

County User Manual



Copyright

© 2010 SOE Software Corporation. All rights reserved. SOE Software and logos are registered trademarks or trademarks of SOE Software Corporation. All other trademarks are the property of their respective owners.

This document and the information it contains are the confidential information of SOE Software Corporation. Neither this document, nor the information it contains, may be disclosed to any third party or reproduced, in whole or in part, without the express prior written consent of SOE Software Corporation.

Document version information

This document was last updated on 10/20/2010.

Contacting us

SOE Software Corporation

5426 Bay Center Drive

Suite 525

Tampa, FL 33609

(813) 490-7150

soesupport@soesoftware.com

www.soesoftware.com

Table of Contents

Introduction	1
About ENR	1
Pre-election day workflow	1
Election day workflow.....	2
Logging on	2
ENR home page	3
Navigation.....	4
System Admin.....	4
Support	5
Default Settings.....	5
About Default Settings.....	5
Website Appearance	6
Manage Recipients.....	7
Manage Definitions.....	7
Manage Maps.....	8
Elections	8
New Elections	10
Ways to create a new election	10
Completing fields on the New Election Page	11
Creating an election	13
About recipients.....	14
Public Results Pages.....	15
Example public results pages	15
Synopsis area	16
Display options.....	17
Show Vote Results	17
Show Areas Rptg Tab.....	18
Show Advanced Reports Section	19
Show Download Reports Section	19
Show Voter Turnout Tab.....	20
Show Vote For.....	21
Show Vote Type Breakdown Link on Summary Page	21
Show Area Breakdown Link on Summary Page	21
Show Areas Reporting Info.....	21
Show Areas Partially Reporting in Synopsis Area	22
Show Areas Completely Reporting in Synopsis Area	22
Standard.....	22
Blind Safe	22
Registered Voters.....	23
Ballots Cast	23
Voter Turnout.....	23

Vendor specific notes	24
Display options quick reference	24
Configurations	29
About configurations	29
How configurations are created	29
Supported vendors	29
Creating a new election configuration	29
Uploading the configuration file	31
Creating a new configuration from an existing one	32
Fields	33
About field configuration	33
Defining the start and end positions	34
Defining column numbers	35
Rules	36
About rules	36
Defining rules	36
Working with advanced settings	37
Manual Entry Elections	38
Doing an initial upload	39
Adding contests	42
Adding choices	44
Changing sort order	45
Editing contests and choices	48
Deleting contests and choices	51
Zeroing results	54
Uploads	55
Entering manual results	55
Uploading results	59
Publishing results	63
Upload and publishing quick reference	65
Action Icons	66
Using action icons	67
Map Colors	67
Look and Feel	67
Files Sent Status	75
Links for Displaying Published Results	79
Scrolling tips	80
Slide show tips	81
System Admin	82
Adding a user	82
Updating a user	83
Deleting a user	84

Viewing action history 85

Manage Recipients 87

 Creating a recipient 87

 Selecting a recipient..... 89

 Verifying mail sent status 90

Glossary 91

Index..... 95

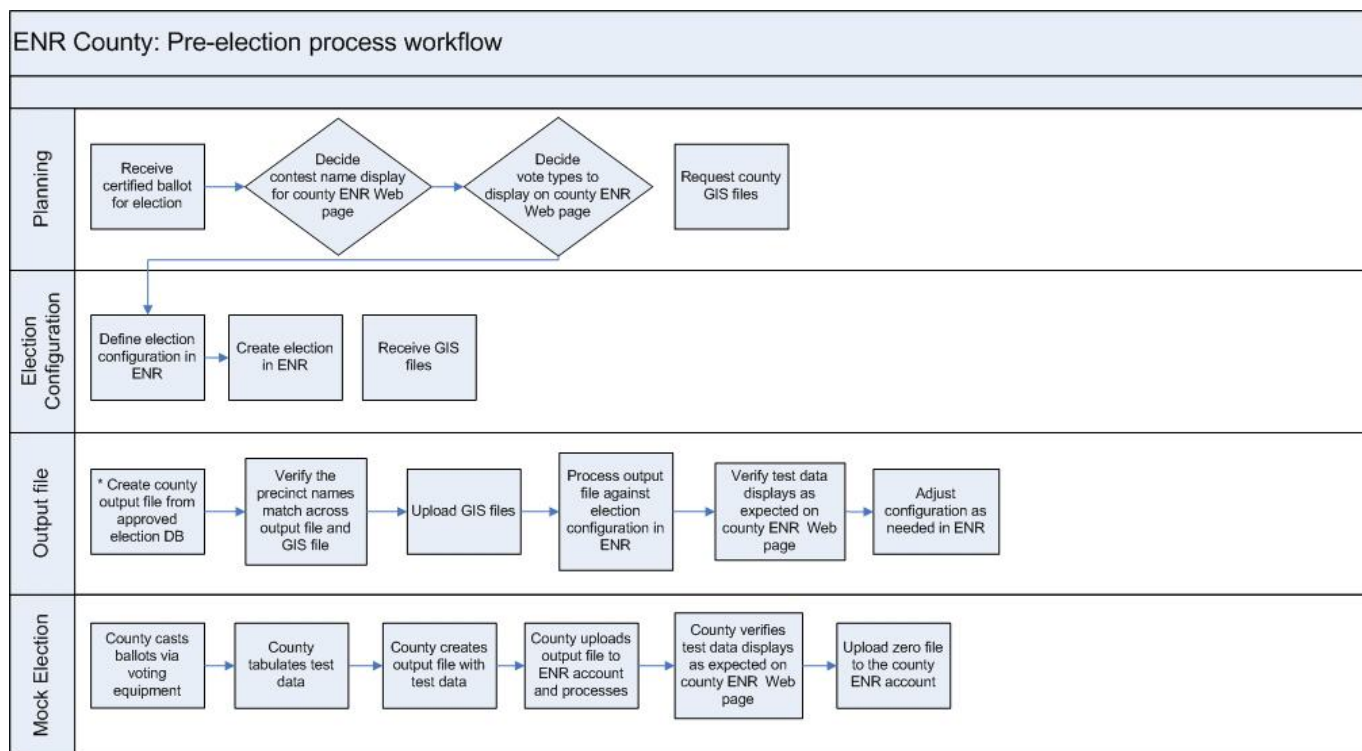
Introduction

About ENR

Election Night Reporting (ENR) is an online tool used to display results from elections on a Web site. Output files may be generated periodically throughout the evening as results are loaded to the tabulation system.

Pre-election day workflow

The following workflow diagram shows the process for ENR election day preparation:

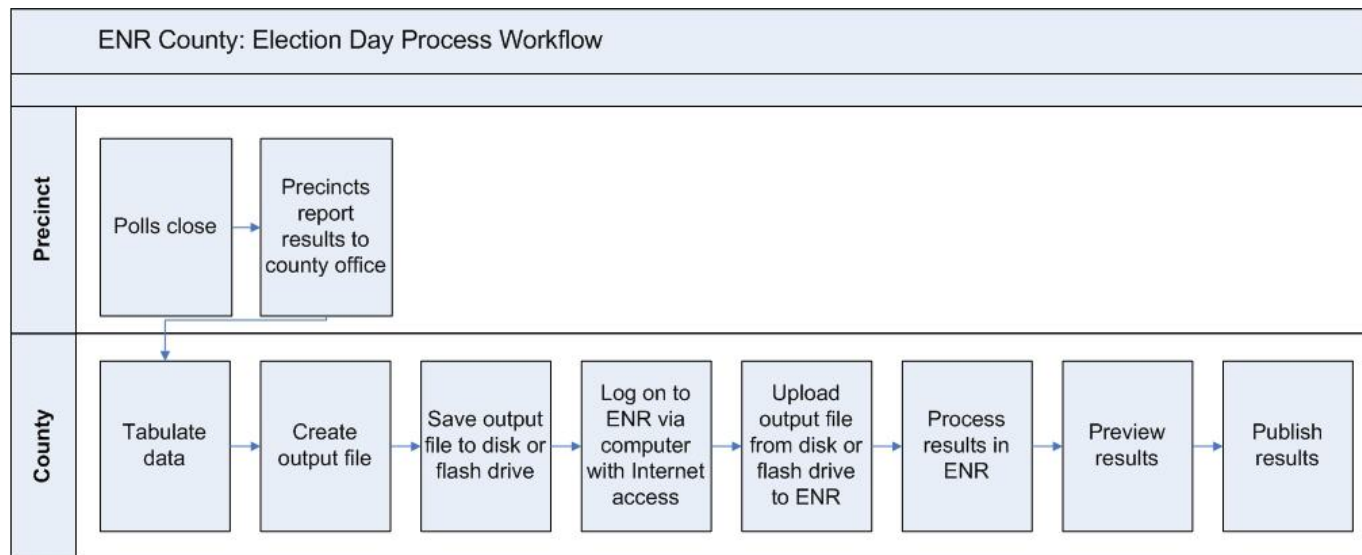


* Test Data consideration

When creating test data, enter data for each vote type and vary the numbers in order to easily verify expected data by vote type.

Election day workflow

The following workflow diagram shows the ENR election day process:



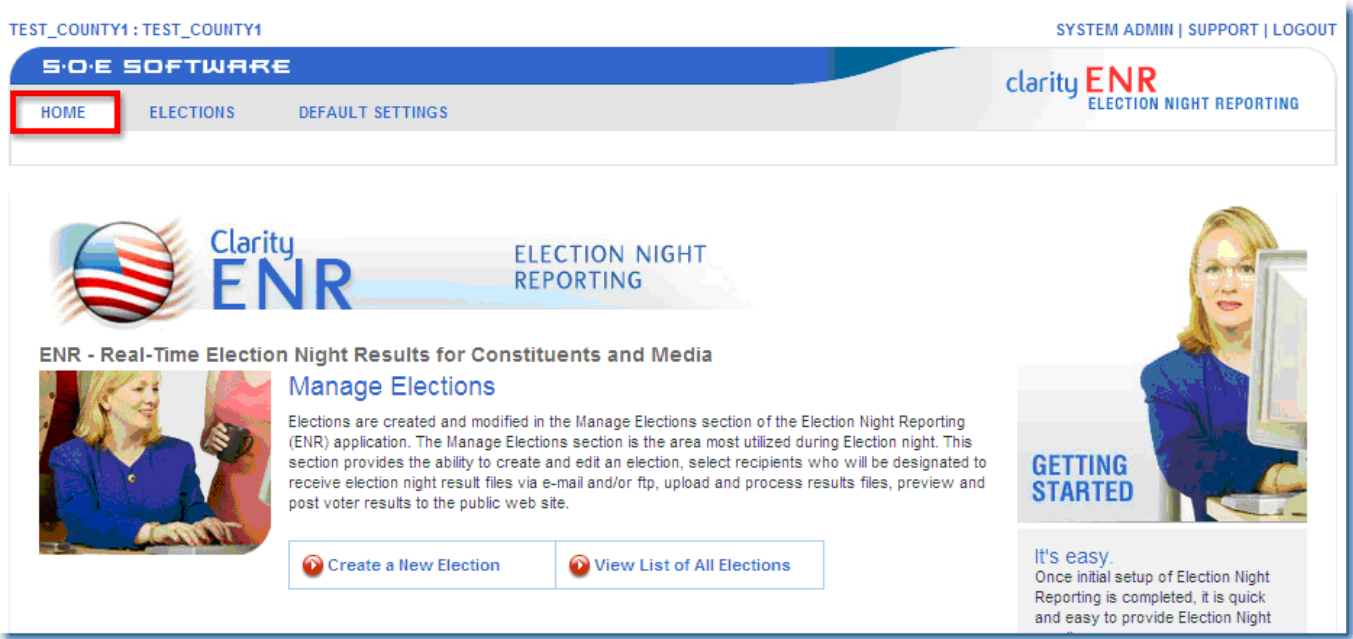
Logging on

1. Navigate to the **Election Night Reporting** (ENR) application using the assigned URL.
2. Type your assigned user name in the **Username** box.
3. Type your assigned password in the **Password** box.
4. Click the Submit button.

The ENR home page is displayed after login.

ENR home page

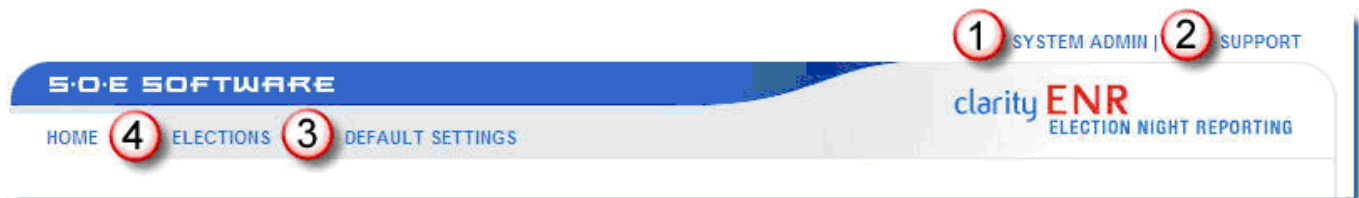
Following is the home page that is displayed upon login to Clarity ENR.



Navigation

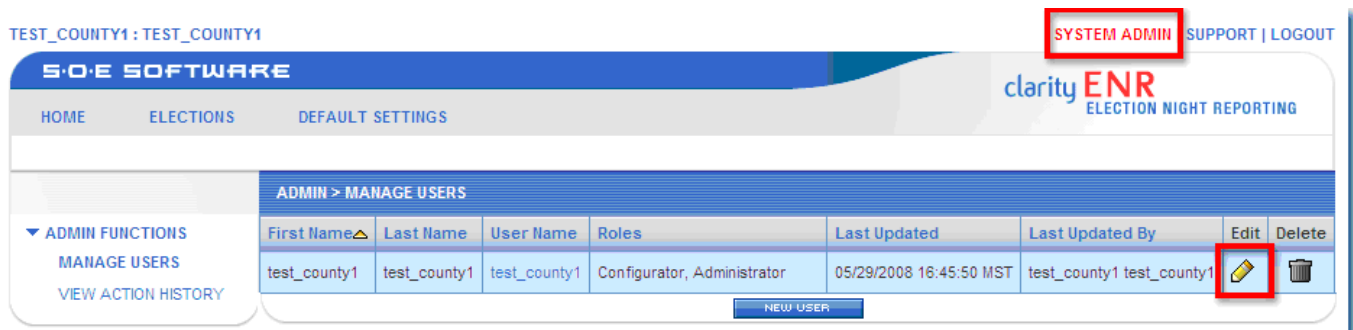
There are four general areas you need to navigate when administering ENR:

1. System Admin
2. Support
3. Default Settings
4. Elections



System Admin

To view and manage users, click the **System Admin** link.



The two roles in ENR are *administrator* and *configurator*.

Administrators have full access, while configurators do not have access to the System Admin link.

Support

The Support link provides a form for support, as well as SOE Software contact information.



If you need support on election day, always call SOE for immediate assistance.

SYSTEM ADMIN **SUPPORT** LOGOUT

S.O.E SOFTWARE

clarity ENR
ELECTION NIGHT REPORTING

HOME ELECTIONS DEFAULT SETTINGS

Online Support Form

**Required Fields*

Customer service is a key element in the SOE/Client relationship, therefore we offer our clients several options to contact SOE Software for support. If you are an SOE Software customer and would like to create a support ticket using our online form, please fill out the form below.

Name*	Type*
<input type="text"/>	--None--
Email*	Subject*
<input type="text"/>	<input type="text"/>
Phone* xxx-xxx-xxxx	Description*
<input type="text"/>	<input type="text"/>
Company*	Product*
<input type="text"/>	--None--

Submit

Default Settings

About Default Settings

In the Default Settings area:

- A. **Website Appearance.** Manage the Web site appearance defaults.
- B. **Manage Recipients.** Set up recipients who should receive results.
- C. **Manage Definitions.** Create and update configuration files.
- D. **Manage Maps.** Upload map files.

TEST_COUNTY1 : TEST_COUNTY1 SYSTEM ADMIN | SUPPORT | LOGOUT


S.O.E SOFTWARE

HOME ELECTIONS **DEFAULT SETTINGS**

clarity ENR
ELECTION NIGHT REPORTING

Default Settings

- Website Appearance A**
Here you can set up default settings for the look and feel of your Election Night Results page, page headers, time zone, and custom map colors.
- Manage Recipients B**
This section contains your global list of email and FTP recipients. You are able to add a new contact, update an existing contact or delete an obsolete contact. This section also allows you to define the file type a recipient will receive (CSV or the original summary file format).
- Manage Definitions C**
Here you can define the layout of the results file that will be uploaded on election night.
- Manage Maps D**
This section allows you to update the map files for your area. You will need to load both the .SHP file and .DBF file in this section.



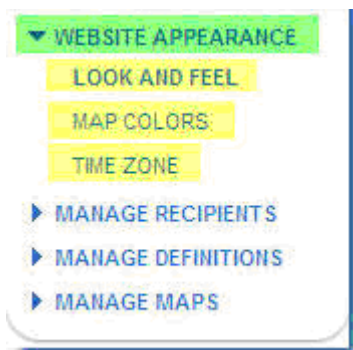
GETTING STARTED

Quick Links:

- [Manage Look and Feel](#)
- [Manage Map Colors](#)
- [Manage Recipients](#)

Website Appearance

In the Website Appearance area of Default Settings, you can access Look and Feel, Map Colors, and Time Zone settings.



Page	Function
Look and Feel	Use to configure global Look and Feel settings, including Web strings (the labels on public pages). An example string to define as <i>global</i> is the public results page header, since this string may be the same for all elections. In contrast, <i>Election Name</i> is specific to an election, so would not be an applicable global setting.
Map Colors	Create global party map colors and assign round robin colors that will apply to all future elections. Map colors are assigned to a party (for example, DEM or REP) for display on the contest detail map. In primary elections, where the contest

	detail map has many candidates for one party, the map color is determined based on the unassigned colors. <i>Round robin</i> order is used for determining the color to display.
Time Zone	Select the correct time zone for your county.

Manage Recipients

In the Manage Recipients area of Default Settings, you can add or edit recipients of output files, and create a custom e-mail signature file.



Page	Function
Recipients	Create or update the global list of e-mail and ftp file recipients. If there are recipients who should receive results after the results are published, then those recipients must be added here in order to select them during election setup.
E-mail Signature	Create a custom e-mail signature to be sent with the output files. Creating a signature makes the e-mail appear to be from a specified e-mail address. Otherwise, the message appears to be from SOE Support.

Manage Definitions

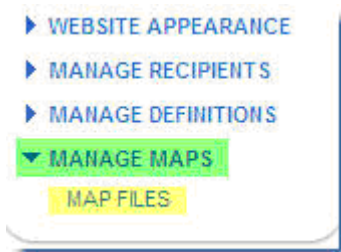
In the Manage Definitions area of Default settings, you can access the Configurations page where you create new configurations and update existing configurations for elections. A configuration is a file that contains specific information about the output file generated by your elections equipment.

If your county does not have a tabulation system that generates output files, you can use the Manual Configs area to set up an election. You must first create the election and mark it as a Manual Entry election before you continue to Manual Configs to add contests and choices.



Manage Maps

In the Manage Maps area of Default settings, you can access the Map Files page where you can add map files and view existing map files. Map files are what allow results to display on color-coded maps on your public results Web pages.



Elections

The Elections tab is the area most used during an election. Tasks you may need to complete on the Elections tab include:

- Creating elections
- Zeroing out election results
- Managing elections
- Uploading output files
- Previewing public results pages once results are uploaded
- Publishing results to the public
- Selecting recipients of output files

[SYSTEM ADMIN](#) | [SUPPORT](#) | [LOGOUT](#)

SOE SOFTWARE

clarity ENR
 ELECTION NIGHT REPORTING

[HOME](#) [ELECTIONS](#) [DEFAULT SETTINGS](#)

EID	Election Name	Election Date	Date Updated	Last Updated By	Live Version	Rec.	Upload	Zero	Prev.
265	Demo Election 06_23 -ME	06/23/2010	6/24/2010 8:45:12 AM EST	SOE Software	Upload 3:56 PM EST				

[NEW ELECTION](#)

Column	Function
EID	Shows the election ID number, a unique numeric identifier for the election.
Election Name	Shows the name typed in the Description box for this election. The name is a link you can click to access the Modify Election Details page for that election.
Election Date	Shows the date the election is scheduled to take place.
Date Updated	Shows the date the election was last modified.
Last Updated By	Shows the logon name of the ENR user who last updated the election.
Published Version	If results have been uploaded and published for this election, shows the version label.
Rec.	If you set up recipients under Recipients in Default Settings, then you can click the Recipients icon to select recipients to receive results for that election.
Zero	Used to zero out an election.
Upload	Used to upload a output file for the election or to view prior uploads.
Prev.	Used to view published results.

