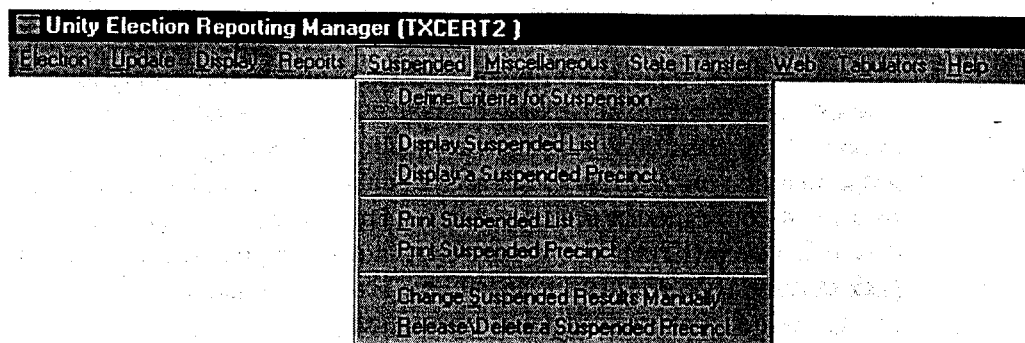


Chapter 6: Suspended Menu



Under certain conditions, you may need to hold the results of a precinct in a file for manual review later. This procedure is known as suspending the precinct. If the results of a particular precinct seem questionable because they do not meet the defined criteria or if there are checksum errors, you will need to suspend that precinct's results for review and not include them in the results at the present time. The options on the **Suspended** menu allow you to define the criteria for suspending precincts, display the suspended results, display a list of suspended precincts, print a listing of suspended precincts, and release a suspended precinct.

Defining the Criteria for Suspension

This option lets you specify the criteria for deferred MemoryPack reading. If you select any of the items on this screen, the pack reading program will automatically suspend any precinct in which any one of those criteria occurs. If any items on this screen are encountered by the pack accumulation program and you have not defined any criteria here, you will receive an error message telling you that a potential problem has been detected. You will then have to answer as to whether you want to read that pack or not. By defining criteria here, you can automatically suspend the precinct and avoid receiving these error messages.

Suspended Criteria Maintenance

- No ballots cast
- Ballots exceed registered voters
- Ballots exceed % of registered voters
% of registered voters (ouse)
- Unofficial results
- Votes exceed ballots cast
- Votes exceed PBC ballot counter
- Votes exceed 5000
- Pack has more cards than Election Reporting Manager
- Pack has less cards than Election Reporting Manager
- Precinct already updated
Ball less than %

OK Cancel

The options available on this screen are:

- No ballots cast
Select this box if you want to suspend a precinct because the ballots cast total is zero.

- **Ballots exceed registered voters**
Select this box if you want to suspend a precinct because the number of ballots cast is greater than the number of registered voters.
- **Ballots exceed % of registered voters - % of registered voters to use**
Select this box if you want to suspend a precinct because the percentage of ballots is greater than the percentage of registered voters specified in the box. Then enter the percentage number in the box.
- **Unofficial results**
Select this box if you want to suspend a precinct because the results are not official.
- **Votes exceed ballots cast**
Select this box if you want to suspend a precinct because the total number of votes within that precinct exceeds the number of ballots cast in that precinct.
- **Votes exceed PBC ballot counter**
Select this box if you want to suspend a precinct because the total number of votes within the precinct is greater than the number of votes recorded by the ballot counter.
- **Votes exceed 5000**
Select this box if you want to suspend a precinct because the number of votes within the precinct is greater than 5,000.
- **Pack has more candd than Election Reporting Manager**
Select this box if you want to suspend a precinct because there are more candidates in the MemoryPack than there are in the Reporting System.
- **Pack has less candd than Election Reporting Manager**
Select this box if you want to suspend a precinct because there are fewer candidates in the MemoryPack than there are in the Reporting System.

- Precinct already updated

Select this box if you want to suspend a precinct because the results for that precinct have already been read.

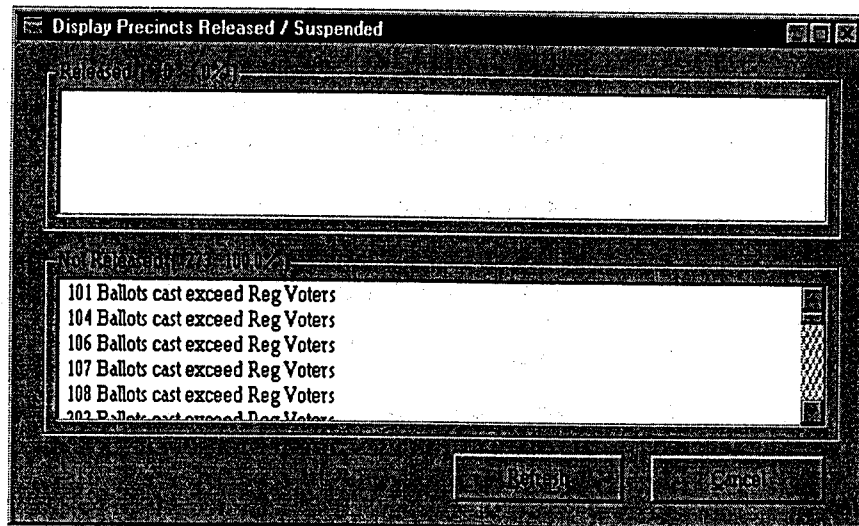
- Bals less than R/V%

Enter a percentage number. If the number of ballots cast is less than that percentage of registered voters, the precinct will be suspended.

Displaying the Suspended List

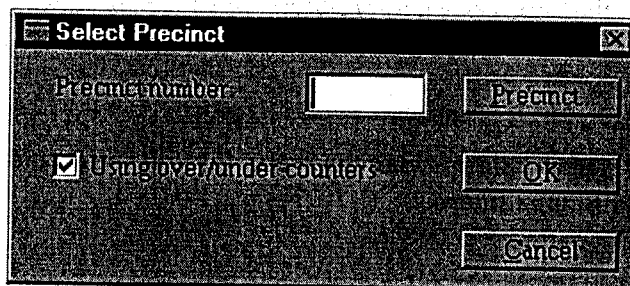
This option displays a list of the precincts that have been suspended.

Any precincts that were suspended and then released are listed in the upper section, and the precincts that are presently suspended are listed in the lower section along with the reason for the suspension.



Displaying a Suspended Precinct

This option displays the results of a specific precinct that is suspended.



1. Click **Precinct** for a list of precincts from which to choose, or enter the number of the suspended precinct you want to view.
2. Select the **Using over/under counters** check box if you want to include the over and under votes in the display.
3. Click **OK** to display the selected precinct.

Printing the Suspended List

This option prints a list of the suspended precincts and the reason for suspension. The report may be limited to only those precincts that are currently suspended, only those that were suspended and then released, or both.

Available options on this report are:

Selection Tab

- List released only
Select this option to print the report for released precincts only.

- **List not released only**
Select this option to print the report for only those precincts that have not been released.
- **List released and not released**
Select this option to print the report for all suspended precincts, released or not.
- **Output Destination**
Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings Tab

- **Canvas Centered Heading**
Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.
- **Canvass Left Edge Heading**
Enter the text you want to print in the left heading area of the report (e.g., type of report).
- **Line no.**
Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.
- **Canvass Right Edge Heading**
Enter the text you want to print in the right heading area of the report (e.g., the election date).
- **Reset**
If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.
- **Apply**
If you have made changes to this screen and want to save these changes for future report runs, click here.

Options Tab

Print Suspended Precincts Listing

Selection Headers **Options** Reporting Status

Include over/under reporting? Percentages:

Include time/date stamp

Include page numbers Number of copies:

Include precinct reported line? Director control file names:

Print total only (no detail)? Precinct geography:

Summarize alternate precincts? Put card (f=) last of (r)=name of):

Use seq. page numbering? Print multiple copies on same pg.:

Separate reports by party? Print multiple copies in what seq.:

Include only counted precincts?

Print contests only?

Print candidates in vote seq.?

Print top format? Exclude local contests?

Reset Use for this Run Only Apply

OK Cancel

- Include time/date stamp

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

- Include page number

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

Reporting Group Tab

- Reporting Group for Report

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

Printing a Suspended Precinct

This option prints information for all or user-specified suspended precincts.

Available options on this report are:

Selection Tab

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

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

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

Headings Tab

- **Canvas Centered Heading**
Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.
- **Canvass Left Edge Heading**
Enter the text you want to print in the left heading area of the report (e.g., type of report).

- **Line no.**
Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.
- **Canvass Right Edge Heading**
Enter the text you want to print in the right heading area of the report (e.g., the election date).
- **Reset**
If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.
- **Use For This Run Only**
If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.
- **Apply**
If you have made changes to this screen and want to save these changes for future report runs, click here.

Options Tab

- **Include over/under**
Use this option if you want the number of over/under votes to print on the report.
- **Include time/date stamp**
Use this option if you want the time and date the report was printed or requested to be included on the report. This will print in the left heading on the fourth line unless you choose to print text on the third line of the right/left heading area; then the time/date will print on the fifth line.
- **Include page number**
Use this option if you want to number the pages on this report.
- **Include only counted precincts**
Use this option if you want to include only the precincts that have been counted on this report.
- **Print contest totals**
Use this option if you want to print a line showing the totals for each contest.

- **Print 1up Format**

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

- **Percentages**

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

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

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

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

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

- **Number of copies**

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

- **Prt Cert**

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

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

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

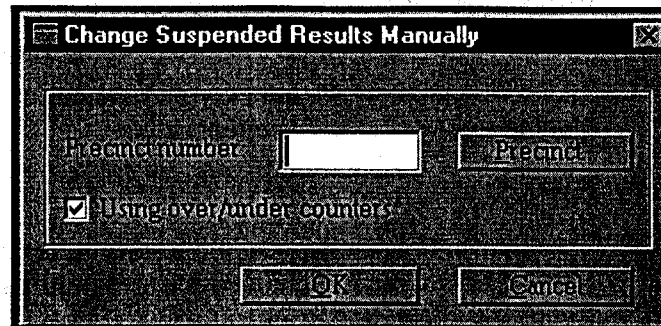
Y (next pg) - to print the certification text on a separate page

- Print multiple copies in what seq.
Click on the drop-down menu and select one of the following:
N (none) if you do not want to print more than one copy
P (repeat precinct) if you want to print multiple copies of each precinct before going on to print the next precinct
R (repeat report) to print a copy of the entire report and then another copy of the entire report, etc
- Reset
If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.
- Use For This Run Only
If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.
- Apply
If you have made changes to this screen and want to save these changes for future report runs, click here.

Reporting Group Tab

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

Changing Suspended Results Manually

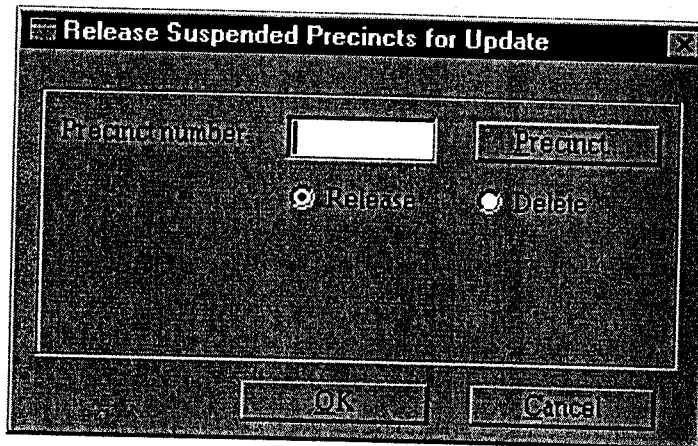


This option lets you change results for a suspended precinct.

1. In the **Precinct number** box, enter the precinct number you want to display, or click **Precinct** for a list of precincts from which to choose.
2. Select the **Using over/under counters** check box if you want to include the over and under votes in the display.
3. Select **OK** to advance to the selected precinct and make changes.

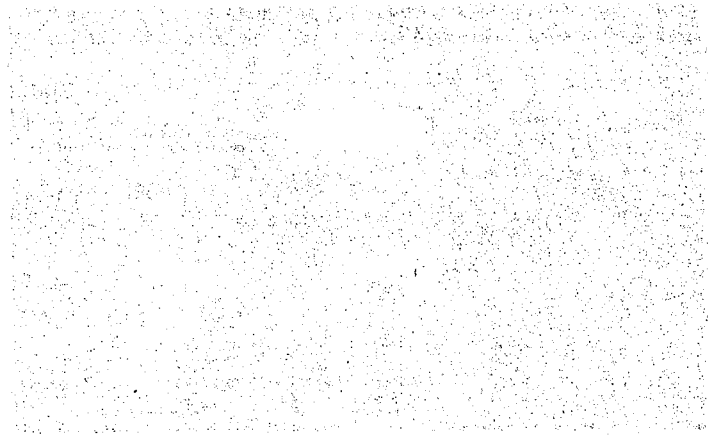
Releasing a Suspended Precinct

After it has been determined that a suspended precinct's results are legitimate, you will need to release that precinct so that the pack can be read by the accumulation program.



1. In the **Precinct number** box, enter the number of the suspended precinct you want to release, or click **Precinct** for a list of precincts from which to choose.
2. Select **Release** or **Delete**.
3. Select **OK**.

The precinct will automatically be released or deleted depending which you chose to do. If you chose to release the precinct, the pack can now be read.

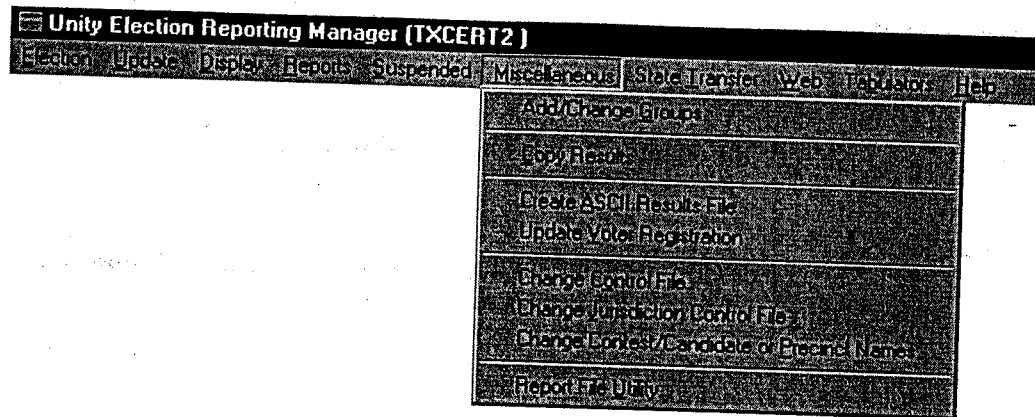


Handwritten text, possibly a signature or name, located below the obscured area. The text is faint and difficult to decipher due to the quality of the scan.

Additional handwritten text or a date, located below the signature area.

Final line of handwritten text at the bottom of the page, possibly a date or a reference number.

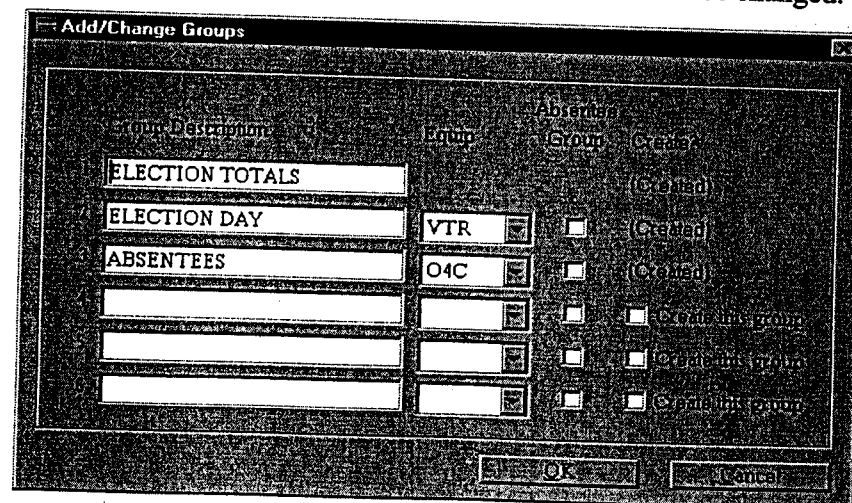
Chapter 7: Miscellaneous Menu



Adding/Changing Groups

All elections have at least two reporting groups defined for an election: Election Day totals and absentee votes. Sometimes absentee ballots are counted along with the Election Day ballots and no separate totals are kept for the two types of ballots. More often, though, the absentee and Election Day ballots are counted separately.

The first group is always ELECTION TOTALS and cannot be changed.



Up to five additional groups can be defined on this screen.

