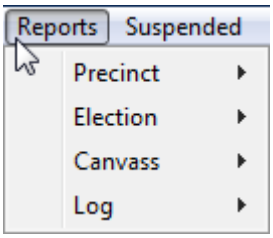
Part 6: Reports Menu



Part 6 contains information about the following topics.

- Chapter 31: Precinct and Election Report Options
- Chapter 32: Canvass Report Options
- Chapter 33: Log

Chapter 31: Precinct and Election Report Options

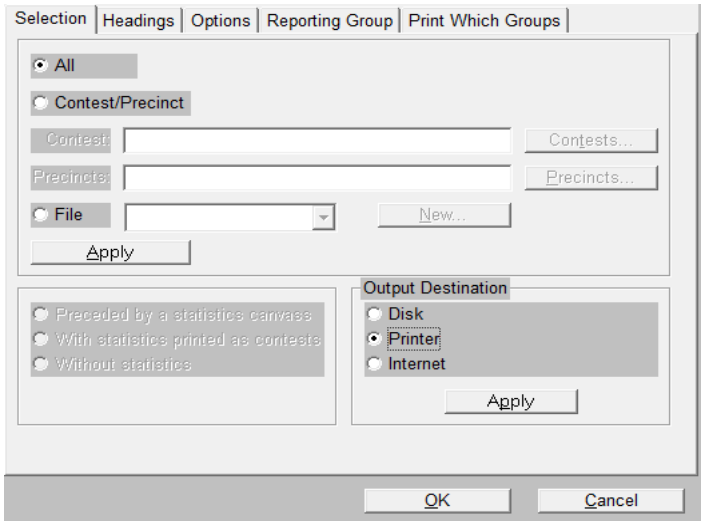
This section will explain the different report options that you can select for the reports.

1. From the **Reports** menu and click the report you want to generate.
   - Precinct
     - **EL30, Precinct Report:** A Precinct Summary Report is a list of individual precincts and contest results. Customize the Precinct Summary Report by selecting the individual contests and precincts that are included. You can also print a Precinct Summary Report for individual reporting groups.
     - **EL30A, Prec Report–Group Detail:** The Precinct Summary Report with Group Detail is similar to the Precinct Summary report. You can use it to print totals for up to fourteen active reporting groups in addition to Election Totals.
   - Election
     - **EL45, Election Summary Report:** An Election Summary Report lists the total number of votes received by each candidate/question and the percent of the total vote won by each candidate/question in your election.
     - **EL45A, Election Summary with Group Detail:** Generate an Election Summary with Group Detail to print totals for up to fourteen active reporting groups in addition to election totals.

This will open up the window to select the options for the reports.

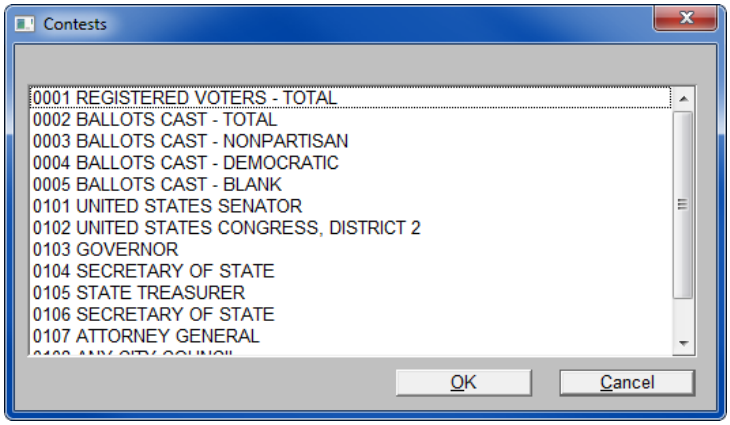
Selection Tab

1. On the Selection tab, choose the contests and/or precincts that you want to appear on your report.
   - Select **All** to print all contests and precincts
   - Select **Contest/Precinct** to generate a report for specific contests or precincts. Take the following steps to select specific contests or precincts.



a. Type a contest sequence number in the **Contest** field or click **Contests** to open the Contest window

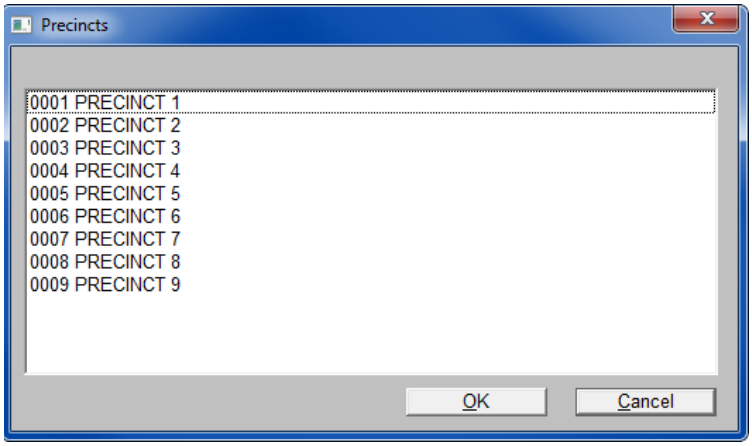
b. Select from the list of available contests. To select several contests, press and hold the Ctrl key while clicking the contests you want to select. There is a limit of 71 contests on this screen.



Refer to the EL45, Election Summary Report heading in this chapter for information about setting up an .A01 file if you want to select more than 71 contests.

c. Type a precinct identification number in the **Precinct** field or click **Precincts** to open the Precincts window.

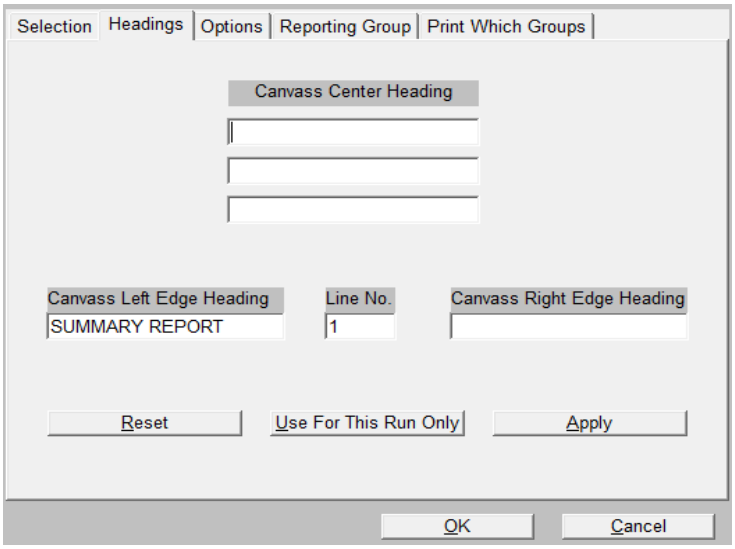
d. Select from the list of available precincts. To select several precincts, press and hold **Ctrl** while clicking the precincts you want to select. There is a limit of 71 precincts on this screen.



Refer to the Set up an .A01 File from Which to Print in this chapter for information about setting up an .A01 file if you want to select more than 71 contests and precincts.

- Select **File** to generate a report from an existing election file that you have created. Select an available file from the list or create a new file.

Headings Tab



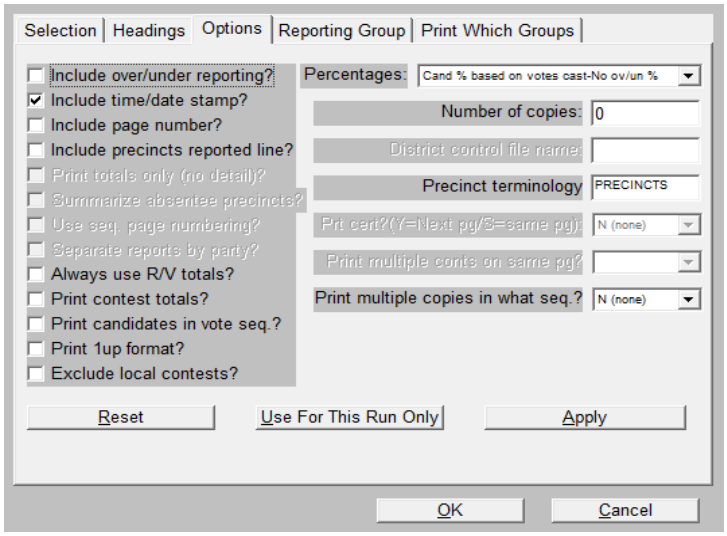
5. Click the **Headings** tab to enter the information that you want to appear on your report headings.
6. Enter up to three lines of identification text that you want to appear at the top center of your report in the **Canvass Center Heading** fields.
7. Enter the text that appears at the top left of your report in the **Canvass Left Edge Heading** field.
8. Enter the line number on which you want this heading to print (1, 2, or 3) in the **Line No.** field.

NOTE: If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line, instead of the fourth.

9. Enter the text that appears at the top right of your report in the **Canvass Right Edge Heading**.
10. Click **Reset** to clear your settings. Click **Use For This Run Only** to only use your headings with the next report that you print. Click **Apply** to use your headings for all reports of the same type.

Options Tab

11. Click the **Options** tab, and choose the options you want to include on the report.



Option	Description	Active for
Include over/ under reporting?	to include over-vote and under-vote totals in your report.	EL30, Precinct Report EL30A, Prec Report–Group Detail EL45, Election Summary Report EL45A, Election Summary with Group Detail
Include date/ time stamp	Include the date and time your report was generated at the top left of the first page of your report	EL30, Precinct Report EL30A, Prec Report–Group Detail EL45, Election Summary Report EL45A, Election Summary with Group Detail
Include page number?	Includes page numbers	EL30, Precinct Report EL30A, Prec Report–Group Detail EL45, Election Summary Report EL45A, Election Summary with Group Detail
Include Precincts reported line	The number of precincts counted on your report. This will include a line for each contest and for example will show, (WITH 3 OF 9 PRECINCTS COUNTED)	EL45, Election Summary Report EL45A, Election Summary with Group Detail
Print totals only (no detail)	Displays election totals without including precinct details.	Not available
Summarize absentee precincts?	Combines the absentee numbers for each of your precincts into a single absentee total.	Not available

Option	Description	Active for
Use seq. page numbering?	Numbers your pages sequentially. If it is not selected, the number of the first contest on the page, the last contest on the page and the page number within the contest set, determines your page number.	Not available
Separate Reports by Party?	Organizes your results by party in precinct sequence order. When Separate Reports by Party is not selected, your results are organized by precinct in party sequence order	Not available
Always use R/V totals?	**Unchecked** - will only show the registered voter totals for precincts that have been counted. **Checked** - will show the registered voter totals on the report for all precincts in the election.	EL45, Election Summary Report EL45A, Election Summary with Group Detail
Include only counted precincts?	Includes only counted precincts in the report.	EL30, Precinct Report EL30A, Prec Report–Group Detail
Print contest totals?	Totals line for each contest in the report.	EL30, Precinct Report EL30A, Prec Report–Group Detail EL45, Election Summary Report EL45A, Election Summary with Group Detail
Print candidates in vote sequence?	Prints the candidates in vote sequence, listing candidates in order of the greatest vote tally first. If this option is not selected, the report will print in the same order that the candidates occur on the ballot (or in home rotation if candidates rotate).	EL45, Election Summary Report EL45A, Election Summary with Group Detail
Print 1 up Format?	If selected will print the report in one column format. If it is not selected it will print the contest in two columns.	EL30, Precinct Report EL45, Election Summary Report
Exclude local contests?	Excludes totals for local contests from the report	EL45, Election Summary Report EL45A, Election Summary with Group Detail

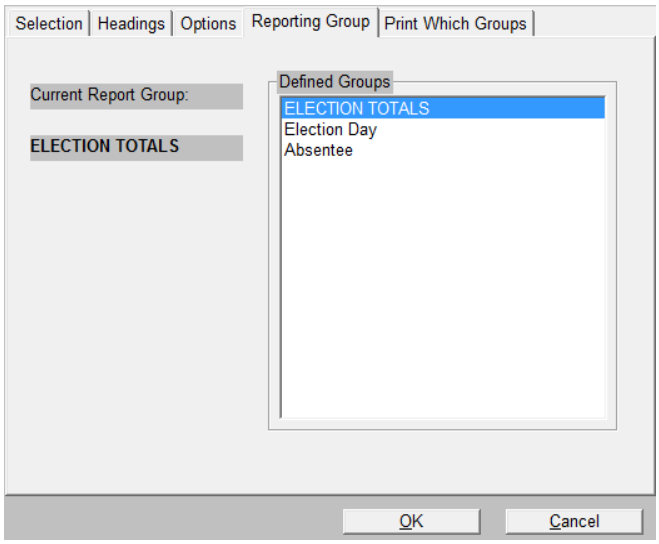
Option	Description	Active for
Percentages	• **Select No Cand% - No OV/UN%** - to omit all percentages from your report. • **Select Cand % Based on Votes Cast No. ov/uv %** - to print the candidate percentages based on the number of votes cast in that contest, not including over and under votes. If **Include over/under reporting?** is checked these additional options are able to be selected: • **Cand % based on votes cast-With ov/un %** - to print the candidate percentages based on the number of votes cast in that contest, including over and under votes. • **Cand % based on elig. votes-With ov/un %** - to print the candidate percentages based on the number of eligible votes cast in that contest, including over and under votes.	EL30, Precinct Report EL30A, Prec Report–Group Detail EL45, Election Summary Report EL45A, Election Summary with Group Detail
Number of copies	Sets the number of reports that you would like to generate.	EL30, Precinct Report EL30A, Prec Report–Group Detail EL45, Election Summary Report EL45A, Election Summary with Group Detail
District control file name	The District Control File is located in the \elecdata folder and has a .dst extension. Refer to the Create a District Control File heading in this chapter for information about how to create a district control (.dst) file if ES&S did not create one for you.	Not available
Precinct terminology	Enter the term in the field used by the jurisdiction to describe precincts. Example: Wards, Election Districts.	EL45, Election Summary Report EL45A, Election Summary with Group Detail
Prt. Cert	Controls how the certification message appears on the reports.	Not available
Print multiple conts on same pg	Controls how contests appear on your reports	Not available

Option	Description	Active for
Print Multiple Copies in what seq?	Controls the order in which reports are printed • **N** - Print one copy of the report • **P** - Print multiple copies of each precinct's results before printing results for the • **R** - Print a copy of the entire report and then repeat the process for the next	EL30, Precinct Report EL30A, Prec Report–Group Detail EL45, Election Summary Report EL45A, Election Summary with Group Detail

Reporting Group Tab

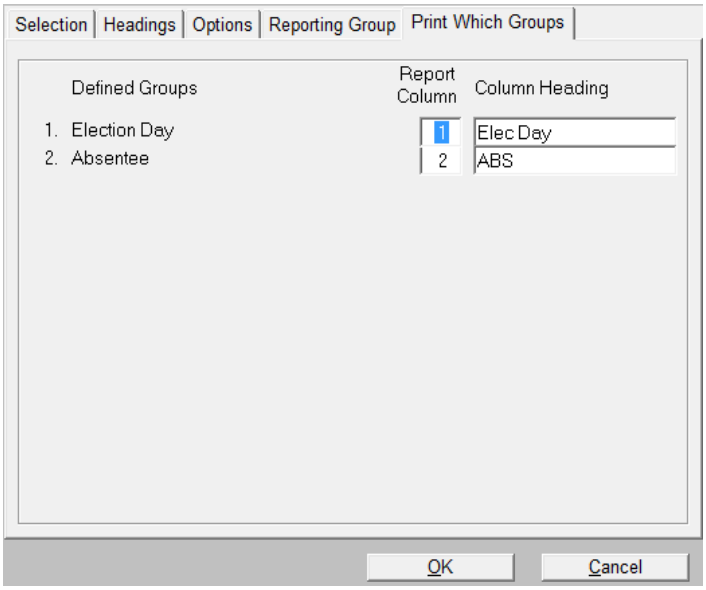
12. On the **Reporting Group** tab, select the group you want to print.

    Select **ELECTION TOTALS** to print a total of all your reporting groups. Select one of the other groups you defined to print a total of only that group.



Print Which Groups Tab

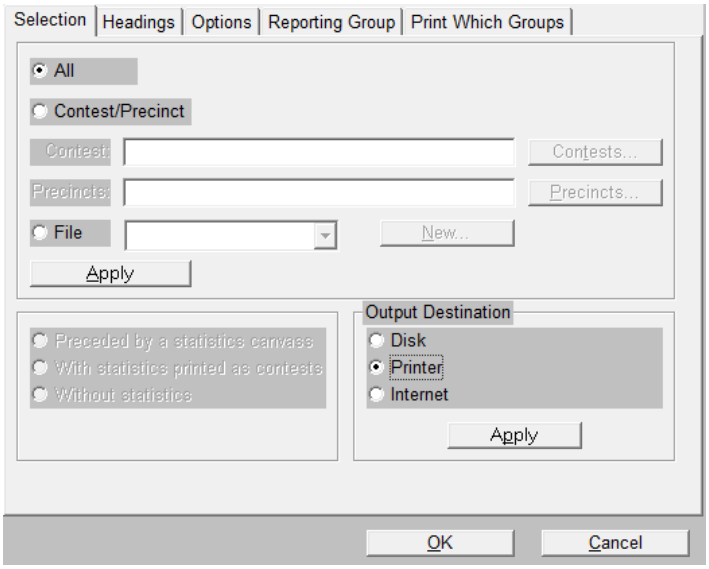
In the **Report Column**, you can change the order of the groups. Put the number in the column in the order you would like it to show on your reports. Enter "0" if you do not want a column to appear on your report. In the **Column Heading**, if you want to change the text you can type it here up to 9 characters.



Refer to Chapter 8: Create ERM from XML Files for information about reporting groups and how to create them.

Output Destination

13. Return to the **Selection** tab, and select an **Output Destination**.

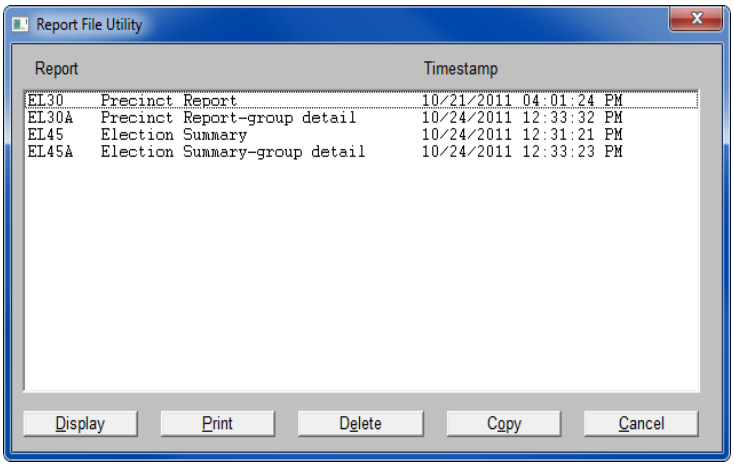


- Click **Disk** if you want to view the report on your PC. You have the option to print the report after you view it.
- Click **Printer** if you want to send the report directly to a printer without viewing it.
- Click **Internet** to print the report in HTML format.

14. f you selected **Printer** as an **Output Destination**, the report will automatically print when you click **OK**.

15. If you selected **Disk**, the report file will load and will show the report file that you have selected. Click **OK** to load the The Report File Utility window.

16. Select your report from the Report File Utility.
    - **EL30** - Precinct Report
    - **EL30A** Precinct Report-group detail
    - **EL45** - Election Report
    - **EL45A** - Election Report-group detail



17. Click the appropriate button to perform one of the following actions.
    - Click **Display** if you want the report to appear on your PC for immediate viewing.
    - Click **Print** to send the report to the printer.

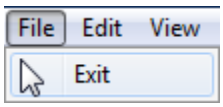
NOTE: The Print option only works with a printer connected to the PC through the LPT1 port. If you are using a USB printer, click Copy and save the report as a .txt file. Then, open the .txt file and print it.

    - Click **Delete** to delete the selected report.
    - Click **Copy** to copy the report to another location or media.
    - Select **Cancel** to return to the main menu.

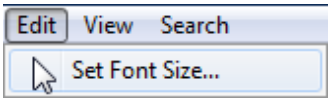
Display the Report

When you display a report, the following menu appears at the top left of the report screen.

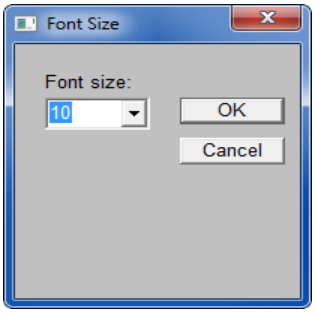
- The **File** menu you can select **Exit** to exit out of the Report File Utility Screen.



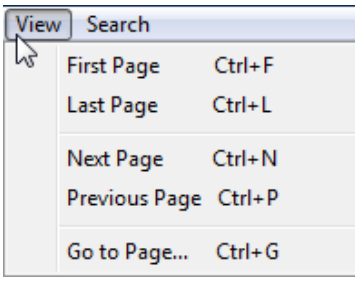
- From the **Edit** menu, click **Set Font Size...** to change the font size of the report.



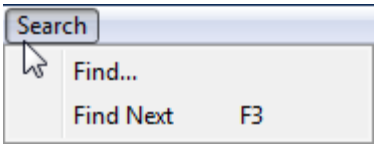
Click on the drop down menu to select the font size. After you select the font size you want, click **OK** to change the font size report that you currenlty have displayed.



- Click **View** to move around within the report. Use the following commands:
  - To move to the first page of the report, select **First Page** or press CTRL + F.
  - To move to the last page of the report, select **Last Page** or press CTRL + L.
  - To move forward one page, select **Next Page** or press CTRL + N.
  - To move back one page, select **Previous Page** or press CTRL + P.
  - To move to a specific page, select **Go to page** or press CTRL + G and then enter the page number.



- Click **Search** and select **Find** to locate a particular name or string of text. The Find window appears.