New Elections

Ways to create a new election

A new election should be created in ENR at least a few weeks prior to the election date. This will ensure enough time is given for election set up, verifying the configuration, testing, and modifying the Look and Feel settings, if necessary.

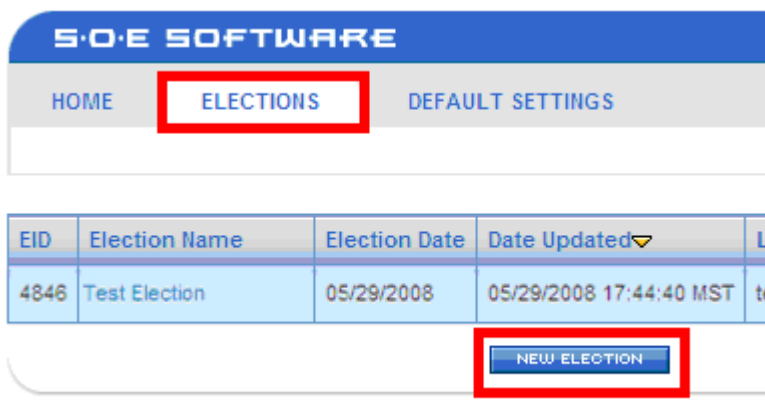
You can create a new election from the ENR Home page, or from the Elections page.

Create a New Election link on ENR home page



-or-

New Election button on Elections page



From the ENR home page, when you click the **Create a New Election** link, a new page opens where you create a new election. Required fields are marked with an asterisk.

Completing fields on the New Election Page

Following is an example of an election setup page with **Description** and **Date** filled in and **Language** selected; other settings are defaults. See also Display options quick reference.

Complete the fields as described, and then click **Save**.

S.O.E SOFTWARE
 HOME ELECTIONS DEFAULT SETTINGS

clarity **ENR**
 ELECTION NIGHT REPORTING

ELECTIONS > NEW ELECTION > MODIFY

*Required Fields
 ** If this field = 0 then the value for this field is pulled via the uploaded file. If this field > 0 then whatever value is displayed in this field is displayed on the summary page.

Description:*	<div style="border: 1px solid #ccc; padding: 2px;">MyCounty Midterm Election</div>																																
Election Date:*	<div style="border: 1px solid #ccc; padding: 2px;">11/2/2010</div>																																
Election Info:	<input type="checkbox"/> Is State Election Parent Election 0																																
Election Type:*	<input type="checkbox"/> Is Manual Entry Election																																
Display Options:	<table style="width: 100%; font-size: small;"> <tr> <td style="width: 30%;">Show Vote Results:</td> <td style="width: 30%;"><input checked="" type="checkbox"/></td> <td style="width: 30%;">Show Vote Type Break Down Link on Summary Page:</td> <td style="width: 10%;"><input checked="" type="checkbox"/></td> <td style="width: 10%;"><input checked="" type="radio"/> Standard (White/Gray/Yellow/Green)</td> </tr> <tr> <td>Show Areas Rptg Tab:</td> <td><input checked="" type="checkbox"/></td> <td>Show Areas Break Down Link on Summary Page:</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Show Advanced Reports Section:</td> <td><input checked="" type="checkbox"/></td> <td>Show Areas Reporting Info:</td> <td><input checked="" type="checkbox"/></td> <td><input type="radio"/> Blind Safe (White/Gray/Purple/Green)</td> </tr> <tr> <td>Show Download Reports Section:</td> <td><input checked="" type="checkbox"/></td> <td>Show Areas Partially Reporting in header:</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Show Voter Turnout Tab:</td> <td><input checked="" type="checkbox"/></td> <td>Show Areas Completely Reporting in header:</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Show Vote For:</td> <td><input checked="" type="checkbox"/></td> <td>Show Areas Percent Reporting in header:</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </table>			Show Vote Results:	<input checked="" type="checkbox"/>	Show Vote Type Break Down Link on Summary Page:	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Standard (White/Gray/Yellow/Green)	Show Areas Rptg Tab:	<input checked="" type="checkbox"/>	Show Areas Break Down Link on Summary Page:	<input checked="" type="checkbox"/>		Show Advanced Reports Section:	<input checked="" type="checkbox"/>	Show Areas Reporting Info:	<input checked="" type="checkbox"/>	<input type="radio"/> Blind Safe (White/Gray/Purple/Green)	Show Download Reports Section:	<input checked="" type="checkbox"/>	Show Areas Partially Reporting in header:	<input checked="" type="checkbox"/>		Show Voter Turnout Tab:	<input checked="" type="checkbox"/>	Show Areas Completely Reporting in header:	<input checked="" type="checkbox"/>		Show Vote For:	<input checked="" type="checkbox"/>	Show Areas Percent Reporting in header:	<input checked="" type="checkbox"/>	
Show Vote Results:	<input checked="" type="checkbox"/>	Show Vote Type Break Down Link on Summary Page:	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Standard (White/Gray/Yellow/Green)																													
Show Areas Rptg Tab:	<input checked="" type="checkbox"/>	Show Areas Break Down Link on Summary Page:	<input checked="" type="checkbox"/>																														
Show Advanced Reports Section:	<input checked="" type="checkbox"/>	Show Areas Reporting Info:	<input checked="" type="checkbox"/>	<input type="radio"/> Blind Safe (White/Gray/Purple/Green)																													
Show Download Reports Section:	<input checked="" type="checkbox"/>	Show Areas Partially Reporting in header:	<input checked="" type="checkbox"/>																														
Show Voter Turnout Tab:	<input checked="" type="checkbox"/>	Show Areas Completely Reporting in header:	<input checked="" type="checkbox"/>																														
Show Vote For:	<input checked="" type="checkbox"/>	Show Areas Percent Reporting in header:	<input checked="" type="checkbox"/>																														
Supported Languages:*	<div style="border: 1px solid #ccc; padding: 2px;"> English Spanish Creole </div>																																
Map image width:*	<div style="border: 1px solid #ccc; padding: 2px;">400</div>																																
Map image height:*	<div style="border: 1px solid #ccc; padding: 2px;">400</div>																																
Zoom level:*	<div style="border: 1px solid #ccc; padding: 2px;">2</div>																																
Registered Voters:**	<div style="border: 1px solid #ccc; padding: 2px;">0</div>	Show Registered Voters <input checked="" type="checkbox"/>																															
Ballots Cast:**	<div style="border: 1px solid #ccc; padding: 2px;">0</div>	Show Ballots Cast: <input checked="" type="checkbox"/>																															

SAVE

	Field	How to complete
A	Description	In the Description box, type an election title, such as 2008 General Election . Appears only in the administrative area of ENR; the publicly displayed election title is defined later.
B	Election Date	Select the election date.
C	Election Info	Not applicable for a county election.
D	Election Type	Select this check box if you will need to enter results manually for this election instead of uploading output files from your tabulation system.
E	Display Options	Select all check boxes applicable for the tabulation system's output file and any county preferences. These options control public results page display for tabs, links, sections, and other values. See Public results pages for more information about how selections affect what the public sees on public results pages.
F	Supported Languages	Select languages to be made available on the public results page. Highlight one or press CTRL and click more than one (with the left mouse button) for multiple languages. Tip: If a language other than English is selected, you will need to define the strings in your Look and Feel settings.
G	Map Image Width	Controls the width of the map on the applicable public results map pages. We recommend leaving the default.
H	Map Image Height	Controls the height of the map on the applicable public results map pages. We recommend leaving the default.
GI	Zoom Level	The public results map pages contain a link to enlarge the map. The zoom level controls the size of the enlarged map. We recommend leaving the default.
J	Registered Voters value	If left at the default of 0 , pulled from the output file. Otherwise, the value you enter displays on the public results page. Selecting the check box for Show Registered Voters enables it to be displayed on the public results page.
K	Ballots Cast value	If left at the default of 0 , pulled from the output file. Otherwise, the value entered displays on the public page. Selecting the check box for Show Ballots Cast enables it to be displayed on the public results page.



Map width and height settings affect the precincts reporting, contest detail, and voter turnout maps.

Creating an election

1. From the **ENR home** page, click the **Create New Election** link.
2. Complete items A through K on the election setup page.
3. Click the **Save** button. The election is saved and the Elections list is displayed.

EID	Election Name	Election Date	Date Updated	Last Updated By	Live Version	Rec.	Upload	Zero	Prev.
20227	Manual County Election	09/24/2010	9/24/2010 10:53:20 AM EST	SOE Software					
12418	Kentucky Mock Election	08/24/2010	9/23/2010 4:47:11 PM EST	SOE Software	Upload 4:45 PM EST				

[NEW ELECTION](#)

4. Optionally, click the **Recipients** icon to select recipients.

SOE SOFTWARE

HOME

ELECTIONS

DEFAULT SETTINGS

clarity

ENR

ELECTION NIGHT REPORTING

EID	Election Name	Election Date	Date Updated	Last Updated By	Live Version	Rec.	Upload	Zero	Prev.
16	2010 Midterm Election	11/02/2010	9/22/2010 12:00:44 PM EST	Marion SOE Software	Upload 11:51 AM EST				
20003	2010 Midterm Manual	11/02/2010	9/22/2010 11:43:22 AM EST	Marion SOE Software					

NEW ELECTION

5. Select check boxes next to names or destinations, and then click **Save**.

ELECTIONS > DEMO ELECTION > SELECT > RECIPIENTS				
Select	Destination	Type	CSV	Alternate File
<input type="checkbox"/>	meldridge@soesoftware.com	Email	✓	
<input type="checkbox"/>	mdulau@soesoftware.com	Email	✓	✓
<input type="checkbox"/>	kgade@soesoftware.com	Email	✓	✓

[SAVE](#)

About recipients

Designated recipients can receive information regarding results after the results are published. If there are recipients who should receive the CSV report or an alternate file, then select the check box beside recipient's name, and then click the **Save** button.

ELECTIONS > KENTUCKY MOCK ELECTION > SELECT > RECIPIENTS

Select	Destination▼	Type	CSV	XML	Alternate File
<input checked="" type="checkbox"/>	wwilliams@soesoftware.com	Email	✓	✓	
<input type="checkbox"/>	recipientname@provider.com	Email	✓		

SAVE

Public Results Pages

Example public results pages

Public results pages are the Web pages available to the public that show election results.

ELECTION OFFICE NAME

Election Name

Registered Voters: 184,830
Ballots Cast: 1,765
Voter Turnout: 0.95 %

Precincts Partially Reported: 22 of 338
Precincts Completely Reported: 2 of 338

Website last updated 8/7/2008 4:47:10 PM EST

Choose Language English

Summary | **Precincts Reporting** | **Voter Turnout** | **Reports** | PRINT THIS PAGE

UNOFFICIAL RESULTS

SEARCH CONTESTS (3 of 54) Go to Page 1 Display 5

UNITED STATES SENATOR (Vote For 1) VOTE TYPE SUMMARY CONTEST DETAIL MAP
2 of 338 Precincts Reporting

	Percent	Votes
MARK UDALL (DEM)	100.00%	201
		201

REPRESENTATIVE TO THE 111TH CONGRESS DISTRICT 2 (Vote For 1) VOTE TYPE SUMMARY CONTEST DETAIL MAP
1 of 31 Precincts Reporting

	Percent	Votes
JOAN FITZ-GERALD (DEM)	41.18%	14
JARED POLIS (DEM)	26.47%	9
WILL SHAFROTH (DEM)	32.35%	11
		34

STATE BOARD OF EDUCATION CONGRESSIONAL DISTRICT 1 (Vote For 1) VOTE TYPE SUMMARY CONTEST DETAIL MAP
1 of 2 Precincts Reporting

	Percent	Votes
ELAINE GANTZ BERMAN (DEM)	56.25%	9
WRITE-IN (DEM)	43.75%	7
		16

Summary | Precincts Reporting | Voter Turnout | Reports | Print This Page | Top of Page

Synopsis area

Public results pages have a synopsis area toward the top of the page that displays regardless of the tab you click.

Sample synopsis area on a county Web site

2008 Presidential Preference Primary	Registered Voters:	10,000	Precincts Partially Reported:	0 of 151
	Ballots Cast:	2,500	Precincts Completely Reported:	151 of 151
Web site last updated 1/29/2008 11:18:42	Voter Turnout:	25.00 %	Precincts Percent Reported:	100.00 %

Sample synopsis area on a state Web site

Election Name	Registered Voters:	100,000	Counties Completely Reported:	90 of 100
Website last updated 9/30/2010 11:05:28 AM MST	Ballots Cast:	25,000	Counties Percent Reported:	90%
	Voter Turnout:	25%		

In the synopsis area, you can find important information, such as:

- A time stamp that shows when the Web site was last updated with results
- Number of registered voters for the county (or state)— specific to the current election
- Number of ballots cast for the county (or state)— specific to the current election
- Voter turnout percentages— based on the ratio of registered voters to ballots cast
- Number of areas partially reported
- Number of areas completely reported
- Percentage of areas reporting
- A Choose Language option automatically appears, if more than one language is enabled



The information in the synopsis varies based on client preferences and the tabulation vendor.

Display options

Display options allow you to control the appearance of the tabs, links, sections, and some values that are displayed on the public results pages.

If *only* summary information is to be displayed and/or reported on (no *area* detail or vote types), clear the Show Voter Turnout, Show Vote Type Breakdown, and Show Advanced Reports check boxes. Also clear any check boxes for options that refer to areas.

Areas on the election setup page that affect display of results on public pages

Display Options:	Show Vote Results:	<input checked="" type="checkbox"/> Show Vote Type Break Down Link on Summary Page:	<input checked="" type="checkbox"/> <input checked="" type="radio"/> Standard (White/Gray/Yellow/Green)
	Show Areas Rptg Tab:	<input checked="" type="checkbox"/> Show Areas Break Down Link on Summary Page:	<input checked="" type="checkbox"/> <input type="radio"/> Blind Safe (White/Gray/Purple/Green)
	Show Advanced Reports Section:	<input checked="" type="checkbox"/> Show Areas Reporting Info:	<input checked="" type="checkbox"/>
	Show Download Reports Section:	<input checked="" type="checkbox"/> Show Areas Partially Reporting in header:	<input checked="" type="checkbox"/>
	Show Voter Turnout Tab:	<input checked="" type="checkbox"/> Show Areas Completely Reporting in header:	<input checked="" type="checkbox"/>
	Show Vote For:	<input checked="" type="checkbox"/>	

Registered Voters:**	<input type="text" value="0"/>	Show Registered Voters <input checked="" type="checkbox"/>
Ballots Cast:**	<input type="text" value="0"/>	Show Ballots Cast <input checked="" type="checkbox"/>

Show Vote Results

Selecting this display option allows results to display.

When cleared, hides all tabs and shows the message entered in the Results not Available box on the Look and Feel page.

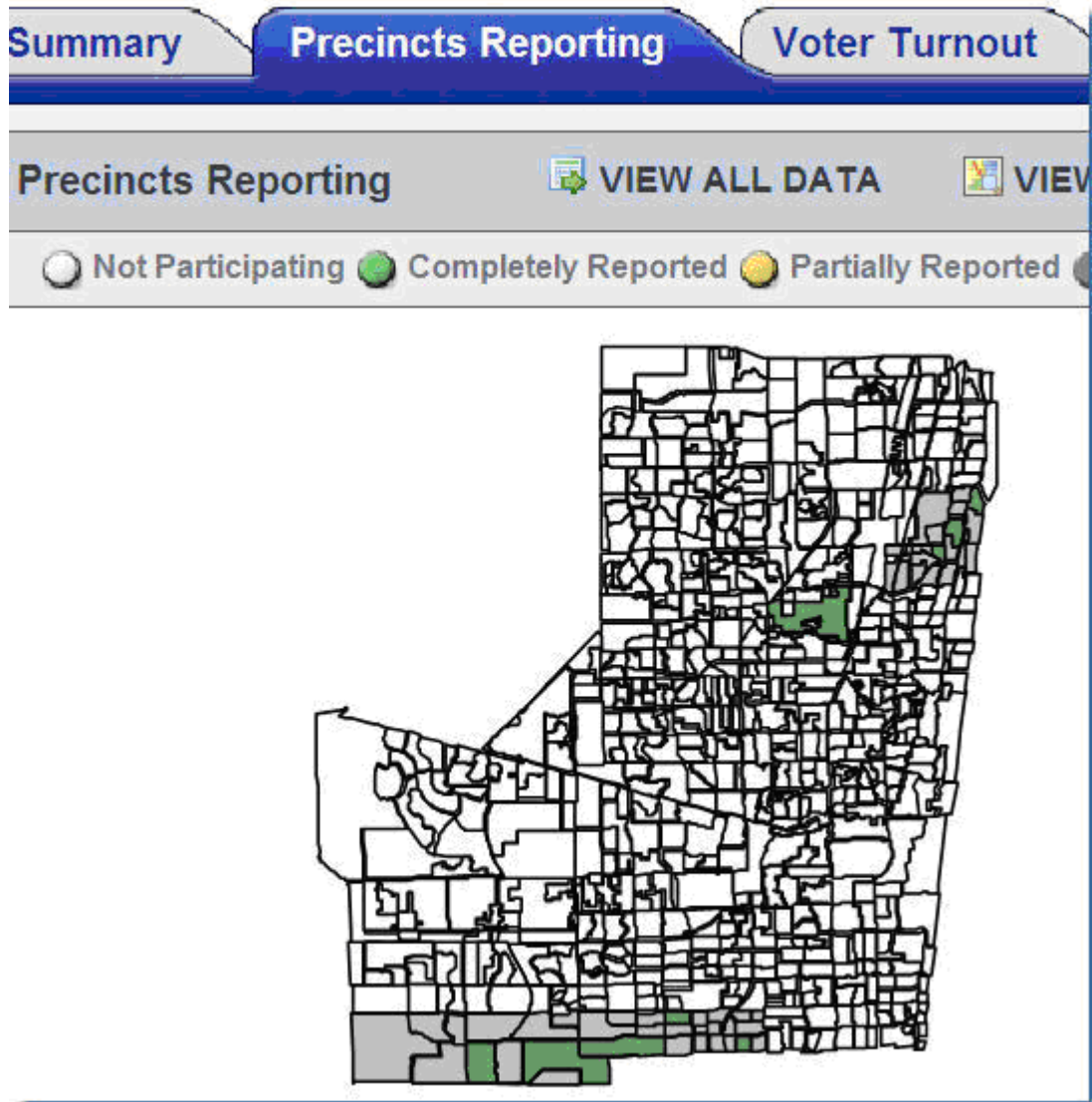
2008 Primary Election

Web Site Last Update 3/7/2008 1:42:42 PM EST

Results Not Available. Please check back at a later time.

Show Areas Rptg Tab

Selecting this display option displays the **Precincts Reporting** tab, which contains the county's precinct map. The map is shaded with predetermined colors (based on status) as results are uploaded.



Show Advanced Reports Section

Selecting this display option displays the Advanced Reports section on the Reports tab. This section offers custom filters by vote type and *area*.

Example of display on a county Web site:

▼ **Custom Filter by Vote Type and Precinct**

Vote Type:
Precinct:

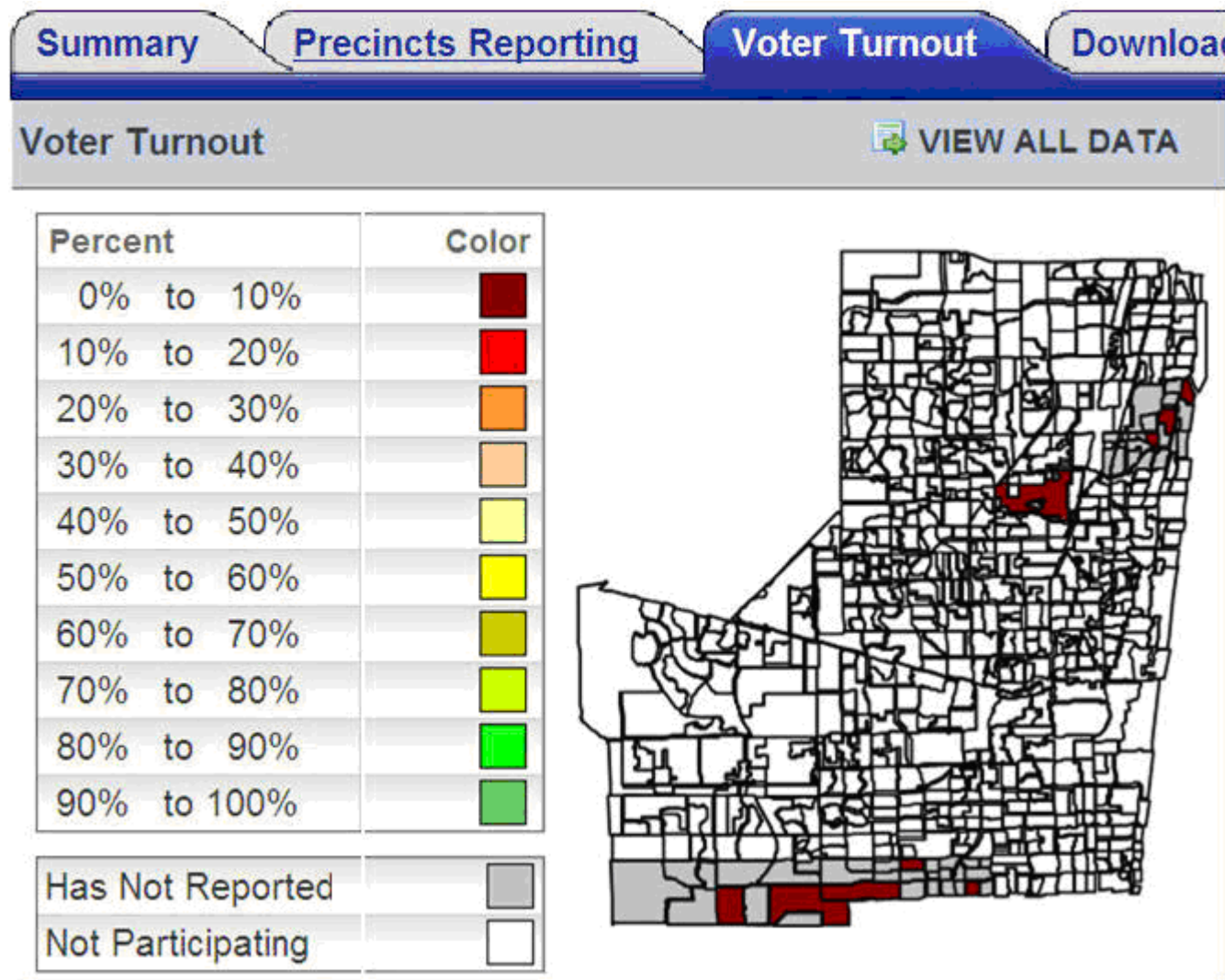
Show Download Reports Section

Selecting this display option displays the Download Reports section on the Reports tab. Download Reports includes various report formats of the output file.

