



# ES&S Election Data Manager System Operations Procedures

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ES&S has identified and appropriately marked relevant portions of this document, which it considers confidential and proprietary. We request confidential treatment by the EAC of such information and would expect that such information is exempt from required disclosure. In the event that a third party requests disclosure of information which ES&S considers confidential and proprietary, we would ask that the EAC notify ES&S of such requested disclosure in order to provide us with an opportunity to seek exemption from disclosure.

The document sections referenced below contain Election Systems and Software, Inc. (ES&S) confidential information, which is provided for the sole purpose of permitting the recipient, to evaluate the ES&S Voting System submitted herewith. The following sections are designated as "Proprietary and Confidential" by Election Systems & Software.

Proprietary Document Section	Description

## ***NOTICE OF UNCERTIFIED FUNCTIONALITY***

This document is designated for use with the Unity 3.2.1.0 voting system, which has been tested to the standards of the *2002 Voting System Standards (VSS)* to include a limited system configuration and feature set. Please be advised that this system and associated documentation includes functionality and descriptions of functionality that have not been fully tested or certified to the VSS standards.

The products and/or system features designated below *HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC)* to the requirements of the VSS:

### UNCERTIFIED PRODUCTS

- ❖ System Hardware
  - Automated Bar Code Reader
  - iVotronic DRE Precinct Tabulator
- ❖ System Software
  - Unity Data Acquisition Manager
  - Unity iVotronic Ballot Image Manager

### UNCERTIFIED SYSTEM FEATURES

- ❖ Network Results Transmission
  - Including remote transmission of vote data and local networking of central tabulators. Local networking of Election Management System workstations and reporting workstations is supported.

If your jurisdiction requires voting system certification at the Federal level or you have questions about your jurisdiction's certification requirements, please refrain from using the products and system features listed above until you have received approval from your State Election Authority. **USE OF ANY UNCERTIFIED SYSTEM FEATURES NOTED ABOVE WILL NEGATE THE UNITY 3.2.1.0 EAC FEDERAL CERTIFICATION.** ES&S shall not be held responsible for any unauthorized use of the foregoing products and system features.

Please visit [www.eac.gov](http://www.eac.gov) for more information regarding United States Federal voting system certification requirements and procedures. Contact the Elections Authority for your jurisdiction with any questions about your local laws and requirements. Please visit [www.eac.gov](http://www.eac.gov) for more information regarding United States Federal voting system certification requirements and procedures. Contact the Elections Authority for your jurisdiction with any questions about your local laws and requirements.



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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

# Part 1: Election Data Manager Procedures

Part 1 contains information about the following topics.

- ❖ Chapter 1: Introduction
- ❖ Chapter 2: Initial County Set Up
- ❖ Chapter 3: Create a New Election

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## Chapter 1: Introduction

Election Data Manager is a single entry database that stores all of your jurisdiction's precinct, office and candidate information. After you enter information for an initial election, you can recall and edit your election data for all of the elections that follow. Use Election Data Manager in conjunction with other Unity software to format and print ballots, program ballot scanning equipment and produce Election Day reports. This manual provides instructions for creating complete county and election databases with Election Data Manager.

### ES&S Elections

Use ES&S software and hardware to create an election information database, format ballots, program ballot counting equipment, count ballots, and generate Election Day reports. Election Systems and Software products and services enable you to customize and scale election processes to meet the needs of your jurisdiction.

In a typical ES&S election, jurisdiction officials or ES&S election specialists use Election Data Manager to create an election database for your jurisdiction. Election Data Manager stores ballot data files in the election folder on your PC.

After you create county and election databases in Election Data Manager, you must convert your election information into a usable format for other Unity software. Election Data Manager merges all of the office and candidate data from your election database into a single ballot data file (.bdf). Ballot layout artists use the raw election information in the ballot data file to design your jurisdiction's ballots.

Election programmers then use the election database to program ballot scanning equipment with Hardware Programming Manager. On Election Day, poll officials collect paper ballots or monitor voting on precinct tabulators such as the iVotronic. Officials then transfer scanner data directly from polling places to your jurisdiction's central count location with Data Acquisition Manager or hand-deliver ballots or scanner results to election headquarters. At the central location, election officials use Election Reporting Manager to convert raw data from Data Acquisition Manager or your ballot scanners into formatted election reports.

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## Central Count Systems

Jurisdictions that use central scanners transport ballots from polling places to a central count location where election officials scan the ballots.

Officials who tabulate ballots on central scanners such as the ES&S Model 650 save scanner results to zip disks after every half-hour of scanning. An election official loads totals from the disks into Election Reporting Manager and produces election reports while election workers continue to scan ballots. Election Reporting Manager generates a final election report after an election official loads the last scanner disk into the central count computer.

## Precinct Count Systems

Jurisdictions that use precinct tabulators such as the DS200, Model 100, and iVotronic collect vote data at polling places and physically transfer scanner memory devices to a central count location or transmit results to the central count site with Data Acquisition Manager. Voters place ballots directly into paper scanners or cast ballots on the iVotronic. Precinct scanners store voter selections at the polling place.

Election workers physically load ballot data from the scanner into Election Reporting Manager from memory storage devices (PC cards, PEBs and USB flash drives) or transfer data electronically directly from polling places with Data Acquisition Manager. Precinct count jurisdictions use Election Reporting Manager to combine election results from all of your jurisdiction's scanners to produce election reports. Election Reporting Manager generates a final election report after officials transfer all precinct scanner data to the central count computer.

## Unity Software

Unity® software is a group of applications that, when used with Election Systems and Software (ES&S) ballot tabulators and voting machines, enables an election authority to fully administer and conduct an election. This includes the following front-end tasks.

- ❖ Creating and maintaining an administrative database
- ❖ Creating an election definition
- ❖ Laying out ballots, whether they are paper or electronic

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- ❖ Setting up tabulators and voting machines.

It also includes the following back-end tasks

- ❖ Acquiring election results
- ❖ Accumulating all the results and other tabulator and voting machine data
- ❖ Printing of all reports
- ❖ Exporting files, as required, to other entities.

Each of the applications may be used on a stand-alone basis, in conjunction with the other applications in the suite, being supplied with data from or supplying data to another application running at another facility.



**NOTE:** Unity applications require a good working knowledge of IBM- compatible personal computers, the Microsoft® Windows XP operating system, the election process and election terminology.

## Election Data Manager

The Unity Election Data Manager™ (EDM) application is used create the election data used for all ballot layout and tabulation for all equipment used in the election. You set up an administration database consisting of the following.

- ❖ Precincts
- ❖ Districts
- ❖ Polling Places
- ❖ Political Parties
- ❖ Contests
- ❖ Precinct/district relationships

You set up the administration database one time. It does not have to be changed unless there are changes due to such things as redistricting. This database is then used to set up election-specific information by activating the parts that are required for a specific election. For example, a special school bond election might require only a few precincts, one polling place and one contest; where a countywide election would require that all parts be active.

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After you set up the administration database, you add candidates to the appropriate contests for an election. Then you use a merge process to build ballot styles for the election. If a ballot has multiple languages on it, you also enter the translations.

This information is then used by the Image Manager applications to lay out the physical ballots that meet legal presentation requirements. EDM also has the ability to import information, such as candidate lists, from text-based files using an import wizard that is included with EDM.

## Operations Support Frequently Asked Questions

- ❖ How is the system purchased?

Purchase Election Data Manager by contacting your ES&S representative.



Contact your ES&S representative by calling 877-377-8683 (USA & Canada) or 402-593-0101 (International).

- ❖ How is the system installed?

Install ERM by following the steps in the ES&S implementation plan. Installation instructions are also included in the System Operations Procedures manuals.



Refer to [Chapter 5: Installation](#) in this manual for instructions for installing Election Data Manager.

- ❖ How is the system set up?

Follow the steps in the ES&S implementation plan to set up the system. Setup instructions are also included in the System Operations Procedures manuals.

- ❖ How do you verify the system?

You may verify the system in a variety of ways.

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- Compare the serial numbers on the hardware to the numbers on the purchase order.
- Compare the software version in the About window to the version listed on the purchase order.



Refer to the [System Acquisition Procedures](#) heading in this chapter for instructions for accessing the About window.

- The Acceptance Checklist will aid in the verification of the system.
- ❖ What training is required?  
Training is determined at the time the system was purchased.
- ❖ What checklist should be followed?  
Use the Acceptance Checklist to ensure that the system has been delivered and is performing as expected.

## General Timeline for Election Preparation

90 Days	Submit site support request to ES&S
63 Days	All forms are due to ES&S (excluding Candidate forms)
56 Days	Candidate forms due to ES&S
46 Days	Last day to give ballot proofs to Counties (strictly for military or overseas voting).
45 Days	Absentee Voting begins
42 Days	Certification Deadline
28 Days	All ballot proofs must be signed off
21 Days	Last day to deliver Election Day ballots
20 Days	Advance or early voting begins
18 Days	Last day for ES&S to ship coding materials
10 Days	Software Installation for pre-election procedures
1 Day	Early voting ends

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Refer to the Personnel Deployment and Training Requirements document for more information.

## System Acquisition Procedures

Once you have installed EDM, make sure your version matches the version listed on the purchase order.

1. From the **Help** menu, click **About EDM**.



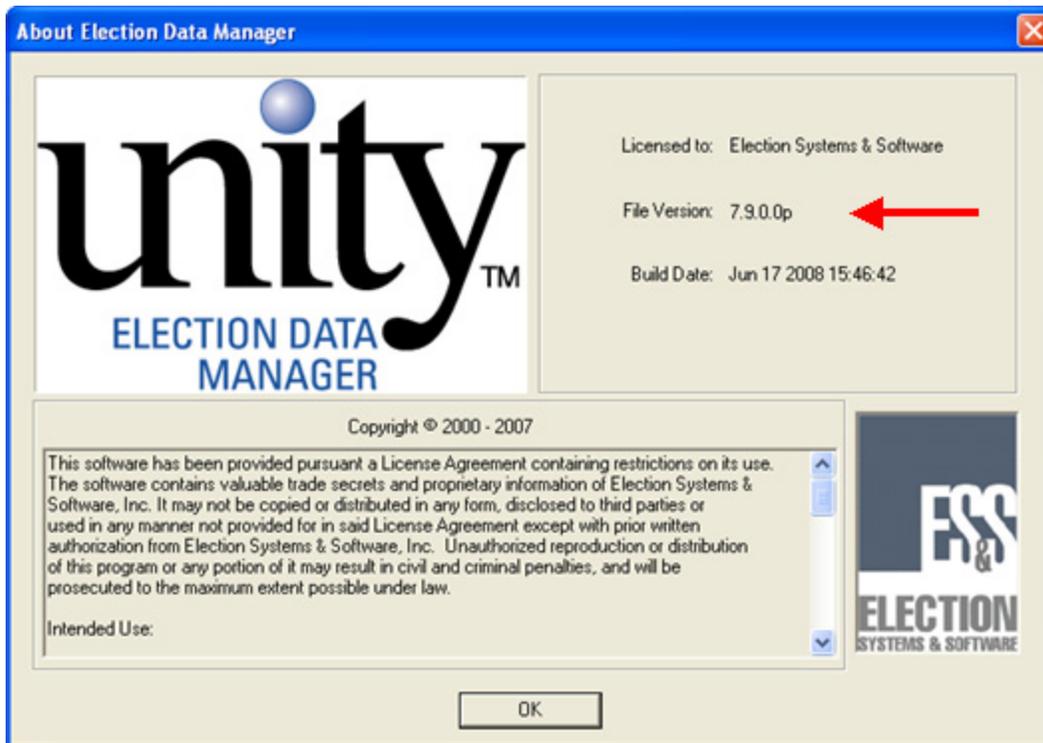
A window similar to the following will appear.

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2. Verify that the version number at the top of the screen matches the version number on your purchase order.



Contact ES&S customer support if the Version number on your software does not match the purchase order.

## Contact ES&S for Technical Support

This manual should aid you in accomplishing most EDM related tasks. However, if you need additional assistance, or if you encounter a processing problem or system error, ES&S's technical support staff can provide advice and help you resolve the situation.

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

When you contact ES&S for technical support, be near your equipment. In addition, be prepared to provide the following information to the support representative:

- ❖ The version number of the product you are using.
- ❖ The *exact* wording of any messages that appeared.
- ❖ A description of what happened when the problem occurred.

Support representatives are available Monday through Friday between 8:00 A.M. and 5:00 P.M. central time.

## Contact an ES&S Support Representative

---

Telephone:	877-377-8683 (USA & Canada)
	402-593-0101 (International)
Fax:	402-593-8107
Write:	Election Systems & Software
	11208 John Galt Blvd.
	Omaha, NE 68137 USA

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ES&S's support services are subject to ES&S's prices, terms and conditions in place at the time the service is used.

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## Chapter 2: Initial County Set Up

Create a county database to store office, party and candidate information for your jurisdiction. You can reuse the jurisdiction and office information stored in your county database for all of your future elections. Enter all of the data for your jurisdiction's four-year election cycle to take full advantage of Election Data Manager's reusable data. The more information that you include when you initially enter information into Election Data Manager, the easier it will be to program future elections.

Before you create your county database or an election, you must first install Election Data Manager on to a computer.



For security reasons, do not use this computer for any purpose other than coding and reporting elections.

### Installation



Refer to [Chapter 5: Installation](#) for Election Data Manager Installation Instructions

### Start Election Data Manager



Refer to the [Start Election Data Manager](#) heading in [Chapter 5: Installation](#) for instructions for starting Election Data Manager.

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## File

1. From the **File** menu, click **New County**.

2. Complete the fields in the New County window.



Refer to the [Create a New County](#) or [Copy Files from Another County](#) heading in [Chapter 7: New County](#) for instructions for completing the New County window.

3. Click **OK** to return to the Election Data Manager main screen.

## County Menu

After you create a new county, use the options under the **County** menu to customize your county database. Use the county database to store all of your jurisdiction's election information for future use.

1. Use the [Language](#) option to create ballots in multiple languages.



Refer to [Chapter 17: Language](#) for information about how to create ballots in multiple languages.

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- ES&S uses the term “precinct” to describe the smallest political subdivision in a jurisdiction. Use the [Precincts](#) option to identify the subdivisions in your jurisdiction.



Refer to [Chapter 18: Precincts](#) for information about how to set up your precincts.



**NOTE:** A split precinct is a precinct that requires more than one ballot style to account for a subdivision within the precinct.

- Election Data Manager organizes offices according to district type. Congressional, City Council, and School Board are example of district types. Use the [District Types](#) option to define the district types in your jurisdiction.



Refer to [Chapter 19: District Types](#) for information about how to organize offices according to district type.

- Use the [District Names](#) option to add individual districts to your district types. Enter district names exactly as you want the names to appear on your ballots.



Refer to [Chapter 20: District Names](#) for information about how to add districts to your district types.

- Use the [District Relations](#) option to link your district names to the precincts in your jurisdiction. The relationships that you set up between your districts and precincts determine which contests appear on which ballots in your jurisdiction.



Refer to [Chapter 21: District Relations](#) for information about how to link district names to precincts.

- Use the [Parties](#) option to enter information about political parties in your county database.

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Refer to [Chapter 22: Parties](#) for information about entering information about political parties.

7. Some jurisdictions group contests on ballots by category (such as Federal, Local, and Judicial). Offices appear under office headings that identify the each office's category. Use the [Office Headings](#) option to create category headings for your offices.



Refer to [Chapter 23: Office Headings](#) for information about how to set up office headings.

8. Poll tape affidavits are used only on iVotronic terminals. Use the [Poll Tape Affidavits](#) option to create the text and signature lines that will appear on the zero tape and results tape printed from iVotronic terminals.



Refer to [Chapter 24: Poll Tape Affidavits](#) for information about how to enter variable affidavit text and signature lines to for iVotronic terminals.

9. Use the [Master Office File](#) to manage the offices in your jurisdiction database. Use the office information from your jurisdiction database to create office configurations for individual elections.



Refer to [Chapter 25: Master Office File](#) for information about set up the offices that will be in your jurisdiction database.

Create all of the offices contested in a four-year election cycle in your jurisdiction database when you set up your Master Office File. Hardware Programming Manager and Image Manager use office identification information from the master office file to position contests on your ballots and tabulate election results.

10. Use the [Evaluate District Relations](#) option to search your district relations database for districts linked to multiple precincts. This command performs a final check of the links between your districts and precincts.

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Refer to [Chapter 26: Evaluate District Relations](#) for information about how to perform the district relations search.

After you create a new county, you will not need to set up this information for every election. You will only make changes to your county database when something changes in your county. For example, if two precincts were combined, you would return to the **Precincts** option under the **County** menu to edit precinct information. Then you would return to the **District Relations** option to link the district name to the correct precinct.

When you have completed creating your county database, you can create a specific election for your county.



**NOTE:** After you have created your new county make note of where these files are stored on your computer in case there is a need to restore or recover your election files. To ensure all information is backed up, use a memory device such as a USB Drive or a CD to store this information.



Refer to [Chapter 6: Back up Election Files](#) for more information about backing up your election.

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## Chapter 3: Create a New Election

After you set up your county database, you can set up a specific election. This includes the type of election, which precincts are involved, the type of election equipment that will be used, as well as identifying which offices, specific referendum text, and specific candidates are involved in the election.



Refer to the [Start Election Data Manager](#) heading in [Chapter 5: Installation](#) for instructions for starting Election Data Manager.



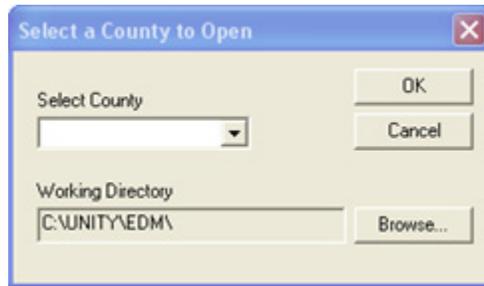
### File

1. From the **File** menu, click **Open County**.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

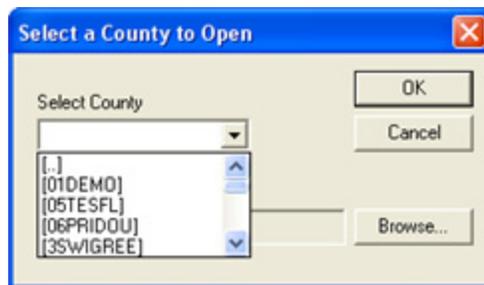
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Refer to [Chapter 8: Open County](#) for information about opening an existing county database.

- From the **Select County** list, click the county database you want to open, and click **OK**.



OR

Click **Browse** to open a search window and locate a county database folder that is not already saved in the default C:\EDM\County folder.

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The Browse for Folder window appears.



3. Select your county folder and click **OK**,
4. Click **OK** to open your jurisdiction database.



Make any necessary changes to the county database before you begin to create your new election.

Refer to [Part 4: County Menu](#) for information about editing the county database.

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- From the **File** menu, click **New Election**.

- Complete the fields in the New Election window.



Refer to the [Create a New Election](#) heading or the [Create an Election from Existing Files](#) heading in [Chapter 10: New Election](#) for information about how to complete the New Election window.

- Click **OK** to save the election and return to the Election Data Manager main screen.

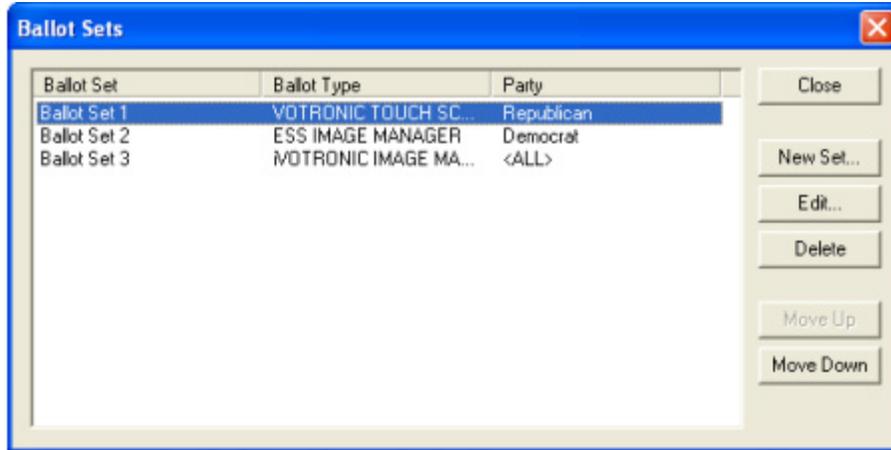
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## Merge

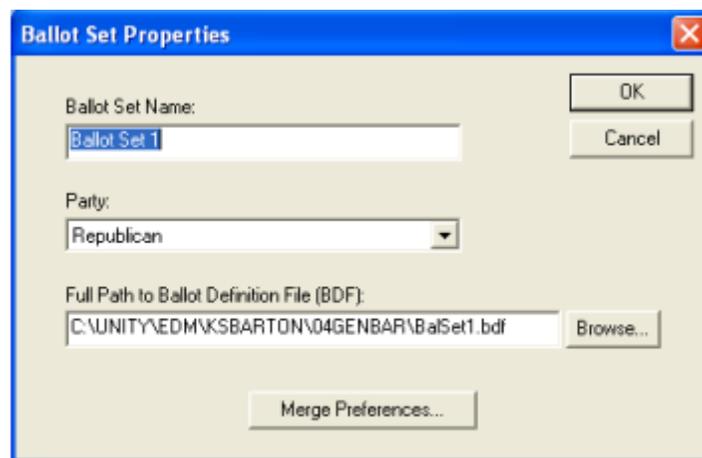
1. From the File menu, click **Ballot Sets...** to open the Ballot Sets window.



2. Click **New Set** to open the Ballot Set Properties window.



**NOTE:** If this is a closed primary election, create one ballot set for each party.



3. Complete the fields in the Ballot Set Properties window.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

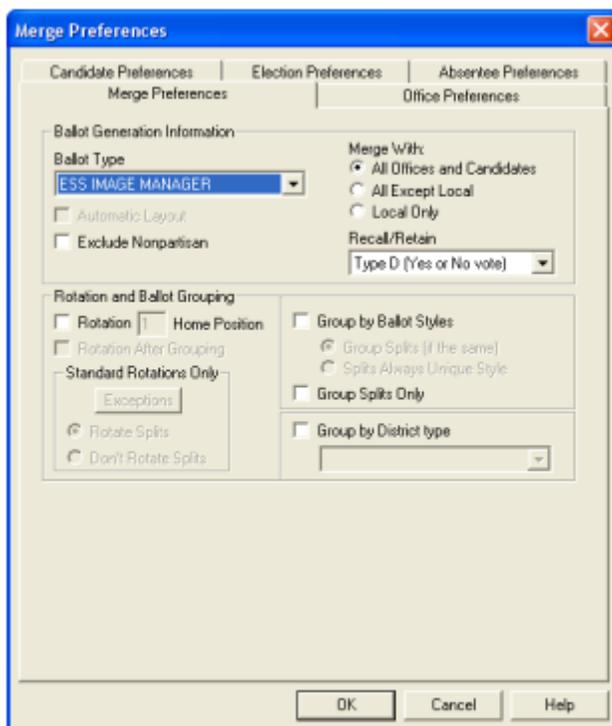
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Refer to the [Create a Ballot Set](#) heading in [Chapter 13: Ballot Sets](#) for information about completing the Ballot Set Properties window.

- Click **Merge Preferences** to open the Merge Preferences window to identify the equipment type and election type.



- From the **Ballot Type** list on the **Merge Preferences** tab, select the type of ballot you will use in this election.

Select from the following scanner types.

- **ESS Image Manager:** Select this option to program an election for DS200, Model 100, and/or Model 650 equipment.
  - **iVotronic Image Manager:** Select this option to program an election for iVotronic bitmap ballots.
- Click **OK** to save your ballot type selection and return to the Ballot Set Properties window.

Add additional ballot types, if necessary.

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The Merge Preferences window has the following five tabs that you must complete before you can build an election. The fields that appear on each tab vary, depending on the **Ballot Type** that you select under the **Ballot Generation Information** heading on the Merge Preferences tab.

- [Merge Preferences](#)
- [Office Preferences](#)
- [Candidate Preferences](#)
- [Election Preferences](#)
- [Absentee Preferences](#)



Refer to [Chapter 14: Merge Preferences](#) for more information about completing the fields in the Merge Preferences window.

The following tables list the fields that can appear on each tab and show which fields appear for each ballot type.

### Merge Preferences

Field	ESSIM	iVIM
Ballot Type	×	×
Recall/Retain	×	×
Automatic Layout		
Exclude/Nonpartisan	×	×
User Supplied Polling Place Number		×
Rotation and Ballot Grouping	×	×
Rotation	×	×
Home Position	×	×
Standard Rotations Only		
Group by Ballot Styles	×	×
Group Splits (if the same)	×	×
Splits Always Unique Style	×	×
Group Splits Only	×	×

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## Merge Preferences *(continued)*

Field	ESSIM	iVIM
Group by District Type	X	



Refer to the [Merge Preferences Tab](#) heading in [Chapter 14: Merge Preferences](#) for descriptions of each field.

## Office Preferences

Field	ESSIM	iVIM
Office Title All Capital Letters	X	X
Vote For Phrase when only 1	X	X
Vote For Phrase	X	X
Term Phrase	X	X
No Candidate	X	X
No Candidate Text	X	X
Append District Name to Office Title	X	X
Omit Office When	X	X
Use write-ins	X	X
Straight Party on Ballot	X	X



Refer to the [Office Preferences Tab](#) heading in [Chapter 14: Merge Preferences](#) for descriptions of each field.

## Candidate Preferences

Field	ESSIM	iVIM
Sort Candidates by Party Order	X	X
Sort by	X	X

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## Candidate Preferences *(continued)*

Field	ESSIM	iVIM
Candidate Preferences	X	X
Expand Crossfiled Candidates	X	X



Refer to the [Candidate Preferences Tab](#) heading in [Chapter 14: Merge Preferences](#) for descriptions of each field.

## Election Preferences

Field	ESSIM	iVIM
Election Type	X	X
Straight Party Options		X
IFC for BTS	X	
IFC (No Positioning)	X	
IFC Group Offices	X	
4C in Mixed Mode (FL)		
Type - Use Party Device Code	X	
Type - Use Value Below	X	
Split - Use Assigned Split Number	X	
Split - Use Precinct ID	X	
Force Unique Ballot Styles in Polling Place	X	
Sequence - Use Precinct Number	X	
Sequence - Use Ballot Style Number	X	
Use Assigned Seq Number	X	
Use Precinct ID field	X	
Start Numbering - Precinct	X	
Start Numbering - Ballot Style	X	
Add To		

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## Election Preferences *(continued)*

Field	ESSIM	iVIM
Add To	X	
Left Header		
Right Header		
User Supplied Header Codes		
Use Prec ID		
Ballot Cancel Mode		X
Summary Cast Ballot Confirmation		
Require One Vote		X
Report Under-Votes		X
Full Area Cand Select		X
Large Font Screen		
Auto Deselect Candidate		X
Require Coded Ballot Absentee Polls		X
On Screen Cast Ballot Button		X
Require Audit Printer		X
Tapes		X
Report		X
Zero		X
Individual Report		X
Individual Zero		X
Summary Ballot Options		X
Summary Candidate Display		X
Results Report Type		X



Refer to the [Election Preferences Tab](#) heading in [Chapter 14: Merge Preferences](#) for descriptions of each field.

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## Absentee Preferences

Field	ESSIM	iVIM
Generation Method	X	X
Maximum Ballot Styles Per Precinct	X	
Absentee Precinct Name	X	
IFC Precinct Generation	X	X



Refer to the [Absentee Preferences Tab](#) heading in [Chapter 14: Merge Preferences](#) for descriptions of each field.

### 7. Under the **Merge** menu, click **Generate Ballot Styles**



**NOTE:** If you are using iVotronic Image Manager as a ballot type, set up ballot style names and click **Merge** again.

### 8. Click **Close** to return to the Election Data Manager main window.

## Election

Take the following steps under the Election menu

### 1. Select the precincts that will participate in this election.



**NOTE:** The preferred method is to select precincts from the master precinct file. If you select precinct by district, it selects ALL precincts in the master precinct file that are linked to the selected districts. Many times, every precinct is not needed. In most cases, therefore, it is more logical to select directly from the master precinct file. Either use [Select Precincts from Master Precinct File](#) or [Select Precincts from Districts](#); but do not attempt to use both methods.



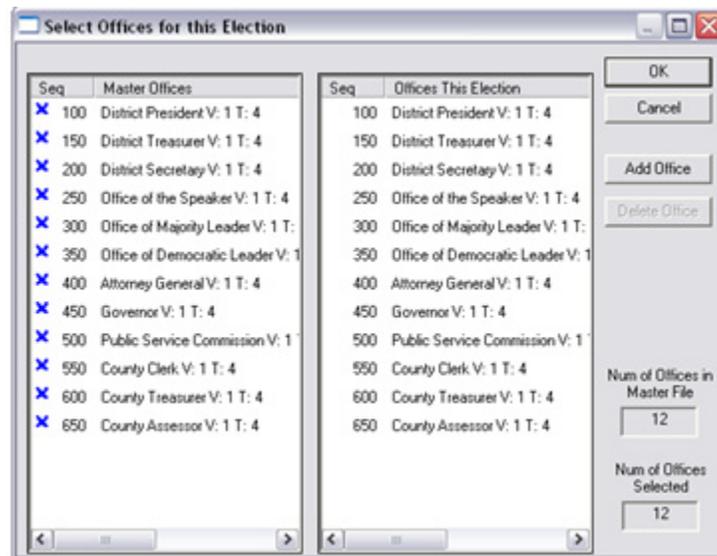
Refer to [Chapter 27: Select Precincts from Master Precinct File](#) or [Chapter 28: Select Precincts from Districts](#) for information about selecting precincts for your election.

### 2. Click **Select Offices from Master Office File** to open the Select Offices for this Election window.

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Refer to [Chapter 30: Select Offices from Master Office File](#) for information about how to activate offices for an election.

3. Double-click an office in the **Master Offices** list on the left side of the window to activate the office for your election.



**NOTE:** Select multiple offices by holding the SHIFT key and selecting a sequence of offices or holding CTRL and selecting multiple offices out of sequence.

4. Click **Add Office** to activate your selected offices.



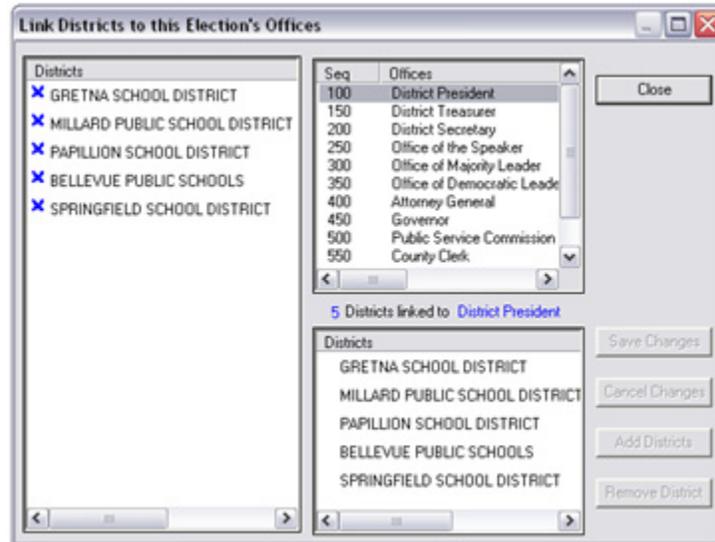
**NOTE:** Election Data Manager saves your office selections to your election database but your jurisdiction database remains unchanged.

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- Click **Link Districts to Offices** to open the Link Districts to this Election's Offices window.



 **NOTE:** Blue Xs appear next to districts linked to the selected office. Green arrows → appear next to recently linked districts.

- Select the district that you wish to link from the top right corner window.

 **NOTE:** All of the districts in your jurisdiction database that share the district type of your selected office appear in the **Districts** list at the left of the window.

- Double-click a district from the **Districts** list at the left of the window to place the selected office on ballots *for the selected district only*.

 **NOTE:** To select multiple districts, hold the SHIFT key and select multiple districts in sequence or hold CTRL and select multiple districts out of sequence.

- Click **Add Districts** to place your office on the ballot for the selected districts.



Refer to [Chapter 31: Link Districts to Offices](#) for information about linking districts of offices for this election.

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9. Click **Edit/Add Offices for this Election** to copy, add, edit or delete offices for this election.

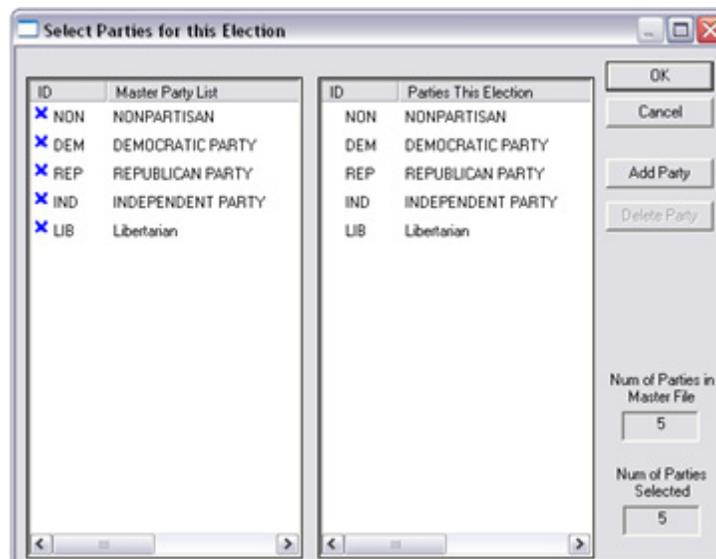


**NOTE:** Do not set up the same office both here and in the **Text/Referendum** menu as this will cause the contest to appear twice on the ballot.



Refer to [Chapter 32: Edit/Add Offices for this Election](#) for information about adding and/or editing offices for this election.

10. Click **Select Parties from Master Party File** to open the Select Parties for this Election window and add or delete parties as needed.



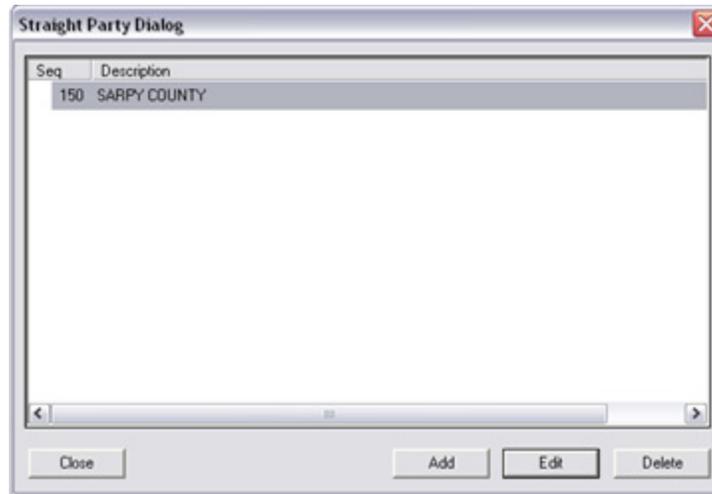
Refer to [Chapter 33: Select Parties from Master Party File](#) for information about linking districts to offices for this election.

11. Click **Straight Party** if voters in your jurisdiction can select one of the party names to automatically vote for a candidate from the selected party in all of the following contests on the ballot. A straight party contest appears as a regular contest on the ballot with political party names in the selection area instead of candidates.

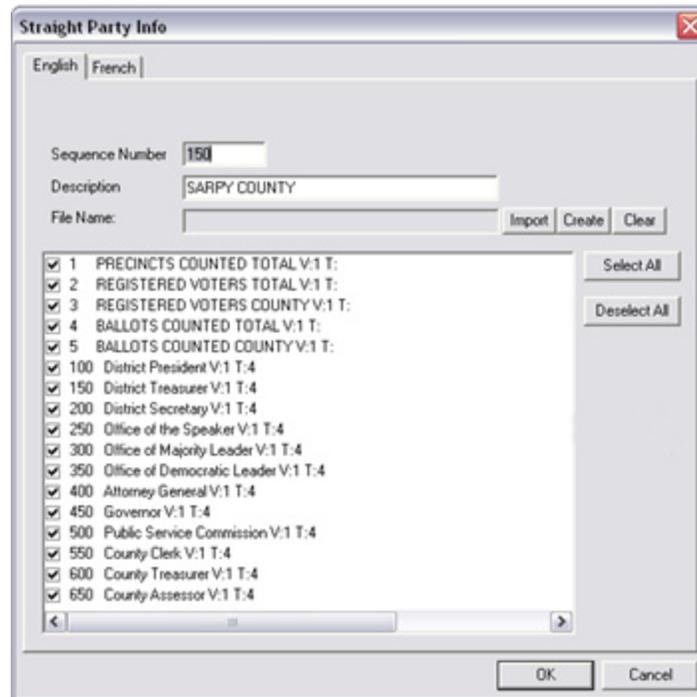
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12. Select a party and click **Edit** to open the Straight Party Info window.



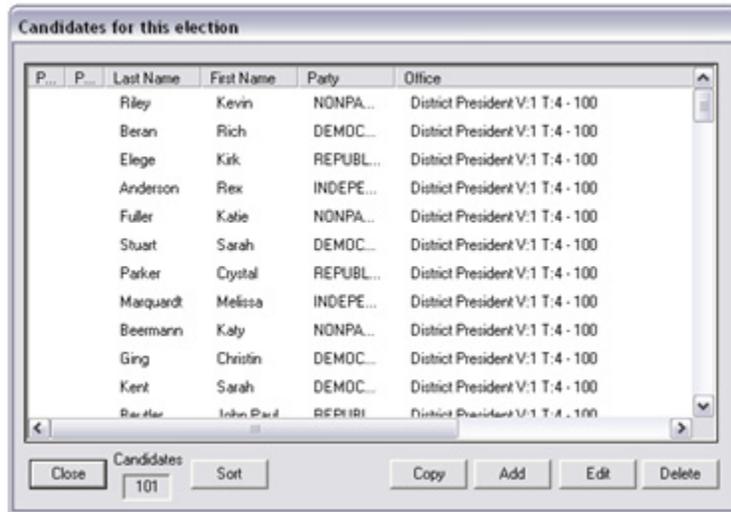
Refer to [Chapter 35: Straight Party](#) for information about creating a straight party contest for this election.

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13. Click **Candidates** to open the Candidates for this election window to set up candidate names for the election.



14. Click **Add**.

The Add Candidate Information window appears.

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- Network results transmission and Networked central tabulators

15. Complete the **Candidate Information** tab to provide the information, that will appear on the ballot, about the candidate.



Refer to the [Candidate Information](#), [Additional Information](#) and [Additional Language Text](#) headings in [Chapter 36: Candidates](#) for information about completing tabs in the Add Candidate Information window.

16. Click **Statistical Counters** to generate Statistical Counters (primary elections include party counters)



**NOTE:** Do not select district counters if using DS200, Model 100, or iVotronic tabulators.

Jurisdictions use statistical counters (sometimes called statistical contests) to track miscellaneous information such as the total number of ballots cast in an election and the number of registered voters participating in an election. Statistical counters do not appear on ballots but voting equipment tracks statistical counter totals in the same way that the machines tabulate contest results.

Use the **Statistical Counters** option to select which statistical counters your voting equipment will track during vote tabulation. Election Data Manager generates statistical counters in the following five main categories.

- Precincts counted
- Registered voters
- Ballots counted
- Ballots counted blank
- Ballots counted crossover

You can also assign counters to individual districts to track statistics for political subdivisions within your jurisdiction.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

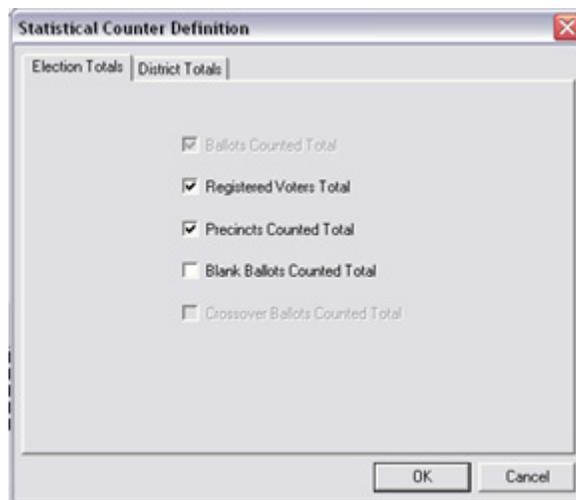
The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Statistical Counters window appears.



17. Select a folder and click **Edit** to open the Statistical Counter Definition window and configure your statistical counters.



Refer to [Chapter 37: Statistical Counters](#) for more information about using statistical counters.

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## Text/Referendum

Depending on how your jurisdiction positions contests on ballots, you may use the **Text/Referendum** menu to create ballot questions, contest explanations and descriptive text for your ballots.



**NOTE:** Whether you create ballot text and questions in Election Data Manager or Image Manager depends on how your jurisdiction positions contests on ballots.

Take the following steps to create ballot questions, contest explanations and descriptive text for your ballots.

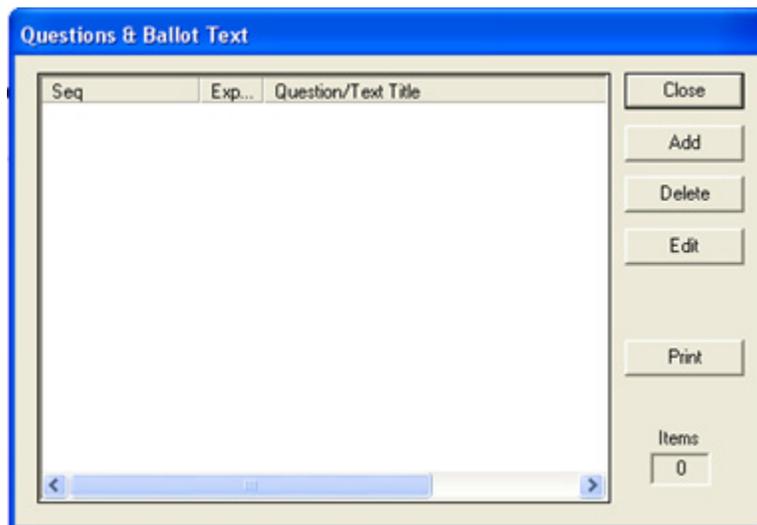
1. Create referendum text in Notepad or Wordpad.



Refer to the [Create a Ballot Question](#) heading in [Chapter 39: Text/Referendum](#) for information about how to create referendum text.

2. Click the **Text/Referendum** menu to open the Questions and Ballot Text window.

The Questions & Ballot Text window appears.



3. Click **Add** or **Edit** to open the Question/Text window.

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The Question / Text window appears.



Refer to the [Create Ballot Text](#) heading in [Chapter 39: Text/Referendum](#) for information about how to complete the fields on the Question/Text window.

#### 4. Import the referendum question files into the Question/Text window.



Refer to the [Import a Ballot Question](#) heading in [Chapter 39: Text/Referendum](#) for information about how to import text for your ballot in Question/Text window.



Refer to the [Recall Race](#) heading in [Chapter 39: Text/Referendum](#) for information about creating text for a recall race.

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## Poll Setup

The Polling Place Defaults option is available for ES&S Image Manager and iVotronic Image Manager ballot types. Polling places must be used with Model 100s if Precinct ID numbers are not sequential, even if there is only one precinct in a poll. The polling place identification numbers must be sequential and start with 1.

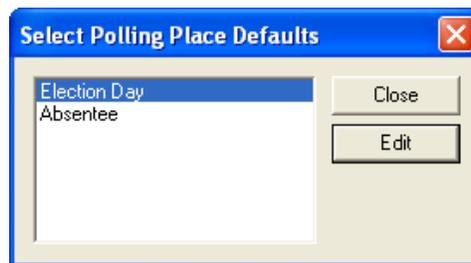
Polling places must always be used with iVotronic terminals even if there is only one precinct in a poll.

The same polling place should be used for Model 100 and iVotronic if used in the same voting location.

Take the following steps under the **Poll Setup** menu.

1. Click **Polling Place Defaults**.

The Select Polling Place Defaults window appears.



2. Select a polling place type from the list and click **Edit**.

The Polling Place Defaults window appears.

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Refer to the [Set Up Polling Places](#) heading in [Chapter 40: Polling Place Defaults](#) for information about completing the Polling Place Defaults window.

3. Add/Edit Polling Places for this Election (if applicable)

Use the **Master Polling Place File** command to create permanent polling place records in your jurisdiction database. Link the polling places from your master file to precincts to activate polling places for your election.

Select **Edit/Add Polling Places for this Election** to create or customize polling places for a single election.

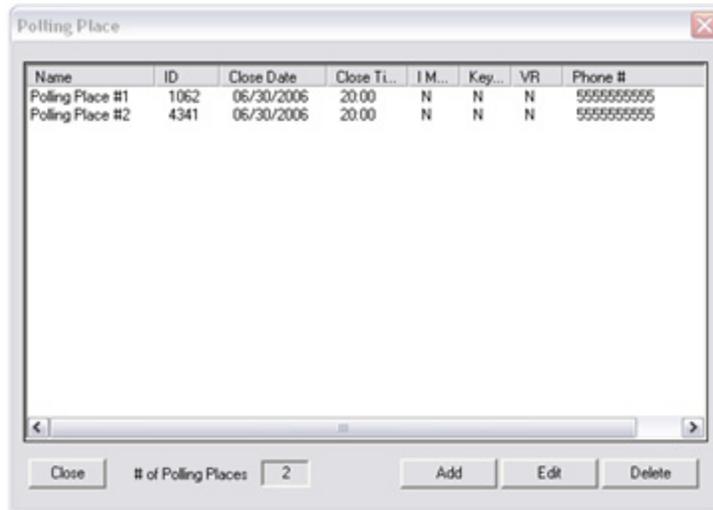
4. Click **Master Polling Place File** or **Edit/Add Polling Places for this Election** to add or edit polling place records for your election.