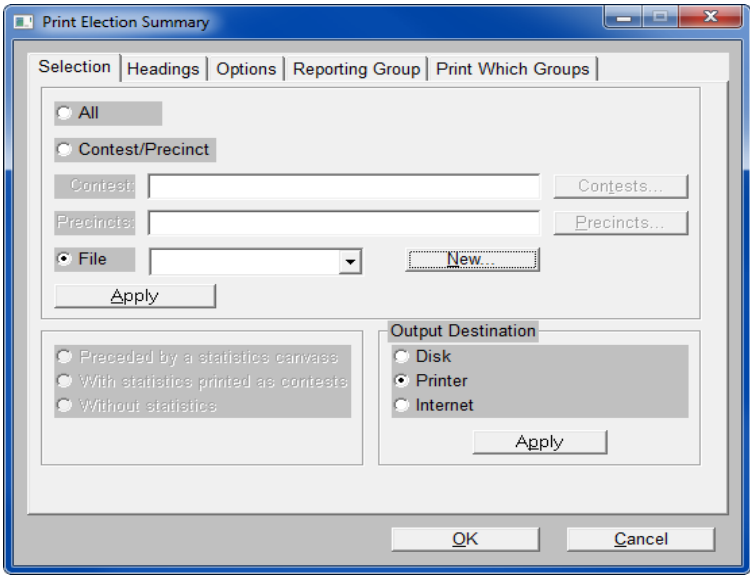


Enter the text string and click **Find**. Press F3 or click **Find Next** to find the next instance of that string. The program will then find and highlight it

NOTE: The Find option is case sensitive.

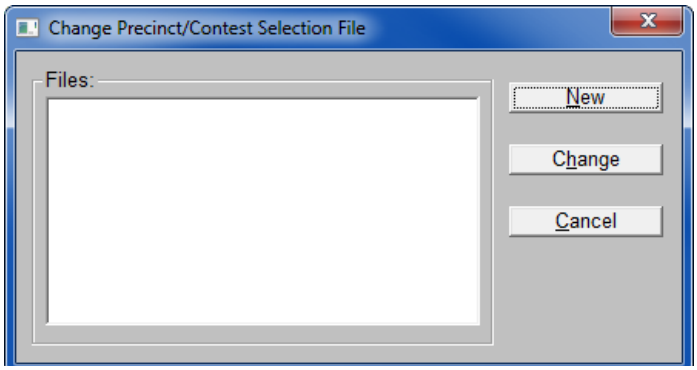
Set up an .A01 File from Which to Print

When generating a report by specific contests and/or precincts, there is a limit of 71 contests or precincts to be selected on the report screen. To select more than that number, create an .A01 text file from which to print. Take the following steps to set up the file.



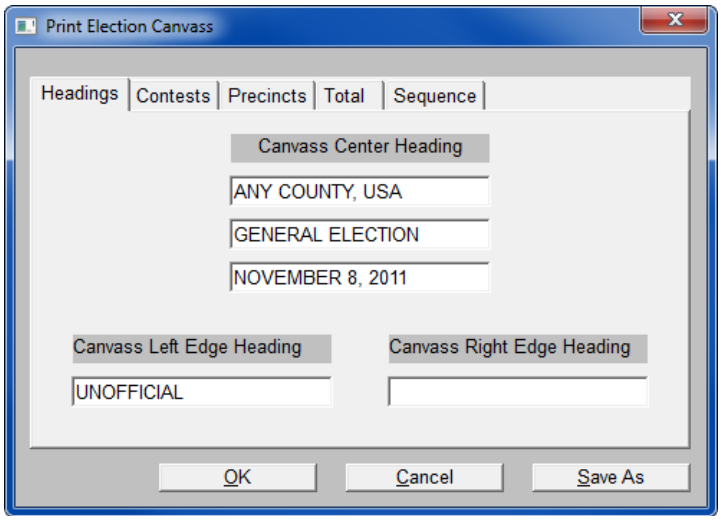
1. On the **Selection** tab of the report, click **New** next to the **File** list to open the **Change Precinct/Contest Selection File** window.

2. Click **New** on the **Change Precinct/Contest Selection File** window.



3. The report option window will open to the Headings tab.

4. Enter up to three lines of identification text that you want to appear at the top center of your report in the **Canvass Center Heading** fields.

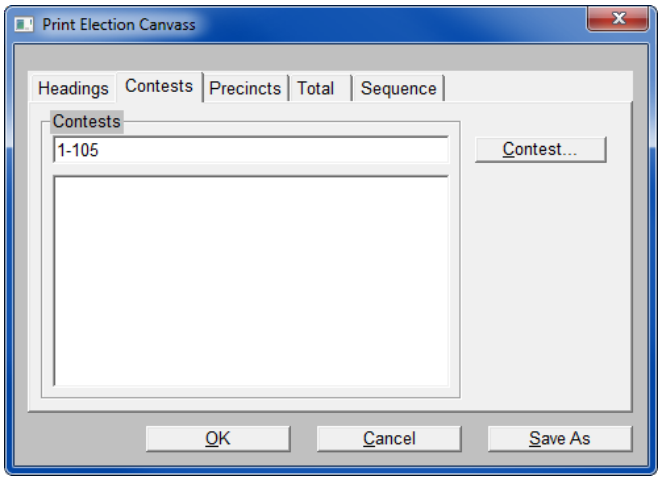


You can make any necessary changes and click **Apply** to save these changes for each additional printing of this report. Any changes you make to the headings will not appear on other reports.

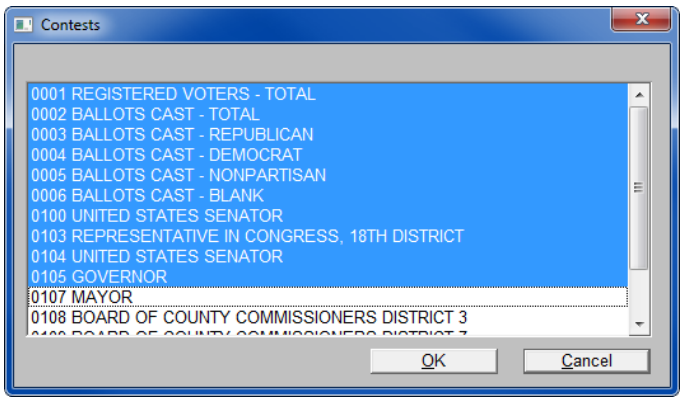
5. Enter the text that appears at the top left of your report in the **Canvass Left Edge Heading** field.

NOTE: The Line No. field does not appear on the **Headings** tab for all reports.

6. Enter the text that appears at the top right of your report in the **Canvass Right Edge Heading**.
7. Click the **Contests** tab to open the following window.
8. Click the **Contest** tab. The Contests window appears.



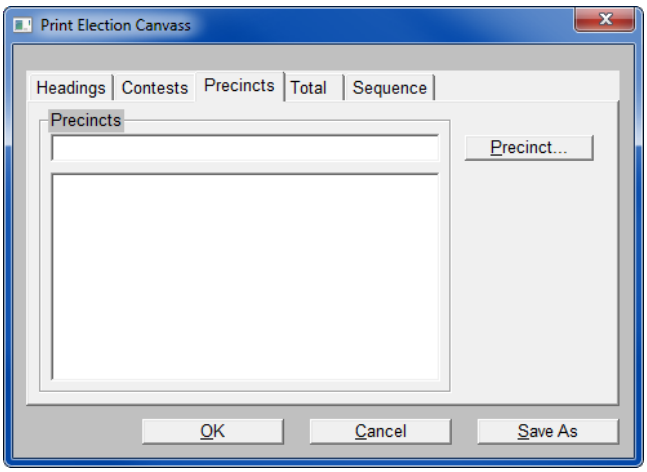
9. Select the contests that you want to include in your report from the list.



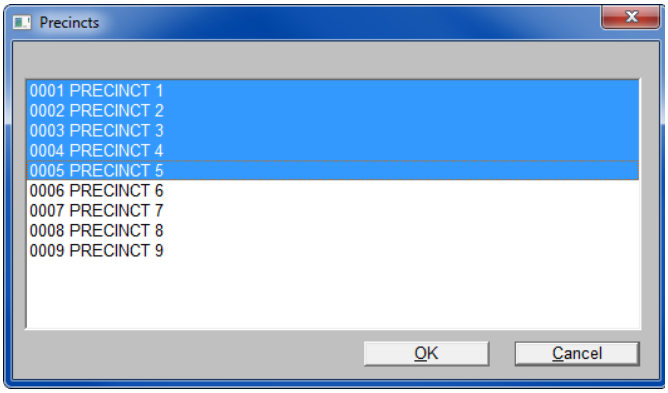
NOTE: To select multiple items in a list hold down the CTRL key and select individual items. To select a group of items from a list hold down SHIFT and drag your cursor over the items that you want to select.

10. Click **OK** in the contest list to continue. The Print Election Canvass window reappears with the selected contest numbers in the **Contests** field. Press **Enter** to save your selections and move the contests to the bottom window.

11. Click the **Precinct** tab. The Precinct window appears.

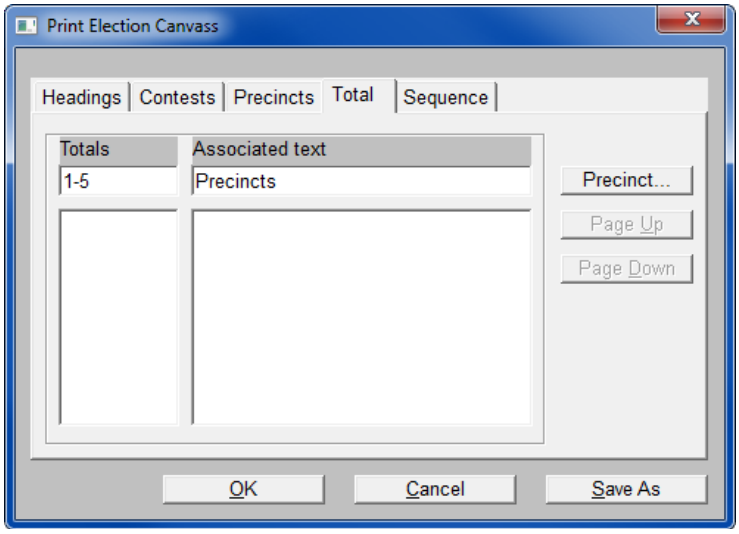


12. Select the precincts that you want to include in your report from the list.
13. Click **OK** in the contest list to continue. The Print Election Canvass window reappears with the selected contest numbers in the **Precincts** field. Press **Enter** to save your selections and move the contests to the bottom window.

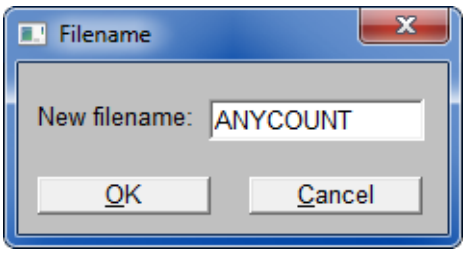


14. To create groups to view election results for groups of precincts, click the **Total** tab to open the following window.

15. Press TAB to move to the **Associated Text** field and enter text that identifies your group ("Precincts 105-110," for example). Press **Enter** to save your selections and move the contests to the bottom window.
16. Click **OK** or **Save As** and enter a file name in the **New filename** field.



17. Enter your .A01 file name in the **New filename** field, and click **OK**. The file name will appear in the **File** field on the Selection tab.
18. Click **OK** to save your file and return to the report options window or click **Cancel** to return to the main screen without saving your settings.



The **Sequence** tab is used only in Hawaii. Repeat steps 7-9 for the **Sequence** tab if it is available.

EL30, Precinct Report

EL30 Page 1 of 2

File Edit View Search

```
PRECINCT REPORT        ANY COUNTY, US                    UNOFFICIAL
RUN DATE:04/06/09      GENERAL ELECTION                  REPORT-EL30  PAGE 0001-01
RUN TIME:03:50 PM      NOVEMBER 4, 2008

0001 PRECINCT 1
                                                       VOTES  PERCENT
           REGISTERED VOTERS - TOTAL . . . . . . .     10000
           BALLOTS CAST - TOTAL. . . . . . . . . .      8500
           BALLOTS CAST - BLANK. . . . . . . . . .         0
           VOTER TURNOUT - TOTAL . . . . . . . . .               85.00
           VOTER TURNOUT - BLANK . . . . . . . . .

          Governor
          (VOTE FOR)  1
           GEORGE WASHINGTON (REP). . . . . . . .      3500   35.11
           THOMAS JEFFERSON (DEM) . . . . . . . .      2500   25.08
           BEN FRANKLIN (CON) . . . . . . . . . .       500    5.02
           JOHN ADAMS (LIB) . . . . . . . . . . .       250    2.51
           TEDDY ROOSEVELT (SWK) . . . . . . . . .      150    1.50
           FRANLKIN ROOSEVELT (SLB) . . . . . . .       200    2.01
           ABRAHAM LINCOLN (LAB) . . . . . . . . .     1400   14.04
           ULYSSES S. GRANT (COM) . . . . . . . .       200    2.01
           ANDREW JACKSON (COU). . . . . . . . . .      700    7.02
           ROBERT E. LEE (FRE) . . . . . . . . . .      550    5.52
           Write-In. . . . . . . . . . . . . . . .       20     .20
                  Total . . . . . . . . . . . . . .     9970
              Over Votes . . . . . . . . . . . . .       10
            Under Votes . . . . . . . . . . . . .        20
```

EL30A, Prec Report–Group Detail

EL30A Page 1 of 4

```
PREC REPORT-GROUP DETAIL                                ANY COUNTY, US
                                                        GENERAL ELECTION
                                                        NOVEMBER 4, 2009
RUN DATE:04/06/09 04:25 PM

0001 PRECINCT 1
                                        TOTAL VOTES     %   Election Day      Absentee
 REGISTERED VOTERS - TOTAL . . . . . . . . . . . . . . 10,000
 BALLOTS CAST - TOTAL. . . . . . . . . . . . . . . . .  8,500                8,500             0
 BALLOTS CAST - BLANK. . . . . . . . . . . . . . . . .      0                    0             0
 VOTER TURNOUT - TOTAL . . . . . . . . . . . . . . . .             85.00
 VOTER TURNOUT - BLANK . . . . . . . . . . . . . . . .

Governor
(VOTE FOR)  1
 GEORGE WASHINGTON (REP). . . . . . . . . . . . . . .  3,600     35.19        3,500           100
 THOMAS JEFFERSON (DEM) . . . . . . . . . . . . . . .  2,550     24.93        2,500            50
 BEN FRANKLIN (CON) . . . . . . . . . . . . . . . . .    525      5.13          500            25
 JOHN ADAMS (LIB) . . . . . . . . . . . . . . . . . .    250      2.44          250             0
 TEDDY ROOSEVELT (SWK) . . . . . . . . . . . . . . . .   150      1.47          150             0
 FRANLKIN ROOSEVELT (SLB) . . . . . . . . . . . . . .    200      1.96          200             0
 ABRAHAM LINCOLN (LAB) . . . . . . . . . . . . . . . .  1,415     13.83        1,400            15
 ULYSSES S. GRANT (COM) . . . . . . . . . . . . . . .    220      2.15          200            20
 ANDREW JACKSON (COU). . . . . . . . . . . . . . . . .   725      7.09          700            25
 ROBERT E. LEE (FRE) . . . . . . . . . . . . . . . . .   570      5.57          550            20
 Write-In. . . . . . . . . . . . . . . . . . . . . . .    25       .24           20             5
          Total . . . . . . . . . . . . . . . . . . . 10,230                 9,970           260
    Over Votes . . . . . . . . . . . . . . . . . . . .    10                    10             0
   Under Votes . . . . . . . . . . . . . . . . . . . .    20                    20             0
```

EL45, Election Summary Report

EL45 Page 1 of 1

File Edit View Search

```
SUMMARY REPORT                                ANY COUNTY                                    UNOFFICIAL
                                              GENERAL ELECTION
                                              NOVEMBER 4, 2008
RUN DATE:04/07/09 10:17 AM                                                                  REPORT-EL45

                                        VOTES PERCENT

 PRECINCTS COUNTED (OF 2)  . . . . .        2  100.00
 REGISTERED VOTERS - TOTAL . . . . .   10,000
 BALLOTS CAST - TOTAL.  . . . . . .    8,760
 BALLOTS CAST - BLANK.  . . . . . .        0
 VOTER TURNOUT - TOTAL  . . . . . .           87.60
 VOTER TURNOUT - BLANK  . . . . . .

Governor
(VOTE FOR)  1
 GEORGE WASHINGTON (REP).  . . . . .    3,600   35.19
 THOMAS JEFFERSON (DEM) . . . . . .     2,550   24.93
 ABRAHAM LINCOLN (LAB)  . . . . . .     1,415   13.83
 ANDREW JACKSON (COU).  . . . . . .       725    7.09
 ROBERT E. LEE (FRE) . . . . . . .        570    5.57
 BEN FRANKLIN (CON)  . . . . . . .        525    5.13
 JOHN ADAMS (LIB) . . . . . . . . .       250    2.44
 ULYSSES S. GRANT (CON) . . . . . .       220    2.15
 FRANLKIN ROOSEVELT (SLB)  . . . . .      200    1.96
 TEDDY ROOSEVELT (SWK)  . . . . . .       150    1.47
 Write-In.  . . . . . . . . . . . .        25     .24
         Total . . . . . . . . . . .   10,230
    Over Votes . . . . . . . . . . .       10
   Under Votes . . . . . . . . . . .       20


Comptroller
(VOTE FOR)  1
 ADLAI E. STEVENSON (DEM)  . . . . .    3,100   30.36
 CHESTER A. ARTHUR (REP).  . . . . .    2,050   20.08
 CALVIN COOLIDGE (LIB)  . . . . . .     1,530   14.99
 JOHN C. BRECKENRIDGE (LAB).  . . . .   1,310   12.83
 SPIRO AGNEW (SWK).  . . . . . . . .    1,040   10.19
 MARTIN VAN BUREN (CON) . . . . . .     1,020    9.99
 Write-In.  . . . . . . . . . . . .       160    1.57
         Total . . . . . . . . . . .   10,210
    Over Votes . . . . . . . . . . .       10
   Under Votes . . . . . . . . . . .       40
```

EL45A, Election Summary with Group Detail

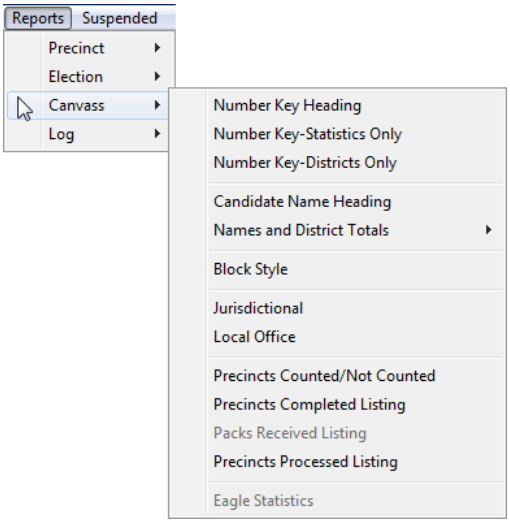
EL45A Page 1 of 2

```
SUMMARY REPT-GROUP DETAIL                    ANY COUNTY, US                                  REPORT-EL45A
                                             GENERAL ELECTION
                                             NOVEMBER 4, 2008
RUN DATE:04/07/09 10:19 AM

                                   TOTAL VOTES     %    Election Day      Absentee

 PRECINCTS COUNTED (OF 2) . . . . .        2  100.00
 REGISTERED VOTERS - TOTAL . . . . .  10,000
 BALLOTS CAST - TOTAL. . . . . . .     8,760                8,500           260
 BALLOTS CAST - BLANK. . . . . . .         0                    0             0
 VOTER TURNOUT - TOTAL . . . . . .             87.60
 VOTER TURNOUT - BLANK . . . . . .

Governor
(VOTE FOR)  1
 GEORGE WASHINGTON (REP). . . . . .    3,600   35.19        3,500           100
 THOMAS JEFFERSON (DEM) . . . . . .    2,550   24.93        2,500            50
 BEN FRANKLIN (CON) . . . . . . . .      525    5.13          500            25
 JOHN ADAMS (LIB) . . . . . . . . .      250    2.44          250             0
 TEDDY ROOSEVELT (SWK) . . . . . .       150    1.47          150             0
 FRANLKIN ROOSEVELT (SLB) . . . . .      200    1.96          200             0
 ABRAHAM LINCOLN (LAB) . . . . . .     1,415   13.83        1,400            15
 ULYSSES S. GRANT (COM) . . . . . .      220    2.15          200            20
 ANDREW JACKSON (COU). . . . . . .       725    7.09          700            25
 ROBERT E. LEE (FRE) . . . . . . .       570    5.57          550            20
 Write-In. . . . . . . . . . . . .        25     .24           20             5
         Total . . . . . . . . . .    10,230                9,970           260


Comptroller
(VOTE FOR)  1
 CHESTER A. ARTHUR (REP). . . . . .    2,050   20.08        2,000            50
 ADLAI E. STEVENSON (DEM) . . . . .    3,100   30.36        3,000           100
 MARTIN VAN BUREN (CON) . . . . . .    1,020    9.99        1,000            20
 CALVIN COOLIDGE (LIB) . . . . . .     1,530   14.99        1,500            30
 SPIRO AGNEW (SWK). . . . . . . . .    1,040   10.19        1,000            40
 JOHN C. BRECKENRIDGE (LAB). . . . .   1,310   12.83        1,300            10
 Write-In. . . . . . . . . . . . .       160    1.57          150            10
         Total . . . . . . . . . .    10,210                9,950           260
```

Chapter 32: Canvass Report Options

Take the following steps to generate a canvass report.

Click Reports then Canvass, and select one of the following report.



EL52, Numbered Key Canvass: Create a Number Key Heading report to list the number of votes received by each ballot selection sorted by contest identification numbers for each of your precincts. Customize the report by including over-vote and under-vote totals, the time and date, the page number and the number of precincts counted. You can also display the percent of the total votes received by each candidate. The Number Key Heading report is preceded either by a statistics page or by election statistics printed as contests.

EL52S, Statistics Canvass: The Number Key Heading–Statistics Only report contains the total number of ballots cast in your election and the percent of the total ballots that are cast in each of your precincts. The Number Key Heading–Statistics Only report also contains statistics for total voter turnout and the percent of the total voter turnout from each of your precincts.

EL52D Numbered Key–Districts only: The Number Key Heading–Districts Only report is a summary report, by district, of each office. A district control (.dst) file must exist before you can generate a Number Key Heading–Districts Only report. The .dst file is usually created by ES&S and placed in the \elecdata folder.

EL111, Name Heading Canvass: The Candidate Name Heading report contains statistics for the total number of precincts counted, the total number of votes cast for each candidate and the percent of the total vote received by each of your candidates. Candidates are organized by candidate name heading.

Names and District Totals: Two reports are available with this option: EL116, District Totals Canvass and EL166, District Totals, Election Day A/V Combined. A .dst file must exist before you can generate these reports. The .dst file is usually created by ES&S and placed in the \elecdata folder.

- Select **Standard** to create the Name and District Totals report, which lists election totals organized by name headings. The standard report prints results for election day only.
- Select **Election Day/AV Combined** to print election day and early voting results with combined totals.

EL119, Canvass–Block Style: Select the Block Style report to print a report similar to the Candidate Name Heading canvass with the text enclosed in separate fields similar to a table.