▼ Download Reports	
Type	Description
Summary CSV	Comma this repo
Detail XLS	Precinct type.
Detail TXT	Precinct type.
Detail XML	Precinct type.

Show Voter Turnout Tab

Selecting this display option displays the Voter Turnout tab, which contains the county precincts map. Each precinct will be shaded with a pre-determined color based on the voter turnout percentage for that precinct.



Show Vote For


Selecting this display option displays **Vote for x** in the contest header, where x is the number of choices the voter is allowed to mark. In contests where voters are allowed to select more than one candidate, the contest header reflects that. For example, School Board (Vote for 3). The number of choices allowed is from the output file (where available—some output files do not contain *vote for* data).

Example of display on a Web site:

U.S. Senate - REP (Vote For 1)


Show Vote Type Breakdown Link on Summary Page

Selecting this display option displays the Vote Type Summary link in each contest's header. The link opens a page that contains the contest-level breakdown of votes per candidate, per defined vote type. (Vote types are defined in Configurations).

 **VOTE TYPE SUMMARY**

Show Area Breakdown Link on Summary Page

Selecting this display option displays a link to the detail map in each contest's header. The link opens a page showing the detail map— a contest-level representation of the leaders and/or winners for the areas participating.

 **CONTEST DETAIL MAP**

Show Areas Reporting Info

Selecting this display option displays the x of y for areas reporting at the contest level below the contest header.



The x of y value on the Summary page will increment when an area shows completely reporting on the areas reporting map.

Example of display on a county Web site:

U.S. Senate - REP (Vote For 1)

14 of 14 Precincts Reporting

Show Areas Partially Reporting in Synopsis Area

Selecting this display option displays x of y for areas with partially reported results for the overall election in the upper right of the election synopsis area.

Example of display on a county Web site:

Precincts Partially Reported: 0 of 55

Show Areas Completely Reporting in Synopsis Area

Selecting this display option displays x of y areas with completely reported results for the overall election in the upper right of the election synopsis area.

Example of display on a county Web site:

Precincts Completely Reported: 9 of 55

Standard

Selecting this display option uses pre-defined map reporting colors: (White/Gray/Yellow/Green).

- ☐ Not Participating
- ☐ Has Not Reported
- ☐ Partially Reported
- ☐ Completely Reported

Blind Safe

Selecting this display option uses pre-defined map reporting colors: (White/Gray/Purple/Green).

- ☐ Not Participating
- ☐ Has Not Reported
- ☐ Partially Reported
- ☐ Completely Reported

Registered Voters

Selecting this display option displays either the value typed in Registered Voters box on the election setup page, or if left at zero, the output file value. At the state level, if left at zero, shows the value from the counties.

See vendor-specific notes about data display issues based on this value.

Registered Voters: 145,623

Ballots Cast

Selecting this display option displays either the value typed in Ballots Cast box on the election setup page, or if left at zero, the output file value. At the state level, if left at zero, shows the value from the counties.

Ballots Cast: 36,318

Voter Turnout

This percentage is the **Ballots Cast** value divided by the **Registered Voters** value expressed as a percentage.

Voter Turnout: 24.94 %

For example:

$$36,318 / 145,623 = .24939$$

$$24939 \times 100 = \mathbf{24.94\%}$$



If the Voter Turnout percentage appears incorrect on public results pages, it is likely that the Registered Voters value is set to zero on the election setup page.

Vendor specific notes

Following are some vendor-specific notes regarding Registered Voters and Ballots Cast.

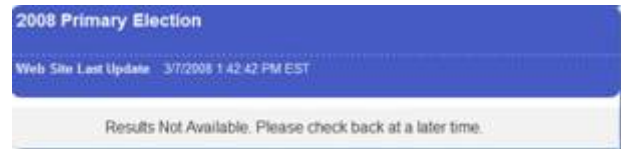
ES&S

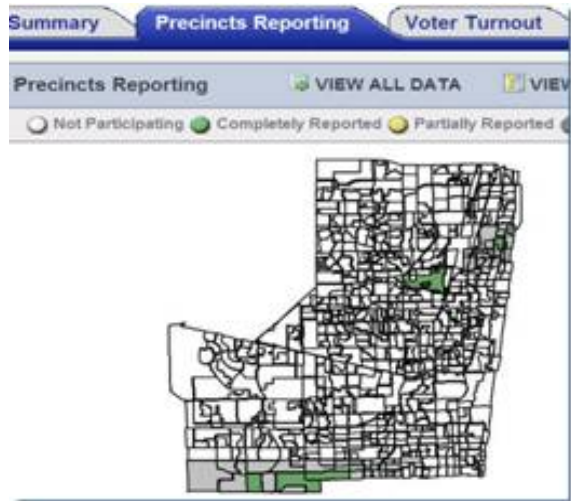
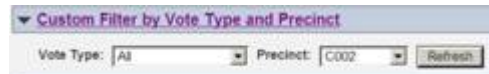
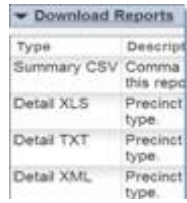
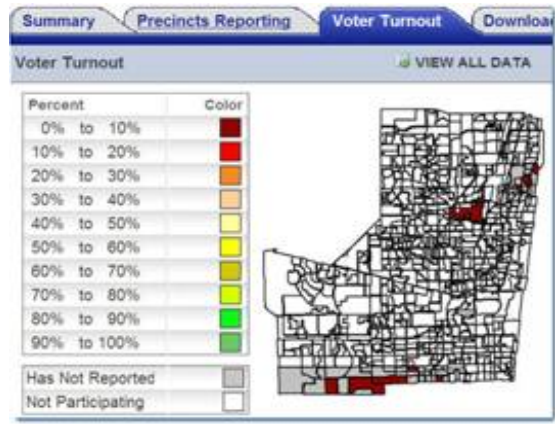

The ES&S tabulation system increments the Registered Voters value as precincts report in and each file is uploaded to ENR. This incrementing means that the Registered Voters value will change throughout the night as files are uploaded.

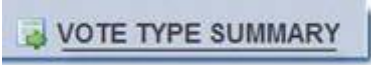
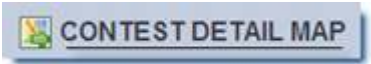


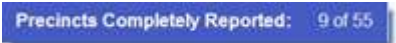
Sequoia

For Sequoia, summary registered voter data does not exist in the output file. In both cases, you should type a fixed value in the Registered Voters box on the election setup page, or hide the data by clearing the Show Registered Voters and Show Ballots Cast check boxes.


Display options quick reference

County Display option	How selecting option affects public results pages	Example of display on results pages
Show Vote Results	Allows results to display. When cleared, hides all tabs and shows the message entered in the Results not Available box on the Look and Feel page.	

Show Areas Rptg Tab	Displays the Precincts Reporting tab, which contains the county's precinct map. The map is shaded with predetermined colors (based on status) as results are uploaded.											
Show Advanced Reports Section	Displays the <i>advanced reports</i> section on the <i>Reports</i> tab. Offers custom filters by vote type and precinct .											
Show Download Reports Section	Displays the <i>Download Reports</i> section on the <i>Reports</i> tab. Includes various report formats of the output file.	 <table><tr><th>Type</th><th>Description</th></tr><tr><td>Summary CSV</td><td>Comma this report</td></tr><tr><td>Detail XLS</td><td>Precinct type.</td></tr><tr><td>Detail TXT</td><td>Precinct type.</td></tr><tr><td>Detail XML</td><td>Precinct type.</td></tr></table>	Type	Description	Summary CSV	Comma this report	Detail XLS	Precinct type.	Detail TXT	Precinct type.	Detail XML	Precinct type.
Type	Description											
Summary CSV	Comma this report											
Detail XLS	Precinct type.											
Detail TXT	Precinct type.											
Detail XML	Precinct type.											
Show Voter Turnout Tab	Displays the <i>Voter Turnout</i> tab, which contains the county precincts map. Each precinct will be shaded with a pre-determined color based on the voter turnout percentage for that precinct .											
Show Vote For	Displays "Vote for x" in the contest header, where x is the											

	number of choices the voter is allowed to mark. In contests where voters are allowed to select more than one candidate, the contest header reflects that. For example, School Board (Vote for 3). The number of choices allowed is from the output file.	
Show Vote Type Breakdown Link on Summary Page	Displays the Vote Type Summary link in each contest's header. The link opens a page that contains the contest-level breakdown of votes per candidate, per defined vote type. (Vote types are defined in Configurations).	 A blue button with a small icon of a document and the text "VOTE TYPE SUMMARY".
Show Area Breakdown Link on Summary Page	Displays a link to the detail map in each contest's header. The link opens a page showing the county precincts map—a contest-level representation of the leaders and/or winners for the precincts participating.	 A blue button with a small icon of a map and the text "CONTEST DETAIL MAP".
Show Areas Reporting Info	Displays the x of y for precincts reporting at the contest level below the contest header. Note: The x of y value on the Summary page will increment when a precinct shows <i>completely reporting</i> on the precinct reporting map.	 A blue button showing "SEAT #1 (Vote For 1)" and "5 of 32 Precincts Reporting".
Show Areas Partially Reporting in Synopsis Area	Displays x of y for precincts with <i>partially</i> reported results for the overall election in the upper right of the election synopsis area.	 A blue button showing "Precincts Partially Reported: 0 of 55".
Show Areas Completely	Displays x of y precincts with <i>completely</i> reported results for the	 A blue button showing "Precincts Completely Reported: 9 of 55".

Reporting in Synopsis Area	overall election in the upper right of the election synopsis area.	
Show Areas Percent Reporting in Synopsis Area	Displays the percentage of areas with completely reported results for the overall election in the upper right of the election synopsis area. For counties, this is the percentage of precincts completely reporting.	Precincts Percent Reported: 100.00 %
Standard	Pre-defined precinct reporting map colors: (White/Gray/Yellow/Green)	<input type="radio"/> Not Participating <input type="radio"/> Has Not Reported <input checked="" type="radio"/> Partially Reported <input checked="" type="radio"/> Completely Reported
Blind Safe	Pre-defined precinct reporting map colors: (White/Gray/Purple/Green)	<input type="radio"/> Not Participating <input type="radio"/> Has Not Reported <input checked="" type="radio"/> Partially Reported <input checked="" type="radio"/> Completely Reported
Registered Voters	Displays either the value typed in Registered Voters box on the election setup page, or if left at zero, the output file value. See vendor-specific notes about data display issues based on this value.	Registered Voters: 145, 623
Ballots Cast	Displays either the value typed in Ballots Cast box on the election setup page, or if left at zero, the output file value. See vendor-	Ballots Cast: 36, 318

	specific notes about data display issues based on this value.	
Voter Turnout	<p>This percentage is the Ballots Cast value divided by the Registered Voters value expressed as a percentage. For example:</p> $36,318 \div 145,623 = .24939$ $.24939 \times 100 = 24.94\%$ <p>If the Voter Turnout percentage appears incorrect on public results pages, it is likely that the Registered Voters value is set to zero on the election setup page.</p>	 <p>The screenshot shows a blue box with the text "Voter Turnout:" followed by "24.94 %".</p>

Configurations

About configurations

A configuration is a file that contains specific information about the output file generated by your elections equipment. The election output files produced are vendor-specific. That is, depending on the equipment, the names of fields, order of data, and so on, is slightly different. A configuration allows the ENR software to properly interpret and display election results.

How configurations are created

An election configuration can be created two ways:

- As a new configuration
- From an existing configuration

Supported vendors

ENR currently handles the following tabulation system vendor files:

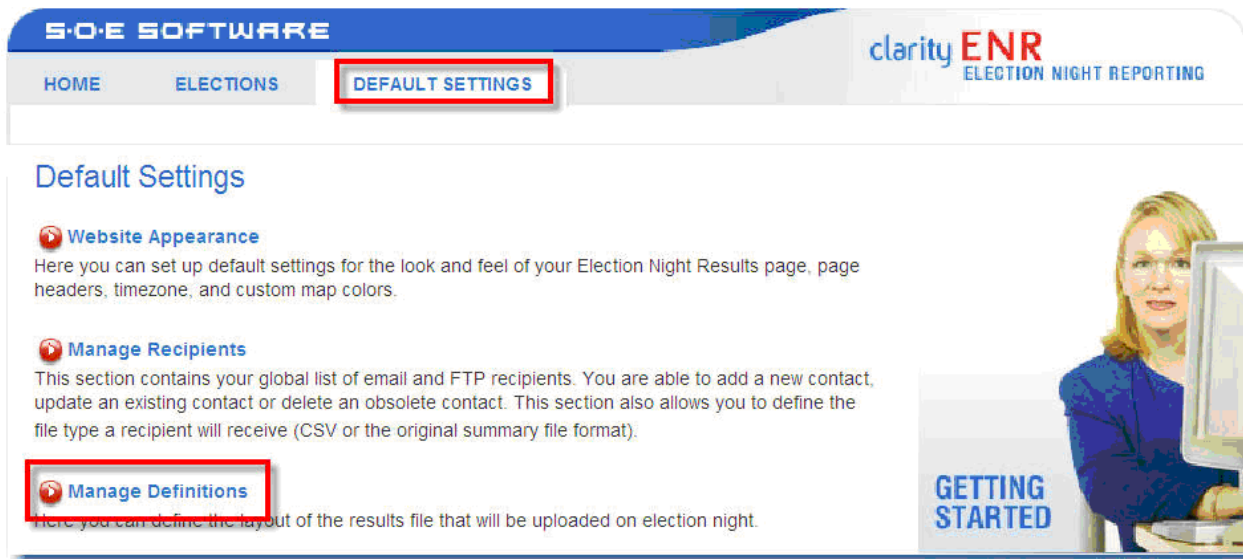
- Premier
- ES&S
- Hart
- Sequoia
- Sequoia Detailed

Creating a new election configuration

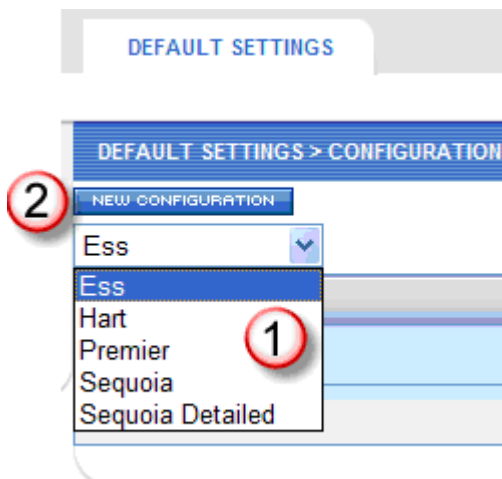
Initially, your SOE Software account manager creates a new configuration. This process involves mapping and defining the fields found in the vendor output files to ENR. It also involves creating any rules specific to the county, the vendor file, or even the contest. For customers who have implemented ENR at the state level, the state administrator will need to help counties to create a new election configuration.

To create a new election configuration:

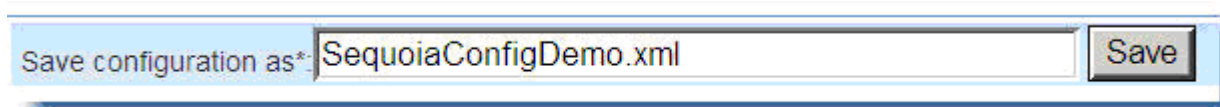
1. On the home page, click the **Default Settings** tab, and then click the **Manage Definitions** link.



2. Select a tabulation system vendor from the list; then click the New Configuration button.



3. In the **Save configuration as** box, name the new configuration, and then click Save.



Based on the tabulation-system vendor selected, some fields and rules may have defaults set. These defaults may need to be adjusted. Steps to configure fields and rules follow in a later section.

Uploading the configuration file

Once you have saved the configuration, the file is ready to be uploaded.

To upload the configuration file:

1. On the **home** page, click the **Default Settings** tab, and then click the **Manage Definitions** link.
2. Click **Browse** and select the file you just saved, and then click Upload.

DEFAULT SETTINGS > CONFIGURATIONS

NEW CONFIGURATION Diebold or Upload configuration: C:\11042008_GeneralElection_Sequoia.xml Browse... Upload

Description	Last Updated	Last Updated By	Config Type	Edit	Delete
11042008_generalelection_sequoia.xml	03/07/2008 10:39:24 EST	Durham Durham	Sequoia		

3. Name the new configuration, and then click Save.

Save configuration as*: 11042008_generalelection_sequoia.xml Save



If you prefer, you can remove **_vendorname.xml** from the file name at this point.

4. Click the pencil icon to edit the newly renamed configuration with any changes specific to the current election. Steps to configure the fields and rules follow in the next topic.

Description	Last Updated	Last Updated By	Config Type	Edit	Delete
11042008_generalelection_sequoia.xml	03/07/2008 10:39:24 EST	Durham Durham	Sequoia		

Creating a new configuration from an existing one

Once a configuration is created, the county can use it as a template to create new configurations.

The field definitions and rules that were previously defined are retained, so they will not need to be recreated; however, the configuration file can be modified as needed.

To create a new election configuration from an existing election's configuration:

1. On the **home** page, click the **Default Settings** tab, and then click the **Manage Definitions** link. A listing of prior configurations appears.
2. Determine which configuration will be used to create the new election's configuration.
3. Click the link in the Description column for the configuration you want to use. This action will open an .xml file.

The .xml file looks something like the following:

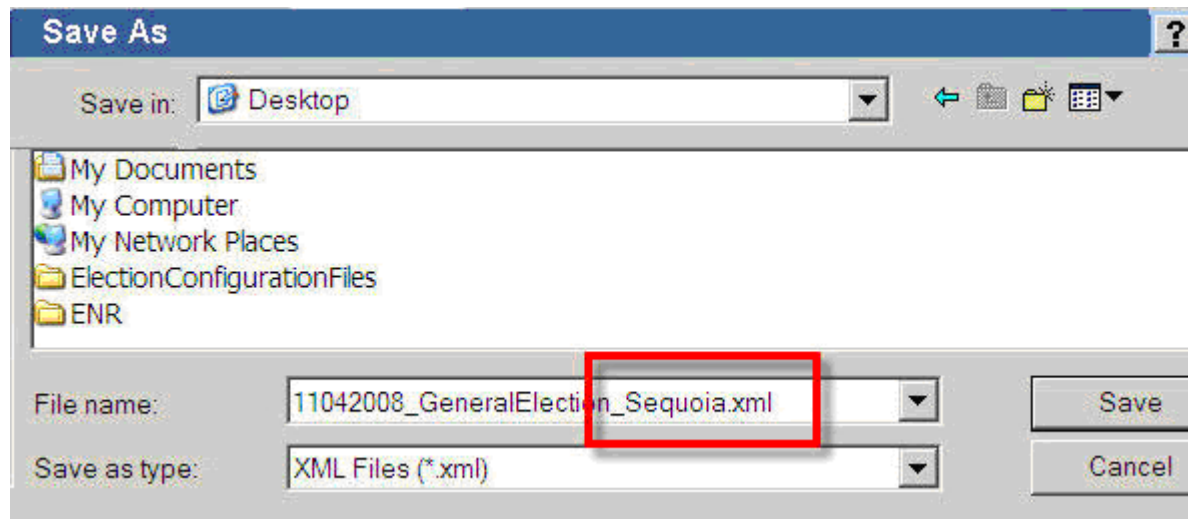


Description	Last Updated	Last Updated By	Config Type	Edit	Delete
SequoiaConfigDemo.xml	03/07/2008 09:35:38 EST	Durham Durham	Sequoia		
ncdurham_ess.xml	01/30/2008 13:46:04 EST	Durham Durham	Ess		
kal_100contestaggrulesdall_ess.xml	01/15/2008 09:25:18 EST	Durham Durham	Ess		

4. On the **File** menu, click **Save As**; rename the file with an election specific name, date, and so on.



Do not remove the underscore, vendor name, or .xml extension at the end of the file name.