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The Polling Place window appears.



5. Click **Add**.

The Add / Edit Polling Place window appears.

**Add/Edit Polling Place**

OK Cancel

Polling Place:

Location Information

ID Number:

Name:

Poll Information

Closing Date / Time: 06/30/2006 08:00 PM

Override Password: ESSESS

Results Reporting Telephone Information

Telephone #: 5555555555

Additional Information

Pollworker-Activated Mode

Key in Precinct

Support VRLink

Printer Model: Seiko

Coded Ballot

Mode: Not Allowed

Prompt:

Polling Place Type

Election Day

Absentee



Refer to the [Add Polling Place Records](#) heading in [Chapter 41: Master Polling Place File](#) for information about completing the Add/Edit Polling Place window.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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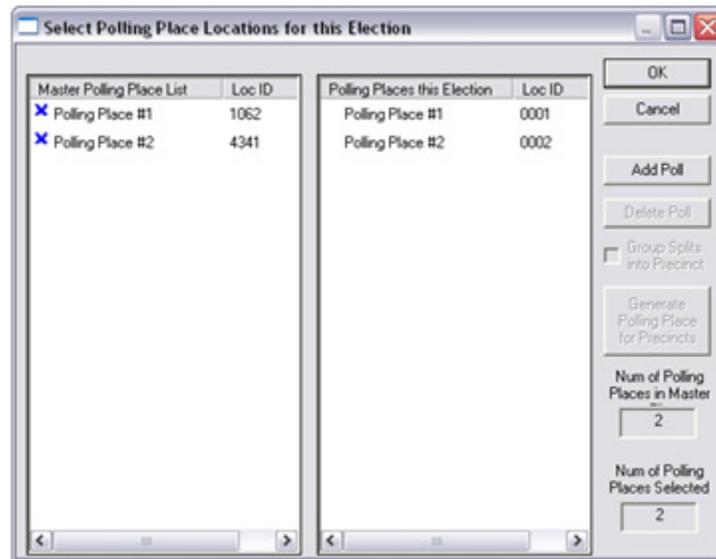
- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

6. Assign Precincts to Polling Places.

Use the **Select Polling Places for this Election** to activate polling places for your election.

7. Click **Select Polling Places for this Election**.

The Select Polling Place Locations for this Election window appears.



Refer to [Chapter 42: Select Polling Places for this Election](#) for information about how to assign the polling places that will be used in this election.

Use the **Assign Precincts to Polling Places** command to link polling places to precincts activated for your election. You can use this command to automatically generate polling places for each of your active precincts.

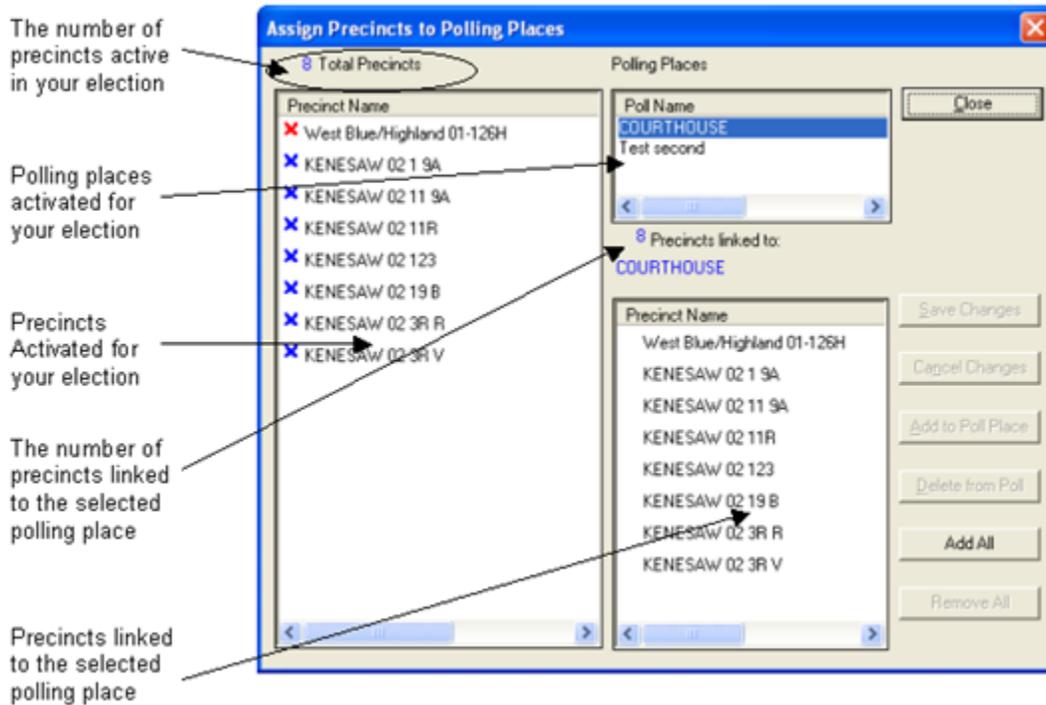
8. Under the **Poll Setup** menu, click **Assign Precincts to Polling Places** to link active precincts to your polling places.

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The Assign Precincts to Polling Places window appears.



Refer to [Chapter 44: Assign Precincts to Polling Places](#) for more information about assigning precincts to polling places.

## iVotronic Ballot Style Records

Each ballot style in your election contains a unique combination of contests, candidates and voting positions for a specific political party, precinct or split. Use the **Setup Ballot Styles** and the **Ballot Style Names** options to create separate ballot style records for iVotronic election equipment.

When you create a primary election for iVotronic equipment, create a separate ballot set with a unique name for each active political party in your election.

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If you are using iVotronic equipment, refer to [Chapter 45: Setup Ballot Styles](#) for information about setting up ballot styles and to [Chapter 46: Ballot Style Names](#) for information about using ballot style names.

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# Part 2: Installation

Part 2 contains information about the following topics.

- ❖ Chapter 4: Unity File Structure
- ❖ Chapter 5: Installation
- ❖ Chapter 6: Back up Election Files

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Chapter 4: Unity File Structure

ES&S recommends that you use a standard filing system to store election data for your jurisdiction. Follow the instructions in this section of the this manual before you configure election database folders on your computer.



**NOTE:** After you have created your filing structure, note where these files are stored on your computer in case there is a need to restore or recover your election files. To ensure all information is backed up, use a memory devices such as a USB Drive or a CD to store this information.



**NOTE:** Refer to [Chapter 6: Back up Election Files](#) for more information about backing up your election.

### Election Data Manager File Structure

Store data for multiple elections in your Unity election database.

Election Data Manager automatically creates the file structure for your jurisdiction when you build a county database and create an election.



Refer to [Part 4: County Menu](#) for information about creating a county database.

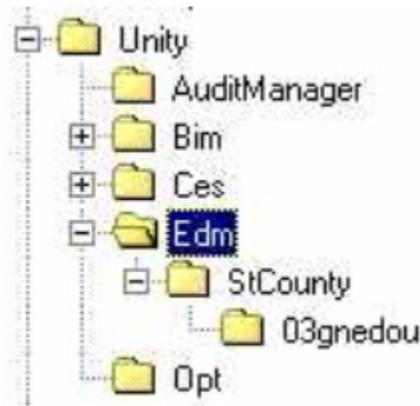
Refer to [Part 5: Election Menu](#) for information about creating an election.

Start Windows Explorer and locate the folder where you installed Election Data Manager. If you installed your program to the default location, open C:\Unity\EDM to view Election Data Manager files.

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The county folder appears below the Election Data Manager folder. If you follow the instructions for creating a county in chapter two, the county folder name is an eight-character code that identifies the state and county of the election files that the folder contains. The first two characters of the folder name represent the state code for your jurisdiction (for example, “NE” for Nebraska) and the last six characters are the first six letters of the county name (for example, “Dougl” for Douglas County). The file structure for Election Data Manager should look like the example above (if “St” is the state postal code and “county” is the county abbreviation) when you view your files in Windows Explorer.



Refer to [Chapter 10: New Election](#) for instructions for creating an election folder under the county menu.

After you have created your filing structure, note where these files are stored on your computer in case there is a need to restore or recover your election files. To ensure all information is backed up, use a memory devices such as a USB Drive or a CD to store this information.



Refer to the [Chapter 6: Back up Election Files](#) for information about backing up your election.

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## Chapter 5: Installation

This chapter contains installation instructions for Election Data Manager and contact information for customer support. Before you begin installation, close all programs and turn off virus protection software to prevent installation conflicts.

### Minimum System Requirements PC with 1-GHz or faster processor

- ❖ 512 MB RAM
- ❖ Windows XP Professional
- ❖ Keyboard and Mouse
- ❖ 40-GB hard drive
- ❖ 48x CD-ROM or DVD drive
- ❖ 3.5-inch disk drive
- ❖ Super VGA (800x600) or higher – resolution video adapter and monitor
- ❖ Make sure that proper hardware drivers are installed for your PC.



**NOTE:** If installing Election Data Manager on a system where an existing version of EDM is present, you must first uninstall the previous versions of Audit Manager and EDM (via Add or Remove Programs).

Remove Audit Manager only if it has not been removed for an ESSIM installation.

Refer to Windows Help if you require instructions for removing programs from your computer.

### Security Protocols

ES&S recommends the following security protocols for EDM setup.

- ❖ Install EDM on a stand-alone (non-networked) PC or as part of a Peer-To-Peer Network.



**NOTE:** Refer to the **Hardening Procedures for the Election Management System PC** document for further information.

- ❖ Election administrators should use Windows security procedures to adopt a strict access control policy.

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- ❖ Election administrators must implement strong physical controls, including employee background checks, identity verification, locks, security guards, badges, alarms, backup power, printed reports, and similar measures to control access to computers and related equipment.
- ❖ Segregation of duties to more than a single individual for election procedures.
- ❖ Pre-election security should include proof of content on all ballots, equal distribution of poll workers among all political parties, location of all ballots, and ensure privacy at all voting booths.
- ❖ Post-election security should include examination of audit logs attached to the tabulators, examination of final reports, and ensuring that all election equipment and ballots are returned to secure physical storage locations.



Refer to the **ES&S System Security Specification** document for further information regarding system security procedures.

## Install Audit Manager

Audit Manager is required to use EDM and must be installed before installing Election Data Manager.

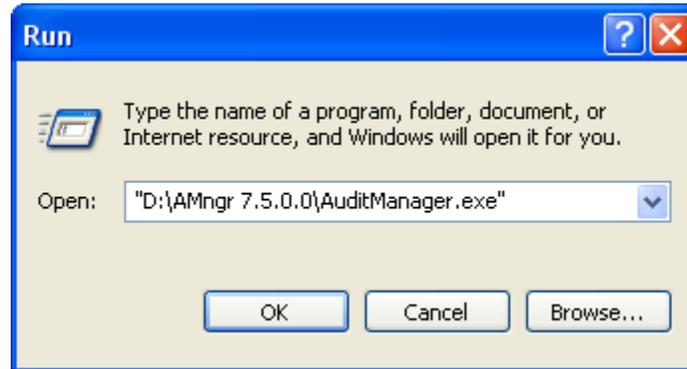
1. Insert the installation CD into the CD-ROM drive.
2. Click **Start** on the Windows taskbar and select **Run** to open the Run window.
3. Click **Browse** to locate the CD Rom Drive on your PC. Find the **Audit Manager** (AMngr 7.5.0.0) folder and double-click it to open the folder.

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4. Double-click on **AuditManager.exe** in the Audit Manager folder to place it on the open path:



5. Click **OK** to begin the installation.
6. At the AuditManager InstallShield Wizard Welcome screen, click **Next**.
7. Click **Yes** to accept the License Agreement.
8. On the Customer Information screen, enter the **User Name** and **Company Name** and click **Next**.
9. At the Choose Destination Location screen, accept the default destination folder by clicking **Next**.
10. On the Select Program Folder screen, click **Next** to accept the default and begin installation.
11. Upon completion of the AuditManager installation, click **Finish** to complete the setup.

## Install Election Data Manager

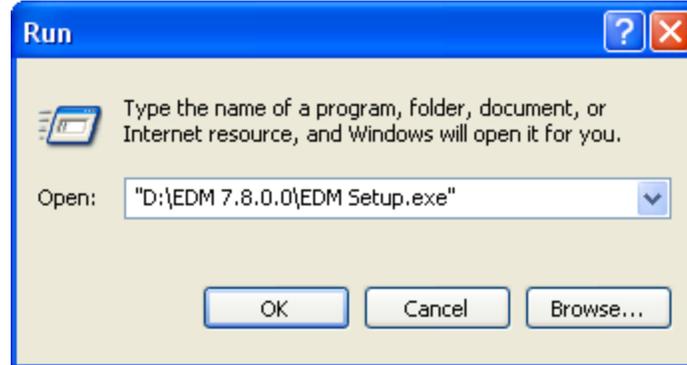
1. Click **Start** on the Windows taskbar and select **Run** to open the Run window.
2. Select **Browse** to locate the CD Rom Drive on your PC. Find the **EDM** folder and double-click it to open the folder.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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3. Double-click **EDM Setup.exe** in the EDM folder to place it on the open path:



4. Click **OK** to begin the installation.
5. At the Election Data Manager - InstallShield Wizard Welcome screen, click **Next**.
6. Click **Yes** to accept the License Agreement.
7. On the User Information screen, enter the **User Name** and **Company Name** and click **Next**.
8. At the Choose Destination Location screen, accept the default destination folder by clicking **Next**.
9. On the Select Program Folder screen, click **Next** to accept the default and begin installation.
10. Upon completion of installing EDM, click **Finish**.



If you encounter problems while installing EDM or have questions call 1-877-377-8683.

## Start Election Data Manager

1. Click the Windows Start button.
2. Click **Programs**.
3. Browse to the **Unity** folder under Programs.
4. Click **Election Data Manager**.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

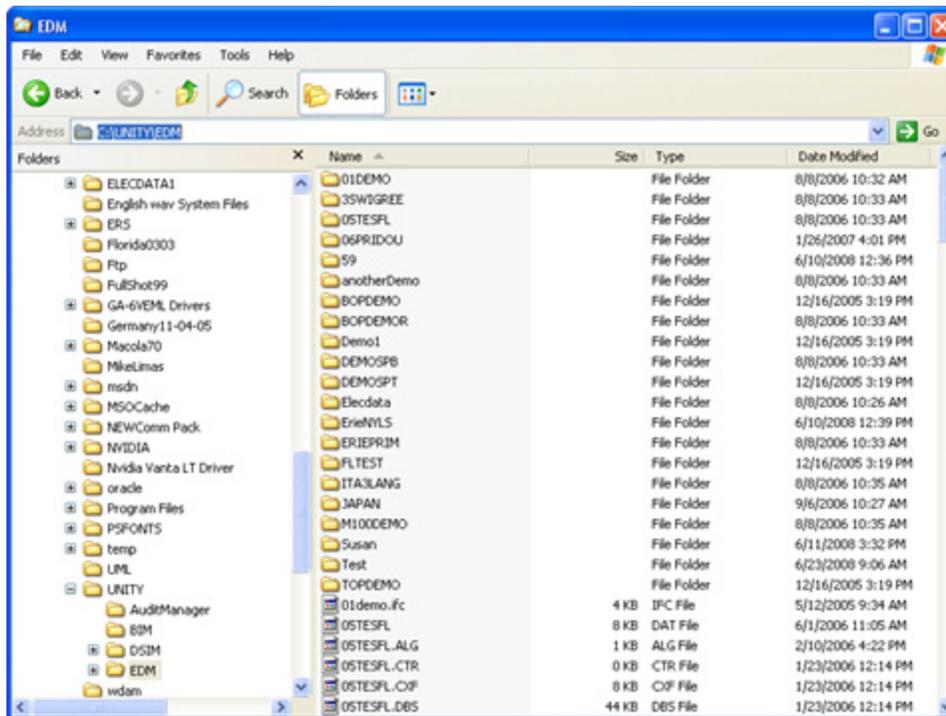
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## Chapter 6: Back up Election Files

Back up your election files in Windows after you configure your election and generate output files from Election Data Manager. Back up your election files to an external memory device such as a zip disk, USB flash drive, compact flash card or compact disc.

1. Right-click the **Start** button in Windows and select **Explore**. The following window appears.



2. Type **c:\unity\edm** in the **Address** bar and press **Enter**.
3. Select your election folder and drag it to the corresponding drive letter of your memory device to copy your election database.



**NOTE:** Delete the mrg.dbf file before copying to free up disk space.



**NOTE:** Disk space may also be saved by using a file compression application such as WinZip.

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Part 3: File Menu

Use the commands under the **File** menu to create your county and election databases.

Part 3 contains information about the following topics.

- ❖ Chapter 7: New County
- ❖ Chapter 8: Open County
- ❖ Chapter 9: Edit County Information
- ❖ Chapter 10: New Election
- ❖ Chapter 11: Open Election
- ❖ Chapter 12: Edit Election Information
- ❖ Chapter 13: Ballot Sets
- ❖ Chapter 14: Merge Preferences
- ❖ Chapter 15: Import Wizard
- ❖ Chapter 16: Print Setup

### NOTICE OF UNCERTIFIED FUNCTIONALITY

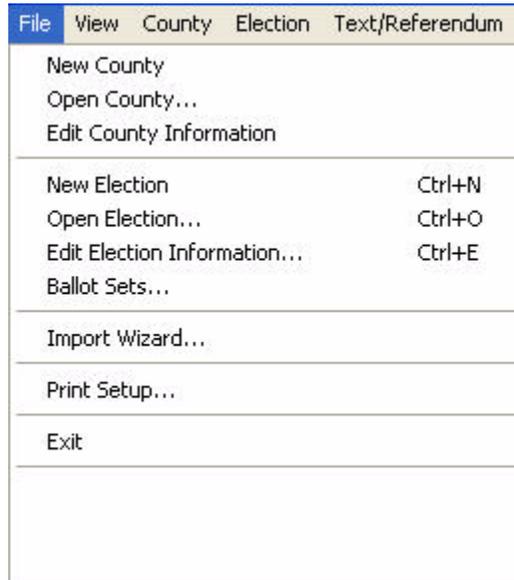
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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Chapter 7: New County

Election Data Manager automatically creates a folder for your jurisdiction in C:\Unity\EDM when you generate a new county in the program. EDM stores all of the data for your jurisdiction in the county folder.



### Create a New County

1. Under the **File** menu, click **New County**.

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The New County window appears.

2. In the **County Name** box, type the jurisdiction name that will appear on your election reports.
3. In the **County Abbreviation** box, type the jurisdiction name that will appear on your ballots. Leave the **County Abbreviation** box blank if your jurisdiction does not place county names on ballots.
4. In the **County Directory Name** box, use all capital letters to type the name of the county folder that Election Data Manager creates in C:\Unity\EDM.

The County Directory Name is comprised of the following:

- Your state's postal code as the first two letters.
- The first six letters of your county's name as the last six letters of the county code.

For example, Madison County, Illinois would be ILMADISO

5. In the **County ID** box, enter a state-defined county identification code, if it is required by your jurisdiction.

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6. Click **Browse** next to the **Working Directory** box to set the location where Election Data Manager will create your county folder. ES&S recommends that you use the default folder location (C:\Unity\EDM).
7. Click **OK** to create your county database.

## Copy Files from Another County

In the **New County** window, use the **Create from another County** option to copy office, party and office heading information from another county into the database for your jurisdiction.



**Warning:** The **Create from another County** option in Election Data Manager is the *only* way that you should copy files from another county into your jurisdiction database.

1. Under the **File** menu, click **New County**.
2. In the **New County** window, click **Create from another County**.

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After you click **Create from another County**, the window expands to look similar to the following.

The screenshot shows a dialog box titled "New County" with a close button in the top right corner. The dialog contains the following elements:

- County Name (1-45 characters) input field
- County Abbreviation (1-45 characters) input field
- County Directory Name (1-8 characters) input field
- County ID (5 characters) input field
- Working Directory input field containing "C:\UNITY\EDM\" and a "Browse..." button
- A checked checkbox labeled "Create from another County"
- A "County to Copy From:" input field with a "Browse..." button
- Three unchecked checkboxes:
  - Copy Master Office table
  - Copy Master Party table
  - Copy Office Headings table
- "OK" and "Cancel" buttons in the top right area

3. Click **Browse** next to the **County to Copy From** box to search your computer for the county that you wish to use to create your jurisdiction's database.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The **Browse for Folder** window appears.



4. Select the folder that contains the county you wish to copy data from and click **OK**. The name of the folder that contains your copy files appears in the **County to Copy From** box.
5. Click the following options under the **County to Copy From** box to select the county information that you wish to copy to your jurisdiction database.
  - **Copy Master Office File:** Copy office information from an existing county file to your jurisdiction database.
  - **Copy Party file:** Copy political party information from an existing county file to your jurisdiction database.
  - **Copy Office Headings file:** Do not select this option.
6. In the New County window, click **OK** to copy data to your county folder.

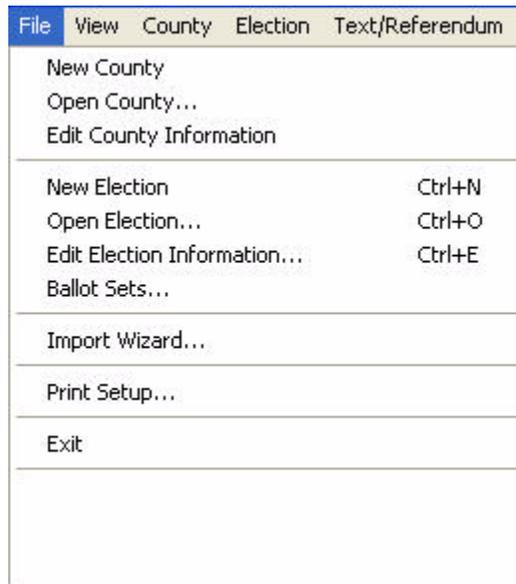
**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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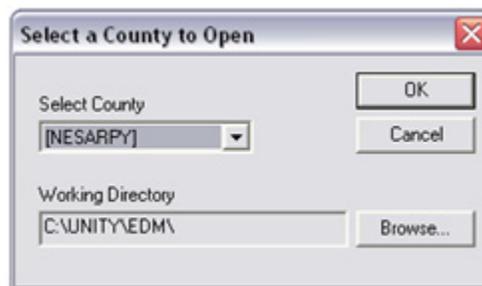
- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 8: Open County

Open your county folder to enter election information into your jurisdiction database.



1. Under the **File** menu, click **Open County**.  
The **Select a County to Open** window appears.



2. From the **Select County** list, select your county  
OR

Click **Browse** to open a search window and locate a county database folder that is not already saved in the default C:\EDM\County folder.

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- Network results transmission and Networked central tabulators

The Browse for Folder window appears.



3. Select your county folder and click **OK**,
4. Click **OK** again to open your jurisdiction database.

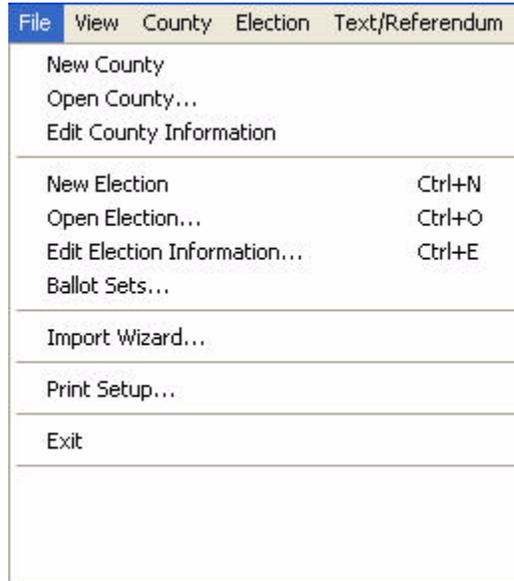
**NOTICE OF UNCERTIFIED FUNCTIONALITY**

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

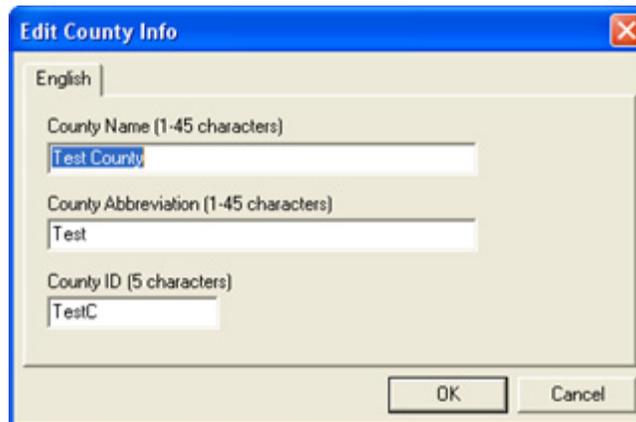
- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 9: Edit County Information

Use the Edit County Information option to change identification information about a county after you set up your initial county identification.



1. From the **File** menu, click **Edit County Information**. The following window appears.



2. Change any identification information that is not correct.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Network results transmission and Networked central tabulators



**NOTE:** If you have set up multiple languages, each language will have its own tab. You can change information on any of the tabs.

3. Click **OK**.

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Chapter 10: New Election

A folder for your jurisdiction database generates in your computer's Unity folder when you use the **New County** command under the **File** menu to enter data for your jurisdiction. Similarly, each time you select the **New Election** command under the **File** menu to create an election database, Election Data Manager creates an election folder in the jurisdiction folder. All election specific information saves to the election database folder. Election Data Manager's default path to jurisdiction and election folders points to *C:\Unity\EDM\JurisdictionName\ElectionName*.



### Create a New Election

1. Under the **File** menu, select **New Election**.

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The New Election window appears.

2. In the **Election Name** box, type the name of your election folder. The field has a limit of eight characters. Avoid special characters, such as hyphens or asterisks.

ES&S uses the following standard format for naming election folders.

- The first character is the year.
- The second character is the election type

Valid codes:

G - General  
 P - Primary  
 R - Runoff  
 S - Special

- The next two characters are the state abbreviation. (For example NE=Nebraska, TX=Texas, etc.)

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- The last four characters are the first four characters of the county name. (For example SARP=Sarpy county, WILLI=Williamson county)

### Sample Election Name

**8PNESARP** means 2008|Primary election|Nebraska|Sarpy county

The first character	<b>8</b>	is the year
Next character	<b>P</b>	is the election type (P=Primary)
Next two characters	<b>NE</b>	are the state (NE =Nebraska)
Last four characters	<b>SARP</b>	are the county name (SARP =Sarpy)

- In the **Election Description** box, type the full election name that appears on your ballots and election reports. The field has a limit of 41 characters

ES&S typically includes the election year, the election type, the name of the jurisdiction where the election takes place and the name of the state in the full election name.

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**NOTE:** Use the variable name “<GELECTIONNAME>” in additional text boxes in Election Data Manager or within frames in Image Manager to place **Election Description** text in various locations on your ballots and election reports.



Refer to the *ES&S Image Manager System Operations Procedures* manual for more information about placing frames on your ballots.

4. In the **State Code** box, type the two-character postal code for your state.
5. In the **Election ID** box, enter a state-defined election identification code, if required in your jurisdiction. The field has a maximum of six characters.
6. Click the **Election Date** list to open a calendar selection window.



7. Use the arrows at the top of the window to navigate to the month that your election takes place and then click the day of your election.



**NOTE:** Use the variable name flag “<GELECTIONDATE>” in text boxes in Election Data Manager and frame dialogs in Image Manager to place your selected date on ballots and election reports.

8. In the **Clerk’s Name** box, type the name of your jurisdiction’s lead election official (usually the County Clerk). The field has a maximum of 80 characters.
9. Click **OK**.

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## Create an Election from Existing Files

Use the **Create from another election** option at the bottom of the New Election window to create your current election from existing election files in your jurisdiction database. The **Create from another election** option is generally used to set up a general election based on candidates selected during the primary.



**NOTE:** Using the **Copy from Another Election** option is not recommended for states with open primaries, because nearly every office must be changed from the primary to the general.



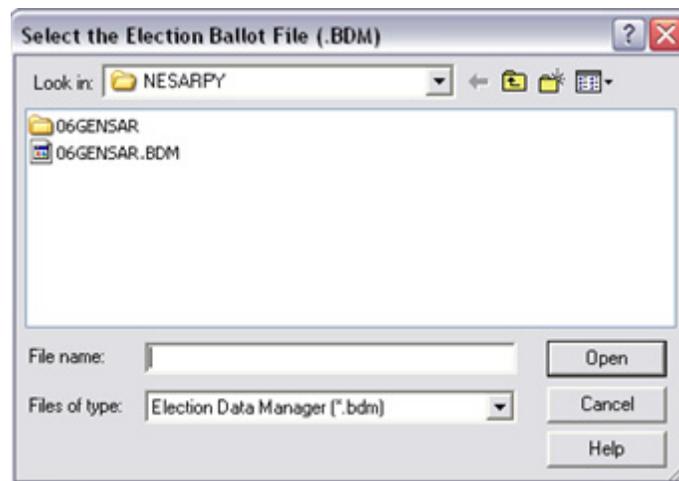
**Warning:** Never use the **Create from another election** option to copy election files from outside of your jurisdiction folder. You can, however, copy election files from other jurisdictions by using Election Data Manager's import tools.



Refer to [Chapter 15: Import Wizard](#) for more information about Election Data Manager's import tools.

1. Under the **File** menu, select **New Election**.
2. Click **Create from another election**.

The Select the Election Ballot File (.BDM) window appears.



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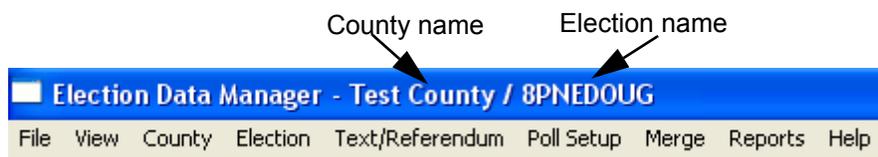
3. Select the existing election file (election files use a .bdm extension) that you want to use to create your current election.
4. Click **Open** to use the selected file. The path to the file appears in the **Election to Copy From** box.

5. Enter the election information in the fields of the New Election screen.



Follow the steps under the [Create a New Election](#) heading to complete the New Election window.

6. Click **OK** at the top of the New Election window to create your election database. The name of the election appears in the title bar at the top of the Election Data Manager main screen.



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**NOTE:** If you use statistical counters, be aware that Election Data Manager does not automatically activate statistical counters from your old election files when you create a new election database from existing files.



Refer to [Chapter 37: Statistical Counters](#) for information about how to activate counters for your new election.

## Additional Steps to Complete the Copy

There are several areas copied from existing elections that must be changed before merging. Failure to change the information may result in a significant amount of re-work. Additionally, if you have concurrently running elections, it is possible to overwrite parts of the original election with information from the second election.

Create the new election using the **Create from another election** option. Other changes may be made to the election, but the following are the minimum changes you must make to the new election before merging.

### Ballot Sets:

- ❖ Create new ballot set names in the current election folder.
- ❖ Set the new ballot set to correct party.
- ❖ Set the new ballot set to the correct election type (General from Primary).



Refer to [Chapter 13: Ballot Sets](#) for instructions for completing these steps.

### Precincts:

- ❖ If precincts have changed, update and sort them.



Refer to [Chapter 18: Precincts](#) for instructions for updating your precincts.

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## Parties:

- ❖ Update parties as needed.



Refer to [Chapter 22: Parties](#) for instructions for updating your parties.

## Offices:

- ❖ Remove unneeded offices (some offices that run only in primary elections, such as precinct committee person may be removed).
- ❖ Add any new offices for this election.
- ❖ Re-link offices to the correct party as needed (some offices are partisan for the primary, but should be set to <ALL> for the general).



Refer to [Chapter 32: Edit/Add Offices for this Election](#) for instructions for updating the offices that will appear on the ballot.

## Candidates:

- ❖ Remove unneeded candidates (candidates who lost in the primary are normally removed for the general).
- ❖ Renumber the Relative Position for each candidate. In the Primary the first candidate for each party started at 01 and the party had its own office. In the general election, the candidates are combined into a single office.



Refer to [Chapter 36: Candidates](#) for instructions for updating your candidates.

## Statistical Counters:

- ❖ Update Statistical Counters. Remove any partisan statistics, Generate new statistical counters.

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Refer to [Chapter 37: Statistical Counters](#) for instructions for updating your statistical counters, if you use them.

### Text/refs:

- ❖ Remove all unneeded text/referendums.
- ❖ Add any new text/referendums.



Refer to [Chapter 39: Text/Referendum](#) for instructions for adding and deleting text/referendums on a ballot.

### Polling Places:

- ❖ Change the poll close date/time for each poll.
- ❖ Review your polling place setup - polling locations, and precinct assignments. Make changes as required.



Refer to [Chapter 41: Master Polling Place File](#) for instructions for updating your polling places.

### Merging:

- ❖ Create a new Ballot Set Collection file in the current election folder.



Refer to [Chapter 50: Generate Ballot Styles](#) for instructions for creating a new Ballot Set Collection file.

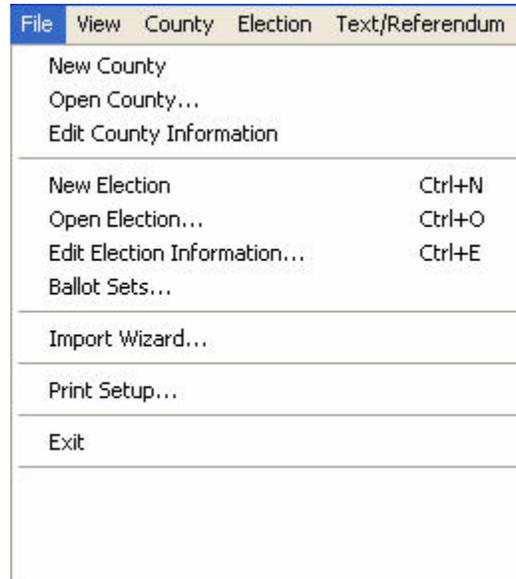
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- Network results transmission and Networked central tabulators

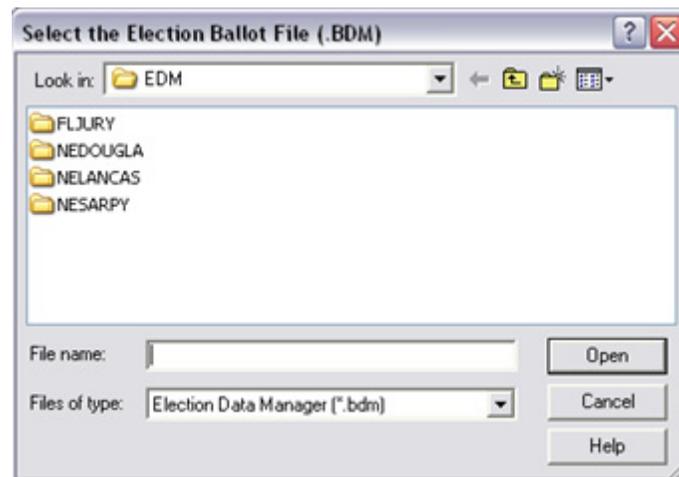
## Chapter 11: Open Election

Use the **Open Election** option to open an existing election database.



1. Under the **File** menu, select **Open Election**.

The Select the Election Ballot File (.BDM) browse window appears.



2. Locate and select the election database that you want to open.
3. Click **Open**.

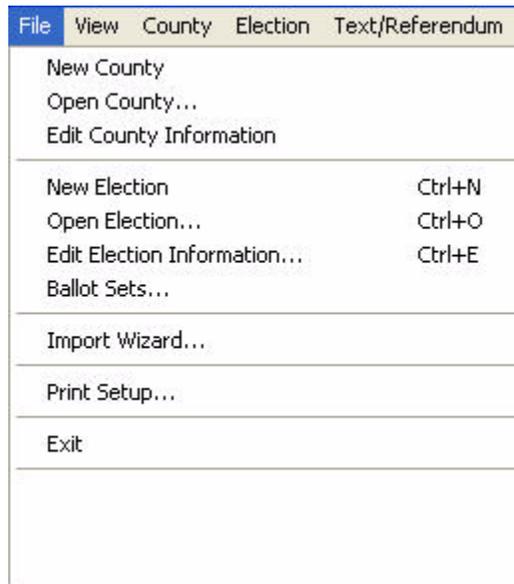
### NOTICE OF UNCERTIFIED FUNCTIONALITY

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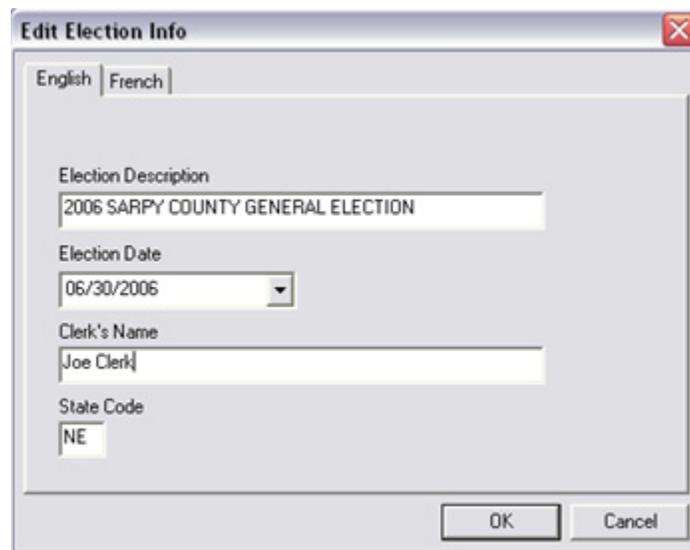
- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 12: Edit Election Information

Use the **Edit Election Information** command under the **File** menu to edit the identification information in your election database.



1. Under the **File** menu, click **Edit Election Information**.  
The Edit Election Information window appears.



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- Network results transmission and Networked central tabulators

2. Change any information necessary.
3. Click **OK** to save your changes and return to the Election Data Manager main screen or click **Cancel** to return to the EDM main screen without changing your election identification information.

NOTICE OF UNCERTIFIED FUNCTIONALITY

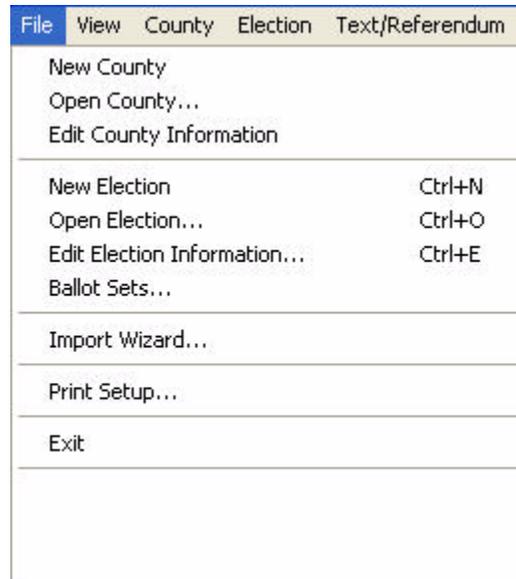
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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Chapter 13: Ballot Sets

Election Data Manager groups ballots for different political parties in a primary election and ballots that use different election equipment or configurations into categories called ballot sets. When you generate your final election files, Election Data Manager merges all of your ballot sets and simultaneously creates all of the necessary output files for your election.



Before you generate your election files, create a different ballot set for each ballot category (party, equipment or configuration) in your election. For example, if you create a two-party primary election and your jurisdiction uses iVotronic precinct counters for Election Day voting and a Model 650 central scanner to count absentee ballots, create four ballot sets to generate all of the necessary election files. Each political party requires a different ballot configuration for the precinct count and the central count equipment. So, if your parties are Democratic and Republican, you must create a Democratic iVotronic set, a Democratic Model 650 set, a Republican iVotronic set and a Republican Model 650 set. In addition, if your primary also contains nonpartisan contests, you must create two additional ballot sets (one for each equipment type) for your nonpartisan contests.

After you configure options for each of your ballot sets and program your election, select the **Generate Ballot Styles** command under the **Merge** menu to create all of the output files required for your election.

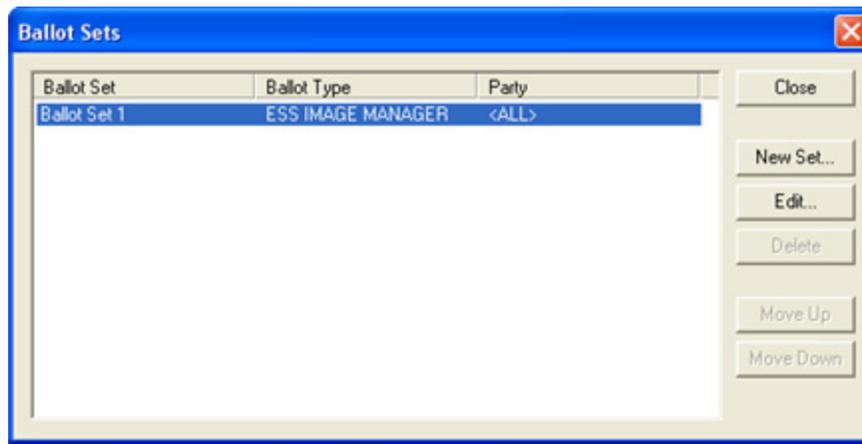
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Create a ballot set for each ballot configuration included in your election. Election Data Manager requires ballot sets to create election files for separate political parties in a primary election, each piece of voting equipment used in your jurisdiction, and ballots configured with different merge options. Configure ballot sets before you generate your final election files to create all of your ballot files and election definitions for your voting equipment at the same time.

1. From the **File menu**, click **Ballot Sets** to create ballot groups for your election. The Ballot Sets window appears.



From left to right, the Ballot Sets window displays the following information:

- Name of the ballot set
  - Equipment type selected for the ballot set
  - Party selected for the ballot set
2. In the Ballot Sets window, select a ballot set and click **Delete** to remove a ballot set from your election configuration. Click **New Set** to create a ballot set, or select an existing set and click **Edit** to change the settings for a ballot configuration. Select a set and click **Move Up** or **Move Down** to change the position of a ballot set on the list.

## Create a Ballot Set

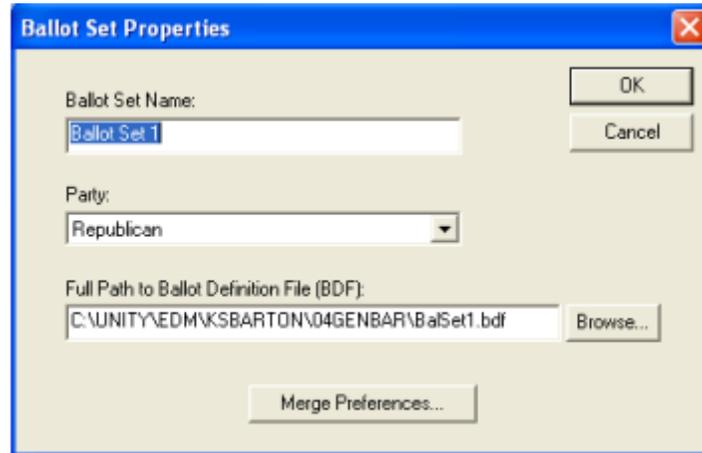
3. Click **New Set** or **Edit**.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

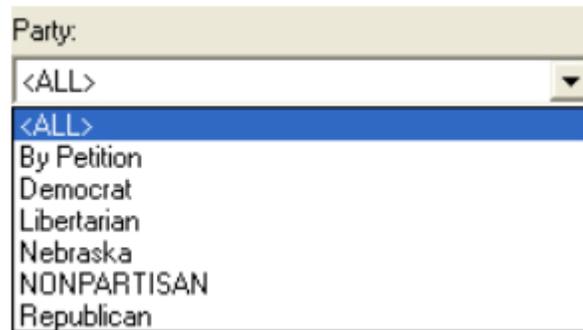
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The Ballot Set Properties window appears.



4. In the **Ballot Set Name** box, type a name to identify your ballot set in the Ballot Set Properties window.
5. From the **Parties** list, select a party name to configure your ballot set for a specific political party. Select **<All>** to create a ballot set for a general election.

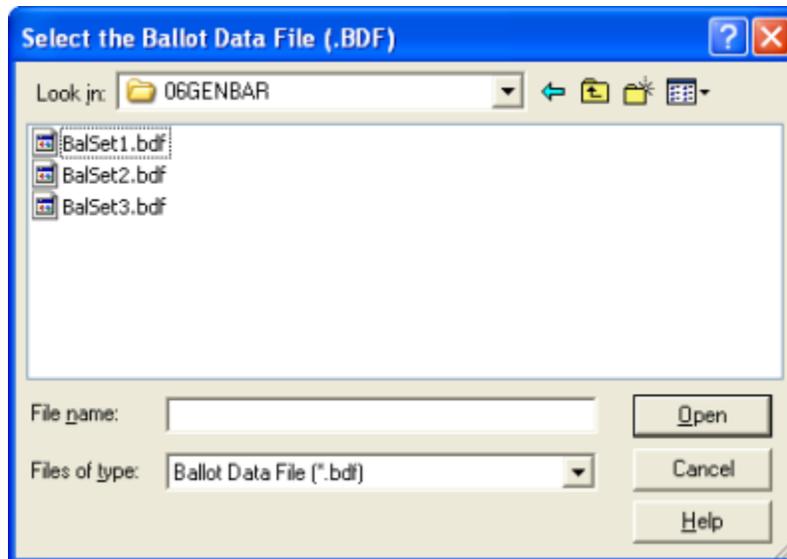


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6. Click the **Browse** button next to the **Full Path to Ballot Definition File (BDF)** box to open a browse window to select an output location for your election information.