EL86, Jurisdiction Canvass: Select a Jurisdictional Canvass report to list all of the contests associated with a specific district in your jurisdiction or to list all of the contests associated with each of your districts. Use Election Data Manager (EDM) and ElectionWare Process to define your district codes.

EL60, Local Office Canvass: Select the Local Office report to list the number of votes and percent of the total vote received by the candidates in your local contests. Organize the Local Office by precinct or by party. A local office is defined as an office containing district code PRC.

EL50, Precincts Counted: Select the Precincts Counted/Not Counted report to list the identification numbers and names of your precincts and to list the precincts that are counted by ERM.

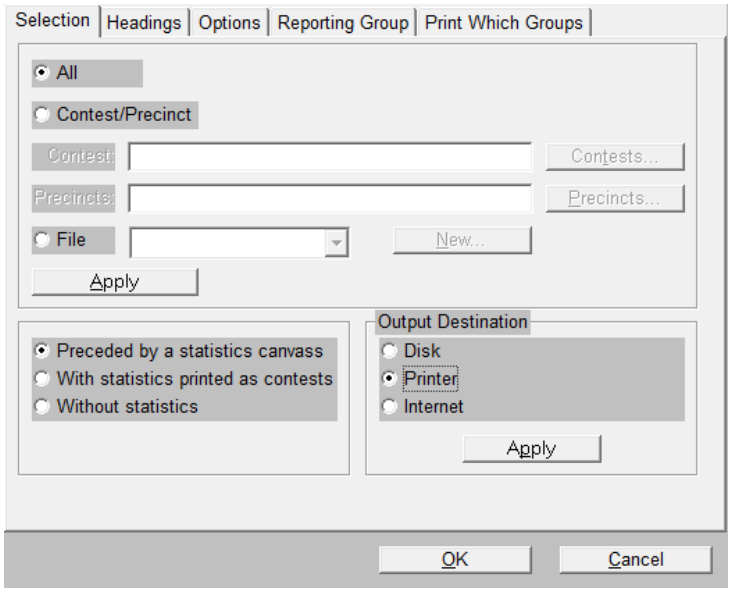
EL50A, Precincts Completed Listing: Select the Precincts Completed List to print a list of precincts that have been completed along with their Total Ballots Cast, Total Registered Voters, and the Turnout Percentage.

EL50D Precinct Processed Listing: Select the Precinct Processed Listing to print a list of precincts that have been processed. The report includes the Group where the results were reported, serial number and how many ballots were scanned for each precinct.

Packs Received Listing: This option is no longer supported.

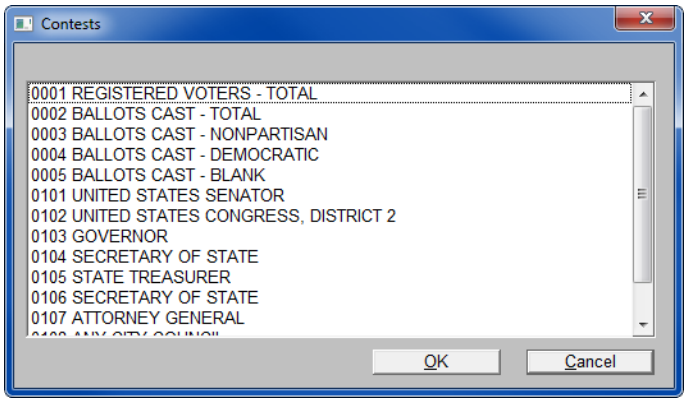
Eagle Statistics: This option is no longer supported.

Selection Tab



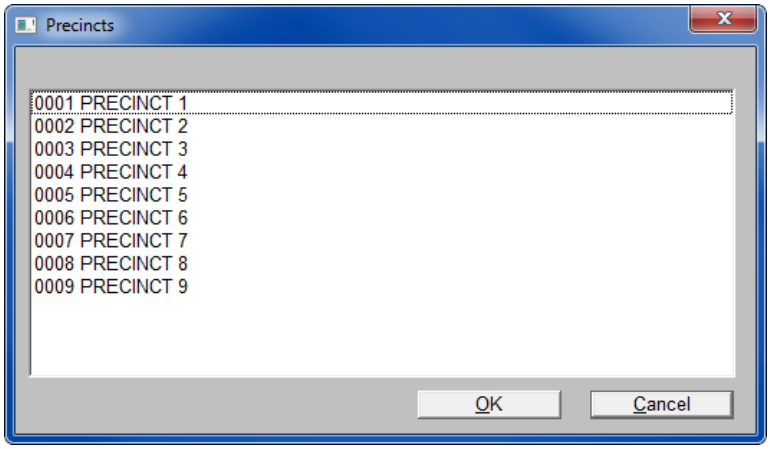
1. On the **Selection** tab, choose the contests and/or precincts that you want to appear on your report.
   - Select **All** to print all contests and precincts.
   - Select **Contest/ Precinct** to generate a report for specific contests or precincts. Take the following steps to select specific contests or precincts.

     a. Type a contest sequence number in the **Contest** field or click **Contests** to open the Contest window.



     b. Select from the list of available contests. To select several contests, press and hold the Ctrl key while clicking the contests you want to select. There is a limit of 71 contests on this screen.

     c. Type a precinct identification number in the **Precinct** field or click **Precincts** to open the Precincts window.



d. Select from the list of available precincts. To select several precincts, press and hold the **Ctrl** key while clicking the precincts you want to select. There is a limit of 71 contests on this screen.

- Select **File** to generate a report from an existing election file that you have created. Select an available file from the list or create a new file.

Refer to the EL45, Election Summary Report heading in Chapter 31: Precinct and Election Report Options for information about setting up an .A01 file if you want to select more than 71 contests and precincts.

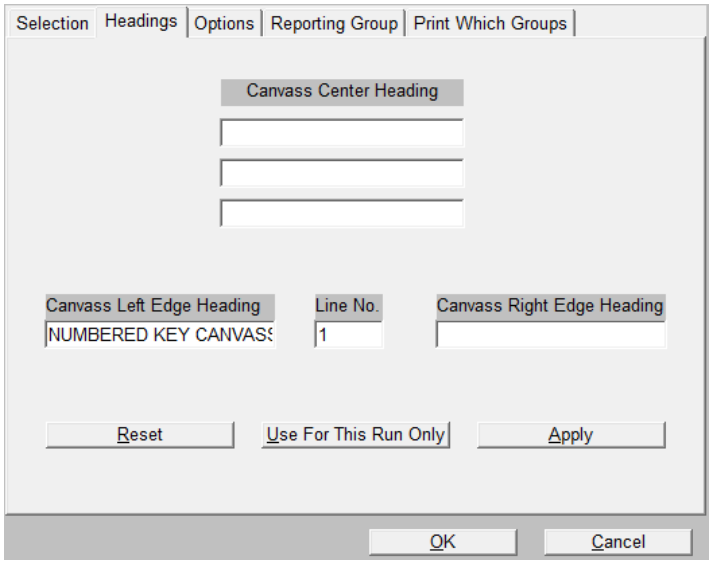
2. Determine whether you want election statistics to be included on your report, and if you want to include them, where you want them to print
   - Select **Preceded by a statistics canvass** to include a page of election statistics before your report information.
   - Select **With statistics printed as contests** to include election statistics in contest format on your report.
   - Select **Without statistics** to leave election statistics off your report.

Headings Tab

3. Click the **Headings** tab to enter the information that you want to appear on your report headings.

4. Enter up to three lines of identification text that you want to appear at the top center of your report in the **Canvass Center Heading** fields.

   You can make any necessary changes and click **Apply** to save these changes for each additional printing of this report. Any changes you make to the headings will not appear on other reports.



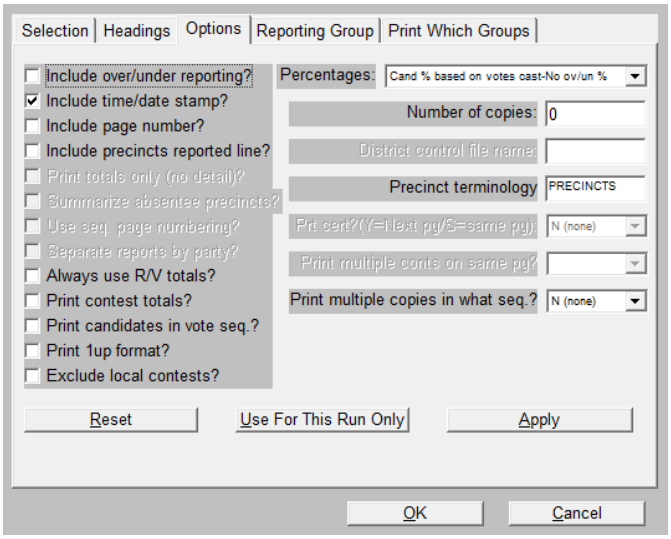
5. Enter the text that appears at the top left of your report in the **Canvass Left Edge Heading** field.
6. Enter the line number on which you want this heading to print (1, 2, or 3) in the **Line No.** field.

NOTE: If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line, instead of the fourth.

7. Enter the text that appears at the top right of your report in the **Canvass Right Edge Heading**.
8. Click **Reset** to clear your settings. Click **Use For This Run Only** to only use your headings with the next report that you print. Click **Apply** to use your headings for all reports of the same type.

Options Tab

9. Click the **Options** tab, and choose the options you want to include on the report.



The table below will explain each option and which report the option is active for.

Option	Description	Active for
Include over/ under reporting?	to include over-vote and under-vote totals in your report.	EL52, Numbered Key Canvass EL52D Numbered Key–Districts only EL60, Local Office Canvass EL86, Jurisdiction Canvass EL111, Name Heading Canvass EL116, District Totals Canvass EL119, Canvass–Block Style EL166, District Totals, Election Day A/V Combined

Option	Description	Active for
Include date/ time stamp	Include the date and time your report was generated at the top left of the first page of your report	EL52, Numbered Key Canvass EL52D Numbered Key–Districts only EL52S, Statistics Canvass EL60, Local Office Canvass EL86, Jurisdiction Canvass EL111, Name Heading Canvass EL116, District Totals Canvass EL166, District Totals, Election Day A/V Combined
Include page number?	Includes page numbers	EL52, Numbered Key Canvass EL52D Numbered Key–Districts only EL52S, Statistics Canvass EL60, Local Office Canvass EL86, Jurisdiction Canvass EL111, Name Heading Canvass
Include Precincts reported line	The number of precincts counted on your report. This will include a line for each contest and for example will show, (WITH 3 OF 9 PRECINCTS COUNTED)	EL52, Numbered Key Canvass EL52D Numbered Key–Districts only EL52S, Statistics Canvass EL60, Local Office Canvass EL86, Jurisdiction Canvass EL111, Name Heading Canvass EL116, District Totals Canvass EL166, District Totals, Election Day A/V Combined
Print totals only (no detail)	Displays election totals without including precinct detal	EL52S, Statistics Canvass EL52, Numbered Key Canvass EL111, Name Heading Canvass
Summarize absentee precincts?	Combines the absentee numbers for each of your precincts into a single absentee total.	EL116, District Totals Canvass EL166, District Totals, Election Day A/V Combined
Use seq. page numbering?	Numbers your pages sequentially. If it is not selected, the number of the first contest on the page, the last contest on the page and the page number within the contest set, determines your page number.	EL116, District Totals Canvass EL166, District Totals, Election Day A/V Combined
Separate Reports by Party?	Organizes your results by party in precinct sequence order. When Separate Reports by Party is not selected, your results are organized by precinct in party sequence order	EL60, Local Office Canvass
Include only counted precincts?	Includes only counted precincts in the report.	Not active on any canvass reports
Print contest totals?	Totals line for each contest in the report.	Not active on any canvass reports

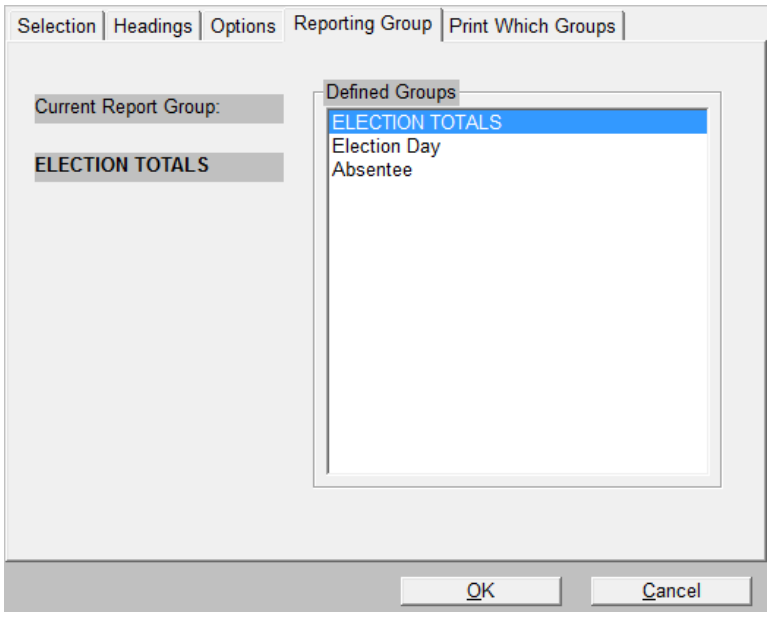
Option	Description	Active for
Print candidates in vote sequence?	Prints the candidates in vote sequence, listing candidates in order of the greatest vote tally first. If this option is not selected, the report will print in the same order that the candidates occur on the ballot (or in home rotation if candidates rotate).	Not active on any canvass reports
Print 1 up Format?	If selected will print the report in one column format. If it is not selected it will print the contest in two columns.	Not active on any canvass reports
Exluce local contests?	Excludes totals for local contests from the report	Not active on any canvass reports
Percentages	• **Select No Cand% - No OV/UN%** - to omit all percentages from your report. • **Select Cand % Based on Votes Cast No. ov/uv % -** to print the candidate percentages based on the number of votes cast in that contest, not including over and under votes.	Not active on any canvass reports
Number of copies	Sets the number of reports that you would like to generate.	Not active on any canvass reports
District control file name	The District Control File is located in the \elecdata folder and has a .dst extension. Refer to the Create a District Control File heading in this chapter for information about how to create a district control (.dst) file if ES&S did not create one for you.	EL52D Numbered Key–Districts only EL52S, Statistics Canvass EL116, District Totals Canvass EL166, District Totals, Election Day A/V Combined
Precinct terminology	Enter the term in the field used by the jurisdiction to describe precincts. Example: Wards, Election Districts.	EL52, Numbered Key Canvass EL52D Numbered Key–Districts only EL52S, Statistics Canvass EL60, Local Office Canvass EL86, Jurisdiction Canvass EL111, Name Heading Canvass EL116, District Totals Canvass EL166, District Totals, Election Day A/V Combined

Option	Description	Active for
Prt. Cert	Controls how the certificaiton message appears on the the reports. • **N** - Do not place certification text on your report. • **S** - Place certification text on the same page as your report. • **Y** - Place certification text on a separate page of your report.	EL52, Numbered Key Canvass EL52D Numbered Key–Districts only EL52S, Statistics Canvass EL60, Local Office Canvass EL86, Jurisdiction Canvass EL111, Name Heading Canvass
Print multiple conts on same pg	Controls how contests appear on your reports • **B** - Display more than one contest under one legend per page and use the remaining space on a page to print the next contest. • **N** - Display each contest on a separate page. • **P** - Use the remaining space on a page to display the next contest, if there is room. • **Y** - Display more than one contest under one legend per page.	EL52, Numbered Key Canvass EL52D Numbered Key–Districts only EL52S, Statistics Canvass
Print Multiple Copies in what seq?	Controls the order in which reports are printed • **N** - Print one copy of the report • **P** - Print multiple copies of each precinct's results before printing results for the • **R** - Print a copy of the entire report and then repeat the process for the next	Not active on any canvass reports.
Include write-ins	Include write-in candiates on reports	EL119, Canvass–Block Style
Heading every page	Print a heading on every page of the report	EL119, Canvass–Block Style
Include statistics	Print statistics on the report.	EL119, Canvass–Block Style

Reporting Group Tab

10. On the **Reporting Group** tab, select the group you want to print.

Select **ELECTION TOTALS** to print a total of all your reporting groups. Select one of the other groups you defined to print a total of only that group.

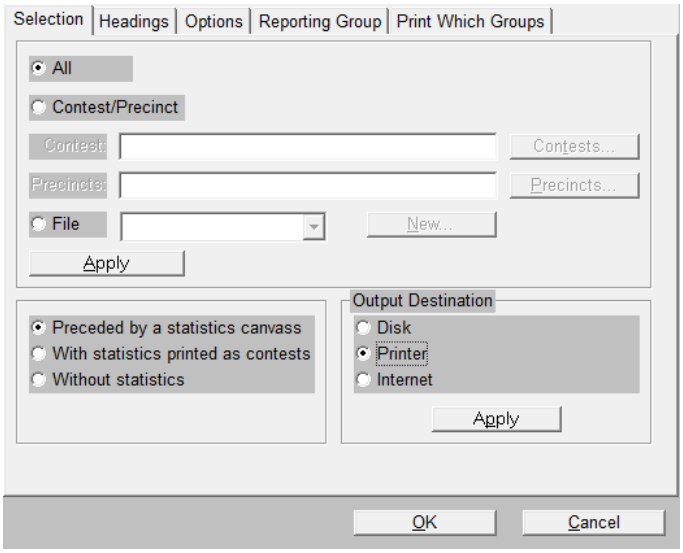


Refer to Chapter 8: Create ERM from XML Files for information about reporting groups and how to create them.

NOTE: Print Which Groups is not an option for this report type.

Output Destination

11. Return to the **Selection** tab and select an **Output Destination**.

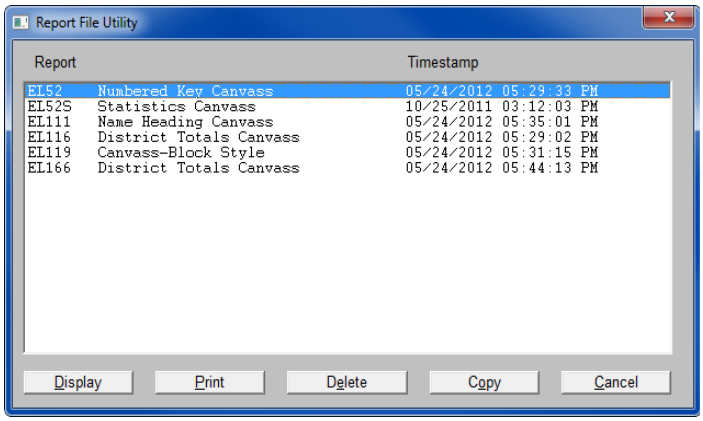


- Click **Disk** if you want to view the report on your PC. You have the option to print the report after you view it.
- Click **Printer** if you want to send the report directly to a printer without viewing it.
- Click **Internet** to print the report in HTML format.

12. Click **OK**. If you selected **Printer** as the **Output Destination**, the report will automatically print. If you selected **Disk**, the report file will load and will show the report file that you have selected. Click **OK** to load the The Report File Utility window

13. Click **OK**. The Report File Utility window appears.

14. Click the EL52 Numbered Key Canvass report.



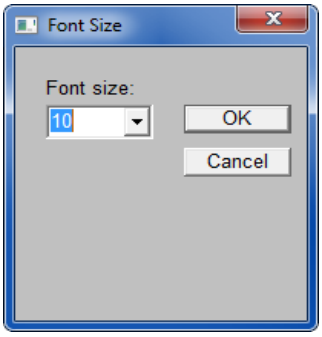
15. Click the appropriate button to perform one of the following actions.
    - Click **Display** if you want the report to appear on your PC for immediate viewing.
    - Click **Print** to send the report to the printer.
    - Click **Delete** to remove the selected report from your printer.
    - Click **Copy** to copy the report to another location or media.
    - Select **Cancel** to return to the main menu.

Display the Report

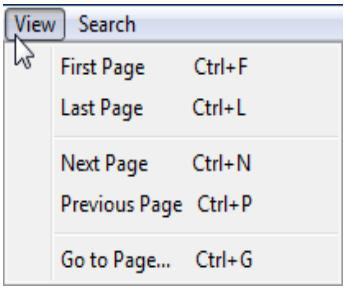
When you display a report, the following menu appears at the top left of the report screen.

- From the **Edit** menu, click **Set Font Size...** to change the font size of the report.

  After you select the font size you want, click **OK** to change the size of the font on the displayed report.



- Click **View** to move around within the report. Use the following commands:
  - To move to the first page of the report, select **First Page** or press CTRL + F.
  - To move to the last page of the report, select **Last Page** or press CTRL + L.
  - To move forward one page, select **Next Page** or press CTRL + N.
  - To move back one page, select **Previous Page** or press CTRL + P.
  - To move to a specific page, select **Go to page** or press CTRL + G and then enter the page number.



- Click **Search** and select **Find** to locate a particular name or string of text. The Find window appears.

NOTE: The Find option is case sensitive.

Enter the text string and click **Find**. Press F3 or click **Find Next** to find the next instance of that string. The program will then find and highlight it.

Number Key–Districts Only

Take the following steps to generate the Number Key–Districts Only canvass.

Create a District Control File

Generate the Number Key–Districts Only Report

A district control file (xxxxxxxx.dst) must be manually created before you can generate a Number Key Heading–Districts Only report. The district control file dictates the format of the Number Key Heading-Districts Only report. The .dst file is usually created by ES&S and placed in the \elecdata folder. If you need to create this file yourself, take the following steps.

This file must be in the \elecdata directory on the drive where your election files reside. When you run the report, you must specify this file (xxxxxxxx.dst) in the **District control file name** field on the Options tab of the report.

Create a District Control File

Using any text editor that does not compress spaces, such as NOTEPAD, create a file with a user-defined name and the .dst extension. The first two lines must be exactly as shown in the following sample. All lines are 72 spaces long and are constructed in the following manner:

The file should look like the following sample.

```
REG0000T VOTING PRECINCTS
COUNTY S COUNTY TOTALS
CNG0001  1ST CONGRESSIONAL
CNG0002T 2ND CONGRESSIONAL                CONGRESSIONAL TOTAL
SEN0001  1ST STATE SENATE
SEN0002  2ND STATE SENATE
....
SEN0050T 50TH STATE SENATE                SENATE TOTAL
REP0001  1ST STATE HOUSE
REP0002  2ND STATE HOUSE
....
REP0100T 100TH STATE HOUSE                HOUSE TOTAL
MUNBARR  BARRINGTON
MUNBRISS BRISTOL                          BARR&BRIS SUBTOTAL
...
NUMWOONT WOONSOCKET                       CITY TOTAL
```

Position 1-7 (Dist ID) Position 8-9 Character Total Flag (S=Subtotal, T=Total) plus 1 or 2 spaces

Position 10-32 (Description of District) 33-39 (seven spaces)

Postion 40-71 (32 character limit)

- A seven character District ID from EDM (positions 1-7)
- Either a one character total flag (S=Subtotal; T=Total) plus one space **or** two spaces (positions 8-9)
- A 23-character description of the district (positions 10-32)
- Seven spaces (positions 33-39) and a 32-character totals description if it is a totals line (positions 40-71)

Generate the Number Key–Districts Only Report

From the Reports menu, point to **Canvass**, point to **Names and District Totals**, and click **Standard** or **Election Day/AV Combined**. The Print Election Canvass - Name and District Totals window appears.