5. Save the .xml file to an easily accessible location, such as your desktop.
6. Use your browser's **Back** button to return to the Manage Definitions tab.

Fields

About field configuration

For state-level implementations, the state administrator performs the field configuration for all their counties.

The tabulation output files are flat files that need interpretation. Field positions are defined so that ENR can interpret the file correctly.

Use the current election output file (or a past election output file) to verify and define the items on the Fields tab.



It is essential that this definition of field positions is accurate. While some fields in the output file may be obvious to define, SOE Software account managers and counties should work together to ensure accuracy, as needed.

Based on the tabulation system vendor, the required fields may vary. The fields will be defined or mapped to either a column number or a start and end position.

Vendor-specific differences:

ES&S and Sequoia require definition of a start and end position.


Premier, Sequoia Detailed, Sequoia Tabbed, and Hart require definition of a column number.

Defining the start and end positions

Open the output file in a text editor (TextPad). Review the file carefully to map the start and end positions for the required fields.

To define the positions on the Fields tab:



1. On the home page, click the **Default Settings** tab, and then click the **Manage Definitions** link.
2. Click Edit (the pencil icon) for the configuration *file* to be modified.

Description	Last Updated	Last Updated By	Config Type	Edit	Delete
11042008_generalelection_sequoia.xml	03/07/2008 10:39:24 EST	Durham Durham	Sequoia		

3. Click the Fields tab, and then click **Edit** (the pencil icon) for the *field* to be modified.

Fields Rules Advance Settings

New field name*: starting at*: ending at*: Field Type*: -- Select --

<input type="checkbox"/> Edit Field Name	Start Position	End Position	Field Type	Required	AG ID
 ContestId	1	39	Contest Id	✓	-1
 ContestTitle	1	39	Contest Name	✓	-1

4. Enter the modifications for the field, and then click Save.

New field name*: starting at*: ending at*: Field Type*: Ag Id*: **Save** Cancel

<input type="checkbox"/> Edit Field Name	Start Position	End Position	Field Type	Required	AG ID
 ContestNumber	1	4	Contest Id	✓	-1

5. Once complete, be sure to click the Save button next to **Save configuration as**, or all the changes will be lost.

Save configuration as*: **Save**

Fields Rules Advance Settings

New field name*: starting at*: ending at*: Field Type*:





When making several changes it is important to save periodically.

Defining column numbers

Open the output file in Excel as a *comma-delimited file*. Insert a row above the data and number the columns. This new row will help you define the fields.

1. On the home page, click the **Default Settings** tab, and then click the **Manage Definitions** link.
2. Click Edit (the pencil icon) for the configuration *file* to be modified.

Description	Last Updated▼	Last Updated By	Config Type	Edit	Delete
premier_configuration	09/16/2008 14:50:27 EST	test_county1 test_county1	Premier		

3. From the Fields tab, click **Edit** (the pencil icon) for the field to be modified.

Fields Rules Advance Settings

New field name*: at column position*: Field Type*: -- Select -- Ag Id*:

<input type="checkbox"/> Edit	Field Name	Column Number	Field Type	Required	AG ID
<input type="checkbox"/>	Aggregate Id	1	Aggregate Id	✓	-1
<input type="checkbox"/>	PrecinctName	3	Precinct Name	✓	-1
<input type="checkbox"/>	ContestKey	5	Contest Id	✓	-1

4. Enter the modifications for the field, and then click Save.

Fields Rules Advance Settings

New field name*: at column position*: Field Type*: Ag Id*:

<input type="checkbox"/> Edit	Field Name	Column Number	Field Type	Required	AG ID
<input type="checkbox"/>	PrecinctName	3	Precinct Name	✓	-1
<input type="checkbox"/>	ContestKey	5	Contest Id	✓	-1

5. Once complete, be sure to click the Save button next to **Save configuration as**, or all the changes will be lost.

Save configuration as*:

Fields Rules Advance Settings



When making several changes it is important to save periodically.

Rules

About rules

For state-level implementations, the state administrator generally configures the rules for all their counties.

Rules are created primarily to make cosmetic changes to text fields on the public results pages. An example of this is the abbreviated contest names found in the output files.

Rules can be created for each title to replace it with a more legible title.

Rules are also created for internal use by ENR. Remember, the output files are flat files that need interpretation. It is sometimes necessary to create rules to flag records that will need to be processed differently by ENR.

For example, for one vendor's output file, the total of registered voters and ballots cast are derived from records that have the registered voters total or ballots cast total in the ContestTitle field. So that ENR will have consistent data to work with and will process these records correctly, we create a rule to flag these records with a 1 or 2 respectively in the ContestNumber field.

Defining rules

1. On the Rules tab, add the next sequential number to the **Order** box.

The screenshot shows the 'Rules' tab selected. The 'Order' box is set to 2. The 'if' dropdown is set to 'ContestTitle'. The 'then change' dropdown is set to 'ContestNumber'. The 'Replace String' is set to '2'. The 'Remove Row Required' checkbox is unchecked. The 'Add' button is highlighted.

2. Select the search field from the list. You are selecting the field that contains the condition to be checked.
3. Choose the appropriate comparison condition from the list: equals, contains, starts with, ends with, or not equals.

The screenshot shows the 'Rules' tab selected. The 'Order' box is set to 2. The 'if' dropdown is set to 'ContestTitle'. The 'Comparison' dropdown is set to 'equals'. The 'Search String' is set to 'U.S. Senate'. The 'then change' dropdown is set to 'ContestNumber'. The 'Replace String' is set to '2'. The 'Remove Row Required' checkbox is unchecked. The 'Add' button is highlighted.

4. Type the search string in the next box. This is the string that will be compared to the Search field, and so needs to match exactly what is in the output file.
5. Choose the replace field from the list. This field is the one that will be replaced if the condition is met.
6. Type the replace string in the next box. If the conditions are met, this string will be the one to replace what is selected in the Replace field.

7. Click **Add** to add the rule.
8. Save the configuration file by clicking the Save button next to the **Save configuration as** box.

Save configuration as: ConfigurationFile Save

Fields **Rules** Advance Settings

Order	if	Search Field	Comparison	Search String	then change	Replace Field	Replace String	or	Remove Row	Add	Cancel
2	if	ContestTitle	equals	U.S. Senate	then change	ContestTitle	U.S. Senate - REP	or	<input type="radio"/> Remove Row	Add	Cancel
1		ContestTitle	equals	BALLOTS CAST - TOTAL		ContestNumber	2				



Be sure save the configuration, or all newly created rules will be lost!



For help defining additional rules, such as removing a row when certain conditions are met, please contact your account manager.

Working with advanced settings

Items under Advanced Settings include Vendor, Precinct Split Character, Skip Rows, Field Delimiter, and Default Reporting Status.

DEFAULT SETTINGS > CONFIGURE FIELDS

*Required Fields

Save configuration as: ConfigurationFile.xml Save

Fields Rules **Advance Settings**

Description	Value
Vendor	Ess
Precinct Split Character	
Skip Rows	0
Field Delimiter	
Default Reporting Status (Normal Reporting = 1, Partially Reporting = 2)	1

Advanced setting	Description
Vendor	Value defaults when the configuration file is created.
Precinct Split Character	Character, if any, should be entered here in order for ENR to correctly handle records that contain precinct splits.
Skip Rows	Number of row or rows to skip; specific to a version of WinEDS (Sequoia).
Field Delimiter	Used to handle partisan elections where Premier equipment is used for the output file.
Default Reporting Status	Exclusive to Premier customers. Type 1 in the Value box for normal reporting, (precinct reporting map shades gray, yellow, and green), or type 2 to make the precinct reporting map yellow until a manual override is used (for special situations with Premier data).



If you make any changes on the Advanced Settings tab, be sure to save the configuration file by clicking the **Save** button next the **Save configuration as** box.

Manual Entry Elections

When setting up a new election, counties can select the Manual Election check box to indicate that results from this election are to be manually entered rather than using output file upload.

Election Type:*	<input checked="" type="checkbox"/> Is Manual Entry Election
Display Options:	Show Vote Results: <input checked="" type="checkbox"/> Show Areas Rptg Tab: <input checked="" type="checkbox"/> Show Advanced Reports Section: <input checked="" type="checkbox"/> Show Download Reports Section: <input checked="" type="checkbox"/> Show Voter Turnout Tab: <input checked="" type="checkbox"/> Show Vote For: <input checked="" type="checkbox"/>

Once an election is created as manual entry, navigate to Manage Definitions, Manual Configs to:

- Add contests
- Add choices to contests

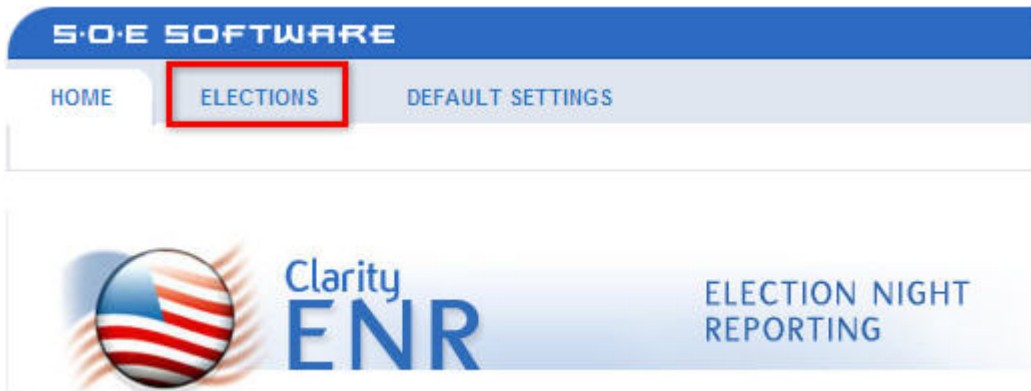
If you skip a manual election setup step, results cannot be entered. Once you have added all contests and choices, counties can go to Elections, Upload for that election to enter manual results.

Doing an initial upload

As part of the pre-election preparation process, you will need to do an initial manual entry for the election where you put in null values for all fields and contests.

To do the initial upload:

1. Click Elections.



2. Click the Upload icon in the row of the election.

SOE SOFTWARE

HOME

ELECTIONS

DEFAULT SETTINGS

clarity

ENR

ELECTION NIGHT REPORTING

EID	Election Name	Election Date	Date Updated	Last Updated By	Live Version	Rec.	Upload	Zero	Prev.
657	Manual Entry County Election	06/28/2010	6/28/2010 3:08:16 PM EST	SOE Software	Upload 3:07 PM EST				
265	Demo Election 06_23 -ME	06/23/2010	6/28/2010 2:18:13 PM EST	SOE Software	Upload 2:17 PM EST				
312	Demo State Election	11/09/2010	6/24/2010 12:53:34 PM EST	SOE Software					

NEW ELECTION

3. Click New Upload.

ELECTIONS > MANUAL ENTRY COUNTY ELECTION > UPLOADS						
VID	Version Label	Uploaded File	Date Updated	Last Updated By	Status	Action
93	Upload 3:07 PM EST	Manual Entry (N/A)	6/28/2010 3:07:59 PM EST	SOE Software	Published	
NEW UPLOAD						

4. Enter zeros in the boxes on the first screen, and then click Save and Continue.

The screenshot shows the 'County Information Fields' screen in the Clarity ENR software. The top navigation bar includes 'HOME', 'ELECTIONS', and 'DEFAULT SETTINGS'. The left sidebar has 'COUNTY INFO', 'CONTESTS', and 'PROCESS RESULTS'. The main content area has the title 'County Information Fields' and three input fields: 'Precincts Participating', 'Precincts Reporting', and 'Ballots Cast', each with a value of '0'. At the bottom, there are 'Save & Continue' and 'Save' buttons, and a 'Skip' link.

Field	Value
Precincts Participating	0
Precincts Reporting	0
Ballots Cast	0

5. Enter zeros in the boxes for each contest, clicking Save and Continue to advance to the next page. When all zero results have been entered, a Process page is displayed.

The screenshot shows the 'Mayor' contest screen in the Clarity ENR software. The top navigation bar includes 'HOME', 'ELECTIONS', and 'DEFAULT SETTINGS'. The left sidebar has 'COUNTY INFO', 'CONTESTS', and 'PROCESS RESULTS'. The main content area has the title 'Mayor' and a table with two columns: 'Choice' and 'Votes'. There are three rows of data: 'Jane Q. Public - REP', 'John Q. Public - DEM', and 'Candidate Green - GRE', each with a value of '0'. At the bottom, there are 'Save & Continue' and 'Save' buttons, and a 'Skip' link.


Choice	Votes
Jane Q. Public - REP	0
John Q. Public - DEM	0
Candidate Green - GRE	0

6. Click Process.















*Required Fields	
Version Label:*	Upload 10:25 AM EST
Select reports to generate:	<input checked="" type="checkbox"/> Summary <input checked="" type="checkbox"/> Detailed XML
Select file to upload:	<div>Choose File</div> <div>No file chosen</div> <div>(50 Char Max Filename)</div> <div>Upload</div>
Click to upload manual results:	PROCESS

A success message should appear. If there is an issue, the message will indicate the nature of the issue (such as party colors not defined).

*Required Fields	
Version Label:*	Upload 10:47 AM EST
Select reports to generate:	<input checked="" type="checkbox"/> Summary <input checked="" type="checkbox"/> Detailed XML
Select file to upload:	<div>Choose File</div> <div>No file chosen</div> <div>(50 Char Max Filename)</div> <div>Upload</div>
Click to upload manual results:	


Processing... Complete.

- Click the Publish icon in the same line as the version you just processed.

ELECTIONS > MANUAL ENTRY COUNTY ELECTION > UPLOADS						
VID	Version Label	Uploaded File	Date Updated▼	Last Updated By	Status	Action
128	Upload 10:47 AM EST	Manual Entry (N/A)	7/1/2010 10:47:31 AM EST	SOE Software	Data Processed	       
93	Upload 3:07 PM EST	Manual Entry (N/A)	6/28/2010 3:07:59 PM EST	SOE Software	Published	      

[NEW UPLOAD](#)

Adding contests

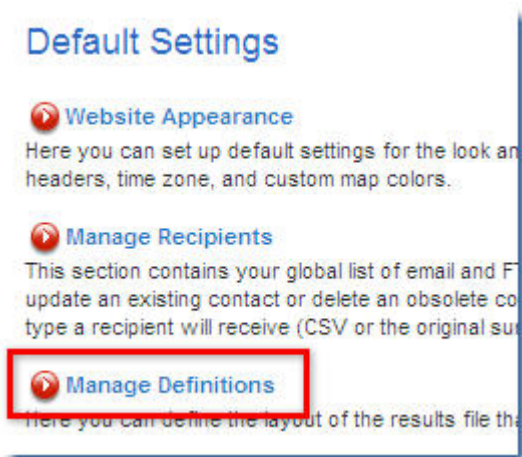
Once you mark an election as a manual election, you should continue setup by adding the contests and choices.

To add a contest:

1. Click Default Settings.



2. Click Manage Definitions.



3. Click Manual Configs.
Elections that are set up for manual entry are listed.



4. Click the name of the election.

DEFAULT SETTINGS > MANUAL CONFIGS				
Election	Last Updated	Last Updated By	Vote Type Agg Id	Edit
Manual Entry County Election	6/28/2010 3:08:16 PM EST	SOE Software	1	
Demo State Election	6/24/2010 12:53:34 PM EST	SOE Software	1	
General Election 2010	6/23/2010 2:14:30 PM EST	test test	1	
Demo County Test Election	6/18/2010 3:11:12 PM EST	Greenville Admin	1	

5. Click Add New Contest.

DEFAULT SETTINGS > MANUAL EDIT ELECTION > MANUAL ENTRY COUNTY ELECTION				
Contest Name	Votes Allowed	Contest Agg Id	Referendum	Actions
County School Board	3		<input type="checkbox"/>	
District Judge	1		<input type="checkbox"/>	
Gaming Referendum	1		<input checked="" type="checkbox"/>	
Add New Contest				

6. Type a contest name in the Contest Name box.

Contest Name	Votes Allowed	Contest Agg Id	Referendum	Actions
County School Board	3		<input type="checkbox"/>	
District Judge	1		<input type="checkbox"/>	
Gaming Referendum	1		<input checked="" type="checkbox"/>	
<input type="text" value="Farm Referendum"/>	<input type="text" value="1"/>		<input checked="" type="checkbox"/>	
Add New Contest				

7. In the **Votes Allowed** box, indicate how many choices a voter can make for this contest.
8. If needed, select the **Referendum** check box to indicate that the contest is a referendum.
9. Click the green check mark to save the contest.
10. Continue adding contests by repeating steps 5–9.

11. Continue by adding choices to the contest.

Adding choices

After marking an election as a manual entry election and adding contests, you should add choices to the contests.

To add choices:

- 1. Add a contest.
- 2. Click the Folder icon in the contest row.



- 3. Click Add New Choice.

Choices for "County School Board" ✕

Name	Party	Choice Agg Id	Actions
John Parent	DEM		
John Public	REP		
Julie Principal	NON		
<div>Add New Choice</div>			

- 4. Complete the form.

Choices for "County School Board" ✕

Name	Party	Choice Agg Id	Actions
John Parent	DEM		
John Public	REP		
Julie Principal	NON		
<input type="text" value="Jasmine Party"/>	<input type="text" value="GRE"/>		

- In the **Name** box, type the choice, such as a candidate's name or Yes or No for referendum choices.
 - In the **Party** box, type the abbreviation for the political party, if applicable.
5. Click the green check mark to save the entry.
 6. Continue adding choices by repeating steps 3–5.
 7. When you are done, click the **X** in the upper-right corner to close the window.

Changing sort order

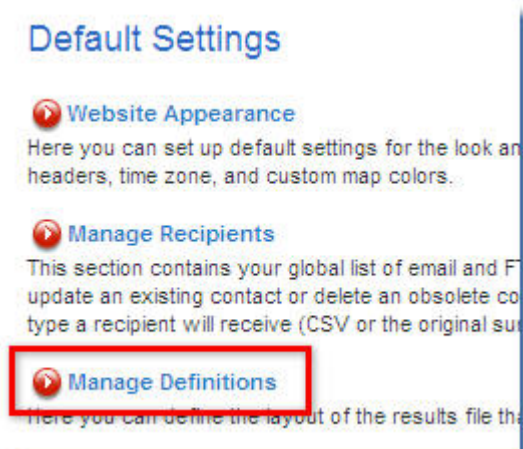
You can change the sort order of manual entry contests and choices using the click and drag feature.

To change the sort order of contests:

1. Click Default Settings.







2. Click Manage Definitions.



3. Click Manual Configs.
Elections that are set up for manual entry are listed.



- Click the name of the election.

DEFAULT SETTINGS > MANUAL CONFIGS				
Election	Last Updated	Last Updated By	Vote Type Agg Id	Edit
Manual Entry County Election	6/28/2010 3:08:16 PM EST	SOE Software	1	
Demo State Election	6/24/2010 12:53:34 PM EST	SOE Software	1	
General Election 2010	6/23/2010 2:14:30 PM EST	test test	1	
Demo County Test Election	6/18/2010 3:11:12 PM EST	Greenville Admin	1	

- Click and hold the green directional icon in front of a contest name.

Contest Name	
	County School Board
	District Judge
	Gaming Referendum

- Drag the contest to a different row.
- Click the Save Contest Order button.