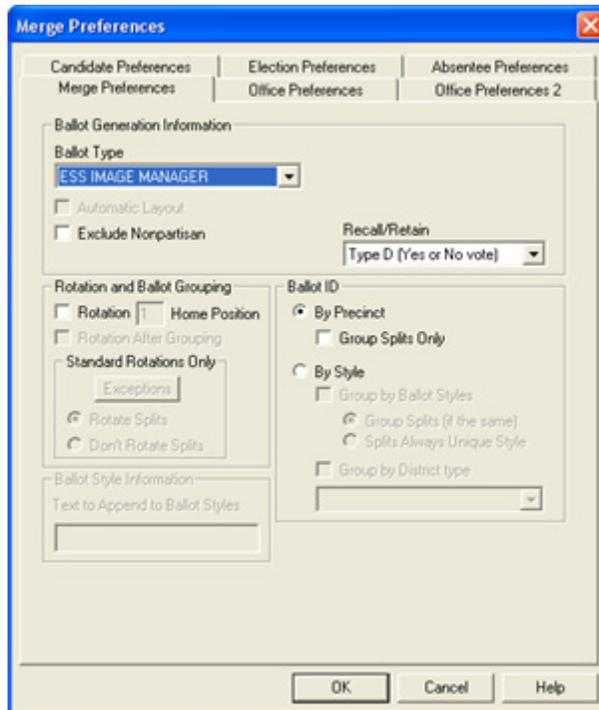


7. In the Select the Ballot Data File window, browse your computer to set the output location for your ballot data file. In the **File Name** box, type a name for the file that Election Data Manager will create from your ballot set when you generate election files. This field is limited to 52 characters in ESSIM and should not exceed 52 characters here.
8. Click **Open** to save your selections and return to the Ballot Set Properties window or click **Cancel** to return to the Ballot Set Properties window without selecting an output location or file name.
9. Click **Merge Preferences** to open the Merge Preferences window and configure the output files for your election.

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Refer to [Chapter 14: Merge Preferences](#) for more information about configuring your election output files.

10. After you complete the Merge Preferences window, click **OK** to return to the Ballot Set Properties window.
11. In the Ballot Set Properties window, click **OK** to save your ballot set configuration and return to the Ballot Sets window. Click **Cancel** to return to the Ballot Sets window without saving your configuration.

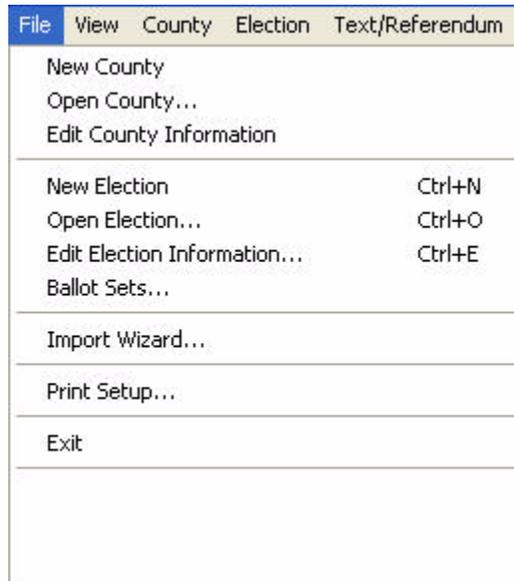
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## Chapter 14: Merge Preferences

Use the Merge Preferences window to configure Election Data Manager's output files. When you generate your election files, Election Data Manager creates files for Hardware Programming Manager ESS Image Manager and iVotronic Image Manager as well as specialized files for the iVotronic. Configure merge preferences to properly format Election Data Manager's output files for your election.

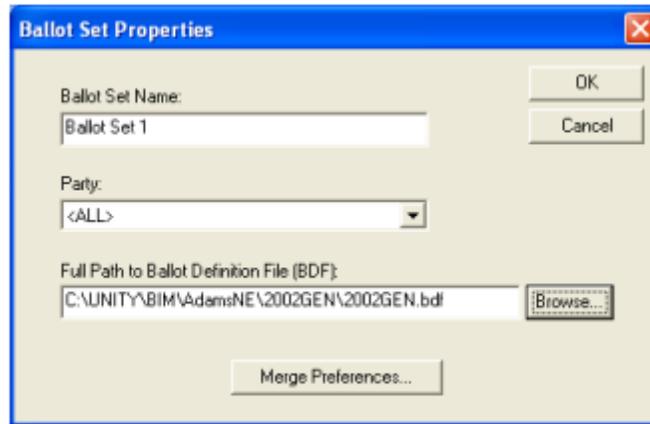


1. Under the **File menu**, click **Ballot Sets** to open the Ballot Sets window.
2. Select the ballot set that you want to configure and click **Edit**, or click **New Set** to open the Ballot Set Properties window and build a new ballot set file.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



3. In the Ballot Set Properties window, click **Merge Preferences** to configure your output files.

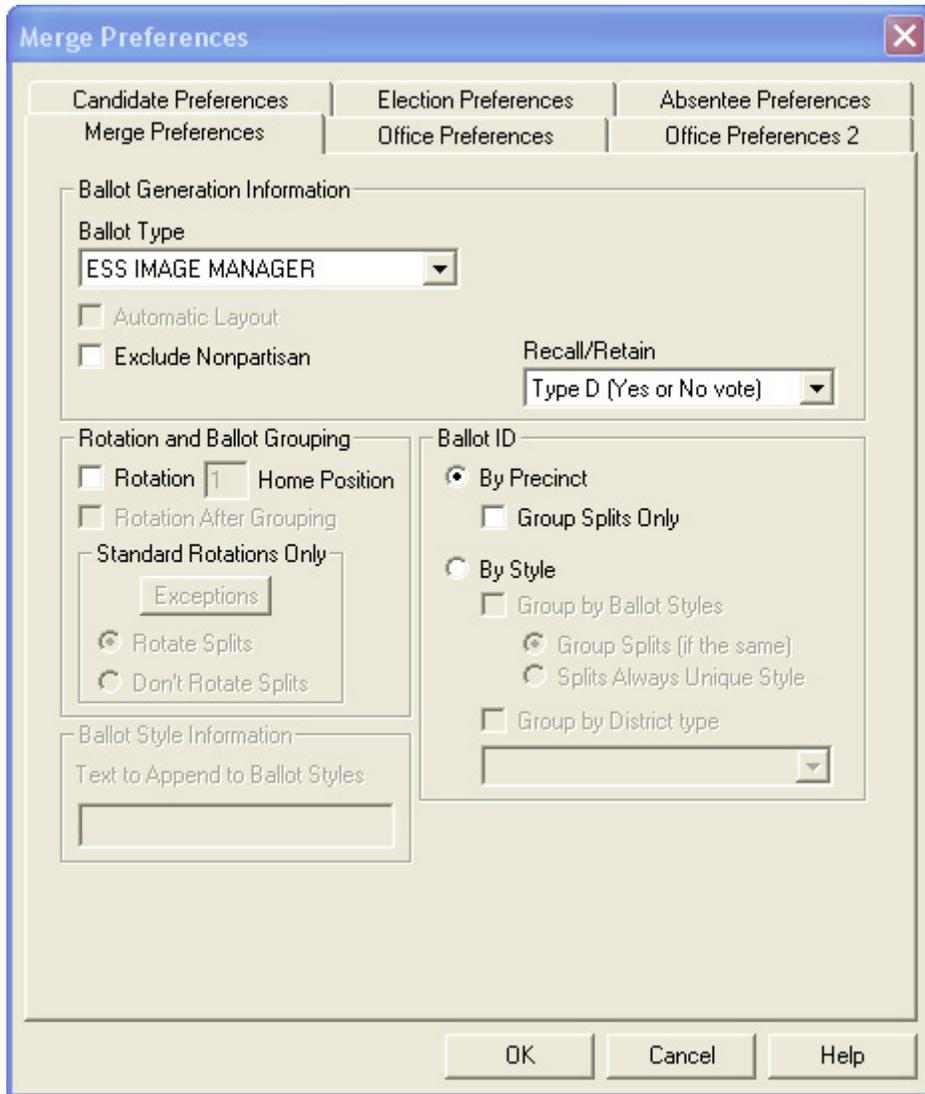
## Merge Preferences Tab

In the Merge Preferences window, use the options under the **Merge Preferences** tab to configure the following output file options:

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The following table lists the fields that may appear on the Merge Preferences window. An X indicates that the field appears for the ballot type.

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## Merge Preferences

Field	Field Definition	ESSIM	iVIM
<b>Ballot Type</b>	<p>Select your jurisdiction's voting equipment.</p> <p>Select from the following scanner types.</p> <ul style="list-style-type: none"> <li>• <b>ESS Image Manager:</b> Select this option to program an election for DS200, Model 100, and Model 650 equipment.</li> <li>• <b>iVotronic Image Manager:</b> Select this option to program an election for iVotronic bitmap ballots.</li> </ul>	X	X
<b>Automatic Layout</b>	The <b>Automatic Layout</b> check box is not available for use.		
<b>Exclude/Nonpartisan</b>	Select the <b>Exclude Nonpartisan</b> check box to leave nonpartisan contests off your party ballots for a primary election.	X	X
<b>User Supplied Polling Place Number</b>	Select <b>User Supplied Polling Place Number</b> if your jurisdiction manually assigns polling place numbers.		X
<b>Recall/Retain</b>	<p>From the <b>Recall/Retain</b> list, select the type of recall question your jurisdiction uses.</p> <ul style="list-style-type: none"> <li>• Select <b>Type D (Yes or No vote)</b> to place two responses under your recall question.</li> <li>• Select <b>Type C (Yes vote)</b> to place only one response below your recall question.</li> </ul>	X	X
<b>Rotation</b>	<p>Click the <b>Rotation</b> check box to activate standard candidate rotation on ballots for all of your precincts.</p> <p>Clear this check box if your jurisdiction does not use rotation.</p>	X	X

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## Merge Preferences *(continued)*

Field	Field Definition	ESSIM	iVIM
<b>Home Position</b>	If you select <b>Rotation</b> , type a number in the <b>Home Position</b> box to select the default ballot position for candidates with the lowest party sequence number. For example, type 2 in the <b>Home Position</b> box to set the default ballot location for candidates with the lowest sequence number as the second candidate position below your office text.	X	X
<b>Rotation after Grouping</b>	If you select <b>Rotation</b> , click <b>Rotation after Grouping</b> to rotate candidate positions from ballot style to ballot style after Election Data Manager groups your ballots by style.  Select <b>Rotation After Grouping</b> to use the same rotations for identical ballot styles even if multiple precincts use the same style of ballots.  Clear this check box if your jurisdiction does not use rotation.	X	X
<b>Standard Rotations Only</b>	If you select <b>Rotation</b> , select one of the following options under the <b>Standard Rotations Only</b> heading to configure rotations for split precincts: <ul style="list-style-type: none"> <li>Click <b>Rotate Splits</b> to rotate candidates on ballots for all of your precincts and on ballots for the splits within your precincts.</li> <li>Click <b>Don't Rotate Splits</b> to only rotate candidates on ballots for different precincts. The candidate order on ballots for splits within a precinct remains the same as the order for the rest of the precinct.</li> </ul> Click <b>Exceptions</b> under the <b>Standard Rotations Only</b> heading to create custom candidate rotations for specific offices in specific precincts.	X	X
<b>Ballot ID</b>	Use the options in the <b>Ballot ID</b> frame to use the same ballot face for multiple precincts or districts. Group ballots by ballot style to use the same ballot format for precincts that vote identical ballots. Group ballots by district type to use to use the same ballot for each of your district types rather than create a new ballot format for each of your precincts.	X	X

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## Merge Preferences *(continued)*

Field	Field Definition	ESSIM	iVIM
<b>By Precinct</b>	<p>Click <b>By Precinct</b> if your jurisdiction uses the same ballots for precincts that vote the same contests.</p> <ul style="list-style-type: none"> <li>Click <b>Group Splits Only</b> to combine ballot styles for splits within a precinct that vote the same contests as the rest of the precinct. You can group your split precincts by style even if you do not select <b>Group by Ballot Styles</b>.</li> </ul>	X	X
<b>By Style</b>	<p>Click <b>By Style</b> to combine the ballots for precincts that vote identical contests into a single ballot style.</p>	X	X
<b>Group by Ballot Styles</b>	<p>Click <b>Group by Ballot Styles</b> to combine the ballots for precincts that vote the same contests into a single ballot style.</p> <p>If you select <b>Group by Ballot Styles</b>, select one of the following options to format ballot grouping for your split precincts.</p> <ul style="list-style-type: none"> <li>Click <b>Group Splits (if the same)</b> to group splits within your precincts in ballot style groups if a split votes the same contests as another precinct.</li> <li>Select <b>Splits Always Unique Style</b> to create an individual ballot style for splits within your precincts even if a split votes the same contests as another precinct.</li> </ul>	X	X
<b>Group by District type</b>	<p>Click <b>Group by District type</b> and select a district type from the list to create a single ballot style for each active district that matches your selected type. For example, if all of your precincts vote the same contests except for a single school board race, select <b>School</b> from the <b>Group by District type</b> list to create a separate ballot style for each school district in your jurisdiction.</p>	X	

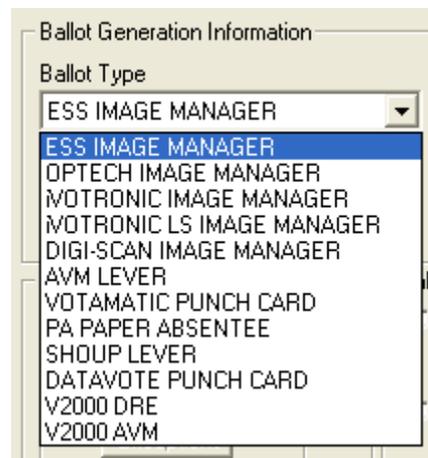
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## Ballot Generation Information

In the Merge Preferences window, use the options under the **Ballot Generation Information** heading under the **Merge Preferences** tab to select your jurisdiction's voting equipment, nonpartisan ballot options, local office file configuration and recall race format.

1. From the **Ballot Type** list, select your jurisdiction's voting equipment. If your jurisdiction uses more than one type of equipment, select the equipment type that you want to link to the current ballot set.
2. Select from the following scanner types.



- **ESS Image Manager:** Select this option to program an election for DS200, Model 100, and Model 650 equipment.
  - **iVotronic Image Manager:** Select this option to program an election for iVotronic bitmap ballots.
  - **Digi-scan Image Manager:** Select this option to program an election for DS200 equipment for specialized ballots.
  - The remaining scanner types listed are not currently available.
3. Select the **Exclude Nonpartisan** check box to leave nonpartisan contests off your party ballots for a primary election.



**NOTE:** The **User Supplied Polling Place Number** enables you to manually assign polling place numbers and is rarely used. The **User Supplied Polling Place Number** check box does not appear under the **Merge Preferences** tab if you select **ESS Image Manager** as your **Ballot Type**.

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Refer to the [Set Up Polling Places](#) heading in [Chapter 40: Polling Place Defaults](#) for more information about configuring polling places.

4. From the **Recall/Retain** list, select the type of recall question your jurisdiction uses.
  - Select **Type D (Yes or No vote)** to place two responses under your recall question.
  - Select **Type C (Yes vote)** to place only one response below your recall question.



Refer to the [Recall Race](#) heading in [Chapter 39: Text/Referendum](#) for more information about formatting a recall contest.



Refer to [Chapter 25: Master Office File](#) and [Chapter 39: Text/Referendum](#) for more information about creating offices and referendums.

## Rotation and Ballot Grouping

Jurisdictions that use ballot rotations vary the position of candidate names on different ballot styles (ballots for different precincts or for splits within a precinct) to reduce the likelihood of positional voting bias. Use the **Rotation and Ballot Grouping** options to activate ballot rotation for your election and select rotation options and exceptions.

1. Under the **Rotation and Ballot Grouping** heading of the **Merge Preferences** tab, select one of the following options.
  - Click the **Rotation** check box to activate standard candidate rotation on ballots for all of your precincts.
  - Click **Rotation after Grouping** to rotate candidate positions from ballot style to ballot style after Election Data Manager groups your ballots by style.



**NOTE:** Select **Rotation After Grouping** to use the same rotations for identical ballot styles even if multiple precincts use the same style of ballots.

- Clear both check boxes if your jurisdiction does not use rotation.

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2. If you select **Rotation**, type a number in the **Home Position** box to select the default ballot position for candidates with the lowest party sequence number. For example, type 2 in the **Home Position** box to set the default ballot location for candidates with the lowest sequence number as the second candidate position below your office text.



Refer to the [Candidate Information](#) heading in [Chapter 36: Candidates](#) for more information about assigning candidate sequence numbers.

3. If you select **Rotation**, select one of the following options under the **Standard Rotations Only** heading to configure rotations for split precincts:
  - **Rotate Splits:** Click **Rotate Splits** to rotate candidates on ballots for all of your precincts and on ballots for the splits within your precincts.
  - **Don't Rotate Splits:** Click **Don't Rotate Splits** to only rotate candidates on ballots for different precincts. The candidate order on ballots for splits within a precinct remains the same as the order for the rest of the precinct.

## Standard Rotations Only

Use the **Exceptions** option under the **Standard Rotations Only** heading to manually change the candidate rotation for specific offices in specific precincts.

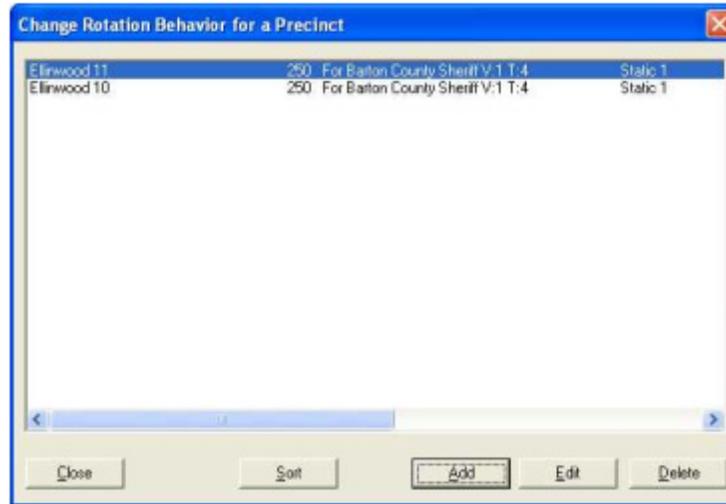
1. Under the **Merge Preferences** tab in the Merge Preferences window, click **Exceptions** under the **Standard Rotations Only** heading to create custom candidate rotations for specific offices in specific precincts.

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The Change Rotation Behavior for a Precinct window appears.



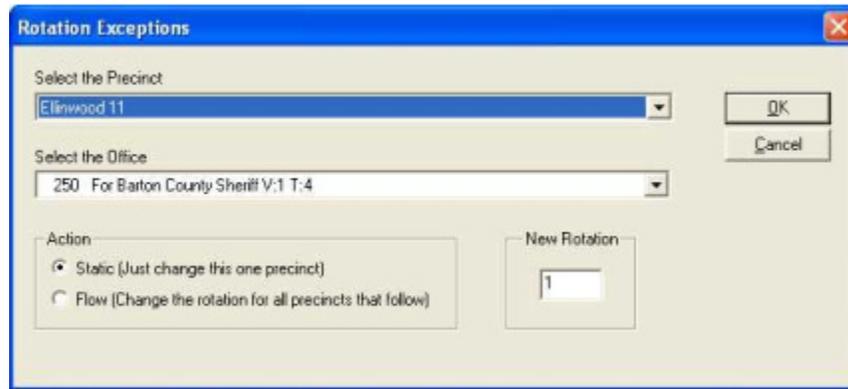
From left to right, the following information appears in the Change Rotation Behavior for a Precinct window:

- Names of precincts assigned custom rotations
  - Sequence numbers of the offices with assigned rotations
  - Office titles
  - Rotation type (static or flow)
  - Assigned rotation number
2. In the Change Rotation Behavior for a Precinct window, click **Sort** to order your custom rotations by precinct number. Select a custom rotation and click **Delete** to remove a custom rotation from your election. Click **Add** to assign a new custom rotation or select a rotation and click **Edit** to change the settings for an existing rotation. Click **Add** or **Edit** to open the Rotation Exceptions window.

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3. From the **Select the Precinct** list, click the precinct where you want to assign a custom rotation.
4. From the **Select the Office** list, click the office whose rotation you want to change.
5. Select one of the following options under the **Action** heading to configure the behavior for your custom rotation:
  - Click **Static** if you do not want your custom rotation to affect the candidate rotation for your other precincts. Candidate rotations for subsequent precincts remain unaffected. For example, if you assign the fourth rotation to a precinct that would normally use the second rotation, the precinct that follows would continue to use the third rotation.
  - Click **Flow** if you want to change the rotations for all of the precincts that follow your selected precinct. For example, if you assign the fourth rotation to a precinct that would normally use your second rotation, the precinct that follows uses the fifth rotation rather than the third.
6. In the **New Rotation** box, type the number of the rotation that you want to assign to the selected office and precinct.



Refer to the [Office Information](#) heading in [Chapter 25: Master Office File](#) for more information about assigning rotations.

7. In the Rotation Exceptions window, click **OK** to save your custom rotation and return to the Change Rotation Behavior for a Precinct window. Click **Cancel** to close the Rotation Exceptions window without saving your settings. In the Change Rotation Behavior for a Precinct Window, click **Close** to return to the Merge Preferences window.

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## Grouping Ballots

Use Election Data Manager's ballot grouping options to use the same ballot face for multiple precincts or districts. Group ballots by ballot style to use the same ballot format for precincts that vote identical ballots. Group ballots by district type to use the same ballot for each of your district types rather than create a new ballot format for each of your precincts.

### Group Ballots by Style

A ballot style is the unique combination of races, candidates and voting positions that appear on a ballot issued to a specific precinct. To limit the number of ballot formats required for an election and save money on printing costs, some jurisdictions use the same ballots for precincts that vote the same contests. Grouping ballots by style combines the ballots for precincts that vote identical contests into a single ballot style.



**NOTE:** If you check the **Force Unique Ballot Styles in Polling Place** check box on the **Election Preferences Tab**, additional ballot styles are automatically created when the ballot styles are within the same polling place.



Refer to the **Force Unique Ballot Styles in Polling Place** heading in this chapter for information about the **Force Unique Ballot Styles in Polling Place** check box.

When you group ballots by style, Election Data Manager formats only one ballot face for each group of precincts that vote the same contests. For example, if your jurisdiction contains 200 precincts and your election does not contain local contests, group your ballots by style to reduce the number of ballot formats required by your printer.

Jurisdictions that group ballots by style use ballot headers to identify precincts and splits during tabulation. A ballot header is a special ballot shell formatted with precinct identification information.



Refer to the operator's manual for your scanner for more information about using ballot headers.

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Do not group ballots by style if your election contains local contests. Do not group by style if you place the hardcode <GEONAME> (which places the precinct name on the ballot) or <ALL> into an additional text box or if your jurisdiction uses candidate rotation. If you do group ballots by style, format precinct names and identification numbers in iVotronic Image Manager or ESS Image Manager.

1. Under the **Ballot ID** heading, click **By Style** and then click the **Group by Ballot Styles** check box to combine the ballots for precincts that vote the same contests into a single ballot style.
2. If you select **Group by Ballot Styles**, select one of the following options to format ballot grouping for your split precincts:



**NOTE:** If you select **Group by Ballot Styles** and the polling place/precinct relationship contains polling places with multiple precincts assigned, and you check the **Force Unique Ballot Styles in Polling Place** check box on the [Election Preferences Tab](#), additional ballot styles will automatically created for each precinct within the polling place.

- Click **Group Splits (if the same)** to group splits within your precincts in ballot style groups if a split votes the same contests as another precinct.
- Select **Splits Always Unique Style** to create an individual ballot style for splits within your precincts even if a split votes the same contests as another precinct.



**NOTE:** The **Group Splits (if the same)** and **Splits Always Unique Style** options are only available for the **ESS Image Manager** and **iVotronic Image Manager** ballot types.

3. Click **By Precinct** and then click the **Group Splits Only** check box to combine ballot styles for splits within a precinct that vote the same contests as the rest of the precinct. You can group your split precincts by style even if you do not select **Group by Ballot Styles**.

## Group Ballots by District Type



**NOTE:** The **Group by District type** check box is disabled for the **iVotronic Image Manager** ballot type.

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Under the **Rotation and Grouping** heading, click the **Group by District type** check box and select a district type from the list to create a single ballot style for each active district that matches your selected type. For example, if all of your precincts vote the same contests except for a single school board race, select **School** from the **Group by District type** list to create a separate ballot style for each school district in your jurisdiction.



You can group ballots in Election Data Manager to place identical identification codes on your ballots and then ungroup your ballots in iVotronic Image Manager or ES&S Image Manager to place unique identifiers (such as precinct names or identification numbers) on the ballot face.

## Office Preferences Tab

In the Merge Preferences window, configure options under the **Office Preferences** tab to format office information for your Election Data Manager output files.

The **Office Preferences** tab contains options for changing standard office verbiage such as

- Vote for text
- Preferences for formatting offices with no active candidates
- Format options for write-in lines
- Preferences for formatting straight party contests

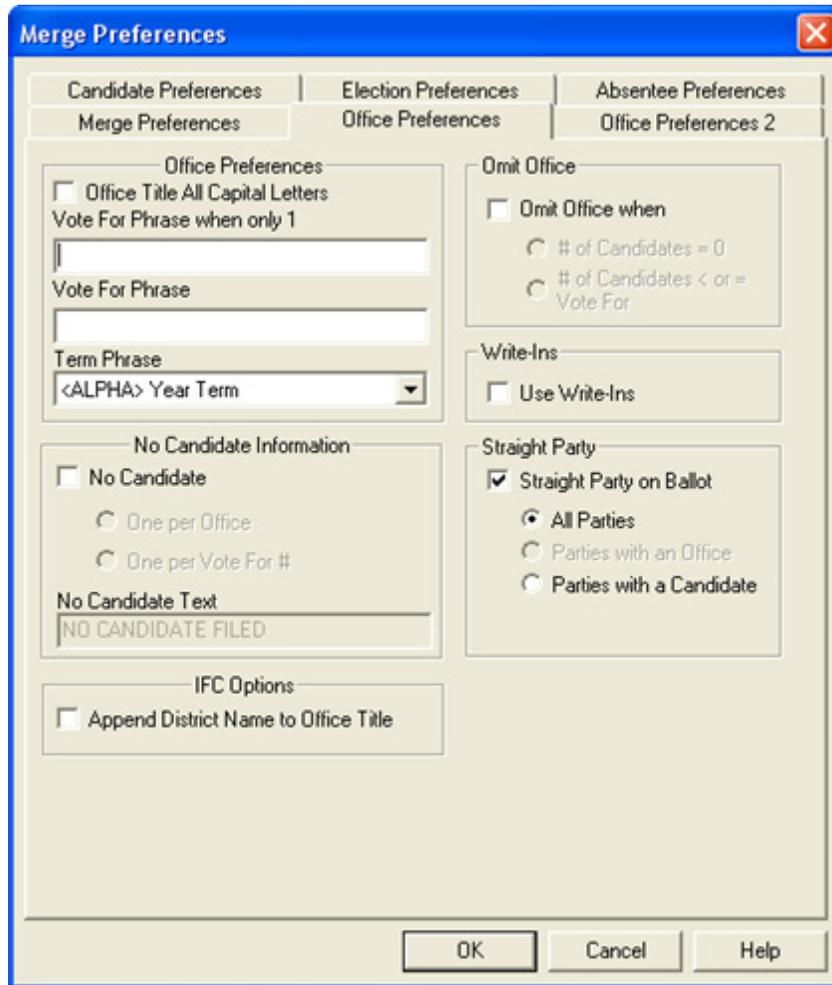


**NOTE:** On an open party ballot, the Party Preference race will be formatted similar to a Straight Party election, but this will only declare your party. You will still need to select ballot options on your ballot.

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## Office Preferences

Field	Field Definition	ESSIM	iVIM
<b>Office Title All Capital Letters</b>	Click the <b>Office Title All Capital Letters</b> check box to format office titles to appear in all capital letters on your jurisdiction's ballots.	X	X
<b>Vote For Phrase when only 1</b>	In the <b>Vote for Phrase when only 1</b> box, type a default vote for phrase for offices that allow voters only one candidate selection.	X	X
<b>Vote For Phrase</b>	In the <b>Vote For Phrase box</b> , type a default vote for phrase for offices that allow voters to select more than one candidate. Vote for phrases from your election's office file override the default vote for phrase in the Merge Preferences window. The term phrase from your office file also overrides the default term text in the Merge Preferences window.	X	X
<b>Term Phrase</b>	From the <b>Term Phrase</b> list, select a default term phrase for your office records. The term number from your office file automatically appears with your selected <b>Term Phrase</b> . Use the same codes to format your term phrase that you use to format the <b>Vote For Phrase</b> .	X	X
<b>No Candidate</b>	Click <b>No Candidate</b> to place a no candidate message on the ballot for offices without candidates.  Select from one of the following options. <ul style="list-style-type: none"> <li>• Click <b>One per Office</b> to place a single no candidate message below an uncontested office.</li> <li>• Click <b>One per Vote For #</b> to place a number of no candidate messages beneath an uncontested office equal to the vote for number of the office.</li> </ul>	X	X
<b>No Candidate Text</b>	In the <b>No Candidate Text box</b> , type a default no candidate phrase for your uncontested offices.	X	X
<b>Append District Name to Office Title</b>	Click <b>Append District Name to Office Title</b> to add a district identifier to the end of the contest name on your ballot.	X	X

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## Office Preferences *(continued)*

Field	Field Definition	ESSIM	iVIM
<b>Omit Office When</b>	<p>Click <b>Omit Office when</b> to allow omitted active offices in your election.</p> <p>Select from the following options under the <b>Omit Office when</b> check box to set criteria for omitting offices from your ballots:</p> <ul style="list-style-type: none"> <li>• Click <b># of Candidates =0</b> to omit uncontested offices.</li> <li>• Select <b># of Candidates &lt; or = Vote For</b> to omit contests with a vote for number greater than or equal to the number of candidates contesting the office.</li> </ul>	X	X
<b>Use write-ins</b>	<p>Click <b>Use Write-Ins</b> to place write-in targets below your offices. The number of write-in targets that appear for an office equals the vote for number of the office.</p>	X	X
<b>Straight Party on Ballot</b>	<p>Click <b>Straight Party on Ballots</b> to activate straight party contests on your jurisdiction's ballots.</p> <p>Select one of the following options under the <b>Straight Party on Ballot</b> check box to configure the straight party rules for your ballots.</p> <ul style="list-style-type: none"> <li>• Click <b>All Parties</b> to place straight party targets on ballots for all of the parties in your election database. Party targets appear whether even if the party does not have an active contest or candidate on the ballot.</li> <li>• Click <b>Parties with an Office</b> to place straight party targets on ballots for all the parties in your election database that have an active partisan contest on your ballots.</li> <li>• Click <b>Parties with a Candidate</b> to place straight party targets on ballots for all of the parties in your election database that have an active candidate contesting an office in your election.</li> </ul>	X	X

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## Office Preferences

Under the **Office Preferences** tab in the Merge Preferences window, select the **Office Preferences** heading to configure default office text for your election files.

1. Click the **Office Title All Capital Letters** check box to format office titles to appear in all capital letters on your jurisdiction's ballots.



**NOTE:** When you configure your offices, type your office titles exactly as you want them to appear on your ballots. Only click **Office Title All Capital Letters** if necessary.

2. In the **Vote for Phrase when only 1** box, type a default vote for phrase for offices that allow voters only one candidate selection.
3. In the **Vote For Phrase** box, type a default vote for phrase for offices that allow voters to select more than one candidate. Any vote for phrases from your election's office file will override this default vote for phrase.

You can use hard codes to format your vote for text. Type the code <NUM> after your vote for text to place the vote for number from your office file on your ballots as a numeral. Type <ALPHA> to spell out the number in all capital letters on your ballots. Type <Alpha> to spell out the vote for number with only the first letter capitalized.



Refer to the [Hard Codes](#) table in [Chapter 53: Hard Codes and Variable Names](#) for a list of hard codes.

4. From the **Term Phrase** list, select a default term phrase for your office records. The term number from your office file automatically appears with your selected **Term Phrase**. If you set a term phrase in your office file, it will override this default term phrase.

You can use hard codes to format your term phrase. Type the code <NUM> after your term phrase to place the vote for number from your office file on your ballots as a numeral. Type <ALPHA> to spell out the number in all capital letters on your ballots. Type <Alpha> to spell out the vote for number with only the first letter capitalized.

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



Refer to the [Hard Codes](#) table in [Chapter 53: Hard Codes and Variable Names](#) for a list of hard codes.

## No Candidate Information

The options under the **No Candidate Information** heading are only available for offices that have the **Generate No Candidate Records** option selected place a “no candidate” message beneath the text for the current office if no candidates contest the office in an election. Voting targets do not appear next to a “no candidate” message.



Refer to [Chapter 25: Master Office File](#) for more information about the Generate No Candidate Records option.

1. Under the **No Candidate Information** heading, click **No Candidate** to place a no candidate message on the ballot for offices without candidates.
2. Select from one of the following options.
  - Click **One per Office** to place a single no candidate message below an uncontested office.
  - Click **One per Vote For #** to place a number of no candidate messages beneath an uncontested office equal to the vote for number of the office.
3. In the **No Candidate Text** box, type a default no candidate phrase for your uncontested offices. For example, “No Petition Filed,” “No Nomination Made,” or “No Candidate.”

## IFC Options

Use the option under the **IFC Options** heading to configure IFC options. Click **Append District Name to Office Title** to add a district identifier to the end of the contest name on your ballot.

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- Network results transmission and Networked central tabulators

## Format No Candidate Information for iVotronic Terminals

If you select **iVotronic Image Manager** as the **Ballot Type** under the **Merge Preferences** tab, use the following instructions to format No Candidate messages for your ballots. To create iVotronic no candidate text, format the text in the Merge Preferences window and then use the **Candidates** command under the **Election** menu to format your no candidate text as candidates and set up an iVotronic no candidate style sheet.

1. Under the **Office Preferences** tab in the Merge Preferences window, select **No Candidate** and type a default phrase in the **No Candidate Text** box.
2. Click **OK** to save your changes and close the Merge Preferences window.
3. From the **Election** menu, click **Candidates**.



Refer to the [Candidate Information](#) heading of [Chapter 36: Candidates](#) for information about entering candidate information.

4. Click **Add** in the Candidates this Election window and type your no candidate text in the **Last Name** box under the **Candidate Information** tab in the Add Candidate Information window.

Type candidate text in the **Last Name** box *exactly* as the text appears in the Merge Preferences window.

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5. From the **Office** list, select the office that you want to place No Candidate text beneath on your ballots.
6. From the **District or Precinct** list, select the district or precinct where you want to place No Candidate text on ballots.

## Omit Office

Under the **Office Preferences** tab in the Merge Preferences window, use the options under the **Omit Office** heading to set up rules for leaving active offices off your ballots. Some jurisdictions omit uncontested active contests from ballots and some omit offices where the vote for number of the contest exceeds the number of candidates contesting the office.



**NOTE:** The Omit Office option only works for offices that have the **Omit If No Candidates** option selected in the Master Office File window.



Refer to [Chapter 25: Master Office File](#) for information about setting the **Omit If No Candidates** option.

1. Under the **Omit Office** heading, click **Omit Office when** to omit active offices from the ballots in your election.

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2. Select from the following options under the **Omit Office when** check box to set criteria for omitting offices from your ballots.
  - Click **# of Candidates =0** to omit uncontested offices.
  - Select **# of Candidates < or = Vote For** to omit contests with a vote for number greater than or equal to the number of candidates contesting the office. For example, an office would be omitted from the ballot in a vote for 3 contest if there were three or less candidates for the office.

## Write-in Targets on a Ballot

Under the **Office Preferences** tab in the Merge Preferences window, click **Use Write-Ins** under the **Write-Ins** heading to place write-in targets below your offices. The number of write-in targets that appear for an office equals the vote for number of the office.

## Straight Party

Under the **Office Preferences** tab in the Merge Preferences window, use the options under the **Straight Party** heading to set up rules for using straight party contests in your election.

1. Under the **Straight Party** heading, click **Straight Party on Ballot** to activate straight party contests on your jurisdiction's ballots.



Refer to [Chapter 35: Straight Party](#) for more information about configuring a straight party race for your election.

2. Select one of the following options under the **Straight Party on Ballot** check box to configure the straight party rules for your ballots.
  - Click **All Parties** to place straight party targets on ballots for all of the parties in your election database. Party targets appear even if the party does not have an active contest or candidate on the ballot.
  - The **Parties with an Office** option is currently not available.
  - Click **Parties with a Candidate** to place straight party targets on ballots for all of the parties in your election database that have an active candidate contesting an office in your election.

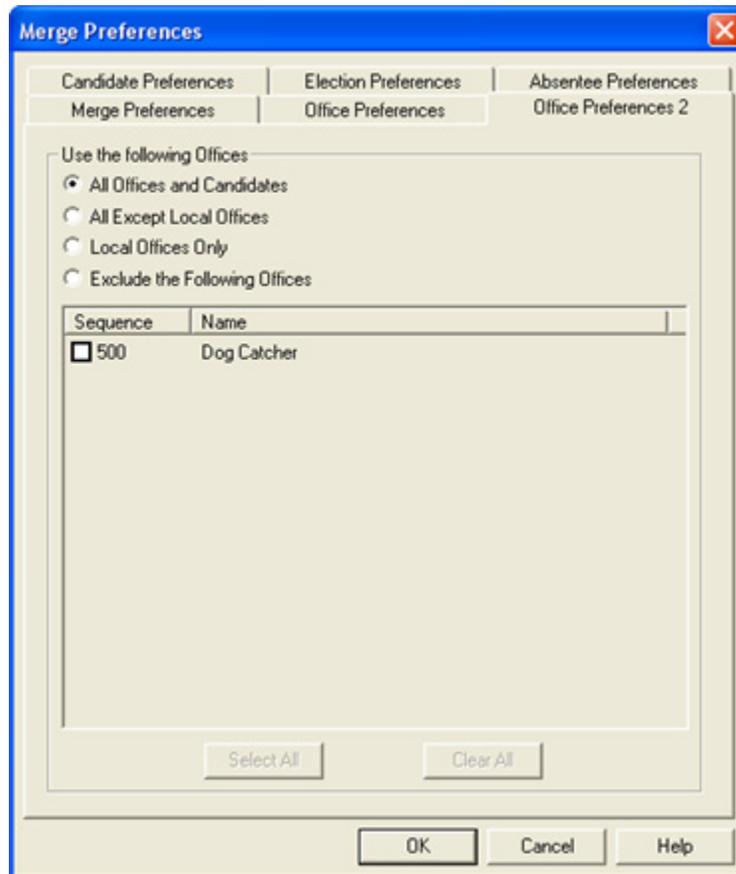
### NOTICE OF UNCERTIFIED FUNCTIONALITY

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## Office Preferences 2 Tab

In the Merge Preferences window, configure options under the **Office Preferences 2** tab to select which offices will appear on a particular ballot set. The **Office Preferences 2** tab contains options for including all offices, local offices, or excluding offices.



For the decline-to-state ballots, select **Exclude the Following Offices**. After you select this option, you will be able to select the check boxes in the Sequence column. Select the offices that are not available for decline-to-state parties.



**NOTE:** Decline-to-state parties are not state specific.

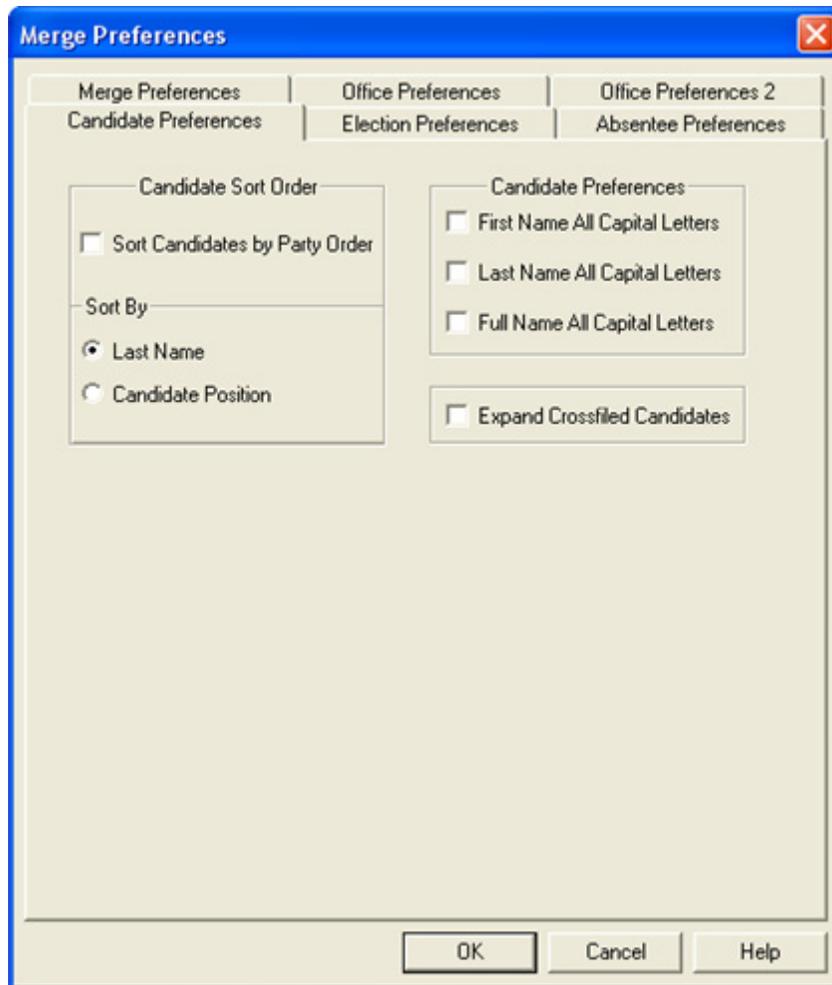
### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Unity iVotronic Ballot Image Manager (iVIM)
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## Candidate Preferences Tab

In the Merge Preferences window, configure options under the **Candidate Preferences** tab to format candidate records for your Election Data Manager output files. The **Candidate Preferences** tab contains options for sorting your candidates, formatting the appearance of candidate names on your ballots and for configuring rules for cross filed candidates.



The following table lists the possible fields for Candidate Preferences window. An **X** indicates that the field appears on the ballot set.

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## Candidate Preferences

Field	Field Definition	ESSIM	iVIM
<b>Sort Candidates by Party Order</b>	Click <b>Sort Candidates by Party Order</b> , to place candidates below contest text in party sequence order.	X	X
<b>Sort by</b>	<p>Select one of the following options under the <b>Sort by</b> heading to select a secondary sort order if you selected <b>Sort Candidates by Party</b> order or to select a primary sort option if you clear the <b>Sort Candidates by Party Order</b> check box.</p> <ul style="list-style-type: none"> <li>• Click <b>Last Name</b> to sort your candidates alphabetically by last name.</li> <li>• Click <b>Candidate Position</b> to order your candidates by candidate position number.</li> </ul>	X	X
<b>Candidate Preferences</b>	<p>Use the options under the <b>Candidate Preferences</b> heading to format the appearance of candidate names on your ballots. Do not use the options under the <b>Candidate Preferences</b> heading unless necessary. Type your candidate names exactly as you want them to appear on your ballots when you create candidate records.</p> <ul style="list-style-type: none"> <li>• Click <b>First Name All Capital Letters</b> to format your ballots so that the first names of all of your candidates appear in capital letters.</li> <li>• Click <b>Last Name All Capital Letters</b> to format your ballots so that the last names of your candidates appear in capital letters.</li> <li>• Click <b>Full Name All Capital Letters</b> to format the candidate names on your ballots to appear in all capital letters.</li> </ul>	X	X
<b>Expand Crossfiled Candidates</b>	Click <b>Expand Crossfiled Candidates</b> to place multiple party names below crossover candidates.	X	X

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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## Candidate Sort Order

Under the **Candidate Preferences** tab in the Merge Preferences window, select options under the **Candidate Sort Order** heading to set the order that candidates appear below contest text on your ballots. Sort candidates by party order, alphabetically, or by candidate position number.

1. Under the **Candidate Sort Order** heading, click **Sort Candidates by Party Order**, to place candidates below contest text in party sequence order. Clear the **Sort Candidates by Party Order** check box if you want to sort candidates by name or position number.



Refer to the [Add a Party Name](#) heading of [Chapter 22: Parties](#) for more information about assigning party sequence numbers.

2. Select one of the following options under the **Sort by** heading to select a secondary sort order if you selected **Sort Candidates by Party** order or to select a primary sort option if you clear the **Sort Candidates by Party** Order check box.
  - Click **Last Name** to sort your candidates alphabetically by last name.
  - Click **Candidate Position** to order your candidates by candidate position number.



Refer to the [Candidate Information](#) heading in [Chapter 36: Candidates](#) for more information about assigning candidate position numbers.

## Candidate Preferences

Use the options under the **Candidate Preferences** heading to format the appearance of candidate names on your ballots.



**NOTE:** Do not use the options under the **Candidate Preferences** heading unless necessary. Rather than using the **Candidate Preferences** options, type your candidate names exactly as you want them to appear on your ballots when you create candidate records.

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- ❖ Click **First Name All Capital Letters** to format your ballots so that the first names of all of your candidates appear in capital letters.
- ❖ Click **Last Name All Capital Letters** to format your ballots so that the last names of your candidates appear in capital letters.
- ❖ Click **Full Name All Capital Letters** to format the candidate names on your ballots to appear in all capital letters.

## Expand Crossfiled Candidates

In the Merge Preferences window under the **Candidate Preferences** tab, click **Expand Crossfiled Candidates** to place multiple party names below crossover candidates.



Refer to the [Candidate Information](#) heading of [Chapter 36: Candidates](#) for more information about configuring data for a crossover candidate.

## Election Preferences Tab

The options available under the **Election Preferences** tab in the Merge Preferences window vary depending on the election equipment that you select from the **Ballot Type** list under the **Merge Preferences** tab.