Refer to the Chapter 32: Canvass Report Options for information about setting up the selection, heading, option and reporting group tabs.

EL52, Numbered Key Canvass

EL52 Page 1 of 4

File Edit View Search

```
NUMBERED KEY CANVASS
RUN DATE:01/29/13 10:43 AM                                                                                    REPORT-EL52      PAGE 0001
                                                STATISTICS

                                                 TOTAL  PERCENT                                                        TOTAL  PERCENT
   01 = REGISTERED VOTERS - TOTAL                1,054            04 = BALLOTS CAST - DEMOCRAT                           305   37.47
   02 = BALLOTS CAST - TOTAL                       814            05 = BALLOTS CAST - NONPARTISAN                        100   12.29
   03 = BALLOTS CAST - REPUBLICAN                  409   50.25    06 = BALLOTS CAST - BLANK                                0
                                        - - - - - - - - - - - - - - - - - -
                                          01    02    03    04    05    06
                                        - - - - - - - - - - - - - - - - - -
0001 PRECINCT 1                          651 . 511 . 256 . 205 .  50 . . 0
0002 PRECINCT 2                          201 . 151 . 101 .  50 . . 0 . . 0
0003 PRECINCT 3                          201 . 151 .  51 .  50 .  50 . . 0
0004 PRECINCT 4                            1 . . 1 . . 1 . . 0 . . 0 . . 0
==================================================================================================================================
NUMBERED KEY CANVASS                                REPUBLICAN
RUN DATE:01/29/13 10:43 AM                                                                                    REPORT-EL52      PAGE 0002

                                                 VOTES  PERCENT                                                        VOTES  PERCENT
UNITED STATES SENATOR
  (Vote for no more than )   1
   01 = JACK SHEPHARD                              235   41.67    04 = KATE AUSTEN                                        15    2.66
   02 = JOHN LOCKE                                 139   24.65    05 = ROSE HENDERSON                                     75   13.30
   03 = JAMES FORD                                  50    8.87    06 = HUGO REYES                                         50    8.87
                                        ----------------------------------
                                          01    02    03    04    05    06
                                        ----------------------------------
0001 PRECINCT 1                           82    14    25    15    75    50
0002 PRECINCT 2                          101    50     0     0     0     0
0003 PRECINCT 3                           51    75    25     0     0     0
0004 PRECINCT 4                            1     0     0     0     0     0
==================================================================================================================================
```

EL52S, Statistics Canvass

EL52S Page 1 of 1

File Edit View Search

```
NUMBERED KEY CANVASS
RUN DATE:01/29/13 10:52 AM                                                                                    REPORT-EL52     PAGE 0001
                                                STATISTICS

                                                TOTAL  PERCENT                                                          TOTAL  PERCENT
   01 = REGISTERED VOTERS - TOTAL               1,059            04 = BALLOTS CAST - DEMOCRAT                            305   37.24
   02 = BALLOTS CAST - TOTAL                      819            05 = BALLOTS CAST - NONPARTISAN                         100   12.21
   03 = BALLOTS CAST - REPUBLICAN                 414   50.55    06 = BALLOTS CAST - BLANK                                 0
                                        - - - - - - - - - - - - - - - - - - - -
                                          01    02    03    04    05    06
                                        - - - - - - - - - - - - - - - - - - - -
0001 PRECINCT 1                          651 . 511 . 256 . 205 .  50 . . 0
0002 PRECINCT 2                          201 . 151 . 101 .  50 . . 0 . . 0
0003 PRECINCT 3                          201 . 151 .  51 .  50 .  50 . . 0
0004 PRECINCT 4                            1 . . 1 . . 1 . . 0 . . 0 . . 0
0005 PRECINCT 5                            5 . . 5 . . 5 . . 0 . . 0 . . 0
0006 PRECINCT 6                            0 . . 0 . . 0 . . 0 . . 0 . . 0
0007 PRECINCT 7                            0 . . 0 . . 0 . . 0 . . 0 . . 0
0008 PRECINCT 8                            0 . . 0 . . 0 . . 0 . . 0 . . 0
0009 PRECINCT 9                            0 . . 0 . . 0 . . 0 . . 0 . . 0
==================================================================================================================================
```

EL52D Numbered Key–Districts only

EL52D Page 90 of 156

File Edit View Search

NUMBERED KEY-DISTRICTS
RUN DATE:02/28/07 01:18 PM

AMY COUNTY, US :lifornia
GENERAL ELECTION n
NOVEMBER 4, 2000 02

REPORT-EL52 PAGE 0090

Governor
Vote For No More Than 1

	VOTES	PERCENT		VOTES	PERCENT
01 = GEORGE WASHINGTON (REP)	1,980	.60			
02 = THOMAS JEFFERSON (DEM)	92,207	27.85	06 = BEN FRANKLIN (SLB)	47,597	14.38
03 = ABRAHAM LINCOLN (CON)	1,862	.56	07 = WRITE-IN	1,708	.52
04 = ANDREW JACKSON (LIB)	12,545	3.79	08 = OVER VOTES	241	.07
05 = ROBERT E. LEE (SWO)	2,995	.90	09 = UNDER VOTES	4,414	1.33

	01	02	03	04	05	06	07	08	09
12TH CONGRESSIONAL	1445	65997	1320	8384	1906	33286	1215	196	3158
14TH CONGRESSIONAL	535	26210	542	4161	1089	14311	493	45	1256
8TH SENATORIAL	1520	66108	1291	8667	1927	33249	1168	193	3271
11TH SENATORIAL	475	26884	582	3991	1084	14735	546	51	1177
12TH ASSEMBLY	99	6387	79	659	116	1914	61	58	268
19TH ASSEMBLY	1399	57747	1177	7815	1719	29511	1055	131	2899
21ST ASSEMBLY	482	28073	606	4071	1160	16172	592	52	1247
BOARD OF EQUALIZATION 1	1980	92207	1862	12545	2995	47597	1708	241	4414
1ST SUPERVISORIAL	437	17589	346	2214	536	10704	385	55	953
2ND SUPERVISORIAL	487	20662	420	2570	673	10678	399	32	1103
3RD SUPERVISORIAL	506	22988	577	4005	896	14044	484	31	1161
4TH SUPERVISORIAL	282	15992	314	2356	624	7245	274	38	634
5TH SUPERVISORIAL	268	14976	205	1400	266	4926	166	85	563
TOWN OF ATHERTON	28	864	14	119	54	1379	28	1	70
BELMONT	119	4530	93	590	197	2397	81	5	319
BRISBANE	28	638	16	164	18	204	10	0	18
BURLINGAME	107	3753	77	575	119	2460	101	6	191
TOWN OF COLMA	11	147	11	29	11	49	13	13	26
DALY CITY	136	9677	107	828	148	2967	77	53	336
EAST PALO ALTO	19	2247	32	278	102	275	22	10	79
FOSTER CITY	68	3776	78	403	114	2159	84	5	187
HALF MOON BAY	57	1573	39	340	68	1108	27	1	85
TOWN OF HILLSBOROUGH	25	1381	36	151	57	2051	78	2	144
MENLO PARK	68	5326	87	829	187	2858	113	15	245
MILLBRAE	83	2895	52	313	83	1865	54	12	190
PACIFICA	174	6679	165	1176	201	2574	103	13	327
TOWN OF PORTOLA VALLEY	12	916	18	135	53	747	31	1	52
REDWOOD CITY	202	8762	208	1209	356	4758	170	14	338
SAN BRUNO	123	5825	85	547	148	2213	78	17	218
SAN CARLOS	81	4958	123	692	197	3065	131	6	249
SAN MATEO	316	13058	267	1696	386	6757	251	21	659
SOUTH SAN FRANCISCO	160	6843	126	649	153	2403	92	32	273
TOWN OF WOODSIDE	13	793	23	138	39	929	22	1	41
UNINCORPORATED	166	8374	205	1692	312	4387	158	13	367
ELECTION DAY	1478	68232	1361	9936	2279	34563	1068	241	2911
ABSENTEE	502	23975	501	2609	716	13034	648	0	1503

EL111, Name Heading Canvass

EL111 Page 2 of 3

File Edit View Search

```
NAME HEADING CANVASS                                ANY COUNTY, USA                                                    UNOFFICIAL
                                                    GENERAL ELECTION
                                                    NOVEMBER 5, 2013

RUN DATE:01/29/13 11:05 AM

   UNITED STATES SENATOR

   (Vote for no more than )   1
                                                                                R H
                                   J S                                           O E
                                    A H                                           S N
                                     C E                                 K A      E D
                                      K P      J L      J F      A U        E      H R
                                          H      O O      A O      T S        R      U E
                                            A      H C      M R      E T        S      G Y
                                             R      N K      E D        E        O      O E
                                              D        E      S        N        N        S
                                            -----    -----    -----    -----    -----    -----
0001 PRECINCT 1                               82       14       25       15       75       50
0002 PRECINCT 2                              101       50        0        0        0        0
0003 PRECINCT 3                               51       75       25        0        0        0
0004 PRECINCT 4                                1        0        0        0        0        0
                  CANDIDATE TOTALS           235      139       50       15       75       50
                 CANDIDATE PERCENT         41.66    24.64     8.86     2.65    13.29     8.86
==================================================================================================================

   REPRESENTATIVE IN CONGRESS, 18TH DISTRICT

   (Vote for no more than )   1
                                                  C P
                                                   H I
                                                    R K
                                                     I E
                                                      S
                                                J L P    T
                                     J T K    E U I     O
                                      A . I    A C C     P
                                       M   R    N   A     H
                                        E   K        R     E
                                         S            D     R
                                            -----    -----    -----
0001 PRECINCT 1                               201       35       15
0002 PRECINCT 2                                 1        0        0
0003 PRECINCT 3                               101       50        0
0004 PRECINCT 4                                 1        0        0
                  CANDIDATE TOTALS           304       85       15
                 CANDIDATE PERCENT         75.24    21.03     3.71
==================================================================================================================
```

EL116, District Totals Canvass

EL116 Page 1 of 16

File Edit View Search

DISTRICT CANVASS

PRINTED 05/24/12, 04:29 PM

PAGE 001.002.01

5 OF 9 PRECINCTS	REGISTERED	VOTERS	BALLOTS	CAST	TURNOUT	PERCENTAGE	UNITED STATES SENATOR: JACK SHEPHARD	JOHN LOCKE	JAMES FORD	KATE AUSTEN	ROSE HENDERSON	HUGO REYES	REPRESENTATIVE IN CONGRESS, 18TH DISTRICT: JAMES T. KIRK	JEAN LUC PICARD	CHRISTOPHER PIKE
VOTING PRECINCTS	1059		409		38.62		234	135	50	15	75	50	309	85	15
TOTALS	1059		409		38.62		234	135	50	15	75	50	309	85	15
COUNTY TOTALS	1059		409		38.62		234	135	50	15	75	50	309	85	15

EL166, District Totals, Election Day A/V Combined

EL166 Page 10 of 45

File Edit View Search

REPUBLICAN

PRINTED 05/24/12, 04:32 PM

PAGE 002.002.05

REPRESENTATIVE IN CONGRESS, 18TH DISTRICT

PRECINCT DETAIL	REGISTERED	VOTERS	BALLOTS	CAST	TURNOUT	PERCENTAGE	JAMES	T. KIRK	JEAN	LUCAS	PICARD	CHRISTOPHER	PIKE	OVER	VOTES	UNDER	VOTES
PRECINCT 1	651		251		38.56		201		35			15		0		0	
PRECINCT 2	201		101		50.25		1		0			0		0		0	
PRECINCT 3	201		51		25.37		101		50			0		0		0	
PRECINCT 4	1		1		100.00		1		0			0		0		0	
PRECINCT 5	5		5		100.00		5		0			0		0		0	
PRECINCT 6	0		0				0		0			0		0		0	
PRECINCT 7	0		0				0		0			0		0		0	
PRECINCT 8	0		0				0		0			0		0		0	
PRECINCT 9	0		0				0		0			0		0		0	
VOTING PRECINCTS	1059		409		38.62		309		85			15		0		0	
ABSENTEES	1059		0				0		0			0		0		0	
COUNTY TOTALS	1059		409		38.62		309		85			15		0		0	

EL119, Canvass–Block Style

EL119 Page 1 of 7

File Edit View Search

04/16/09 09:23 AM

ANY COUNTY, US

GENERAL ELECTION

	STATISTICS			Governor													
	REGISTERED	VOTER TURNOUT	CAST BALLOTS	CAST BALLOTS	GEORGE HUGHES	THOMAS JEFFERSON	ABRAHAM LINCOLN	ANDREW JACKSON	ROBERT E. LEE	BENJAMIN FRANKLIN	JOHN ADAMS	ULYSSES S. GRANT	FRANKLIN ROOSEVELT	TEDDY ROOSEVELT	Write-In	VOTER TURNOUT	UNDER VOTES
PRECINCT 1	10000	8500	0	5120	1180	500	300	20	200	250	325	200	400	3	0	2	
PRECINCT 2	6500	5000	0	1200	500	700	600	250	350	150	850	250	140	8	2	0	
TOTALS	16500	13500	0	6320	1680	1200	900	270	550	400	1175	450	540	11	2	2	

EL60, Local Office Canvass

EL60 Page 1 of 1

File Edit View Search

```
LOCAL OFFICE CANVASS                          ANY COUNTY, US                                  REPORT-EL60     PAGE 001
                                              GENERAL ELECTION
                                              NOVEMBER 4, 2009
RUN DATE:04/16/09 10:29 AM                                                  WITH    4 OF    4 PRECINCTS REPORTING

PRECINCT                        OFFICE TITLE                        CANDIDATE                          VOTES    %

0001 PRECINCT 1                 JUSTICE OF THE PEACE PRECINCT 1     NON-JAMES HOWLETT                    550  43.41
                                                                    NON-PETER RASPUTIN                   500  39.46
                                                                    NON-KURT WAGNER                      201  15.86
                                                                    OVER VOTES                             1    .08
                                                                    UNDER VOTES                           15   1.18

0002 PRECINCT 2                 JUSTICE OF THE PEACE PRECINCT 2     NON-ANTHONY STARK                    750  53.50
                                                                    NON-BRUCE D. BANNER                  640  45.65
                                                                    OVER VOTES                             2    .14
                                                                    UNDER VOTES                           10    .71

0003 PRECINCT 3                 JUSTICE OF THE PEACE PRECINCT 3     NON-JOHN CONNOR                      450  48.81
                                                                    NON-ROBERT DRAKE                     472  51.19
                                                                    OVER VOTES                             0
                                                                    UNDER VOTES                            0

0004 PRECINCT 4                 JUSTICE OF THE PEACE PRECINCT 4     NON-LUCAS BISHOP                   1,500  37.43
                                                                    NON-FRANK CASTLE                   2,500  62.39
                                                                    OVER VOTES                             2    .05
                                                                    UNDER VOTES                            5    .12
```

EL86, Jurisdiction Canvass

EL86 Page 1 of 2

File Edit View Search

```
JURISDICTIONAL CANVASS
RUN DATE:12/02/08 04:33 PM

                                                  VOTES  PERCENT                                                    VOTES
CHARTER AMENDMENT 08-1 FIREMAN TAX CITY OF PONTIAC                CHARTER AMENDMENT 08-4 POLICE TAX CITY OF PONTIAC
  Vote for not more than  1                                         Vote for not more than  1
   01 = YES                                          0              07 = YES                                          0
   02 = NO                                           0              08 = NO                                           0
CHARTER AMENDMENT 08-2 BUDGET CITY OF PONTIAC                     CHARTER AMENDMENT 08-5 FIRE DEPT MANNING CITY OF PONTIAC
  Vote for not more than  1                                         Vote for not more than  1
   03 = YES                                          0              09 = YES                                          0
   04 = NO                                           0              10 = NO                                           0
CHARTER AMENDMENT 08-3 YOUTH RECREATION CITY OF PONTIAC
  Vote for not more than  1
   05 = YES                                          0
   06 = NO                                           0
                                   ------------------------------------------------------------
                                       01    02    03    04    05    06    07    08    09    10
                                   ------------------------------------------------------------
0413 Pontiac City, Pct. 1               0     0     0     0     0     0     0     0     0     0
0414 Pontiac City, Pct. 2               0     0     0     0     0     0     0     0     0     0
0415 Pontiac City, Pct. 3               0     0     0     0     0     0     0     0     0     0
0416 Pontiac City, Pct. 4               0     0     0     0     0     0     0     0     0     0
0417 Pontiac City, Pct. 5               0     0     0     0     0     0     0     0     0     0
0418 Pontiac City, Pct. 6               0     0     0     0     0     0     0     0     0     0
0419 Pontiac City, Pct. 7               0     0     0     0     0     0     0     0     0     0
0420 Pontiac City, Pct. 8               0     0     0     0     0     0     0     0     0     0
0421 Pontiac City, Pct. 9               0     0     0     0     0     0     0     0     0     0
0422 Pontiac City, Pct. 10              0     0     0     0     0     0     0     0     0     0
0423 Pontiac City, Pct. 11              0     0     0     0     0     0     0     0     0     0
0424 Pontiac City, Pct. 12              0     0     0     0     0     0     0     0     0     0
0425 Pontiac City, Pct. 13              0     0     0     0     0     0     0     0     0     0
0426 Pontiac City, Pct. 14              0     0     0     0     0     0     0     0     0     0
0427 Pontiac City, Pct. 15              0     0     0     0     0     0     0     0     0     0
0428 Pontiac City, Pct. 16              0     0     0     0     0     0     0     0     0     0
0429 Pontiac City, Pct. 17              0     0     0     0     0     0     0     0     0     0
0430 Pontiac City, Pct. 18              0     0     0     0     0     0     0     0     0     0
```

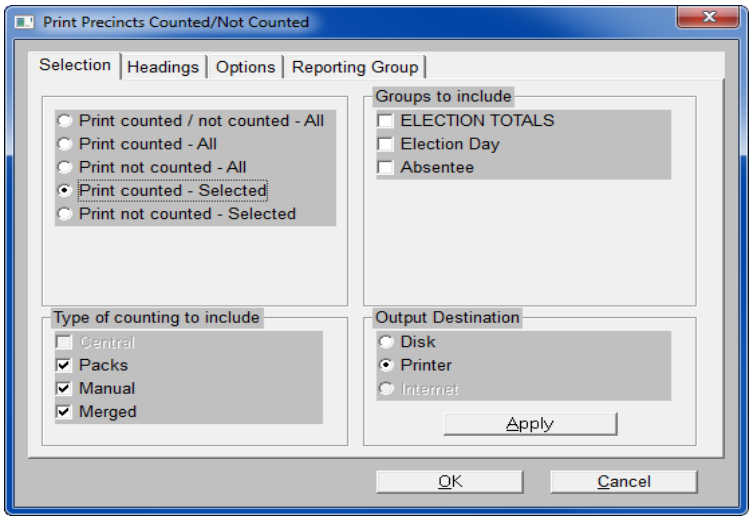
Precincts Counted/Not Counted

Take the following steps to generate the Precincts Counted/Not Counted canvass.

1. From the Reports menu, point to **Canvass**, and click **Precincts Counted/Not Counted**. The Print Precincts Counted/Not Counted window appears.

Selection Tab

2. In the frame in the top left side of the Selections tab, select what you want to print.



   - Select **Print counted/not counted – All** to include information for all of your counted and uncounted precincts.
   - Select **Print counted – All** to print information for all of your counted precincts.
   - Select **Print not counted – All** to include report data for all of your uncounted precincts.
   - Select **Print counted – Selected** to select specific counted precincts that you want to generate information for. Select groups and memory types from the available lists.
   - Select **Print not counted – Selected** to include report data your selected uncounted precincts. Select groups and memory types from the available lists.

NOTE: The options in the **Type of counting to include** frame and the **Groups to include** frame are not available unless you select **Print counted – Selected** or **Print not counted – Selected**.

3. The options in the **Type of counting to include** frame are automatically selected if you have selected **Print counted - Selected**. All types will generally be selected.

Contact ES&S before deselecting a type.

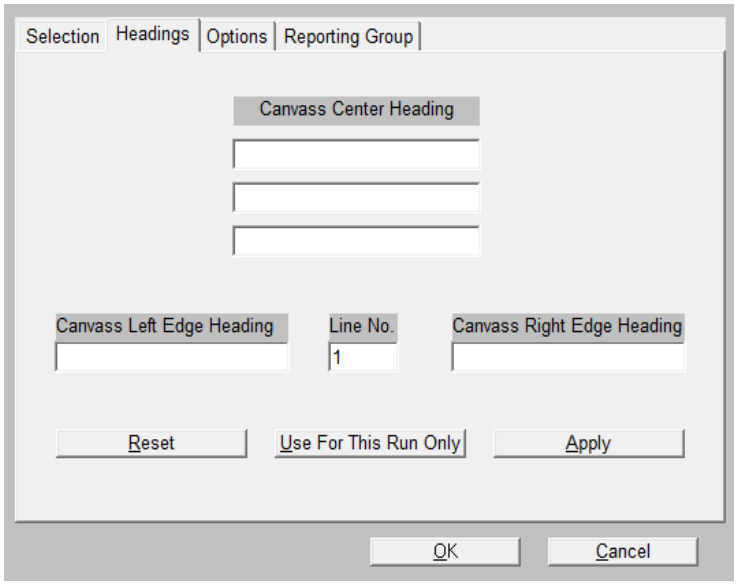
- **Central -** This option is not available.
- **Packs -** Select to include precincts transmitted electronically.
- **Manual -** Select to include precincts counted manually.
- **Merged -** Select to include precincts containing merged counts.

If the options in the **Groups to include frame** are available, select the group(s) you want to print. Select **ELECTION TOTALS** to print a total of all your reporting groups. Select one of the other groups you defined to print a precincts counted/not counted for only the selected group(s)

Refer to Chapter 8: Create ERM from XML Files for information about reporting groups and how to create them.