Save Contest Order

Contest Name	
	County School Board
	Gaming Referendum
	District Judge

To change the sort order of choices:

1. Follow steps 1–4 above.
2. Click the Folder icon in the contest row to view contest choices.



3. Click and hold the green directional icon in front of a choice name.



4. Drag the choice to a different row.
5. Click the Save Choice Order button.



6. When you are done, click the **X** in the upper-right corner to close the window.

Editing contests and choices

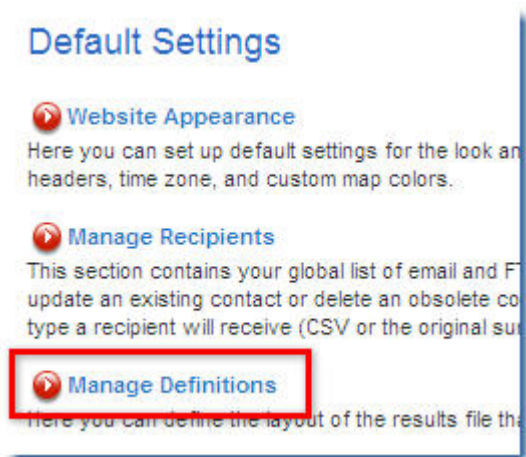
After you have set up a manual election, you may find that you need to edit the contests or choices.

To edit a contest:

1. Click Default Settings.







2. Click Manage Definitions.



3. Click Manual Configs.
Elections that are set up for manual entry are listed.

















4. Click the name of the election.

DEFAULT SETTINGS > MANUAL CONFIGS				
Election	Last Updated	Last Updated By	Vote Type Agg Id	Edit
Manual Entry County Election	6/28/2010 3:08:16 PM EST	SOE Software	1	
Demo State Election	6/24/2010 12:53:34 PM EST	SOE Software	1	
General Election 2010	6/23/2010 2:14:30 PM EST	test test	1	
Demo County Test Election	6/18/2010 3:11:12 PM EST	Greenville Admin	1	

5. Click the Pencil icon next to the contest row you want to change.



6. Make changes to the information in the form.

Contest Name	Votes Allowed	Contest Agg Id	Referendum	Actions
 County School Board	3		<input type="checkbox"/>	  
 District Judge	1		<input type="checkbox"/>	  
 Gaming Referendum	1		<input checked="" type="checkbox"/>	  
<input type="text" value="Farm Referendum"/>	<input type="text" value="1"/>		<input checked="" type="checkbox"/>	 
<input type="button" value="Add New Contest"/>				

7. Click the green check mark to save changes.

To edit a choice:

1. Follow steps 1–4 above.
2. Click the Folder icon in the contest row.



3. Click the Pencil icon next to the choice row you want to change.



4. Make changes to the information in the form.

 A screenshot of a software window titled "Choices for 'County School Board'" with a close button (X) in the top right corner. The window contains a table with the following data:

Name	Party	Choice Agg Id	Actions
John Parent	DEM		
John Public	REP		
Julie Principal	NON		

 Below the table is a form with two input fields: "Jasmine Party" and "GRE". To the right of these fields are a green checkmark icon and a red prohibition sign icon.

5. Click the green check mark to save changes.
6. When you are done, click the X in the upper-right corner to close the window.

Deleting contests and choices

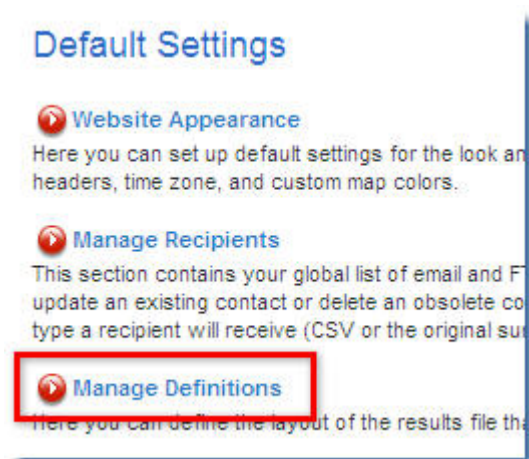
After you have set up a manual election, you can still delete contests or choices, if needed.

To delete a contest:

1. Click Default Settings.







2. Click Manage Definitions.



3. Click Manual Configs.
Elections that are set up for manual entry are listed.



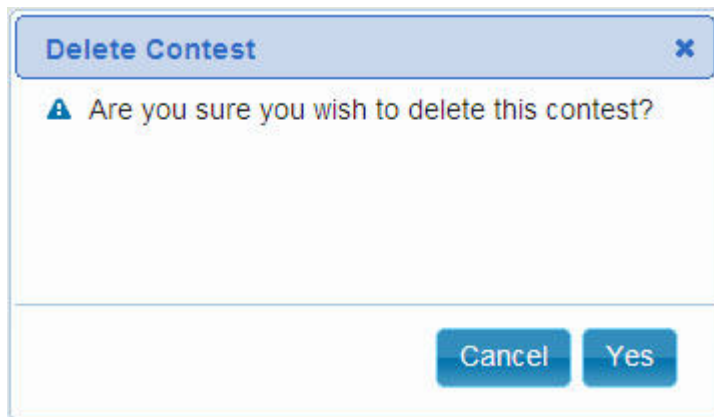
4. Click the name of the election.

DEFAULT SETTINGS > MANUAL CONFIGS				
Election	Last Updated	Last Updated By	Vote Type Agg Id	Edit
Manual Entry County Election	6/28/2010 3:08:16 PM EST	SOE Software	1	
Demo State Election	6/24/2010 12:53:34 PM EST	SOE Software	1	
General Election 2010	6/23/2010 2:14:30 PM EST	test test	1	
Demo County Test Election	6/18/2010 3:11:12 PM EST	Greenville Admin	1	

- Click the Trash icon next to the contest row you want to delete.



- Click Yes to confirm. The contest and its choices are deleted.



To delete a choice:

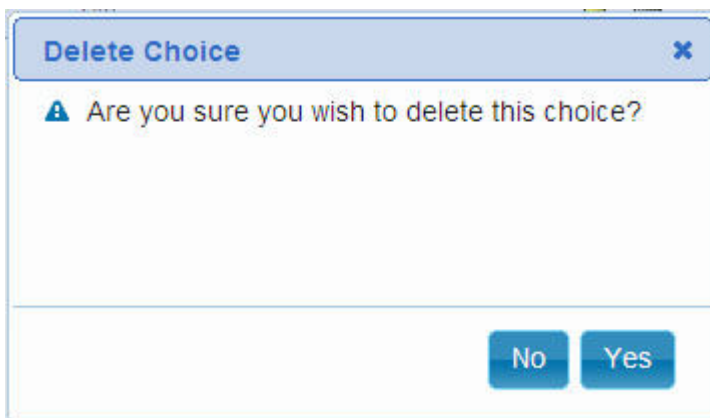
1. Follow steps 1–4 above.
2. Click the Folder icon in the contest row.



3. Click the Trash icon next to the choice row you want to delete.



4. Click Yes to confirm.



5. When you are done, click the **X** in the upper-right corner to close the window.

Zeroing results

Zeroing results is useful when you have entered test data that needs to be cleared out before an election. This feature is for manual elections only. If you upload your election system's tabulation output files for elections, then you do not need to use the following procedure—instead you would upload a zero file.

To zero out an election:

1. From the **ENR home page**, click the Elections tab or click **View List of All Elections**.

COUNTY : TRAINING SYSTEM ADMIN | SUPPORT | LOGOUT

SOE SOFTWARE clarity ENR ELECTION NIGHT REPORTING

HOME ELECTIONS DEFAULT SETTINGS

Clarity ENR ELECTION NIGHT REPORTING

ENR - Real-Time Election Night Results for Constituents and Media

Manage Elections

Elections are created and modified in the Manage Elections section of the Election Night Reporting (ENR) application. The Manage Elections section is the area most utilized during Election night. This section provides the ability to create and edit an election, select recipients who will be designated to receive election night result files via e-mail and/or ftp, upload and process results files, preview and post voter results to the public web site.

Create a New Election View List of All Elections

GETTING STARTED

Its easy. Once initial setup of Election Night Reporting is completed, it is quick and easy to provide Election Night results.

2. Click the Zero Results icon in the row that contains the election you need to zero out.

EID	Election Name	Election Date	Date Updated	Last Updated By	Live Version	Rec.	Upload	Zero	Prev.
17423	KY State 6.03	09/03/2010	9/3/2010 9:46:26 AM EST	SOE Software					
12392	Kentucky Mock Election	08/24/2010	8/20/2010 2:48:56 PM EST	SOE Software	Upload 2:39 PM EST				

21 records found. Currently on page 1 of 3.

NEW ELECTION

3. Click Yes to confirm. Results will be set back to zero the next time you do an upload, with the exception of Precincts Participating.

Zero Results

Are you sure you wish to zero the election results?

No Yes

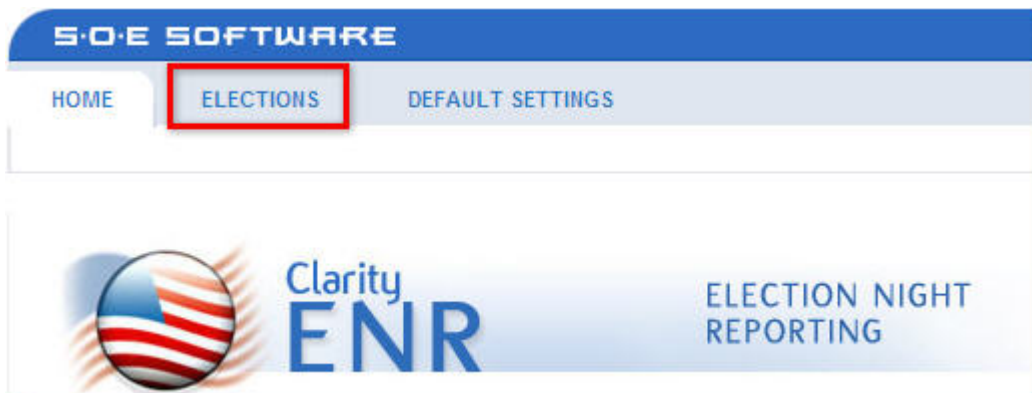
Uploads

Entering manual results

If the county you are working is set up as a manual entry county, you type results for each contest in boxes in the Uploads area of ENR instead of uploading an output file created by a tabulation system.

To enter your results for a manual election:

1. Click Elections.



2. Click the Upload icon in the row of the election.

A screenshot of the SOE SOFTWARE web application showing a table of elections. The top navigation bar has three tabs: HOME, ELECTIONS (which is highlighted with a red rectangle), and DEFAULT SETTINGS. The table has columns: EID, Election Name, Election Date, Date Updated, Last Updated By, Live Version, Rec., Upload, Zero, and Prev. The first row is highlighted with a red rectangle, showing an election with EID 657, Election Name "Manual Entry County Election", Election Date 06/28/2010, Date Updated 6/28/2010 3:08:16 PM EST, Last Updated By SOE Software, Live Version Upload 3:07 PM EST, Rec. icon, Upload icon (highlighted with a red rectangle), Zero icon, and Prev. icon. The second row shows a demo election with EID 265, Election Name "Demo Election 06_23 -ME", Election Date 06/23/2010, Date Updated 6/28/2010 2:18:13 PM EST, Last Updated By SOE Software, Live Version Upload 2:17 PM EST, Rec. icon, Upload icon, Zero icon, and Prev. icon. The third row shows a demo state election with EID 312, Election Name "Demo State Election", Election Date 11/09/2010, Date Updated 6/24/2010 12:53:34 PM EST, Last Updated By SOE Software, Live Version, Rec. icon, Upload icon, Zero icon, and Prev. icon. A "NEW ELECTION" button is located at the bottom of the table.

EID	Election Name	Election Date	Date Updated	Last Updated By	Live Version	Rec.	Upload	Zero	Prev.
657	Manual Entry County Election	06/28/2010	6/28/2010 3:08:16 PM EST	SOE Software	Upload 3:07 PM EST				
265	Demo Election 06_23 -ME	06/23/2010	6/28/2010 2:18:13 PM EST	SOE Software	Upload 2:17 PM EST				
312	Demo State Election	11/09/2010	6/24/2010 12:53:34 PM EST	SOE Software					

3. Click New Upload.

A screenshot of the SOE SOFTWARE web application showing the "ELECTIONS > MANUAL ENTRY COUNTY ELECTION > UPLOADS" page. The table has columns: VID, Version Label, Uploaded File, Date Updated, Last Updated By, Status, and Action. The first row is highlighted with a red rectangle, showing a version with VID 93, Version Label "Upload 3:07 PM EST", Uploaded File "Manual Entry (N/A)", Date Updated 6/28/2010 3:07:59 PM EST, Last Updated By SOE Software, Status Published, and Action icons. A "NEW UPLOAD" button is located at the bottom of the table.

VID	Version Label	Uploaded File	Date Updated	Last Updated By	Status	Action
93	Upload 3:07 PM EST	Manual Entry (N/A)	6/28/2010 3:07:59 PM EST	SOE Software	Published	

4. Enter reporting information in the boxes on the first screen, and then click Save and Continue. Precincts Participating, Precincts Reporting, and Ballots Cast are all required fields.

The screenshot shows the 'County Information Fields' page in the Clarity ENR software. The top navigation bar includes 'HOME', 'ELECTIONS', and 'DEFAULT SETTINGS'. The left sidebar has 'COUNTY INFO', 'CONTESTS', and 'PROCESS RESULTS'. The main content area has the title 'County Information Fields' and three input fields: 'Precincts Participating' with the value 12, 'Precincts Reporting' with the value 1, and 'Ballots Cast' with the value 5000. At the bottom, there are 'Save & Continue' and 'Save' buttons, and a 'Skip' link.

Field	Value
Precincts Participating	12
Precincts Reporting	1
Ballots Cast	5000

5. Enter results information for each contest, clicking Save and Continue to advance to the next page. When all results for the election have been entered, a Process page is displayed.

The screenshot shows the 'US Senator' contest results page in the Clarity ENR software. The top navigation bar includes 'HOME', 'ELECTIONS', and 'DEFAULT SETTINGS'. The left sidebar has 'COUNTY INFO', 'CONTESTS', and 'PROCESS RESULTS'. The main content area has the title 'US Senator' and a table with two columns: 'Choice' and 'Votes'. The table lists two candidates: 'Rand PAUL - REP' with 100 votes and 'Jack CONWAY - DEM' with 100 votes. At the bottom, there are 'Save & Continue' and 'Save' buttons, and a 'Skip' link.

Choice	Votes
Rand PAUL - REP	100
Jack CONWAY - DEM	100

6. Optionally, change the defaults for Version Label and reports and upload a file for recipients, if any.
7. Click Process.




































*Required Fields	
Version Label:*	Upload 4:52 PM EST
Select reports to generate:	<input checked="" type="checkbox"/> Summary <input checked="" type="checkbox"/> Detailed XML
Select file to upload:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> (50 Char Max Filename)
Click to upload manual results:	<input type="button" value="PROCESS"/>


A success message should appear. If there is an issue, the message will indicate the nature of the issue (such as party colors not defined).














































*Required Fields	
Version Label:*	Upload 4:52 PM EST
Select reports to generate:	<input checked="" type="checkbox"/> Summary <input checked="" type="checkbox"/> Detailed XML
Select file to upload:	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/> (50 Char Max Filename)
Click to upload manual results:	

Processing... Complete.

On the Uploads page, the status for the upload should now be Data Processed. The output file was successfully processed against the configuration and the results can be previewed prior to publishing to the public.

ELECTIONS > 2010 GENERAL ELECTION > UPLOADS						
VID	Version Label	Uploaded File	Date Updated▼	Last Updated By	Status	Action
33685	Upload 4:52 PM EST	Manual Entry (N/A)	10/6/2010 4:56:05 PM EST	SOE Software	Data Processed	      
33361	Upload 2:30 PM EST	Manual Entry (N/A)	10/1/2010 2:32:33 PM EST	Bell Admin	Published	      
33358	Upload 2:16 PM EST	Manual Entry (N/A)	10/1/2010 2:19:53 PM EST	Bell Admin	Data Processed	      
32706	Upload 11:22 AM EST	Manual Entry (N/A)	9/15/2010 11:23:03 AM EST	Bell Admin	Data Processed	      
32687	Upload 9:27 AM EST	Manual Entry (N/A)	9/15/2010 9:32:41 AM EST	Bell Admin	Data Processed	      

- Click the Preview icon  in the same line as the version you just processed.

ELECTIONS > 2010 GENERAL ELECTION > UPLOADS						
VID	Version Label	Uploaded File	Date Updated▼	Last Updated By	Status	Action
33685	Upload 4:52 PM EST	Manual Entry (N/A)	10/6/2010 4:56:05 PM EST	SOE Software	Data Processed	        
33361	Upload 2:30 PM EST	Manual Entry (N/A)	10/1/2010 2:32:33 PM EST	Bell Admin	Published	        
33358	Upload 2:16 PM EST	Manual Entry (N/A)	10/1/2010 2:19:53 PM EST	Bell Admin	Data Processed	        
32706	Upload 11:22 AM EST	Manual Entry (N/A)	9/15/2010 11:23:03 AM EST	Bell Admin	Data Processed	        
32687	Upload 9:27 AM EST	Manual Entry (N/A)	9/15/2010 9:32:41 AM EST	Bell Admin	Data Processed	        

NEW UPLOAD

9. Review the public results page and verify the following items:

2010 General Election
 Website last updated 10/6/2010 5:13:15 PM EST

Registered Voters: 20,000
 Ballots Cast: 1,000
 Voter Turnout: 5.00 %

Precincts Completely Reported: 10 of 32

Summary

Reports

PRINT THIS PAGE

UNOFFICIAL RESULTS

[View Statewide Results](#)

SEARCH RACES (7 of 7) Next >> Go To Page 1 Display 5

US Senator

	Percent	Votes
Rand PAUL (REP)	<div><div></div></div> 50.00%	300
Jack CONWAY (DEM)	<div><div></div></div> 50.00%	300
		600

US Representative, 5th Congressional District

	Percent	Votes
Harold 'Hal' ROGERS (REP)	<div><div></div></div> 50.00%	200
James E. 'Jim' HOLBERT (DEM)	<div><div></div></div> 50.00%	200
		400

- General information such as election name, county name, headers, and other look and feel items are correct
- Expected contests are displayed
- Expected candidates are displayed
- Contest results are as expected







All pop-up blockers must be disabled for the Preview page to appear.



If issues are found on the public results page *do not* continue with the following steps.

- Click the Publish icon in the same line as the version you just processed. The version is made live, the Status is changed to Published, and the Publish icon is removed.

ELECTIONS > 2010 GENERAL ELECTION > UPLOADS						
VID	Version Label	Uploaded File	Date Updated	Last Updated By	Status	Action
33685	Upload 4:52 PM EST	Manual Entry (N/A)	10/6/2010 4:56:05 PM EST	SOE Software	Data Processed	
33361	Upload 2:30 PM EST	Manual Entry (N/A)	10/1/2010 2:32:33 PM EST	Bell Admin	Published	
33358	Upload 2:16 PM EST	Manual Entry (N/A)	10/1/2010 2:19:53 PM EST	Bell Admin	Data Processed	
32706	Upload 11:22 AM EST	Manual Entry (N/A)	9/15/2010 11:23:03 AM EST	Bell Admin	Data Processed	
32687	Upload 9:27 AM EST	Manual Entry (N/A)	9/15/2010 9:32:41 AM EST	Bell Admin	Data Processed	

NEW UPLOAD

Uploading results


Tabulation output files are generated periodically throughout the evening as precincts report into the elections office. Once these output files are generated, they can be uploaded to ENR to update the results on the public results pages.

- From the **ENR home page**, click the Elections tab or click **View List of All Elections**.


COUNTY : TRAINING
SYSTEM ADMIN | SUPPORT | LOGOUT

SOE SOFTWARE
clarity ENR ELECTION NIGHT REPORTING

HOME ELECTIONS DEFAULT SETTINGS



ELECTION NIGHT REPORTING

ENR - Real-Time Election Night Results for Constituents and Media



Manage Elections

Elections are created and modified in the Manage Elections section of the Election Night Reporting (ENR) application. The Manage Elections section is the area most utilized during Election night. This section provides the ability to create and edit an election, select recipients who will be designated to receive election night result files via e-mail and/or ftp, upload and process results files, preview and post voter results to the public web site.



GETTING STARTED

Its easy.
Once initial setup of Election Night Reporting is completed, it is quick and easy to provide Election Night results.













Create a New Election View List of All Elections

- Click the Upload icon in the row for the appropriate election.

