **Reports** tab to generate **Results Reports**.



- a. This will generate the **Election Results Summary Report** which can be viewed and saved in XML and HTML formats. The report contains the results of all loaded ballots and a breakdown by ballot kind.
- b. Sample Election Results Summary Report on following page.



NOTE: If any ballots are in the “Not Assigned” category, there are ballots that should not have been scanned. Contact the System Administrator immediately.

16. To display the XML version of the report, click **Show XML** at the bottom of the screen.
17. The button name will change to **Show Report**.
 - a. Sample **XML** report on following page.
18. Save the report as a file by clicking **Save** at the bottom of the screen.
19. Browse to the target folder.
20. Name the file using the Election Naming Convention: Election year, Type, and County ID
 - a. Sample file name: (2017P4). See Election Naming Convention table below.
21. Click **Save**.
22. To display the HTML version of the report, click **Show HTML** at the bottom of the screen.
23. The button name will change to **Show Report**.
24. Save the report as a file by clicking **Save** at the bottom of the screen.
25. Browse to the target folder. Name the file using the Election Naming Convention shown below
 - a. The XML and HTML files will have the same name, but different extensions (.xml and .html).

ELECTION NAMING CONVENTION:

For each Election, include the year, Election Type, County ID and ballot kind in the file name.

<u>Election Year</u>	<u>Election Type</u>	<u>County ID</u>
2019	G – General	1 – New York
	P – Primary	2 – Bronx
	O – Run-off	3 – Kings
	A – Presidential Primary	4 – Queens
	S, 1 to 9 – Specials	5 – Richmond










2016 General Richmond V1

Unofficial Results

Election Results - Summary Report**Statistics - Ballot Reporting**

Reporting Tag	Ballots	Ballots%	Bar Graph
Presidential	46	15.54%	
Affidavit	56	18.92%	
Federal	56	18.92%	
Absentee	138	46.62%	
Not Assigned	0	0.00%	
Total:		296	

Electors for President and Vice President of the United States

Times Over Voted	83		
Times Under Voted	23		
Candidate	Votes	Vote%	Bar Graph
HILLARY CLINTON TIM KAINÉ	2	1.22%	
DONALD J. TRUMP MICHAEL R. PENCE	7	4.27%	
DONALD J. TRUMP MICHAEL R. PENCE	10	6.10%	
JILL STEIN AJAMU BARAKA	14	8.54%	
HILLARY CLINTON TIM KAINÉ	19	11.59%	
GARY JOHNSON BILL WELD	21	12.8%	
HILLARY CLINTON TIM KAINÉ	20	12.20%	
GARY JOHNSON BILL WELD	28	17.07%	
Write-in	43	26.22%	