Headings Tab

4. Click the **Headings** tab to enter the information that you want to appear on your report headings.



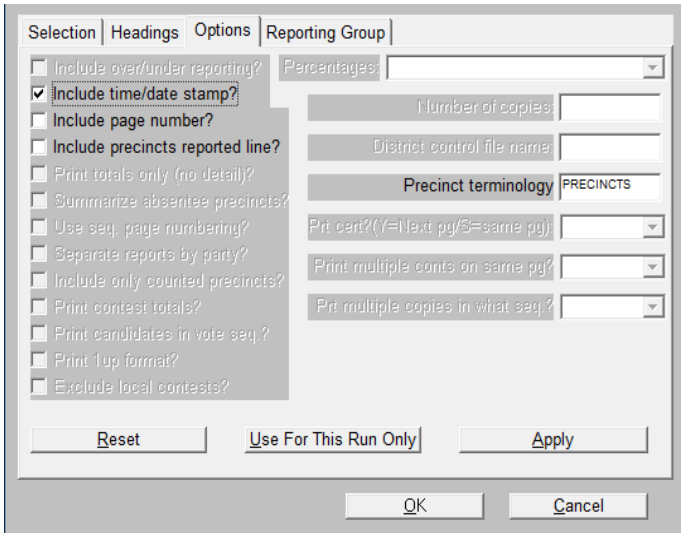
5. Enter up to three lines of text to appear at the top center of the report in the Canvass Center Heading area. You can make any necessary changes and click **Apply** to save these changes for each additional printing of this report. Any changes to the headings will not be reflected on other reports.
6. Enter the text that appears at the top left of your report in the **Canvass Left Edge Heading** box.
7. Enter the line number on which you want this heading to print (1, 2, or 3) in the **Line No.** box.

NOTE: If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line, instead of the fourth.

8. Enter the text that appears at the top right of your report in the **Canvass Right Edge Heading**.
9. Click **Reset** to clear your settings. Click **Use For This Run Only** to only use your headings with the next report that you print. Click **Apply** to use your headings for all reports of the same type.

Options Tab

10. Click the **Options** tab, and choose the options you want to include on the report.



- The **Include over/under reporting?** field is not available.
- Select **Include date/time stamp?** to include the date and time that your report is generated at the top left of the first page of your report.
- Select **Include page number?** to include page numbers on your report.
- Select **Include precincts reported line?** to include the number of precincts counted on your report. For example, when results for 42 precincts are tallied in a jurisdiction of 82 precincts, the message “42 of 82 precincts counted” appears on the report.
- The **Print totals only (no detail)** field is not available.
- The **Summarize absentee precincts?** field is not available.
- The **Use seq. page numbering** field is not available.
- The **Separate reports by party?** field is not available.
- The **Include only counted precincts?** field is not available.
- The **Print contest totals?** field is not available.
- The **Print candidates in vote seq?** field is not available.
- The **Print 1 up Format? field is not available.**

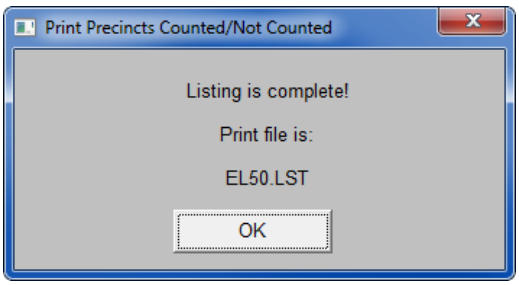
- The **Exclude local contests?** field is not available.
- The **Percentages** field is not available.
- The **Number of Copies** field is not available.
- The **District control file name** field is not available.
- Enter the term used by your jurisdiction to describe precincts in the **Precinct Terminology** box. Some jurisdictions prefer to call their precincts Wards or Polls.
- The **Prt. cert** field is not available.
- The **Print multiple conts on same pg** field is not available.
- The **Print Multiple Copies in what seq?** field is not available.

NOTE: The options on the **Reporting Group** tab are not available for the Precincts Counted/Not Counted canvass report.

Output Destination

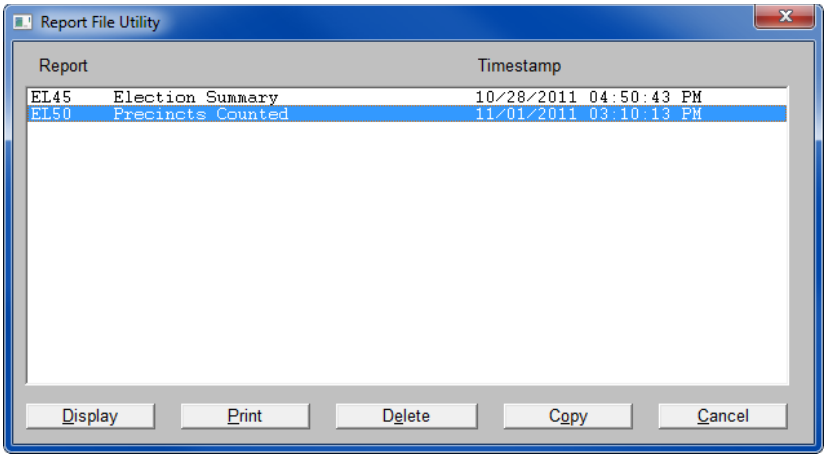
11. Return to the **Selection** tab.

12. Click an **Output Destination**.
    - Click **Disk** if you want to view the report on your PC. You have the option to print the report after you view it.
    - Click **Printer** if you want to send the report directly to a printer without viewing it.
13. Click **OK**. If you selected **Printer** as an output destination the report will automatically print. If you selected **Disk** the Print Precincts Counted/Not Counted window appears.



14. Click **OK**. The Report File Utility window appears.

15. Click the EL50 or EL50S, Precincts Counted.



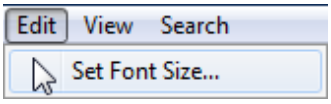
NOTE: The EL50 report will print unless you selected **Print counted – Selected** or **Print not counted – Selected**. In that case, the EL50S report will print.

16. Click the appropriate button to perform one of the following actions.
    - Click **Display** if you want the report to appear on your PC for immediate viewing.
    - Click **Print** to send the report to the printer.
    - Click **Delete** to remove the selected report from your printer.
    - Click **Copy** to copy the report to another location or media.
    - Select **Cancel** to return to the main menu.

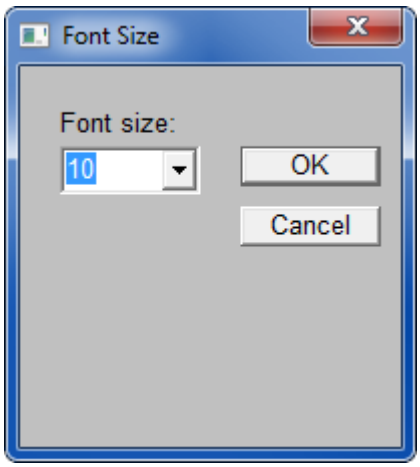
Display the Report

When you display a report, the following menu appears at the top left of the report screen.

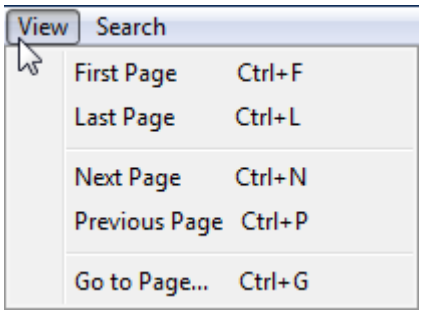
❖ From the **Edit** menu, click **Set Font Size...** to change the font size of the report.



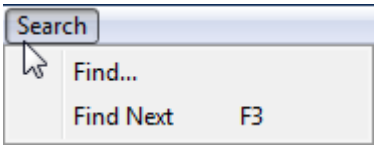
After you select the font size you want, click **OK** to change the size of the font on the displayed report.



- Click **View** to move around within the report. Use the following commands:



  - To move to the first page of the report, select **First Page** or press CTRL + F.
  - To move to the last page of the report, select **Last Page** or press CTRL + L.
  - To move forward one page, select **Next Page** or press CTRL + N.
  - To move back one page, select **Previous Page** or press CTRL + P.
  - To move to a specific page, select **Go to page** or press CTRL + G and then enter the page number.
- Click **Search** and select **Find** to locate a particular name or string of text. The Find window appears.



Enter the text string and click **Find**. Press F3 or click **Find Next** to find the next instance of that string. The program will then find and highlight it.

EL50, Precincts Counted

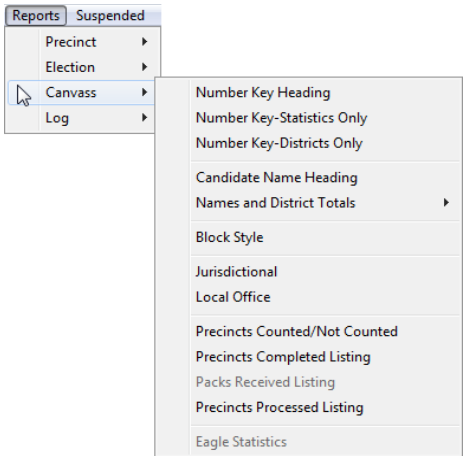
EL50 Page 3 of 5

File Edit View Search

```
PRECINCTS COUNTED                          ANY COUNTY, US
RUN DATE:04/16/09 12:19 PM                 GENERAL ELECTION                                REPORT-EL50
                                           NOVEMBER 4, 2009

ELECTION TOTALS                                ( N O T   C O U N T E D )

   7 PRECINCT 7                            8 PRECINCT 8                              9 PRECINCT 9
  10 PRECINCT 10                          11 PRECINCT 11                            12 PRECINCT 12
  13 PRECINCT 13                          14 PRECINCT 14                            15 PRECINCT 15
  16 PRECINCT 16                          17 PRECINCT 17                            18 PRECINCT 18
  19 PRECINCT 19                          20 PRECINCT 20                            21 PRECINCT 21
  22 PRECINCT 22                          23 PRECINCT 23                            24 PRECINCT 24
  25 PRECINCT 25
```

Precincts Completed Listing

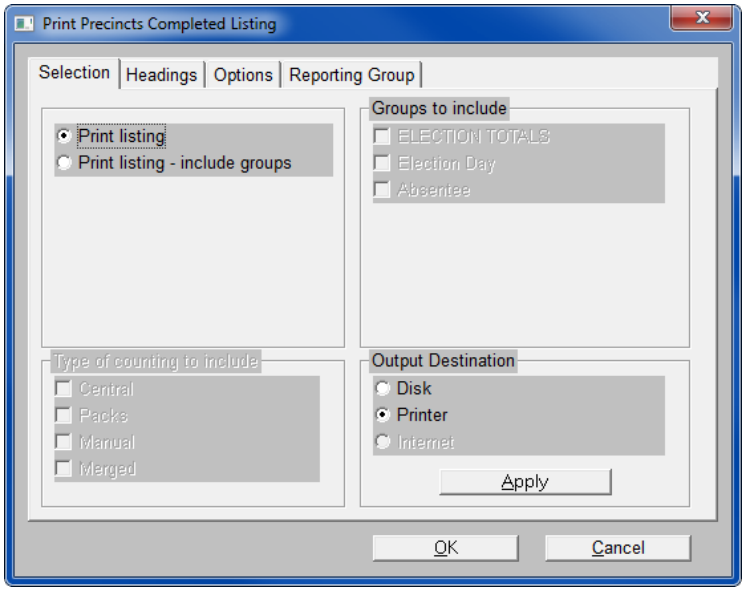
Take the following steps to generate the Precincts Completed Listing canvass.



1. From the Reports menu, point to **Canvass**, and click **Precincts Completed Listing**. The Print Precincts Completed Listing window appears.

Selection Tab

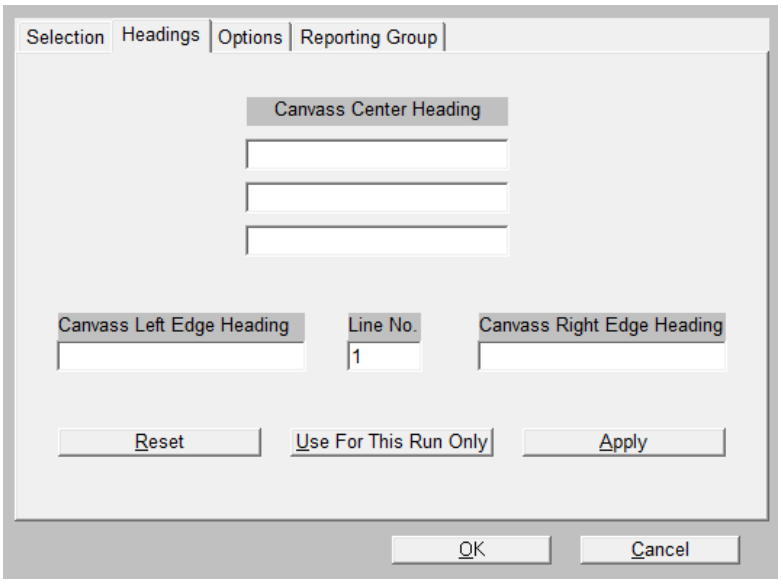
2. Under the **Selection** tab, select what you want to print.



NOTE: The options under the **Groups to include** and **Type of counting to include** frames are not available for the Print Precincts Completed Listing. All groups are printed regardless of whether you select **Print listing** or **Print listing - include groups**. However, the **Print listing - include groups** prints each updated precinct broken down by reporting group.

Headings Tab

3. Click the **Headings** tab to enter the information that you want to appear on your report headings.



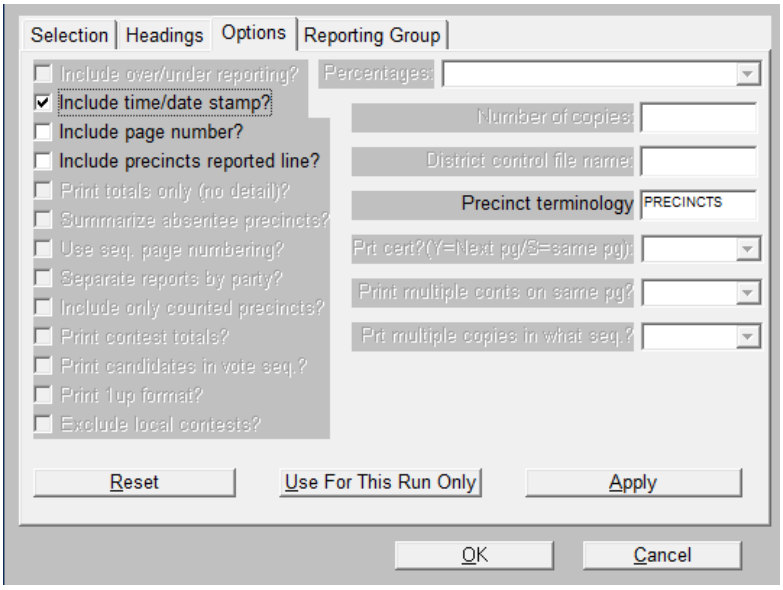
4. Enter up to three lines of text to appear at the top center of the report in the Canvass Center Heading area. You can make any necessary changes and click **Apply** to save these changes for each additional printing of this report. Any changes to the headings will not be reflected on other reports.
5. Enter the text that appears at the top left of your report in the **Canvass Left Edge Heading** box.
6. Enter the line number on which you want this heading to print (1, 2, or 3) in the **Line No.** box.

NOTE: If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line, instead of the fourth.

7. Enter the text that appears at the top right of your report in the **Canvass Right Edge Heading**.
8. Click **Reset** to clear your settings. Click **Use For This Run Only** to only use your headings with the next report that you print. Click **Apply** to use your headings for all reports of the same type.

Options Tab

9. Click the **Options** tab, and choose the options you want to include on the report.



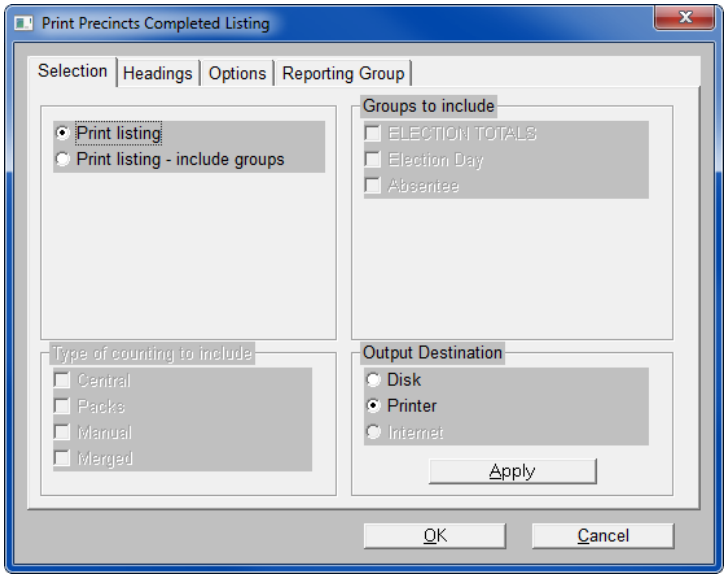
- The **Include over/under reporting?** field is not available.
- Select **Include date/time stamp?** to include the date and time that your report is generated at the top left of the first page of your report.
- Select **Include page number?** to include page numbers on your report.
- Select **Include precincts reported line?** to include the number of precincts counted on your report. For example, when results for 42 precincts are tallied in a jurisdiction of 82 precincts, the message “42 of 82 precincts counted” appears on the report.
- The **Print totals only (no detail)** field is not available.
- The **Summarize absentee precincts?** field is not available.
- The **Use seq. page numbering** field is not available.
- The **Separate reports by party?** field is not available.
- The **Include only counted precincts?** field is not available.
- The **Print contest totals?** field is not available.
- The **Print candidates in vote seq?** field is not available.
- The **Print 1 up Format? field is not available.**
- The **Exclude local contests?** field is not available.
- The **Percentages** field is not available.
- The **Number of Copies** field is not available.
- The **District control file name** field is not available.
- Enter the term used by your jurisdiction to describe precincts in the **Precinct Terminology** box. Some jurisdictions prefer to call their precincts Wards or Polls.

- The **Prt. cert** field is not available.
- The **Print multiple conts on same pg** field is not available.
- The **Print Multiple Copies in what seq?** field is not available.

NOTE: The options on the **Reporting Group** tab are not available for the Precincts Completed Listings report.

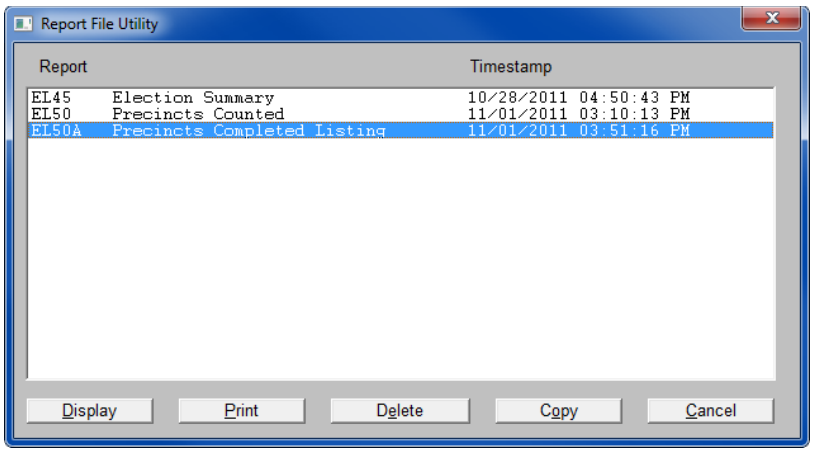
Output Destination

10. Return to the **Selection** tab.



11. Click an **Output Destination**.
    - Click **Disk** if you want to view the report on your PC. You have the option to print the report after you view it.
    - Click **Printer** if you want to send the report directly to a printer without viewing it.
12. Click **OK**. If you selected Printer as an output destination the report will automatically print. If you selected **Disk,** the Print Precincts Completed Listing window appears.

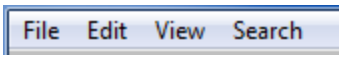
13. Click **OK**. The Report File Utility window appears.



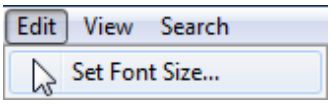
14. Click the EL50A, Precincts Completed Listing.
15. Click the appropriate button to perform one of the following actions.
    - Click **Display** if you want the report to appear on your PC for immediate viewing.
    - Click **Print** to send the report to the printer.
    - Click **Delete** to remove the selected report from your printer.
    - Click **Copy** to copy the report to another location or media.
    - Select **Cancel** to return to the main menu.

Display the Report

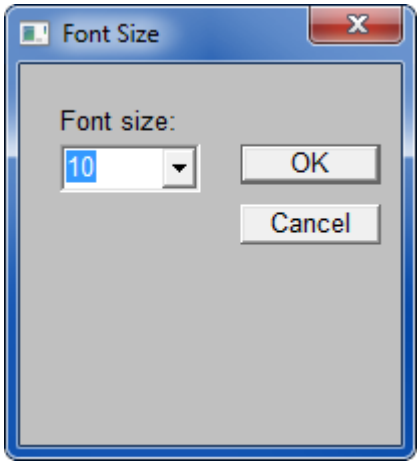
When you display a report, the following menu appears at the top left of the report screen.



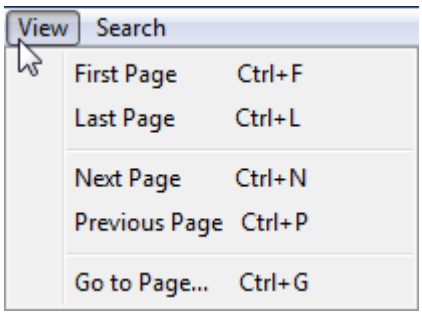
❖ From the **Edit** menu, click **Set Font Size...** to change the font size of the report.



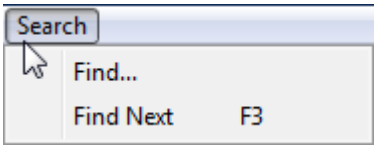
After you select the font size you want, click **OK** to change the size of the font on the displayed report.



- Click **View** to move around within the report. Use the following commands:



  - To move to the first page of the report, select **First Page** or press CTRL + F.
  - To move to the last page of the report, select **Last Page** or press CTRL + L.
  - To move forward one page, select **Next Page** or press CTRL + N.
  - To move back one page, select **Previous Page** or press CTRL + P.
  - To move to a specific page, select **Go to page** or press CTRL + G and then enter the page number.
- Click **Search** and select **Find** to locate a particular name or string of text. The Find window appears.



Enter the text string and click **Find**. Press F3 or click **Find Next** to find the next instance of that string. The program will then find and highlight it.