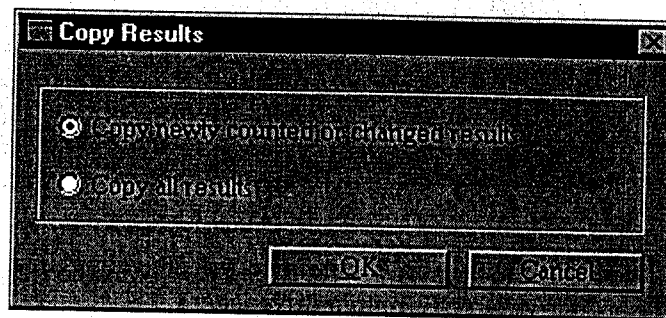
To create groups or make changes to already defined groups, do the following:

1. Select **Add/Change Groups** from the **Miscellaneous** menu.
2. Enter a descriptive name for the group in the **Group Description** box, or make changes to the one already defined.
3. Select the correct equipment type from the drop-down list.
4. Click the **Create This Group** box. When the group has been created, the **Create This Group** box will change to **(Created)**.
5. Select **OK**. Any information that has been changed on this screen will be saved.

Copying Results

The copy option allows multiple non-networked PC's to share the results files. The results are maintained by precinct only. Precinct results may be read on multiple systems and then merged for a single election total.

1. Select **Copy Results** from the **Miscellaneous** menu. The dialog box below will display.

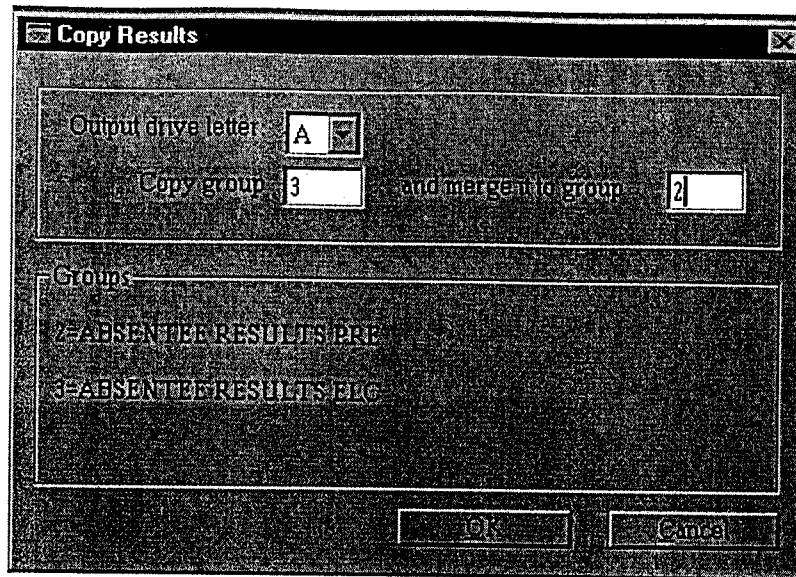


2. Do one of the following:

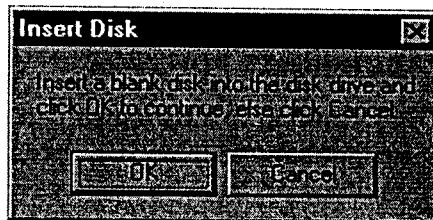
- Select **Copy newly counted or changed results**. This will copy any newly counted or changed results that have been accumulated since the last time the copy option was executed. For example, if you previously copied results for precincts 1 and 2 to diskette but you have since updated precincts 3 and 4 with results, your next copy to diskette will include only precincts 3 and 4. This option reflects the MemoryPacks updated on a particular PC.
- Select **Copy all results**. This option will copy all results from all precincts that have been updated to date, regardless of whether or not they have been previously copied to diskette. If a precinct was updated with zeroes, it will be copied also. Use this option to capture any merged precincts and/or results updated from the OPTECH IV-C.

NOTE: This program will not copy uncounted precincts unless they were updated with zeroes.

The screen on the next page will display.

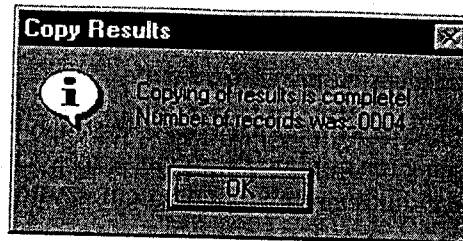


3. From the drop-down menu, select to copy the results to either diskette drive A or B (output drive letter).
4. Enter the number of the group from which you want to copy results. All groups that have been defined are listed on this screen.
5. Enter the number of the group to which you want to copy the results. The **Insert Disk** box will display.



6. Insert a blank diskette, and click **OK** to continue, or click **Cancel** to return to the ES&S Reporting Manager main screen.

After the copy is completed, the dialog box below will display telling you that the copy is complete and the number of records read.

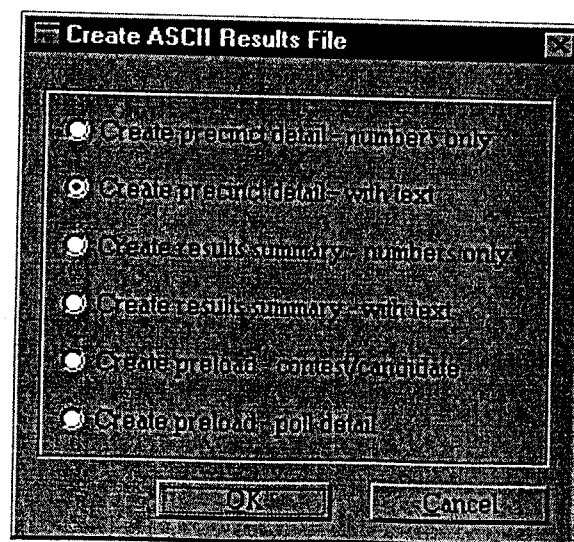


7. Click OK.

Creating ASCII Results File

This option allows the user to create an ASCII file of results in one of four formats that can be transferred to another computer or read by other software. Records are written for all COUNTED precincts in ascending race/candidate/precinct sequence. The file will be placed in the same directory on the hard drive where the rest of the election files are. It is named using your current election ID with the .ASC extension.

1. Select Create ASCII Results File from the Miscellaneous menu. The dialog box below will display.



NOTE: Each option uses the same file name.

2. Select one of the following:

- Create precinct detail-numbers only

This option creates a numeric record for each precinct. The record will contain each applicable precinct in ascending order by contest number, candidate number and precinct number. No text will print.

- Create precinct detail-with text

This option creates a numeric record for each precinct and has contest titles, candidate names and precinct names included. The record will contain each applicable precinct in ascending order by contest number, candidate number and precinct number.

- Create results summary-numbers only

This option creates a numeric results summary. The record will display in ascending order by contest number and candidate number. No text will print.

- Create results summary-with text

This option creates a numeric results summary, as described immediately above, with the titles and names included.

- Create preload – contests/candidates

This option creates a preload file of the contests and candidates.

- Create preload – poll detail

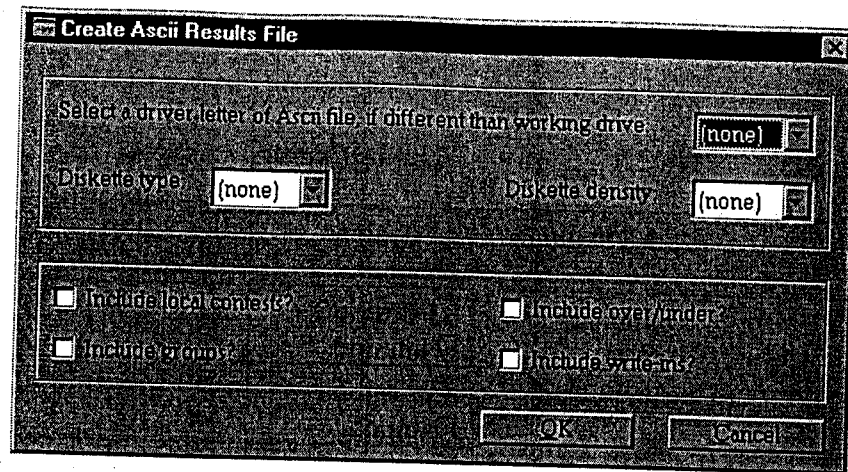
This option creates a preload file of the Poll details.

3. Click **OK**.

If you chose to create precinct detail, do the following:

- Enter the contest number or select a contest or range of contests from the drop-down menu to include on the report.
- Click **OK**.

If you chose any of the last four options, the dialog box on the next page will display.



1. In the **Drive letter** box, select the drive letter where you want to save the report if you are saving it to diskette. The default is none and will put the ASCII files where your election files reside.
2. In the **Diskette type** box, select the size of the diskette you want to use (3.5" or 5.25").
3. In the **Diskette density** box, select high or low density. If you are saving to the hard drive, select none.
4. Select any of the following that you want to include in the file:
 - Include local contests
 - Include groups
 - Include over/under votes
 - Include write-ins
5. Click **OK**.

The fields for **Create Precinct Detail - Numbers Only**, not using groups, are defined below.

Record Pos.	Field	Field Definition	Notes
1 - 4	Contest Number	4 Position Numeric	
5 - 7	Candidate Number	3 Position Numeric	
8 - 11	Precinct Code	4 Position Numeric	
12 - 16	# Registered Voters	5 Position Numeric	Prints in the counter area only
12 - 16	Number of Votes	5 Position Numeric	Prints in the contest area only
17	CR Code (0D)		
18	LF Code (0A)		

The fields for **Create Precinct Detail - Numbers Only**, using groups, are defined below.

Record Pos.	Field	Field Definition	Notes
1 - 4	Contest Number	4 Position Numeric	
5 - 7	Candidate Number	3 Position Numeric	
8 - 11	Precinct Code	4 Position Numeric	
12 - 16	# Registered Voters	5 Position Numeric	Prints in the counter area only
12 - 16	Number of Votes	5 Position Numeric	Prints in the contest area only
17 - 21	# Votes Group 1	5 Position Numeric	
22 - 26	# Votes Group 2	5 Position Numeric	
27	CR Code (0D)		
28	LF Code (0A)		

The fields for **Create Precinct Detail - with Text**, not using groups, are defined below.

Record Pos.	Field	Field Definition	Notes
1 - 4	Contest Number	4 Position Numeric	
5 - 7	Candidate Number	3 Position Numeric	
8 - 11	Precinct Code	4 Position Numeric	
12 - 16	# Registered Voters	5 Position Numeric	Prints in the counter area only
12 - 16	Number of Votes	5 Position Numeric	Prints in the contest area only
17 - 19	Party Code	3 Position Numeric	
20 - 22	District Type ID	3 Position Alphanumeric	
23 - 26	District Code	4 Position Numeric	
27 - 82	Contest Title	56 Position Alphanumeric	
83 - 120	Candidate Name	38 Position Alphanumeric	
121 - 150	Precinct Name	30 Position Alphanumeric	
151 - 175	District Name	25 Position Alphanumeric	
176	CR Code (0D)		
177	LF Code (0A)		

The fields for **Create Precinct Detail - with Text**, using groups, are defined below.

Record Pos.	Field	Field Definition	Notes
1 - 4	Contest Number	4 Position Numeric	
5 - 7	Candidate Number	3 Position Numeric	
8 - 11	Precinct Code	4 Position Numeric	
12 - 16	# Registered Voters	5 Position Numeric	Prints in the counter area only
12 - 16	Number of Votes	5 Position Numeric	Prints in the contest area only
17 - 21	# Votes Group 1	5 Position Numeric	

22 - 26	# Votes Group 2	5 Position Numeric	
27 - 29	Party Code	3 Position Alphanumeric	
30 - 32	District Type ID	3 Position Alphanumeric	
33 - 36	District Code	4 Position Alphanumeric	
37 - 92	Contest Title	56 Position Alphanumeric	
93 - 130	Candidate Name	38 Position Alphanumeric	
131 - 160	Precinct Name	30 Position Alphanumeric	
161 - 185	District Name	25 Position Alphanumeric	
186	CR Code (0D)		
187	LF Code (0A)		

The fields for Create Summary Results - Numbers Only, not using groups, are defined below.

Record Pos.	Field	Field Definition	Notes
1 - 4	Contest Number	4 Position Numeric	
5 - 7	Candidate Number	3 Position Numeric	
8 - 11	# Eligible Precincts	4 Position Numeric	
12 - 18	Total Votes	7 Position Numeric	
19 - 22	# Counted Precincts	4 Position Numeric	
23 - 29	# Registered Voters	7 Position Numeric	Prints in the counter area only
23 - 25	# Eligible Absentee Precincts	3 Position Numeric	Prints in the contest area only
26 - 28	# Counted Absentee Precincts	3 Position Numeric	Prints in the contest area only
29	Filler	1 Position	Prints in the contest area only
30	CR Code (0D)		
31	LF Code (0A)		

The fields for **Create Summary Results - Numbers Only**, using groups, are defined below.

Record Pos.	Field	Field Definition	Notes
1 - 4	Contest Number	4 Position Numeric	
5 - 7	Candidate Number	3 Position Numeric	
8 - 11	# Eligible Precincts	4 Position Numeric	
12 - 18	Total Votes	7 Position Numeric	
19 - 25	# Votes - Group 1	7 Position Numeric	
26 - 32	# Votes - Group 2	7 Position Numeric	
33 - 36	# Counted Precincts	4 Position Numeric	
37 - 43	# Registered Voters	7 Position Numeric	Prints in the counter area only
37 - 39	# Eligible Absentee Precincts	3 Position Numeric	Prints in the contest area only
40 - 42	# Counted Absentee Precincts	3 Position Numeric	Prints in the contest area only
43	Filler	1 Position	Prints in the contest area only
44	CR Code (0D)		
45	LF Code (0A)		

The fields for Create Summary Results—with Text, not using groups, are defined below.

Record Pos.	Field	Field Definition	Notes
1 – 4	Contest Number	4 Position Numeric	
5 – 7	Candidate Number	3 Position Numeric	
8 – 11	# Eligible Precincts	4 Position Numeric	
12 – 18	# Reg. Voters in Precincts Reported	7 Position Numeric	Prints in the counter area only
12 – 18	Total Votes	7 Position Numeric	Prints in the contest area only
19 - 22	# Counted Precincts	4 Position Numeric	
23 – 29	Total # Registered Voters	7 Position Numeric	Prints in the counter area only
23 – 25	# Eligible Absentee Precincts	3 Position Numeric	Prints in the contest area only
26 – 28	# Counted Absentee Precincts	3 Position Numeric	Prints in the contest area only
29	Filler	1 Position	Prints in the contest area only
30 – 32	Party Code	3 Position Alphanumeric	
33 – 35	District Type ID	3 Position Alphanumeric	
36 – 39	District Code	4 Position Alphanumeric	
40 – 95	Contest Title	56 Position Alphanumeric	
96 – 133	Candidate name	38 Position Alphanumeric	
134 – 158	District Name	25 Position Alphanumeric	
159	CR Code (0D)		
160	LF Code (0A)		

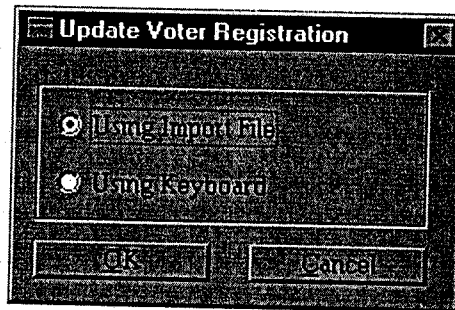
The fields for Create Summary Results—with Text, using groups, are defined below.

Record Pos.	Field	Field Definition	Notes
1 – 4	Contest Number	4 Position Numeric	
5 – 7	Candidate Number	3 Position Numeric	
8 – 11	# Eligible Precincts	4 Position Numeric	
12 – 18	# Reg. Voters in Precincts Reported	7 Position Numeric	Prints in the counter area only
12 – 18	Total Votes	7 Position Numeric	Prints in the contest area only
19 – 25	# Votes – Group 1	7 Position Numeric	
26 – 32	# Votes – Group 2	7 Position Numeric	
33 – 36	# Counted Precincts	4 Position Numeric	
37 – 43	# Registered Voters	7 Position Numeric	Prints in the counter area only
37 – 39	# Eligible Absentee Precincts	3 Position Numeric	Prints in the contest area only
40 – 42	# Counted Absentee Precincts	3 Position Numeric	Prints in the contest area only
43	Filler	1 Position	Prints in the contest area only
44 – 46	Party Code	3 Position Alphanumeric	
47 – 49	District Type ID	3 Position Alphanumeric	
50 – 53	District Code	4 Position Alphanumeric	
54 – 109	Contest Title	56 Position Alphanumeric	
110 – 147	Candidate name	38 Position Alphanumeric	
148 – 172	District Name	25 Position Alphanumeric	
173	CR Code (0D)		
174	LF Code (0A)		

Updating Voter Registration

This option allows you to update registered voter totals into the program. This is the preferred method when updating them into EMS would cause you to have to re-create your final database to get the voter totals into the Election Reporting Manager after you've already burned packs or tested your election thoroughly and don't want to change your setup. Updating registered voter totals here will not change any voter totals for precincts that have been counted.