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- Network results transmission and Networked central tabulators

## Election Preferences for iVotronic Image Manager

**Merge Preferences**

Merge Preferences | Office Preferences | Office Preferences 2  
Candidate Preferences | Election Preferences | Absentee Preferences

**Election Type**  
GENL

**Ballot Cancel Mode**  
Cast Blank or Cancel

**Straight Party Options**  
 Early Cast Mode  
 Clear Mode  
 PA Straight Party

**Results Report Type**  
 Precinct Report  
 Summary Report  
 Precinct Statistics Only  
 Print Under-Votes

Cast Ballot Confirmation  
 On Screen Cast Ballot Button  
 Require One Vote  
 Auto Deselect Candidate  
 Audio / Visual Combo Ballot  
 Require Coded Ballot - Absentee Polls  
 Single Coded Ballot Prompt Msg  
 Coded Ballot Prompt on ADA Only  
 Contest Under Vote Warning

**Tapes**  
Report: 1      Zero: 1  
Terminal Report: 0      Terminal Zero: 0

**Audit Printer**  
 Require Audit Printer  
 Print Terminal Barcodes  
 Print Terminal Vote Summary  
 Print Terminal Zero Report  
 Print Terminal Results Report  
Audit Printer Window Size: 9.0

**Summary Ballot Options**  
 No Summary  
 Summary - Allow vote on 1st page  
 Summary - Allow vote on last page

**Summary Candidate Display**  
 Single Generic Selection  
 All Selected Candidates

OK      Cancel      Help

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## Election Preferences for ES&S Image Manager

Skip to the heading that applies to your jurisdiction's voting equipment to select election preferences for your jurisdiction.

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- ❖ iVotronic Image Manager
- ❖ Paper Ballot Scanner Election Preferences

The following table lists the possible fields for the Election Preferences window. An **X** indicates that the field appears on the ballot set.

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## Election Preferences

Field	Field Definition	ESSIM	iVIM
<b>Election Type</b>	<p>Use the list under the <b>Election Type</b> heading to configure your election files for a specific type of election such as a general or primary election. Select one of the following election categories from the <b>Election Type</b> list:</p> <ul style="list-style-type: none"> <li>• <b>SPEC:</b> Special</li> <li>• <b>GENL:</b> General</li> <li>• <b>CPRI:</b> Closed Primary</li> <li>• <b>OPRI:</b> Open Primary</li> <li>• <b>PICK:</b> Pick a Party</li> </ul>	X	X
<b>Type</b>	<p>Click <b>Use Party Device Code</b> to assign ballot type codes that are identical to the party generated with the <b>Parties</b> command under the <b>County</b> menu. For example, if you assign the Republican party a party code of “2,” your Republican contests appear on the second ballot type in your election.</p> <p>Click <b>Use Value Below</b> and enter a number in the box to manually select the first ballot style number for your election. If your jurisdiction requires an extra ballot for referendums or races, merge your ballot questions as a separate election and assign a ballot style number manually.</p>	X	

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## Election Preferences *(continued)*

Field	Field Definition	ESSIM	iVIM
<b>Split</b>	<p>To activate options under the <b>Split</b> heading, select <b>Use Precinct Number</b> under the <b>Sequence</b> heading to assign ballot codes by precinct identifiers rather than ballot types.</p> <ul style="list-style-type: none"> <li>Click <b>Use Assigned Split Number</b> to use the split number that you assigned when you entered precinct information with the <b>Precincts</b> command under the <b>County</b> menu. ES&amp;S recommends that you select the <b>Use Assigned Split Number</b> check box.</li> <li>Click <b>Use Precinct ID</b> to assign split codes that match the precinct identification number (precinct number followed by split number) in your jurisdiction database.</li> </ul>	X	
<b>Force Unique Ballot Styles in Polling Place</b>	<p>Select the <b>Force Unique Ballot Styles in Polling Place</b> checkbox to create additional ballot styles when there are precincts that are assigned to the same polling place and ballots are grouped by style.</p>	X	
<b>IFC for BTS</b>	<p>Click <b>IFC for BTS</b> to create an interface file that uses information from the election database to determine the ballot position for your candidates.</p> <p>You can select either <b>IFC for BTS</b> or <b>IFC (No Positioning)</b> but not both. One selection clears the other.</p>	X	
<b>IFC (No Positioning)</b>	<p>Click <b>IFC (No Positioning)</b> to create a ballot interface file that does not contain candidate positioning information. Manually position your candidates in ballot Image Manager if you select <b>IFC (No Positioning)</b>.</p> <p>You can select either <b>IFC for BTS</b> or <b>IFC (No Positioning)</b> but not both. One selection clears the other.</p>	X	
<b>IFC Group Offices</b>	<p>Click <b>IFC Group Offices</b> to configure the report order for your contests.</p> <p>Jurisdictions primarily use the <b>IFC Group Offices</b> option to group similar district type offices.</p>	X	

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## Election Preferences *(continued)*

Field	Field Definition	ESSIM	iVIM
<b>Sequence</b>	<p>Under the <b>Sequence</b> heading, select <b>Use Precinct Number</b> to assign sequence codes based on the precinct identification codes that you assigned with the <b>Precincts</b> command under the <b>County</b> menu. Click <b>Use Ballot Style Number</b> to assign sequence codes based on assigned ballot style numbers.</p> <p>If you select <b>Use Ballot Style Number</b> under the <b>Sequence</b> heading, click the <b>Assign Sequence</b> check box under the <b>Start Numbering</b> heading to automatically assign sequence numbers to your ballots.</p> <p>The <b>Use Assigned Seq Number</b> and <b>Use Precinct ID field</b> options are only available if you click <b>Use Precinct Number</b> under the <b>Sequence</b> heading.</p> <p>Consult a customer service representative from ES&amp;S before you manually add numbers to your ballot codes.</p>	X	
<b>Use Assigned Seq Number</b>	<p>Click <b>Use Assigned Seq Number</b> to access options under the <b>Start Numbering</b> heading and manually assign ballot sequence codes. If you select <b>Use Assigned Seq Number</b>, use the options under the <b>Start Numbering</b> heading to manually assign sequence numbers. Type values in the <b>Precinct</b> and <b>Ballot Style</b> boxes to select the precinct or ballot style whose ballots will contain the first ballot sequence number for your election. Use the <b>Start Numbering</b> options to manually assign sequence numbers if your jurisdiction holds an election that does not include all of your precincts.</p>	X	
<b>Use Precinct ID field</b>	<p>Click <b>Use Precinct ID field</b> to assign sequence codes based on the precinct numbers that you formatted with the <b>Precincts</b> command under the County menu.</p>	X	

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## Election Preferences *(continued)*

Field	Field Definition	ESSIM	iVIM
<b>Start Numbering</b>	<p>In the <b>Precinct</b> box under the <b>Start Numbering</b> heading, type a precinct identification number to specify the precinct whose ballots will contain the first ballot identification number for your election. Change your ballot numbering if your jurisdiction holds an election that does not include all of your precincts.</p> <p>In the <b>Ballot Style</b> box under the <b>Start Numbering</b> heading, type a ballot style number to select the ballot style that will contain your first ballot identification number. Use the <b>Ballot Style</b> option to change your ballot numbering if your jurisdiction groups ballots by style.</p>	X	
<b>Add To</b>	Under the <b>Add To</b> heading, type values in the <b>Type</b> , <b>Sequence</b> , or <b>Split</b> boxes to manually add numbers to your ballot codes.	X	
<b>Straight Party Options</b>	<p>Click the following check boxes under the <b>Straight Party Options</b> heading to format straight party contests for iVotronic terminals.</p> <ul style="list-style-type: none"> <li>• Click <b>Early Cast Mode</b> to allow voters to cast straight party ballots without viewing all of the contests on the ballot. On Election Day, a message appears immediately after a voter selects a straight party target that allows voters to skip partisan contests. Voter is still required to view non-partisan contests and summary review ballot.</li> </ul> <p>Do not select <b>Early Cast Mode</b> if your jurisdiction requires voters to view all of the contests on a ballot.</p> <ul style="list-style-type: none"> <li>• Select <b>Clear Mode</b> to clear manually selected straight party candidates in a vote for two or more situations in a which voter deselects or changes the straight party vote. Do not select <b>Clear Mode</b> to keep manually selected straight party candidates in a vote for two or more situation in which voter deselects or changes the straight party vote.</li> <li>• <b>PA Straight Party</b> is not currently used.</li> </ul>		X

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## Election Preferences *(continued)*

Field	Field Definition	ESSIM	iVIM
<b>Results Report Type</b>	<p>Select from the following options under the <b>Results Report Type</b> heading to choose the type of results report for your iVotronic voting equipment.</p> <ul style="list-style-type: none"> <li>• Select <b>Precinct Report</b> to display results by precinct in your election report.</li> <li>• Select <b>Summary Report</b> to display an overall summary minus undervotes and overvotes in your election report. Results cannot be transmitted via modem when Summary Report is selected.</li> <li>• Select <b>Precinct Statistics Only</b> results report for jurisdictions in Hawaii only. Select <b>Precinct Statistics Only</b> to display only precinct statistics in your election report.</li> <li>• Select <b>Print Under-Votes</b> to include undervotes in your election report.</li> </ul>		X
<b>Cast Ballot Confirmation</b>	Select <b>Cast Ballot Confirmation</b> to enable a vote confirmation screen on the iVotronic.		X
<b>On Screen Cast Ballot Button</b>	Select <b>On Screen Cast Ballot Button</b> to cast your vote from the screen. The vote button will light up when you may cast your ballot.		X
<b>Require One Vote</b>	Select <b>Require One Vote</b> to require at least one recorded vote from a precinct before Election Reporting Manager includes the precinct in your election reports.		X
<b>Auto Deselect Candidate</b>	Select <b>Auto Deselect Candidate</b> to automatically cancel ballot selections when another candidate is selected in a vote for one contest.		X
<b>Audio/Visual Combo Ballot</b>	Select <b>Audio/Visual Combo Ballot</b> to use both audio and visual ballots for ADA iVotronic terminals.		X
<b>Require coded Ballot - Absentee Polls</b>	Select <b>Require Coded Ballot-Absentee Polls</b> to require coded ballots for every iVotronic ballot for Absentee or Early polling locations.		X

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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 ●Automated Bar Code Reader (ABCR) ●iVotronic DRE ●Unity Data Acquisition Manager (DAM) ●Unity iVotronic Ballot Image Manager (iVIM) ● Network results transmission and Networked central tabulators

## Election Preferences *(continued)*

Field	Field Definition	ESSIM	iVIM
<b>Single Coded Ballot Prompt Msg</b>	Select <b>Single Coded Ballot Prompt Msg</b> to require a prompt for coded ballots.		X
<b>Coded Ballot Prompt on ADA Only</b>	Select <b>Coded Ballot Prompt on ADA only</b> to require a prompt for coded ballots on ADA iVotronic terminals.		
<b>Contest Under Vote Warning</b>	Select <b>Contest Under Vote Warning</b> to require a warning to voters that a contest has been under voted.		
<b>Ballot Cancel Mode</b>	<p>Select one of the following options from the <b>Ballot Cancel Mode</b> list to configure the behavior of your voting equipment for miscast or abandoned ballots.</p> <ul style="list-style-type: none"> <li>• Select <b>Cast Vote or Cancel</b> to display an option on your voting equipment that allows precinct workers to cast or cancel an abandoned ballot. When a poll worker casts an abandoned ballot, your tabulator records ballot selections and the public vote count increases by one. If a worker cancels a ballot, your tabulator throws out the ballot results and does not record votes or add to the public vote total.</li> <li>• Select <b>Cast Blank or Cancel</b> to display an option on your tabulator that allows poll workers to cast abandoned ballots as blank ballots or cancel the ballot. When a poll worker casts an abandoned ballot, your tabulator does not record ballot selections but the public vote count increases by one. If a worker cancels a ballot, your tabulator throws out the ballot results and does not record votes or add to the public vote total.</li> </ul>		X

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## Election Preferences *(continued)*

Field	Field Definition	ESSIM	iVIM
<b>Tapes</b>	<p>Select options under the <b>Tapes</b> heading to set the number of automatic reports that your tabulators generate when you open the polls and after the polls close. Type numbers in the following boxes to select the number of reports generated by your tabulators.</p> <ul style="list-style-type: none"> <li>• Type a number in the <b>Report</b> box to set the number of Results Reports generated for each of your polling places. A Results Report combines election totals and terminal information on a single tape.</li> <li>• Type a number in the <b>Zero</b> box to set the number of Zero Reports generated at each of your polling places. Poll workers print Zero Reports to make sure that scanner totals are set to zero before voting begins.</li> <li>• Type a number in the <b>Terminal Report</b> box to set the number of Results Reports automatically generated by each of your voting terminals after the polls close.</li> <li>• Enter a value in the <b>Terminal Zero</b> box to set the number of Zero reports generated by each of your iVotronic terminals.</li> </ul>		X

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## Election Preferences *(continued)*

Field	Field Definition	ESSIM
<b>Audit Printer</b>	<p>Use the options under the <b>Audit Printer</b> heading to select???</p> <ul style="list-style-type: none"> <li>• Select <b>Require Audit Printer</b> to use a Real-Time Audit Log (RTAL) with your election. This option allows for a paper audit trail of the election.</li> <li>• Select <b>Print Terminal Barcodes</b> to print barcodes on the RTAL printer.</li> <li>• Select <b>Print Terminal Vote Summary</b> to a vote summary report on the RTAL printer.</li> <li>• Select <b>Print Terminal Zero Report</b> to print a zero report on the RTAL printer.</li> <li>• Select <b>Print Terminal Results Report</b> to print a results report on the RTAL printer.</li> <li>• Choose the window size, 4.5 or 9 inches, of your printer from the <b>Audit Printer Window Size</b> list.</li> </ul>	
<b>Summary Ballot Options</b>	<p>Select from the following options under the <b>Summary Ballot Options</b> heading to configure the ballot review screen for your iVotronic voting equipment.</p> <ul style="list-style-type: none"> <li>• Select <b>No Summary</b> to program your equipment to not display a ballot summary page after a voter views all of the contests on a ballot.</li> <li>• Select <b>Summary-Allow Vote on 1<sup>st</sup> Page</b> to allow voters to press the VOTE button and cast their ballot before accessing a summary review screen.</li> <li>• Select <b>Summary-Allow Vote on Last Page</b> to program your equipment to display the summary screen before a voter is allowed to press the VOTE button to cast their ballot.</li> </ul>	
<b>Summary Candidate Display</b>	<p>Select from the following options under the <b>Summary Candidate Display</b> heading to configure the ballot summary settings for your iVotronic voting equipment.</p> <ul style="list-style-type: none"> <li>• Select <b>Single Generic Selection</b> to display a generic statement of candidates on the ballot summary page.</li> <li>• Select <b>All Selected Candidates</b> to display the names of all the selected candidates.</li> </ul>	

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## iVotronic Image Manager

In the Merge Preferences window, configure options for iVotronic terminals under the **Election Preferences** tab to set your election type, configure straight party options, format a multi-language ballot and select ballot cancellation, terminal, report and summary preferences. In the Merge Preferences window, select **iVotronic Image Manager** from the **Ballot Type** list and then click the **Election Preferences** tab to access election preferences for iVotronic terminals.

### Election Type

Use the list under the **Election Type** heading to configure your election files for a specific type of election such as a general or primary election. Select one of the following election categories from the **Election Type** list.

Valid codes:

- SPEC - Special
- GENL - General
- CPRI - Closed Primary
- OPRI - Open Primary
- PICK - Pick a Party

### Straight Party Options

In the Merge Preferences window under the **Election Preferences** tab, click the following check boxes under the **Straight Party Options** heading to format straight party contests for iVotronic terminals.

- ❖ Click **Early Cast Mode** to allow voters to cast straight party ballots without viewing all of the contests on the ballot. On Election Day, a message appears immediately after a voter selects a straight party target that allows voters to skip partisan contests. Voter is still required to view non-partisan contests and summary review ballot.



**NOTE:** Do not select **Early Cast Mode** if your jurisdiction requires voters to view all of the contests on a ballot.

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- ❖ Select **Clear Mode** to clear manually selected straight party candidates in a vote for two or more situations in a which voter deselects or changes the straight party vote. Do not select **Clear Mode** to keep manually selected straight party candidates in a vote for two or more situation in which voter deselects or changes the straight party vote.
- ❖ Select **PA Straight Party** to allow voters to use the Pennsylvania straight party voting method. Voters can select straight party with this method, but choose to change their selection to another party's candidate for individual offices.

## Results Report Type

In the Merge Preferences window under the **Election Preferences** tab, select from the following options under the **Results Report Type** heading to choose the type of results report for your iVotronic voting equipment.

- ❖ Select **Precinct Report** to display results by precinct in your election report.
- ❖ Select **Summary Report** to display an overall summary minus undervotes and overvotes in your election report.



**NOTE:** Results cannot be transmitted via modem when **Summary Report** is selected.



**NOTE:** Precinct by precinct results cannot be printed at the polls on election night if **Summary Report** is selected.

- ❖ Select **Precinct Statistics Only** to display only precinct statistics in your election report.



Select **Precinct Statistics Only** results report for jurisdictions in Hawaii only.

- ❖ Select **Print Under-Votes** to include under votes in your election report.

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## Ballot Cancellation Options

In the Merge Preferences window under the **Election Preferences** tab, select one of the following options from the **Ballot Cancel Mode** list to configure the behavior of your voting equipment for miscast or abandoned ballots.

- ❖ Select **Cast Vote or Cancel** to display an option on your voting equipment that allows precinct workers to cast or cancel an abandoned ballot. When a poll worker casts an abandoned ballot, your tabulator records ballot selections and the public vote count increases by one. If a worker cancels a ballot, your tabulator throws out the ballot results and does not record votes or add to the public vote total.
- ❖ Select **Cast Blank or Cancel** to display an option on your tabulator that allows poll workers to cast abandoned ballots as blank ballots or cancel the ballot. When a poll worker casts an abandoned ballot, your tabulator does not record ballot selections but the public vote count increases by one. If a worker cancels a ballot, your tabulator throws out the ballot results and does not record votes or add to the public vote total.

## Report Options

In the Merge Preferences window under the **Election Preferences** tab, select options under the **Tapes** heading to set the number of automatic reports that your tabulators generate after the polls close. Enter values in the top two boxes for reports that combine results for all of the terminals at a polling place. Enter values in the **Individual** report boxes to set the number of reports generated for individual voting terminals. Type numbers in the following boxes to select the number of reports generated by your tabulators.

- ❖ Type a number in the **Report** box to set the number of Results Reports generated for each of your polling places. A Results Report combines election totals and terminal information on a single tape.
- ❖ Type a number in the **Zero** box to set the number of Zero Reports generated at each of your polling places. Poll workers print Zero Reports to make sure that scanner totals are set to zero before voting begins.
- ❖ Type a number in the **Terminal Report** box to set the number of Results Reports automatically generated by each of your voting terminals after the polls close.
- ❖ Enter a value in the **Terminal Zero** box to set the number of Zero reports generated by each of your iVotronic terminals.

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## Terminal Options

In the Merge Preferences window under the **Election Preferences** tab, select from the following check boxes to configure your iVotronic voting terminals for an election.

- ❖ Select **Cast Ballot Confirmation** to enable a vote confirmation screen on iVotronic terminals.
- ❖ Select **On Screen Cast Ballot Button** to cast your vote from the screen. The vote button will light up when you may cast your ballot.
- ❖ Select **Require One Vote** to require at least one recorded vote from a precinct before Election Reporting Manager includes the precinct in your election reports.
- ❖ Select **Auto Deselect Candidate** to cancel ballot selections by touching a candidates name rather than the target box next to the name.
- ❖ Select **Audio/Visual Combo Ballot** to use both audio and visual ballots for ADA iVotronic terminals.
- ❖ Select **Require Coded Ballot-Absentee Polls** to require coded ballots for every iVotronic ballot for Absentee or Early polling locations.
- ❖ Select **Single Coded Ballot Prompt Msg** to require a prompt for coded ballots.
- ❖ Select **Coded Ballot Prompt on ADA only** to require a prompt for coded ballots on ADA iVotronic terminals.
- ❖ Select **Contest Under Vote Warning** to require a warning to voters that a contest has been under voted.
- ❖ Select **Open Primary Allow Preview** to require a preview of the ballot. This option is only available when **OPRI** is selected as the election type.

## Audit Printer

In the Merge Preferences window under the **Election Preferences** tab, select from the following options under the **Audit Printer** heading to configure the Real-Time Audit Log printer settings for iVotronic voting equipment.

- ❖ Select **Require Audit Printer** to require the use of the Real-Time Audit Log (RTAL) printer with iVotronic terminals.

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Refer to the *iVotronic Voting System Operations Procedures* for more information about the RTAL printer.

- ❖ Select **Print Terminal Barcodes** to print barcodes on the RTAL printer.
- ❖ Select **Print Terminal Vote Summary** to a vote summary report on the RTAL printer.
- ❖ Select **Print Terminal Zero Report** to print a zero report on the RTAL printer.
- ❖ Select **Print Terminal Results Report** to print a results report on the RTAL printer.
- ❖ Choose the window size, 4.5 or 9 inches, of your printer from the **Audit Printer Window Size** list.

### Summary Ballot Options

In the Merge Preferences window under the **Election Preferences** tab, select from the following options under the **Summary Ballot Options** heading to configure the ballot review screen for your iVotronic voting equipment.

- ❖ Select **No Summary** to program your equipment to not display a ballot summary page after a voter views all of the contests on a ballot.
- ❖ Select **Summary-Allow Vote on 1st Page** to allow voters to press the VOTE button and cast their ballot before accessing a summary review screen.
- ❖ Select **Summary-Allow Vote on Last Page** to program your equipment to display the summary screen before a voter is allowed to press the VOTE button to cast their ballot.

### Summary Candidate Display

In the Merge Preferences window under the **Election Preferences** tab, select from the following options under the **Summary Candidate Display** heading to configure the ballot summary settings for your iVotronic voting equipment.

- ❖ Select **Single Generic Selection** to display a generic statement of candidates on the ballot summary page.
- ❖ Select **All Selected Candidates** to display the names of all the selected candidates.

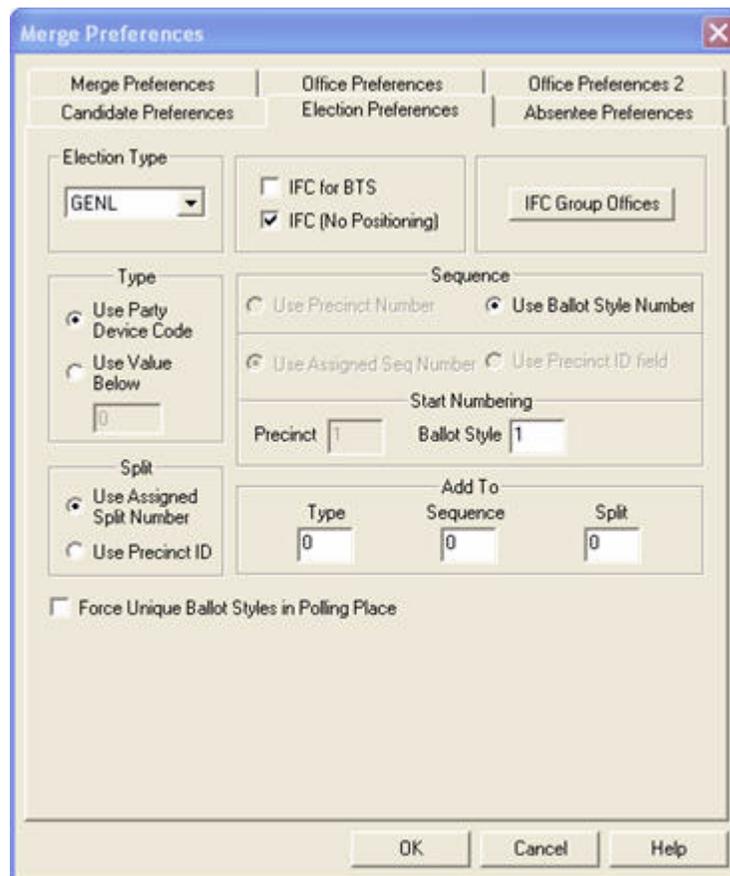
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## Paper Ballot Scanner Election Preferences

In the Merge Preferences window, configure options for the ESS Image Manager under the **Election Preferences** tab to select your election type, format an interface file for ESS Image Manager, configure ballot type and split codes, format your ballot sequence and select ballot numbering preferences. In the Merge Preferences window, select **ESS Image Manager** from the **Ballot Type** list and then click the **Election Preferences** tab to configure preferences for Election Data Manager's election output files.



### Election Type

Use the list under the **Election Type** heading to configure your election files for a specific type of election such as a general or primary election. Select one of the following election categories from the **Election Type** list.

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Valid codes:

- SPEC - Special
- GENL - General
- CPRI - Closed Primary
- OPRI - Open Primary
- PICK - Pick a Party

## Interface File Options

Use the interface file options at the bottom of the Merge Preferences window to format the election output file (IFC file) for Image Manager. Use interface file options to determine settings for candidate positioning, set tabulation preferences and group your ballot contests.

1. In the top portion of the Merge Preferences window, click **IFC for BTS** to create an interface file that uses information from your election database to determine ballot positions for your candidates. Click **IFC (No Positioning)** to create a ballot interface file that does not contain candidate positioning information. Manually position your candidates in ballot Image Manager if you select **IFC (No Positioning)**.



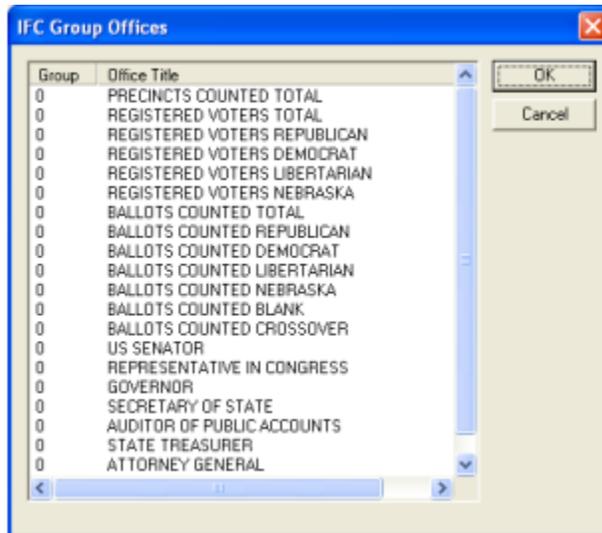
**NOTE:** You can select either **IFC for BTS** or **IFC (No Positioning)** but not both. One selection clears the other.

2. At the top right of the Merge Preferences window, click **IFC Group Offices** to configure the report order for your contests.

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3. Jurisdictions primarily use the **IFC Group Offices** option to group similar district type offices. To change the order a contest appears in your reports, *triple-click* a contest number and type a new value.

## Ballot Type

Election Data Manager groups additional ballot pages, nonpartisan ballots and primary election ballots for different political parties into separate ballot types. Your jurisdiction can assign up to 30 ballot types for a single election. Use the options under the **Ballot Type** heading to determine how Election Data Manager assigns ballot type codes to your ballots.

1. Under the **Type** heading, click **Use Party Device Code** to assign ballot type codes that are identical to the party generated with the **Parties** command under the **County** menu.



**NOTE:** If you have a Nonpartisan ballot set, select **Use Value Below** and change the number to match the Order of your Nonpartisan party. For example, if your Nonpartisan Party Order is 3, enter a 3 in the **Use Value Below** box.

2. Click **Use Value Below** and enter a number in the box to manually select the ballot style number for the selected ballot set.

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## Split

If you assign codes to your ballots based on precinct identifiers rather than ballot style numbers, use the options under the **Split** heading to determine how Election Data Manager assigns split precinct identification codes to your ballots. A split precinct contains a political subdivision that requires a different ballot style than the rest of the precinct. For example, a single precinct may contain multiple school districts that vote on separate contests.

1. Under the **Split** heading, click **Use Assigned Split Number** to use the split number that you assigned when you entered precinct information with the **Precincts** command under the **County** menu. ES&S recommends that you select the **Use Assigned Split Number** check box.
2. Click **Use Precinct ID** to assign split codes that match the precinct identification number (precinct number followed by split number) in your jurisdiction database.



Contact ES&S before you select **Use Precinct ID** to assign split codes.



**NOTE:** To activate options under the **Split** heading, you must select **Use Precinct Number** under the **Sequence** heading to assign ballot codes by precinct identifiers rather than ballot types.

## Sequence

Use the options under the **Sequence** heading to format sequence codes for your ballots. Sequence codes act as ballot identifiers and consist of either the precinct identification number followed by a split number or the ballot style number.

1. Under the **Sequence** heading, select **Use Precinct Number** to assign sequence codes based on the precinct identification codes that you assigned with the **Precincts** command under the **County** menu. Click **Use Ballot Style Number** to assign sequence codes based on assigned ballot style numbers.
2. The **Use Assigned Seq Number** and **Use Precinct ID field** options are only available if you click **Use Precinct Number** under the **Sequence** heading.

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3. Click **Use Assigned Sequence Number** to access options under the **Start Numbering** heading and manually assign ballot sequence codes. Click **Use Precinct ID field** to assign sequence codes based on the precinct numbers that you formatted with the **Precincts** command under the **County** menu.
4. If you select **Use Assigned Seq Number**, use the options under the **Start Numbering** heading to manually assign sequence numbers. Type values in the **Precinct** and **Ballot Style** boxes to select the precinct or ballot style whose ballots will contain the first ballot sequence number for your election. Use the **Start Numbering** options to manually assign sequence numbers if your jurisdiction holds an election that does not include all of your precincts.
5. Under the **Add To** heading, type values in the **Type**, **Sequence**, or **Split** boxes to manually add numbers to your ballot codes.



Consult a customer service representative from ES&S before you manually add numbers to your ballot codes.

### Force Unique Ballot Styles in Polling Place

Select the **Force Unique Ballot Styles in Polling Place** check box to create additional ballot styles when there are precincts that are assigned to the same polling place and ballots are grouped by style.

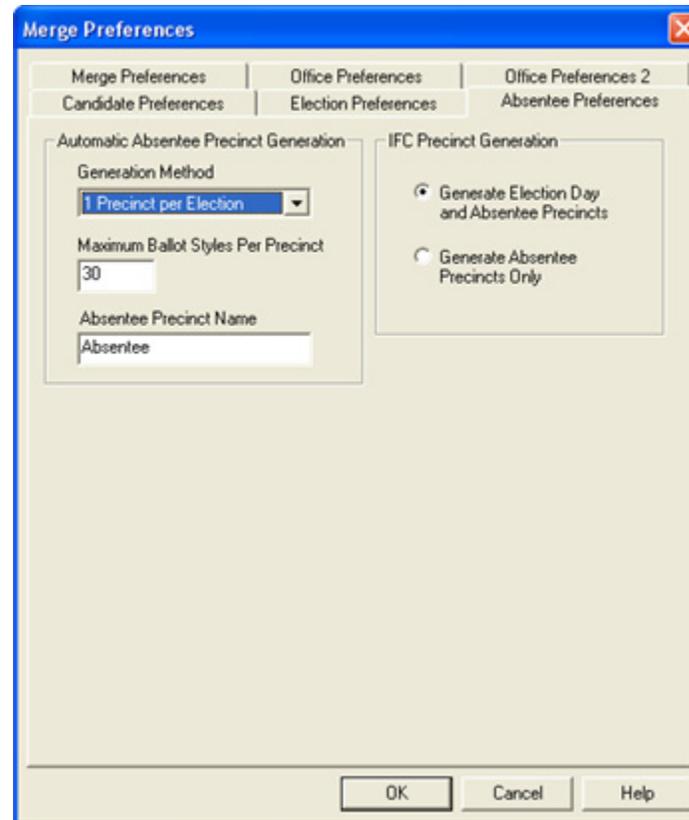
## Absentee Preferences Tab

In the Merge Preferences window, configure options under the **Absentee Preferences** tab to determine how your election equipment counts absentee ballots (as a single precinct or mixed with Election Day ballots) and to format an output file for your absentee ballots.

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The following table lists the possible fields for the Absentee Preferences tab in the Merge Preferences window. An **X** indicates that the field appears on the ballot set.

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## Absentee Preferences

Field	Field Definition	ESSIM	iVIM
<b>Generation Method</b>	<p>Select one of the following options from the <b>Generation Method</b> list to determine how your election equipment tabulates absentee results.</p> <ul style="list-style-type: none"> <li>Select <b>None</b> to add absentee totals to the election totals for the absentee ballot's home precinct.</li> <li>Select <b>1 Precinct per Election</b> to create an absentee "precinct" for reporting purposes. Your absentee totals will appear as a unique precinct on your election reports.</li> <li>Select <b>1 Precinct per Ballot Style</b> to create a separate absentee precinct for each ballot style in your election. Use this option to track your absentee totals by precinct if you create a separate ballot style for each of your precincts.</li> </ul> <p>For iVotronic select <b>1 Precinct per Ballot Style</b> or <b>1 Precinct per Election</b> option. If you leave the <b>Generation Method</b> as <b>None</b> you must set up the absentee precincts manually.</p>	X	X
<b>Maximum Ballot Styles Per Precinct</b>	Type a number to limit the maximum number of ballot styles allowed for each of your precincts. Election Data Manager supports up to 100 ballot styles per precinct.	X	
<b>Absentee Precinct Name</b>	Type a name for the absentee precinct.	X	X
<b>IFC Precinct Generation</b>	<p>Select <b>Generate Election Day and Absentee Precincts</b> to format output files for your absentee precincts when you generate election files.</p> <p>Select <b>Generate Absentee Precincts Only</b> to generate absentee precinct files and Election Day precinct files separately.</p>	X	X

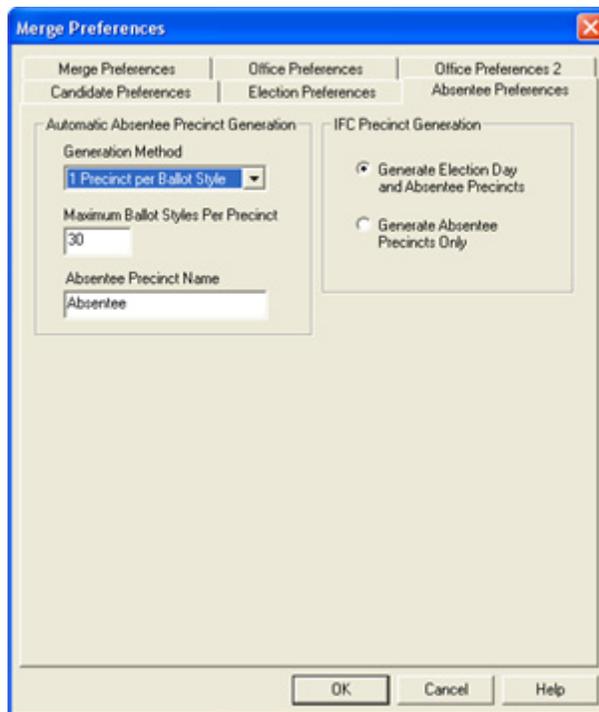
### Absentee Preferences for Paper Ballot Scanners

1. Click the **Absentee Preferences** tab in the Merge Preferences window to configure absentee ballot preferences.

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2. Under the **Automatic Absentee Precinct Generation** heading, select one of the following options from the **Generation Method** list to determine how your election equipment tabulates absentee results.
  - Select **None** to add absentee totals to the election totals for the absentee ballot's home precinct.
  - Select **1 Precinct per Election** to create an absentee "precinct" for reporting purposes. Your absentee totals will appear as a unique precinct on your election reports.
  - Select **1 Precinct per Ballot Style** to create a separate absentee precinct for each ballot style in your election. Use this option to track your absentee totals by precinct if you create a separate ballot style for each of your precincts.
3. In the **Maximum Styles for Precinct** box, type a number to limit the maximum number of ballot styles allowed for each of your precincts. Election Data Manager supports up to 40 ballot styles per precinct.
4. In the **Absentee Precinct Name** box, type to a name for your absentee precinct.

NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

5. Under the **IFC Precinct Generation** heading, select **Generate Election Day and Absentee Precincts** to format output files for your absentee precincts when you generate election files. Select **Generate Absentee Precincts Only** to generate absentee precinct files and Election Day precinct files separately.
6. Click **OK** to save your selections in the Merge Preferences window and return to the Election Data Manager main screen. Click **Cancel** to return to the Election Data Manager main screen without saving preferences for your output files.

## Absentee Preferences for iVotronic Terminals

1. Create a polling place for the election, and select the Absentee option from the Polling Place Type box.



Refer to the [Set Up Polling Places](#) heading in [Chapter 40: Polling Place Defaults](#) for more information about creating polling places.



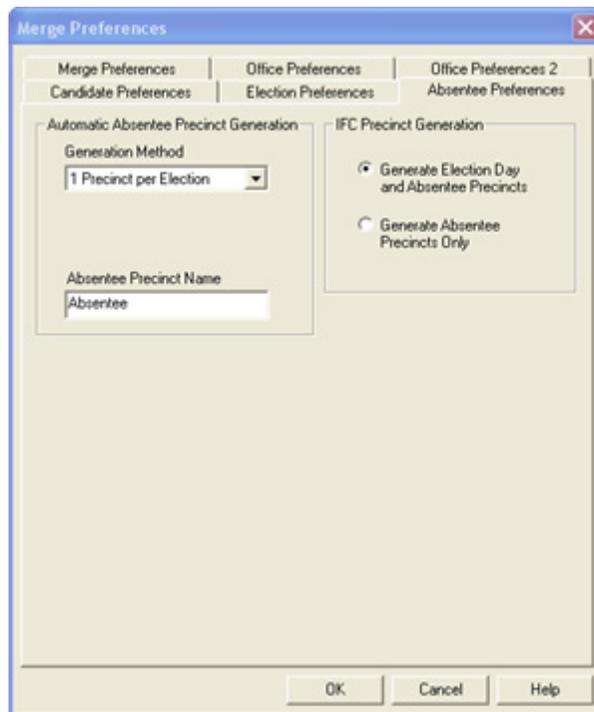
**NOTE:** Do not assign precincts to this polling place.

2. Click the **Absentee Preferences** tab in the Merge Preferences window to configure absentee ballot preferences.

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3. Under the **Automatic Absentee Precinct Generation** heading, select **1 Precinct per Ballot Style** or **1 Precinct per Election** option.



**NOTE:** Leaving the **Generation Method** as NONE will require that absentee precincts be set up manually.

4. In the **Absentee Precinct Name** box, type a name for the absentee precinct.
5. Under the **IFC Precinct Generation** heading, select **Generate Election Day and Absentee Precincts** to format output files for your absentee precincts when you generate election files. Select **Generate Absentee Precincts Only** to generate absentee precinct files and Election Day precinct files separately.
6. Click **OK** to save your selections in the Merge Preferences window and return to the Election Data Manager main screen. Click **Cancel** to return to the Election Data Manager main screen without saving preferences for your output files.

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## Chapter 15: Import Wizard

Use the **Import Wizard** under the **File** command to import external text files into your election data. The election information is formatted as ASCII text files. Use the Import Wizard to load thirteen different types of files into Election Data Manager. Select individual election data components from each file type to include or omit data from the import data.

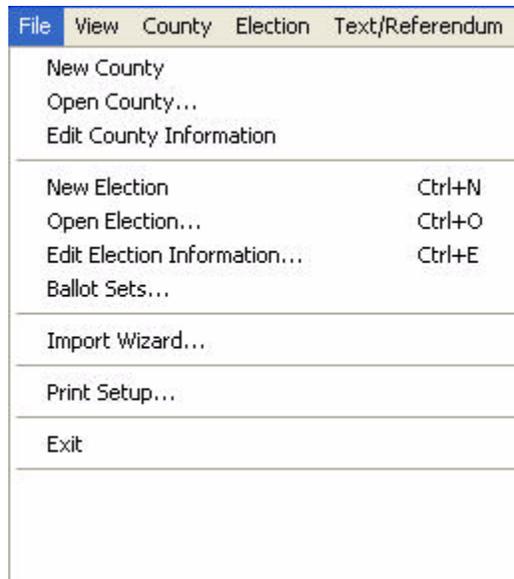
The Import Wizard processes one text file at a time, and typically there is a separate text file for each table to import. However, a single import text file can be used in multiple Election Data Manager tables. If a field does not belong to the selected import file, use the FILLER system variable to instruct the import wizard to skip over that field.



Refer to the [District Names Table](#) heading for an example of how to use the FILLER system variable to instruct the import wizard to skip a field.



**NOTE:** Certain fields are for iVotronic only. In order to view these imported fields in EDM, you must have created an iVotronic ballot set under File/Ballot Sets.



### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Unity iVotronic Ballot Image Manager (iVIM)
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## Import Files with the Import Wizard

1. Under the **File** menu, click **Import Wizard** to open the following window.

2. Click **Browse** next to the **Import File** box to open a search window. Locate the ASCII files you want to import and click **Open** in the browse window to return to the Import Wizard main window. The file location appears in the box under the **Import File** heading.

## Select Table Information

In the Import Wizard main window, use the options under the **Table Info** heading to select a language for your import data and to select the type of election files that you want to import.

1. Under the **Table Info** heading, select **English** to import ballot data formatted in English.  
OR

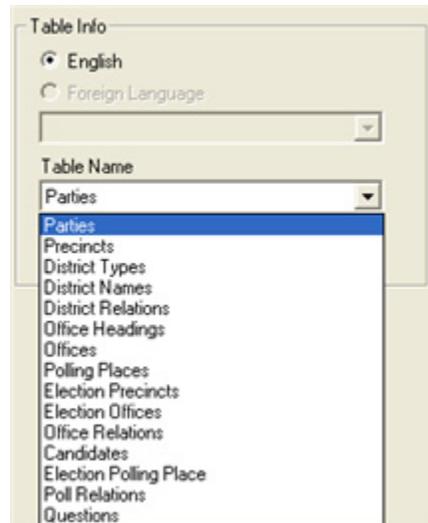
### NOTICE OF UNCERTIFIED FUNCTIONALITY

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Click **Foreign Language** to import election information formatted for an additional ballot language.

2. If you select **Foreign Language**, select the language of your import text from the list under the **Foreign Language** option.
3. From the **Table Name** list, select a file type to specify the type of election information contained in your import file.



Select from the following file types.

- **Parties:** Contains Party Names and information such as party sequence codes and device codes.
- **Precincts:** Contains precinct names and information such as split names, header codes and additional precinct text.
- **District Types:** Contains the names of your district types.
- **District Names:** Contains district names and additional district identifiers.
- **District Relations:** Contains information that links your districts.
- **Office Headings:** Contains all office information including office titles, term numbers, vote for numbers, sequence numbers and additional office information.
- **Offices:** Contains a list of offices.
- **Polling Places:** Contains all available polling place identifiers.

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- **Election Precincts:** Contains precinct names, split numbers and additional information for all of the precincts active in your current election.
- **Election Offices:** Contains office titles and additional information for all of the offices active in your current election.
- **Office Relations:** Contains information that links offices to precincts.
- **Candidates:** Contains candidate names and additional information for the candidates participating in your election.
- **Election Polling Place:** Contains identification information for each polling place active in your election.
- **Poll Relations:** Contains information that links precincts to your polling places.
- **Questions:** Contains the text of all questions/referenda for the election.

## Select a Field Separator

Imported election data contains fields and records. Records correspond to general election data and fields represent the detailed information contained in each record.

For example, if you select **Parties** as the imported data type from the **Table Name** list, each political party in your election represents one record in the party import table. Each party record contains fields that can be customized, such as the party name, party identifier and sequence number. Use Import Wizard to include or exclude fields from each of your party records. Return characters (press ENTER) always separate records in the import text file

Under the **Field Separator** heading, select one of the following options to specify how your import file distinguishes between data from different fields.

- ❖ **Fixed Width:** Set a fixed length for each of the fields in your import record. When you create your import file, you must manually space to the end of a field before you enter data for the next field in order to separate your import data. For example, to enter fixed length fields for the party table, type the party name and manually space so that the party name spans 50 characters. Then enter data for the next field.
- ❖ **Character Delimiter:** Use one of the following special characters to separate import fields in an election record. Select the character that you want to use to separate fields from the **Character Delimiter** list.

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Supported characters:

- | - Pipe
- ;- Semi-colon
- , - Comma
- Tab



**NOTE:** ES&S recommends using the | or Tab character delimiters since semicolons and commas are often found in imported data.

For example, to enter fields separated by the | symbol for the party table, type the party name in your import text files followed by the | symbol and then type data for your next field. Select the | symbol selected from the **Character Delimiter** list in the Import Wizard main window to properly separate you import file data.

## Select Update Options

In the lower right portion of the Import Wizard main window, use the update options to determine how EDM handles information from your import files.

- ❖ In the Import Wizard main window, select **Add/Update** to add new records from your import files to your jurisdiction and election databases and to update existing records with import data.
- ❖ Select **Update Only** to update existing election information with import data without adding new records to your databases.
- ❖ Select **Add Only** to add new import information to your databases without altering existing election data.

## Select Data Fields

After you select import preferences from the Import Wizard main window, click **Next** at the bottom of the window to select the specific information that you want to transfer from your import file to Election Data Manager.