EID	Election Name	Election Date	Date Updated	Last Updated By	Live Version	Rec.	Upload	Zero	Prev.
16	2010 Midterm Election	11/02/2010	9/23/2010 12:46:10 PM EST	Marion SOE Software	Upload 12:45 PM EST				
20003	2010 Midterm Manual	11/02/2010	9/22/2010 11:43:22 AM EST	Marion SOE Software					

NEW ELECTION

3. Click the New Upload button.

ELECTIONS > 2010 MIDTERM ELECTION > UPLOADS						
VID	Version Label	Uploaded File	Date Updated▼	Last Updated By	Status	Action
5638	Upload 12:45 PM EST	2010Midterm.zip	9/23/2010 12:45:56 PM EST	Marion SOE Software	Published	     
5592	Upload 11:51 AM EST	2010Midterm.zip	9/22/2010 11:52:01 AM EST	Marion SOE Software	Data Processed	     
<div>NEW UPLOAD</div>						

4. Complete fields, browse to the output file, and then click Upload.

ELECTIONS > COUNTY PRIMARY > UPLOAD > VOTE RESULTS	
*Required Fields	
Version Label:* A	<input type="text" value="Upload 21:21"/>
Select field configuration to use with this data:* B	<input type="text" value="ConfigurationFile"/> ▼
Select map shape file to use with this data:* C	<input type="text" value="CtyMap"/> ▼
Select map dbase file to use with this data:* D	<input type="text" value="CtyMap"/> ▼
Select dbase column that contains area data:* E	<input type="text" value="4"/> ▼
Select reports to generate: F	<input checked="" type="checkbox"/> Summary <input type="checkbox"/> Detailed XML <input checked="" type="checkbox"/> Detailed XLS <input checked="" type="checkbox"/> Detailed TXT
Select election night results to upload:* G	<input type="text" value="C:\ElectionNightResults\02061008.ASC"/> <input type="button" value="Browse..."/>
Select file to upload: H	<input type="text"/> <input type="button" value="Browse..."/>
Click to send all selected files: I	<input type="button" value="Upload"/>

	Field	How to complete
A	Version Label	Upload name is assigned by default.
B	Select field configuration to use with this data	Select a configuration file from the list.
C	Select map shape file to use with this data	Select the .shp file previously uploaded in Default Settings, Manage Maps.
D	Select map	Select the .dbf file previously uploaded in Default Settings,

	dbase file to use with this data	Manage Maps.
E	Select dbase column that contains area data	Select the column number that holds the precinct name. Get value during initial map upload to Manage Maps.
F	Select reports to generate	Select the report types you would like to generate.
G	Select election night results to upload	Browse to select the output file you saved from the tabulation system.
H	Select file to upload	If there are recipients set up in Manage Recipients, the selected file will be sent to them if they have an ftp or e-mail, and alternate file selected. The recipient will receive the summary.csv file that is generated when processing the output file if CSV is selected.
I	Upload button	Click the button to upload files. Tip: Compress the file for a quicker upload time.

The number and types of files to upload vary based on the configuration. If you select a Sequoia configuration, for example, the page will display boxes for the Machine Processed Report and Machine Assignment Report for upload.



Select machine processed report to upload:*	<input type="text"/>	Browse
	(50 Char Max Filename)	
Select machine assignment report to upload:*	<input type="text"/>	Browse
	(50 Char Max Filename)	



The election should have already been created in ENR prior to election night. Once created, the configuration would have been set up and thoroughly tested by processing test uploads. Therefore, on election night, the following would already have been correctly selected and will default with the next upload:

- Configuration
- Map shape file

- Map dbase file
- dbase column
- Reports to generate

If the upload is successful, the Process button is displayed at the bottom of the page, along with a success message.


5. Click the **Process** button at the bottom of the page.

ELECTIONS > 2010 MIDTERM ELECTION > UPLOAD > VOTE RESULTS

*Required Fields

















Version Label:*	Upload 11:15 AM EST
Select field configuration to use with this data:*	2010 Configuration
Select map shape file to use with this data:*	2006 Primary Election SHP
Select map dbase file to use with this data:*	2006 Primary Election DBF
Select dbase column that contains area data:*	2
Select reports to generate:	<input checked="" type="checkbox"/> Summary <input checked="" type="checkbox"/> Detailed XML <input checked="" type="checkbox"/> Detailed XLS <input checked="" type="checkbox"/> Detailed TXT
Select election night results to upload:*	Choose File No file chosen (50 Char Max Filename/15 Mb Max File Size)
Select file to upload:	Choose File No file chosen (50 Char Max Filename)
Click to send all selected files:	Upload

[PROCESS](#)

 All files uploaded successfully

On the Uploads page, the status for the upload should now be Data Processed. The output file was successfully processed against the configuration and the results can be previewed prior to publishing to the public.


ELECTIONS > 2010 MIDTERM ELECTION > UPLOADS

VID	Version Label	Uploaded File	Date Updated	Last Updated By	Status	Action
5698	Upload 11:21 AM EST	2010Midterm.zip	9/24/2010 11:22:13 AM EST	Marion SOE Software	Data Processed	       
5638	Upload 12:45 PM EST	2010Midterm.zip	9/23/2010 12:45:56 PM EST	Marion SOE Software	Published	       

[NEW UPLOAD](#)

Continue to Publishing Results.

Publishing results

1. Upload results.
2. Click the Preview Site icon  to review the public results page. The public results page opens in a separate browser window. A preview page is displayed of results that the public will see once the file is published.

ELECTIONS > COUNTY PRIMARY > UPLOADS						
VID	Version Label	Uploaded File	Date Updated	Last Updated By	Status	Action
8790	Upload 15:25 EST	01061008.ASC.zip	09/16/2008 15:26:21 EST	test_county1 test_county1	Data Processed	       
NEW UPLOAD						

3. Review the public results page and verify the following items:

ELECTION OFFICE NAME

Election Name

Website last updated 8/7/2008 4:47:10 PM EST

Registered Voters: 184,830

Ballots Cast: 1,765

Voter Turnout: 0.95 %

Precincts Partially Reported: 22 of 338

Precincts Completely Reported: 2 of 338

Choose Language English

Summary

Precincts Reporting

Voter Turnout

Reports

PRINT THIS PAGE

UNOFFICIAL RESULTS

SEARCH CONTESTS (3 of 54)

Go to Page 1 Display 5

UNITED STATES SENATOR (Vote For 1)

VOTE TYPE SUMMARY CONTEST DETAIL MAP

2 of 338 Precincts Reporting

	Percent	Votes
MARK UDALL (DEM)	100.00%	201
		201

REPRESENTATIVE TO THE 111TH CONGRESS DISTRICT 2 (Vote For 1)

VOTE TYPE SUMMARY CONTEST DETAIL MAP

1 of 31 Precincts Reporting

	Percent	Votes
JOAN FITZ-GERALD (DEM)	41.18%	14
JARED POLIS (DEM)	26.47%	9
WILL SHAFROTH (DEM)	32.35%	11
		34

STATE BOARD OF EDUCATION CONGRESSIONAL DISTRICT 1 (Vote For 1)

VOTE TYPE SUMMARY CONTEST DETAIL MAP

1 of 2 Precincts Reporting

	Percent	Votes
ELAINE GANTZ BERMAN (DEM)	56.25%	9
WRITE-IN (DEM)	43.75%	7
		16

[Summary](#) | [Precincts Reporting](#) | [Voter Turnout](#) | [Reports](#) | [Print This Page](#) | [Top of Page](#)


- General information such as election name, county name, headers, and other look and feel items are correct
- Expected contests are displayed
- Expected candidates are displayed
- Correct precinct names are listed
- County map is colored grey, for participating precincts, prior to uploading results
- Contest results are as expected



All pop-up blockers must be disabled for the Preview page to appear.

















If issues are found on the public results page *do not* continue with the following steps.


4. Close the public results page by clicking the **X** in the top right corner; return to the ENR session.
5. Click the Publish icon  to publish the results.

If successful, a Results Published message is displayed, Status changes to Published, and the Publish icon is no longer available. This version will now be viewable on the ENR public results page.

ELECTIONS > 2010 MIDTERM ELECTION > UPLOADS
















VID	Version Label	Uploaded File	Date Updated	Last Updated By	Status	Action
5592	Upload 11:51 AM EST	2010Midterm.zip	9/22/2010 11:52:01 AM EST	Marion SOE Software	Published	      
146	Upload 09:50 EST	2008PPP-18.ASC.zip	2/1/2008 9:50:50 AM EST	Marion SOE Software	Data Processed	      

NEW UPLOAD




Results have been published and are now visible to the public

ELECTIONS > 2010 MIDTERM ELECTION > UPLOADS



VID	Version Label	Uploaded File	Date Updated	Last Updated By	Status	Action
5592	Upload 11:51 AM EST	2010Midterm.zip	9/22/2010 11:52:01 AM EST	Marion SOE Software	Data Processed	       
146	Upload 09:50 EST	2008PPP-18.ASC.zip	2/1/2008 9:50:50 AM EST	Marion SOE Software	Published	      

NEW UPLOAD

6. Optionally, broadcast new results if you are using the RSS  feature. Contact your account manager for additional help with this feature.


Upload and publishing quick reference

Following is the upload and publishing procedure with just the steps (no screen shots) for quick reference. See also Uploading results and Publishing results.

1. From the **ENR home** page, click the **Elections** tab or click **View List of All Elections**.
2. Click the **Upload** icon  in the row for the appropriate election.
3. Click the **New Upload** button. The Upload Results page is displayed.
4. Complete fields, browse to the output file, and then click **Upload**. If the upload is successful, a Process button is displayed at the bottom of the page, along with a success message.
5. Click the **Process** button at the bottom of the page. On the Uploads page, the status for the upload should now be **Data Processed**. The output file was successfully processed, and the results must be previewed prior to publishing to the public.
6. Click the **Preview Site** icon  to review the public results page. The public results page opens in a separate browser.
7. Review the public results page and verify the following items:
 - General information such as election name, county name, headers, and other look and feel items are correct
 - Expected contests are displayed
 - Expected candidates are displayed
 - Correct precinct names are listed
 - County map is colored grey, for participating precincts, prior to uploading results
 - Contest results are as expected

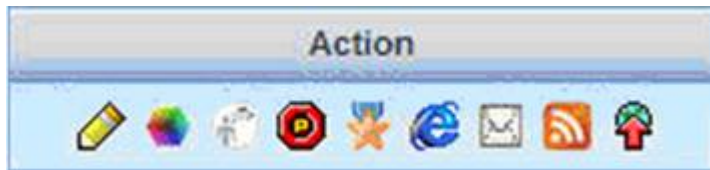


If issues are found on the public results page *do not* continue with the following steps.







8. Close the public results page by clicking the **X** in the top right corner; return to the ENR session.
9. Click the **Publish** icon  to publish the results.
10. Optionally, broadcast new results if you are using the RSS feature.




Action Icons

With each new upload, there will be a set of action icons available that correspond to that upload version.



To review the upload results, click **View List of Elections**, click the election name, and then click **Upload Results**. When you modify an action, it affects the upload version to which it belongs. Any changes made with these action icons will then carry forward to the next uploaded version. The changes made at version level will *not* affect what is defined in the default settings. The following table defines each action icon.

Action icon title	Icon	Purpose
Election Details		Allows you to modify the election details from what was initially created or from a previous version's modification. Includes updating map size, registered voters, and ballots cast.
Map Colors		Allows you to modify map colors from those in the Default Settings or from a previous version's modification.
Look and Feel		Allows you to modify the Look and Feel settings initially defined or from a previous version's modification. Look and Feel is where headers are updated.
Areas Reporting		When an area (such as a precinct) has completely reported, the map will be colored based on this status. You may need to override the reporting status for an area. For example, when an area has no results to report due to lack of voter turnout, you may want to override status.
Mark Winners		Following the canvass upload, counties can mark winners, recounts, and runoffs so that they are indicated as such on public results pages by highlight and/or an icon or text.
Preview Site		Opens a preview of the ENR public pages for the version selected. After an upload, always preview the ENR public pages for accuracy prior to publishing the version.

Files Sent Status		Allows you to review statistics of files that were sent after the results are published. The destination, file type, and time sent are included in the statistics. Files can also be resent.
RSS		Updates the RSS feed of election results.
Publish		Publishes results. Once published, the results pages are viewable by the public if linked to the county or state Web site.



If changes are made to a published version, *a new upload is required*. The publish icon is no longer available on published or prior uploads.

Using action icons



Map Colors

Areas on maps are shaded with a user-defined color for each political party. For undefined parties or multiple candidates in a party, colors are randomly selected with no corresponding labels.

To define colors for future elections:

1. Click **Default Settings, Web Site Appearance**, and then click **Map Colors**.
2. Select new colors, and then click **Save**.





Look and Feel

The majority of Look and Feel strings are created within Default Settings; however, you might need to update items such as Election Name and Header.

To navigate to Look and Feel and change settings:

1. Click the **Elections** tab.

- 2. Click the **Upload** icon for the election for which you want to view Look and Feel.
- 3. For the applicable upload, click the Look and Feel icon.

ELECTIONS > 2010 MIDTERM ELECTION > UPLOADS						
VID	Version Label	Uploaded File	Date Updated	Last Updated By	Status	Action
5698	Upload 11:21 AM EST	2010Midterm.zip	9/24/2010 11:22:13 AM EST	Marion SOE Software	Data Processed	
5638	Upload 12:45 PM EST	2010Midterm.zip	9/23/2010 12:45:56 PM EST	Marion SOE Software	Published	

NEW UPLOAD

- 4. Update the Election Name, if applicable, and then click the **Save** button.

ELECTIONS > COUNTY PRIMARY > UPLOADS > LOOK AND FEEL

Refresh With Default Select Page to Update: Global Settings Select Language to Update: English

Field	Replace String
web site last updated	Website last updated
election name	Election 2010
download reports link	Reports
area	Precinct

SAVE

- 5. Update the code in the Header box after results are certified:

ELECTIONS > COUNTY PRIMARY > UPLOADS > LOOK AND FEEL

Refresh With Default Select Page to Update: Global Settings Select Language to Update: English

Field	Replace String
web site last updated	Website last updated
header	<center>UNOFFICIAL RESULTS</center>
has not reported	Has Not Reported
go to page	Go To Page
election name	Election 2010
download reports link	Reports
area	Precinct

SAVE

Once results are certified the header text needs to be updated from **UNOFFICIAL RESULTS** to **OFFICIAL RESULTS**. Change the header text (highlighted in the following screen capture) to:

`<center>OFFICIAL RESULTS</center>`

6. Click the **Save** button.

Areas Reporting





Areas Reporting is commonly used for:

- Marking administrative areas (Absentee, Provisional, and so on.)
- Overriding the status of an area

To navigate to Areas Reporting:

1. Click the **Elections** tab
2. Click the **Upload** icon next to the election for which you want to view areas reporting.
3. For the applicable upload, click the Areas Reporting icon.

ELECTIONS > 2010 MIDTERM ELECTION > UPLOADS						
VID	Version Label	Uploaded File	Date Updated▼	Last Updated By	Status	Action
5698	Upload 11:21 AM EST	2010Midterm.zip	9/24/2010 11:22:13 AM EST	Marion SOE Software	Data Processed	
5638	Upload 12:45 PM EST	2010Midterm.zip	9/23/2010 12:45:56 PM EST	Marion SOE Software	Published	



See also **Marking administrative areas and Overriding area status.**

Marking administrative areas

Administrative areas are set to a status of **Cumulative**. This prevents them from being included in the total number of areas reporting on the public results page.

To mark administrative areas:

1. Click the **Elections** tab
2. Click the **Upload** icon next to the election for which you want to view areas reporting.
3. For the applicable upload, click the Areas Reporting icon.

ELECTIONS > 2010 MIDTERM ELECTION > UPLOADS						
VID	Version Label	Uploaded File	Date Updated▼	Last Updated By	Status	Action
5698	Upload 11:21 AM EST	2010Midterm.zip	9/24/2010 11:22:13 AM EST	Marion SOE Software	Data Processed	
5638	Upload 12:45 PM EST	2010Midterm.zip	9/23/2010 12:45:56 PM EST	Marion SOE Software	Published	

4. Set **Override Status To** option **Cumulative** for the administrative areas.
5. Click the Save button.









ELECTIONS > COUNTY PRIMARY > MODIFY > AREAS REPORTING			
<input type="radio"/> Not Participating	<input type="radio"/> Has Not Reported	<input type="radio"/> Partially Reported	<input type="radio"/> Completely Reported
Mark All Complete			
Area Name	Original Status	Override Status To	Current Status
Provisional	<input checked="" type="radio"/>	Cumulative	<input checked="" type="radio"/>
Cold Springs	<input checked="" type="radio"/>	No Override Applied	<input checked="" type="radio"/>
Calhoun Falls	<input checked="" type="radio"/>	No Override Applied	<input checked="" type="radio"/>
Broadmouth	<input checked="" type="radio"/>	No Override Applied	<input checked="" type="radio"/>
Antreville	<input checked="" type="radio"/>	No Override Applied	<input checked="" type="radio"/>
Absentee	<input checked="" type="radio"/>	Cumulative	<input checked="" type="radio"/>
SAVE			

Override status







When using the Override Status feature, areas without a status of **Completely Reported** rise to the top of the list.

To perform an override:

1. Click the **Elections** tab.
2. Click the **Upload** icon next to the election for which you want to perform the override.
3. For the applicable upload, click the Areas Reporting icon.

ELECTIONS > 2010 MIDTERM ELECTION > UPLOADS						
VID	Version Label	Uploaded File	Date Updated▼	Last Updated By	Status	Action
5698	Upload 11:21 AM EST	2010Midterm.zip	9/24/2010 11:22:13 AM EST	Marion SOE Software	Data Processed	      
5638	Upload 12:45 PM EST	2010Midterm.zip	9/23/2010 12:45:56 PM EST	Marion SOE Software	Published	      

4. Set the **Override Status To** option to Completely Reported (A) for the applicable areas.

ELECTIONS > 2010 MIDTERM ELECTION > MODIFY > AREAS REPORTING					Mark All Complete (B)	
	Not Participating	Has Not Reported	Partially Reported	Completely Reported		
Area Name	Original Status	(A) Override Status To		Current Status		
4270		Completely Reported ▼				
4260		Completely Reported ▼				
4250		No Override Applied ▼				

5. Click the **Save** button at the bottom of the page.



You can change all area statuses to **Completely Reported** by selecting the **Mark All Complete** button (B) at the top of the page.

Marking Winners



In the weeks following an election, you can go back and mark winners, runoffs, and recounts in order to indicate results on your public results pages. The winner can be indicated via an icon on the Summary tab beside the applicable bar graph, and the winner row can be highlighted, depending on the setup you choose. Runoffs and recounts are indicated in red text. Contact your account manager if you want to customize the Look and Feel settings for this feature.

Example summary tab on the public pages showing recounts, runoffs, and winners marked

Demo Election Website last updated 9/10/2008 2:24:52 PM EST	Registered Voters: 15,378 Ballots Cast: 3,861 Voter Turnout: 25.11 %	Precincts Partially Reported: 0 of 19 Precincts Completely Reported: 17 of 19
---	--	--

Summary
Precincts Reporting
Voter Turnout
Reports

PRINT THIS PAGE

SEARCH CONTESTS (5 of 8)
Go To Page Display

U.S. Senate - REP (Vote For 1)

17 of 19 Precincts Reporting

	Percent	Votes
Candidate One (REP)	71.98%	858
Candidate Two (REP)	28.02%	334
		1,192

U.S. Senate - DEM (Vote For 1)

17 of 19 Precincts Reporting
Recount

	Percent	Votes
Candidate One (DEM)	54.09%	1,131
Candidate Two (DEM)	45.91%	960
		2,091

County Council District 3 - DEM (Vote For 1)

6 of 7 Precincts Reporting
Runoff

	Percent	Votes
Candidate One (DEM)	47.45%	289
Candidate Two (DEM)	52.55%	320
		609

City Council At Large - REP (Vote For 2)

3 of 3 Precincts Reporting

	Percent	Votes
Candidate One (REP)	24.78%	28
Candidate Two (REP)	29.20%	33
Candidate Three (REP)	43.36%	49
Candidate Four (REP)	2.65%	3
		113

Marking winners

We recommend using the Mark Winners feature after canvassing.

To mark winners, runoffs, and recounts for an election:

1. From the **ENR home** page, click the **Elections** tab or click **View List of All Elections**.
2. Click the **Upload** icon next to the election for which you want to mark winners.
3. For the applicable upload, click the Mark Winners icon.

ELECTIONS > 2010 MIDTERM ELECTION > UPLOADS						
VID	Version Label	Uploaded File	Date Updated▼	Last Updated By	Status	Action
5698	Upload 11:21 AM EST	2010Midterm.zip	9/24/2010 11:22:13 AM EST	Marion SOE Software	Data Processed	      
5638	Upload 12:45 PM EST	2010Midterm.zip	9/23/2010 12:45:56 PM EST	Marion SOE Software	Published	      

NEW UPLOAD

3. On the **Mark Winners** page that appears, point to the Choice column of a contest row to expand the list of choices for that race.

ELECTIONS > DEMO ELECTION > UPLOADS > MARK WINNERS								
Recount:	0	Winner:	No Suggestion	Filter				
Contest	Vote For	Recount	Runoff	Winner	Choice	Votes	Percent	
U.S. Senate - REP	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate One	858	71.98 %	
State Senate District 10 - REP	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate One	475	43.50 %	
U.S. Senate - DEM	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate One	1131	54.09 %	
State Senate District 4 - DEM	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate Two	71	60.68 %	
Sheriff - DEM	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate One	797	81.24 %	
County Council District 3 - DEM	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate Two	320	52.55 %	
County Council District 6 - DEM	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate One	135	52.53 %	
City Council At Large - REP	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate Three	49	43.36 %	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate Two	33	29.20 %	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate One	28	24.78 %	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate Four	3	2.65 %	

SAVE



4. Optionally, use the auto-suggest filters, or select the **Recount**, **Runoff**, or **Winner** check boxes for choices, as appropriate, and then click Save.