EL50A, Precincts Completed Listing

EL50A Page 1 of 1

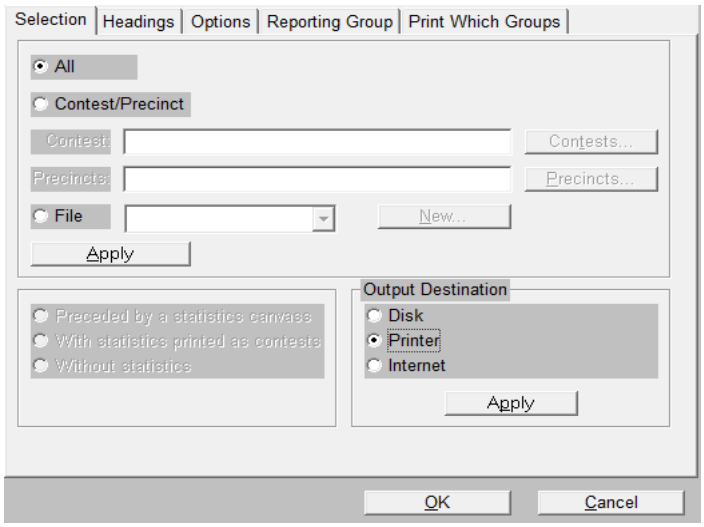
File Edit View Search

```
PRECINCTS COMPLETED LISTING
                                                GENERAL ELECTION                                        REPORT-EL50A
                                                NOVEMBER 4, 2009
RUN DATE:04/16/09 04:16 PM                                                                (WITH    6 OF   25 PRECINCTS REPO

                                                        TOTAL     REG. TURN
PRECINCT                                                BALS    VOTERS  OUT

   1 PRECINCT 1                                           575  1,000 57.50
   2 PRECINCT 2                                         1,648  2,500 65.92
   3 PRECINCT 3                                         2,115  3,555 59.49
   4 PRECINCT 4                                         3,255  4,225 77.04
   5 PRECINCT 5                                           325    575 56.52
   6 PRECINCT 6                                           857  1,500 57.13
```

Print Precinct Processed Listing

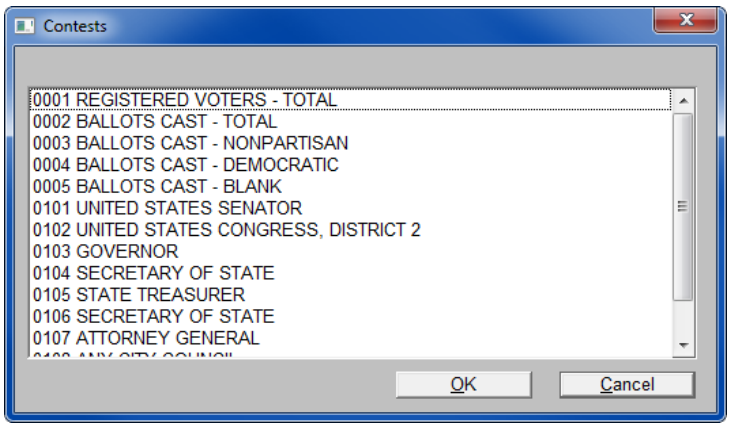
Selection Tab

1. On the Selection tab, choose the contests and/or precincts that you want to appear on your report.
   - Select **All** to print all contests and precincts
   - Select **Contest/Precinct** to generate a report for specific contests or precincts. Take the following steps to select specific contests or precincts.

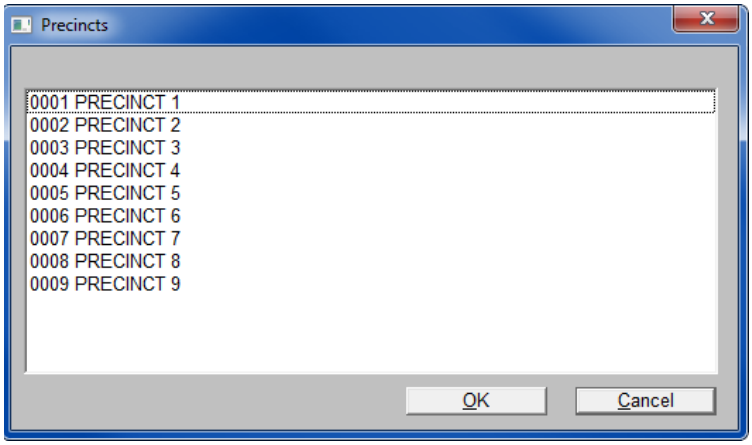


   a. Type a contest sequence number in the **Contest** field or click **Contests** to open the Contest window

   b. Select from the list of available contests. To select several contests, press and hold the Ctrl key while clicking the contests you want to select. There is a limit of 71 contests on this screen.



c. Type a precinct identification number in the **Precinct** field or click **Precincts** to open the Precincts window.

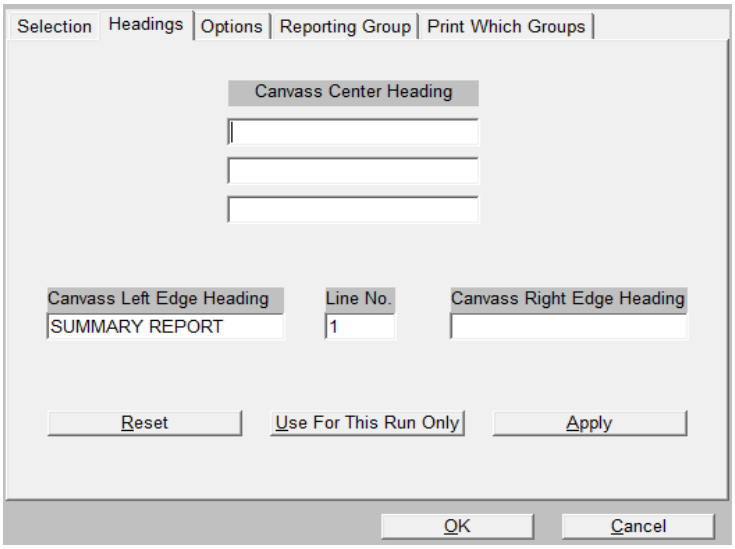


d. Select from the list of available precincts. To select several precincts, press and hold **Ctrl** while clicking the precincts you want to select. There is a limit of 71 precincts on this screen.

- Select **File** to generate a report from an existing election file that you have created. Select an available file from the list or create a new file.

Headings Tab

5. Click the **Headings** tab to enter the information that you want to appear on your report headings.



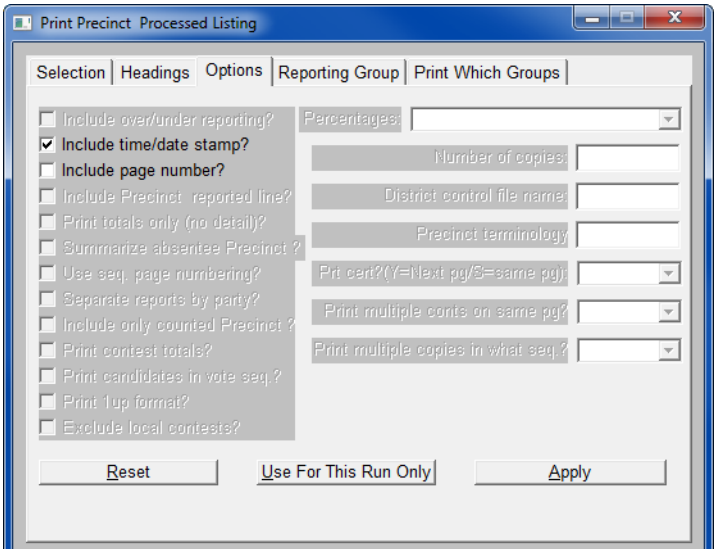
6. Enter up to three lines of identification text that you want to appear at the top center of your report in the **Canvass Center Heading** fields.
7. Enter the text that appears at the top left of your report in the **Canvass Left Edge Heading** field.
8. Enter the line number on which you want this heading to print (1, 2, or 3) in the **Line No.** field.

NOTE: If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line, instead of the fourth.

9. Enter the text that appears at the top right of your report in the **Canvass Right Edge Heading**.
10. Click **Reset** to clear your settings. Click **Use For This Run Only** to only use your headings with the next report that you print. Click **Apply** to use your headings for all reports of the same type.

Options Tab

11. Click the **Options** tab, and choose the options you want to include on the report.



- **Include over/under reporting?** field not available.
- **Include time/date stamp?** to include the date and time that your report is generated at the top left of the first page of your report.
- **Include page number?** to include page numbers on your report.
- **Include precincts report line?** field is not available.
- **Print totals only (no detail)?** field is not available.
- **Summarize absentee precincts?** field is not available.
- **Use seq. page numbering** field is not available.
- **Separate reports by party?** field is not available.
- **Include only counted precincts?** field not available.
- **Print totals only (no detail)?** field not available
- **Summarize absentee precincts?** filed not available

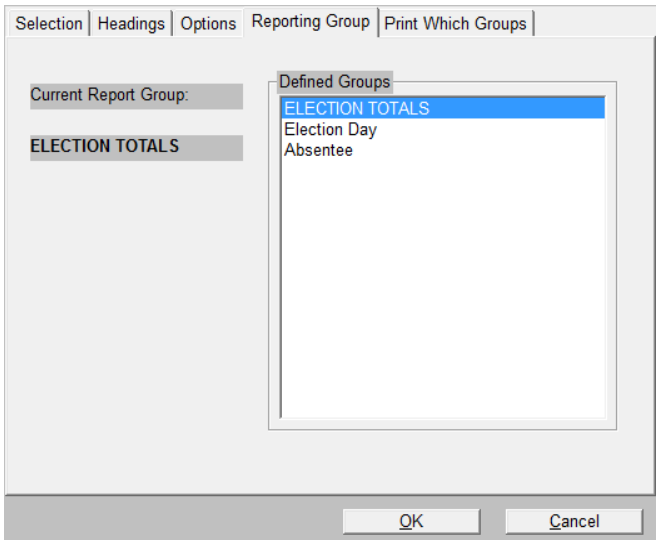
- **Use seq. page numbering?** field not available
- **Separate reports by party?** field not available
- Select **Print contest totals?** field not available.
- The **Print candidates in vote seq?** field is not available.
- Select **Print 1 up Format?** field not available
- The **Exclude local contests?** field is not available.
- **Percentages:** Select **No Cand% -** field not available
- **Number of Copies** field not available.
- **District control file name** field is not available.
- **Precinct terminology** field is not available.
- **Prt. Cert** field not available.

- **Print Multiple Copies in What Seq.:** field not available

Reporting Group Tab

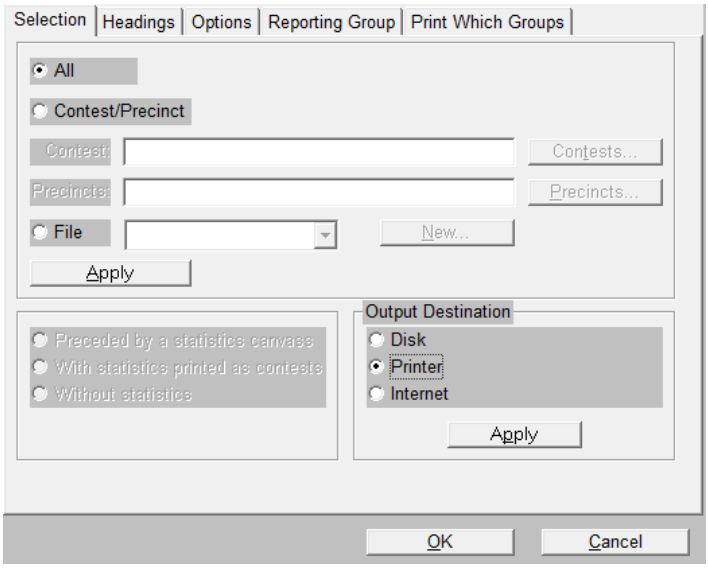
12. On the **Reporting Group** tab, select the group you want to print.

    Select **ELECTION TOTALS** to print a report for all your reporting groups. Select one of the other groups you defined to print a total of only that group.



Output Destination

13. Return to the **Selection** tab, and select an **Output Destination**.

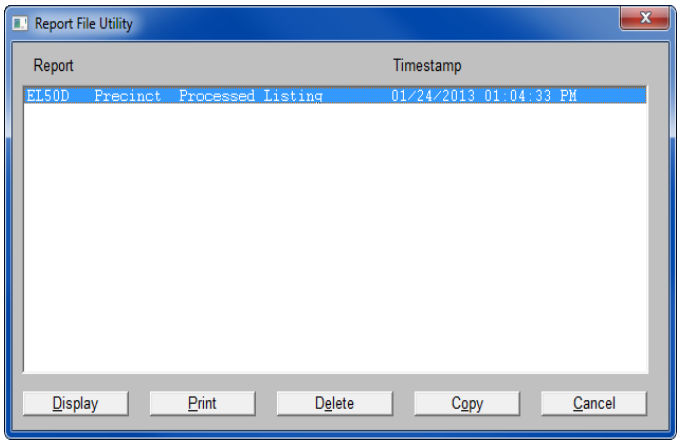


- Click **Disk** if you want to view the report on your PC. You have the option to print the report after you view it.
- Click **Printer** if you want to send the report directly to a printer without viewing it.
- Click **Internet** to print the report in HTML format.

14. f you selected **Printer** as an **Output Destination**, the report will automatically print when you click **OK**.

15. If you selected **Disk**, the report file will load and will show the report file that you have selected. Click **OK** to load the The Report File Utility window.

16. Select your report from the Report File Utility.
17. Click the appropriate button to perform one of the following actions.
    - Click **Display** if you want the report to appear on your PC for immediate viewing.
    - Click **Print** to send the report to the printer.



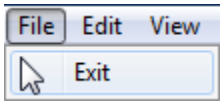
NOTE: The Print option only works with a printer connected to the PC through the LPT1 port. If you are using a USB printer, click Copy and save the report as a .txt file. Then, open the .txt file and print it.

- Click **Delete** to delete the selected report.
- Click **Copy** to copy the report to another location or media.
- Select **Cancel** to return to the main menu.

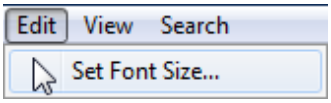
Display the Report

When you display a report, the following menu appears at the top left of the report screen.

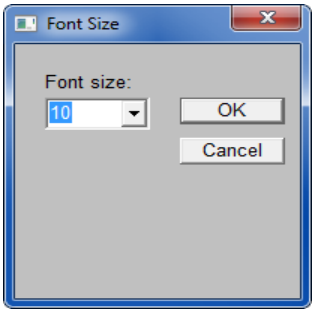
- The **File** menu you can select **Exit** to exit out of the Report File Utility Screen.



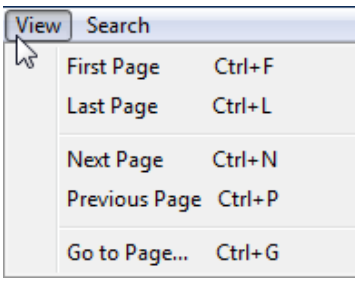
- From the **Edit** menu, click **Set Font Size...** to change the font size of the report.



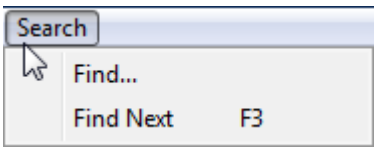
Click on the drop down menu to select the font size. After you select the font size you want, click **OK** to change the font size report that you currenlty have displayed.



- Click **View** to move around within the report. Use the following commands:
  - To move to the first page of the report, select **First Page** or press CTRL + F.
  - To move to the last page of the report, select **Last Page** or press CTRL + L.
  - To move forward one page, select **Next Page** or press CTRL + N.
  - To move back one page, select **Previous Page** or press CTRL + P.
  - To move to a specific page, select **Go to page** or press CTRL + G and then enter the page number.



- Click **Search** and select **Find** to locate a particular name or string of text. The Find window appears.



Enter the text string and click **Find**. Press F3 or click **Find Next** to find the next instance of that string. The program will then find and highlight it

NOTE: The Find option is case sensitive.

EL50D Precinct Processed Listing

EL50D Page 1 of 27

File Edit View Search

PRECINCTS PROCESSED LISTING — Any County, USA — UNOFFICIAL

General Election

November 5, 2013

RUN DATE:01/24/13 01:04 PM

Precinct	GROUP	SERIAL NO.	BALS	SERIAL NO.	BALS	SERIAL NO.	BALS	SERIAL NO.	BALS
1 PRECINCT 1 - 0	1	07370064	7						
1 PRECINCT 1 - 0	2	07370064	7						
2 PRECINCT 1 - 1	1	07370064	0						
2 PRECINCT 1 - 1	2	07370064	7						
3 PRECINCT 2	2	07370064	7						
4 PRECINCT 3	2	07370064	0						
5 PRECINCT 4	2	07370064	0						
6 PRECINCT 5 - 0	2	07370064	0						
7 PRECINCT 5 - 1	2	07370064	0						
8 PRECINCT 6	2	07370064	0						
9 PRECINCT 7	2	07370064	0						
10 PRECINCT 8	2	07370064	0						
11 PRECINCT 9	2	07370064	0						
12 PRECINCT 10	2	07370064	0						
13 PRECINCT 11	2	07370064	0						
14 PRECINCT 12	2	07370064	0						
15 PRECINCT 13	2	07370064	0						
16 PRECINCT 14	2	07370064	0						
17 PRECINCT 15	2	07370064	0						

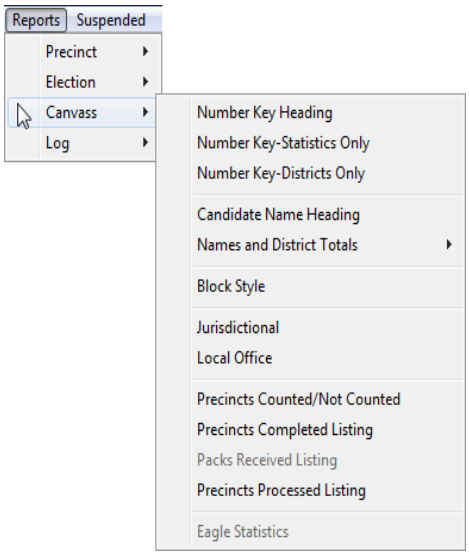
DS200 Precincts Processed Listing

Each time voting results are imported into ERM from a DS200 USB flash drive, ERM captures the machine ID of each DS200. The DS200 Precincts Processed Listing is an audit report for the DS200 IDs collected and updated.

Jurisdictions can use this report to compare DS200 Precincts Processed Listing with a known list of IDs deployed to each precinct. A county election official can use this list to determine if results have been imported from all DS200 scanners.

The DS200 Precincts Processed Listing lists up to ten machine IDs per precinct per ERM group.

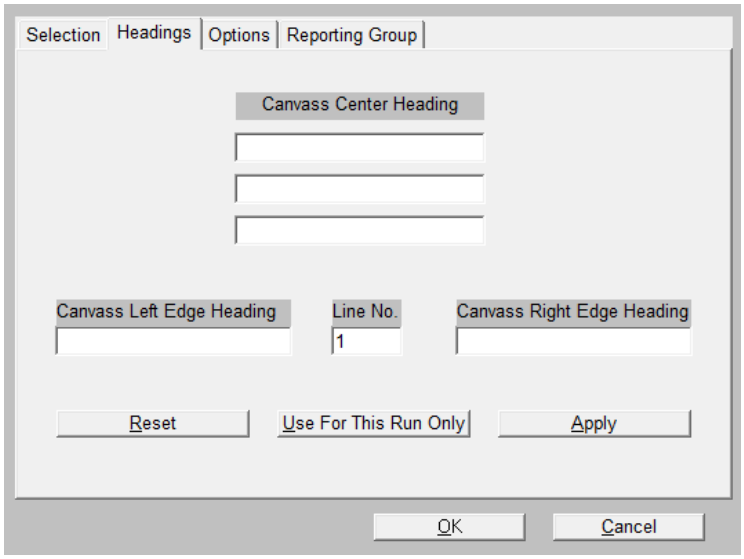
Take the following steps to generate the DS200 Precincts Processed Listing report.



1. From the Reports menu, point to **Canvass**, and click **DS200 Precincts Processed Listing**. The Print DS200 Precincts Processed Listing window appears.

Headings Tab

2. Click the **Headings** tab to enter the information that you want to appear on your report headings.



3. Enter up to three lines of text to appear at the top center of the report in the Canvass Center Heading area. If you entered text in HPM Headings and Certification the heading area will already be completed. You can make any necessary changes and click **Apply** to save these changes for each additional printing of this report. Any changes to the headings will not be reflected on other reports.
4. Enter the text that appears at the top left of your report in the **Canvass Left Edge Heading** box.
5. Enter the line number on which you want this heading to print (1, 2, or 3) in the **Line No.** box.

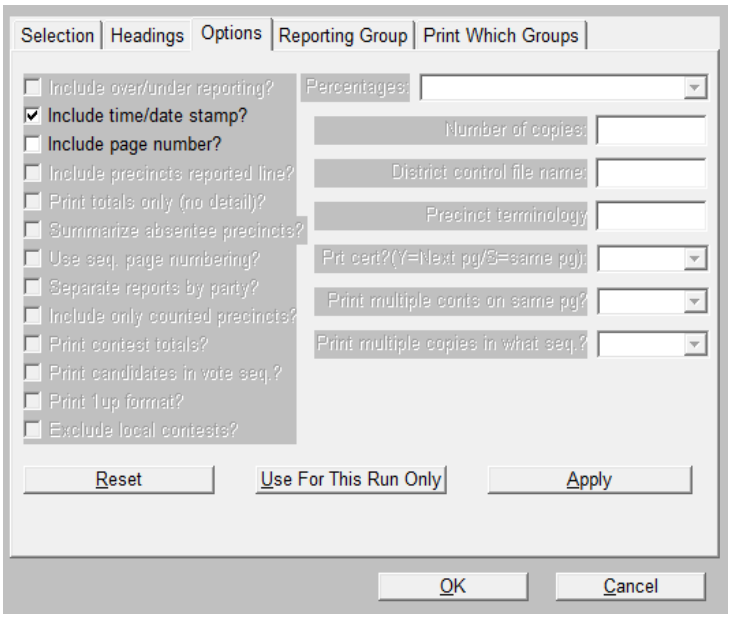
NOTE: If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line, instead of the fourth.

6. Enter the text that appears at the top right of your report in the **Canvass Right Edge Heading**.
7. Click **Reset** to clear your settings. Click **Use For This Run Only** to only use your headings with the next report that you print. Click **Apply** to use your headings for all reports of the same type.