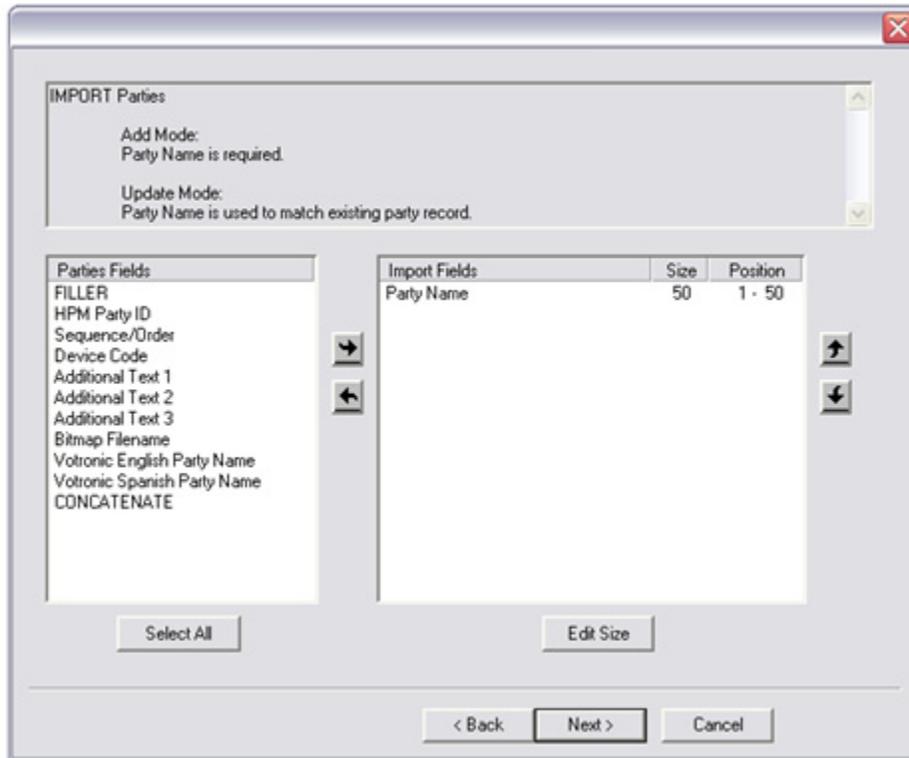
1. Click **Next** to select the fields that you want to transfer to your jurisdiction and election databases:

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A window similar to the following appears.



**NOTE:** Special instructions for the type of file you selected from the **Table Name** list in the Import Wizard main window appear in the gray box at the top of the field selection window.

- From the field list on the left side of the window, select individual fields to transfer specific information from your import file.



**NOTE:** Hold down SHIFT while you select fields to select multiple items in sequence. Hold down CTRL while you select fields to select multiple items out of sequence. Click **Select All** at the bottom of the list to select all of the fields available in the selected record of your import file.

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The following fields are available for each data file type.

## Party Table

The Party Table contains all political parties voting in the county.

### Party Table

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
Party Name	50	20	X	X	Party Description
HPM Party ID	3	3		X	i.e. DEM, REP, LIB, REF
Sequence/Order	2	N/A		X	Numeric sequential party order
Device Code	1	1		X	Alphanumeric
Additional Text 1	80	N/A			Extra party information to show only on ballot face
Additional Text 2	80	N/A			Extra party information to show only on ballot face
Additional Text 3	80	N/A			Extra party information to show only on ballot face
Bitmap Filename	80	N/A			.bmp file to go with Straight Party – can include entire path or the file name (either way you will need to browse in EDM and relink to establish an .emp/ encrypted .bmp file)
FILLER	N/A				

R = Base fields required for Import Wizard U = Required for one or more Unity modules

#### Example:

Party Name|HPM Party ID|Sequence/Order|Device Code|Additional Text 1

REP|REP|1|1|Republican Party  
 DEM|DEM|2|2|Democratic Party  
 LIB|LIB|3|3|Libertarian Party  
 NONPARTISAN|NON|4|0|Nonpartisan

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## Additional Party Table Information

In Add Mode, the Party Name is required. In Update Mode, the Party Name is used to match existing party record.



**NOTE:** EDM creates a default NONPARTISAN party for every election. If a Nonpartisan record is found during Add Mode, the data found in the import file will be used to update existing Nonpartisan information (except for the **Device Code** column).

After importing parties, ES&S recommends making Nonpartisan the last one in EDM. (For example, if there are 9 partisan parties, Nonpartisan's Sequence/Order would be changed to 10). However, the default Nonpartisan party should always have a Device Code of 0.

## Language Party Table

The Language Party table is tied to the Party table.

### Language Party Table

Fields Available	Max Size	R	U	Comments
Party Name	50	X	X	Must match the <b>Party Name</b> field in <b>Party Table</b>
Language Party Name	50	X	X	Translated Party Name
Additional Text 1	80			Extra translated party information
Additional Text 2	80			Extra translated party information
Additional Text 3	80			Extra translated party information
FILLER	N/A			

R = Base fields required for Import Wizard U = Required for one or more Unity modules

### Example:

Party Name|Language Party Name|Additional Text 1

REP|Republicano|Republicano Partido

DEM|Democratica|Democratica Partido

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## Precincts – County Table

Information may be imported to Append records or Update existing records in the Master Precinct Table. The Election Precinct Table may ONLY be updated through the import procedure. The Precinct table fields that can be imported into the EDM are:

### Precincts – County Table

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
Precinct Name	49	N/A	X	X	Text identifier for the precinct
Split Name	49	N/A		X	Text designation for the precinct part. Blank if the precinct does not contain splits.
HPM Precinct Name	25	25		X	For ERM/machine reports. Can use the first 25 characters of the Precinct Name or an abbreviated version
HPM Precinct ID	6	4		X	First four numeric characters are the precinct identifier. The last 2 numbers identify the split. Use leading zeros to fill the code if there are fewer than 4 characters in the precinct code or fewer than 2 characters in the split code.
Header Code	7	5			Optech only
Additional Text 1	80	N/A			Extra Precinct description found only on ballot face, i.e. polling place name, voting address
Additional Text 2	80	N/A			Extra Precinct description
Additional Text 3	80	N/A			Extra Precinct description
Additional Text 4	80	N/A			Extra Precinct description
Party Name	50	20			Required if importing registered voters
Registered Voter Count	7	4			Required if importing registered voters

R = Base fields required for Import Wizard U = Required for one or more Unity modules

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## Precincts – County Table *(continued)*

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
Poll Ballot Type	20	N/A			For multiple paper Image Managers
Absentee Ballot Type	20	N/A			For multiple paper Image Managers
Alternate Precinct ID	22	N/A			Jurisdiction ID added to results file
FILLER	N/A				

R = Base fields required for Import Wizard U = Required for one or more Unity modules

### Example:

Precinct Name|Split Name|HPM Precinct Name|HPM Precinct ID

Precinct 1||PREC01|0001  
 Precinct 2|Split 1|PREC0201|000201  
 Precinct 2|Split 2|PREC0202|000202  
 Precinct 3||PREC03|0003

### Additional Precincts – County Information

In Add Mode, the Precinct Name is required. In Update Mode, the Precinct Name is used to match existing precinct records. Split precincts require a split name.

Precinct Name and Split Name fields combine to indicate split precincts. Splits must have identical Precinct Names with unique Split Names. Leave the Split Name field blank if this is not a split precinct.

The HPM Precinct ID is a six-digit code used by the Hardware Programming Manager to identify precincts and splits. The first four numbers in this code are the precinct identifier and the last two numbers are the split code. For example, the Precinct identifier for Precinct 1, Split 3 would be imported as 000103. If the precinct is not split, you can choose whether to import 00 as the last two digits of the Precinct ID or just import the a four-digit identifier.

To add a precinct, the Precinct Name field must be unique. To add a split precinct, the Precinct Name and Split Name fields must be unique.

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To update a precinct, the Precinct Name field must match an existing record in the database. Once a match is found, all other imported fields (even if blank) will overwrite existing data in the appropriate field. To update a split precinct, the Precinct Name and Split Name fields must match an existing record in the database.

Poll and Absentee Ballot Types: LEVER, PAPER, OPTECH, OPTECH 3P, OPTECH3P, OPTECH EAGLE, OPTECH\_EAGLE, CES, BRC PUCH CARD, VOTAMATIC, DATAVOTE, PUCH CARD OTHER

Registered voter import:

- ❖ You can enter up to eight parties with registered voter counts.
- ❖ If the party name does not exist in the Party Table the voter registration information will not be added to the precinct record.
- ❖ If a valid party name exists in the precinct record, its registered voter count will be updated. If a valid party name does not exist in the precinct record, the party name and registered voter count will be added.



**NOTE:** If importing the number of active and inactive registered voters, you must first enter or import Parties. For multiple party voter counts, select these fields once for each political party (Party Name must be first). For example, the fields selected with the precinct information would be:

Party Name|Registered Voter Count|Party Name|Registered Voter Count|Party Name|Registered Voter Count ...

Example of the data for these fields:

Rep|150|Dem|165|Non|67

## District Types Table

The type of district is important when identifying where an office is running.

### District Types Table

Fields Available	Max Size	R	U	Comments
District Type	40	X	X	Shown only in reports, not on the ballot

R = Base fields required for Import Wizard U = Required for one or more Unity modules

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## District Types Table (continued)

Fields Available	Max Size	R	U	Comments
FILLER	N/A			

R = Base fields required for Import Wizard U = Required for one or more Unity modules

### Example:

COUNTYWIDE  
CONGRESSIONAL  
SENATORIAL  
CITY

### Additional District Types Information

In Add Mode, the District Type Name is required. In Update Mode, the District Type Name is not applicable.



**NOTE:** District Types import must have only one of each district type. Do not combine this table with other imported tables.

A “COUNTYWIDE” district type is recommended. The COUNTYWIDE type will be linked to all precincts and is required for Unity’s Statistical contests (such as precincts counted, or registered voters).

## District Names Table

District names and their associated district type are needed to build the district name table.



**NOTE:** District names frequently appear on the ballot, such as under the office titles. Make sure the District names are entered as they will appear on the ballot.

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## District Names Table

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
District Type	40	N/A	X	X	From <a href="#">District Types Table</a>
District Name	40	40	X	X	Format as it is to appear with offices on a ballot (for example, all upper case, initial caps, etc.)
HPM District ID	7	7		X	A three-character District Type coded followed by a one to four character district name code
District Name 2	40	N/A			Can be used if more than 40 characters are needed for the District Name field
FILLER	N/A				

R = Base fields required for Import Wizard U = Required for one or more Unity modules

Following is an example of a single file that can be used to import Precincts, District Names and District Relations.

### Example:

Precinct Name|Split Name|HPM Precinct Name|HPM Precinct ID|District Type|District Name|HPM District ID

```
Precinct 1||PREC01|0001|COUNTYWIDE|COUNTY|COUNTY
Precinct 1||PREC01|0001|CONGRESSIONAL|DISTRICT 1|CGN0001
Precinct 1||PREC01|0001|SENATORIAL|DISTRICT 33|SEN0033
Precinct 1||PREC01|0001|CITY|OMAHA|CTY00001
Precinct 2|Split 1|PREC0201|000201| COUNTYWIDE|COUNTY|COUNTY
Precinct 2|Split 1|PREC0201|000201|CONGRESSIONAL|DISTRICT 2|CGN0002
Precinct 2|Split 1|PREC0201|000201|SENATORIAL|DISTRICT 33|SEN0033
Precinct 3||PREC03|0003|COUNTYWIDE|COUNTY|COUNTY
Precinct 3||PREC03|0003|CITY|SMITHVILLE|CTY0002
```

### Additional District Names Information

In Add Mode, the District Type Name and District Name are required. In Update Mode, the District Type Name and District Name are not applicable.

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A COUNTY district name is recommended with a COUNTY HPM District ID for countywide offices/referendum and statistical contests.

The Import Wizard will ignore any extra fields at the end of a record. If you need to skip fields to get to the field you need, use FILLER as the field name for each field to skip. For example, to import District Names with the data in the previous example, the first four fields would be FILLER fields since they are not relevant to the District Names table.

HPM District ID: The first three characters should be the abbreviation for the district type and the last four characters should be the district number. For example, the code for the 75th Congressional District should be entered as CNG0075 and the code for 67<sup>th</sup> Congressional District should be CNG0067.

### Example:

District Name	District Type	District ID
1st Congressional District	Congressional	CNG0001
2nd Congressional District	Congressional	CNG0002
Camden School District	School District	SCH0001
Lansdown	Municipal	MUN0001
West Chester	Municipal	MUN0002

## Language District Name Table

The Language District Name table is tied to the District Name table. Use a District Type/District Name combo or the HPM District ID to identify the correct district. Sample Language District Name file layouts:

### Language District Name Table

Fields Available	Max Size	Requirement Comments
Language District Name	40	Always Required - Translated District Name
District Type	40	District Type and

R = Base fields required for Import Wizard U = Required for one or more Unity modules

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## Language District Name Table *(continued)*

Fields Available	Max Size	Requirement Comments
District Name	40	District Name or
HPM District ID	7	HPM District ID
District Name 2	40	Can be used if more than 40 characters are needed for the District Name field
FILLER	N/A	

R = Base fields required for Import Wizard U = Required for one or more Unity modules

### Example:

Language District Name|HPM District ID

Distrto 1|CGN0001  
 Distrto 2|CGN0002  
 Distrto 33|SEN0033

### Example:

Language District Name|District Type|District Name

Distrto 1|CONGRESSIONAL|DISTRICT 1  
 Distrto 2|CONGRESSIONAL|DISTRICT 2  
 Distrto 33|SENATORIAL|DISTRICT 33

## District Relations Table

District Relations link precincts with districts and is the critical to offices and candidates appearing on the correct ballots.

## District Relations Table

Fields Available	EDM Max Size	IFC Max Size (HPM)	Requirement Comments
District Type	40	N/A	District Type and
District Name	40	40	District Name or

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## District Relations Table *(continued)*

Fields Available	EDM Max Size	IFC Max Size (HPM)	Requirement Comments
HPM District ID	7	7	HPM District ID and
Precinct Name	49	N/A	Precinct Name and
Split Name	49	N/A	Split Name (if split used) or
HPM Precinct ID	6	4	HPM Precinct ID
FILLER	N/A		

Sample District Relations file layouts:

**Example:**

HPM District ID|HPM Precinct ID

CGN0001|000201  
CGN0002|000202  
SEN0033|0001

**Example:**

HPM District ID|Precinct Name|Split Name

CGN0001|Precinct 2|Split 1  
CGN0002|Precinct 2|Split 2  
SEN0033|Precinct 1||

**Example:**

District Type|District Name|HPM Precinct ID

CONGRESSIONAL|DISTRICT 1|000201  
CONGRESSIONAL|DISTRICT 2|000202  
SENATORIAL|DISTRICT 33|0001

**Example:**

District Type|District Name|Precinct Name|Split Name

CONGRESSIONAL|DISTRICT 1|Precinct 2|Split 1  
CONGRESSIONAL|DISTRICT 2|Precinct 2|Split 2  
SENATORIAL|DISTRICT 33|Precinct 1||

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## Additional District Relations Information

In Add Mode, use the District Type and District Name OR the HPM District ID are required to link to an existing district name record. Precinct Name and Split Name OR the HPM Precinct ID are required to link to an existing precinct record. This is not applicable in Update Mode.

There may be more than one way for the import wizard to determine the relationships. For instance, to link a precinct to a district name, you can either use the District Type/District Name combination or the HPM District ID to determine the district and use Precinct Name/Split Name combination or HPM Precinct ID to determine the precinct. The end result is a district and a precinct must be identified for each record in the file.

## Office Headings Table

Some jurisdictions group contests on ballots by category (such as Federal Offices, Local Offices, and Propositions). Office Headings appear on the ballot to identify each office category.

### Office Headings Table

Fields Available	Max Size	R	U	Comments
Office Heading	80	X	X	If applicable
FILLER	N/A			

R = Base fields required for Import Wizard U = Required for one or more Unity modules



**NOTE:** Office Headings import must have only one of each Office Heading. Do not combine this table with other imported tables.

### Example: Office Heading

Federal Offices  
Local Offices  
Propositions

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## Language Office Headings Table

The Language Office Headings table is tied to the Office Headings table.

### Language Office Headings Table

Fields Available	EDM Max Size	R	U	Comments
Office Heading	80	X	X	Must match <b>Office Headings Table</b>
Language Office Heading	80	X	X	Translated Office Heading
FILLER	N/A			

R = Base fields required for Import Wizard U = Required for one or more Unity modules



**NOTE:** Language Office Headings import must have only one of each Office Heading. Do not combine this table with other imported tables.

#### Example:

Office Heading|Language Office Heading

Federal Offices|Ofincinas Federales  
Local Offices| Ofincinas Locales  
Propositions|Asuntos

## Office Table

Office information may be imported into either the Master Office Table or the Election Office Table. The following Office table fields can be imported into EDM.

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## Office Table

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
Office Title	80	N/A	X	X	Type as you want it to appear on the ballots
Vote For (# of candidates)	3	2		X	Numeric
Term (in Years)	3	N/A		X	Numeric
Sequence	5	N/A		X	Numeric sequence of offices ES&S recommends sequence numbers be in increments of 50, in case extra offices must be inserted
Additional Text 1	80	N/A			Extra office description found only on ballot face (for example, <GNAME> or <GEO>
Additional Text 2	80	N/A			Extra office description found only on ballot face
Additional Text 3	80	N/A			Extra office description found only on ballot face
Additional Text 4	80	N/A			Extra office description found only on ballot face
Additional Text 5	80	N/A			Extra office description found only on ballot face
Additional Text 6	80	N/A			Extra office description found only on ballot face
Additional Text 7	80	N/A			Extra office description found only on ballot face
Vote for Phrase	80	N/A			Only needed if different from election's Default Phrase (for example, "Vote for One Group")
Term Phrase	80	N/A			Only needed if different from election's Default Phrase (for example, "Unexpired Term")

R = Base fields required for Import Wizard U = Required for one or more Unity modules

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## Office Table *(continued)*

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
District Type	40	N/A		X	Must match field in District type table or can be "Local" if a precinct/split-related
Party	50	20			Defaults to ALL if this field is not imported. Defaults to Nonpartisan if the imported field is blank.
HPM Office Title	40	40		X	Shortened title for HPM and ERM
Write In	1	N/A			1=Turns on the Allow Write-ins option
Number of Writeins	3	N/A			If this field is imported and blank, it will assume value 0. If the Write In field is imported but this field is not, EDM will assume the value of this field is the vote for number.
No Candidate	1	N/A			1=Turns on Generate No Candidate Records
No Candidate Omit	1	N/A			1=Turns on Omit if No Candidate
Universal Contest	1	N/A			1=Turns on Universal Contest (FL primary only)
Location 1	5	N/A			For Shoup or AVM machines
Location 2	5	N/A			For Shoup or AVM machines
Office Heading	80	N/A			If applicable, match <b>Office Headings Table</b>
Alternate Office ID	22	N/A			Jurisdiction ID added to results file
Unformatted English Office Title	21	N/A			For iVotronic use only
Unformatted Spanish Office Title	21	N/A			For iVotronic use only
Rotation Type	2	N/A			0 = No Rotation 1= Standard Rotation <= 1 2 = Standard Rotation > 1 12 = Group
Column Number	2	N/A			Column number on NY Primary ballot

R = Base fields required for Import Wizard U = Required for one or more Unity modules

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## Office Table *(continued)*

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
FILLER	N/A				

R = Base fields required for Import Wizard U = Required for one or more Unity modules

### Example:

Office Title|Vote For (# of Candidates)|Term (in Years)|Sequence|Additional Text  
1|District Type|HPM Office Title|Write-ins|Office Heading

PRESIDENT OF THE UNITED STATES|1|4|100||COUNTYWIDE|PRESIDENT|1|Federal  
GOVERNOR|1|4|150||COUNTYWIDE|GOVERNOR|1|State  
STATE REPRESENTATIVE|1|4|200|<GNAME>|STATE REP| STATE REPRESENTATIVE|1|State  
MAYOR|1|4|500|<GNAME>|CITY|MAYOR|1|Municipal

### Additional Office Information

In Add Mode, the Office Title is required. In Update Mode, the Office Title, Vote For, and Term fields are required to determine which office record to update. District Type Name can also be used to determine the correct office record to update.

An Office record has links to two existing tables: party and district type. The Party and District Type import data must match exactly with existing records in their respective tables. These links can also be accomplished manually by the user.

Write In, No Candidate, No Candidate Omit options can each be imported using the following.

Valid codes:

- 0 - Option Off
- 1 - Option On

An office with a District Type of "Local" indicates that the office appears on one precinct's ballot.

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**TIP:** Put the variable “<GNAME>” in one of the Additional Text fields for all non-countywide offices. This variable will allow different District Name fields to be placed on the ballot with one office. For example, if office title is *Senator* and district names are *1<sup>st</sup> District* and *5<sup>th</sup> District*, then <GNAME> will put the appropriate district name on each ballot. Some ballots will have *Senator 1<sup>st</sup> District*, while other ballots will have *Senator 5<sup>th</sup> District*. This allows one office title to be used for multiple district names. Another variable is <GEO> which will allow Precinct Name fields to be placed on the ballot with Local offices, as opposed to <GNAME> which puts the district name on the ballot.

The Office Title requires a Vote For and Term field to determine the specific office. So either the Vote For and Term fields need to be imported or the Office Title needs to be in the format: OfficeTitle V:n T:n where n is the number for Vote For (V) and Term (T). The Sequence number can also be used to determine a unique office if the Use **Sequence number to help determine unique Contest** checkbox on page one of the Import Wizard is checked.

## Language Office Table

The Language Office table is tied to the Office table.

### Language Office Table

Fields Available	EDM Max Size	R	U	Comments
Office Title	80	X	X	Must match English Office Title from <b>Office Table</b>
Vote For (# of Candidates)	3	X	X	Numeric
Term (in Years)	3	X	X	Numeric
Sequence	5			Numeric
Language Office Title	80	X		Translated Office Title
Language Vote For Phrase	80			Translated Vote for Phrase – required if shown on ballot face (for example, “Vote por Uno”)

R = Base fields required for Import Wizard U = Required for one or more Unity modules

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## Language Office Table *(continued)*

Fields Available	EDM Max Size	R	U	Comments
Language Term Phrase	80			Translated Term Phrase – required if shown on ballot face (for example, “Termino de 4 anos”)
Additional Text 1	80			Extra translated office description only on ballot
Additional Text 2	80			Extra translated office description only on ballot
Additional Text 3	80			Extra translated office description only on ballot
Additional Text 4	80			Extra translated office description only on ballot
Additional Text 5	80			Extra translated office description only on ballot
Additional Text 6	80			Extra translated office description only on ballot
Additional Text 7	80			Extra translated office description only on ballot
FILLER	N/A			

R = Base fields required for Import Wizard U = Required for one or more Unity modules

### Example:

Office Title|Vote For (# of Candidates)|Term (in Years)|Sequence|Language  
Office Title|Language Vote For Phrase|Language Term Phrase|Language  
Additional Text 1

PRESIDENT OF THE UNITED STATES|1|4|100|Presidente de los Estados Unidos|Voto para 1 grupo|Termino de 4 años|  
 STATE SENATE|1|4|200|Senado Del Estado|Voto para 1|Termino de 4 años|<GNAME>  
 MAYOR|1|4|250|ALCALDE|Vote para 1||<GNAME>

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## Additional Language Office Information

The Office Title requires a Vote For and Term field to determine the specific office. So either the Vote For and Term fields need to be imported or the Office Title needs to be in the format: OfficeTitle V:n T:n where n is the number for Vote For (V) and Term (T). The Sequence number can also be used to determine a unique office if the “*Use Sequence number to help determine unique Contest*” checkbox on page one of the Import Wizard is checked.

## Election Precincts Table

The options are the same as the [Precincts – County Table](#). Election precincts can be customized for the current election without changing the Master County Precinct settings.

If Election precincts are identical to Master County precincts, you are not required to import them again. You can select all the County precincts in EDM under *Election - Select Precincts from Master Precinct File*.

### Election Precincts Table

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
Precinct Name	49	N/A	X	X	Text identifier for the precinct
Split Name	49	N/A		X	Text designation for the precinct part. Blank if the precinct does not contain splits.
HPM Precinct Name	25	25		X	For ERM/machine reports. Can use the first 25 characters of the Precinct Name or an abbreviated version
HPM Precinct ID	6	4		X	First four numeric characters are the precinct identifier. The last 2 numbers identify the split. Use leading zeros to fill the code if there are fewer than 4 characters in the precinct code or fewer than 2 characters in the split code.
Header Code	7	5			Optech only

R = Base fields required for Import Wizard U = Required for one or more Unity modules

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## Election Precincts Table *(continued)*

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
Additional Text 1	80	N/A			Extra Precinct description found only on ballot face, i.e. polling place name, voting address
Additional Text 2	80	N/A			Extra Precinct description
Additional Text 3	80	N/A			Extra Precinct description
Additional Text 4	80	N/A			Extra Precinct description
Party Name	50	20			Required if importing registered voters
Registered Voter Count	7	4			Required if importing registered voters
Poll Ballot Type	20	N/A			For multiple paper Image Managers
Absentee Ballot Type	20	N/A			For multiple paper Image Managers
Alternate Precinct ID	22	N/A			Jurisdiction ID added to results file
FILLER	N/A				

R = Base fields required for Import Wizard U = Required for one or more Unity modules

## Election Offices Table

The options are the same as the [Office Table](#). Election offices can be customized for the current election without changing the Master Office Table settings.

If Election offices are identical to Master Offices, you are not required to import them again. You can select all the County offices in EDM under *Election - Select Offices from Master Office File*.

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Election Offices Table

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
Office Title	80	N/A	X	X	Type as you want it to appear on the ballots
Vote For (# of candidates)	3	2		X	Numeric
Term (in Years)	3	N/A		X	Numeric
Sequence	5	N/A		X	Numeric sequence of offices ES&S recommends sequence numbers be in increments of 50, in case extra offices must be inserted
Additional Text 1	80	N/A			Extra office description found only on ballot face (for example, <GNAME> or <GEO>
Additional Text 2	80	N/A			Extra office description found only on ballot face
Additional Text 3	80	N/A			Extra office description found only on ballot face
Additional Text 4	80	N/A			Extra office description found only on ballot face
Additional Text 5	80	N/A			Extra office description found only on ballot face
Additional Text 6	80	N/A			Extra office description found only on ballot face
Additional Text 7	80	N/A			Extra office description found only on ballot face
Vote for Phrase	80	N/A			Only needed if different from election's Default Phrase (for example, "Vote for One Group")
Term Phrase	80	N/A			Only needed if different from election's Default Phrase (for example, "Unexpired Term")

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## Election Offices Table *(continued)*

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
District Type	40	N/A		X	Must match field in District type table or can be "Local" if a precinct/split-related
Party	50	20			Defaults to ALL if this field is not imported. Defaults to Nonpartisan if the imported field is blank.
HPM Office Title	40	40		X	Shortened title for HPM and ERM
Write In	1	N/A			1=Turns on the Allow Write-ins option
Number of Writeins	3	N/A			If this field is imported and blank, it will assume value 0. If the Write In field is imported but this field is not, EDM will assume the value of this field is the vote for number.
No Candidate	1	N/A			1=Turns on Generate No Candidate Records
No Candidate Omit	1	N/A			1=Turns on Omit if No Candidate
Universal Contest	1	N/A			1=Turns on Universal Contest (FL primary only)
Location 1	5	N/A			For Shoup or AVM machines
Location 2	5	N/A			For Shoup or AVM machines
Office Heading	80	N/A			If applicable, match <b>Office Headings Table</b>
Alternate Office ID	22	N/A			Jurisdiction ID added to results file
Unformatted English Office Title	21	N/A			For iVotronic use only
Unformatted Spanish Office Title	21	N/A			For iVotronic use only
Rotation Type	2	N/A			0 = No Rotation 1 = Standard Rotation <= 1 2 = Standard Rotation > 1 12 = Group
Column Number	2	N/A			Column number on NY Primary ballot

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## Election Offices Table *(continued)*

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
FILLER	N/A				

R = Base fields required for Import Wizard U = Required for one or more Unity modules

## Language Election Offices Table

The options are the same as the [Language Office Table](#). Election offices can be customized for the current election without changing the Master Office Table settings.

If Language Election offices are identical to Language Master Offices, you are not required to import them again.

The Language Election Offices table is tied to the Election Offices table.

## Language Office Table

Fields Available	EDM Max Size	R	U	Comments
Office Title	80	X	X	Must match English Office Title from <a href="#">Office Table</a>
Vote For (# of Candidates)	3	X	X	Numeric
Term (in Years)	3	X	X	Numeric
Sequence	5			Numeric
Language Office Title	80	X		Translated Office Title
Language Vote For Phrase	80			Translated Vote for Phrase – required if shown on ballot face (for example, “Vote por Uno”)
Language Term Phrase	80			Translated Term Phrase – required if shown on ballot face (for example, “Termino de 4 anos”)

R = Base fields required for Import Wizard U = Required for one or more Unity modules

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## Language Office Table *(continued)*

Fields Available	EDM Max Size	R	U	Comments
Additional Text 1	80			Extra translated office description only on ballot
Additional Text 2	80			Extra translated office description only on ballot
Additional Text 3	80			Extra translated office description only on ballot
Additional Text 4	80			Extra translated office description only on ballot
Additional Text 5	80			Extra translated office description only on ballot
Additional Text 6	80			Extra translated office description only on ballot
Additional Text 7	80			Extra translated office description only on ballot
FILLER	N/A			

R = Base fields required for Import Wizard U = Required for one or more Unity modules

## Office Relations Table

The Office Relations file is used to specify which districts are active for each office. The database contains records linking offices and districts. If the office is a local office, the relationship will be office to precinct (as opposed to office to district).

## Office Relations Table

Fields Available	EDM Max Size	IFC Max Size (HPM)	Comments
Office Title	80	N/A	Always Required
Vote For (# of Candidates)	3	2	Always Required

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## Office Relations Table *(continued)*

Fields Available	EDM Max Size	IFC Max Size (HPM)	Comments
Term (in Years)	3	N/A	Always Required
Sequence	5	N/A	Recommended
District Type	40	N/A	District Type and
District Name	40	40	District Name or
HPM District ID	7	7	HPM District ID
Precinct Name	49	N/A	Precinct Name and
Split Name	49	N/A	Split Name (if split used) or
HPM Precinct ID	6	4	HPM Precinct ID
FILLER	N/A		

### Examples:

Using: Office Title|Vote For|Term|HPM District ID  
 US Senate|1|4|SEN0033  
 Commissioner|1|2|CTY0001

Using: Office Title V:n T:n|HPM District ID  
 Commissioner V:1 T:4|CTY0002

Using: Office Title|Vote For|Term|District Type|District Name  
 US Senate|1|4|SENATORIAL|DISTRICT 33

Using: Office Title|Vote For|Term|Precinct Name (for Local Office Type)  
 Precinct Committee Person|1|6|Precinct 1

Using: Office Title|Vote For|Term|HPM Precinct ID (for Local Office Type)  
 Precinct Committee Person|1|6|000202

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## Additional Office Relations Information

In Add Mode, the Office Title, Vote For, and Term fields are required to link to an existing office record. District Type Name and District Name OR HPM District ID are required to link to an existing district name record. Precinct Name and/or Split Name OR HPM Precinct ID are required to link to an existing precinct record. There is no update mode.

As with District Relations, there can be multiple ways to specify certain fields. For example, you can use the District Type/District Name combination or the HPM District ID to represent a District. And you could use the Precinct Name/Split combination or the HPM Precinct ID to represent a precinct for a local office.

The Office Title requires a Vote For and Term field to determine the specific office. So either the Vote For and Term fields need to be imported or the Office Title needs to be in the format: OfficeTitle V:n T:n where n is the number for Vote For (V) and Term (T). The Sequence number can also be used to determine a unique office if the **Use Sequence number to help determine unique Contest** checkbox on page one of the Import Wizard is checked.



**NOTE:** All links to existing records are case sensitive and must be spelled exactly as imported or entered in other tables.

## Candidate Table

Information may be imported to Append records or Update existing records in the Master Precinct Table. The Election Precinct Table may ONLY be updated through the import procedure. The Precinct table fields that can be imported into the EDM are:

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## Candidate Table

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
Last Name	80	N/A	X	X	Type as you want it to appear on the ballots
First Name, MI	80	N/A			
Full Name	80	34		X	Candidate Full Name for Hardware Programming Manager's IFC is 34 digits. However, it will be reduced to 30 if a party is associated with it.
Additional Text 1	80	N/A			Extra candidate data to show only on ballot, i.e. Vice President John Doe
Additional Text 2	80	N/A			Extra candidate data to show only on ballot
Additional Text 3	80	N/A			Extra candidate data to show only on ballot
Additional Text 4	80	N/A			Extra candidate data to show only on ballot
Additional Text 5	80	N/A			Extra candidate data to show only on ballot
Additional Text 6	80	N/A			Extra candidate data to show only on ballot
Party	50	20		X	Must match Party Name field in <b>Party Table</b>
Office Title	80	N/A	X	X	Must match Office Title field in <b>Office Table</b>
Vote For (# of Candidates)	3	2	X	X	Must match Vote For field in <b>Office Table</b>
Term (in years)	3	N/A	X	X	Must match Term field in <b>Office Table</b>
Sequence	5	N/A			Must match Sequence field in <b>Office Table</b>
District Type	40	N/A		X	District Type and

R = Base fields required for Import Wizard U = Required for one or more Unity modules

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Candidate Table *(continued)*

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
District Name	40	40		X	District Name or
HPM District ID	7	4		X	HPM District ID
Relative Position	2	N/A			Numeric sequence if sorting by position
Location 1	2	N/A			For Shoup or AVM machines
Location 2	5	N/A			For Shoup or AVM machines
Alternate Candidate ID	22	21			Jurisdiction ID added to results file
Unformatted English Candidate Title	21	N/A			For iVotronic use only
Unformatted Spanish Candidate Title	21	N/A			For iVotronic use only
No Candidate	1	N/A			1 = No Candidate; otherwise 0
Group Number	2	N/A			Delegate/Alternate Delegate Group Number
Candidate ID	10	N/A			NY Cross Filed Candidate ID
FILLER	N/A				

R = Base fields required for Import Wizard U = Required for one or more Unity modules

### Example:

Last Name|First Name, MI|Full Name|Additional Text1|Party|Relative Position|Office Name|Vote For|Term (in Years)|Sequence|District Type|District Name|HPM Precinct ID

SMITH|JANE P.|JANE P. SMITH|V.P. JOHN  
 DOE|REP|01|PRESIDENT|1|4|100|COUNTYWIDE| COUNTY|  
 MURPHY|MARK|MARK MURPHY||REP|01|MAYOR|1|4|250|<GNAME>|CITY|  
 CITY OF OMAHA  
 DEVON|SUE|SUE DEVON||REP|01|PRECINCT COMMITTEE  
 PERSON|4|2|600|Local||000201

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In Add Mode, the Last Name is required. In Update Mode, the First Name, Middle Initial and Last Name OR Full Name are required to link to an existing candidate record. Office Title, Vote For, and Term fields can also be used to determine the correct candidate. District Type Name and District Name OR HPM District ID can also be used to determine the correct candidate OR Precinct Name and/or Split Name OR HPM Precinct ID can also be used to determine the correct candidate.

Party Name is case sensitive, must be spelled exactly as in the Party Table.

Office Title is case sensitive, it must be spelled exactly as in the Election Office Table.

District type can also be Local.

Each candidate must be linked to one Office Title with a Vote For and Term field to determine the specific office. Either the Vote For and Term fields need to be imported separately or the Office Title needs to be in the format: OfficeTitle V:n T:n where n is the number for Vote For (V) and Term (T). The Sequence number can also be used to determine a unique office if the **Use Sequence number to help determine unique Contest** checkbox on page one of the Import Wizard is checked.

## Language Candidates Table

The Language Candidate table is tied to the Candidate table.

### Language Candidates Table

Fields Available	EDM Max Size	R	U	Comments
Full Name	80	X	X	Either Full Name <b>OR</b> First Name, MI & Last Name are required
Language Last Name	80	X		Translated Last Name
Language First Name, MI	80			Translated First Name and middle initial
Language Full Name	80			Translated Full Name
Language Party	80			Translated Party

R = Base fields required for Import Wizard U = Required for one or more Unity modules

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## Language Candidates Table *(continued)*

Fields Available	EDM Max Size	R	U	Comments
First Name, MI	80			Either Full Name <b>OR</b> First Name, MI & Last Name are required
Last Name	80			Either Full Name <b>OR</b> First Name, MI & Last Name are required
Additional Text 1	80			Extra translated candidate data to show only on ballot
Additional Text 2	80			Extra translated candidate data to show only on ballot
Additional Text 3	80			Extra translated candidate data to show only on ballot
Additional Text 4	80			Extra translated candidate data to show only on ballot
Additional Text 5	80			Extra translated candidate data to show only on ballot
Additional Text 6	80			Extra translated candidate data to show only on ballot
Office Title	80			Must match Office Title field in <b>Office Table</b>
Vote For (# of Candidates)	3			Must match Vote For field in <b>Office Table</b>
Term (in years)	3			Must match Term field in <b>Office Table</b>
Sequence	5			Must match Sequence field in <b>Office Table</b>
FILLER	N/A			

R = Base fields required for Import Wizard U = Required for one or more Unity modules

### Example:

Full Name|Language Last Name|Language First Name, MI|Language Additional Text1|Language Party|Office Name|Vote For|Term (in Years)|Sequence

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JANE P. SMITH|SMITH|JANE P.| Vice Presidente JOHN  
 DOE|REP|PRESIDENT|1|4|100  
 MARK MURPHY|MURPHY|MARK||REP|MAYOR|1|4|250  
 SUE DEVON|DEVON|SUE||REP|01|PRECINCT COMMITTEE PERSON|4|2|600

## Master Polling Place Table

### Master Polling Place Table

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
Poll Location ID	4	4	X	X	Sequential poll number
Poll Location Name	20	20		X	Poll description
Override Password	8	N/A		X	IVotronic only, Poll worker password
Polling Place Type	1	1		X	0=Election Day Poll 1=Absentee Poll
FILLER	N/A				

R = Base fields required for Import Wizard U = Required for one or more Unity modules

#### Example:

Poll Location ID|Poll Location Name|Override Password|Polling Place Type

0001|Poll 1|ABCABC|1  
 0002|Poll 2|ABCABC|1  
 0003|Poll 3|ABCABC|1

#### Additional Master Polling Place Information

In Add Mode, the Poll Location ID is required. In Update Mode, the Poll Location ID is used to match existing poll records.

## Election Polling Place Table

The options are the same as the [Master Polling Place Table](#). Election polls can be customized for the current election without changing the Master Poll settings.

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If Election polls are identical to Master polls, then you are not required to import them again. You can select all of the Master polls in EDM under **Poll Setup - Select Polling Places for this Election**.

## Election Polling Place Table

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
Poll Location ID	4	4	X	X	Sequential poll number
Poll Location Name	20	20		X	Poll description
Override Password	8	N/A		X	IVotronic only, Poll worker password
Polling Place Type	1	1		X	0=Election Day Poll 1=Absentee Poll
FILLER	N/A				

R = Base fields required for Import Wizard U = Required for one or more Unity modules

## Poll Relations Table

### Poll Relations Table

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
Poll Location ID	4	4	X	X	Sequential poll number
Precinct Name	49	N/A		X	Precinct Name and
Split Name	49	N/A		X	Split Name (if split used) or
HPM Precinct ID	6	4		X	HPM Precinct ID
FILLER	N/A				

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In Add Mode, the Poll Location ID is required to link to an existing polling place record. Precinct Name and/or Split Name OR HPM Precinct ID are required to link to an existing precinct record.

The Poll Relations links Precincts to Polling locations. There is more than one way to specify the precinct.

### Example Using:

HPM Precinct ID|Poll Location ID

0001|0001  
000201|0002  
000202|0002  
0003|0003

### Example Using:

Poll Location ID|Precinct Name|Split Name

0001|Precinct 1  
0002|Precinct 2|Split 1  
0002|Precinct 2|Split 2

## Question Table

### Question Table

Fields Available	Max Size	R	U	Comments
Sequence	5	X	X	Numeric sequencing of questions in relation to other offices and referendum. Recommend increments of 50 in case other offices/questions need to be added.
Description	80	X	X	Description to be used for HPM/ERM This field can be 80, but ES&S recommends a limit of 40 characters

R = Base fields required for Import Wizard U = Required for one or more Unity modules

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## Question Table *(continued)*

Fields Available	Max Size	R	U	Comments
Filename	12		X	.rtf or .txt with question verbiage. File must be located in the Unity\EDM\county\election directory BEFORE importing Question Table. Must be 8 or less character filename with .rtf or .txt extension.
Party	80		X	Most questions are NONPARTISAN, will default to <ALL> if not imported
Heading/Category	80			Must match <b>Office Headings Table</b>
1st Response (YES verbiage)	80		X	Typed as you want it to appear on the ballot
2nd Response (NO verbiage)	80		X	Typed as you want it to appear on the ballot
3rd Response	80			Typed as you want it to appear on the ballot
4th Response	80			Typed as you want it to appear on the ballot
District Type	40		X	District Type and
District Name	40		X	District Name required or
HPM District ID	7		X	HPM District ID or
Precinct Name	49		X	Precinct Name and
Split Name	49		X	Split Name (if split used) or
HPM Precinct ID	6		X	HPM Precinct ID
Alternate Question ID	22			Jurisdiction ID added to results file
Alternate Yes ID	22			Jurisdiction ID added to results file
Alternate No ID	22			Jurisdiction ID added to results file
Alternate 3rd ID	22			Jurisdiction ID added to results file
Alternate 4th ID	22			Jurisdiction ID added to results file
The next 20 iVotronic fields can be ignored				For iVotronic use only
FILLER	N/A			

R = Base fields required for Import Wizard U = Required for one or more Unity modules

### Examples:

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- Network results transmission and Networked central tabulators

Using: Sequence|Description|Filename|Party|Heading|1<sup>st</sup> Response|2<sup>nd</sup> Response|District Type|District Name

5000|Const. Amendment #1|const1.rtf|Nonpartisan|Propositions|For the amendment|Against the amendment|COUNTYWIDE|COUNTY  
5050|Warren City Prop|Warren.txt|Nonpartisan|Propositions|Yes|No|CITY|City of Warren

Using: Sequence|Description|Filename|Party|Heading|1<sup>st</sup> Response|2<sup>nd</sup> Response|HPM District ID

5000|Const. Amendment #1|const1.rtf|Nonpartisan|Propositions|For the amendment|Against the amendment|COUNTY  
5050|Warren City Prop|Warren.txt|Nonpartisan|Propositions|Yes|No|CITWARR

Using: Sequence|Description|Filename|Party|Heading|1<sup>st</sup> Response|2<sup>nd</sup> Response|Precinct Name

5100|Precint 1 Prop|pct1prop.rtf|Nonpartisan|Proposition|For|Against|Precinct 1

Using: Sequence|Description|Filename|Party|Heading|1<sup>st</sup> Response|2<sup>nd</sup> Response|Precinct ID

5100|Precint 1 Prop|pct1prop.rtf|Nonpartisan|Proposition|For|Against|0001

### Additional Question Information

Filename must comply with DOS 8.3 naming convention. If special characters are used such as ó, ñ, or ç, save the file as a .txt.

As with Office Relations, there are multiple ways to link a question to a district or precinct. For instance, you can use the District Type/District Name combination or the HPM District ID to represent a District. And you could use the Precinct Name/ Split combination or the HPM Precinct ID to represent a precinct for a local question. The Sequence number can also be used to determine a unique referendum if the **Use Sequence number to help determine unique Contest** checkbox on page one of the Import Wizard is checked.

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## Language Questions Table

### Language Questions Table

Fields Available	Max Size	R	U	Comments
Sequence	5	X	X	Matching Question Table
Description	80	X	X	Matching Question Table - ???
Language Filename	12		X	.rtf or .txt with translated question verbiage. File must be located in the Unity\EDM\county\election directory BEFORE importing Question Table. Must be 8 or less character filename with .rtf or .txt extension.
Language 1st Response (YES verbiage)	80		X	Translated Yes verbiage
Language 2nd Response (NO verbiage)	80		X	Translated No verbiage
Language 3rd Response	80			Translated extra response
Language 4th Response	80			Translated extra response
FILLER	N/A			

R = Base fields required for Import Wizard U = Required for one or more Unity modules

#### Examples:

Sequence|Description|Language Filename|Language 1<sup>st</sup> Response| Language 2<sup>nd</sup> Response

5000|Const. Amendment #1|Sconst1.rtf|Para la enmienda|Contra la enmienda  
5050|Warren City Prop|SWarren.txt|Si|No

#### Additional Language Questions Information

Filename must comply with DOS 8.3 naming convention. If special characters are used such as ó, ñ, or ¿, save the file as a .txt.

The Language Questions table is tied to the [Question Table](#).

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## Languages Table

The Language Table contains the languages that appear on the ballots.

### Languages Table

Fields Available	EDM Max Size	IFC Max Size (HPM)	R	U	Comments
Language Name	50	N/A	X		Language Name
ISO Code	2	N/A	X		Language ISO Code
Language Order	2	N/A			Order
Translated Name	50	N/A			Translated Name
Language ID	10	N/A			
Associate with all Eds	1	N/A			1=required for all Eds; otherwise=0
FILLER	N/A				

R = Base fields required for Import Wizard U = Required for one or more Unity modules

#### Example:

Language Name|ISO Code|Language Order

Spanish|es|2

#### Additional Languages Information

In Add Mode, the Language Name and ISO Code are required.

## Complete Data Field Selection

3. Select the fields you want use and click the right arrow between the available fields list and the included fields list to add import fields to your jurisdiction and election databases. Select items from the included fields list and click the arrow pointing left to remove fields from your databases.

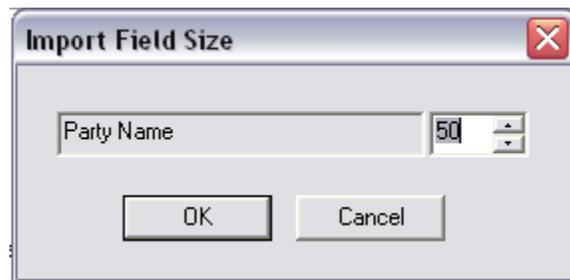
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4. Select a field in the included field list and click the up arrow at the right of the list to move the field up on the list. Select a field and click the arrow pointing down to move a field down. Make sure that the order fields appear in the included fields list matches the order that information appears in your import file.
5. If you separate your fields by length, select a field from the included fields list and click **Edit Size** to change the fixed length of the field.

The Import Field Size window appears.



6. Click the up and down arrows next to the field name to adjust the field size.
7. Click **OK** to save your changes and return to the Import Wizard or click **Cancel** to return to the Import Wizard without saving changes to the field size.