1. Select **Update Voter Registration** from the **Miscellaneous** menu. The dialog box below will display.



2. Choose one of the methods of update:

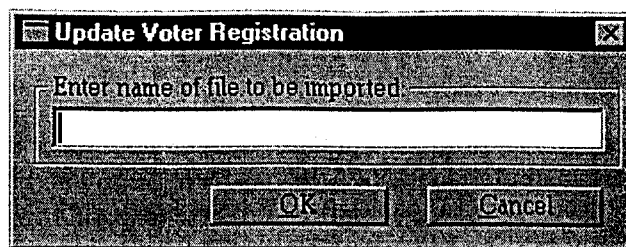
- **Import file**

This option allows you to import voter totals from an ASCII file.

- **Keyboard**

This option allows you to enter the information by keyboard onto a formatted screen. Updating registered voter totals here will not change any voter totals for precincts that have been counted.

If you selected to update from an import file, the box on the next page will display.



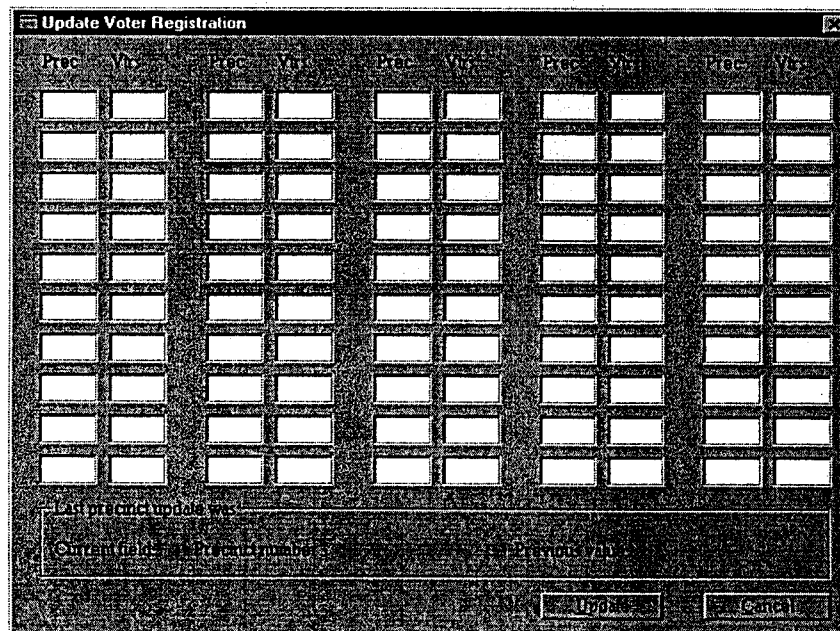
Update Voter Registration

Enter name of file to be imported

OK Cancel

3. Enter the file name, and click **OK**.

If you selected to update by keying in the precincts and number of voters, the screen below will display.



Update Voter Registration

Prec	Vts	Prec	Vts	Prec	Vts	Prec	Vts	Prec	Vts

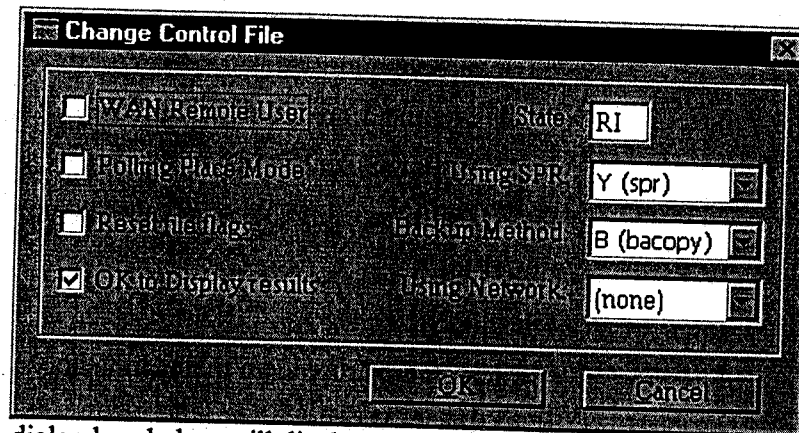
Current field: precinct number

Update Cancel

Changing Control File

The control file allows the user to define the Election Reporting Manager system by defining the parameters that influence the way it functions.

1. Select **Change Control File** from the **Miscellaneous** menu. The



dialog box below will display.

2. Do the following:

- **WAN Remote User**
- **Select this box if you are using the Wide Area Network (WAN).**
- **Polling Place Mode**
Select this box if you are using the Polling Place Summary Mode.
- **Reset File Flags**
Select this box if you want to reset the creation flags for this election.
- **OK to Display Results**
Select this box if you want to display the election results. Zeros will display before results are imported.
- **State**
Enter the two-letter abbreviation for the state name.

- Using SPR

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

Y if you are using the Smart Pack Reader

B if you are using both SPR and MPR

None if you are not using either the Smart Pack Reader or the Memory Pack Reader.

- Backup Method

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

B if you are using BACOPY as your backup method

D if you are using DOS as your backup method

- Using Network

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

E if your network drive letter is E

NONE if you are not using the network

Changing Jurisdiction Control File

Each jurisdiction's report title heading and certification message should be set up before election night, but this information can be changed on election night. Because the jurisdiction codes are set up in EMS and cannot be changed on this screen, the cursor is in the Report title field.

1. Select **Change Jurisdiction Control File** from the **Miscellaneous** menu. The dialog box below will display.

The options available on this screen are:

- **Jurisdiction**
Either type the jurisdiction name and code or click **Jurisdictions** to choose from the drop-down list of jurisdictions.
You can scroll through the jurisdictions by clicking **Next Juris.** and **Previous Juris.**
- **Include**
Select this box if you want to include the jurisdiction displayed in the **Jurisdiction** box.

- Report title

An appropriate report title will automatically enter in this field. However, you may edit this field if you want.

- Certification Message

This field allows six (6) lines of 52 characters each in which to type the certification message. If you want all jurisdictions to have this same message, select the **Copy this jurisdiction message to all other jurisdictions** box to copy it to all others.

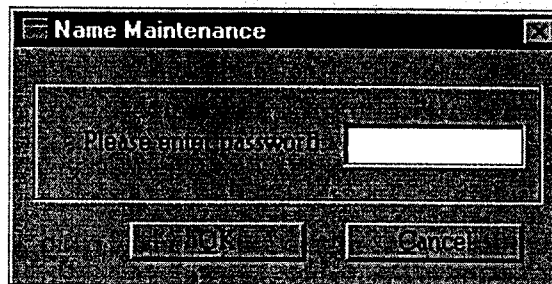
To include a judge's signature line, hold down the [Shift] key while continuing to press [6].

2. When finished, click OK.

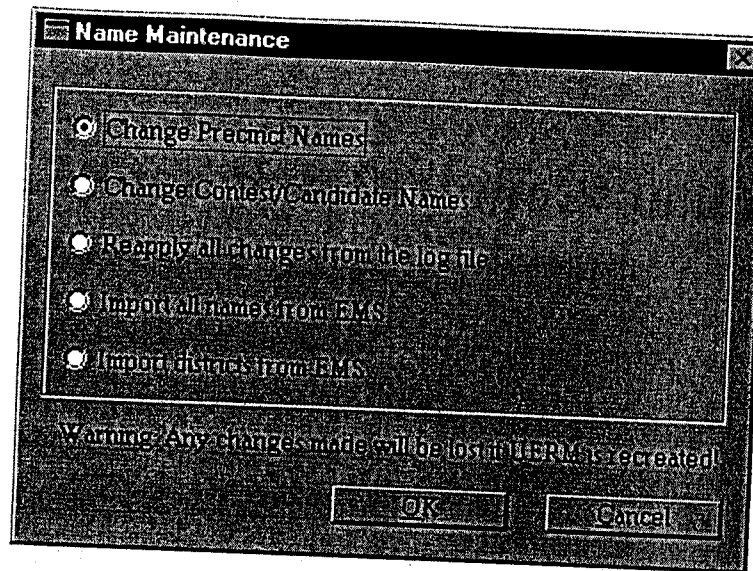
Changing Contest/Candidate or Precinct Names

This option allows you to change the names of contests, candidates, and precincts for the current election. However, if you make any changes here, they will be lost if you re-create the AERO files at any time.

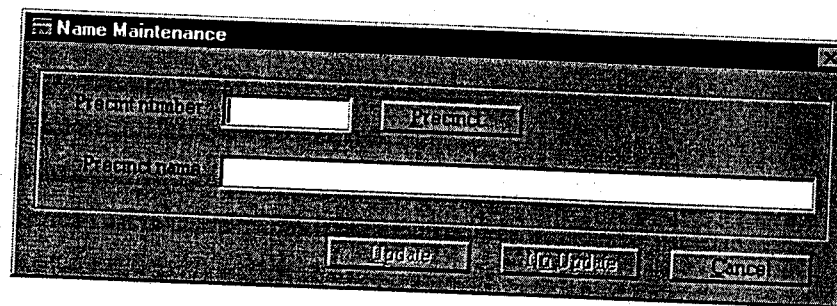
1. Select **Change Contest/Candidate or Precinct Names** from the **Miscellaneous** menu. The dialog box below will display.



2. Enter the password. Upon successful entry, the dialog box below will display.



Changing Precinct Names

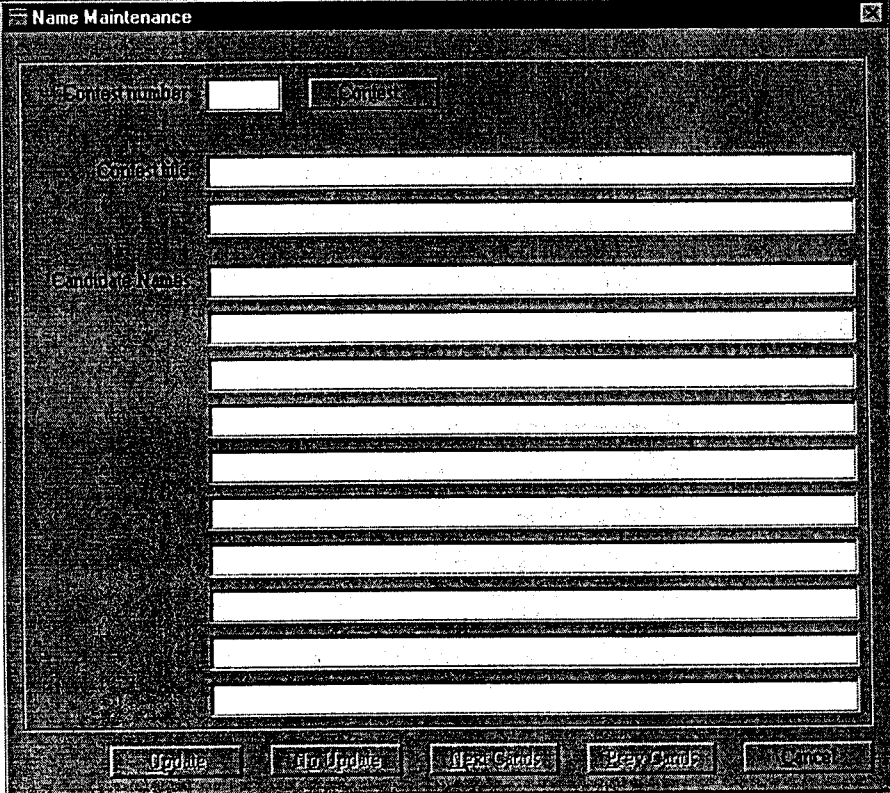


1. Enter the number of the precinct you want to change, or click on the drop-down list of precincts and highlight your choice. The precinct name will display in the **Precinct name** box.
2. Make the changes needed in the name.
3. Do one of the following:
 - Click **Update** to put the change into effect.
 - Click **No Update** to return to the **Precinct number** box.

- Click **Cancel** to return to the precinct **Name Maintenance** screen.

NOTE: Any changes made here will be lost if the election files are re-created.

Changing Contest/Candidate Names



The screenshot shows a window titled "Name Maintenance". At the top left, there is a "Context number" input field and a "Context" drop-down menu. Below these, there is a "Contest title" input field. Underneath that, there are several "Candidate Names" input fields, each with a corresponding label. At the bottom of the window, there are five buttons: "Update", "Print", "New Contest", "Play Contest", and "Cancel".

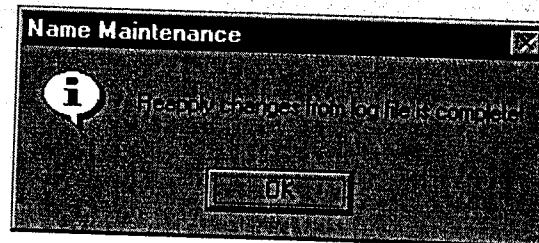
1. Enter the number of the contest you want to change, or click on the drop-down list of contests and highlight your choice. The contest title will display in the **Contest title** box and all of the candidate names will display in the **Candidate Names** boxes.
2. Make the changes needed in the title and/or candidate names.

The following buttons are available on this screen:

- Click **Update** to put the change into effect.
- Click **No Update** to return to the **Contest number** box.
- Click **Cancel** to return to the **Name Maintenance** screen.
- Click **Next cand.** to advance to the next screen of candidate names.
- Click **Prev cand.** to return to the previous screen of candidate names.

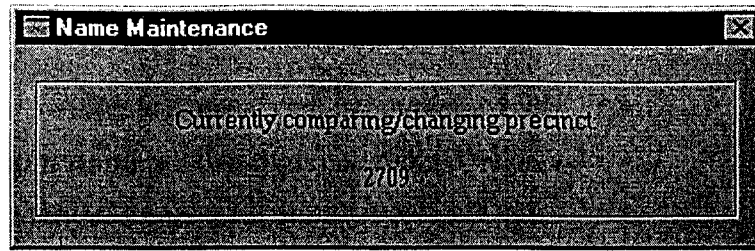
Reapplying all Changes from Log File

If you have re-created the election files after making changes to contests, candidates, or precincts, you can use this option to copy back your changes. The dialog box below displays when the program is finished.



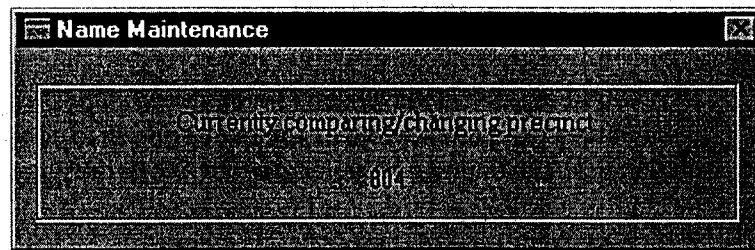
Importing All Names from EMS

If you have changed names, contests, and/or precincts, this option lets you change them all back to what they were previously. A dialog box like the one on the next page displays while the program is checking the precincts.



Importing Districts from EMS

A dialog box like the one below displays while the program is checking the precincts.



Report File Utility

The Election Reporting Manager prints reports to a connected printer or to a file for later printing. If you selected DISK as the output destination on the **Selection** tab of the report you are printing, the report will be placed into a file on your hard disk. After calculations are complete, The Election Reporting Manager gives you the name of the name of the report just printed (e.g., EL30.LST). The report will be found in the same directory where the election files reside. All reports are numerical preceded by EL with the extension .LST.

Select **Report File Utility** from the **Miscellaneous** menu. The **Report File Utility** screen displays.

Report		Timestamp
EL10	Rotation Listing	09/13/2000 03:00:44 PM
EL11	Precinct Listing	11/22/2000 02:30:28 PM
EL12	Contest Listing	11/28/2000 03:04:20 PM
EL12E	Extended Contest Listing	09/15/2000 01:30:54 PM
EL18	Precinct Ballot Style Listing	09/22/2000 01:49:10 PM
EL18A	Precinct Ballot Style Listing	09/22/2000 01:49:26 PM
EL20	Ballot Style Listing	09/11/2000 12:49:38 PM
EL20A	Ballot Detail Listing	09/13/2000 01:53:02 PM
EL27	District Identifier Listing	11/22/2000 02:31:50 PM
EL30	Precinct Report	04/26/1994 11:51:12 AM
EL30S	Suspended Precinct Report	06/30/1998 03:37:52 PM
EL32	Device tape facimile	07/26/1995 10:16:18 AM
EL41	Prom Burning Status Report	11/22/2000 02:18:52 PM
EL45	Election Summary	09/16/1999 10:43:28 AM

Buttons: Display, Print, Delete, Copy, Cancel

Any reports that you have printed to disk will display on this screen. Highlight a report and the buttons below will become available on this screen.

- Click **Display** to view the report on screen.
- Click **Print** to print a copy of this report.
- Click **Delete** if you do not need to retain this report any longer.
- Click **Copy** to copy this report to another name, and enter the new name. This feature allows the report to be saved so that the original file won't be lost when you create the report again
- Click **Cancel** to return to the ES&S Reporting Manager main menu.

Whenever you display a report, a menu bar is available at the top left of the report screen.