ELECTIONS > DEMO ELECTION > UPLOADS > MARK WINNERS

Recount: 0 Winner: Plurality Filter

Contest	Vote For	Recount	Runoff	Winner	Choice	Votes	Percent
U.S. Senate - REP	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Candidate One	858	71.98 %
State Senate District 10 - REP	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Candidate Five	26	26.00 %
U.S. Senate - DEM	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate One	1131	54.09 %
State Senate District 4 - DEM	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Candidate Two	71	60.68 %
Sheriff - DEM	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Candidate One	797	81.24 %
County Council District 3 - DEM	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Candidate Two	70	50.00 %
County Council District 6 - DEM	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Candidate One	135	52.53 %
City Council At Large - REP	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Candidate Three	49	43.36 %

SAVE

- Click the **Preview Site** icon  to review the public results page. Close the public results page by clicking the **X** in the top right corner; return to the ENR session.
- Click the **Publish** icon  to publish the results. If the ENR link has been distributed or posted on a Web site, the public will now be able to view results.

Auto-suggest filters on the Mark Winners page

Optionally, when you are marking results on the Mark Winners page, you can use filters to make approximate result suggestions for the election. If using the auto-suggest filter, it is important to verify each choice that is marked. Rulings differ across states, so you may find an incorrect selection was made according to your state rules. At the county level, suggestions are made based on county results; state-wide results are not considered. Therefore, a winner may be marked for the county where the winner for the state is different.

ELECTIONS > 2010 GEN > UPLOADS > MARK WINNERS

Recount: 1.00 Winner: No Suggestion Filter

Contest: 0 0.10 0.25 1.00

Vote For: No Suggestion Majority Plurality

Winner: Choice

To use the filters to suggest choices:

- Select a recount margin from the **Recount** filter list.
- Suggest a winner determination type from the **Winner** filter list.
- Click **Filter**.
- Review choices and make corrections to each race, if necessary.

5. Click **Save**, and then continue to preview and publish steps, as indicated in the Mark Winners procedure.

Filter options and results

The following sections describe how filter items on the Mark Winners page function. If you need help determining which filters to use when marking winners, please contact your SOE account manager.

Majority

Candidates who exceed a specific threshold of votes are determined to have the *majority* of votes. The threshold is determined by calculating the *total number of votes cast* in a contest divided by the *number of seats to fill*, and then dividing that value by two (2). If no candidate receives a majority, the auto-suggest filter marks the contest as a **Runoff** between the top candidates.

Plurality

The candidate with the greatest number of votes is marked as the winner. If no clear winner can be determined, then **Runoff** is marked.

Runoff

If no winner is determined by majority or plurality, then **Runoff** is marked. The number of candidates marked for the runoff is calculated by adding one (1) to the *seats left to fill* value.

Recount

When a recount percentage is selected, the filter first determines the number of candidates to compare by adding one (1) to the *vote for* number for that contest. Then the filter uses that number to determine the difference in percentage of votes received for the applicable candidates. If the difference is less than or equal to the selected recount value, then **Recount** is marked.



Premier output files do not contain a Vote For field; therefore, if Vote For is needed for Premier calculations, a value of one (1) is assumed.

Files Sent Status

















Files Sent Status is used for:

- Viewing the status of files sent to recipients
- Resending files to recipients

To navigate to Files Sent Status:

1. Click the **Elections** tab.
2. Click the **Upload** icon next to the election for which you want to view the Files Sent status.
3. For the applicable upload, click the **Files Sent Status** icon.

ELECTIONS > 2010 MIDTERM ELECTION > UPLOADS						
VID	Version Label	Uploaded File	Date Updated▼	Last Updated By	Status	Action
5698	Upload 11:21 AM EST	2010Midterm.zip	9/24/2010 11:22:13 AM EST	Marion SOE Software	Data Processed	      
5638	Upload 12:45 PM EST	2010Midterm.zip	9/23/2010 12:45:56 PM EST	Marion SOE Software	Published	      

[NEW UPLOAD](#)

- Review the file status or resend the file by selecting the check box next to it and clicking the Resend button.

ELECTIONS > COUNTY PRIMARY > UPLOADS > SENT FILES								
Select	Destination▼	File	Sent On	Msg Guid	Status	Attempts	Last Attempt	Error Msg.
<input type="checkbox"/>	soe@soesoftware.com	summary_test_county1.zip	07/28/2008 20:25:17 MST	c6fa68a6-d983-435a-8306-1a47ec300cfd	Complete	0	07/28/2008 20:25:24 MST	

[Resend](#)

RSS



RSS is an easy way to receive alerts when a new item is posted on your favorite Web site. After subscribing to the RSS feed, you no longer need to go directly to the Web site to find out about newly posted items.

To receive RSS broadcasts, interested members of the public use an RSS reader, like NewsGator or Google Reader. An RSS reader is software that allows users to subscribe to syndicated content from Web sites. Once users add an RSS feed from a Web site to the list of feeds their reader checks, they will receive a link to updated content from that site as it is posted.

The RSS feature allows state or county ENR customers to notify the public when new election night results are available to view. The public user simply subscribes to an RSS feed from the county or state Web site, and then when a new message is broadcast, those users are notified. RSS is a quick and easy way to keep the public up-to-date on election results without maintaining a mailing list.

Setting up RSS

For initial setup of RSS you must create the first broadcast and copy the URL that is displayed. The URL is simply a link to an *XML file* that gets updated each time you broadcast new results.

Once you get the RSS URL from the ENR system, you need to put the URL somewhere on your state or county elections Web site in order to make the feed available for visitors to subscribe to.

Your SOE account manager will be happy to help you with this one-time setup step. To reach an ENR account manager, please call (813) 490-7150 (option 2).

Once you have the RSS feed link on your Web site, the link doesn't change, although the information it sends to the RSS reader is refreshed whenever you broadcast new results for any election.

RSS process for administrators

In order for your RSS subscribers to receive updated results, you need to broadcast whenever you have new results to share. Broadcasting is the process that updates the RSS XML file with the results corresponding to the upload selected. A subscriber will receive these results when their reader pulls updates from the XML file. The timing of the update depends on the RSS reader each subscriber is using.

Administrators use the following process for the RSS feature:

1. Upload a new output file.
2. Make any necessary modifications to Look and Feel, Areas Reporting, and other settings.
3. Preview the public results pages.
4. Publish the results.
5. Broadcast the results.

Broadcasting new results

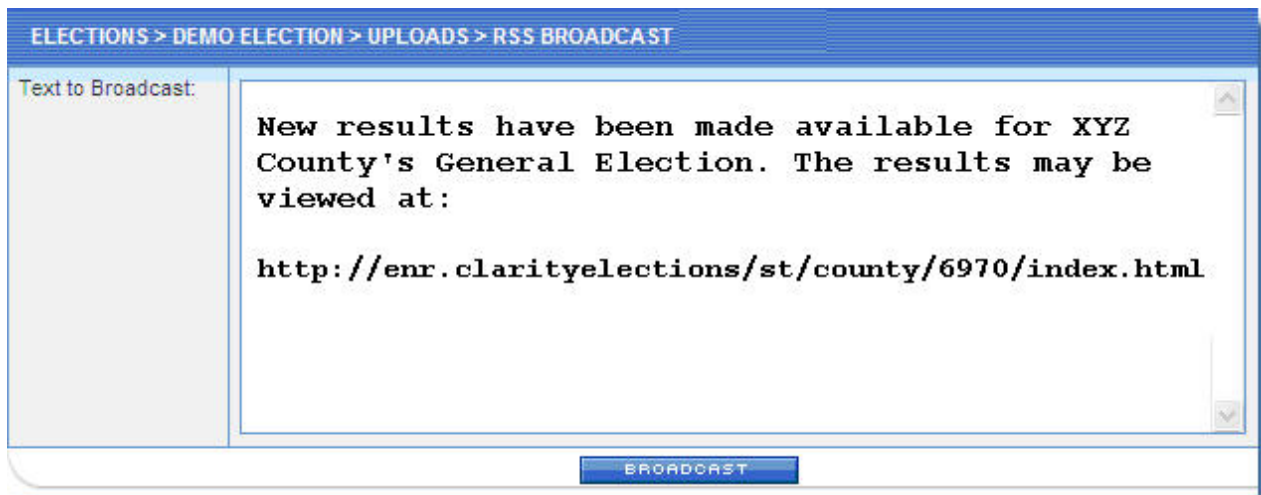
After you select the RSS icon beside the applicable upload, an RSS Broadcast page is displayed. In the text box on this page, you will see a message. The message that appears in the text box is what subscribers will receive when their feed reader is updated with the latest broadcast. You can modify the message text to say whatever you want to include for your subscribers.

To broadcast new results:

1. Follow the RSS process, through uploading and publishing results.
2. Click the RSS icon next to the upload.



3. If needed, update the message that subscribers will see when their RSS readers pull this update.

A screenshot of a web application interface. At the top, a blue header bar contains the text "ELECTIONS > DEMO ELECTION > UPLOADS > RSS BROADCAST". Below the header, there is a form with a label "Text to Broadcast:" on the left. The main text area on the right contains the following text: "New results have been made available for XYZ County's General Election. The results may be viewed at:" followed by a URL "http://enr.clarityelections/st/county/6970/index.html". At the bottom of the form, there is a blue button labeled "BROADCAST".

4. Click the **Broadcast** button.

An RSS URL is displayed at the bottom of the page.

If this is your first broadcast, this is the link you will need for your elections department Web site to allow visitors to subscribe to your RSS feed. If you have already created the link on your Web site, you are done. At this point, the XML file has been updated with the results corresponding to the upload selected.

Links for Displaying Published Results

To access the links to use for displaying the published ENR public results page:

1. Click the **Elections** tab.
2. Click the election name for which you want to view links. The Election Details page is displayed.

The screenshot shows the 'ELECTIONS' tab selected in the top navigation bar. Below the navigation bar is a table with the following columns: EID, Election Name, Election Date, Date Updated, Last Updated By, Live Version, Rec., Upload, and Prev. The first row of data shows EID 7244, Election Name 'County Election' (highlighted with a red box), Election Date 07/28/2008, Date Updated 07/28/2008 12:34:40 MST, Last Updated By test_county1 test_county1, and Live Version. Below the table is a 'NEW ELECTION' button.

3. Refer to the links section at the bottom of the page.

The screenshot shows the 'ELECTIONS > COUNTY ELECTION > MODIFY' page. The left sidebar contains a 'CURRENT ELECTION' section with links for DETAILS, RECIPIENTS, and UPLOAD RESULTS. The main content area has a 'Description' field with 'County Election', an 'Election Date' field with '07/28/2008', and an 'Election Info' section with a checkbox for 'Is State Election' and a value of 'Parent Election 0'. Below this is a 'Display Options' section with various checkboxes for showing vote results, areas, reports, and turnout. The 'Supported Languages' section has a dropdown menu with 'English', 'Spanish', and 'Creole'. The 'Map image' section has fields for width (400), height (400), and zoom level (2). The 'Registered Voters' section has a field for 'Registered Voters' (0) and a checkbox for 'Show Registered Voters'. The 'Ballots Cast' section has a field for 'Ballots Cast' (0) and a checkbox for 'Show Ballots Cast'. At the bottom, the 'Links' section is highlighted with a red box and contains the following links: Election Summary: http://results.enr.clarityelections.com/test_state/test_county1/7244/index.html, Scrolling: http://results.enr.clarityelections.com/test_state/test_county1/7244/scrolling.html, and Slideshow: http://results.enr.clarityelections.com/test_state/test_county1/7244/slideshow.html. A 'SAVE' button is located at the bottom right.

There are three links:

- Election summary
- Scrolling
- Slide show

Link	Suggestion for use
Election summary	Use on your county (or state) Web site to display the published ENR public results page.
Scrolling	Useful for displaying the published public results page in media rooms. This link will display only the public results Summary page and Precincts Reporting data.
Slide show	The slide show link is useful for displaying the published public results page in media rooms. This link will display only the public results Summary page data.

Scrolling tips

You can change the scroll rate by updating the SR number in the URL. Use a lower number for faster scroll and a higher number for a slower scroll rate. Example scrolling URL with the SR number highlighted:

<http://qa-results.enr.clarityelections.com/NC/Durham/5811/1976/en/scrolling.html?sr=10&shm=true&shr=true&shmr=true>

If you want to hide the precincts reporting map, set SHM to *false*. To hide the precinct reporting data, set SHMR to *false*. Example scrolling URL with the SHM and SHMR values highlighted:

<http://qa-results.enr.clarityelections.com/NC/Durham/5811/1976/en/scrolling.html?sr=10&shm=true&shr=true&shmr=true>

When Spanish strings are available, you can update the scrolling page to display Spanish strings by changing **en** to **sp**. Example scrolling URL with the language value highlighted:

<http://qa-results.enr.clarityelections.com/NC/Durham/5811/1976/en/scrolling.html?sr=10&shm=true&shr=true&shmr=true>



Modified links are valid for only a single session. A modified link does not maintain the modified values when copied and pasted into a new browser session.

Slide show tips

The slide show rate can be changed by updating the SR number in the URL. Use a lower number for a faster slide change rate. Use a higher number for a slower slide change rate.

Example slide show URL with the SR number highlighted:

<http://qa-results.enr.clarityelections.com/NC/Durham/5811/1976/en/slideshow.html?sr=10>

When Spanish strings are available you can update the slide show page to display Spanish strings, change en to sp. Example slide show URL with the language value highlighted;

<http://qa-results.enr.clarityelections.com/NC/Durham/5811/1976/en/slideshow.html?sr=10>

System Admin

Adding a user

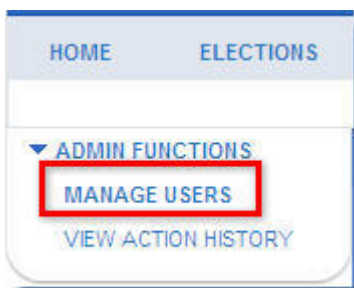
Administrative users can add new users as configurators or an administrator. Configurators can access election-related functions of the platform, but not system administration features. An administrator can access the System Admin link and related functions, like managing other users. Administrators also have access to election-related functions of the platform.

To add a user:

1. Click System Admin.



2. Click Manage Users.



3. Click New User.

ADMIN > MANAGE USERS							
First Name▲	Last Name	User Name	Roles	Last Updated	Last Updated By	Edit	Delete
Cathy	Configurator	cathy	Configurator	9/22/2010 3:35:02 PM EST	Marion SOE Software		
Christopher	Kyle	CKyle	Configurator, Administrator	1/23/2008 2:12:03 PM EST	Marion SOE Software		
Marion SOE	Software	marion_soew	Configurator, Administrator	1/26/2008 10:46:40 AM EST	Marion SOE Software		
Mike	DuPhily	MDuPhily	Configurator, Administrator	1/23/2008 2:12:45 PM EST	Marion SOE Software		
Wesley	Wilcox	WWilcox	Configurator, Administrator	1/24/2008 6:13:21 PM EST	Wesley Wilcox		
<div>NEW USER</div>							

4. Complete the New User form; select **Configurator** or **Administrator** for the user's role.

ADMIN > MANAGE USERS

*Required Fields **Used on Election Day for support purposes.

First name:*	<input type="text" value="Joe"/>
Last name:*	<input type="text" value="Administrator"/>
Phone:*(**)	<input type="text" value="111-111-1111"/> xxx-xxx-xxxx
E-Mail address:*(**)	<input type="text" value="jadmin@email.com"/>
User name:*	<input type="text" value="joe_admin"/>
Password:*	<input type="password" value="....."/>
Roles:*	<input type="text" value="Administrator"/> <input type="text" value="Configurator"/>

SAVE

All fields are required. Email and phone are needed for support purposes on Election Day.

- Click **Save**.

Updating a user

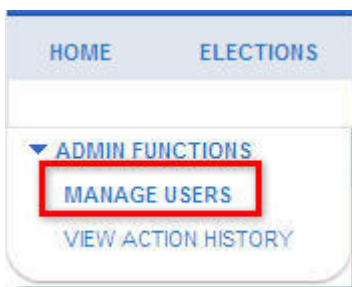
Administrators can update a configurator's or administrator's user record.

To update a user:









- Click System Admin.



- Click Manage Users.



- Click the Edit icon.

ADMIN > MANAGE USERS							
First Name▲	Last Name	User Name	Roles	Last Updated	Last Updated By	Edit	Delete
Alan	Administrator	alan	Administrator	9/23/2010 6:44:47 AM MST	SOE Software		
Cathy	Configurator	cathy	Configurator	9/23/2010 6:43:08 AM MST	SOE Software		
KY	Admin	ky_admin01	Configurator, Administrator	1/26/2010 1:13:47 PM MST			
SOE	Software	KY_soewsw	Configurator, Administrator	1/26/2010 1:05:38 PM MST			
NEW USER							

- Make changes to the information, and then click Save.

ADMIN > MANAGE USERS	
*Required Fields **Used on Election Day for support purposes.	
First name:*	<input type="text" value="Alan"/>
Last name:*	<input type="text" value="Administrator"/>
Phone:*(**)	<input type="text" value="222-222-2222"/> xxx-xxx-xxxx
E-Mail address:*(**)	<input type="text" value="alan@email.com"/>
User name:*	<input type="text" value="alan"/>
Password:*	<input type="password" value="••••••••"/>
Roles:*	<div>Administrator</div> <div>Configurator</div>
SAVE	

Deleting a user

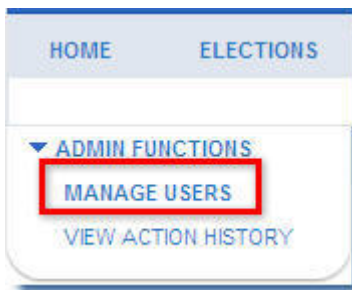
Administrators can delete a configurator's or administrator's user record.

To delete a user:

- Click System Admin.



- Click Manage Users.



3. Click the Delete icon in the row of the user you want to delete.

ADMIN > MANAGE USERS							
First Name▲	Last Name	User Name	Roles	Last Updated	Last Updated By	Edit	Delete
Alan	Administrator	alan	Administrator	9/23/2010 7:24:34 AM MST	Alan Administrator		
Cathy	Configurator	cathy	Configurator	9/23/2010 6:43:08 AM MST	SOE Software		
KY	Admin	ky_admin01	Configurator, Administrator	1/26/2010 1:13:47 PM MST			
SOE	Software	KY_soew	Configurator, Administrator	1/26/2010 1:05:38 PM MST			

[NEW USER](#)

Viewing action history

Action history is an on-screen log table showing who has done what in the ENR system. If there is more than one page of data, page numbers are displayed at the bottom, which you can click to view the next/previous page. Examples of information that can be viewed includes:

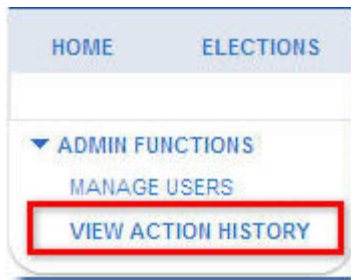
- Users sign-ins
- Uploads
- Files processed

To view action history:

1. Click System Admin.



2. Click View Action History.



The View Action History page is displayed.