## Confirm Field Selections

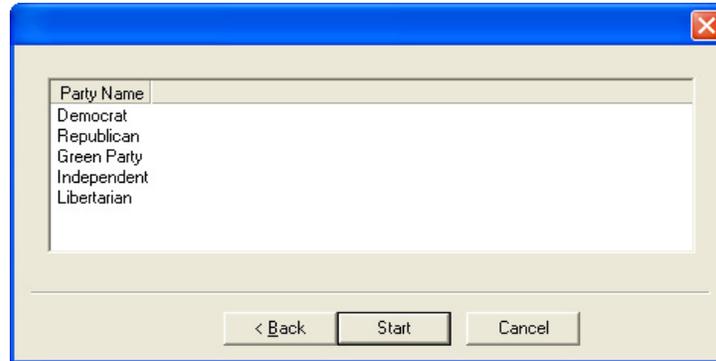
Take the following steps to confirm your selections and import election information.

1. In the Import Wizard field selection window, click **Next** to preview your import file and confirm your field selections.

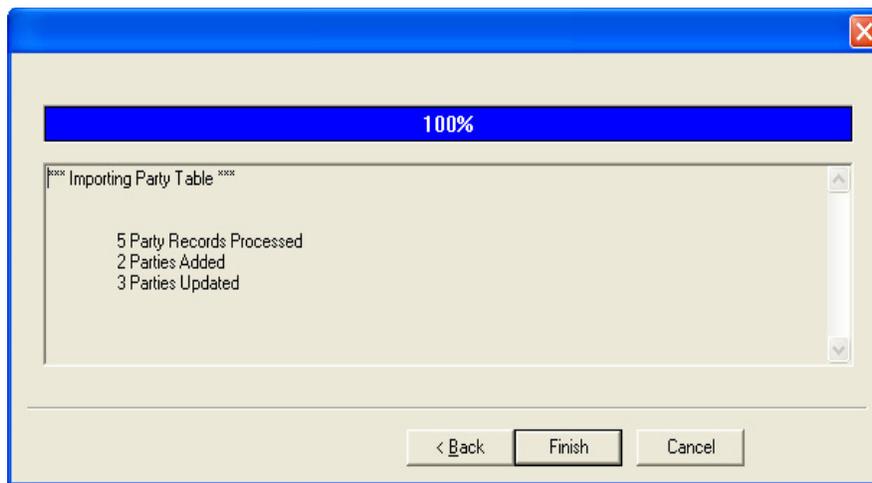
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2. Make sure the correct election data appears under the heading for the appropriate field. Click **Back** to correct any mistakes.
3. Click **Start** to import your election information.



4. Status messages appear in the bottom portion of the window. Click **Finish** when the import process completes to return to the Election Data Manager main screen.

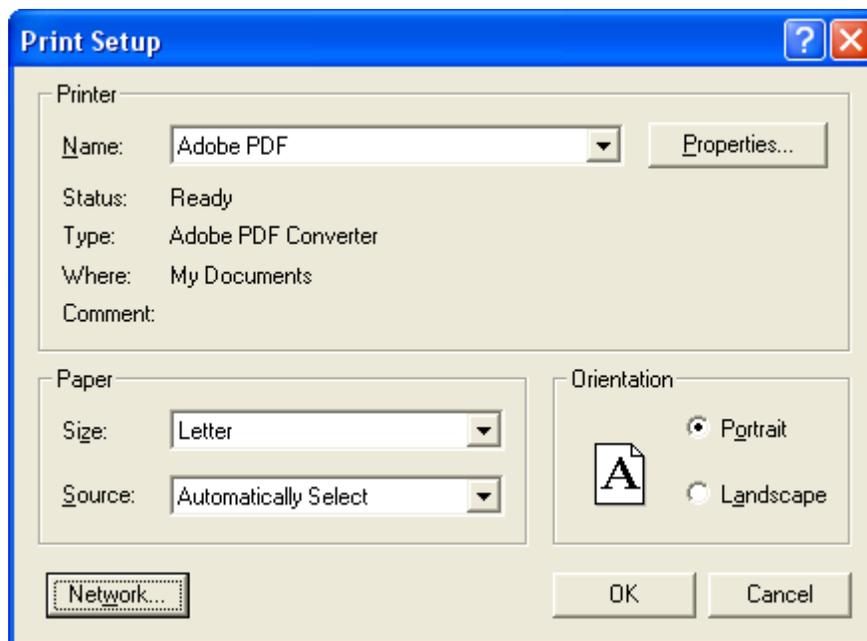
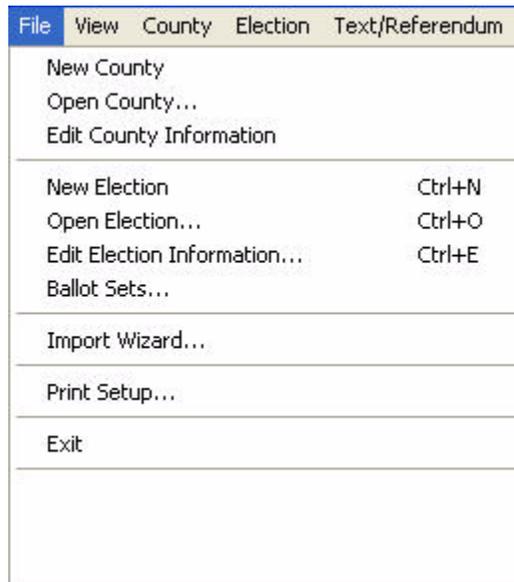
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## Chapter 16: Print Setup

Click the **Print Setup** option from the **File** menu to access the standard windows print screen.



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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Part 4: County Menu

Use the commands under the **County** menu to customize your county database. Use the county database to store all of your jurisdiction's election information for future use.

Part 4 contains the following commands.

- ❖ Chapter 17: Language
- ❖ Chapter 18: Precincts
- ❖ Chapter 19: District Types
- ❖ Chapter 20: District Names
- ❖ Chapter 21: District Relations
- ❖ Chapter 22: Parties
- ❖ Chapter 23: Office Headings
- ❖ Chapter 24: Poll Tape Affidavits
- ❖ Chapter 25: Master Office File
- ❖ Chapter 26: Evaluate District Relations

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Chapter 17: Language

The **Language** option enables you to include multiple languages on your ballot.

County	Election	Text/Reference
Language		
Precincts		
District Types		
District Names		
District Relations		
Parties		
Office Headings		
Poll Tape Affidavits		
Master Office File		
Evaluate District Relations		

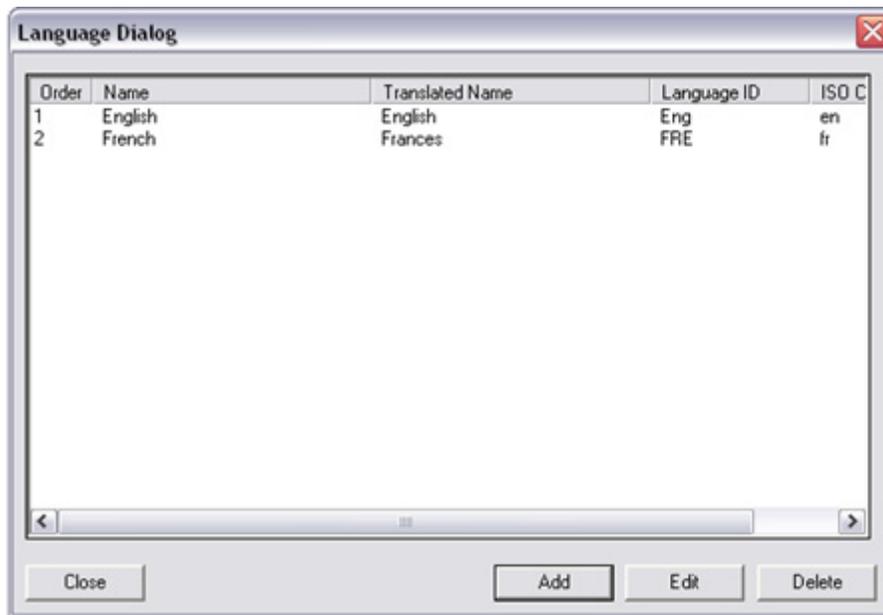
### Add a Language

1. Under the **County** menu, select **Language**.  
The Language Dialog window appears.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

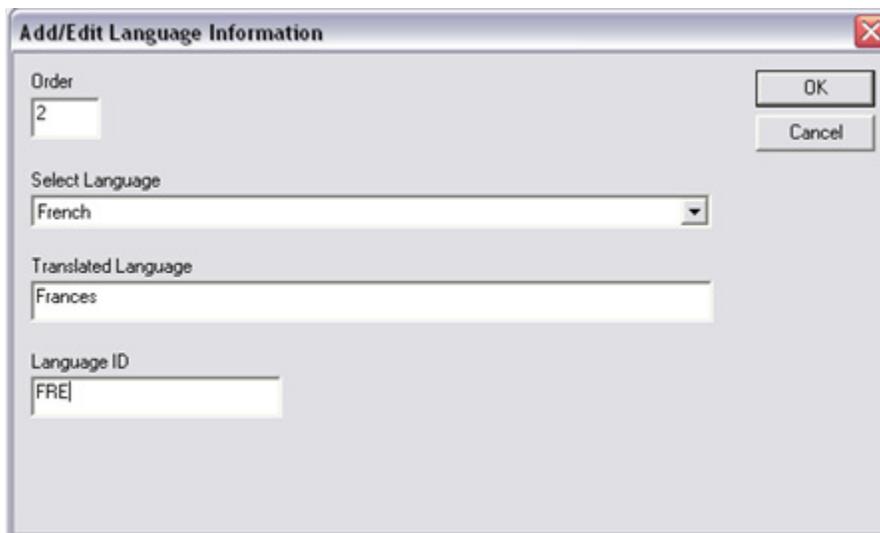
The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

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2. Click **Add**.

The Add / Edit language Information window appears.



3. In the **Order** box, type a number to set the position of the selected language relative to the other languages on your ballot.

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**NOTE:** The lower the number, the higher the selected language appears on your ballots. Always set the **Order** for English at one.

4. Select a ballot language from the **Select Language** list. Election Data Manager supports the following ballot languages:

- English
- Chinese (traditional)
- Chinese (simplified)
- Creole
- Dutch
- French
- German
- Italian
- Japanese
- Korean
- Portuguese
- Spanish
- Tagalog
- Vietnamese

5. In the **Translated Language** box, type the name of your language as it appears in the selected language.

**Example:** type “Espanol” in the **Translated Language** box if you selected **Spanish** from the **Select Language** list.

6. Type a three-character language code in the **Language ID** box.



**NOTE:** Ballot layout artists use the language code in iVotronic Image Manager to place additional languages on the ballot.

7. Click **OK** to save the settings for your selected language and enter preferences for an additional language. Click **Cancel** after you click **OK** to return to the Language Dialog window.

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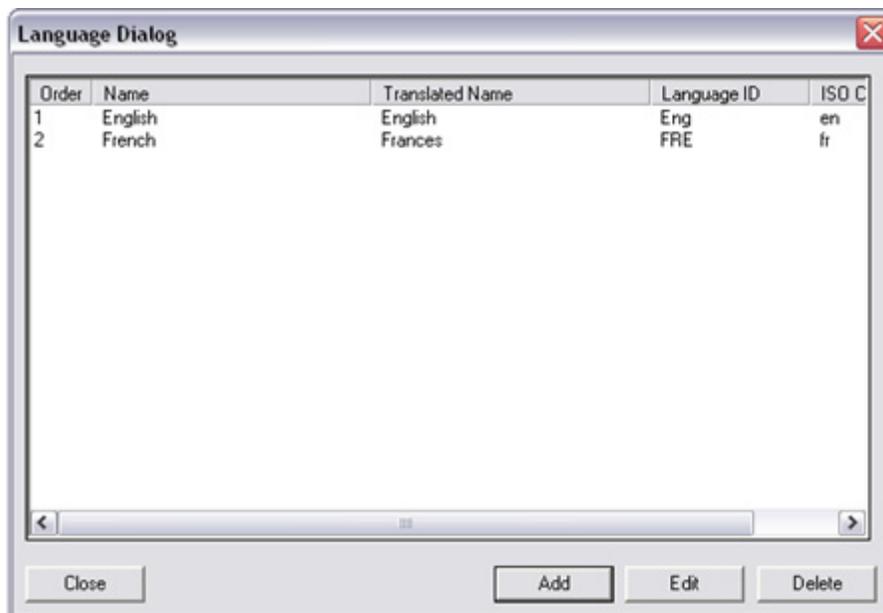


**NOTE:** Election Data Manager automatically enters the ISO code in the Language Dialog window based on the language that you select from the **Select Language** list.

## Edit a Language

1. Under the **County** menu, select **Language**.

The Language Dialog window appears.



2. Select the Language you want to make changes to and click **Edit**.

The Add / Edit language Information window appears.

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The screenshot shows a dialog box titled "Add/Edit Language Information". It contains the following fields and values:

- Order:** 2
- Select Language:** French
- Translated Language:** Frances
- Language ID:** FRE

Buttons for "OK" and "Cancel" are located in the top right corner.

3. Make the necessary changes.
4. Click **OK** to save information or click **Cancel** to return to the Language Dialog window.

## Delete a Language

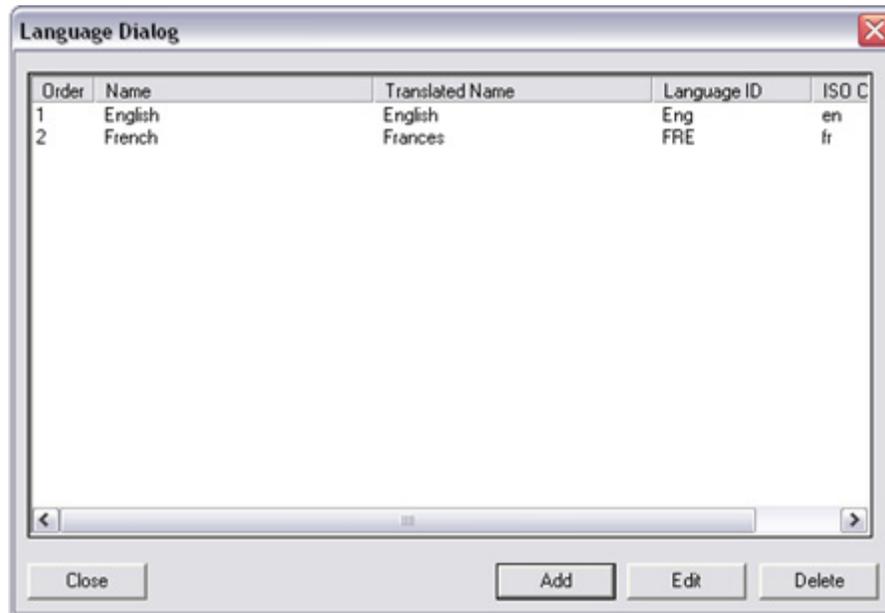
1. Under the **County** menu, select **Language**.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Language Dialog window appears.



2. Select the Language you want to delete and click **Delete**.  
The message “Are you sure you want to delete this language?” appears.
3. Click **Yes** to delete the Language or **No** to return to the Language Dialog window.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

# Chapter 18: Precincts

ES&S uses the term “precinct” to describe the smallest political subdivision in a jurisdiction. Use the **Precincts** option to identify the subdivisions in your jurisdiction.

County	Election	Text/Referenc
Language		
Precincts		
District Types		
District Names		
District Relations		
Parties		
Office Headings		
Poll Tape Affidavits		
Master Office File		
Evaluate District Relations		

**Split Precinct:** A split precinct is a precinct that requires more than one ballot style to account for a subdivision within the precinct.

In split precincts, a geographic portion of the precinct falls into a different voting jurisdiction than the rest of the precinct. For example, if a portion of Lincoln Township falls within a separate school district than the rest of the precinct, residents of the township vote a split ballot for school contests even though the rest of the ballot may be identical.

**Example:** If your county contains a precinct called Lincoln Township with two splits, type 01-01 in the **Split Name** box for the first split. Then, create a second, identical, precinct record for Lincoln Township and type 01-02 in the **Split Name** box to designate the second split.



**NOTE:** Do not assign split numbers to precincts without splits.

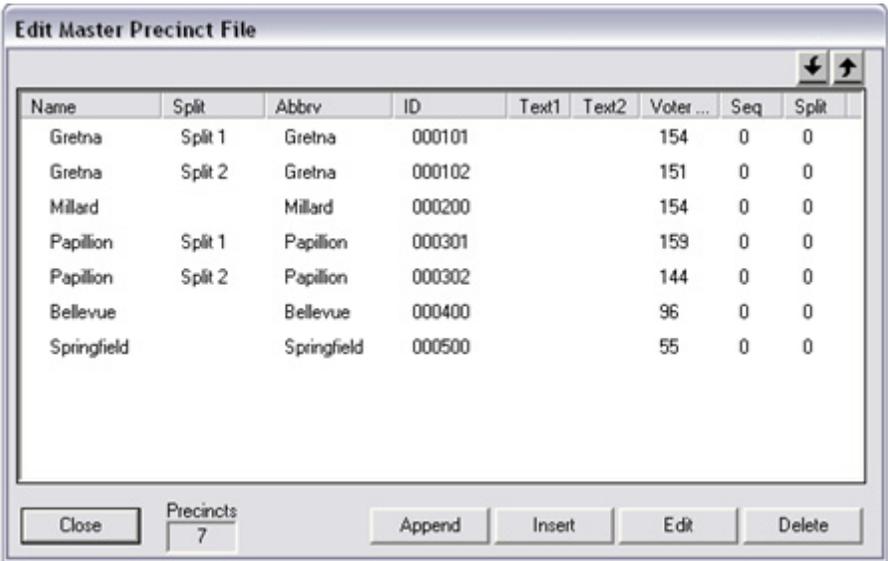
**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

# Add a Precinct

1. Under the **County** menu, select **Precincts**.  
The Edit Master Precinct File window appears.



2. Click **Append** to add a new precinct to the end of the master list. Select a precinct and click **Insert** to add a new precinct directly above the selected precinct on your list.  
The Edit Precinct Information window appears.

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- Network results transmission and Networked central tabulators

3. In the **Precinct Name** box, type the full name of your precinct. Add precinct records to your county database in the same order that you want precinct results to appear on election reports.
4. If this is a split precinct, type a precinct number and a split number in the **Split Name** box.

Leave the **Split Name** box blank if this precinct is not split.

5. The name in the **Precinct Name** box automatically appears in the **HPM Name** box when you press TAB.

Hardware Programming Manager reads names from the **HPM Name** box to identify precincts. Be sure to delete the split identifier from the **HPM Name** box before you export your database files to Hardware Programming Manager.

6. In the **Precinct ID** box, type a six-digit number to identify your precinct.  
Type the identification number for your precinct as the first four numbers in the **Precinct ID** box and enter the split number as the last two numbers.

**Example:** If the identification number for Lincoln Township is 10, type 001002 in the **Precinct ID** box for Lincoln Township, split two. Type 00 at the end of the precinct identifier for precincts that are not split.

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**NOTE:** Hardware Programming Manager and Election Reporting Manager read the six-digit **Precinct ID** code to identify precincts and splits.

7. If your state requires its own identifiers for Secretary of State reporting purposes, enter that identifier in the **Alternate Precinct ID** box.

## Additional Text and Ballot Flags

Use the **Additional Text** boxes in the Edit Precinct Information window to include precinct descriptions on your ballot.



**NOTE:** The **Flags** boxes can be used by advanced users to place graphic, text or production frames on specific paper ballots. The **Flags** cannot be used for iVotronic ballots.

In the **Additional Text** boxes, type precinct text, polling place names or extra ballot information that you want to place with the name of your precinct on your ballots. You can enter up to 80 characters in each **Additional Text** box.

Polling place names only appear on the ballot if you type the names in the **Additional Text** boxes in this window.

## Select Poll and Absentee Ballots



**Warning:** Do not select a **Poll Ballot** or **Absentee Ballot** unless directed to do so by your Secretary of State's office.

Some jurisdictions that are part of a statewide voting system use the **Poll Ballot** and **Absentee Ballot** lists at the bottom of the Edit Precinct Information window to specify ballot types for statewide results reports.

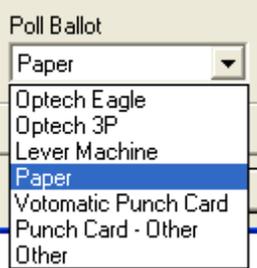
Take the following steps to select poll and absentee ballots.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

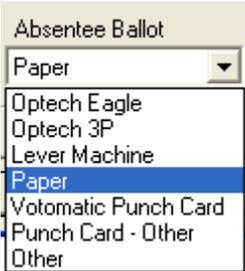
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1. From the **Poll Ballot** list, select the type of ballot tabulator your jurisdiction uses to scan Election Day ballots. The following options are available from the **Poll Ballot** list.



2. From the **Absentee Ballot** list, select the type of scanner your jurisdiction uses to tabulate absentee ballots. The following options are available from the **Absentee Ballot** list.



## Edit a Precinct

1. Under the **County** menu, select **Precincts**.

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- Unity iVotronic Ballot Image Manager (iVIM)
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The Edit Master Precinct File window appears.

The screenshot shows the 'Edit Master Precinct File' window. It contains a table with the following data:

Name	Split	Abbrv	ID	Text1	Text2	Voter...	Seq	Split
Gretna	Split 1	Gretna	000101			154	0	0
Gretna	Split 2	Gretna	000102			151	0	0
Millard		Millard	000200			154	0	0
Papillion	Split 1	Papillion	000301			159	0	0
Papillion	Split 2	Papillion	000302			144	0	0
Bellevue		Bellevue	000400			96	0	0
Springfield		Springfield	000500			55	0	0

Below the table are several buttons: 'Close', 'Precincts 7', 'Append', 'Insert', 'Edit', and 'Delete'. There are also navigation arrows in the top right corner.

2. Click the Precinct you wish to edit and click **Edit**.

The Edit Precinct Information window appears.

The screenshot shows the 'Edit Precinct Information' window. It has two tabs: 'Precinct Information' (selected) and 'Election Information'. The 'Precinct Information' tab contains the following fields:

- Precinct Name: Gretna
- Split Name: Split 2
- HPM Name: Gretna
- Precinct ID: 000102
- Alternate Precinct ID: (empty)
- Additional Text: (empty)
- Flags: 1  2  3  4  5
- Poll Ballot: (dropdown menu)
- Absentee Ballot: (dropdown menu)

On the right side, there are navigation buttons: 'First', 'Prev', 'Next', and 'Last'. At the bottom, there are 'OK', 'Cancel', and 'Help' buttons.

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

- 3. Make any necessary changes.



Refer to the [Add a Precinct](#) heading in this chapter for specific instructions for editing precinct information.

- 4. Click **OK** to save your changes or **Cancel** to return to the Edit Master Precinct File window.

### Delete a Precinct

- 1. Under the **County** menu, select **Precincts**.  
The Edit Master Precinct File window appears.

Name	Split	Abbrev	ID	Text1	Text2	Voter ...	Seq	Split
Gretna	Split 1	Gretna	000101			154	0	0
Gretna	Split 2	Gretna	000102			151	0	0
Millard		Millard	000200			154	0	0
Papillion	Split 1	Papillion	000301			159	0	0
Papillion	Split 2	Papillion	000302			144	0	0
Bellevue		Bellevue	000400			96	0	0
Springfield		Springfield	000500			55	0	0

Buttons: Close, Precincts: 7, Append, Insert, Edit, Delete

- 2. Click the Precinct you wish to delete and click **Delete**.  
The message, “Are you sure you want to delete this precinct?” appears.
- 3. Click **Yes** to delete the selected precinct or **No** to return to the Edit Master Precinct File window.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- Automated Bar Code Reader (ABCR) ●iVotronic DRE ●Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM) ● Network results transmission and Networked central tabulators

## Enter Election Information

The **Election Information** tab is available in the Edit Precinct Information window if you select one of the following as your **Ballot Type** in the Merge Preferences window.

- ❖ ESS Image Manager
- ❖ iVotronic Image Manager

Use the options under the **Election Information** tab to enter registered voter totals for your jurisdiction and to select the method Election Data Manager uses to generate ballot codes.

1. Click the **Election Information** tab.

The Edit Precinct Information window appears.



2. Triple-click the number next to the party name whose registered voter totals you want to update. A box appears around the party total indicating that Election Data Manager is ready for you to enter totals.

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- Unity iVotronic Ballot Image Manager (iVIM)
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Voter ...	Party
250	NONPARTISAN

3. Type the number of registered voters for each party in your selected precinct.
4. Press ENTER after you enter each party total to update the **Total Registration** value at the bottom of the window.

Enter registered voters by party when you program a primary election. Enter a single voter total in the pre-programmed "NONPARTISAN" category when you program a general election.



**NOTE:** Election Data Manager uses the registered voter numbers entered in the Edit Precinct Information window to determine rotation if the number of registered voters in a party determines the rotation of a precinct.

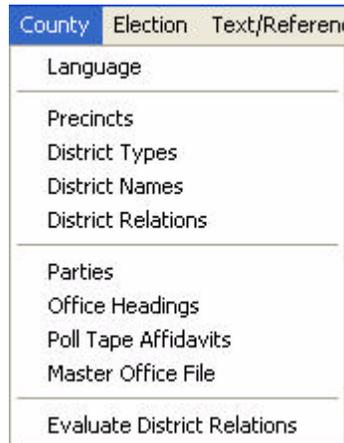
**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- Automated Bar Code Reader (ABCR)
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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

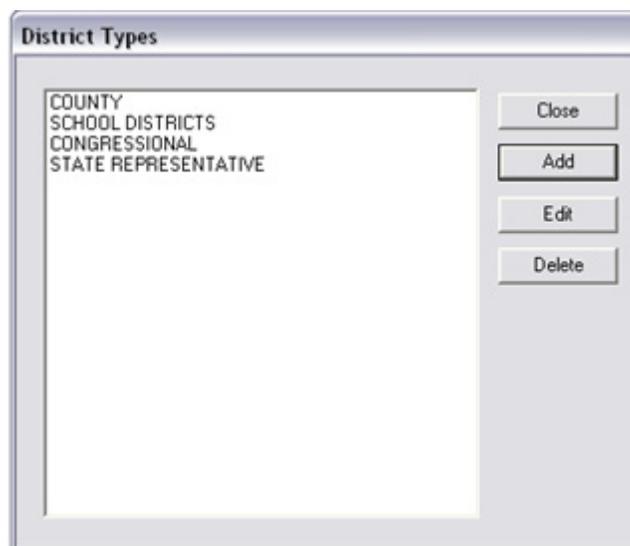
## Chapter 19: District Types

Election Data Manager organizes offices according to district type. Use the **District Types** option to define the district types in your jurisdiction.



### Add a District Type

1. Under the **County** menu, select **District Types**.  
The District Types window appears.



#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

2. Click **Add** to create a new district type in your jurisdiction database.  
The District Type window appears.

3. In the **District Type Name** box, type the name for your district type.



**NOTE:** Create a countywide district type to link offices contested county wide to every ballot in your jurisdiction. Type “COUNTY” in the **District Type Name** box.

4. Click **OK** to add the district type to your county database.
5. Add all of your jurisdiction’s district types in the District Type window and click **Close** to return to the District Types list.



**NOTE:** Remember to click **OK** to save your last district type to your database before you click **Close** to exit the District Type window.

## Edit a District Type

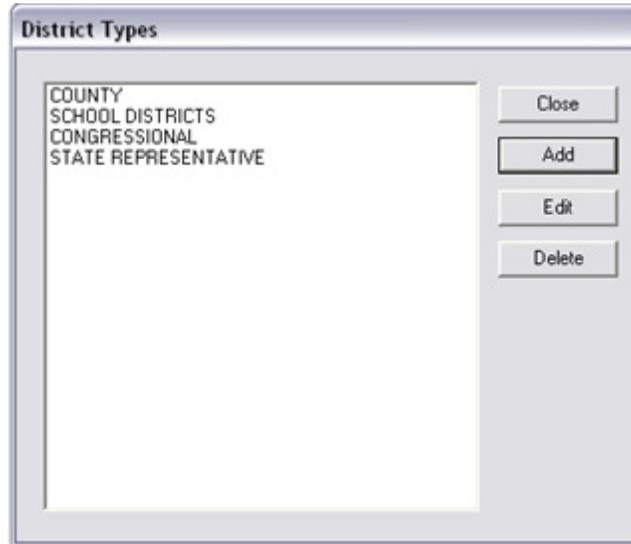
1. Under the **County** menu, select **District Types**.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The District Types window appears.



2. Select the district you wish to change and click **Edit**.  
The District Type window appears.



3. Make any necessary changes.
4. Click **OK** to save changes or **Cancel** to return to the District Types window.

## Delete a District Type

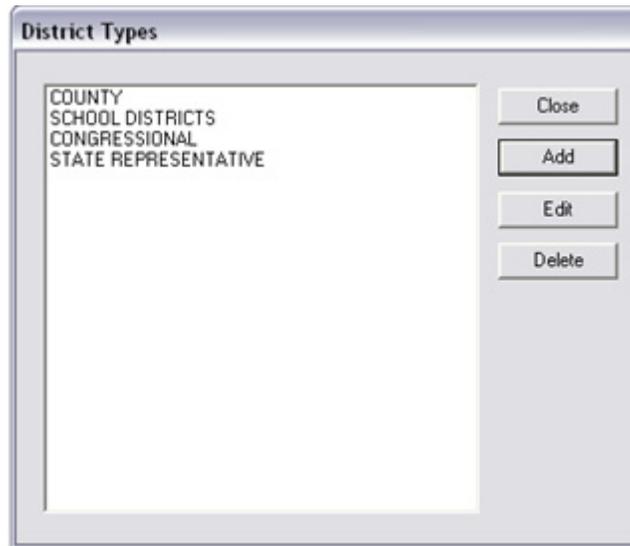
1. Under the **County** menu, select **District Types**.

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The District Types window appears.



2. Select the district type you wish to remove and click **Delete**.  
The message, "Are you sure you want to delete this district type?" appears.
3. Select **Yes** to Delete the District or **No** to return to District Types window.

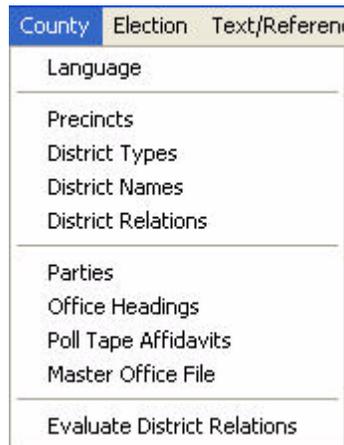
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## Chapter 20: District Names

Use the **District Names** command under the **County** menu to add individual districts to your district types. Enter district names exactly as you want the names to appear on your ballots.



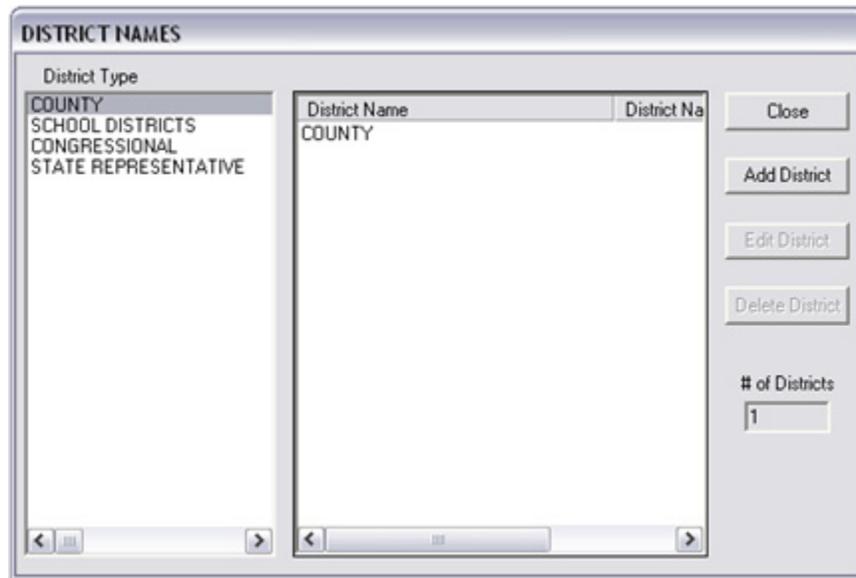
### Add a District Name

1. Under the **County** menu, click **District Names**.  
The District Names window appears.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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2. Select a district type in the box on the left side of the District Names window. The district names linked to the selected type appear in the box on the right and the number of districts linked to the selected type appears in the **# of Districts** box.
3. Click **Add District**.  
The District Name window appears.



4. In the **District Name** box, type the name of the district that you want to create. This field has a limit of 40 characters.

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5. Type additional district text, such as a district abbreviation, in the **District Name 2** box. This field has a limit of 40 characters.
6. In the **District ID** box, type the seven-character district code that Image Manager and Hardware Programming Manager will use to recognize your district. Type a three-character district abbreviation followed by a four-character district identification number.

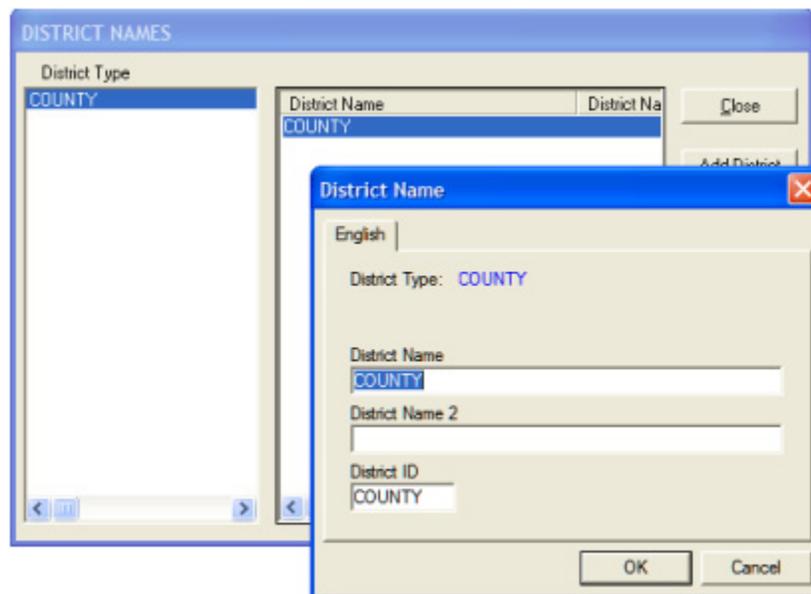
**Example:** Type “CNG0075” for the 75<sup>th</sup> Congressional District. Type “COUNTY” in the **District ID** box to create a district name to link to your countywide district type.



**NOTE:** Make sure that the three-letter district abbreviations that you use in the **District ID** box match the district abbreviations that you set up later in Hardware Programming Manager.

7. Click **OK** to save your district name settings or click **Cancel** after you create all of the districts for the selected type to return to the District Names window.

You must create a district name under the County District type. Enter “COUNTY” in the **District Name** box, and “COUNTY” in the **District ID** box. The COUNTY District ID is used in EDM to generate statistical counters for all precincts.



**NOTICE OF UNCERTIFIED FUNCTIONALITY**

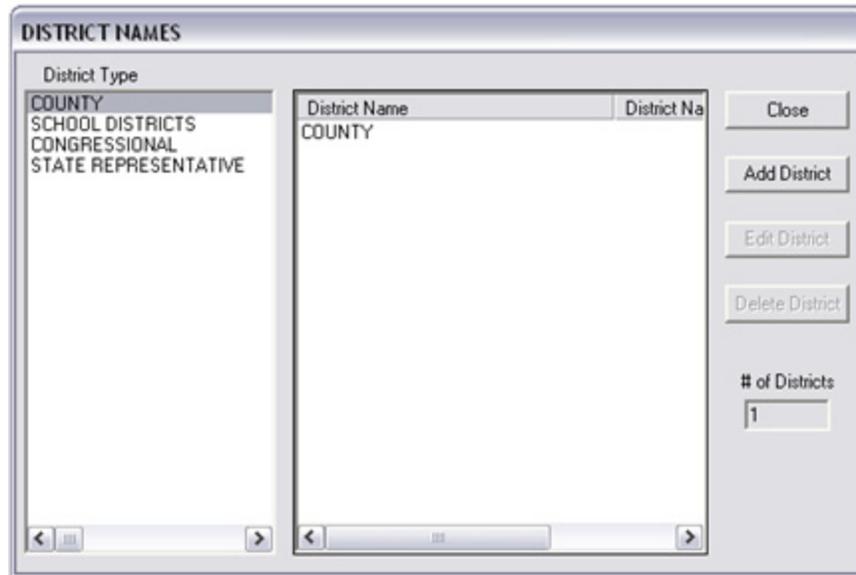
The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

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- Unity iVotronic Ballot Image Manager (iVIM)
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## Edit a District Name

1. Under the **County** menu, click **District Names**.

The District Names window appears.



2. Select a district type in the box on the left side and select the District Name you wish to edit, click **Edit**.

The District Name window appears.



3. Make any necessary changes.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

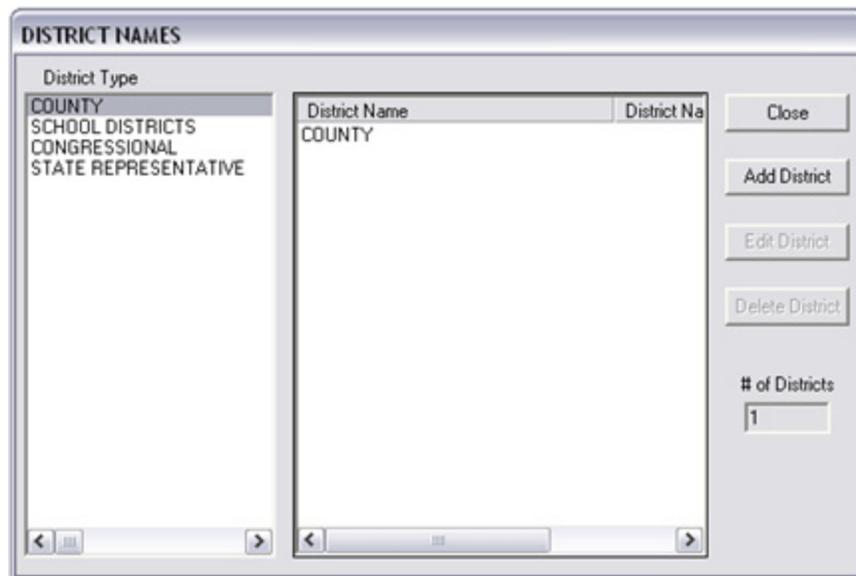
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4. Click **OK** to save changes or click **Cancel** to return to the District Names window.
5. Click **Close** to exit the District Names window.

## Delete a District Name

1. Under the **County** menu, click **District Names**.  
The District Names window appears.



2. Select a district type in the box on the left side and select the District Name you wish to remove, click **Delete**.
3. Click **Yes** to Delete or **No** to return to District Names window.
4. Click **Close** to exit the District Names window.

## Additional Languages for District Names

Use the additional language options to format your district name text in multiple ballot languages.

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Refer to [Chapter 17: Language](#) for information about selecting additional languages for your ballots.

1. In the District Name window, click a tab for an additional ballot language to access the language options for your district name.

2. In the **District Name** box, type the name of your district translated into your selected language. This field has a limit of 40 characters.
3. In the **District Name 2** box, type additional district text translated into your selected language. This field has a limit of 40 characters.
4. Click **OK** to save your district name settings and enter data for a new district name or click **Cancel** to return to the District Names window.
5. Click **Close** to exit the District Names window.

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## Chapter 21: District Relations

Use the **District Relations** option to link your **District Names** to the precincts in your jurisdiction. The relationships that you set up between your districts and precincts determine which contests appear on which ballots in your jurisdiction.



### Assign District Relationships

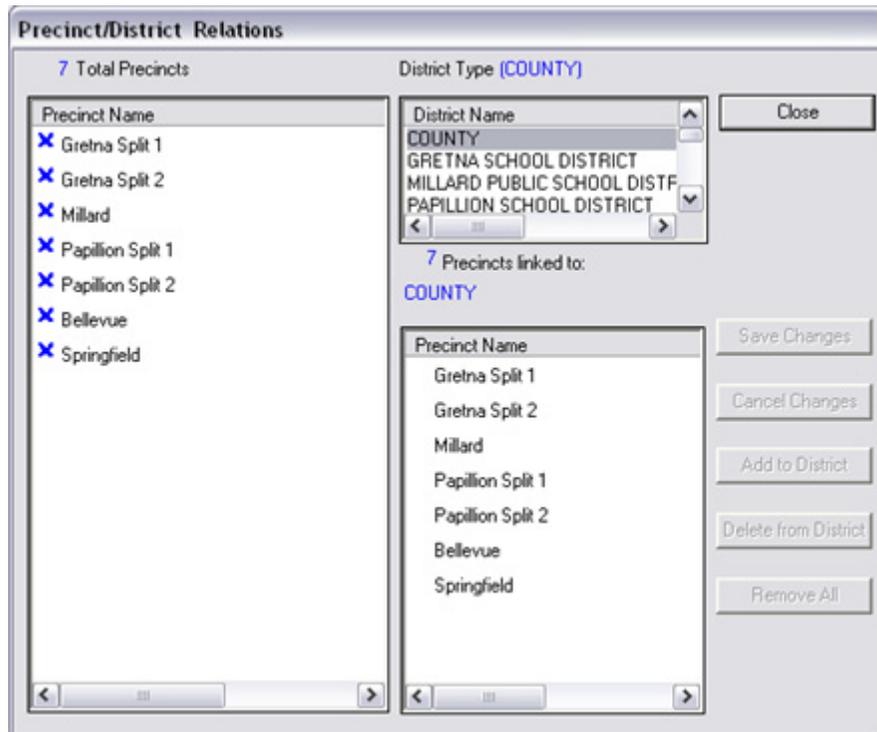
1. Open the **County** menu and click **District Relations**.

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Precinct/District Relations window appears.



2. In the **District Names** list, select a district, then press and hold the CTRL key while you click each precinct in the **Precinct Name** list on the left side of the window that you want to link to the selected district. For example, in the example shown in the preceding window, if you select **GRETNA SCHOOL DISTRICT** in the **District Name** list, you would click only Gretna Split 1 and Gretna Split 2 in the **Precinct Name** list on the left side of the window.



**NOTE:** The **Add to District** button is inactive until you select a precinct from the **Precinct Name** list.

3. Click **Add to District** to save the Precinct/District links to your jurisdiction's database.

The precincts you linked to the selected district appear in the **Precinct Name** list at the bottom right of the window. Green arrows → appear next to the names of precincts recently linked to the district.

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4. Click **Save Changes** after you link all of the necessary precincts to your selected district.

Dark blue **Xs** appear next to precincts linked to the selected district. Light blue **Xs** appear next to precincts linked to districts that share the same district type as the selected district.



**Warning:** Red **Xs** appear next to the names of precincts linked to two or more districts that share the same type. If one or more red **Xs** appear in your Precinct Name frame, you must relink your precincts to remove the red **Xs**.

5. Save your changes each time you link precincts to an individual district so that you can view the status of your precincts when you link files to the next district.
6. Click **Close** to exit the Precinct/District Relations window.

## Delete a District Relationship

1. Under the **District Name** list at the top right of the Precinct/District Relations window, select the district relationships you want to delete.
2. Select the precinct that you want to remove from the **Precinct Name** list at the bottom right of the window.
3. Click **Delete from District** to remove the precinct.
4. Click **Save Changes** to save your settings.
5. Click **Close** to exit the Precinct/District Relations window.

## Remove all Precincts from a District

To remove all of the precincts links from a district, select a district and then select the first precinct linked to the district in the **Precinct Name** list at the bottom right of the window. Click **Remove All** to remove all of the precinct relationships from the selected district. Click **Close** to exit the Precinct/District Relations window.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 22: Parties

Use the **Parties** option to enter party information in your county database.



### Add a Party Name

1. Under the **County** menu, select **Parties**.  
The Party Names window appears.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

Order	Party ID	Device Code	Exc...	Party Name	Party Slogar
0	NON			NONPARTISAN	
1	DEM			DEMOCRATIC PARTY	
2	REP			REPUBLICAN PARTY	
3	IND			INDEPENDENT PARTY	
4	LIB			Libertarian	

Election Data Manager includes a pre programmed NONPARTISAN (NON) party in the party list, used to classify ballots for general elections and control the format of nonpartisan contests. The nonpartisan party name is uppercase by default, but you can change the name to lowercase if necessary.

2. Click **Add**.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Party Name window appears.



**NOTE:** A “Crossover” Party must be added to the Hardware Programming Manager Political Party Master for open primary or pick elections.

3. In the **Order** box, type a party sequence number.

Straight party voting is a method of voting in which a voter can select a single party from a straight party ballot list to automatically vote for candidates from that party in all partisan contests on your ballots. If your jurisdiction uses straight party voting, enter your party names in the order that the names appear in the straight party list. The sequence number determines the order that party names appear in the straight party list and the order that candidates appear in ballot contests when you use party order to position your candidates.

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

For example: type 1 in the **Order** box to place the selected party first in the straight party list and assign candidates from the selected party the first position in each ballot contest. Assign sequence numbers if your jurisdiction uses paper ballots or optical scan ballots that do not require exact candidate positioning.

The order that you enter your parties also controls the home position for candidate rotation.



Refer to the [Office Information](#) heading in [Chapter 23: Office Headings](#) for more information about candidate rotation.

4. In the **ID** box, enter the three-letter party abbreviation that Hardware Programming Manager ES&S Image Manager and iVotronic Image Manager use to recognize the political parties in your election.
5. In the **Device Code** box, type a value that differentiates the ballots for each of your political parties in a primary election. Select **Use Party Device Code** under the **Election Preferences** tab in the Merge Preferences window to activate device codes.



Refer to the [Create a Ballot Set](#) heading in [Chapter 14: Merge Preferences](#) for more information about selecting merge options.



**NOTE:** Assign the pre-programmed nonpartisan party the last political party sequence number and type 0 in the **Device Code** box to make sure that your nonpartisan contests appear on the correct ballots.