EL30 Page 1 of 5

PRECINCT REPORT CITY OF ST CLOUD MINNESOTA

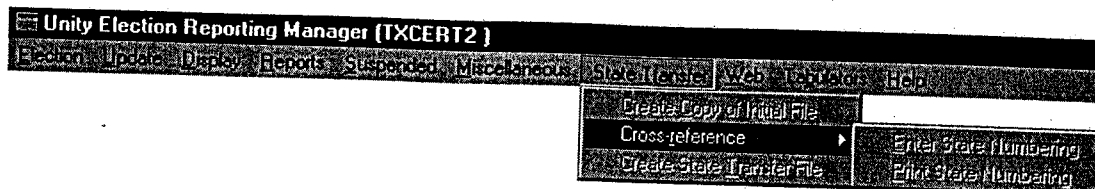
0001 ST CLOUD J-000 W-1 P-1

	VOTES	PERCENT
MAYOR		
0010001 CHUCK B. WINKELMAN	1	8.33
0010002 D. W. "BUD" MURPHY	2	16.67
0010003 JOHN SEVERSON	3	25.00
0010004 BUTCH STAURIN	1	8.33
0010005 JOHN HAMERLINCK	2	16.67
0010006 EDDIE EMCHER	3	25.00
COUNCIL AT LARGE		
0050001 ROBIN WHITESIDE	1	5.56
0050002 BOB BIRBY	2	11.11
0050003 CHARLES HAMILTON KOOP	3	16.67
0050004 OWEN ZINFEL	1	5.56
0050005 E. R. "WOODY" BISSETT	2	11.11
0050006 STEPHEN S. LORE	3	16.67
0050007 LARRY MEYER	1	5.56
0050008 JOHN D. ELLENBECKER	2	11.11
0050009 DUANE E. SCHUMACHER, JR.	3	16.67
STATISTICS		
NUMBER OF SPOILED BALLOTS	0	
NUMBER OF PERSONS REGISTERED	0	
NUMBER OF NEW REGISTRATIONS AT THE	0	
NUMBER OF SIGNATURES ON	0	
NUMBER OF ACCEPTED REGULAR	13	
NUMBER OF ACCEPTED FEDERAL	0	
NUMBER OF ACCEPTED	0	
TOTAL NUMBER OF BALLOTS	13	
TOTAL NUMBER OF BALLOTS	1	
TOTAL NUMBER OF PERSONS	14	

Use the following menu options on the report display screen:

- Click **File** to exit the report and return to the **Report File Utility** screen of reports.
- Click **Edit** to change the font size.
- Click **View** to move around within the report. To move to a specific page, select **Go to page** or press **Ctrl + G** and then enter the page number. To move forward one page, select **Go to next page** or press **Ctrl + N**. To move back one page, select **Go to previous page** or press **Ctrl + P**. To move to the first page of the report, select **Go to first page** or press **Ctrl + F**. To move to the last page of the report, select **Go to last page** or press **Ctrl + L**.
- Click **Search** and select **Find** to find a particular name or string of text; then enter the text string. Press **F3** or select **Find Next** to find the next instance of that string. The program will then find and highlight it.

Chapter 8: State Transfer Menu



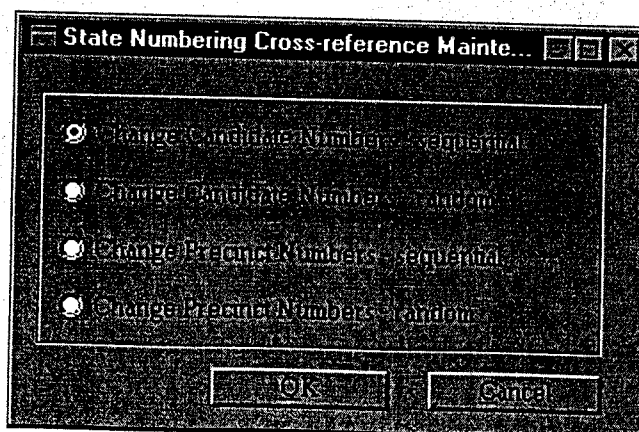
Two files are created for the state report. One file contains all candidate results by precinct and the other contains all statistical results by precinct. Each time a precinct reports, records for each candidate and the statistics tabulated in the precinct are appended to the file. All candidate codes and the county code are assigned by the state.

The system has the ability to create the file as the data packs are read into the system or to create the entire final file from a menu option so that any manual entries will also be included. If any of the results are entered manually, you will want to create a file of newly counted or changed results or create all results to include those manually entered.

NOTE: The options available on this menu are dependent on your jurisdiction's requirements.

Cross-reference Maintenance

This option allows you to change the state contest, candidate, or precinct numbers either sequentially starting with the first one on file or randomly by entering a contest number to access.

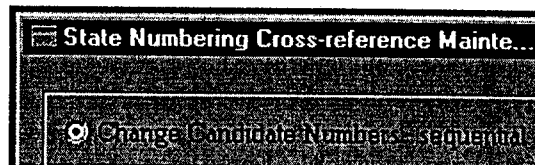


Choose one of the following:

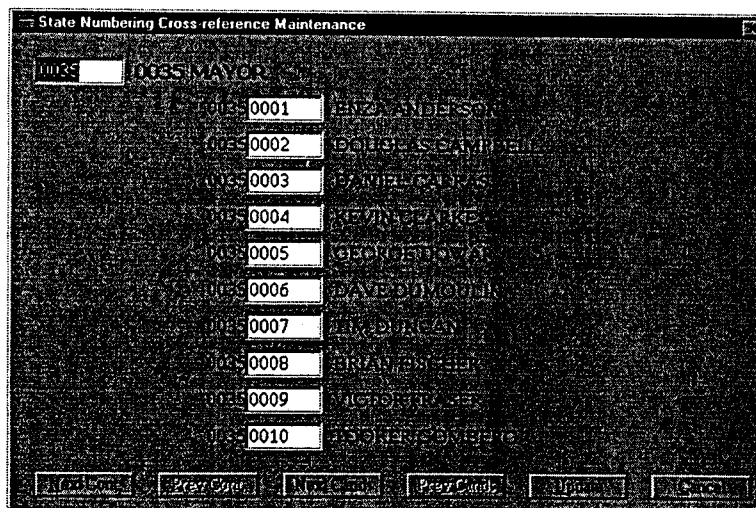
- Change Candidate Numbers - sequential
- Change Candidate Numbers - random
- Change Precinct Numbers - sequential
- Change Precinct Numbers - random

Changing Candidate Numbers

Accessing Candidate Numbers in Sequential Order



When you select to change candidate numbers in sequential order, the first contest on file will display.



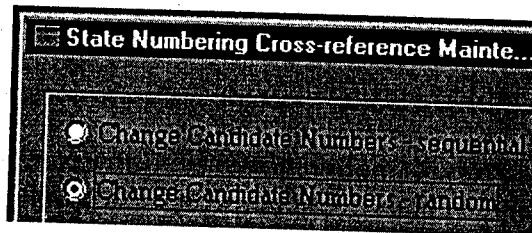
Do any of the following:

- Click **Next Cont.** to advance to the next contest on file.

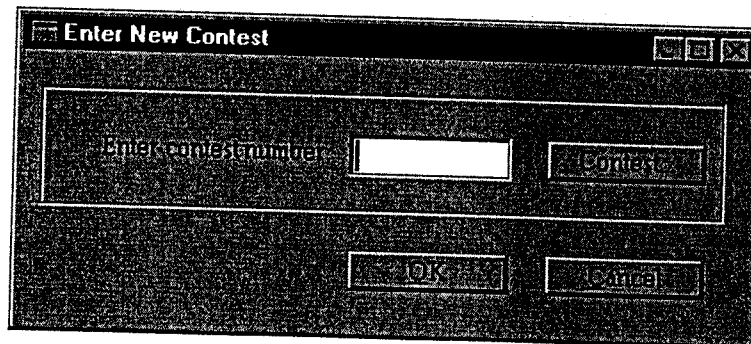
- Click **Prev Cont.** to return to the previous contest.
- Click **Next Cands.** to advance to the next screen of candidates.
- Click **Prev Cands.** to return to the previous screen of candidates.
- Click **Update** to update the screen with the new information and advance to the next contest.
- Click **Cancel** to return to the ES&S Reporting Manager main menu.

NOTE: For those contests that are not sent to the state, click **Next Contest** to bypass them without making any changes.

Accessing Candidate Numbers in Random Order

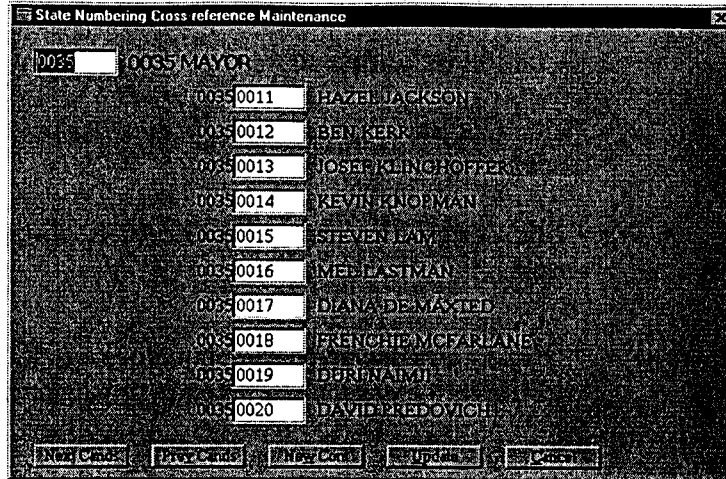


When you select to change candidate numbers in random order, the **Enter New Contest** dialog box will display.



1. Enter a contest number to access, or click on **Contest** to select from the drop-down list of contests.

2. Click **OK**. A screen similar to the one shown below will display.

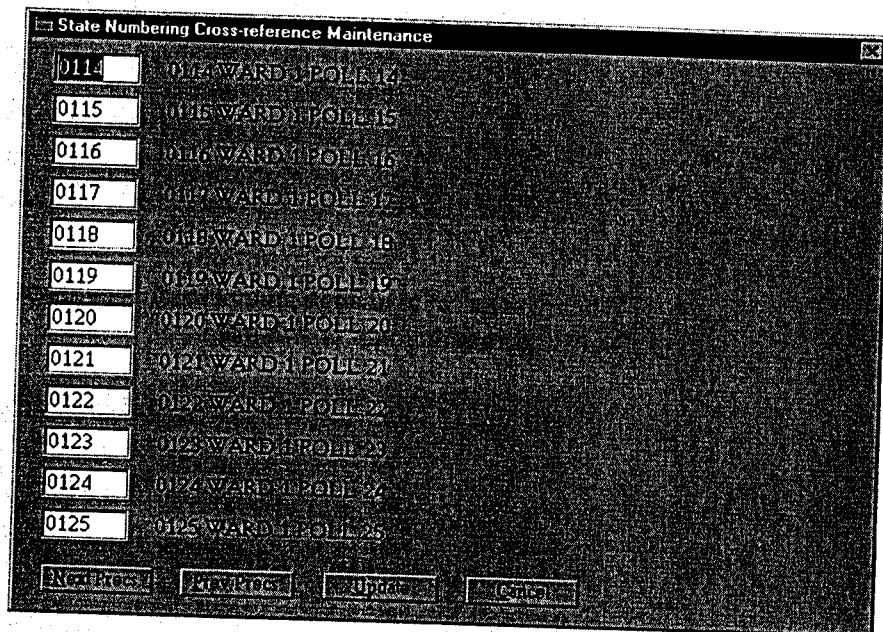


3. Do any of the following:
 - Click **Next Cands.** to advance to the next screen of candidates.
 - Click **Prev Cands.** to return to the previous screen of candidates.
 - Click **New Cont** to return to the **Enter New Contest** dialog box to enter the number of another contest to display. Make any necessary changes.
 - Click **Update** to update the screen with the new information and return to the **Enter New Contest** dialog box.
 - Click **Cancel** to return to the ES&S Reporting Manager main menu.

Changing Precinct Numbers

Accessing Precinct Numbers in Sequential Order

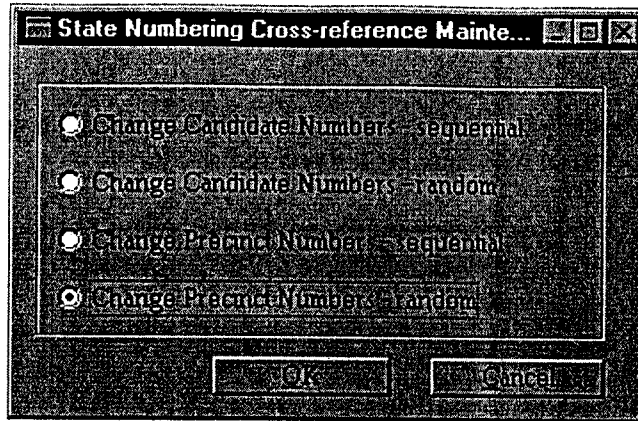
When you select to change precinct numbers in sequential order, the first screen of precincts on file will display.



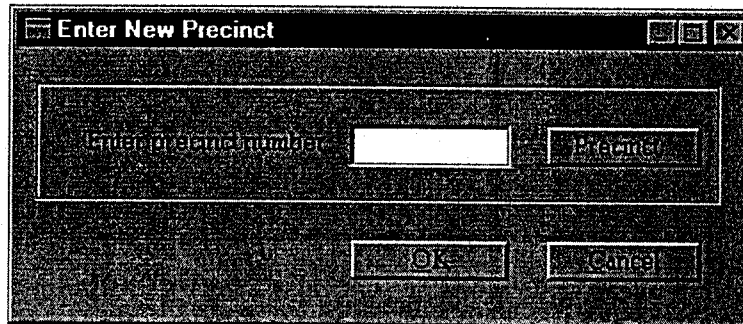
Do any of the following:

- Click **Next Precs.** to advance to the next screen of 12 precincts.
- Click **Prev Precs.** to return to the previous screen of 12 precincts.
- Click **Update** to update the screen with the new information.
- Click **Cancel** to return to the ES&S Reporting Manager main menu.

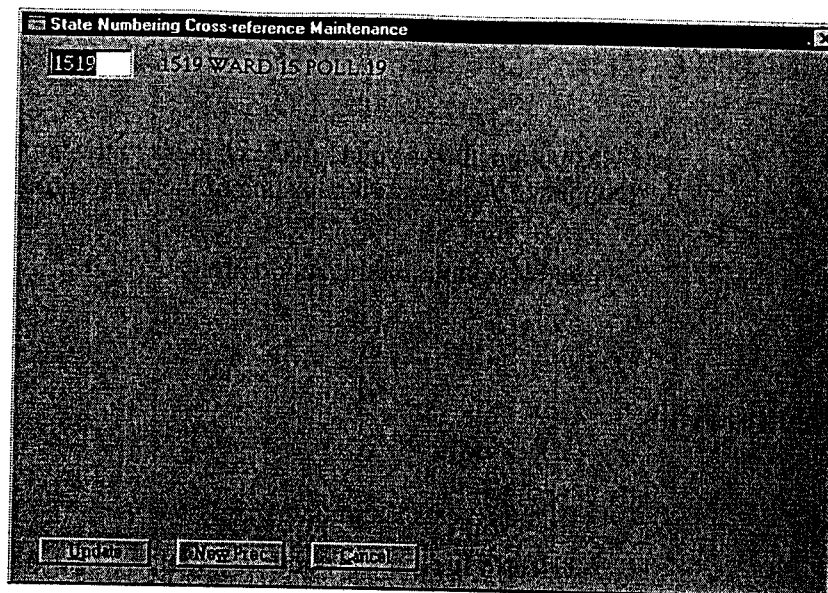
Accessing Precinct Numbers in Random Order



When you select to change precinct numbers in random order, the **Enter New Precinct** dialog box will display.



1. Enter a precinct number to access, or click on **Precinct** to select from the drop-down list of precincts.
2. Click **OK**.



3. Do any of the following:

- Click **Update** to update the screen with the new information and return to the **Enter New Precinct** dialog box.
- Click **New Prec** to return to the **Enter New Precinct** dialog box to enter the number of another contest to display.
- Click **Cancel** to return to the ES&S Reporting Manager main menu.

Printing the Cross-reference Listing

This option allows you to make changes to the Cross-reference file. After you make changes, print a listing of the file to proof.

Available options on this report are:

Selection Tab

- **List Contests/Candidates Only**
Used to list contests and candidates without precinct information for the State Transfer Cross-reference File listing.
- **List Contests/Cands and Precincts**
Used to list contest, candidate, and precinct information for the State Transfer Cross-reference File listing.
- **List Precincts Only**
Used to list precincts without contest and candidate information for the State Transfer Cross-reference File listing.
- **Output Destination**
Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings Tab

- **Canvas Centered Heading**
Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.
- **Canvass Left Edge Heading**
Enter the text you want to print in the left heading area of the report (e.g., type of report).