ADMIN > VIEW ACTION HISTORY			
Action	Time	Performed By	IP Address
ky_soesw Logged into application	9/22/2010 9:50:20 AM MST	SOE Software	127.0.0.1, 127.0.0.1
Version Upload 9:46 AM MST was added/updated by KY_soesw	9/22/2010 9:46:23 AM MST	SOE Software	127.0.0.1, 127.0.0.1
ky_soesw Logged into application	9/22/2010 9:45:50 AM MST	SOE Software	127.0.0.1, 127.0.0.1
Version Upload 9:32 AM MST was added/updated by KY_soesw	9/22/2010 9:32:55 AM MST	SOE Software	127.0.0.1, 127.0.0.1
Version Upload 9:27 AM MST was added/updated by KY_soesw	9/22/2010 9:27:46 AM MST	SOE Software	127.0.0.1, 127.0.0.1
ky_soesw Logged into application	9/22/2010 9:27:22 AM MST	SOE Software	127.0.0.1, 127.0.0.1
Election Election 6332 was added/updated by KY_soesw	9/22/2010 9:25:26 AM MST	SOE Software	127.0.0.1, 127.0.0.1
File configuration state_ess.xml was added/updated by KY_soesw	9/22/2010 9:18:49 AM MST	SOE Software	127.0.0.1, 127.0.0.1
File configuration state_ess.xml was added/updated by KY_soesw	9/22/2010 9:18:43 AM MST	SOE Software	127.0.0.1, 127.0.0.1
File configuration amee1 was added/updated by ky_admin01	9/22/2010 9:17:29 AM MST	KY Admin	127.0.0.1, 127.0.0.1
File configuration amee1 was added/updated by ky_admin01	9/22/2010 9:16:56 AM MST	KY Admin	127.0.0.1, 127.0.0.1
ky_admin01 Logged into application	9/22/2010 9:15:58 AM MST	KY Admin	127.0.0.1, 127.0.0.1
Version Upload 9:02 AM MST was added/updated by ky_admin01	9/22/2010 9:02:47 AM MST	KY Admin	127.0.0.1, 127.0.0.1
ky_admin01 Logged into application	9/22/2010 9:02:20 AM MST	KY Admin	127.0.0.1, 127.0.0.1
ky_soesw Logged into application	9/22/2010 8:15:52 AM MST	SOE Software	127.0.0.1, 127.0.0.1
Election New Sarasota was added/updated by KY_soesw	9/22/2010 7:59:34 AM MST	SOE Software	127.0.0.1, 127.0.0.1
ky_soesw Logged into application	9/22/2010 7:04:50 AM MST	SOE Software	127.0.0.1, 127.0.0.1
ky_soesw Logged into application	9/22/2010 6:46:46 AM MST	SOE Software	127.0.0.1, 127.0.0.1
Version Upload 3:02 PM MST was added/updated by KY_soesw	9/21/2010 3:02:33 PM MST	SOE Software	127.0.0.1, 127.0.0.1
Version Upload 2:59 PM MST was added/updated by KY_soesw	9/21/2010 2:59:33 PM MST	SOE Software	127.0.0.1, 127.0.0.1
482 records found. Currently on page 2 of 25.			1 2 3 4 5 ...

Manage Recipients

Creating a recipient

A recipient is an e-mail address or FTP site that receives files after an upload is published. A typical usage scenario is a county who automatically sends files to the state instead of using a separate process to send the files. Files can be sent to FTP, secure FTP, or e-mail. Available file formats include XML, CSV, and alternate file. If you select *alternate file*, the file to send must be selected with each upload in order for the recipient to get a file. XML and CSV files are sent from a system-generated file.

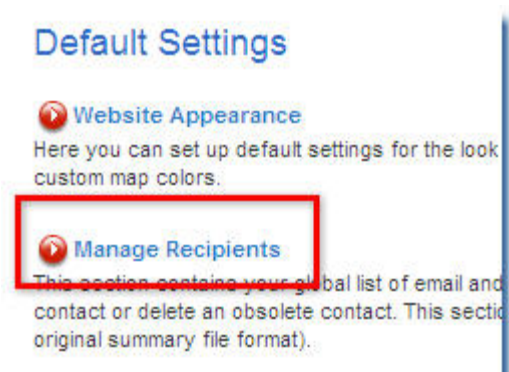
To enable this feature, create the recipient list, indicating file types and where to send them, and then select the recipients for each election.

To create a recipient:

1. Click Default Settings.



2. Click Manage Recipients.



3. Click New Recipient.

DEFAULT SETTINGS > MANAGE RECIPIENTS					
Recipient▼	CSV	XML	Alternate File	Edit	Delete
wwilcox@votemarion.com	✓	✓	✓		
supervisor@votemarion.com			✓		
ftp://EN_Marion:mRN3n!ght@sftp.dos.state.fl.us/			✓		
ckyle@votemarion.com			✓		
<div>NEW RECIPIENT</div>					

The form for adding a recipient is displayed.

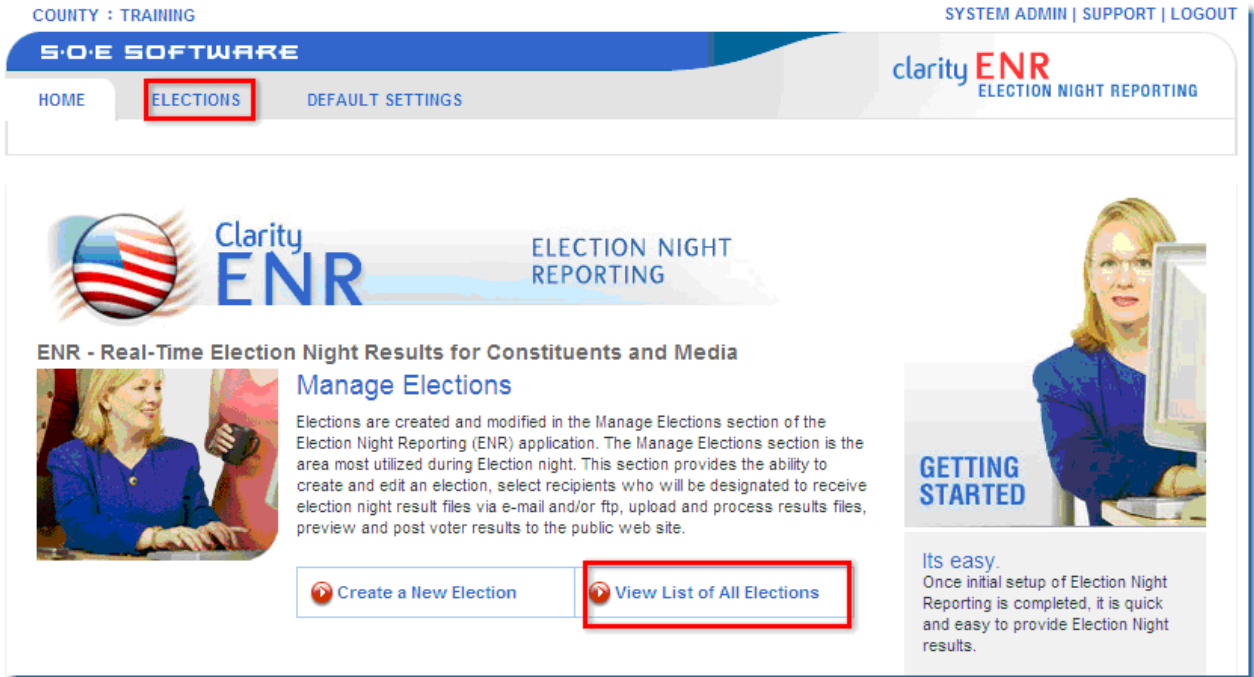
DEFAULT SETTINGS > MANAGE RECIPIENTS	
*Required Fields	
Type:*	Email▼
Send copy to:*	admin@stateelections.com
Select files to be sent:*	<div> <div>CSV</div> <div>Alternate File</div> <div>XML</div> </div>
<div>SAVE</div>	

4. In the **Type** list, select a method for sending (FTP, SFTP, or e-mail).
5. In the **Send Copy To** box, type the e-mail or FTP address.
6. Click to select the type of files to send, or press and hold **CTRL** while clicking to make more than one selection.
7. Click **Save**.

Selecting a recipient

Once you have created a recipient list, the recipients are available for selection for an election. To select a recipient:

1. From the **ENR home** page, click the Elections tab or click **View List of All Elections**.



COUNTY : TRAINING SYSTEM ADMIN | SUPPORT | LOGOUT

S.O.E SOFTWARE

HOME **ELECTIONS** DEFAULT SETTINGS

clarity **ENR**
ELECTION NIGHT REPORTING

ENR - Real-Time Election Night Results for Constituents and Media


Manage Elections

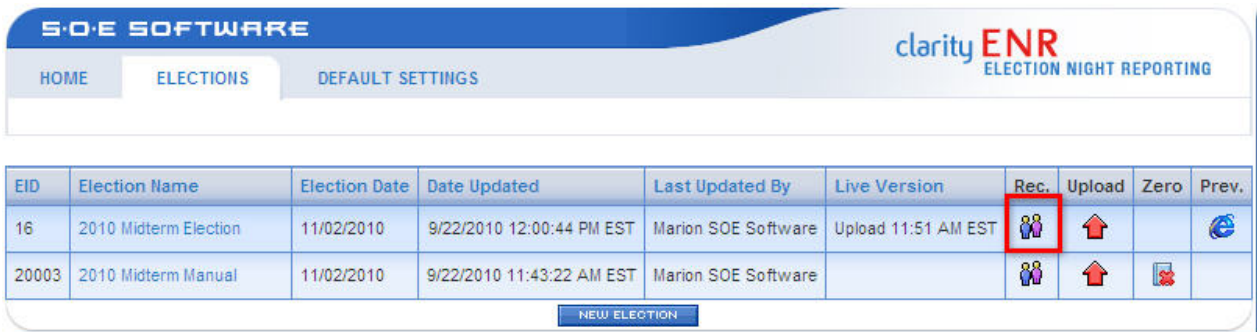
Elections are created and modified in the Manage Elections section of the Election Night Reporting (ENR) application. The Manage Elections section is the area most utilized during Election night. This section provides the ability to create and edit an election, select recipients who will be designated to receive election night result files via e-mail and/or ftp, upload and process results files, preview and post voter results to the public web site.

[Create a New Election](#) [View List of All Elections](#)

GETTING STARTED

Its easy.
Once initial setup of Election Night Reporting is completed, it is quick and easy to provide Election Night results.







2. Click the Recipients icon  in the row for the appropriate election.



S.O.E SOFTWARE

HOME ELECTIONS DEFAULT SETTINGS

clarity **ENR**
ELECTION NIGHT REPORTING

EID	Election Name	Election Date	Date Updated	Last Updated By	Live Version	Rec.	Upload	Zero	Prev.
16	2010 Midterm Election	11/02/2010	9/22/2010 12:00:44 PM EST	Marion SOE Software	Upload 11:51 AM EST				
20003	2010 Midterm Manual	11/02/2010	9/22/2010 11:43:22 AM EST	Marion SOE Software					

NEW ELECTION

3. Select check boxes next to recipients.

ELECTIONS > 2010 MIDTERM ELECTION > SELECT > RECIPIENTS

Select	Destination	Type	CSV	XML	Alternate File
<input checked="" type="checkbox"/>	wwilcox@votemarion.com	Email	✓	✓	✓
<input type="checkbox"/>	supervisor@votemarion.com	Email			✓
<input checked="" type="checkbox"/>	ftp://EN_Marion:MRN3n!ght@sftp.dos.state.fl.us/	SFTP			✓
<input type="checkbox"/>	ckyle@votemarion.com	Email			✓



SAVE

- Click **Save**.

Verifying mail sent status

If you are required to send files with of published uploads to an FTP or e-mail address, you may want to check to be sure the files were sent.

To verify mail sent status:







- Click the **Elections** tab.
- Click the **Upload** icon  next to the election for which you want to view the Files Sent status.
- For the applicable upload, click the **Files Sent Status** icon .

S.O.E SOFTWARE

HOME ELECTIONS DEFAULT SETTINGS

clarity ENR
ELECTION NIGHT REPORTING

ELECTIONS > COUNTY PRIMARY > UPLOADS

VID	Version Label	Uploaded File	Date Updated	Last Updated By	Status	Action
8790	Upload 15:25 EST	01061008.ASC.zip	09/16/2008 15:26:21 EST	test_county1 test_county1	Published	     

NEW UPLOAD

- Review the file status or resend the file by selecting the check box next to it and clicking the **Resend** button.

ELECTIONS > COUNTY PRIMARY > UPLOADS > SENT FILES

Select	Destination	File	Sent On	Msg Guid	Status	Attempts	Last Attempt	Error Msg.
<input type="checkbox"/>	soe@soesoftware.com	summary_test_county1.zip	07/28/2008 20:25:17 MST	c6fa68a6-d983-435a-8306-1a47ec300cfa	Complete	0	07/28/2008 20:25:24 MST	

Resend

Glossary

A

action icon: A set of icons that appear for each version of an election upload. Action icons appear when you click View List of All Elections, and then click the red Upload arrow.

administrative area: For purposes of an election in ENR, a named area that is not a precinct or other physical voting area type, such as a group for provisional votes.

administrator: An ENR user who has access to the System Admin link and related functions, like managing other users. Administrators also have access to election-related functions of the platform.

aggregation: For state implementations of ENR, a process by which results from all counties are combined and published to the state public results page.

area: An area for a county is typically a precinct. An area for a state is typically a county.

area status: Reporting status for an area shown on maps by color coding. Possible statuses for an area include Not Participating, Has Not Reported, Partially Reported, and Completely Reported.

areas reporting: An administrative function that allows you to manually set the status of areas participating in an election. To access, click View All Elections, click the red Upload icon next to an election, and then click the Areas Reporting action icon (red hex with yellow P).

auto suggest filters: On the Mark Winners page, options to make approximate result suggestions for the election instead of marking each manually.

B

ballots cast: Count of the number of ballots submitted by voters in an election.

broadcast: Making an RSS feed available for public viewing via a link from your elections office page. Text that appears in the broadcast with your link is customizable.

C

canvass: In ENR, refers to the very last upload of an election, following certification of final results.

Canvass Upload: A check box that counties in a state implementation mark to notify the state that this upload is the file that contains the official certified results of the election.

configuration: A file that contains specific information about the output file generated by your elections equipment.

configurator: In ENR, a user who has access to the election-related functions of the platform, but not system administration features.

contest: A decision voters make in an election (race for office, referendum, proposition, question). A single ballot may contain one or more contests.

cumulative: Override status option for areas reporting for administrative areas used to prevent them from being included in the total number of areas reporting on the public results page.

D

dbase file: File that stores feature attribute data, such as precinct name, for map files.

display options: Check boxes and other fields on the election setup page that control the appearance of tabs, links, sections, and some values that are displayed on public results pages.

E

EID: Election ID number, a unique numeric identifier for the election.

H

HTML: Hypertext markup language, the predominant markup language for Web pages, which provides a means to describe the structure of text-based information in a document.

L

look and feel: The changeable aspects of public pages, such as colors and strings of text that appear in certain areas, like election name and header.

M

map colors: Round robin colors applied to maps to indicate a party on the contest detail map. Round robin is used only if the choice (candidate or amendment) does not have an assigned party or if the contest choices are assigned the same party code (such as in a primary). If a contest has three candidates and each is assigned a party code of DEM, REP, NON, then round robin would not be used.

map file: Map files are made up of dbase files (area information) and shape files (area outlines). Map files allow results to display on color-coded maps on public results pages.

mark winners: ENR tool used after canvassing to mark winners, runoffs, and recounts for an election for display on public results pages.

N

not participating: Area status shown on maps by the color white to indicate an area is not participating in the election.

O

output file: The file produced by a voting tabulation system containing the results that need to be uploaded to ENR in order to display results on public Web pages.

override: Refers to changing the reporting status for a precinct. For example, when a precinct has no results to report due to lack of voter turnout, you may want to override status to show the precinct as completely reporting.

P

participating counties checklist: A check list of counties that state administrators can mark to indicate the counties taking part in an election. Access the list via the Counties icon on the election list page in ENR.

preview: A feature that allows administrators to check public results pages to verify appearance is correct before publishing for live viewing.

public results pages: Pages that the general public can access to review information about an election that has been published using ENR. Typically accessed via a link from the elections office public Web page.

published version: The version of public results pages that are live for viewing to the general public.

R

registered voters: For purposes of ENR, individuals in the United States who have completed a voter registration process, and who are subsequently deemed eligible to vote. Every state except North Dakota requires that citizens who want to vote be registered.

results file: See output file.

round robin: Assigned in order in a continuously repeating sequence.

RSS: A family of Web feed formats used to publish frequently updated works such as blog entries, news headlines, audio, and video in a standardized format.

rules: Rules are used to interpret output files that need special processing by ENR or to make cosmetic changes to text fields. Rules are managed from Default Settings, Configure Fields, Rules.

runoff: If no candidate gets a majority of the votes, a runoff election is held to decide who should win.

S

shape file: A component of map files for an election that shows the outlines of counties, precincts, or other areas. The file extension is SHP. These files can be uploaded and previewed from Default Settings, Manage Map Files.

slide show: A link to display the election results summary pages in a slide show format for use in media rooms or similar purposes.

SR: Scrolling or slide rate for public display links controlled by a number in seconds appended to the end of the URL. For example a slide show that flips to the next slide after 5 seconds: <http://results.enr.clarityelections.com/county/4743/5576/en/slideshow.html?sr=5>.

start and end positions: Depending on the tabulation vendor, output file fields are mapped by defining a start and end position for the field. For example, the contest number begins in position 1 and ends in position 4.

state export: Report states generate--produces a comma-delimited text file with all county and precinct data by vote type.

Summary page: Public results page that shows an overview of contests in an election.

synopsis area: An area at the top of public results pages that stays in place as you navigate through the site. Contains information such as time pages were last updated and voter turnout.

T

tabulation: Counting of vote totals. A tabulation system or tabulator is used to calculate vote totals, and is the source of output files that are uploaded to ENR for display of results on public pages.

U

unlock election: Option in state implementations of ENR to reset an election that was marked canvassed by a county so they can perform a new upload, if needed.

upload: Import to ENR of an output file generated by a vote tabulation system.

URL: Uniform resource locator. The Web address of a resource or specific page of content.

V

vendor: The manufacturer of the tabulation system that an elections office is using. Important to ENR because the output files from vendors differ greatly and must be interpreted by ENR in order to correctly display results.

vote results: Page displayed in ENR when uploading or aggregating output files. Once an election is set up, most fields on this page are correctly selected by default for use on election night.

vote type: The method by which a person casts a vote. The method could be polling place/election day (casting a vote on election day at a polling place), absentee, early voting, or provisional. In addition, election day vote types are sometimes broken down by the type of machine on which the vote was cast.

voter turnout: Percentage of registered voters in an area who cast ballots on election day. This number includes all registered voters who cast a ballot for the election, not just those cast on election day.

voter turnout export: Report states generate--produces a comma-delimited text file with data about voter turnout.

X

x of y: Reporting number compared to expected number.

XML: Extensible markup language is a standard that allows information systems to share structured data, particularly via the Internet.

Index

A

About 5, 33, 36
 default settings 5
 field configuration 33
 rules 36
administrative areas 70
administrator 4
appearance 5
areas 67
 completely reported 16
 partially reported 16
 reporting 21, 71
auto suggest filters 72

B

ballots cast 16, 23, 24
broadcast 76, 78

C

canvass 72
color 8
column numbers 34
comma delimited 34
completely reported 71
configuration 5, 7, 21, 29, 36
 file 31, 33, 34
configurator 4
contest 21, 36
 header 21
 names 36
copy configuration 32
county topics 29, 31, 32, 63, 65, 67, 70

create 10, 29
 configuration 29
 election 10
cumulative 70

D

default settings 5, 31, 33, 67
defining rules 36
detail map 21
display options 17, 19, 21, 22, 23
 ballots cast 23
 map colors 22
 registered voters 23
 show advanced reports section 19
 show area breakdown link on summary
 page 21
 show areas completely reporting in
 synopsis area 22
 show areas partially reporting in synopsis
 area 22
 show areas reporting info 21
 show download reports section 19
 show vote for 21
 show vote results 17
 slide show 81
 vote type breadown link on Summary
 page 21
 voter turnout 23

E

election 10
 day 5
 setup 23

synopsis	22
e-mail signature	7
ES&S	24, 33
existing configuration	32

F

field	33
configuration	33
filter	19
by area	19
by vote type	19

H

Hart	33
header	67
home page	3

I

increment	21
-----------------	----

L

language	16
log on	2
look and feel	6, 17, 67

M

Manage Definitions	5, 7, 31, 33, 34
Manage Maps	5, 8
Manage Recipients	5, 7
map	5, 67
colors	6, 22, 67
blind safe	22
files	8
mark	72
administrative areas	70
winners	72
mark winners	72

N

new	29, 32
configuration	29, 32
new election	29

O

official results	67
output file	7, 19, 24, 33, 34, 36
override	71

P

preview	63
public results	8
publish results	63

R

recipient	5, 7
recount	72
registered voters	16, 23, 24
release notes	76
reports	19
results	65, 72
file	29
not available	17
round robin	6
RSS	76, 77, 78
broadcast	76, 77, 78
XML file	76, 77
rules	29, 36
runoff	72

S

save configuration as	33, 34
scrolling	
rate	80
Sequoia	24, 33
slide show	81

rate.....	81	configuration file	31
SR.....	81	quick reference	65
start and end positions.....	33	results	65
subscribers	78	URL	80, 81
Support	5	V	
election day	5	vendor	33
RSS.....	76	vendor-specific notes.....	24
synopsis area	16, 22	vote for x	21
System Admin	4	vote type.....	21
T		voter turnout percentage	16, 23
tabulation		votes per candidate	21
system.....	24, 33	W	
template	32	Website Appearance	5, 6, 67
time stamp	16	what's new.....	76
time zone	6	X	
troubleshooting	36	x of y.....	21, 22
display	36	XML.....	78
U		Z	
upload.....	31, 65	zero	23