6. In the **Party Name** box, type the full name of your political party (“Democrat,” for example).
7. In the **Additional Text** boxes, enter additional party text such as abbreviations or party slogans.
8. Click the **Exclude from Straight Party** check box if you do not want to include the current party in the selection area for your straight party contest.

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

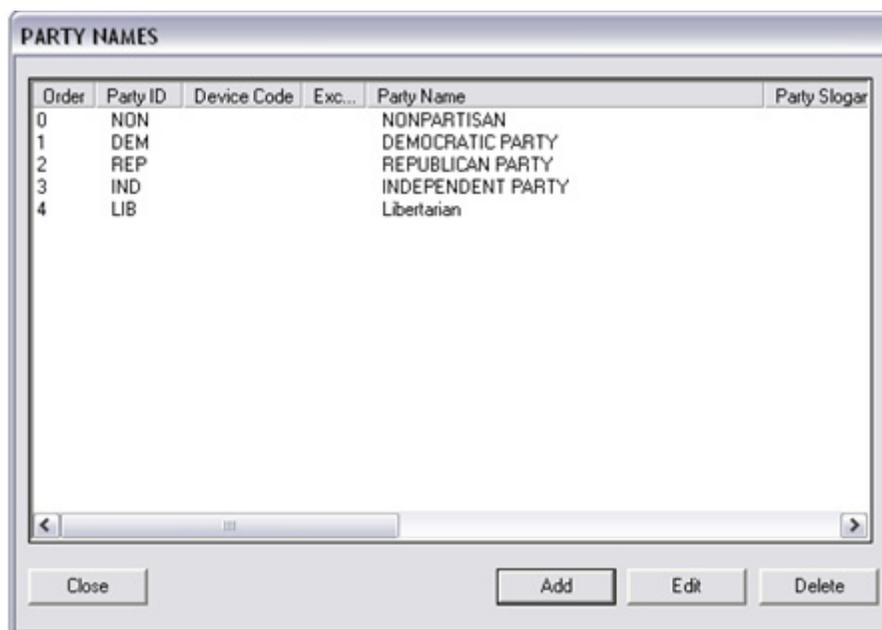
A straight party contest is identical to a regular contest except that party names appear in the contest selection area instead of candidate names. Voters can mark a party under the straight party contest to select a candidate from the selected party in each of the remaining races on the ballot.

9. Click **Browse** next to the **Party Graphic File** box to place a party graphic next to the party text on your ballots.
10. In the Browse window, search your computer for the appropriate bitmap (.bmp) image, select the image and click **OK** to place the image on your ballot. The path to the image appears in the **Party Graphic File** box in the Party Name window.

## Edit a Party Name

1. Under the **County** menu, select **Parties**.

The Party Names window appears.



2. Select the Party Name you want to change and click **Edit**.

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Party Name window appears.

3. Make any necessary changes.
4. Click **OK** to save the changed information or click **Cancel** to return to the Party Names window.

## Delete a Party Name

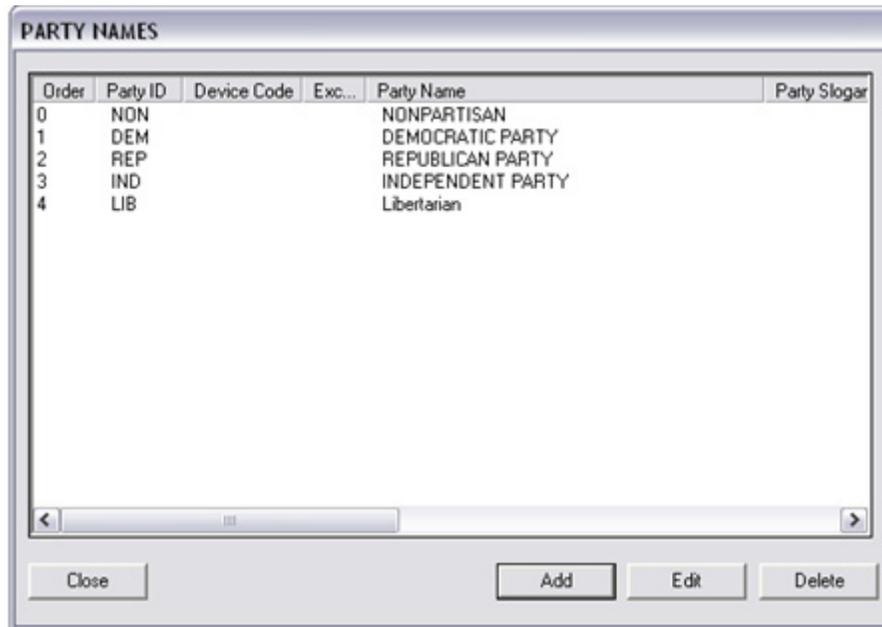
1. Under the **County** menu, select **Parties**.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Party Names window appears.



2. Select the Party Name you want to remove and click **Delete**.  
The message, “Are you sure you want to delete the party name?” appears.
3. Click **Yes** to delete the party name or click **No** to return to the Party Names window.

If a message appears that prevents a party from being deleted from the county master database, it is likely that party is active in the current election. Take the following steps to remove the unwanted party



1. Select **Select Parties from Master Party File** under the **Election** menu to disable the party in the election.
2. Return to the Party Names window under the County menu, and delete the unwanted party.

## Enter Party Data for Additional Ballot Languages

Use the language tabs at the top of the Party Name window to create party information for each of your ballot languages.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

1. Select a tab for an additional ballot language to open a data entry window for your language.

2. In the **Party Name** box, type the name of your selected party translated into your additional ballot language.
3. In the **Additional Text** boxes, type additional party text translated into the selected language.
4. Click **OK** to save your settings or click **Cancel** to return to the Party Names window.

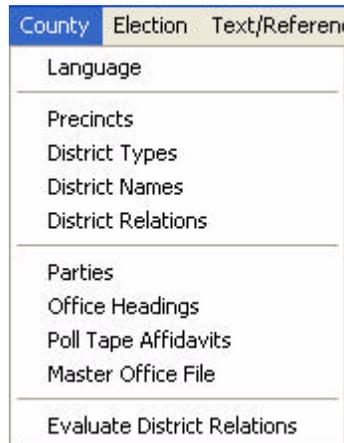
**NOTICE OF UNCERTIFIED FUNCTIONALITY**

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

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- Unity iVotronic Ballot Image Manager (iVIM)
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## Chapter 23: Office Headings

Some jurisdictions group contests on ballots by category (such as Federal, Local, and Judicial). Offices appear under office headings that identify the each office's category. Use the **Office Headings** command under the **County** menu to create category headings for your offices.



**NOTE:** You cannot select the **Office Heading** command if you select **PA Paper Absentee** as your **Ballot Type** in the Merge Preferences window.

### Create an Office Heading

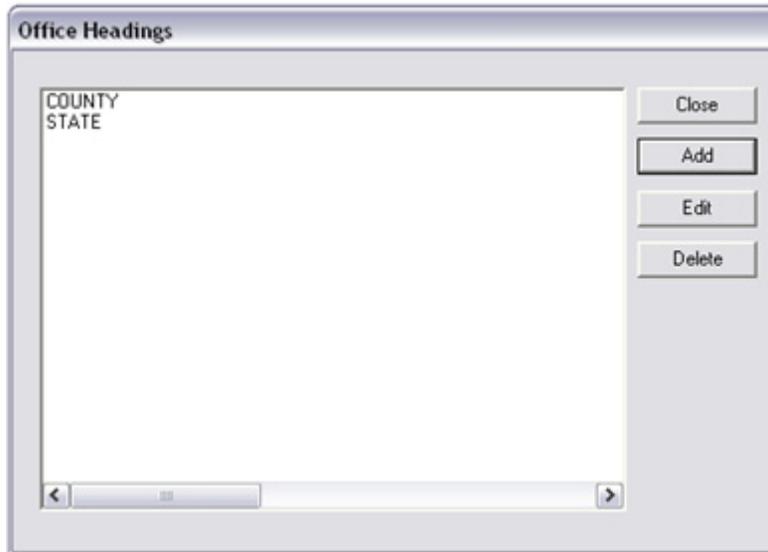
1. Under the **County** menu, click **Office Headings**.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

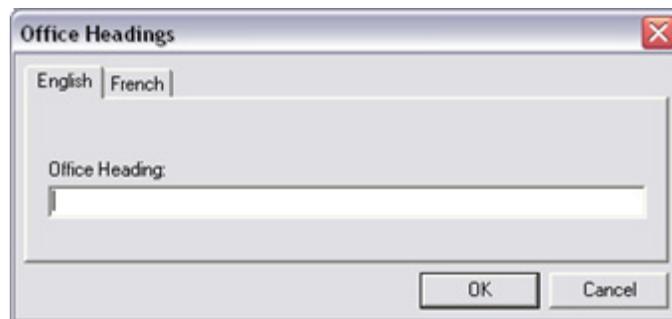
- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Office Headings window appears.



2. Click **Add**.

The Office Headings window appears.



3. In the **Office Headings** box, type the name of the ballot category that you want to add to your jurisdiction database.
4. If your jurisdiction allows additional languages, click a tab for an additional language to create translated header text.
5. Enter translated text for each of the languages included on your ballots.
6. Click **OK** to save your settings and create your next ballot heading. Click **Cancel** to return to the Office Headings window without saving your settings.
7. Click **Close** to exit the Office Headings window.

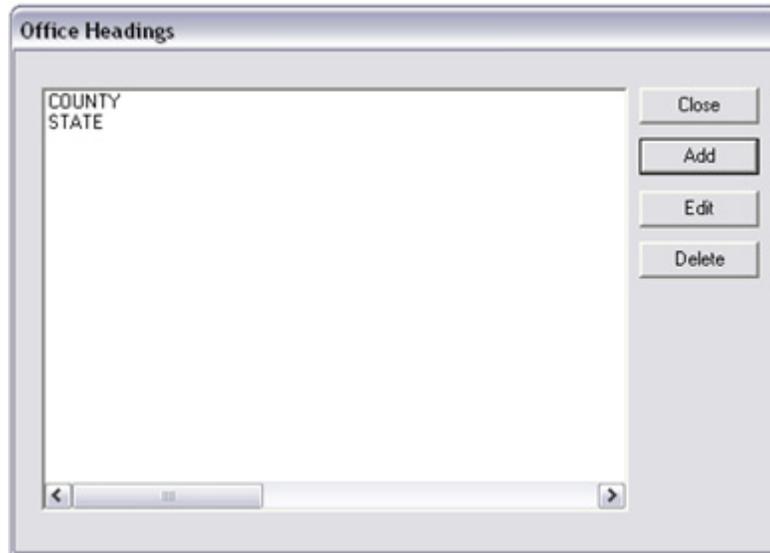
**NOTICE OF UNCERTIFIED FUNCTIONALITY**

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

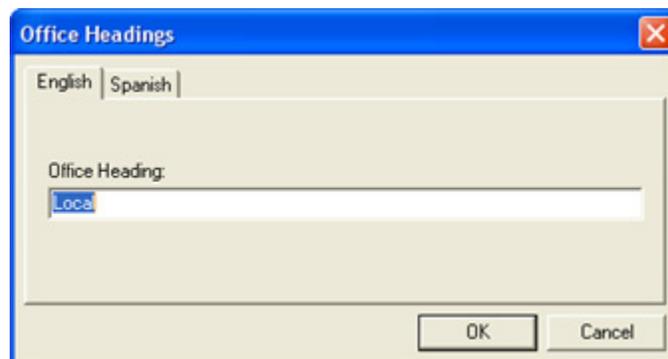
- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Edit an Office Heading

1. Under the **County** menu, click **Office Headings**.  
The Office Headings window appears.



2. Select the Office Heading you wish to change and click **Edit**.  
The Office Headings window appears



3. Make the necessary changes.
4. Click **OK** to save changes or click **Cancel** to return to the Office Headings window.

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## Chapter 24: Poll Tape Affidavits

Use the Poll Tape Affidavits option to enter variable affidavit text and signature lines to update the .pxt file and change the tape output format for iVotronic terminals.

County	Election	Text/Reference
Language		
Precincts		
District Types		
District Names		
District Relations		
Parties		
Office Headings		
Poll Tape Affidavits		
Master Office File		
Evaluate District Relations		

### Edit Poll Tape Affidavits

1. From the **County** menu, click **Poll Tape Affidavits**. The Tape Information window appears.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Network results transmission and Networked central tabulators

**Tape Information**

Election Type: **SPEC**

Tape Type: **Zero**

Tape Text:

WE, THE UNDERSIGNED, DO HEREBY CERTIFY  
THAT ALL COUNTERS WERE ZERO (0) WHEN THE  
POLLS OPENED AND THAT THE ELECTION IS BEING  
HELD IN ACCORDANCE WITH THE LAWS OF THE

Signature	# Lines
Election Judge	5

Buttons: Add, Edit, Delete, Move Up, Move Down, Close

- In the **Election Type** box, select an election type for your jurisdiction. Select one of the following election categories from the **Election Type** list.

Valid codes:

- SPEC - Special
- GENL - General
- CPRI - Closed Primary
- OPRI - Open Primary
- PICK - Pick a Party

- In the **Tape Type** box, select the category of tape you want to edit. Select one of the following categories.

Valid codes:

- Zero - Zero report
- Results - Results report

- In the **Tape Text** field, enter the text you want for your election certification statement. The default text is preloaded in the field.
- If there is more than one position in the **Signature** column, click **Move Up** or **Move Down** to set the order in which the signatures will appear on the tape.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

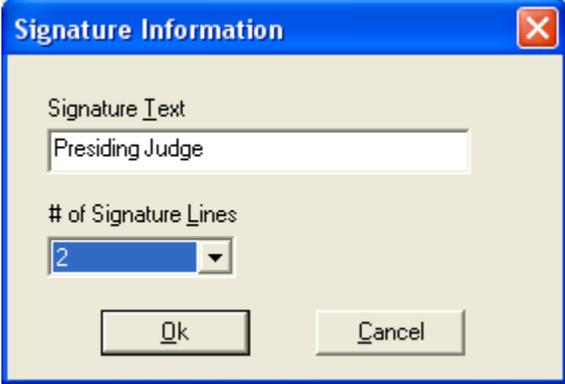
The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Change a Signature

To make changes to an existing signature, highlight the signature you want to change and click **Edit**. Click **Add** to add a new required signature. Delete signature lines by highlighting the signature and clicking **Delete**.

If you select **Add** or **Edit**, the Signature Information window appears.



The image shows a dialog box titled "Signature Information" with a close button (X) in the top right corner. It contains two input fields: "Signature Text" with the value "Presiding Judge" and "# of Signature Lines" with a dropdown menu set to "2". At the bottom, there are two buttons: "Ok" and "Cancel".

1. In the **Signature Text** box, enter the title of the position of those required to certify the election.
2. From the **# of Signature Lines** list, select the number of signatures required. For example, if there are two Presiding Judges, select **2**.
3. Click **OK** to save the changes and return to the Tape Information window. Click **Cancel** to cancel the changes and return to the Tape Information window.
4. Click **Close** to close the Tape Information window.

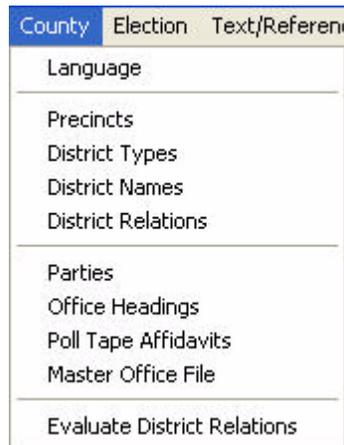
### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Automated Bar Code Reader (ABCR)
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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 25: Master Office File

Select **Master Office File** to manage the offices in your jurisdiction database. Use the office information from your jurisdiction database to create office configurations for individual elections. Create all of the offices contested in a four-year election cycle in your jurisdiction database. Hardware Programming Manager and ES&S Image Manager or iVotronic Image Manager use office identification information from the master office file to position contests on your ballots and tabulate election results.



The following tabs are available for configuration under the Master Office File.

- ❖ [Office Information](#)
- ❖ [Additional Information](#)
- ❖ [Hardware Programming Manager \(Hrd Prg Mgr\)](#)
- ❖ [Additional Ballot Languages for Office Text](#)

### Office Information

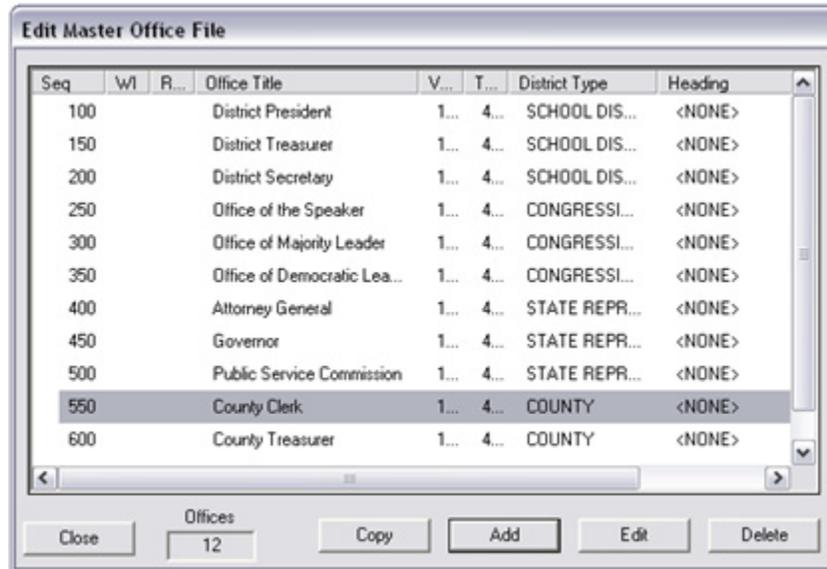
1. From the **County** menu, click **Master Office File**.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Automated Bar Code Reader (ABCR)
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- Network results transmission and Networked central tabulators

The Edit Master Office File window appears.



2. Click **Add**.

The Add Office Information window appears.

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



**NOTE:** The **Hrd Prg Mgr** tab is only available if you select ESS Image Manager, or iVotronic Image Manager as your **Ballot Type** in the Merge Preferences window.

3. In the **Office Title** box, type the name of your contest, such as “For President of the United States” as you want the name to appear on your ballots.



**NOTE:** The text that you enter in the **Office Title** box appears on your ballots and on Election Reporting Manager reports.

4. The office name that you entered in the **Office Title** box automatically appears in the **HPM Office** box when you press TAB to move to another field.



**NOTE:** The office title that you enter in the **HPM Office** box appears on the reports generated directly from your scanning equipment.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

5. If your state requires its own identifier for Secretary of State reporting purposes, enter that identifier in the **Alternate ID** box.
6. In the **Seq #** box, enter an office sequence number to control the order that contests appear on your ballots and in election reports.

Contests with low sequence numbers appear before contests with high sequence numbers. Do not order your offices with consecutive sequence numbers (such as “1,2,3...”). Instead, start your sequence numbers at 100 and advance in increments of 50.

**Example:** Assign the first contest to appear on your ballot and reports a sequence number of 100 and assign the next office the sequence number of 150. You can also categorize your offices with sequence number assignments. For example, you can assign state and county offices three-digit numbers, district offices four-digit numbers and local offices five-digit numbers.

7. In the **Vote for #** box, enter the number of candidates that voters can select to fill the current office.

**Example:** Type 2 in the **Vote for #** box if voters typically select two candidates for the office in an election year.



**NOTE:** If the vote for number for an office changes from year to year, select **Edit/Add Offices for this Election** under the **Election** menu to edit the vote for setting for a single election.

8. In the **Term #** box, enter the number of years that a candidate elected in the current contest holds office.

**Example:** Type 4 in the **Term #** box to designate a four-year term for your presidential office.

9. Select **Allow Write-ins** if your jurisdiction places write-in lines on ballots. The value in the **Number of Write-ins** box automatically changes to match the “vote for” number for the current office. Enter a different value if the number of write-in targets required for the current office is different from the office’s “vote for” limit.
10. Select the **Generate No Candidate Records** option to place a “no candidate” message beneath the text for the current office if no candidates contest the office in an election. Voting targets do not appear next to a “no candidate” message.

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



You can customize your “no candidate” message in the Merge Preferences window.

Refer to the [Office Preferences Tab](#) in [Chapter 14: Merge Preferences](#).

11. Select **Omit if no candidates** to remove an active office from the ballot if no candidates exist for the office.

#### For Florida only:



In Florida, voters from parties that do not have a candidate contesting a universal contest can vote for candidates from the party that does contest the office. Universal contest only appear if the state in election information is **FL**.

Select **Universal Contest** to create a Florida primary with only one party contesting the current office.

12. If you select ESS Image Manager as your ballot type, and you want precinct scanners to return ballots to the voter if this contest is undervoted, select the **Query Undervote** checkbox.
13. From the **District Type** list, select the district type that you want to link to the current office.

Link offices contested countywide to the County district type that you created when you generated district types. Do not link countywide offices to the default <countywide> selection in the **District Type** list.

**Example:** Select **Federal** in the **District Type** list for a congressional contest.



**NOTE:** Select the district type list and type the first letter of the district type that you want to link to your office to select the district type. For example, type “L” in the **District Type** list to select **Legislative**. If more than one district type begins with the same letter, such as legislative and local, type the first letter of the type name additional times to cycle through all of the district types that begin with the letter.

14. From the **Party** list, select the political party that you want to link to the current office. Select **All** to create an office for a general election.
15. If your jurisdiction uses office headings to arrange contests on the ballot, select a heading from the **Office Headings** list to organize the current contest beneath the selected heading.
16. If you use ballot rotations, select one of the following options to rotate candidate names on your ballots from the **Rotation** list.

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Jurisdictions that use ballot rotations vary the position of candidate names on different ballot styles (ballots for different precincts or splits within a precinct) to reduce the likelihood of positional voting bias.

- **Standard Can > 1:** Select **Standard Can > 1** to rotate candidates in an office if more than one candidate contests the office. “Standard” refers to the precinct number. The rotation for your first precinct starts with the candidate in the first position (as determined by your candidate order selections in the Merge Preferences window) followed by the second, third and fourth candidates. In your second precinct, the second candidate in your candidate order appears first followed by the third, fourth and first candidates. The pattern continues for all of the following precincts.
- **District by Reg Voter by Party:** Select **District by Reg Voter by Party** to position the candidates in a primary election based on the population of registered voters for each political party in each of your precincts.

The precinct in your jurisdiction with the largest number of registered voters from a party uses normal candidate positioning based on your candidate settings in the Merge Preferences window (Candidate 1, Candidate 2, Candidate 3). Rotation continues in the following pattern based on the number of registered voters in each of your precincts.

<b>Highest # of Registered Voters</b>	Candidate 1, Candidate 2, Candidate 3
<b>2<sup>nd</sup> Highest # of Registered Voters</b>	Candidate 2, Candidate 3, Candidate 1
<b>3<sup>rd</sup> Highest # of Registered Voters</b>	Candidate 3, Candidate 1, Candidate 2
<b>4<sup>th</sup> Highest # of Registered Voters</b>	Candidate 3, Candidate 1, Candidate 2
<b>5<sup>th</sup> Highest # of Registered Voters</b>	Candidate 2, Candidate 3, Candidate 1
<b>6<sup>th</sup> Highest # of Registered Voters</b>	Candidate 1, Candidate 2, Candidate 3

- **Standard Can > Vote For:** Select **Standard Can > Vote For** to assign candidate rotation only if the number of candidates contesting an office exceeds the vote for number. For example, if you set the “vote for” number of a city council contest at two and two candidates contest the office, the candidates will not rotate on the ballot. If more than two candidates contest the office, candidates rotate according to **Standard Can > 1** rules.

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

- **District by Total Reg Voters (non-Partisan):** Select **District by Total Reg Voters (non-Partisan)** to rotate candidates according to **District by Reg Voter by Party** rules except that the total number of registered voters in precincts determines rotation order rather than the number of registered voters by party. Only use **District by Total Reg Voters (non-Partisan)** rotation for primary elections.
- **District by Total Reg Voters Within Party (General):** In a general election, some jurisdictions group multiple candidates from the same party into party selection groups beneath contest text. Select **District by Total Reg Voters Within Party (General)** to rotate candidates within their party selection area using **District by Total Reg Voters (non-Partisan)** rotation rules. In addition to rotating candidates, the **District by Total Reg Voters Within Party (General)** option rotates the order that party selection groups appear beneath contest text.



See [Chapter 22: Parties](#) for more information about setting the party order.

17. In the **Vote Text** box, type “vote for” text that overrides the default “vote for” message for the current office.

**Example:** Type “Vote for two” if the current office allows voters to select two candidates and your default “vote for” text reads, “Vote for one.”



Refer to the [Office Preferences Tab](#) heading in [Chapter 14: Merge Preferences](#) for more information about configuring default “vote for” text.

18. In the **Term Text** box, type a message to overwrite the default term text for the current office.



Refer to the [Office Preferences Tab](#) heading in [Chapter 14: Merge Preferences](#) for more information about selecting default term text.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Additional Information

Select the **Additional Information** tab in the Edit Office Information window to create additional office text.

The screenshot shows a window titled "Edit Office Information" with a close button in the top right corner. Inside the window, there are several tabs: "Office", "Additional Information", "Htd Pkg Mgr", "Votronic", and "French". The "Additional Information" tab is currently selected. Below the tabs, the text "Office Title: County Clerk" is displayed. Underneath, there is a section labeled "Additional Text" which contains seven numbered text input boxes, numbered 1 through 7. At the bottom right of the window, there are two buttons: "OK" and "Cancel".

Type messages in the **Additional Text** boxes to include extra office text on your ballots. Use the boxes under the following conditions.

- ❖ The title for the active office is too long to fit in the **Office Title** box under the **Office** tab.
- ❖ Your jurisdiction requires you to use variable names to place district names or precinct names with your office text.

Include hard codes with your text to format messages in the **Additional Text** boxes.

**Example:** Type the name of the district type and the variable name for the district number (<GNAME>) in an **Additional Text** box to display the district type and number with your office text (such as “Congressional District 12”).

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



Refer to [Chapter 53: Hard Codes and Variable Names](#) for a complete list of hard codes and variable name flags available in Election Data Manager.

## Hardware Programming Manager (Hrd Prg Mgr)

If your state uses special election rules and your jurisdiction uses Hardware Programming Manager to generate election definitions for your scanning equipment (DS200, Model 100, or Model 650), use the options under the **Hrd Prg Mgr** tab to save a special election configuration in your jurisdiction database.

In the **Special** list, select one of the following options to attach a special election configuration to the current office.

### For Massachusetts only:



The **Group** option allows voters in Massachusetts to choose a group of candidates in a single race by selecting a single ballot option. Unlike a straight party option, where voters can select a single ballot target to vote for all of the candidates from a political party that appear on the ballot, the **Group** option is only available for individual contests.

**Exact:** Activate the **Exact** option to require your voters to select a number of candidates equal to the “vote for” number of each contest on your ballots. If a voter selects fewer than the allowed number of candidates, scanners tabulate the selection as an undervote and none of the candidates selected in the contest receive votes.

### For New York only:



**NY Cross-Endorse:** New York allows a candidate to appear on ballots as many times as a different political party endorses the candidate. For example, if both the Republican and Democratic parties endorse the same candidate, the candidate appears on primary ballots for both parties. In a general election, the candidate’s name may appear multiple times in the same race or the candidate may appear on the ballot once but with multiple party designations (for example, “Candidate Name – Republican/Democrat”). Select **Cross Endorse** from the **Special** list for contests that allow cross-endorsement.

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

**Recall:** Select **Recall** to designate the office as a recall election.



Refer to the [Recall Race](#) heading in [Chapter 39: Text/Referendum](#) for more information about creating a recall election.



**NOTE:** The Recall option only works with Recall Type C.

## Additional Ballot Languages for Office Text

A tab for each ballot language that you selected with the **Language** command under the **County** menu appears in the Edit Office Information window. Select options under each of the tabs to format your office text in multiple ballot languages.



**NOTE:** The language tabs only appear for ESS Image Manager and iVotronic Image Manager ballot types.

1. Click the tab for an additional ballot language to open an office text translation window for the language.

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The following window appears.

2. In the **Translated Office Title** box, type the Office Title that appears in blue at the top of the window translated into your selected ballot language.
3. In the **Translated Vote For Text** box, type the **Vote For Text** that you entered under the **Office** tab in your additional ballot language.
4. In the **Translated Term Phrase** box, type the **Term Text** from under the **Office** tab in the selected ballot language.
5. In the **Translated Additional Text** boxes, type **Additional Text** from under the **Additional Information** tab.
6. Click **OK** to save your office settings and begin entering information for a new office. Click **Cancel** to return to the Edit Master Office File window without saving your settings. Make sure that you click **OK** to save the settings for your last office before you click **Cancel** to exit.

## Edit Office Information

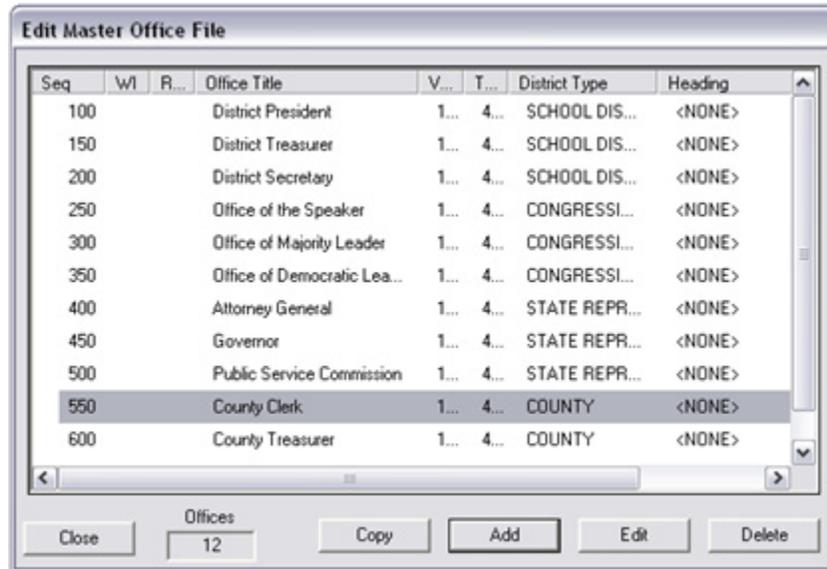
1. Click **Master Office File** under the **County** menu.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Edit Master Office File window appears.



2. Select the office you want to make changes to and click **Edit**.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Edit Office Information window appears.

3. Make any necessary changes.
4. Click **OK** to save changes or **Cancel** to return to the Edit Master Office File window.

## Delete Office Information

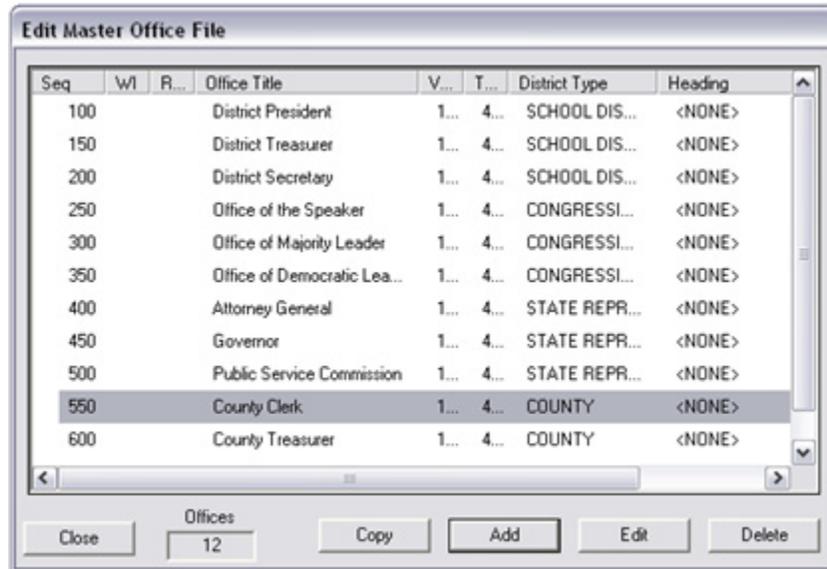
1. Click **Master Office File** under the **County** menu.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Edit Master Office File window appears.



2. Select the office you want to remove and click **Delete**. A window similar to the following appears, asking you to verify the deletion.



3. Click **Yes** to Delete the office or **No** to return to the Edit Master Office File window.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

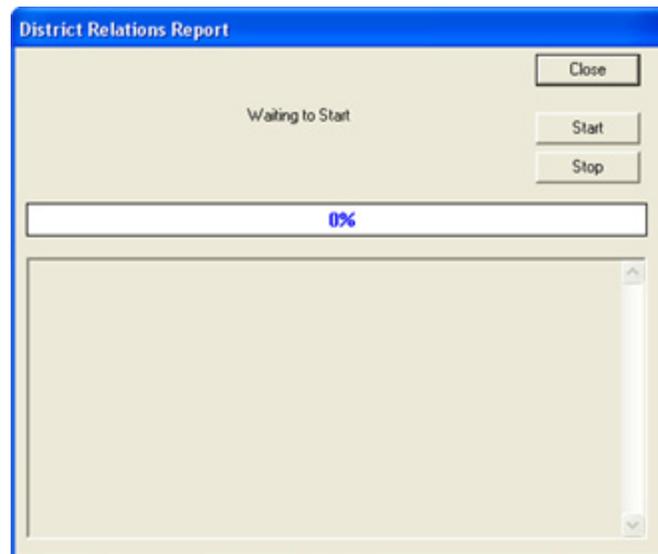
## Chapter 26: Evaluate District Relations

Use the **Evaluate District Relations** command under the **County** menu to search your district relations database for districts linked to multiple precincts. This command performs a final check of the links between your districts and precincts.



1. Select **Evaluate District Relations** under the **County** menu.

The District Relations Report window appears.

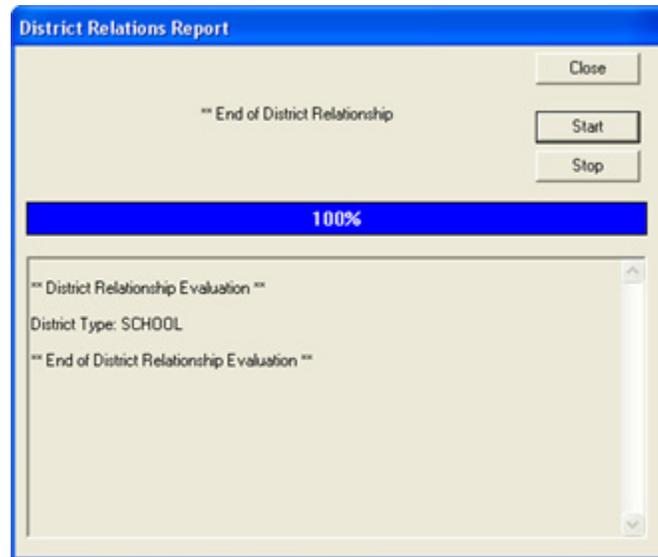


### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Unity iVotronic Ballot Image Manager (iVIM)
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2. Click **Start** to check your precinct and district links. Click **Stop** to cancel the report at any time. District relation information appears in the bottom portion of the window.



**NOTE:** To correct mistakes identified in the District Relations Report window, click **District Relations** under the **County** menu.

3. Click **Close** to return to the Election Data Manager main screen.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
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- iVotronic DRE
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- Unity iVotronic Ballot Image Manager (iVIM)
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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

# Part 5: Election Menu

Use the options under the Election Menu to customize your election database.

Part 5 contains the following options.

- ❖ Chapter 27: Select Precincts from Master Precinct File
- ❖ Chapter 28: Select Precincts from Districts
- ❖ Chapter 29: Edit Precincts for this Election
- ❖ Chapter 30: Select Offices from Master Office File
- ❖ Chapter 31: Link Districts to Offices
- ❖ Chapter 32: Edit/Add Offices for this Election
- ❖ Chapter 33: Select Parties from Master Party File
- ❖ Chapter 34: Edit Parties for the Election
- ❖ Chapter 35: Straight Party
- ❖ Chapter 36: Candidates
- ❖ Chapter 37: Statistical Counters
- ❖ Chapter 38: iVotronic Passwords

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

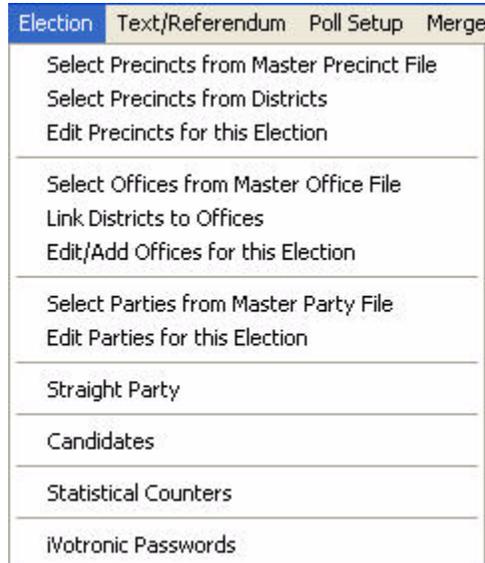
The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
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- Unity iVotronic Ballot Image Manager (iVIM)
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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Chapter 27: Select Precincts from Master Precinct File

Use the **Select Precincts from Master Precinct File** option to activate precincts from your jurisdiction database for your election. You can also use this option to customize precinct settings for your current election. Election Data Manager saves changes that you make to your election database but not to your jurisdiction database.



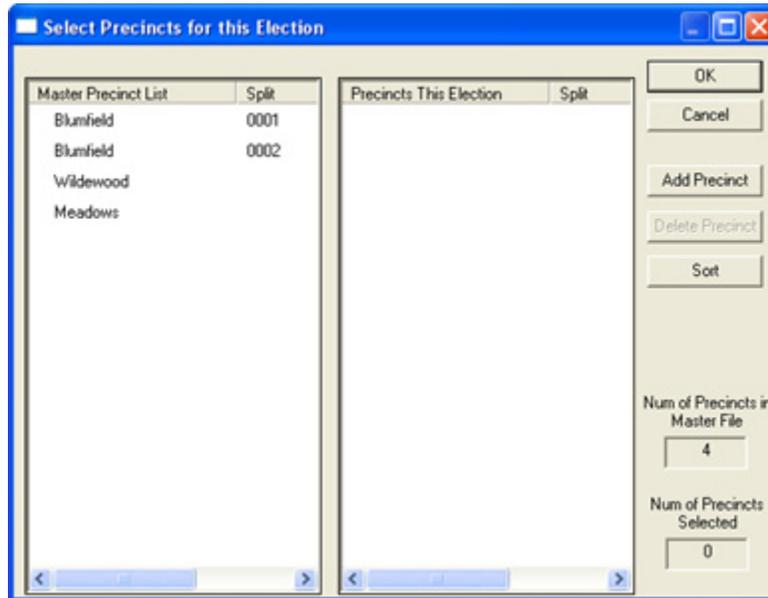
1. Under the **Election** menu, click **Select Precincts from Master Precinct File**.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Automated Bar Code Reader (ABCR)
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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Select Precincts for this Election window appears.



2. Double-click a precinct from the **Master Precinct List** on the left side of the window to activate the precinct for your election. Click **Add Precinct** to activate all of the selected precincts for your election.

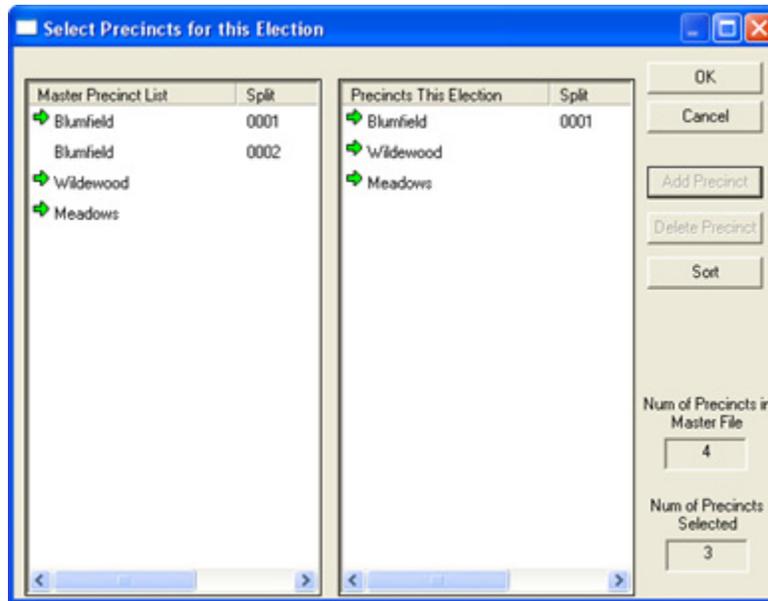


**NOTE:** Select multiple precincts by holding the Shift key and selecting a sequence of precincts or holding CTRL and selecting multiple precincts out of sequence.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



**NOTE:** Blue Xs appear next to active precincts in the **Master Precinct List**. Green arrows → appear next to recently activated precincts.

To deactivate a precinct, select an active precinct from the **Precincts This Election** list and click **Delete Precinct**.

3. Click **Sort** to arrange your active precincts in the same order that precincts appear in the **Master Precinct List**.
4. Click **OK** to activate your selected precincts or click **Cancel** to return to the main screen without activating precincts for your election.

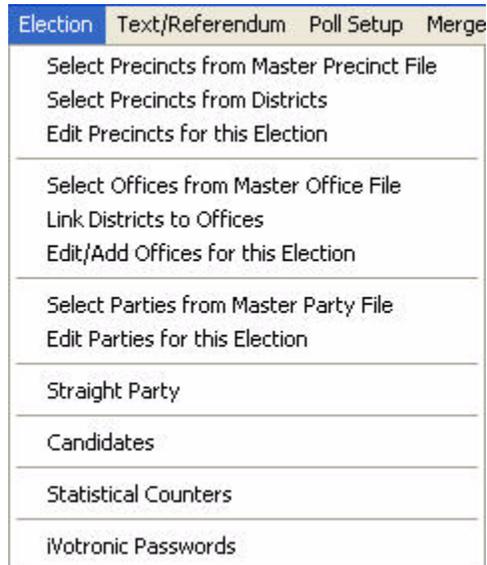
**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 28: Select Precincts from Districts

Use the **Select Precincts from Districts** command under the Election menu to activate groups of precincts by district rather than individual precincts. If you correctly linked precincts to your voting districts all of the precincts linked to a district in your jurisdiction database activate when you select a district.



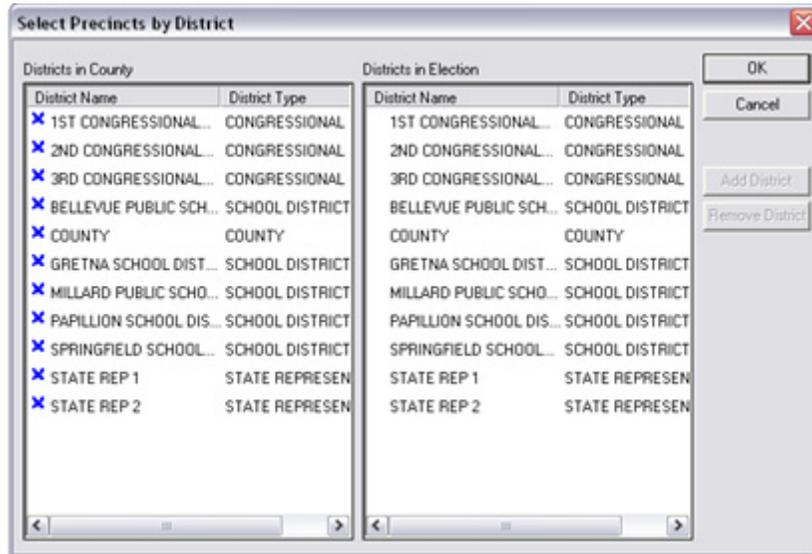
1. Under the **Election** menu, click **Select Precincts from Districts**.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Select Precincts by District window appears.



 **NOTE:** Blue Xs appear next to active districts in the **Districts in County** list. A dark blue X appears if you activate the entire voting district. A light blue X appears if you activate precincts within the district but not the entire district. Green arrows → appear next to recently activated precincts.

2. Double-click a district in the **Districts in County** list on the left side of the window to activate a district for your election. Click **Add District** to activate selected districts for your election.

 **NOTE:** Select multiple districts by holding the SHIFT key and selecting a sequence of precincts or holding CTRL and selecting multiple precincts out of sequence.

To deactivate a district, select an active district from the **Districts in Election** list and click **Delete District**.

3. Click **OK** to activate your districts or click **Cancel** to return to the main screen without activating districts.

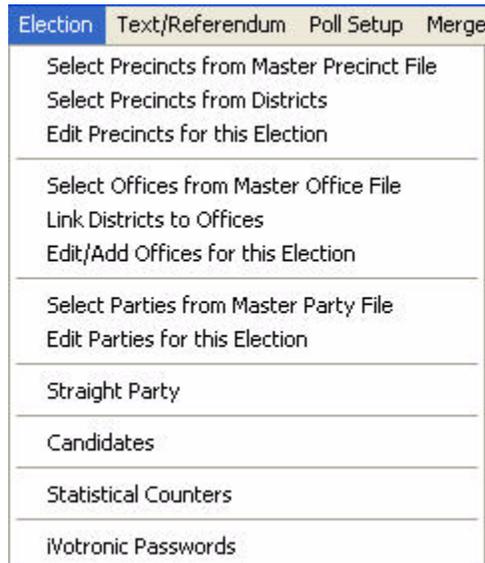
#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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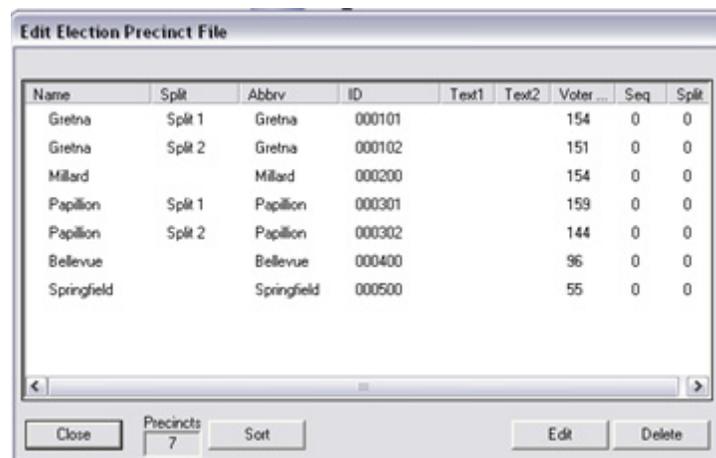
- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 29: Edit Precincts for this Election

Use the **Edit Precincts for this Election** command under the Election menu to customize precincts for the current election without changing precinct settings in your jurisdiction database.