- **Line no.**

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

- **Canvass Right Edge Heading**

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

- **Reset**

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

- **Use For This Run Only**

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

- **Apply**

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

Options Tab

- **Include time/date stamp**
Use this option if you want the time and date the report was printed or requested to be included on the report. This will print in the left heading on the fourth line unless you choose to print text on the third line of the right/left heading area; then the time/date will print on the fifth line.
- **Include page number**
Use this option if you want to number the pages on this report.
- **Reset**
If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.
- **Use For This Run Only**
If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.
- **Apply**
If you have made changes to this screen and want to save these changes for future report runs, click here.

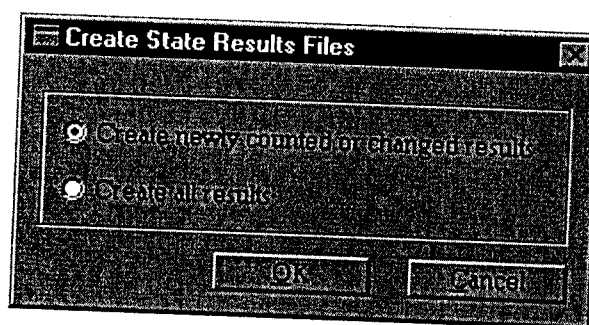
Reporting Group Tab

- Reporting Group for Report

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

Creating State Results File

This batch file creation process will create the results files as required for state reporting. This process is also necessary to include any manual entries.



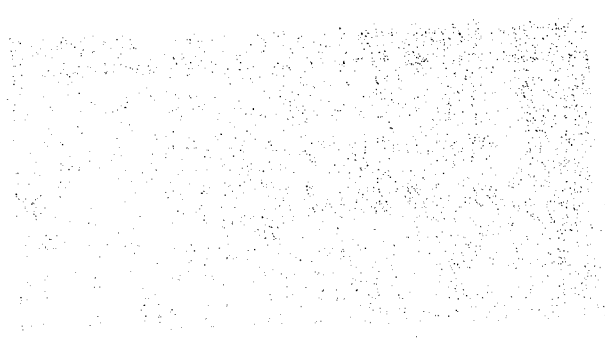
1. Choose one of the options below:
 - **Create newly counted or changed results** – This option creates the state file using all newly counted or changed results.
 - **Create all results** – This option creates the state file using all results. This option should be used after all manual entries have been made.
2. Enter the letter of the drive where you want the file to be created.
3. Click **OK**.

If you entered diskette drive A or B, the system will prompt you to place a blank diskette into the diskette drive. It will then create the results.

Faint, illegible text at the top of the page, possibly a header or introductory paragraph.

STUDY OF THE ...

Faint text block below the section header.

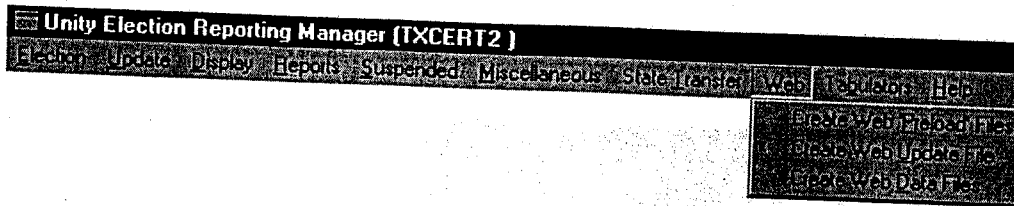


Faint text block below the image area.

Faint text block near the bottom of the page.

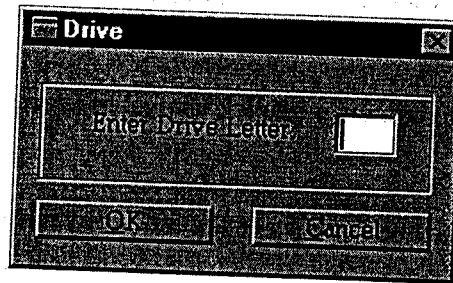
Faint text block at the very bottom of the page.

Chapter 9: Web Menu



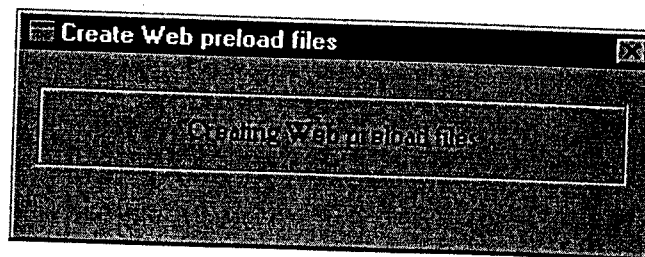
Creating Web Pre-load Files

Use this option to create the files for the Web Site.



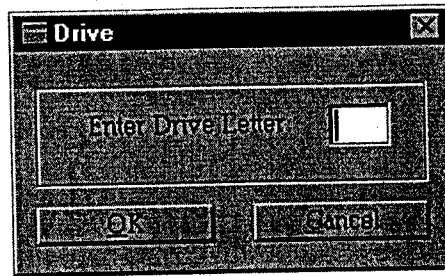
1. Enter the drive letter where the election files reside.
2. Click **OK** to continue or click on **Cancel** to return to the menu.

The screen below will display as the files are created.



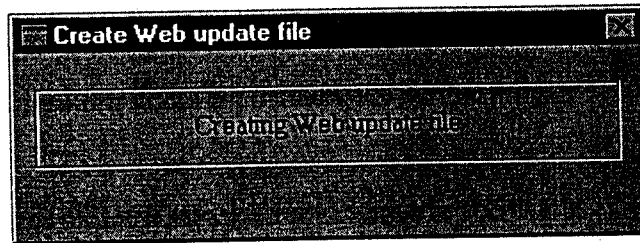
Creating Web Update Files

Use this option to create the files for updating the Web Site.



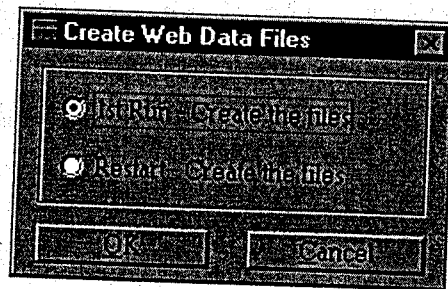
1. Enter the drive letter where the election files reside.
2. Click **OK** to continue, or click **Cancel** to return to the menu.

The screen below will display as the files are created.

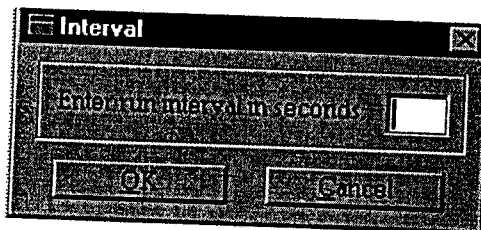


Creating Web Data Files

Use this option to create the files for creating the update for the Web Site. The dialog box below will display.

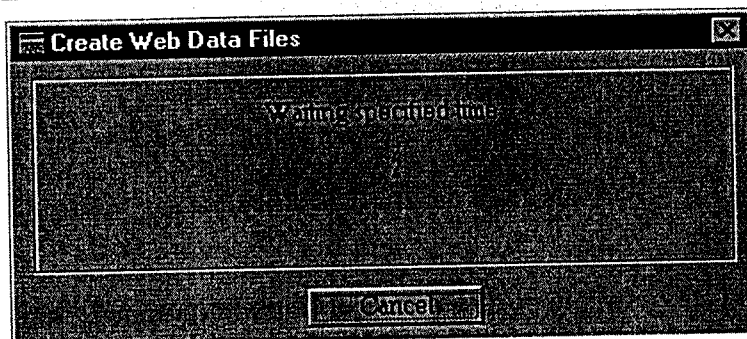
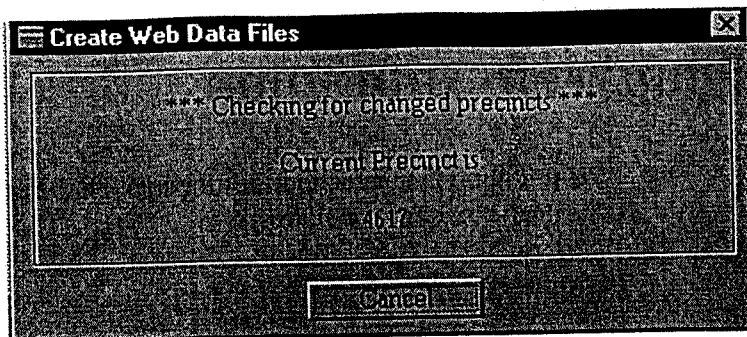


1. Choose to **Create the files initially** or to **Restart the file create**. The dialog box below will then display.



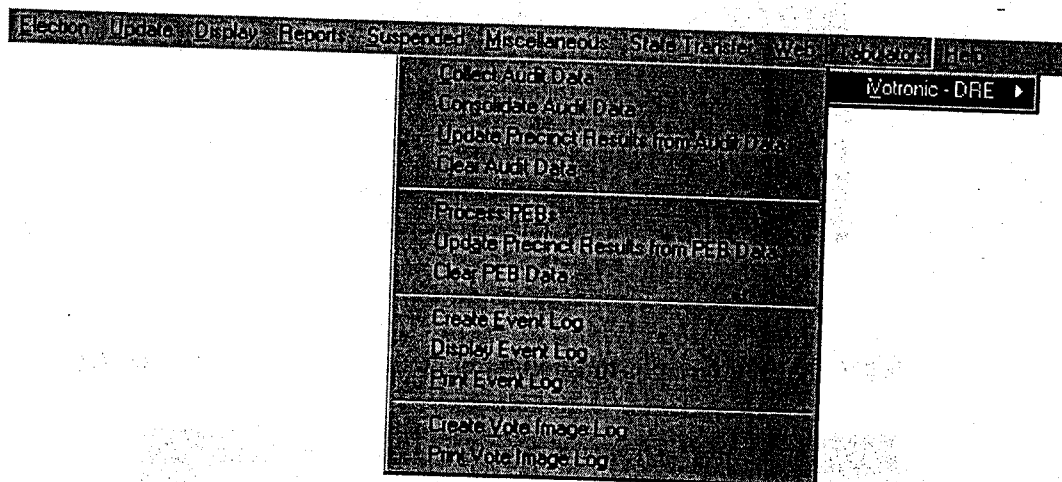
2. Enter the number of seconds you want the system to wait each time before checking for updates.

As the system checks for changed data, the message boxes below will display.



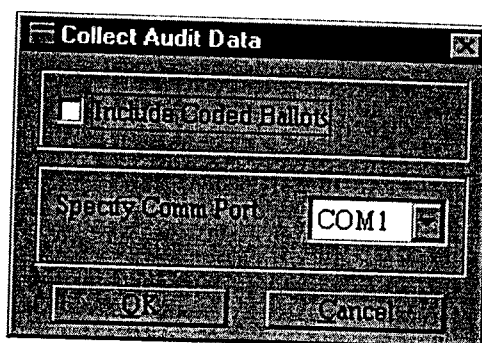
Chapter 10: Tabulators

Votronic – DRE



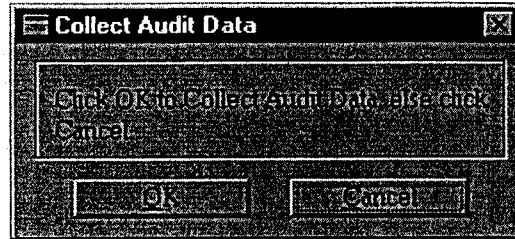
Collecting Audit Data

This option uploads the audit data from each voter terminal to the PC and creates an .SPV file for that terminal. Import Event Log.

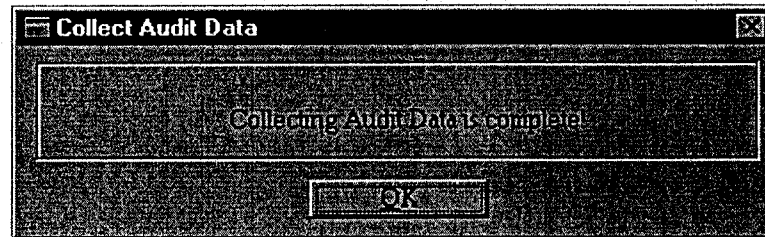


1. Select the **Include Coded Ballots** check box if you want to include coded ballots in the .SPV file. Be sure that this box is cleared if you do not want to include coded ballots in the .SPV file.

2. Click the **Specify Comm Port** drop-down menu to select the COM port you are using.
3. Click **OK**. The dialog box below will display.

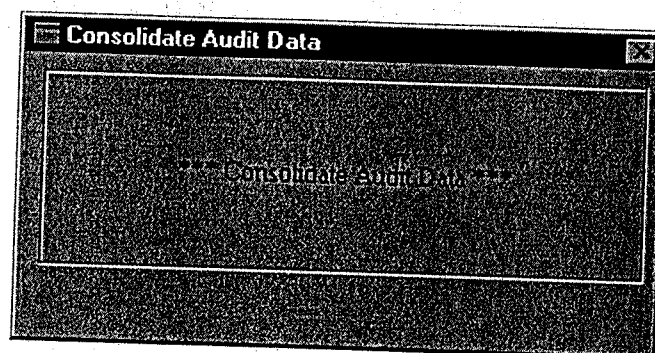


When the program is through running, the message below will display.

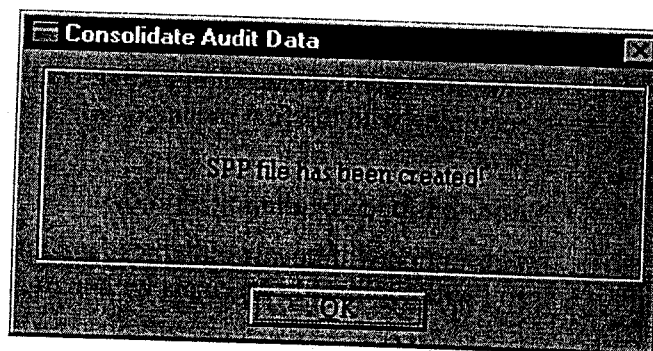


Consolidating Audit Data

This program converts the audit data (.SPV files) into the .SPP file. In order to use this option, the .SPV file must be in the \ELECADATA directory.

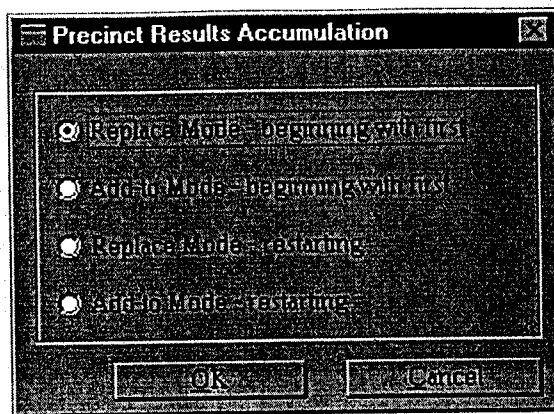


When the program is through running, the message box below will display.



Updating Precinct Results from Audit Data

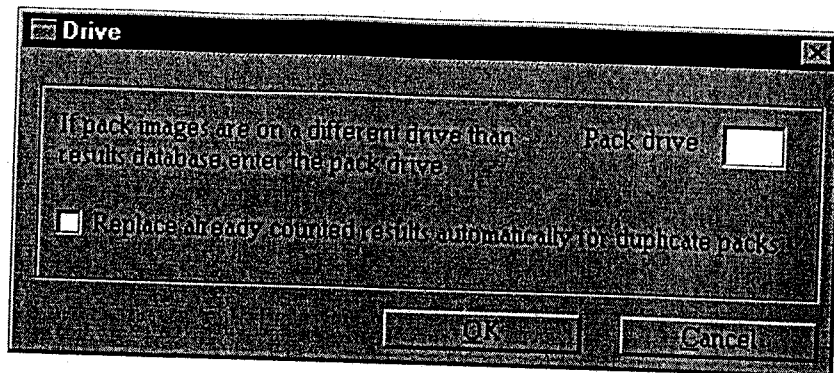
This option will update the results from the PEB audit data.



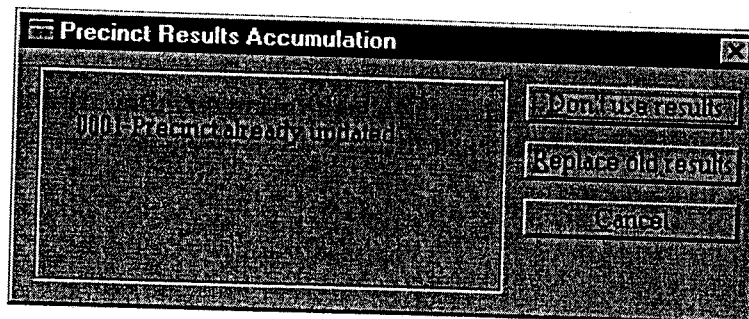
1. Select one of the following:

- **Replace Mode - beginning with first**
This option will replace all precinct results in the election, beginning with the first precinct, whether they contain results or not.
- **Add-to Mode - beginning with first**
This option will update only those precincts that have results and will not include precincts with zero results.
- **Replace Mode - restarting**
This option will replace results starting with the next precinct after the program was interrupted.
- **Add-to Mode - restarting**
This option will add to existing precinct results starting with the next precinct after the program was interrupted.