Options Tab

8. Click the **Options** tab, and choose the options to include on the report.

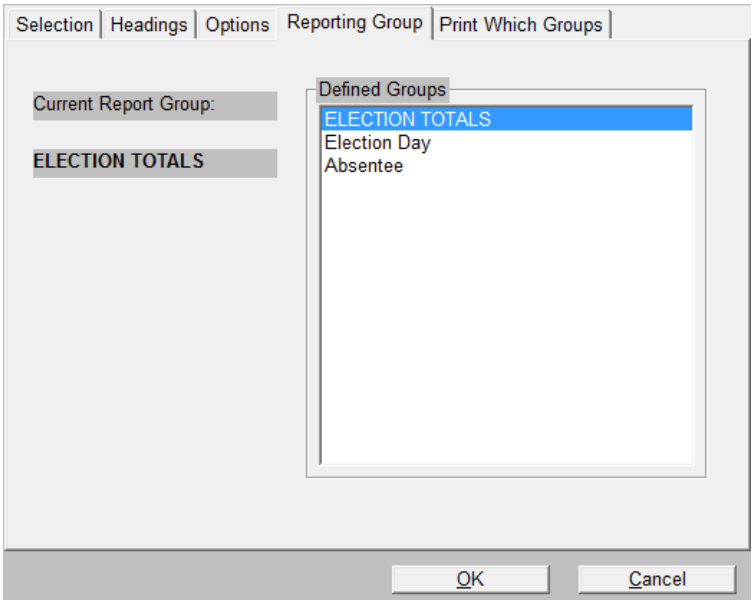
   - Select **Include date/ time stamp?** to include the date and time that your report is generated at the top left of the first page of your report.
   - Select **Include page number?** to include page numbers on your report.



Reporting Group Tab

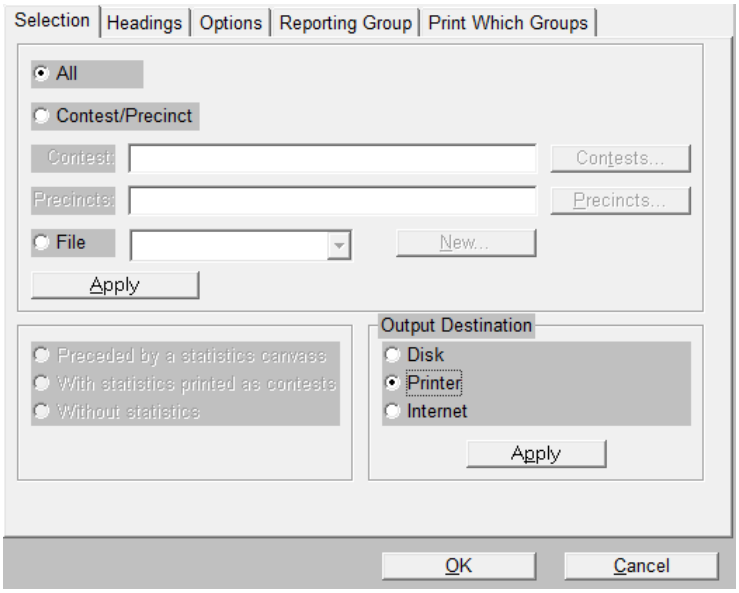
9. On the **Reporting Group** tab, select the group you want to print.

Select **ELECTION TOTALS** to print a total of all your election groups. Select one of the other groups you defined to print a total of only that group.



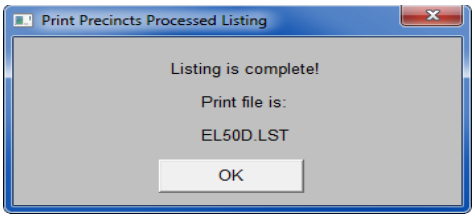
Output Destination

10. Return to the **Selection** tab.

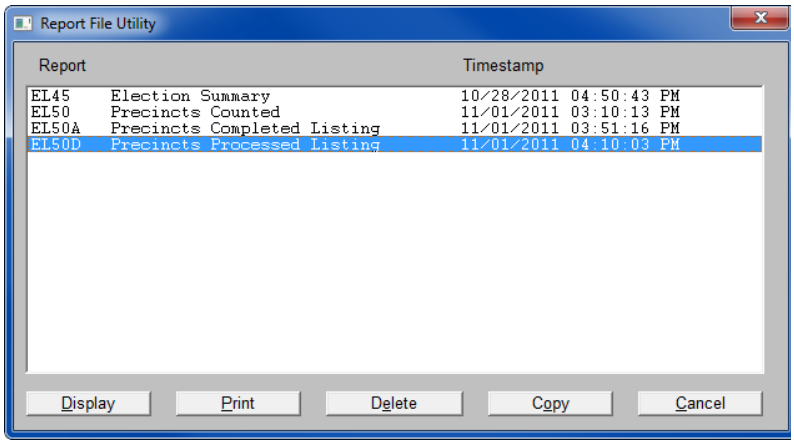


11. Click an **Output Destination**.
    - Click **Disk** if you want to view the report on your PC. You have the option to print the report after you view it.
    - Click **Printer** if you want to send the report directly to a printer without viewing it.

12. Click **OK**. If you selected **Printer** as an output destination the report will automatically print. If you selected **Disk,** the Print DS200 Precincts Processed Listing window appears.



13. Click **OK**. The Report File Utility window appears.



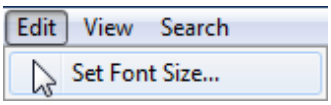
14. Click the EL50D, DS200 Precincts Processed Listing.

15. Click the appropriate button to perform one of the following actions.
    - Click **Display** if you want the report to appear on your PC for immediate viewing.
    - Click **Print** to send the report to the printer.
    - Click **Delete** to remove the selected report from your printer.
    - Click **Copy** to copy the report to another location or media.
    - Select **Cancel** to return to the main menu.

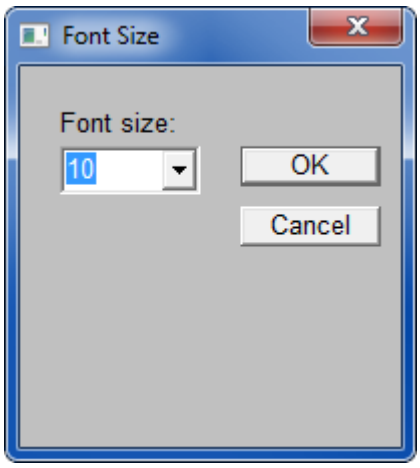
Display the Report

When you display a report, the following menu appears at the top left of the report screen.

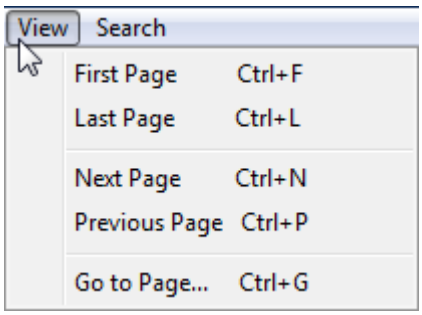
- From the **Edit** menu, click **Set Font Size...** to change the font size of the report.



  After you select the font size you want, click **OK** to change the size of the font on the displayed report.

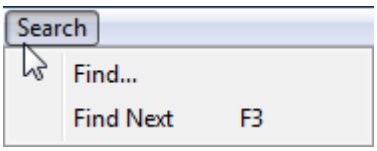


- Click **View** to move around within the report. Use the following commands:



  - To move to the first page of the report, select **First Page** or press CTRL + F.
  - To move to the last page of the report, select **Last Page** or press CTRL + L.
  - To move forward one page, select **Next Page** or press CTRL + N.
  - To move back one page, select **Previous Page** or press CTRL + P.
  - To move to a specific page, select **Go to page** or press CTRL + G and then enter the page number.

- Click **Search** and select **Find** to locate a particular name or string of text. The Find window appears.



  Enter the text string and click **Find**. Press F3 or click **Find Next** to find the next instance of that string. The program will then find and highlight it.

EL50D, DS200 Precincts Processed Listing

EL50D Page 1 of 1

File Edit View Search

LEFT SIDE Test RIGHT SIDE

RUN DATE:01/04/08 03:05 PM REPORT-EL50D PAGE 001

PRECINCT	GROUP	SERIAL NO.	BALS	SERIAL NO.	BALS	SERIAL NO.	BALS	SERIAL NO.	BALS	SERIAL NO.	BALS
22 JEFFERSONVILLE 11	2	07423001	20	07423002	21	07423003	22	07423004	23	07423005	24
		07423006	25	07423007	26	07423008	27	07423009	28	07423010	29
23 JEFFERSONVILLE 11A	2	07423001	30	07423002	31	07423003	32	07423004	33	07423005	34
		07423006	35	07423007	36	07423008	37	07423009	38	07423010	39

Chapter 33: Log

Generate log reports to check the status of your election equipment and software. Refer to your log reports if any errors occur during the vote counting process.

System Log: Generate a System Log report to list every action performed in your election system in chronological order.

Results Corrections Log: Generate the Results Corrections Log to view user altered election totals. The Results Corrections Log lists your candidate names, any user altered totals, the date and time that election totals were altered and the original totals for each user altered contest.

Real Time Log: This report is not available in this version of ERM.

650 Network Server Log: This option is no longer supported.

System Log

ERM maintains one audit file that records log records for activities performed within the application. The creation of this audit file cannot be disabled by the ERM application.

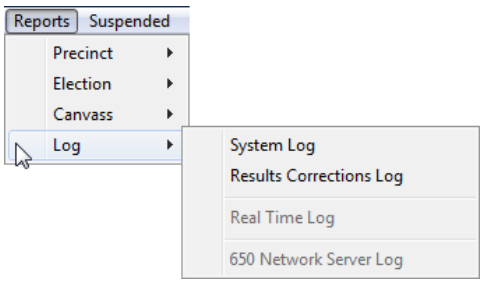
NOTE: The System Log is not erased when the results database is reset or recreated.

There are three ways to view the contents of this audit file.

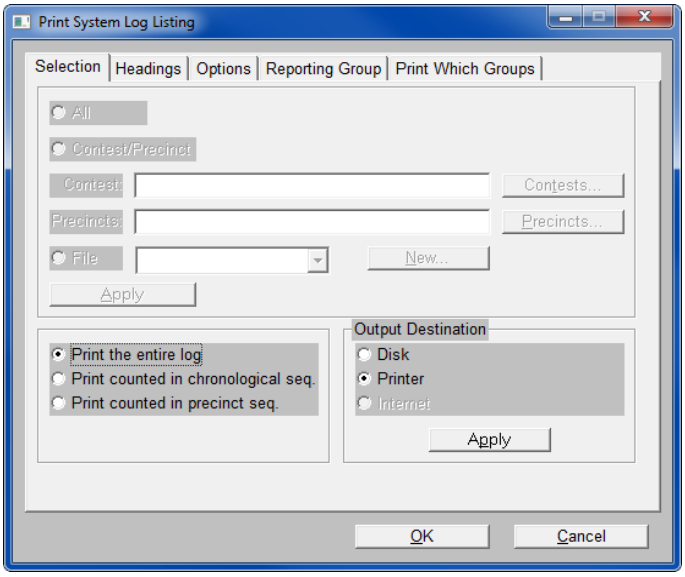
- Print the ERM System Log using the steps described under this heading.
- Print the ERM System Log directly to a printer in batch mode so that you can view the physical report.
- Print the ERM System Log in “real time” to a dedicated printer using the steps described under the Real Time Log heading in this chapter.

Warning: If you use the Real Time Log, a dedicated line or dot matrix printer is required. You must terminate printing the Real Time Log to print the System Log.

Take the following steps to generate the System Log.



1. From the Reports menu, point to **Log**, and click **System Log**. The Print System Log Listing window appears.

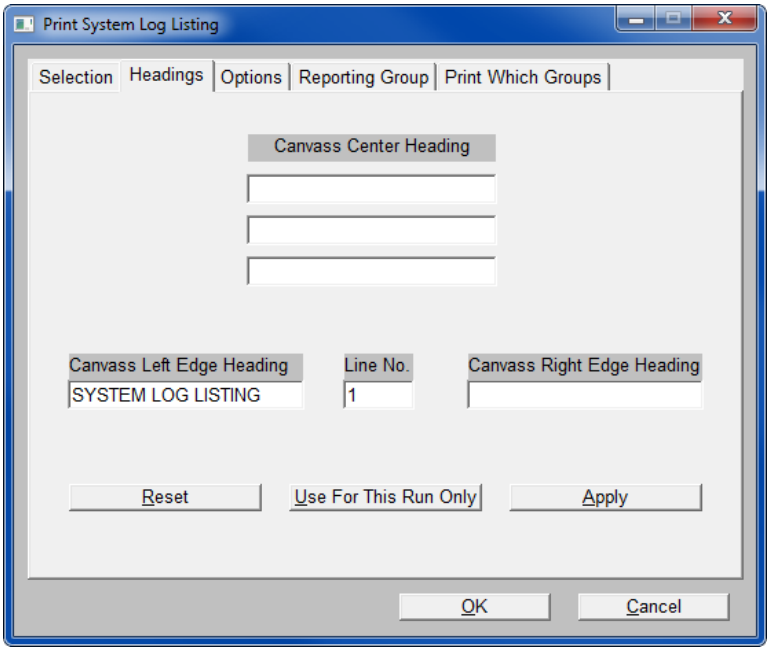


Selection Tab

2. Under the **Selection** tab, select what you want to print.
   - Select **Print the entire log** to generate your entire system log in chronological order.
   - Select **Print counted in chronological seq.** to print chronological log for your counted precincts.
   - Select **Print counted in precinct seq.** to print a chronological log by precinct for your counted precincts.

Headings Tab

3. Click the **Headings** tab to enter the information that you want to appear on your report headings.



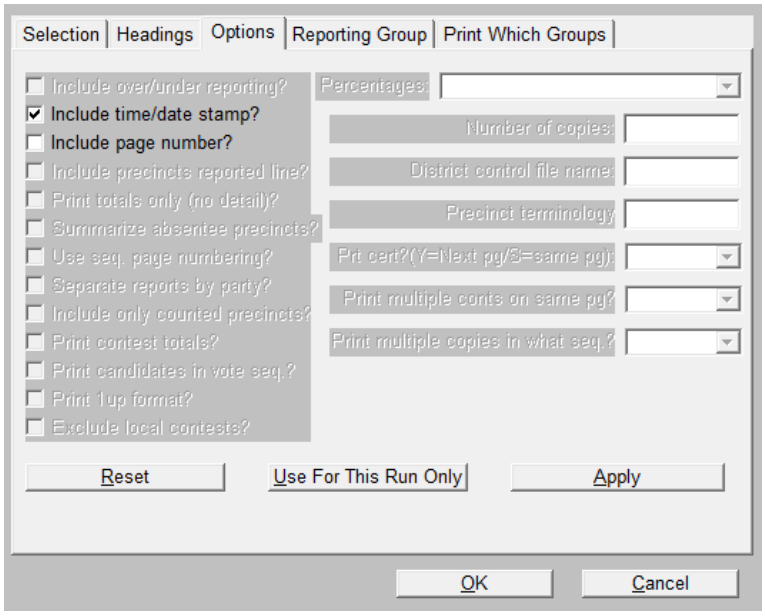
4. Enter up to three lines of text to appear at the top center of the report in the Canvass Center Heading area. You can make any necessary changes and click **Apply** to save these changes for each additional printing of this report. Any changes to the headings will not be reflected on other reports.
5. Enter the text that appears at the top left of your report in the **Canvass Left Edge Heading** box.
6. Enter the line number on which you want this heading to print (1, 2, or 3) in the **Line No.** box.

NOTE: If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line, instead of the fourth.

7. Enter the text that appears at the top right of your report in the **Canvass Right Edge Heading**.
8. Click **Reset** to clear your settings. Click **Use For This Run Only** to only use your headings with the next report that you print. Click **Apply** to use your headings for all reports of the same type.

Options Tab

9. Click the **Options** tab, and choose the options you want to include on the report.



- The **Include over/ under reporting?** field is not available.
- Select **Include date/time stamp?** to include the date and time that your report is generated at the top left of the first page of your report.
- Select **Include page number?** to include page numbers on your report.
- The **Include precincts reported line?** field is not available.
- The **Print totals only (no detail)** field is not available.
- The **Summarize absentee precincts?** field is not available.
- The **Use seq. page numbering** field is not available.
- The **Separate reports by party?** field is not available.
- The **Include only counted precincts?** field is not available.
- The **Print contest totals?** field is not available.
- The **Print candidates in vote seq?** field is not available.
- The **Print 1 up Format? field is not available.**
- The **Exclude local contests?** field is not available.
- The **Percentages** field is not available.
- The **Number of Copies** field is not available.
- The **District control file name** field is not available.
- The **Precinct terminology** field is not available.
- The **Prt. cert** field is not available.
- The **Print multiple conts on same pg** field is not available.
- The **Print Multiple Copies in what seq?** field is not available.

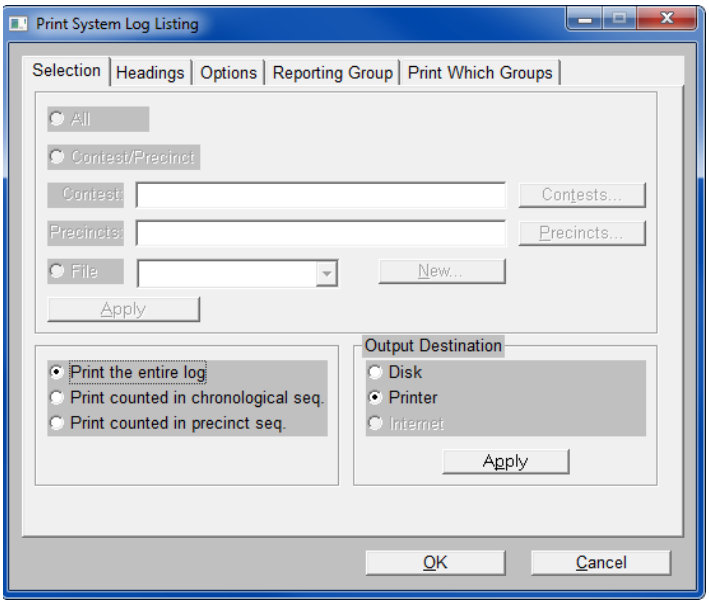
Reporting Group Tab

NOTE: The options on the **Reporting Group** tab do not apply to the System Log report.

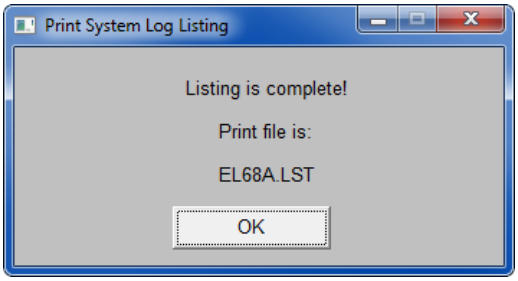
Output Destination

10. Return to the **Selection** tab.

11. Click an **Output Destination**.
    - Click **Disk** if you want to view the report on your PC. You have the option to print the report after you view it.
    - Click **Printer** if you want to send the report directly to a printer without viewing it.

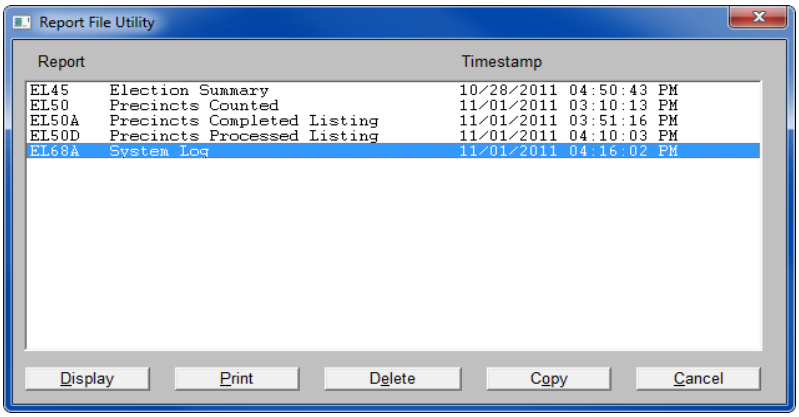


12. Click **OK**. If you selected Printer as an output destination the report will automatically print. If you selected **Disk,** the Print System Log Listing window appears.



13. Click **OK**. The Report File Utility window appears.

14. Click the EL68A, System Log.
15. Click the appropriate button to perform one of the following actions.

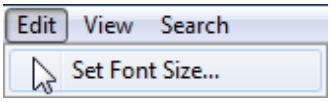


- Click **Display** if you want the report to appear on your PC for immediate viewing.
- Click **Print** to send the report to the printer.
- Click **Delete** to remove the selected report from your printer.
- Click **Copy** to copy the report to another location or media.
- Select **Cancel** to return to the main menu.

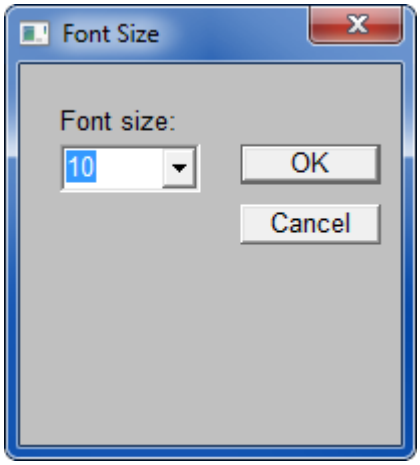
Display the Report

When you display a report, the following menu appears at the top left of the report screen.

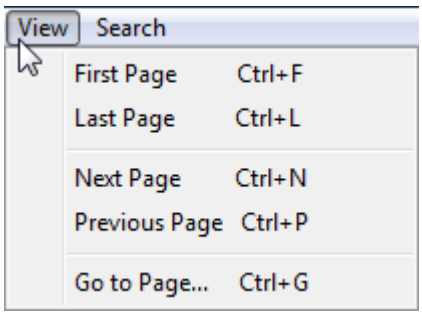
❖ From the **Edit** menu, click **Set Font Size...** to change the font size of the report.



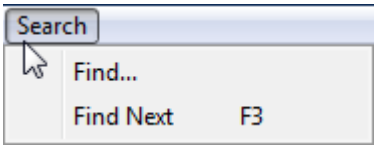
After you select the font size you want, click **OK** to change the size of the font on the displayed report.