United States Senator[Show XML](#)**[HTML] ELECTION RESULTS – SUMMARY REPORT**

```

<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
- <Owner id="0" name="ERM Results XML File version 2.1">
  <ReportTime>2015-08-09T10:57:12.986-07:00</ReportTime>
  - <PartyMap>
    <Party id="1" abbrv="NON" name="NONPARTISAN" partyBallotsCast="7" />
    <Party id="5" abbrv="DEM" name="Democratic" partyBallotsCast="4" />
    <Party id="6" abbrv="REP" name="Republican" partyBallotsCast="4" />
  </PartyMap>
  - <ReportingTagList>
    <ReportingTag id="1" abbrv="ELD" name="Election Day" order="1" altid1="" altid2="16" tagBallotsCast="9" />
    <ReportingTag id="2" abbrv="ABS" name="Absentee" order="2" altid1="" altid2="3" tagBallotsCast="6" />
  </ReportingTagList>
  - <JurisdictionMap totalJurisdictions="1" reportingJurisdictions="1" percentReported="0.0">
    - <Jurisdiction id="0" title="Jurisdiction Wide" typeId="2" totalBallotsCast="15" totalRegistration="0" totalCastPercentage="0.0"
      reportedRegistration="0" reportedPercentage="0.0" totalPrecincts="3" precinctsReported="0" precinctsReportedPercentage="0.0">
      <BStyle id="685" refReportingTagId="1" refPtyId="1" name="NON Ballot Style" typeSeqSplit="01-0001-01"
        useForVoterCount="true" />
      <BStyle id="686" refReportingTagId="1" refPtyId="5" name="DEM Ballot Style" typeSeqSplit="01-0002-01"
        useForVoterCount="true" />
      <BStyle id="687" refReportingTagId="1" refPtyId="6" name="REP Ballot Style" typeSeqSplit="01-0003-01"
        useForVoterCount="true" />
      <BStyle id="688" refReportingTagId="2" refPtyId="1" name="ABS NON Ballot Style" typeSeqSplit="02-0001-01"
        useForVoterCount="true" />
      <BStyle id="689" refReportingTagId="2" refPtyId="5" name="ABS DEM Ballot Style" typeSeqSplit="02-0002-01"
        useForVoterCount="true" />
      <BStyle id="690" refReportingTagId="2" refPtyId="6" name="ABS REP Ballot Style" typeSeqSplit="02-0003-01"
        useForVoterCount="true" />
      - <Precinct id="0001" ballotsCast="5" castPercentage="0.0" counted="true" regVoters="0" name="Precinct 1">
        <PrecinctParty partyId="1" regVoters="0" ballotsCast="2" castPercentage="0.0" refBStyleId="685" blanksCast="0" />
        <PrecinctParty partyId="5" regVoters="0" ballotsCast="2" castPercentage="0.0" refBStyleId="686" blanksCast="0" />
        <PrecinctParty partyId="6" regVoters="0" ballotsCast="1" castPercentage="0.0" refBStyleId="687" blanksCast="0" />
      </Precinct>
      - <Precinct id="0002" ballotsCast="4" castPercentage="0.0" counted="true" regVoters="0" name="Precinct 2">
        <PrecinctParty partyId="1" regVoters="0" ballotsCast="2" castPercentage="0.0" refBStyleId="685" blanksCast="0" />
        <PrecinctParty partyId="5" regVoters="0" ballotsCast="1" castPercentage="0.0" refBStyleId="686" blanksCast="0" />
        <PrecinctParty partyId="6" regVoters="0" ballotsCast="1" castPercentage="0.0" refBStyleId="687" blanksCast="0" />
      </Precinct>
      - <Precinct id="0003" ballotsCast="6" castPercentage="0.0" counted="true" regVoters="0" name="ABSENTEE">
        <PrecinctParty partyId="1" regVoters="0" ballotsCast="3" castPercentage="0.0" refBStyleId="688" blanksCast="0" />
        <PrecinctParty partyId="5" regVoters="0" ballotsCast="1" castPercentage="0.0" refBStyleId="689" blanksCast="0" />
        <PrecinctParty partyId="6" regVoters="0" ballotsCast="2" castPercentage="0.0" refBStyleId="690" blanksCast="0" />
      </Precinct>
    </Jurisdiction>
  </JurisdictionMap>
  - <Election id="1001" electionName="PRIMARY" electionTitle="PRIMARY" final="false" totalBallotsCast="15" totalRegistration="0"
    totalCastPercentage="0.0" reportedRegistration="0" reportedPercentage="0.0" totalPrecincts="3" precinctsReported="0"
    precinctsReportedPercentage="0.0">
    - <ContestList>
      - <Contest id="400" altId2="102" partyId="1" stateWide="true" title="SUPERVISOR" typeCode="N" voteFor="1" runoff="false"
        ballotsCast="7" castPercentage="0.0" writeInVotes="0" overVotes="0" underVotes="0">
        - <Candidate id="447" pos="1" name="Kevin Powell" partyId="1" winner="false" runoff="false" recount="false">
          <Votes refPrecinctId="0001" refBStyleId="685">1</Votes>
          <Votes refPrecinctId="0002" refBStyleId="685">1</Votes>
          <Votes refPrecinctId="0003" refBStyleId="688">0</Votes>
        </Candidate>
      </Contest>
    </ContestList>
  </Election>

```

XML REPORT