2. Click **OK**. The dialog box on the next page will display.

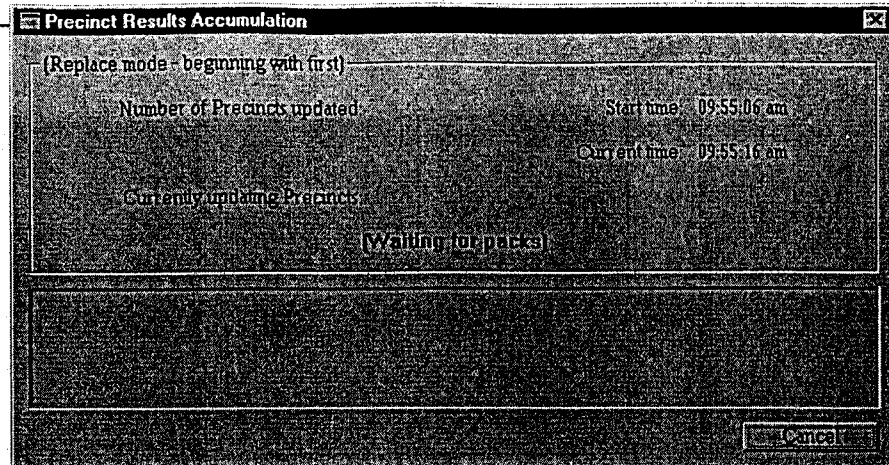


3. Enter the drive letter where the pack images are. Valid drive letters are A – Z for diskette, hard drive, or network drive.
4. If you selected either of the Add to Modes, the **Replace already counted results automatically for duplicate packs** box will be unavailable. If you want to replace already counted results automatically for duplicate packs, select that box. If you do not want to replace already counted results automatically for duplicate packs, be sure that box is cleared. Then click **OK**.
5. When the program finds results, the dialog box below will display.



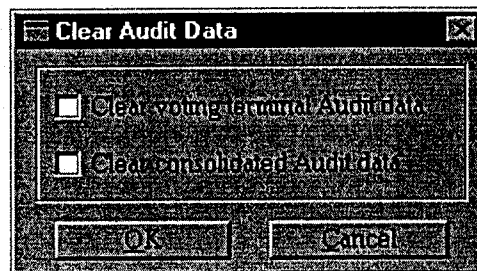
6. You may then choose to replace the old results or not use the results at all.

The dialog box on the next page will then display with information concerning the accumulation of results.

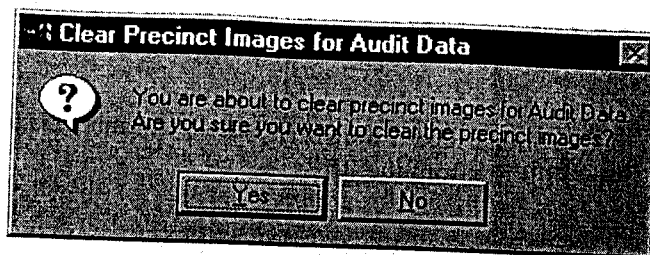


Clearing Audit Data

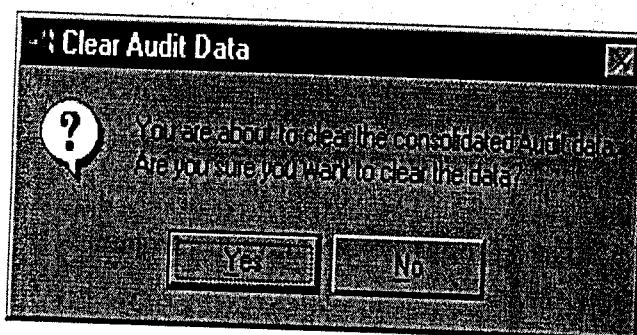
This option clears the audit information by clearing the [*election name*].spp file in the \elecdata\v-audit directory. The header record will remain, but the file will be empty. The message box below displays.



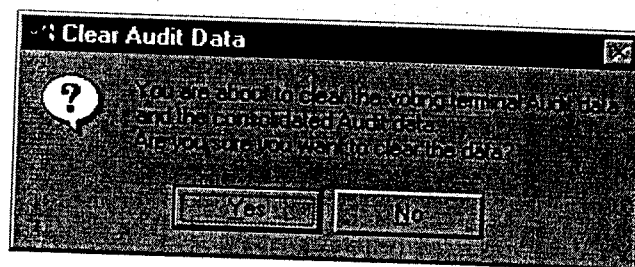
1. Select one or both of the following:
 - Select the **Clear voting terminal Audit data** box if you want to clear the .spp file. The dialog box below will display.



- Select the **Clear consolidated Audit data** box if you want to clear the information in the .spp file. The header record will still remain, but the file will be empty. The dialog box below will display.



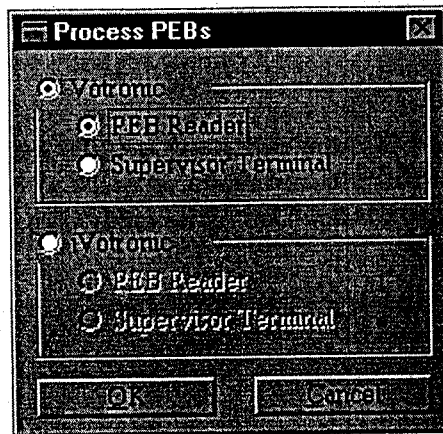
If you select both of the above options, both the .spv and the .spp files will be cleared. The dialog box below will display.



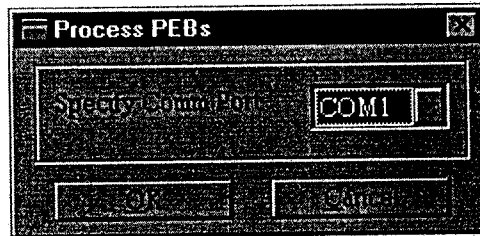
2. Click Yes to continue and clear the data.

Processing PEBs

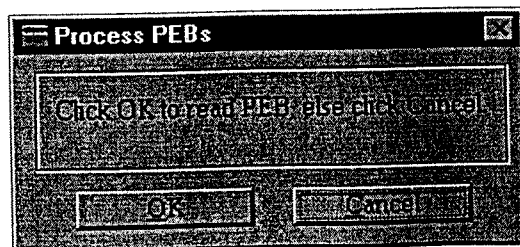
This option uploads the vote results from the PEB to the PC and creates the .SPP file from the PEBs.



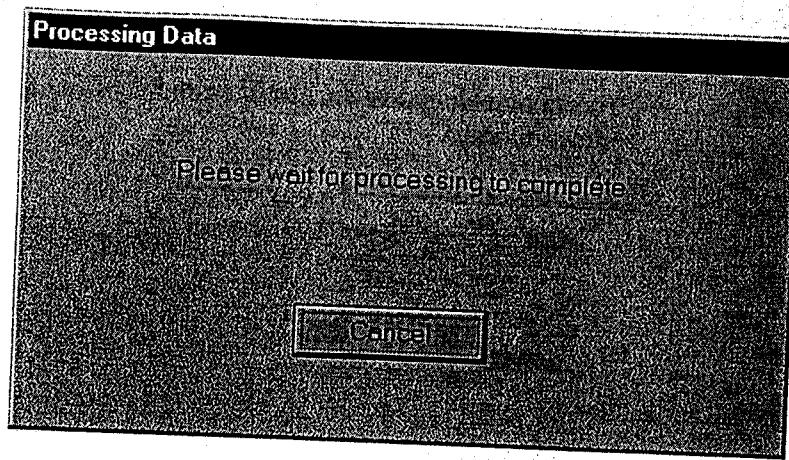
1. Select either the Votronic or the iVotronic.
2. Select to process either the PEB Reader or the Supervisor Terminal.



3. Click the **Specify Comm Port** drop-down menu to select the COM port you are using (1-4).
4. Click **OK** to continue.

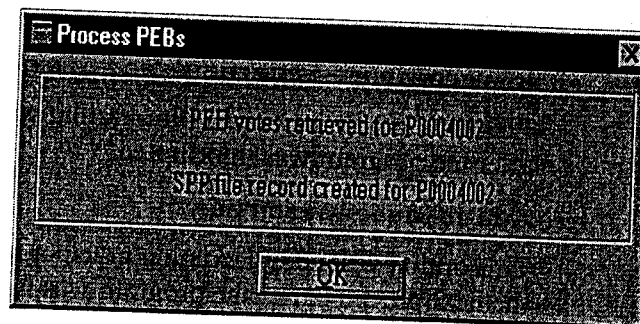


5. Click **OK** to read the PEBs.



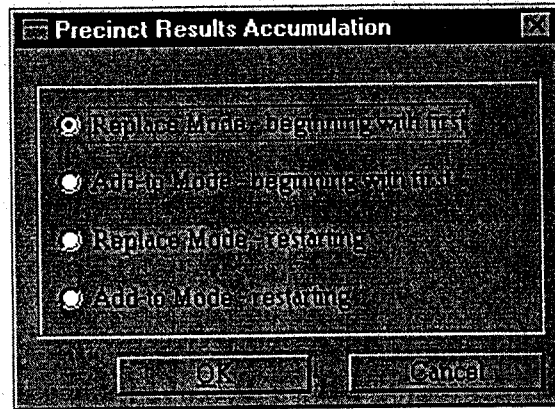
6. Wait until you see the message that the processing is complete, or click **CANCEL** to exit without completing the processing.
7. Repeat Steps 2-6 for each PEB you want to read.
8. When you are through processing PEBs, click **CANCEL**.

The dialog box below will then display.



Updating Precinct Results from PEB Data

This option will update the results from the PEB .spp file. The dialog box below displays.



1. Select one of the following:

- **Replace Mode - beginning with first**

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

- **Add-to Mode - beginning with first**

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

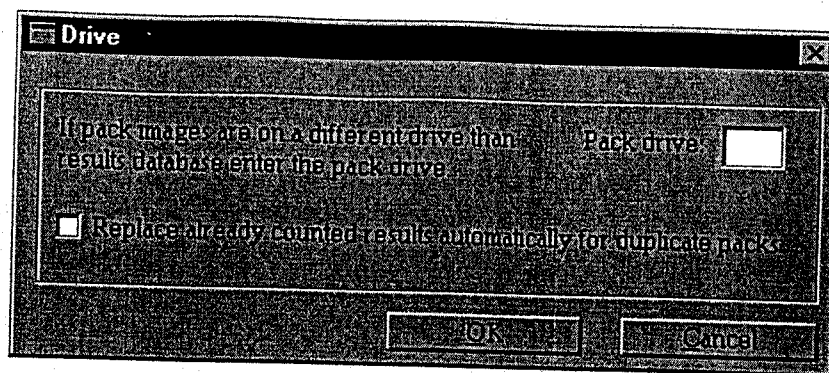
- **Replace Mode - restarting**

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

- **Add-to Mode - restarting**

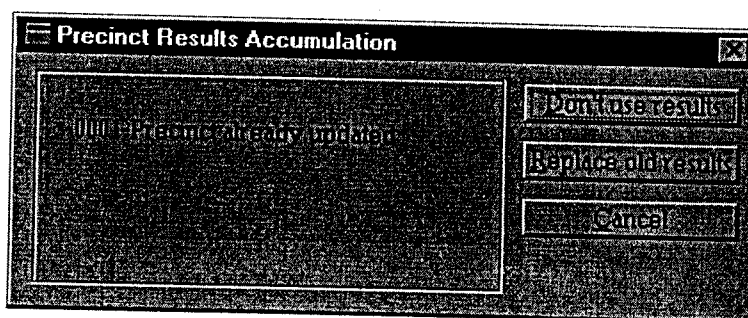
This option will add to existing precinct results starting with the next precinct after the program was interrupted.

2. Click **OK**. The dialog box on the next page will display.



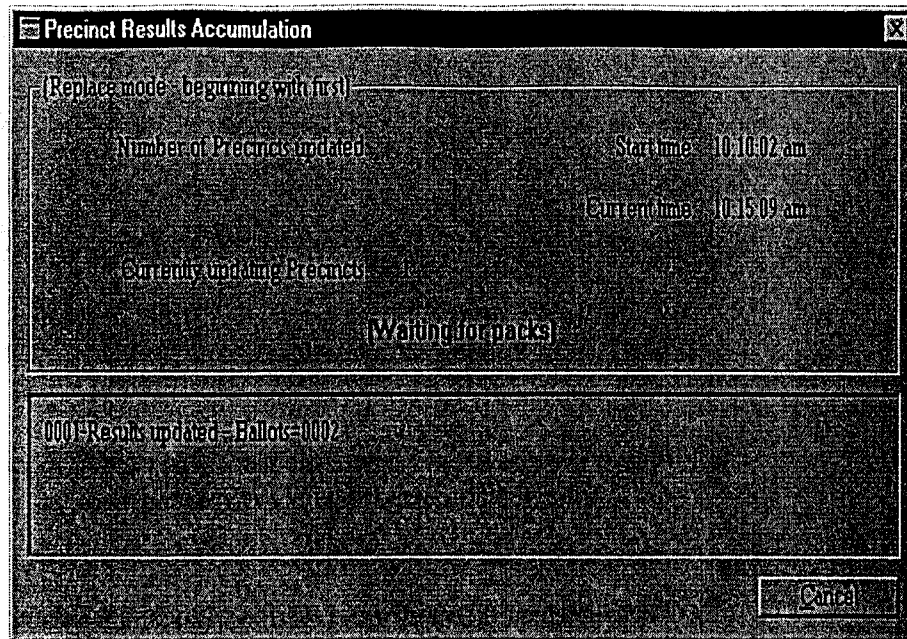
3. Enter the drive letter where the pack images are. Valid drive letters are A – Z for diskette, hard drive, or network drive.
4. If you selected either of the Add to Modes, the **Replace already counted results automatically for duplicate packs** box will be unavailable. If you want to replace already counted results automatically for duplicate packs, select that box. If you do not want to replace already counted results automatically for duplicate packs, be sure that box is cleared. Then click **OK**.

When the program finds results, the dialog box below will display.



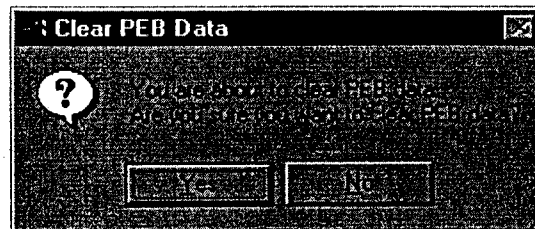
5. You may then choose to replace the old results or not use the results at all.

The dialog box on the next page will then display with information concerning the accumulation of results.

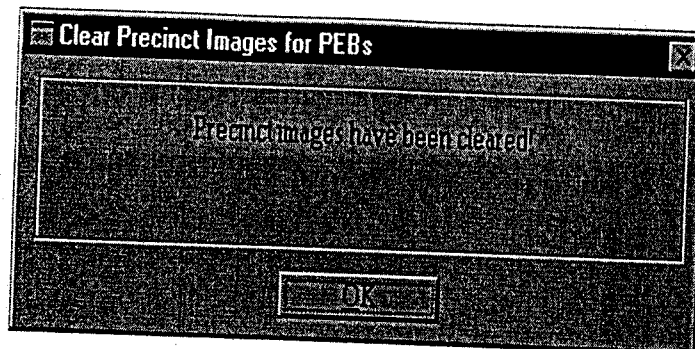


Clearing PEB Data

This option clears the vote images by clearing the information in the [election name] .spp file in the \elecdata directory. The header record will remain, but the file will be empty. The message box below will display.



Select Yes to continue and clear the data. The message box below will display.

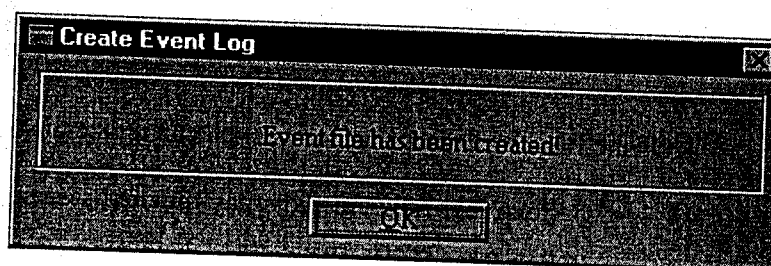


Creating the Event Log

This log records every event that occurs on each PEB during the election.