- Click **View** to move around within the report. Use the following commands:



  - To move to the first page of the report, select **First Page** or press CTRL + F.
  - To move to the last page of the report, select **Last Page** or press CTRL + L.
  - To move forward one page, select **Next Page** or press CTRL + N.
  - To move back one page, select **Previous Page** or press CTRL + P.
  - To move to a specific page, select **Go to page** or press CTRL + G and then enter the page number.
- Click **Search** and select **Find** to locate a particular name or string of text. The Find window appears.



Enter the text string and click **Find**. Press F3 or click **Find Next** to find the next instance of that string. The program will then find and highlight it.

EL68A, System Log

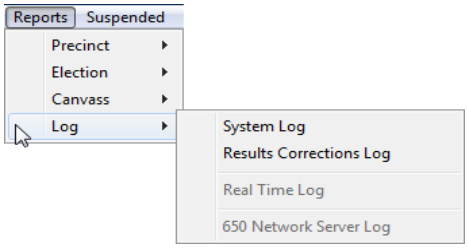
EL68A Page 1 of 1

File Edit View Search

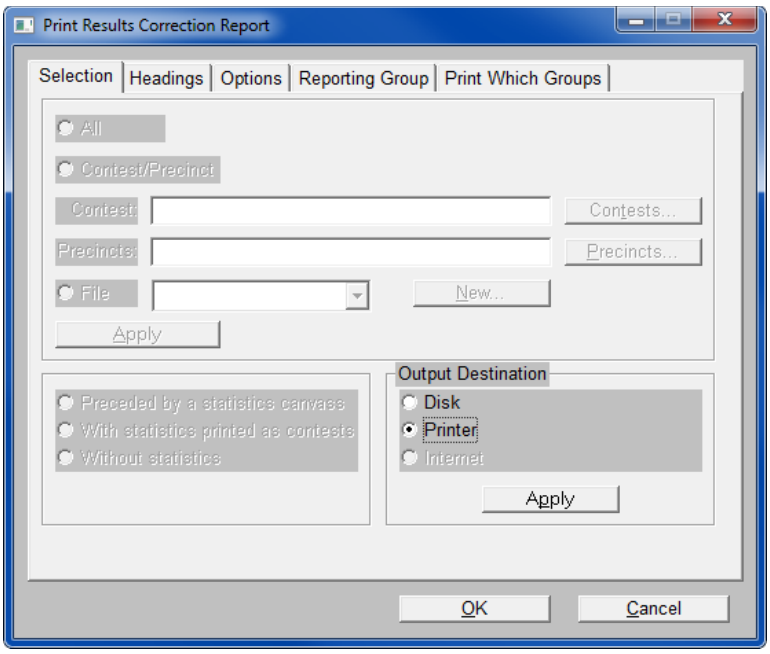
```
SYSTEM LOG LISTING
RUN DATE:04/21/09 01:55 PM                                                                    ELECTION ID: M

USER DATE    TIME      SYSTEM ACTION OR ERROR INFORMATION                        COUNTED INFORMATION

     04-30   02:55 pm  DATABASE CREATED
     04-30   02:55 pm  EXITED ELECTION REPORTING MANAGER SYSTEM
     04-30   02:56 pm  ENTERED ELECTION REPORTING MANAGER SYSTEM - REL 6.4.0.0y

     04-30   02:56 pm  START PACK ACCUMULATION  (Replace Mode - beginning with first)
     04-30   02:57 pm  STOP PACK ACCUMULATION

     04-30   02:57 pm  START PACK ACCUMULATION  (Replace Mode - beginning with first)
     04-30   02:57 pm  STOP PACK ACCUMULATION
     04-30   02:57 pm  EXITED ELECTION REPORTING MANAGER SYSTEM
     04-07   02:35 pm  ENTERED ELECTION REPORTING MANAGER SYSTEM - REL 7.5.2.0c

     04-07   02:35 pm  CREATED .RSN FILE

     04-07   02:35 pm  CREATED .CTN FILE
     04-07   02:35 pm  CONTINUE WITH CURRENT ELECTION - 0 TOTAL BALLOTS CAST
     04-07   02:35 pm  EXITED ELECTION REPORTING MANAGER SYSTEM
     04-10   01:56 pm  ENTERED ELECTION REPORTING MANAGER SYSTEM - REL 7.5.2.0c
     04-10   01:56 pm  CONTINUE WITH CURRENT ELECTION - 0 TOTAL BALLOTS CAST
     04-10   01:56 pm  ENTERED ELECTION REPORTING MANAGER SYSTEM - REL 7.5.2.0c

     04-10   01:56 pm  CREATED .CTN FILE
     04-10   01:56 pm  CONTINUE WITH CURRENT ELECTION - 0 TOTAL BALLOTS CAST
     04-10   01:56 pm  DATABASE RESET
     04-10   01:57 pm  EXITED ELECTION REPORTING MANAGER SYSTEM
     04-14   11:06 am  ENTERED ELECTION REPORTING MANAGER SYSTEM - REL 7.5.2.0c
     04-14   11:06 am  CONTINUE WITH CURRENT ELECTION - 0 TOTAL BALLOTS CAST
     04-14   11:06 am  EXITED ELECTION REPORTING MANAGER SYSTEM
     04-15   12:37 pm  ENTERED ELECTION REPORTING MANAGER SYSTEM - REL 7.5.2.0c
     04-15   12:37 pm  RESET RESULTS INITIATED BY START UP
     04-15   12:37 pm  DATABASE RESET
     04-15   12:37 pm  RESET RESULTS INITIATED BY START UP COMPLETED
```

Results Corrections Log

Take the following steps to generate the Results Corrections Log.

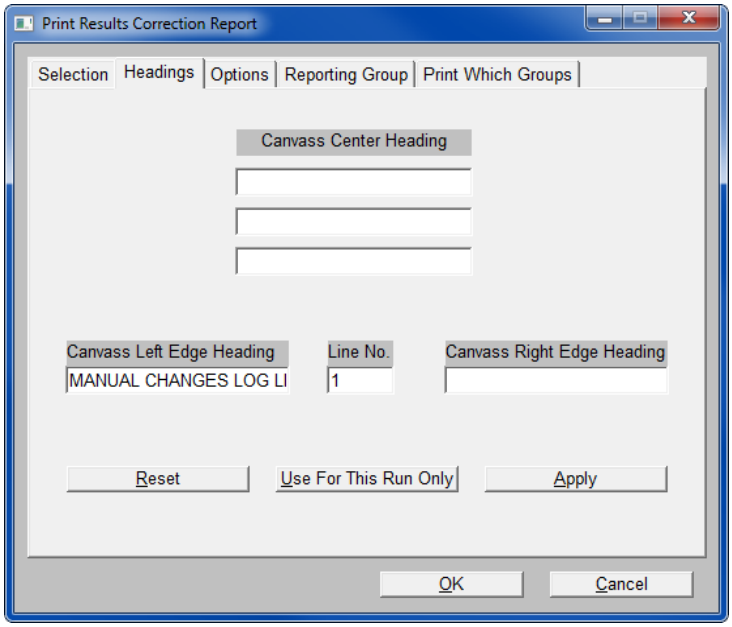


1. From the Reports menu, point to **Log**, and click **Results Correction Log**. The Print Results Correction Report window appears.



Headings Tab

2. Click the **Headings** tab to enter the information that you want to appear on your report headings.



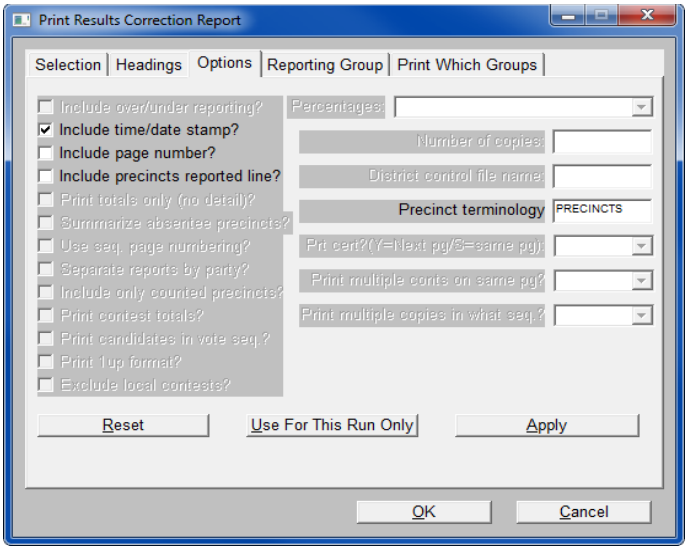
3. Enter up to three lines of text to appear at the top center of the report in the Canvass Center Heading area. You can make any necessary changes and click **Apply** to save these changes for each additional printing of this report. Any changes to the headings will not be reflected on other reports.
4. Enter the text that appears at the top left of your report in the **Canvass Left Edge Heading** box.
5. Enter the line number on which you want this heading to print (1, 2, or 3) in the **Line No.** box.

NOTE: If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line, instead of the fourth.

6. Enter the text that appears at the top right of your report in the **Canvass Right Edge Heading**.
7. Click **Reset** to clear your settings. Click **Use For This Run Only** to only use your headings with the next report that you print. Click **Apply** to use your headings for all reports of the same type.

Options Tab

8. Click the **Options** tab, and choose the options you want to include on the report.



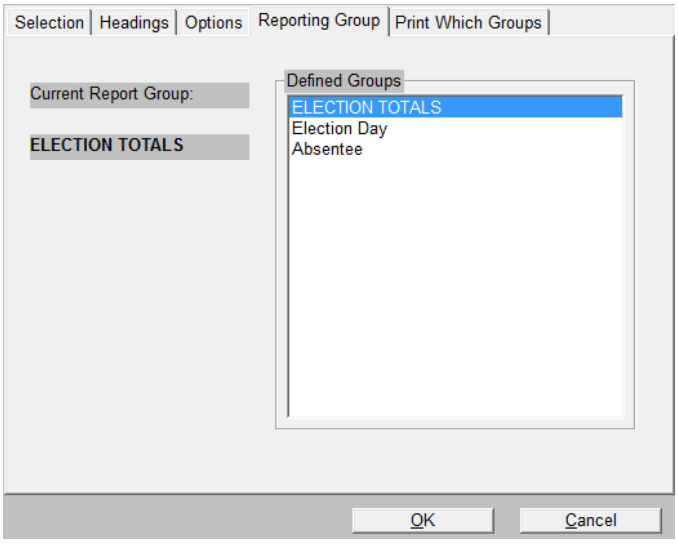
   - The **Include over/ under reporting?** field is not available.
   - Select **Include date/ time stamp?** to include the date and time that your report is generated at the top left of the first page of your report.
   - Select **Include page number?** to include page numbers on your report.
   - Select **Include precincts reported line?** to include the number of precincts counted on your report. For example, when results for 42 precincts are tallied in a jurisdiction of 82 precincts, the message “42 of 82 precincts counted” appears on the report.
   - The **Print totals only (no detail)** field is not available.
   - The **Summarize absentee precincts?** field is not available.
   - The **Use seq. page numbering** field is not available.
   - The **Separate reports by party?** field is not available.
   - The **Include only counted precincts?** field is not available.
   - The **Print contest totals?** field is not available.
   - The **Print candidates in vote seq?** field is not available.
   - The **Print 1 up Format? field is not available.**
   - The **Exclude local contests?** field is not available.
   - The **Percentages** field is not available.
   - The **Number of Copies** field is not available.
   - The **District control file name** field is not available.
   - Enter the term used by your jurisdiction to describe precincts in the **Precinct Terminology** box. Some jurisdictions prefer to call their precincts Wards or Polls.

- The **Prt. cert** field is not available.
- The **Print multiple conts on same pg** field is not available.
- The **Print Multiple Copies in what seq?** field is not available.

Reporting Group Tab

On the **Reporting Group** tab, select the group you want to print.

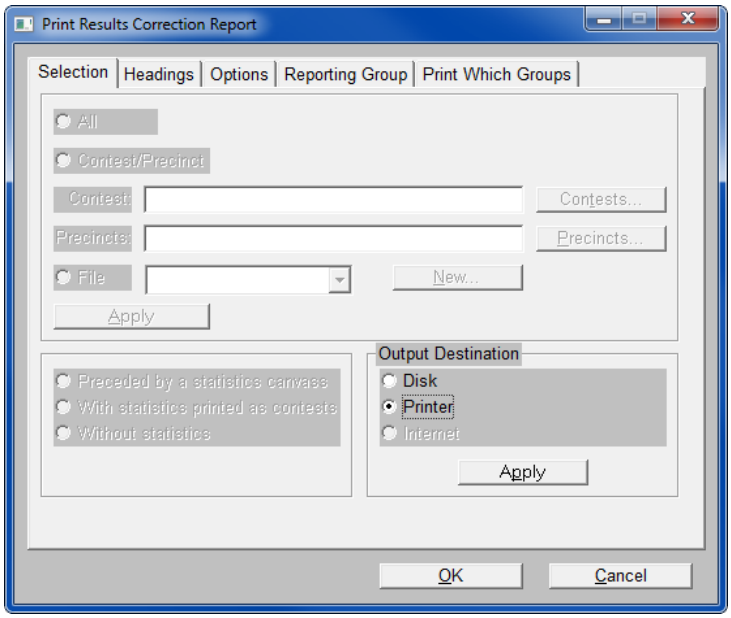
Select **ELECTION TOTALS** to print a total of all your election groups. Select one of the other groups you defined to print a total of only that group.



Refer to Chapter 8: Create ERM from XML Files for information about election groups and how to create them.

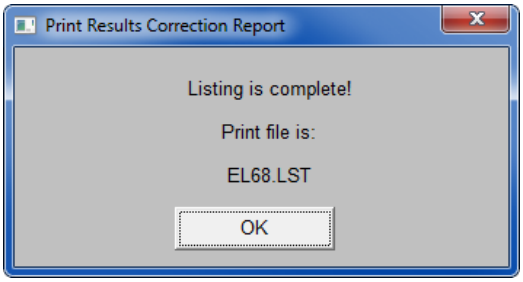
Output Destination

9. Return to the **Selection** tab.

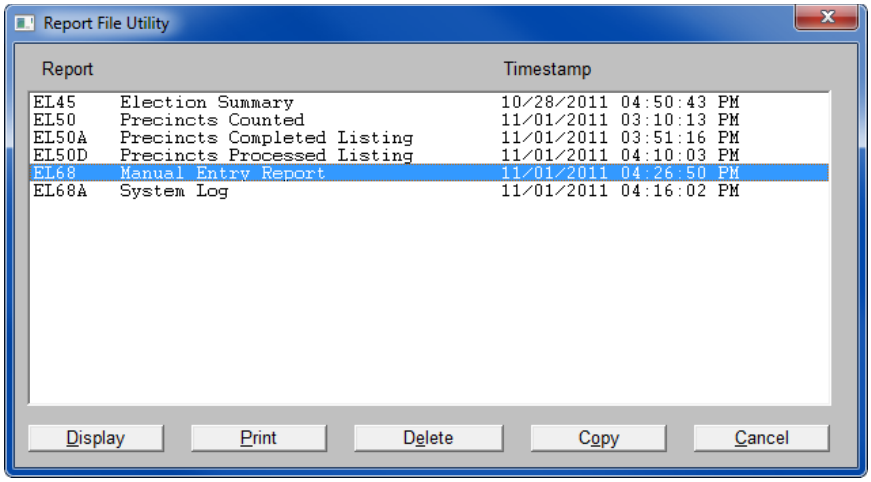


10. Click an **Output Destination**.
    - Click **Disk** if you want to view the report on your PC. You have the option to print the report after you view it.
    - Click **Printer** if you want to send the report directly to a printer without viewing it.

11. Click **OK**. If you selected Printer as an output destination the report will automatically print. If you selected **Disk,** the Print Results Correction Report window appears.



12. Click **OK**. The Report File Utility window appears.



13. Click the EL68, Manual Entry Report.

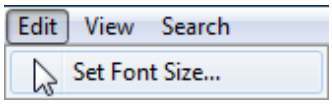
14. Click the appropriate button to perform one of the following actions.
    - Click **Display** if you want the report to appear on your PC for immediate viewing.
    - Click **Print** to send the report to the printer.

- Click **Delete** to remove the selected report from your printer.
- Click **Copy** to copy the report to another location or media.
- Select **Cancel** to return to the main menu.

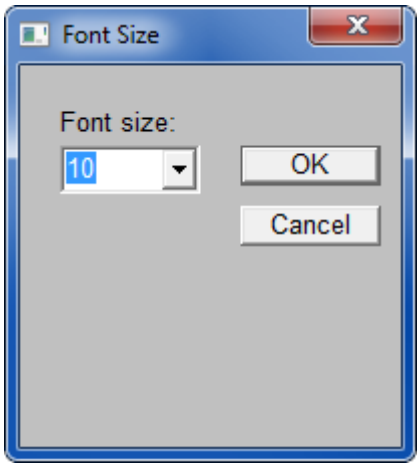
Display the Report

When you display a report, the following menu appears at the top left of the report screen.

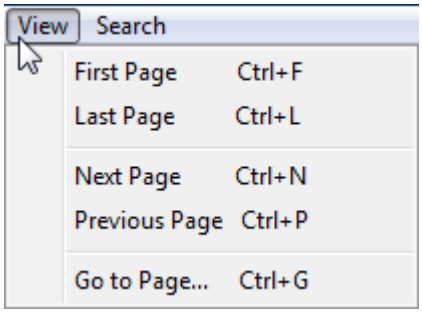
❖ From the **Edit** menu, click **Set Font Size...** to change the font size of the report.



After you select the font size you want, click **OK** to change the size of the font on the displayed report.

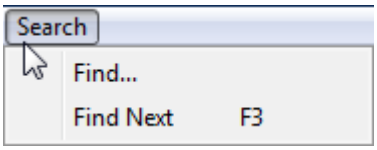


❖ Click **View** to move around within the report. Use the following commands:



- To move to the first page of the report, select **First Page** or press CTRL + F.
- To move to the last page of the report, select **Last Page** or press CTRL + L.
- To move forward one page, select **Next Page** or press CTRL + N.
- To move back one page, select **Previous Page** or press CTRL + P.
- To move to a specific page, select **Go to page** or press CTRL + G and then enter the page number.

❖ Click **Search** and select **Find** to locate a particular name or string of text. The Find window appears.



Enter the text string and click **Find**. Press F3 or click **Find Next** to find the next instance of that string. The program will then find and highlight it.

EL68, Manual Entry Report

EL68 Page 1 of 2

File Edit View Search

MANUAL CHANGES LOG LISTING
WITH 2 OF 2 PRECINCTS REPORTING
RUN DATE:04/16/09 04:28 PM

ANY COUNTY, US
GENERAL ELECTION
NOVEMBER 4, 2008

REPORT-EL68 PAGE 001
ELECTION ID: MYDEMO

PRECINCT	CANDIDATE	USER	DATE	TIME	GRP	OLD	NEW
0001 PRECINCT 1	VOTERS		04-16	09:20 am	2	0	10,000
			04-16	04:25 pm	2	10,000	10,000
	BALLOTS CAST - TOTAL		04-16	09:20 am	2	0	8,500
			04-16	04:25 pm	2	8,500	8,602
	GEORGE WASHINGTON		04-16	09:20 am	2	0	5,120
			04-16	04:25 pm	2	5,120	5,125
	THOMAS JEFFERSON		04-16	09:20 am	2	0	1,180
			04-16	04:25 pm	2	1,180	1,184
	ABRAHAM LINCOLN		04-16	09:20 am	2	0	500
			04-16	04:25 pm	2	500	506
	ANDREW JACKSON		04-16	09:20 am	2	0	300
			04-16	04:25 pm	2	300	307
	ROBERT E. LEE		04-16	09:20 am	2	0	20
			04-16	04:25 pm	2	20	28
	BEN FRANKLIN		04-16	09:20 am	2	0	200
			04-16	04:25 pm	2	200	209
	JOHN ADAMS		04-16	09:20 am	2	0	250
			04-16	04:25 pm	2	250	260
	ULYSSES S. GRANT		04-16	09:20 am	2	0	325
			04-16	04:25 pm	2	325	326
	FRANKLIN ROSSEVELT		04-16	09:20 am	2	0	200
			04-16	04:25 pm	2	200	215
	TEDDY ROOSEVELT		04-16	09:20 am	2	0	400
			04-16	04:25 pm	2	400	425
	Write-In		04-16	09:20 am	2	0	3
			04-16	04:25 pm	2	3	9
	OVER VOTES		04-16	04:25 pm	2	0	2
	UNDER VOTES		04-16	09:20 am	2	0	2
			04-16	04:25 pm	2	2	6
0002 PRECINCT 2	VOTERS		04-16	09:22 am	2	0	5,000
	GEORGE WASHINGTON		04-16	09:22 am	2	0	1,200
	THOMAS JEFFERSON		04-16	09:22 am	2	0	500
	ABRAHAM LINCOLN		04-16	09:22 am	2	0	700
	ANDREW JACKSON		04-16	09:22 am	2	0	600
	ROBERT E. LEE		04-16	09:22 am	2	0	250
	BEN FRANKLIN		04-16	09:22 am	2	0	350
	JOHN ADAMS		04-16	09:22 am	2	0	150
	ULYSSES S. GRANT		04-16	09:22 am	2	0	850
	FRANKLIN ROSSEVELT		04-16	09:22 am	2	0	250
	TEDDY ROOSEVELT		04-16	09:22 am	2	0	140
	Write-In		04-16	09:22 am	2	0	8
	OVER VOTES		04-16	09:22 am	2	0	2
	VOTERS		04-16	09:23 am	2	5,000	6,500
			04-16	04:28 pm	2	5,000	5,000
	BALLOTS CAST - TOTAL		04-16	09:23 am	2	0	5,000
			04-16	04:28 pm	2	5,000	5,070
	GEORGE WASHINGTON		04-16	04:28 pm	2	1,200	1,205
	THOMAS JEFFERSON		04-16	04:28 pm	2	500	505
	ABRAHAM LINCOLN		04-16	04:28 pm	2	700	710
	ANDREW JACKSON		04-16	04:28 pm	2	600	606
	ROBERT E. LEE		04-16	04:28 pm	2	250	257
	BEN FRANKLIN		04-16	04:28 pm	2	350	360
	JOHN ADAMS		04-16	04:28 pm	2	150	155
	ULYSSES S. GRANT		04-16	04:28 pm	2	850	855
	FRANKLIN ROSSEVELT		04-16	04:28 pm	2	250	256
	TEDDY ROOSEVELT		04-16	04:28 pm	2	140	144
	Write-In		04-16	04:28 pm	2	8	11

Real Time Log

NOTE: This section references functionality that is not supported with the current voting system configuration

650 Network Server Log

NOTE: This section references functionality that is not supported with the current voting system configuration

Part 7: Suspended Menu

NOTE: This section references functionality that is not supported with the current voting system configuration