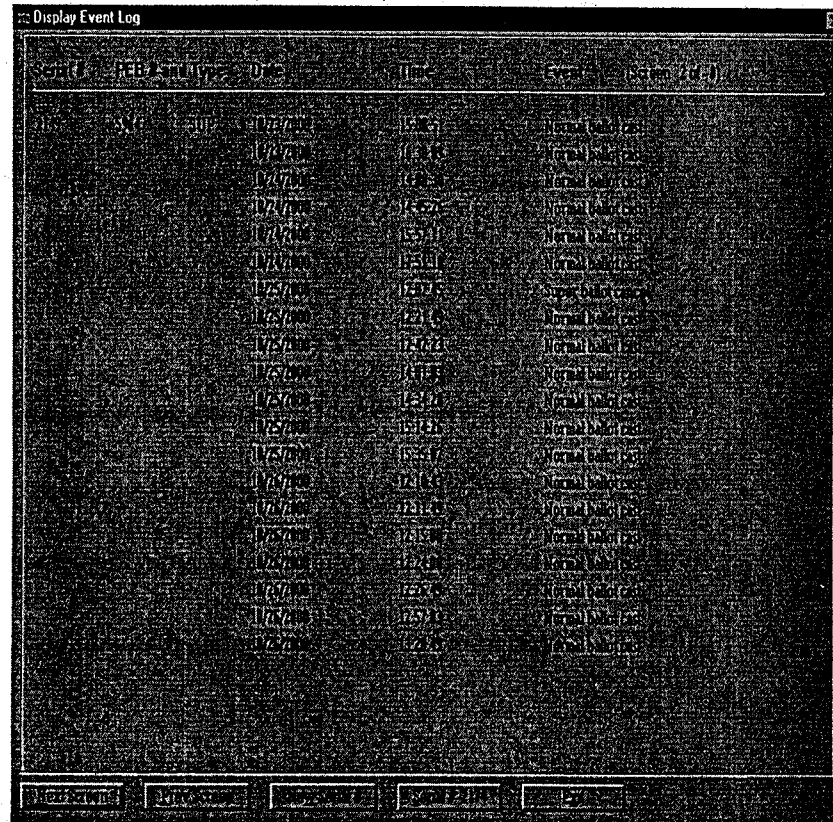
In order to use this option, you must have have coded the equipment type as VTR (Votronic). This program will import the [election name].evt file from the \elecdata directory, enabling you to then view and print the log.

When the program has finished running, the dialog box shown below will display.



Displaying the Event Log

When you choose this option, the entire log of events that have taken place on the PEB's will display for viewing. Before you can use this option, the [election name].evt file must be present in the \elecdata directory.



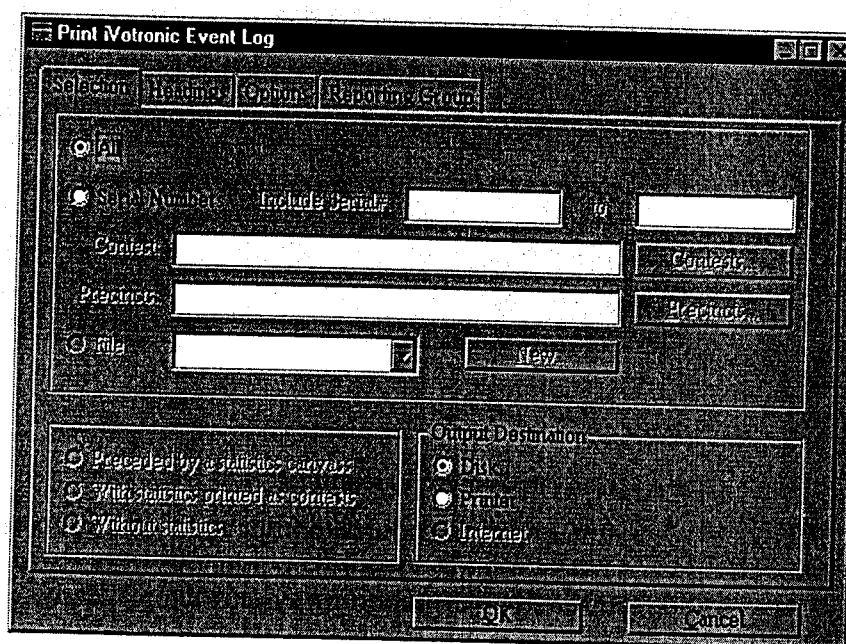
On the **Display Event Log** screen, you can utilize the buttons below.

- Click **Next Screen** to display the next screen of the log.
- Click **Prev Screen** to display the previous screen of the log.
- Click **Exit** to return to the ES&S Reporting Manager main screen.
- Click **New Serial #** to enter the serial number for a specific tabulator to display.
- Click **Serial #[nnn]** to display the information for this serial number.

Printing the Event Log

This option allows you to print the entire log of events for this election. Before you can use this option, the [election name].evt file must have been imported from the \elecdata directory.

Selection screen



- **All**
Used to select all contests and precincts.
- **Serial Numbers**
This number is the serial number assigned to the Votronic machine itself. Several PEB's may be associated with one Votronic.
- **Output Destination**
Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings screen

The screenshot shows a software window titled "Print Ivotronic Event Log" with a "Headings" tab selected. The interface includes the following elements:

- Tabbed menu: Selection, **Headings**, Options, Reporting Group
- Canvas Center Heading: Three stacked text input boxes.
- Canvas Left Edge Heading: One text input box.
- Line No.: One text input box containing the number "1".
- Canvas Right Edge Heading: One text input box.
- Buttons: Reset, Help (or F1) (or F10), Apply, OK, Cancel.

- **Canvas Centered Heading**
Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.
- **Canvas Left Edge Heading**
Enter the text you want to print in the left heading area of the report (e.g., type of report).
- **Line no.**
Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.
- **Canvas Right Edge Heading**
Enter the text you want to print in the right heading area of the report (e.g., the election date).

- Reset

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

- Use For This Run Only

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

- Apply

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

Options screen

The screenshot shows the 'Print Voltronic Event Log' application window with the 'Options' tab selected. The interface includes the following elements:

- Selection:**
 - Include over/under captioning?
 - Include time/date stamp
 - Include precinct name
 - Include precinct reported lines?
 - Print locals only (no details)?
 - Summarize adjacent precincts?
 - Use seq. page numbering?
 - Separate reports by party?
 - Include only colored precincts?
 - Print congressional?
 - Print candidates in vote seq?
 - Print incumbents?
- Options:**
 - Exclude local context?
- Reporting:**
 - Percentage: [input field]
 - Number of copies: [input field]
 - District control file name: [input field]
 - Precinct terminology: [input field]
 - Party (V=Vote/seq/seq): [input field]
 - Print multiple copies on same pg?: [input field]
 - Print multiple copies by what seq?: [input field]
- Buttons:**
 - Reset
 - Use for this Run Only
 - Apply
 - OK
 - Cancel

- Include time/date stamp

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

- **Include page number**
Use this option if you want to number the pages on this report.
- **Reset**
If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.
- **Use For This Run Only**
If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.
- **Apply**
If you have made changes to this screen and want to save these changes for future report runs, click here.

Reporting Group Tab

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

Possible Votronic Events

All of the possible events are listed below.

TERMINAL CLEAR AND TEST
TERMINAL SCREEN CALIBRATE
TERMINAL CONTRAST ADJUST
ENTER SERVICE MENU
SERVICE PASSWORD FAIL
ENTER ECA MENU
ECA PASSWORD FAIL
DATE TIME CHANGE
TERMINAL OPEN
TERMINAL CLOSE
PRECINCT UPLOAD
AUDIT UPLOAD
PRINT ZERO TAPE
PRINT PRECINCT RESULTS
MODEM PRECINCT RESULTS
TEST VOTE
VOTES RECOLLECT
INVALID VOTE PEB

INVALID SUPER PEB
NORMAL BALLOT CAST
SUPER BALLOT CAST
SUPER BALLOT CANCEL
VOTE PEB LOAD
VOTE PEB CODE LOAD
OPEN WITH SUPER BOTES
TERMINAL LEFT OPEN
OVERRIDE
OVERRIDE FAIL
EQC START
EQC PASSWORD FAIL
TERMINAL CLEAR AND TEST PASSWORD FAIL
CLEAR PROTECTIVE COUNT
PRINT INDIVIDUAL ZERO TAPE
PRINT INDIVIDUAL RESULTS
MODEM PRECINCT RESULTS FAIL
LOW BATTERY LOCKOUT
NONMASTER PEB COLLECTION
VOTER DID NOT SELECT BALLOT

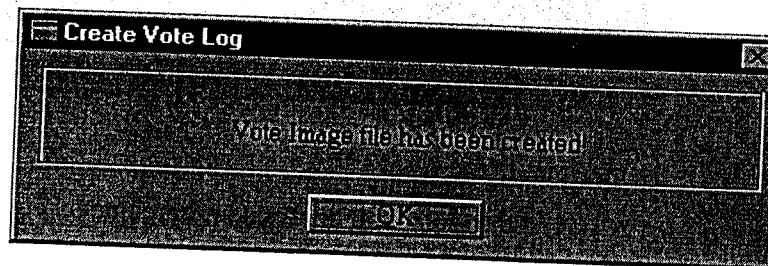
BALLOT UPLOAD

PROTECTIVE COUNT PASSWORD OK

PROTECTIVE COUNT PASSWORD FAIL

Creating the Vote Image Log

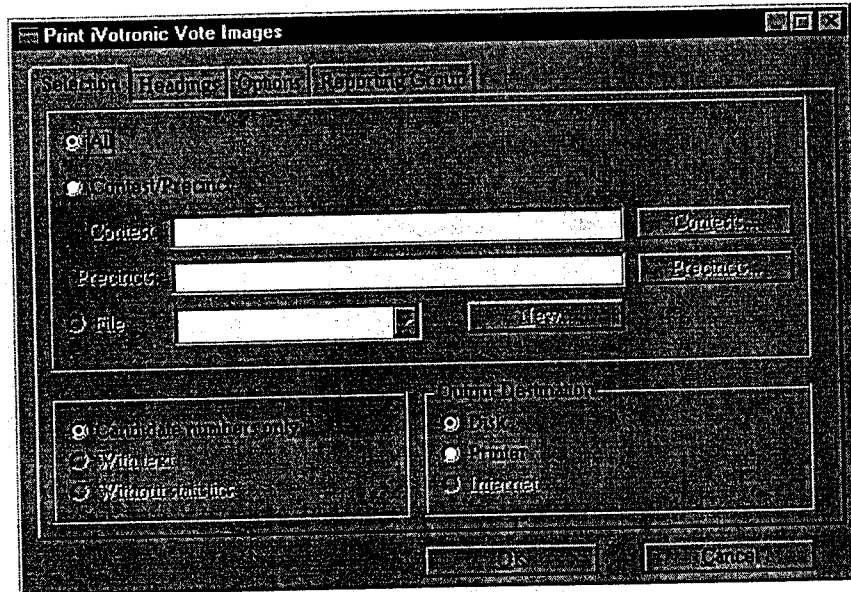
This program will create the vote image log from the \elecdata directory, enabling you to then print the log. As the program runs, the messages below will display.



Printing the Vote Image Log

When you choose this option, the entire vote image log will print.

Selection screen



- **All**
Used to select all contests and precincts.
 - **Contest/Precinct**
Used to select specific contests and precincts for which to print the report. Click on the **Contest** button for the list of contest choices. The **Contest** button is not available for the Suspended List. Click on the **Precinct** button for the list of precinct choices. The **Precinct** button is not available for the Name and District Totals Canvass.
- Note:** If you are selecting contests to print and want to print statistics, you must select the statistical contests you want to print.
- **Output destination**
Used to define where the report is to be sent: to disk, to the printer or to the Internet.

Headings screen

- **Canvas Centered Heading**
Enter up to three lines to print at the center top of the reports. When printing a report in a primary election, the party heading is inserted by the reporting system automatically and is centered.
- **Canvass Left Edge Heading**
Enter the text you want to print in the left heading area of the report (e.g., type of report).
- **Line no.**
C Enter the line number on which you want this heading to print (1, 2, or 3). If you choose to print something on line 3, the time/date stamp and the report number and page will print on the fifth line instead of the fourth.
- **Canvass Right Edge Heading**
Enter the text you want to print in the right heading area of the report (e.g., the election date).
- **Reset**
If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.

- Use For This Run Only

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

- Apply

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

Options screen

The screenshot shows a dialog box titled "Print Votronic Vote Images" with a tabbed interface. The "Options" tab is selected. The dialog contains various checkboxes and input fields for configuring the report output. At the bottom, there are buttons for "Reset", "Use For This Run Only", "Apply", and "Cancel".

Option	Value/Field
include over/under reporting?	Percentages: []
include time/date stamp	Number of copies: []
include page number	Direct control file name: []
include precinct requested line?	Precinct terminology: PRECINCTS
Print only for details?	Percent/1=Next pg/2=Final pg/3: []
Summarize all precincts?	Print multiple cont on same pg?: []
Use sequence numbering?	Print multiple copies to what seq?: []
Separate reports by party?	
Include only counted precincts?	
Print contest total?	
Print candidates for vote seq?	
Print the name?	Exclude local contests? []

- Include time/date stamp

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

- Include page number

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

- **Reset**
If you have made changes to the selections on this screen and want to restore the screen to the way it was before you made the changes, click here.
- **Use For This Run Only**
If you made changes on this screen and want to use these changes to run a report but want to restore the screen to its original state after running the report, click here.
- **Apply**
If you have made changes to this screen and want to save these changes for future report runs, click here.

Reporting Group Tab

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

The first part of the report deals with the general situation of the country and the progress of the work during the year. It is followed by a detailed account of the various projects and the results achieved.

The second part of the report is devoted to a description of the various projects and the results achieved. It is followed by a detailed account of the various projects and the results achieved.

The third part of the report is devoted to a description of the various projects and the results achieved. It is followed by a detailed account of the various projects and the results achieved.

(continued)

The fourth part of the report is devoted to a description of the various projects and the results achieved. It is followed by a detailed account of the various projects and the results achieved.

Chapter 11: Options

Apply

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

Backup Method

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

- B if you are using BACOPY as your backup method
- D if you are using DOS as your backup method

Ballots Exceed % of Registered Voters - % of Registered Voters to Use

Select this box if you want to suspend a precinct because the percentage of ballots is greater than the percentage of registered voters specified in the box. Then enter the percentage number in the box.

Ballots Exceed Registered Voters

Select this box if you want to suspend a precinct because the number of ballots cast is greater than the number of registered voters.

Certification Message

This field allows six (6) lines of 52 characters each in which to type the certification message. If you want all jurisdictions to have this same message, click on the **Copy this jurisdiction message to all other jurisdictions** box to copy it to all others.

Change Candidate Numbers - Random

Used in Cross-reference maintenance to change the state reporting number of the contests and candidates. This option allows the user to enter a specific contest number to display and change.

Change Candidate Numbers - Sequential

Used in Cross-reference maintenance to change the state reporting number of contests and candidates. This option displays the first contest on file. The user then may scroll through by contest.

Change Current Group to

Enter the number of the group you want to update. Any updating done on this PC will be done to this group. In addition, the first group will also be updated, as it is always updated.

Change Precinct Numbers - Random

Used in Cross-reference maintenance to change the state reporting number of precincts. This option allows the user to enter a specific precinct number to display and change.

Change Precinct Numbers - Sequential

Used in Cross-reference maintenance to change the state reporting number of precincts. This option displays the first precinct on file. The user then may scroll through by precinct.

District Control File Name

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

District Control File Setup

Using any file editor that does not compress spaces, create a file with a user-defined name and the extension DST. The first three lines must be exactly as shown in the example at the bottom of the page. All lines are 72 spaces long and are constructed in the following manner:

- a 3 - character district code
- a 4 - character district number from EMS
- either a 1 - character total flag (S = Skip a line or T = Add Totals) and one (1) space or two (2) spaces
- a 23 - space description of the district
- seven (7) spaces and a 32 - character *totals* description (when it is a totals line)

The file should look similar to the one shown below.

```
REG0000S COUNTY TOTAL
CNG0001 1ST CONGRESSIONAL
CNG0001T 2ND CONGRESSIONAL CONGRESSIONAL TOTAL

SEN0001 1ST STATE SENATE
SEN0002 2ND STATE SENATE
SEN0003 3RD STATE SENATE
SEN0004 4TH STATE SENATE
SEN0005 5TH STATE SENATE
SEN0006 6TH STATE SENATE
SEN0007 7TH STATE SENATE
SEN0008 8TH STATE SENATE
SEN0009 9TH STATE SENATE
SEN0010 10TH STATE SENATE
SEN0011 11TH STATE SENATE
SEN0012 12TH STATE SENATE
SEN0013 13TH STATE SENATE
```

Save this file to the directory where your election files reside.

Exclude Local Contests

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

Include

Select this box if you want to include the jurisdiction displayed in the **Jurisdiction** box.

Include Only Counted Precincts

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

Include Over/Under

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

Include Page Number

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

Include Precincts Reported

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

Include Time/Date Stamp

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

Jurisdiction

Either type the jurisdiction name and code or choose from the drop-down list of jurisdictions.

List Not Released Only

Select this option to print the report for only those precincts that have not been released.

List Released Only

Select this option to print the report for released precincts only.

List Released and Not Released

Select this option to print the report for all suspended precincts, whether released or not.

No Ballots Cast

Select this box if you want to suspend a precinct because the ballots cast total is zero.

Number of Copies

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

O.K. to Display Results

Select this box if you want to display the election results. Zeros will display before results are imported.

Pack Has Less Cands Than ELECTION REPORTING MANAGER

Select this box if you want to suspend a precinct because there are fewer candidates in the MemoryPack than there are in the Reporting System.

Pack Has More Cands Than ELECTION REPORTING MANAGER

Select this box if you want to suspend a precinct because there are more candidates in the MemoryPack than there are in the Reporting System.

Percentages

- Select the drop-down menu and select one of the following:
- No cand % no ov/un % - no candidate percentages will print and no ov/un percentages will print.
- Cand % based on votes cast no ov/un - prints the candidate percentages based on the number of votes cast in that contest.
- Cand % based on votes cast with ov/un - prints the candidate percentages based on the number of votes cast in that contest. The over/under percentages are based on the number of eligible votes. Total votes will print above over/under votes and will not include them. This option is available only if you have selected the over/under reporting option.
- If Cand % based on votes elig. with ov/un - prints the candidate percentages based on the number of eligible votes in that contest which is the number of ballots times the vote for number. The over/under percentages are based on the number of eligible votes. Vote totals will print below the over/under votes, and over/under votes will be included in the total. This option is available only if you have selected the over/under reporting option.

Polling Place Mode

Select this box if you are using the Polling Place Summary Mode.

Precinct Already Updated

Select this box if you want to suspend a precinct because the results for that precinct have already been read.

Precinct Terminology

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

Print Candidates in Vote Sequence

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

Print Contest Totals

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

Print Multiple Conts on Same Pg

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

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

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

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

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

Print Multiple Copies in What Seq.

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

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

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

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

Print 1up Format

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

Print Totals Only (no detail)

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

Prt Cert

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

- N (none) - if you do not want to print the certification text
- S (same pg) - if you want to print the certification text on the same page as the report
- Y (next pg) - to print the certification text on a separate page

Report Title

An appropriate report title will automatically enter in this field. However, you may edit this field if you want.

Reset

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

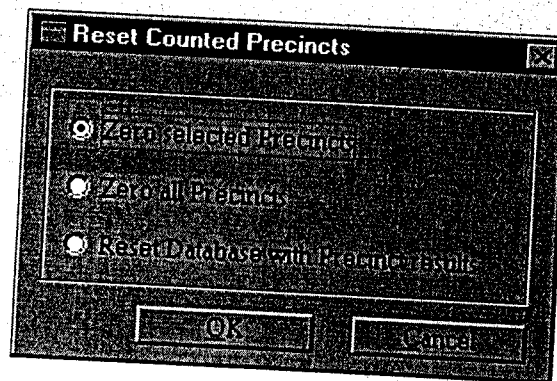
Reset File Flags

Select this box if you want to reset the creation flags for this election.

Reset Counted Precincts

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

Select **Reset Precincts** from the **Update** menu. A dialog box like the one shown below displays.

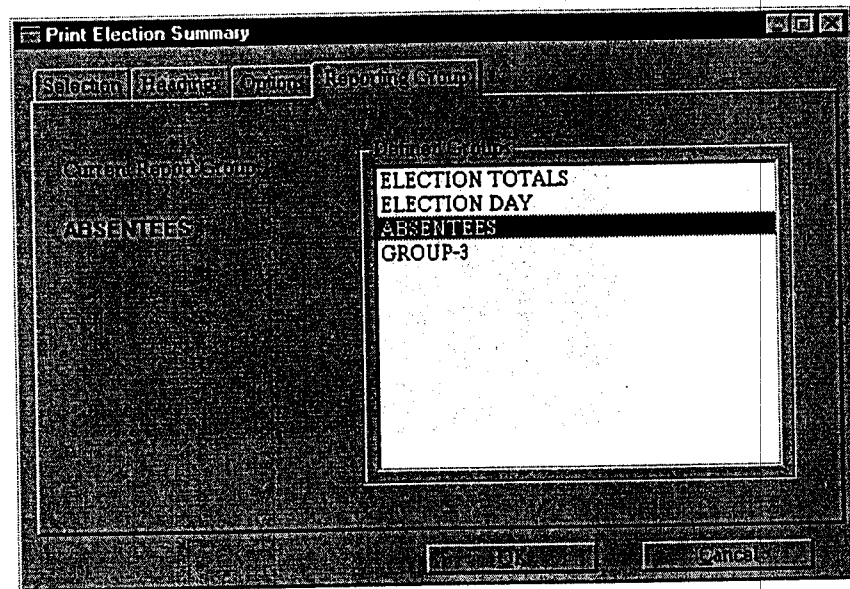


Select one of the following:

- **Zero Selected Precincts** – lets you select only those precincts you want zeroed. Type a range of precincts, or click on the **Precincts** drop-down menu to select from. To select individual precincts, hold down Ctrl and click on each precinct you want. To select a range of precincts, hold down Shift and click on the first precinct in the range and then click on the last precinct in the range.
- **Zero All Precincts** – zeroes all precincts
- **Reset Database with Precinct Results** – restores the integrity of results files on the system. Use this option after a power failure. In most cases the results files will be restored intact. However, if the files are corrupt when you bring the system back up, you will need to restore them from your backup diskette. After the reset is complete, print the **Precincts Counted/Not Counted** report and verify which precincts have not been counted.

Select Reporting Group for Report

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



Double-click on the group for which you want to print the report. The name of the group you have selected will display on the left side of the screen under **Current Report Group**.

Separate Reports by Party

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

State

Enter the two-letter abbreviation for the state name.

Summarize Absentee Precincts

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

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

Unofficial Results

Select this box if you want to suspend a precinct because the results are not official.

Update Precincts Counted

Select this box on election day so that the precincts will be updated and shown as counted. Do not select this if you want to update absentee totals prior to election night and yet have the precincts counted total reflect the totals for election day.

Use For This Run Only

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

Use Sequential Page Numbering

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

Using Import File

Use this option to import voter totals from an ASCII file. Enter the name of the file you want to import. The file must reside in the same directory as the election files and must be set up as follows:

Filename: (user-defined)

Organization: Sequential

Record contents:

Precinct number (1-9999) 4 numeric positions

Registered voters (1-9999) 5 numeric positions

Carriage return/line feed
(CR)(LF) 2

Using Keyboard

Use this option to manually enter voter totals onto the formatted screen. Enter the precinct number in the **Prec** box, and then enter the number of registered voters in the **Vtrs** box.

Using Keyboard

Use this option to manually enter voter totals onto the formatted screen. Enter the precinct number in the **Prec** box, and then enter the number of registered voters in the **Vtrs** box.

Using Network

Click the drop-down menu and choose one of the following:

E if your network drive letter is E

NONE if you are not using the network

Using SPR

Click the drop-down menu and choose one of the following:

Y if you are using the Smart Pack Reader

B if you are using both SPR and MPR

If you are not using either the Smart Pack Reader or the Memory Pack Reader, select None.

Votes Exceed Ballots Cast

Select this box if you want to suspend a precinct because the total number of votes within that precinct exceeds the number of ballots cast in that precinct.

Votes Exceed 5000

Select this box if you want to suspend a precinct because the number of votes within the precinct is greater than 5,000.

Votes Exceed PBC Ballot Counter

Select this box if you want to suspend a precinct because the total number of votes within the precinct is greater than the number of votes recorded by the ballot counter.

WAN Remote User

Select this box if you are using the Wide Area Network (WAN).

Chapter 12: Report Headings

Canvas Centered Heading

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

Canvass Left Edge Heading

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

Canvass Right Edge Heading

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

Line no.

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

1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of names and addresses of the members of the committee.

3. The third part of the document is a list of names and addresses of the members of the committee.

4. The fourth part of the document is a list of names and addresses of the members of the committee.

5. The fifth part of the document is a list of names and addresses of the members of the committee.

6. The sixth part of the document is a list of names and addresses of the members of the committee.

7. The seventh part of the document is a list of names and addresses of the members of the committee.

8. The eighth part of the document is a list of names and addresses of the members of the committee.

9. The ninth part of the document is a list of names and addresses of the members of the committee.

Chapter 13: Report Selections Defined

All

Used to select all contests and precincts.

Contest/Precinct

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

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

File

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

Jurisdictions

Used to select a range of jurisdictions for which to print the Jurisdictional Canvass.

List Contests/Candidates Only

Used to list contests and candidates without precinct information for the State Transfer Cross-reference File listing.

List Contests/Cands and Precincts

Used to list contest, candidate, and precinct information for the State Transfer Cross-reference File listing.

List Precincts Only

Used to list precincts without contest and candidate information for the State Transfer Cross-reference File Listing.

Output Destination

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

Preceded with a statistics canvass

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

Print counted - All

Used to print all counted precincts.

Print counted - Selected

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

Print counted in chronological seq.

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

Print counted in precinct seq.

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

Print counted/not counted - All

Used to print all precincts, counted and uncounted.

Print not counted - Selected

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

Print not counted - All

Used to print all uncounted precincts.

Print the entire log

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

With statistics printed as contests

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

Without statistics

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

Chapter 14: Glossary

ASCII Text Files: American Standard Code for Information Interchange. ASCII text is stored in exactly the same order as you see it on a printed page, with no additional characters added or deleted. ASCII files are often called "print" files.

Arrow Keys: On your computer keyboard, the keys you use to navigate around your screen. Each key is marked with an arrow and is named for the direction in which the arrow points: There is an UP ARROW, DOWN ARROW, LEFT ARROW, and RIGHT ARROW key. Also known as direction keys.

Attribute: Any style used to enhance readability of text. Typical attributes include bold and italic.

Ballot Style: Also known as Ballot Changes, Ballot Faces and Candidate changes. It is the quantity of actual combinations of offices and candidates in a given election.

BIOS: The Basic input/output System or part of the computer operating system that communicates with the screen, the keyboard, printers, and other peripheral devices.

Bit: A binary digit is the smallest storage unit for data in a computer.

Buffer: A temporary data storage area used by computers and some printers.

Check Box: A small, square box that appears in a dialog box which can be selected or cleared. When the check box is selected, an X appears in the box. A check box represents an option that you can turn on or off.

Choose: To use a mouse or keyboard to pick an item that begins an action in the Election Data Manager. You choose commands on menus to perform tasks, and you choose icons to start applications.

Click: To press and release a mouse button quickly.

Close: To remove a window or dialog box, or quit an application. You can close a window by using the *Close* command on the Control menu. When you close an application window, you quit the application.

Confirmation Message: A message that appears after you specify certain actions, prompting you to confirm that you want to continue with the action or to specify that you want to cancel it.

Command Button: In a dialog box, a button that carries out an action. A command button often has a label that describes the action it carries out.

Delimiter: Most commonly used to refer to a character or code that marks the beginning or end of an item such as a sentence, record, or field.

Dialog Box: The set of choices presented on the screen for each menu option selected.

Double Click: To rapidly press and release a mouse button twice without moving the mouse. Double clicking carries out an action, such as starting an application.

DOS: The Disk Operating System is software that directs the flow of data between disk drives and your computer. Without an operating system, your computer can do nothing.

Drag: To move or select several items on the screen by selecting the item(s) and then pressing and holding down the mouse button while moving the mouse.

DWP: Also known as District Maps. DWP is the combination of precincts and groups within a county.

Extension: The part of the file name to the right of the period. For instance, the extension in the file name "96prim.BDF" is BDF. Extensions are used by the Election Data Manager to differentiate between files of different types.

File: A collection of information that has been given a name and is stored on a disk. This information can be a document or an application. Filename is the name of a file.

Font: A specific typeface, point size, and weight (e.g. 10pt Helvetica Bold)
Frame: A rectangular box used to hold text or graphics. The BIM uses the combination of different frames to create a unique ballot for an election.

Precinct: Also known as Voting Districts, Voting Assemblies. The smallest logical or physical entity (or area) your county breaks down into. It is also the smallest element for which a ballot can be produced.

Highlighted: Indicates that an object or text is selected and will be affected by your next action. Highlighted text appears in reverse video on monochrome monitors or in color on some color monitors. Highlighted objects might change color or be surrounded by a selection cursor.

Icons: Graphical representations of various elements in the Election Data Manager.

List Box: Within an application window or dialog box, a type of box that lists available choices - for example, a list of all files in a directory. If all the choices do not fit in the list box, there is a scroll bar.

Kilobyte (K): 1024 bytes of information or storage space.

Landscape: A page printed so that as you read it the width is greater than its height.

Layout: The arrangement of text and frames on any given page.

Leaders: Characters placed in the blank space after a candidate's name. For example: John Doe.

Leading: The distance in points from the baseline of one line of type to the next.

Maximize Button: The small box containing an up arrow at the right of the title bar. Mouse users can click the Maximize button to enlarge a window to its maximum size. Keyboard users can use the Maximize command on the Control menu.

Mechanical: A finished "camera ready" piece of artwork.

Megabyte (M): 1024 kilobytes (1,048,576 bytes) of information or storage space.

Memory: A computer's temporary data storage area (see RAM below).

Menu: A list of available commands in an application window. Menu names appear in the menu bar near the top of the window. You open a menu by selecting the menu name.

Menu Bar: The horizontal bar containing the names of the application's menus. It appears below the title bar.

Minimize Button: The small box containing a down arrow at the right of the title bar. Mouse users can click the Minimize button to reduce a window to an icon. Keyboard users can use the Minimize command on the Control menu.

Modem: A communications device that enables a computer to transmit information over a telephone line.

Open: To display the contents of a file in a window or to enlarge an icon to a window.

Pathname: A full pathname includes the drive, root and any sub directory names. Each name is separated by a backslash (\). For example, C:\Opt refers to the AIS BIM directory on the C drive.

Parallel Interface: An interface in which several bits of information (usually 1 byte) are transmitted simultaneously.

Parallel Printer: A printer that accepts information by way of a parallel interface.

Point: Typographic unit of measurement equal to $1/72$ of an inch.

Pointer: The arrow-shaped cursor on the screen that follows the movement of a mouse and indicates which area of the screen will be affected when you press the mouse button. The pointer may change shape during certain tasks.

Port: A connection device between a computer and another component such as a printer or modem. For example, a printer cable is plugged into the printer port on the computer so information can be sent to the printer.

Portrait: A page printed so that, as you read it, the width of the page is less than its height.

PostScript: A language used to describe how to print a page that consists of both text and pictures. This description is completely independent of the printing device. This means that the page can be printed on any printer or typesetter that uses PostScript, and the page will be printed at the full resolution that each printer or typesetter can produce.

RAM: Random Access Memory is the working space or temporary storage area for the program you are using and the information on your screen. All information in RAM is lost unless it is saved prior to turning the computer off.

ROM: Read Only Memory contains information the computer uses to run the system. ROM is permanent and is not erased when the power is turned off.

Ruling Line: Any horizontal or vertical line used to separate text or frames from the surrounding layout.

Serial Interface: An interface in which information is transmitted one bit at a time.

Serial Printer: A printer that accepts information from the computer by way of a serial interface.

Scroll: To move through text (up, down, left, or right) in order to see parts of the file or list that cannot fit on the screen.

Scroll Arrow: An arrow on either end of a scroll bar that you use to scroll through the contents of the window or list box.

Scroll Bar: A bar that appears at the bottom and/or right edge of a window whose contents are not entirely visible. Each scroll bar contains a scroll box and two scroll arrows.

Scroll Box: In a scroll bar, the small box that shows the position of information currently in the window or list box relative to the contents of the entire window.

Select: To mark an item so that a subsequent action can be carried out on that item. You usually select an item by clicking it with a mouse or pressing a key. After selecting an item, you choose the action that you want to affect the item.

Static: The offices that are running either statewide or countywide.

Text Box: In a dialog box, a box in which you type information needed to carry out a command. The text box may be blank or may contain text when the dialog box opens.

Title Bar: The horizontal bar (at the top of a window) that contains the title of the window or dialog box. On many windows, the title bar also contains the Control-menu box and Maximize and Minimize buttons.

Window: A rectangular area on your screen in which you view an application or document. You can open, close, and move a window, and change the size of most windows. You can open several windows at a time, and you can often reduce a window to an icon or enlarge it to fill the entire monitor screen. Sometimes windows are displayed within other windows.

WYSIWYG: Industry standard acronym for "What You See Is What You Get." Refers to the ability to display on the computer screen a close representation of what is printed.



ELECTION
SYSTEMS & SOFTWARE

The following products and services are available from ES&S:

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Hardware Programming Manager™
Data Acquisition Manager™
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Ballot Counting Systems

Systems for use at the Precinct or Polling Place – Electronic Ballot:

Votronic® DRE Touch Screen Voting System
V-2000 Full Face DRE Touch Panel Voting System
EZ-Access Voting™ ADA Compliant Voting Kiosk

Systems for use at the Precinct or Polling Place – Paper Ballot:

Model 100 OMR System
Model 2100 Punch Card System

Systems for use at Central or Regional Locations – Paper Ballot:

Model 150 OMR System
Model 550 OMR System
Model IV-C OMR System

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