1. Under the **Election** menu, click **Edit Precincts for this Election**.  
The Edit Election Precinct File window appears.



2. Select a precinct that you want to customize for your election and click **Edit**

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- Unity iVotronic Ballot Image Manager (iVIM)
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The Edit Precinct Information window appears.

3. Make any necessary changes.



Refer to the [Add a Precinct](#) heading in [Chapter 18: Precincts](#) for information about customizing your precinct data.



**NOTE:** Changes to your precinct settings in the Edit Election Precinct File only affect precincts for your current election. Precinct settings in the Master Precinct File of your jurisdiction database remain unchanged.

4. Click **OK** to save your settings or click **Cancel** to return to the Edit Election Precinct File window without saving changes to your precinct.

## Delete Precincts for the Election

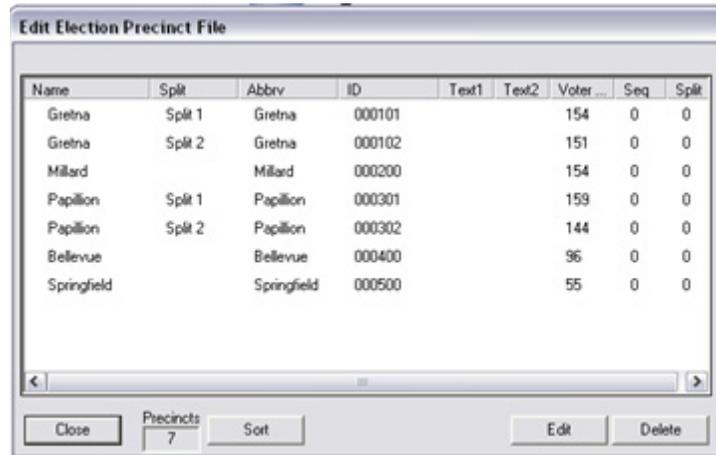
1. Under the **Election** menu, click **Edit Precincts for this Election**.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

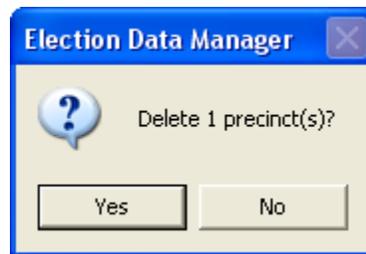
The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

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- Network results transmission and Networked central tabulators

The Edit Election Precinct File window appears.



2. Select a precinct that you want to remove from your election and click **Delete**. The following window appears.



3. Click **Yes** to delete the precinct or **No** to return to the Edit Election Precinct File window.

## Sort Precinct List for the Election

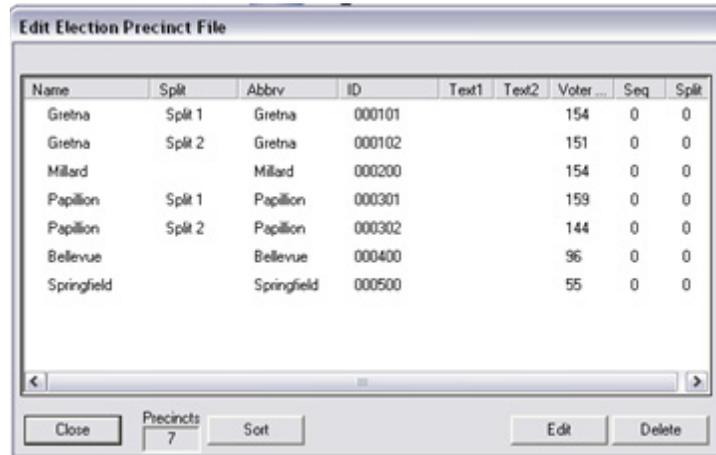
1. Under the **Election** menu, click **Edit Precincts for this Election**.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

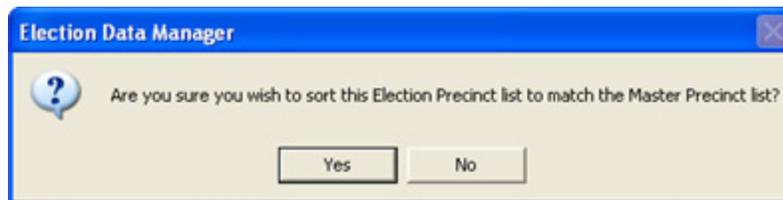
The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Edit Election Precinct File window appears.



2. Click **Sort** to arrange the precinct list for your election in the same order that precincts appear in the Master Precinct File in your jurisdiction database. The following window appears.



3. Click **Yes** to sort the Election Precinct list and return to the Edit Election Precinct File window, or click **No** to return to the Edit Election Precinct File window without sorting the precinct list.
4. Click **Close** to save your precinct settings.

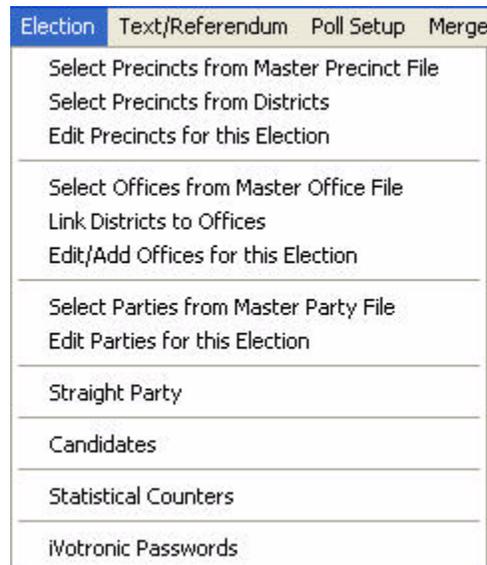
**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 30: Select Offices from Master Office File

Use the **Select Offices from Master Office File** command under the Election menu to activate offices from your jurisdiction database for your election. Election Data Manager saves your office selections to your election database but your jurisdiction database remains unchanged.



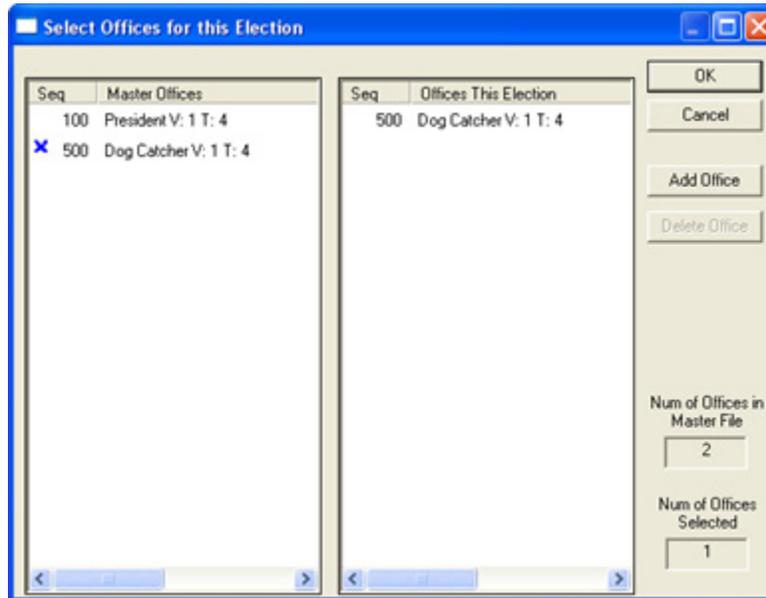
1. Under the **Election** menu, click **Select Offices from Master Office File**.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- iVotronic DRE
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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Select Offices for this Election window appears.



 **NOTE:** Green arrows → appear next to recently activated offices. Blue Xs appear next to offices previously activated for your election.

2. Double-click an office in the **Master Offices** list on the left side of the window to activate the office for your election. Click **Add Office** to activate your selected offices.

 **NOTE:** Select multiple offices by holding the SHIFT key and selecting a sequence of offices or holding CTRL and selecting multiple offices out of sequence.

To deactivate an office, select an active office from the **Offices this Election** list and click **Delete Office**.

3. Click **OK** to activate your selected offices or click **Cancel** to return to the main screen without activating offices for your election.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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## Chapter 31: Link Districts to Offices

Use the **Link Districts to Office** command under the **Election** menu to assign offices to ballots for specific voting districts. Offices must be linked to districts to appear on a ballot.

Election	Text/Referendum	Poll Setup	Merge
Select Precincts from Master Precinct File			
Select Precincts from Districts			
Edit Precincts for this Election			
Select Offices from Master Office File			
Link Districts to Offices			
Edit/Add Offices for this Election			
Select Parties from Master Party File			
Edit Parties for this Election			
Straight Party			
Candidates			
Statistical Counters			
iVotronic Passwords			

### Assign Offices to Voting Districts

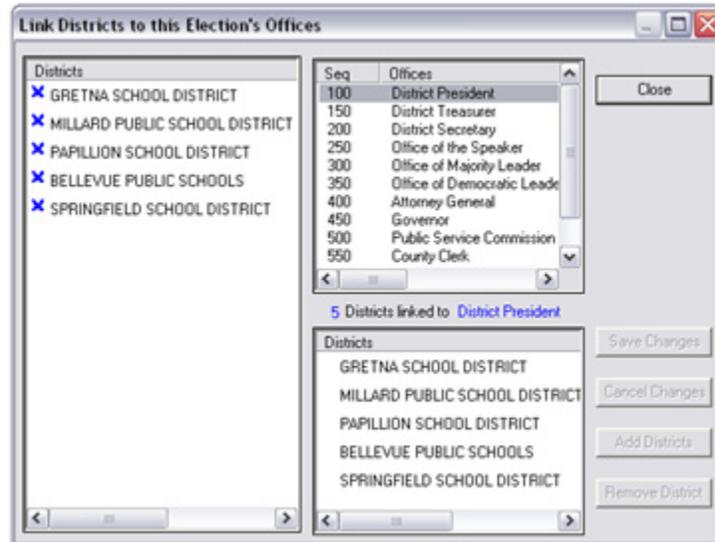
1. Under the **Election** menu, select **Link Districts to Offices**.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Link Districts to the Election's Offices window appears.



 **NOTE:** Blue **X**s appear next to districts linked to the selected office. Green arrows  appear next to recently activated precincts.

2. Select the district that you wish to link from the top right corner window.

 **NOTE:** All of the districts in your jurisdiction database that share the district type of your selected office appear in the **Districts** list at the left of the window.

3. Double-click a district from the **Districts** list at the left of the window to place the selected office on ballots *for the selected district only*.

 **NOTE:** To select multiple districts, hold the SHIFT key and select multiple districts in sequence or hold CTRL and select multiple districts out of sequence.

4. Click **Add Districts** to place your office on the ballot for the selected districts.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

**NOTE:** The names of the districts where the selected office is active on the ballot appear in the **Districts** list at the bottom right of the window.

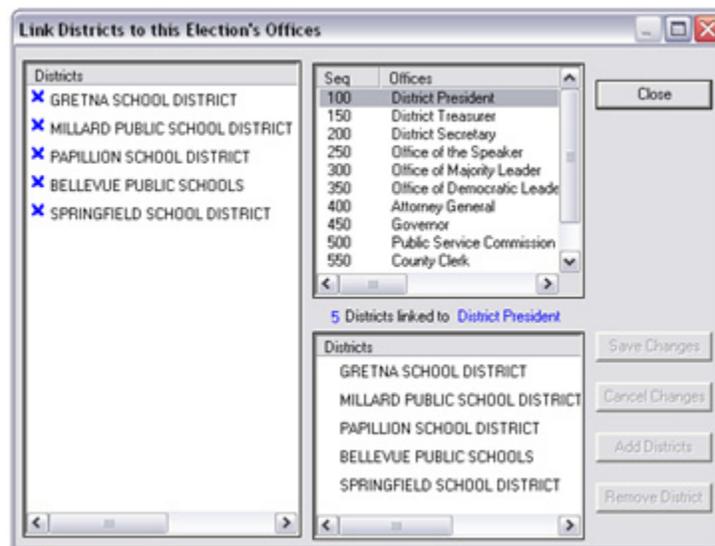


It is never necessary to link offices contested countywide to your “Countywide” district. Election Data Manager automatically places all active offices on all of the ballots in your jurisdiction until you link an office to a specific district or districts.

5. Click **Save Changes** to place the selected office on ballots for all of the districts that you selected from the **Districts** list on the right side of the window.
6. Click **Save Changes** to save your office assignments. Click **Cancel Changes** to remove all of the links made after your last save. Click **Close** to return to the Election Data Manager main screen. Remember to click **Save Changes** before you click **Close** to save your office links.

## Remove an Office for a Specific District

1. To remove an office from the ballots for a specific district, select the district where you want to remove the office from the **Districts** list at the bottom right of the window.



2. Click **Remove District** to remove the selected office from ballots for the selected district.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

3. Click **Save Changes** to save your office assignments. Click **Cancel Changes** to remove all of the links made after your last save. Click **Close** to return to the Election Data Manager main screen. Remember to click **Save Changes** before you click **Close** to save your office links.

NOTICE OF UNCERTIFIED FUNCTIONALITY

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Chapter 32: Edit/Add Offices for this Election

Use the **Edit/Add Offices for this Election** option to create custom, one-time offices for your election or to change the settings for an office without altering the office information permanently saved in your jurisdiction database.



**NOTE:** Do not set up the same office in both this location and the **Text/Referendum** menu as this will cause the contest to appear twice on the ballot.

Election	Text/Referendum	Poll Setup	Merge
Select Precincts from Master Precinct File			
Select Precincts from Districts			
Edit Precincts for this Election			
Select Offices from Master Office File			
Link Districts to Offices			
Edit/Add Offices for this Election			
Select Parties from Master Party File			
Edit Parties for this Election			
Straight Party			
Candidates			
Statistical Counters			
iVotronic Passwords			

### Add an Office for this Election

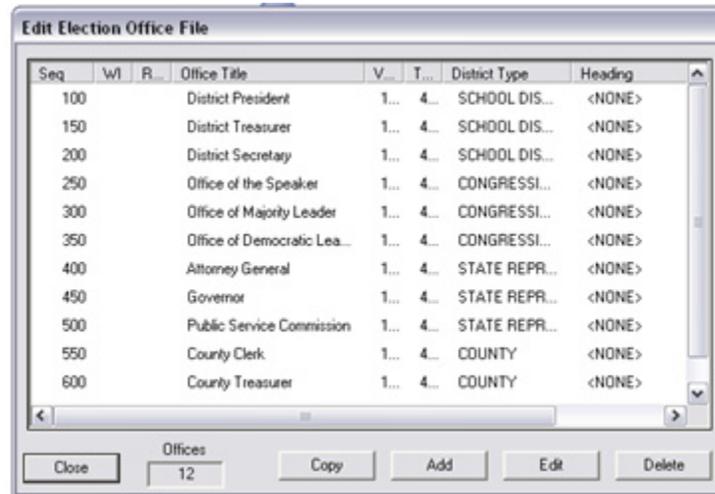
1. Under the **Election** menu, click **Edit/Add Offices for this Election**.

The Edit Election Office File window appears.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



2. Click **Add**.

The Add Office Information window appears.

Office | Additional Information | Hid Pkg Mgr | iVotronic | French

Office Title

HPM Office

Alternate ID

Contest Information

Seq #

Vote For # 1

Term # 4

Additional Information

Allow Write-ins

1 Number of Write-ins

Generate No Candidate Records

Omit if No Candidates

Query Undervote

District Type

Party

Office Heading

Rotation

<NONE>

None

Vote Text (if not default style)

Term Text (if not default style)

OK Cancel

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- iVotronic DRE
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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



Refer to the [Office Information](#) heading in [Chapter 25: Master Office File](#) for instructions about how to edit office information or create a custom office for your election.

Changes to office information in the Edit Election Office File only affect offices active in your current election. Office settings in the Master Office File of your jurisdiction database remain unchanged.



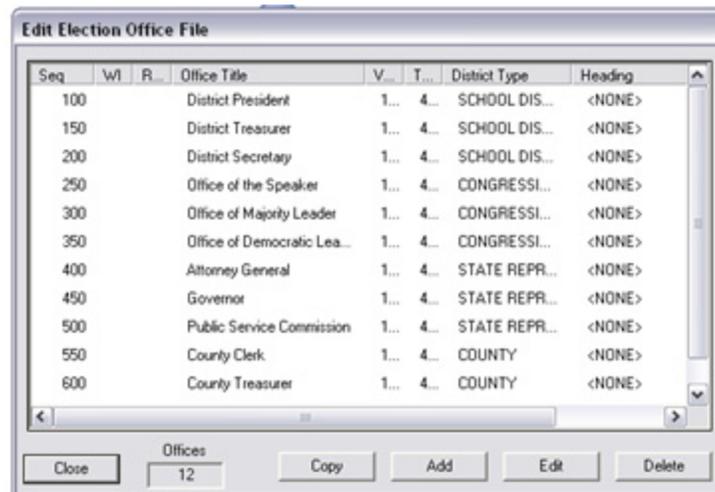
**NOTE:** Use the **Copy** button to duplicate an Office setting.

3. Click **OK** to save your work or click **Cancel** to return to the Edit Election Office File window without saving changes to your offices.

## Edit Offices for the Election

1. Under the **Election** menu, click **Edit/Add Offices for this Election**.

The Edit Election Office File window appears.



2. Select the office you want to change, click **Edit**.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Edit Office Information window appears.

3. Make any necessary changes.



Refer to the [Office Information](#) heading in [Chapter 25: Master Office File](#) for information about completing the Edit Office Information window.

4. Click **OK** to save changes or click **Cancel** to return to the Edit Elections Office File window.

## Delete an Office for the Election

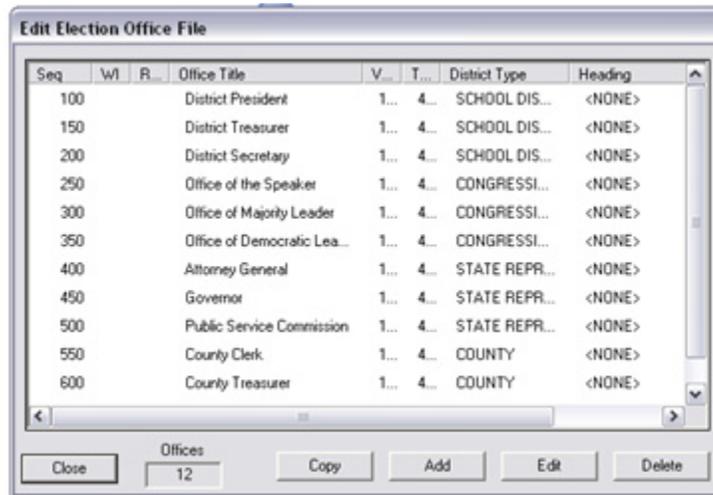
1. Under the **Election** menu, click **Edit/Add Offices for this Election**.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Edit Election Office File window appears.



2. Select the office you want to remove, click **Delete**.  
The message "Are you sure you want to delete this office?" appears.
3. Click **Yes** to delete the office or **No** to return to the Edit Election Office File window.

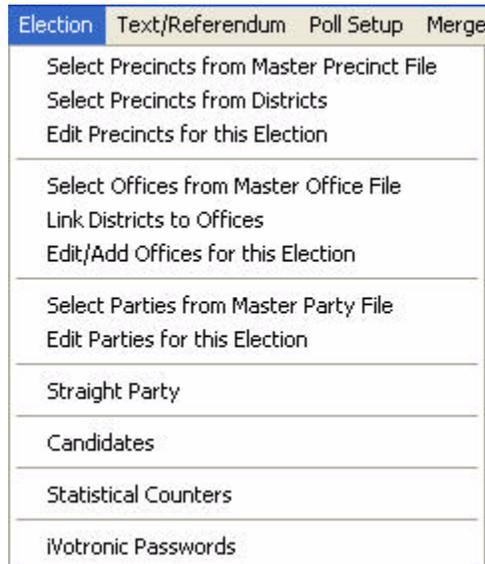
**NOTICE OF UNCERTIFIED FUNCTIONALITY**

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

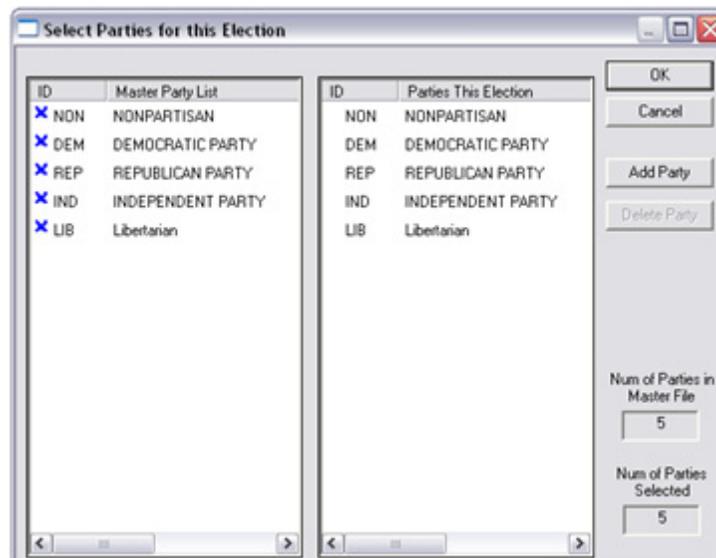
- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 33: Select Parties from Master Party File

Use the **Select Parties from Master Party File** option to activate political parties for your election.



1. Under the **Election** menu, click **Select Parties from Master Party File**.  
The Select Parties for this Election window appears.



### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- iVotronic DRE
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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



**NOTE:** Blue **Xs** appear next to active parties in the **Master Party List**. Green arrows  appear next to recently activated parties.

2. Double-click a party in the **Master Party List** on the left side of the window to activate a party for your election.



**NOTE:** Click a party name, hold the SHIFT key and click an additional party to select a sequence of parties. Hold CTRL and click party names to select multiple parties out of order.

3. Click **Add Party** to activate all of the selected parties for your election.
4. To remove a party from your election database, select a party from the **Parties this Election** list and click **Delete Party**.
5. Click **OK** to save your changes or click **Cancel** to return to the main view without saving your party assignments.

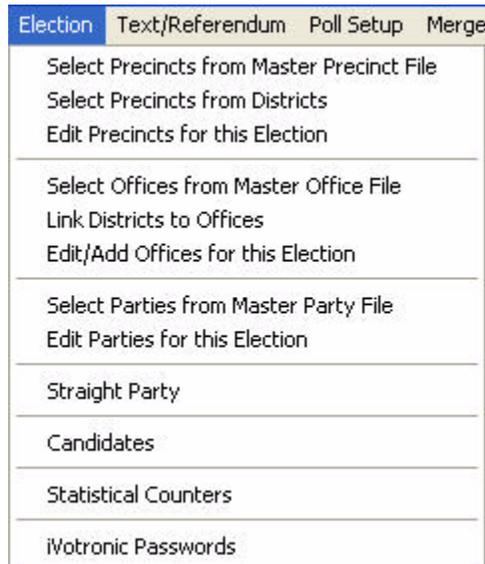
**NOTICE OF UNCERTIFIED FUNCTIONALITY**

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

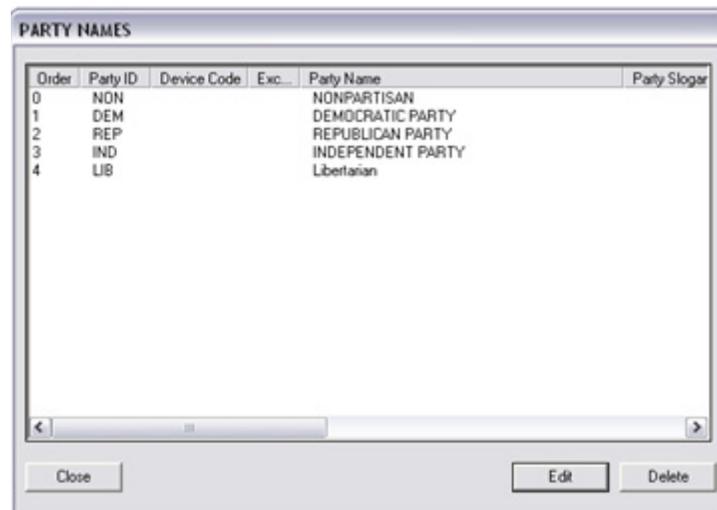
- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 34: Edit Parties for the Election

Use the **Edit Parties for this Election** option to change the settings for a party without updating the party information in your jurisdiction database.



1. Under the **Election** menu, click **Edit Parties for this Election**.  
The Party Names window appears.



### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



**NOTE:** All of the parties that you activated for your election with the **Select Parties from Master Office File** command under the **Election** menu appear in the Party Names window.

2. Select a party and click **Edit**.

The Party Name window appears.



**NOTE:** The language tabs only appear for ESS Image Manager and iVotronic Image Manager ballot types.



Refer to the [Add a Party Name](#) heading in [Chapter 22: Parties](#) for information about customizing party information.

Changes to your party settings in the election database do not affect the party records stored in your jurisdiction database.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

3. Make any necessary changes.
4. Click the additional language tabs at the top of the Party Name window to edit party language settings for your election.



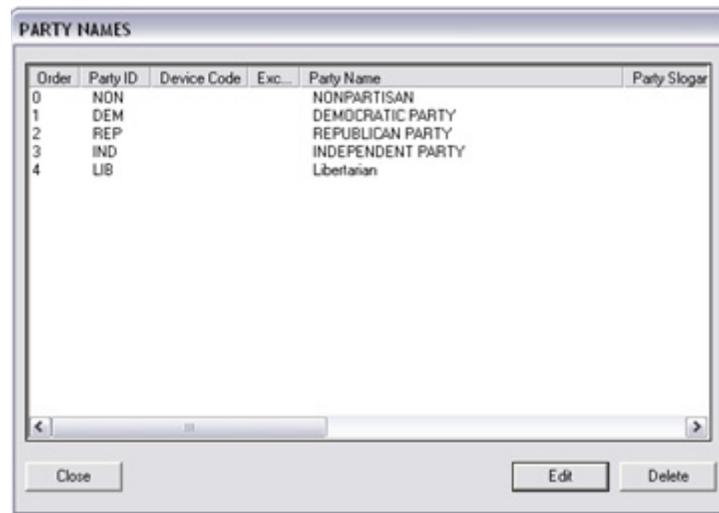
Refer to the [Add a Party Name](#) heading in [Chapter 22: Parties](#) for information about altering party language settings.

5. Click **OK** to save your settings or click **Cancel** to return to the Party Names window without saving your changes.

## Remove a Party From the Election

1. Under the **Election** menu, click **Edit Parties for this Election**.

The Party Names window appears.



**NOTE:** All of the parties that you activated for your election with the **Select Parties from Master Office File** command under the **Election** menu appear in the Party Names window.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

2. Select a party and click **Delete**. A window similar to the following appears.



3. Click **Yes** to Delete the Party or **No** to return to the Party Names window.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Chapter 35: Straight Party

Use the **Straight Party** option if voters in your jurisdiction can select one of the party names to automatically vote for a candidate from the selected party in all of the following contests on the ballot. A straight party contest appears as a regular contest on the ballot with political party names in the selection area instead of candidates.



**NOTE:** On an open party ballot, the Party Preference race will be formatted similar to a Straight Party election, but this will only declare your party. You will still need to select ballot options on your ballot.

Election	Text/Referendum	Poll Setup	Merge
Select Precincts from Master Precinct File			
Select Precincts from Districts			
Edit Precincts for this Election			
Select Offices from Master Office File			
Link Districts to Offices			
Edit/Add Offices for this Election			
Select Parties from Master Party File			
Edit Parties for this Election			
Straight Party			
Candidates			
Statistical Counters			
iVotronic Passwords			

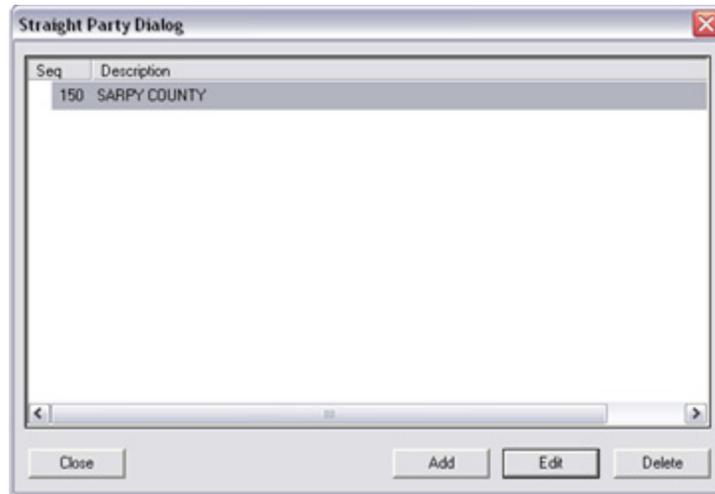
1. Under the **Election** menu, click **Straight Party**.

The Straight Party Dialog window appears.

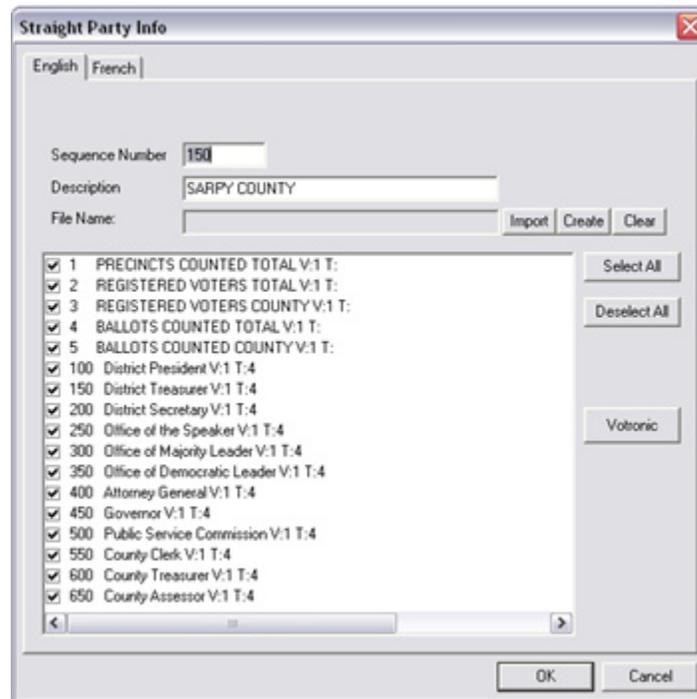
### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



2. Select an existing party contest and click **Edit**.  
The Straight Party Info window appears.



3. In the **Sequence Number** box, type an office sequence number to position the straight party contest on the ballot above the first regular contest on your ballot affected by the straight party vote.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

Contests with low sequence numbers appear before contests with high sequence numbers. Do not order your offices with consecutive sequence numbers (such as “1,2,3...”). Instead, start your sequence numbers at 100 and advance in increments of 50. Make sure that your straight party contest sequence number is lower than the first regular contest on your ballot that is affected by the straight party vote.

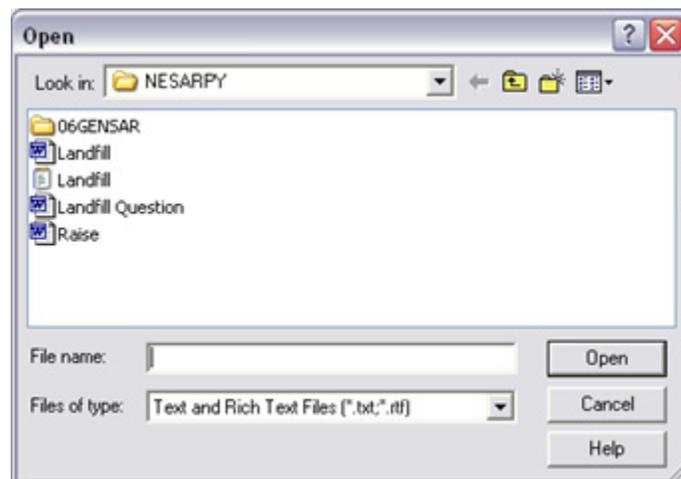
4. In the **Description** box, type a description for your straight party contest. The description appears as the office title for the straight party contest on your ballots and election reports.



**NOTE:** In an open primary with party preference election the “Pick” office must be named “PARTY PREFERENCE” in order for HPM and the Model 100 and DS200 tabulator to work properly. Use additional text to place a different name on the paper ballot.

5. Use the options next to the **File Name** box to create, import or edit descriptive or instructional text for your straight party contest.
  - Click the **Import** box to use previously created text information.

The following window appears.



Select the rich text format file (.rtf) or text file (.txt) that you want to use as descriptive text and click **Open** to return to the Straight Party Info window. You can then click **Edit** to modify any of the text that you have imported.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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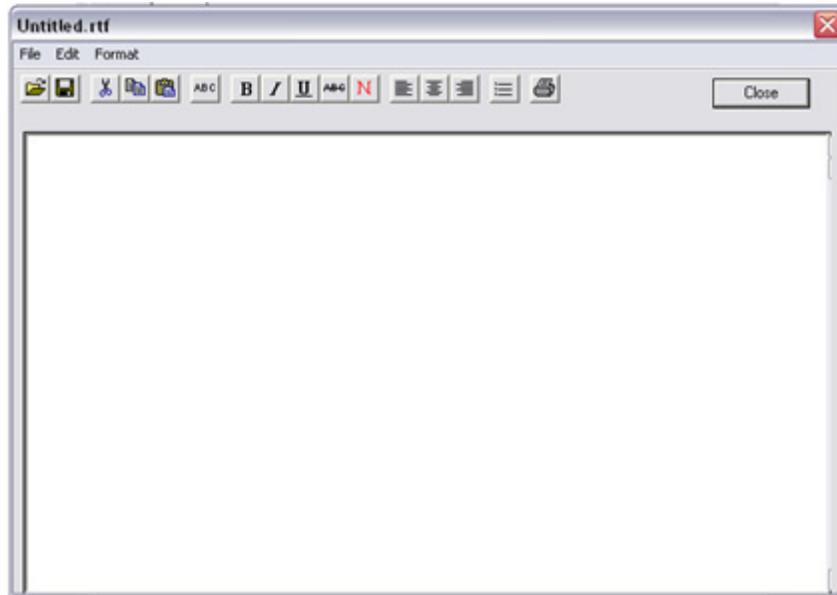
- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



**NOTE:** For non-English languages, use the .txt file format.

- Click the **Create** box to generate descriptive text for your straight party contest.

The following window appears.



The text editor uses standard controls like those found in Microsoft WordPad. Save your text as a rich text format file (.rtf) or a text file (.txt) and click **Close** to return to the Straight Party Info window.

- Click the **Clear** box to delete the file name in the Straight Party Info window.



**NOTE:** If you have completed the **Sequence Number** and **Description** fields, but have not created or imported a file in the **File Name** field, the **Clear** box will remove all information from the **Sequence Number** and **Description** fields.

## 6. Link offices to a straight party contest

- Select the box for each office affected by a straight party vote. Usually, a straight party vote does not affect the outcome for nonpartisan contests such as judicial offices or school board races or for statistical counters such as the total number of ballots cast.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

- Click **Select All** to link all of your offices to the straight party contest. Click **Deselect All** to cancel any active links between your offices and the straight party contest.



**NOTE:** Voter selections in the straight party contest influence all of the races selected offices in the Straight Party Info window.

**Example:** If a voter selects Democratic in the straight party contest, the voter automatically votes for Democratic candidates in all of the races linked to the straight party vote.

7. Click **OK** to save your straight party contest settings or click **Cancel** to return to the Straight Party Dialog window without saving your straight party contest.

## Create Straight Party Descriptions in Additional Ballot Languages

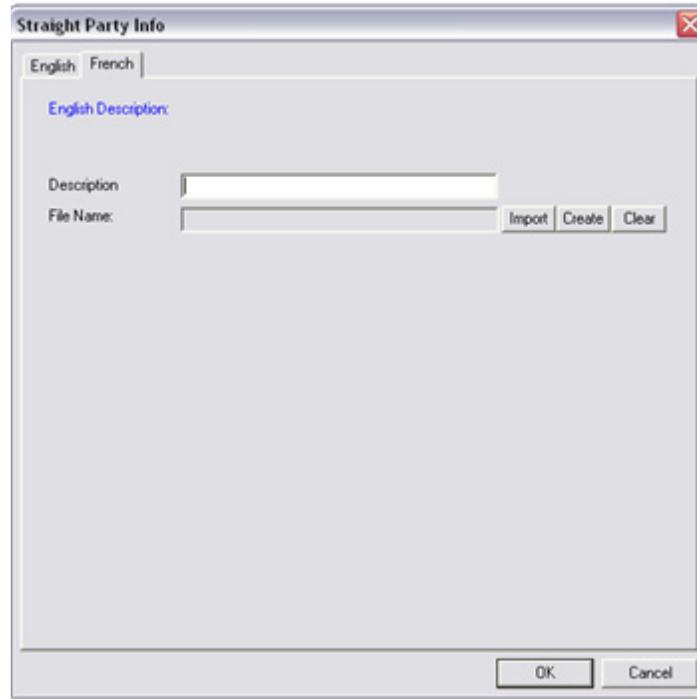
Click the tabs for your additional ballot languages, if available, at the top of the Straight Party Info window to create identification information for your straight party contest in additional ballot languages.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

1. In the Straight Party Info window, click one of the additional language tabs to open an additional language window.



2. In the **Description** box, type a description for your straight party contest in an additional ballot language.



**NOTE:** Text from the **Description** box appears on your ballots as the additional language office title for your straight party contest.

Use the options next to the **File Name** box to create descriptive or instructional text for your straight party contest in an additional ballot language.



Refer to the [Create Straight Party Descriptions in Additional Ballot Languages](#) heading earlier in this chapter for more information about creating straight party description text.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 36: Candidates

Use the **Candidates** option to create candidate records for your election, link your candidates to political parties and contests and create candidate text in additional ballot languages.

When you add or edit candidate information complete the following tabs:

- ❖ [Candidate Information](#)
- ❖ [Additional Information](#)
- ❖ [Additional Language Text](#)

Election	Text/Referendum	Poll Setup	Merge
Select Precincts from Master Precinct File			
Select Precincts from Districts			
Edit Precincts for this Election			
Select Offices from Master Office File			
Link Districts to Offices			
Edit/Add Offices for this Election			
Select Parties from Master Party File			
Edit Parties for this Election			
Straight Party			
Candidates			
Statistical Counters			
iVotronic Passwords			

### Candidate Information

Use the options under the **Candidate Information** tab to configure the information that identifies a specific candidate on ballots and election reports and to link your candidate to the correct office and district.

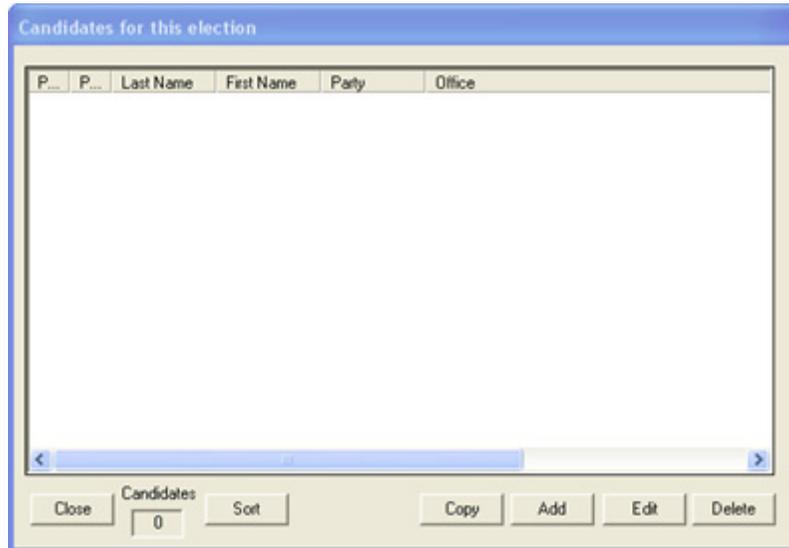
1. Under the **Election** menu, click **Candidates**.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The Candidates for this Election window appears.



2. Click **Add** or **Edit**.

The Add Candidate Information or Edit Candidate Information window appears.

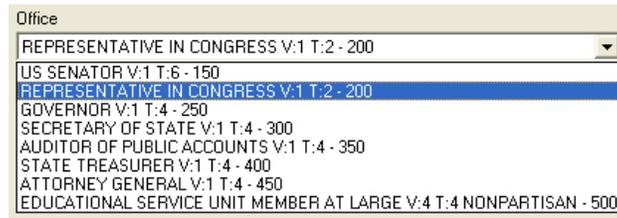
1. Complete the Name information for the candidate you wish to add in the **Last Name**, **First Name & Middle Initial**, and **Full Name** boxes.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

- From the **Office** list, select the office that the selected candidate is contesting in your election.



- From the **District or Precinct** list, select the district or precinct where your candidate is contesting the office that you selected.



**NOTE:** Only districts or precincts linked to the selected office appear in the **District or Precinct** list.

Do not select the default <countywide> option from the **Districts or Precincts** list if your candidate appears on every ballot in your jurisdiction. Instead, select the “COUNTY” option that you created when you configured your district types with the instructions under the [Add a District Type](#) heading in [Chapter 19: District Types](#).

- Depending on the type of voting equipment you selected as the **Ballot Type** in the Merge Preferences window, one of the following options for positioning your candidate on the ballot appears in the Edit Candidate Information window:

- **Rel Pos:** If the candidates in your jurisdiction draw lots for ballot position or if your jurisdiction rotates candidates on the ballot and candidates draw lots for home position, enter a value in the **Rel Pos** box to set the position of a candidate’s name on the ballot relative to the names of other candidates contesting the same office.

**Example:** Type 1 in the **Relative Position** box to position your candidate first below the office text, type 2 to position the second candidate and 3 to place the third candidate on the ballot.



**NOTE:** Do not enter a value in the **Relative Position** box if your jurisdiction sorts candidates by party order.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



Refer to the [Merge](#) heading of [Chapter 3: Create a New Election](#) for more information about selecting a tabulator for your election.

5. From the **Party** list, select your candidate's political party.



**NOTE:** Do not select **No affiliation** if you use Hardware Programming Manager to generate election definitions for your ballot counting equipment.

6. If your jurisdiction uses a unique numbering system for candidates, enter the candidate's code number in the **Candidate #** box.



**NOTE:** The value that appears in the **Candidate #** box does not affect the order that candidates appear on the ballot but does appear next to the candidate's name.

7. Select the **Do Not Rotate** check box to lock candidates that do not rotate. Candidates for which you select this option always appear at the bottom of the list of candidates on ballots. The default for the **Do Not Rotate** check box is unchecked.



**NOTE:** The **Do Not Rotate** check box does not work for the **District by Total Reg Voters Within Party (General)** rotation option in the rotation list from the Add Office Information window.

8. Select **No Candidate** if there are no candidates for this office.
9. In the **Alternate ID** box, enter an identifier for states requiring their own identifications for Secretary of State reporting purposes.

## Cross-Endorse Option

Some candidates are endorsed by, or represent, more than one political party. Use the **Cross-Endorse** option on the Add Candidate Information window to add and position political parties for a cross-filed candidate. This option cannot be used in a closed primary election.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



**NOTE:** Do not use the **Additional Parties/Locations** option if your jurisdiction holds open primary elections (an election where voters declare political party affiliation at the polling place or receive ballots from all of the parties active in the primary). Instead, create a separated candidate record for each party that your candidate represents.

1. Click **Cross-Endorse** to position cross-filed candidates on ballots.  
The Additional Parties window appears.

2. From the **Party** lists, select each political party that the candidate represents on the ballot.
3. In the **Rel Pos** boxes, type a value to set the location of the candidate's name relative to the names of other candidates contesting the same office. For example, type 1 for the first candidate position or 2 for the second.
4. Click **OK** to save your candidate positioning and return to the Edit Candidate Information window.

## Additional Information

Use the options under the **Additional Information** tab in the Add Candidate Information window to create additional text for your candidates (such as home town or nickname) and to place graphics next to candidate names.

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1. In the **Additional Text** boxes, enter additional candidate text, such as candidate hometowns or nicknames. Use hard codes and variable names to format your additional candidate text.



Refer to [Chapter 53: Hard Codes and Variable Names](#) for more information about using codes to customize additional text.

If your ballot contains a race in which you must link more than one candidate to a voting target, such as a presidential delegation race, enter the names of your additional candidates in the **Additional Text** boxes. If there is not enough room in a single candidate record to enter all of the necessary candidate names, create an additional, “no candidate” record and enter the remaining names in the **Additional Text** boxes for that candidate file.



Refer to the [Office Information](#) heading in [Chapter 25: Master Office File](#) for more information about formatting a “no candidate” record.

2. To include an image next to a candidate name, click **Import Candidate BMP** under the **Additional Information** tab to open a browse window.

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Search your computer for the bitmap image that you want to include on your ballots, select the image and click **OK** in the Browse window to return to the Edit Candidate Information window.

## Additional Language Text

If you select ESS Image Manager or iVotronic Image Manager as your Ballot Type in the Merge Preferences window and formatted additional languages for your election, additional language tabs appear in the Edit Candidate Information window. Use the options under the language tabs to create translated candidate text for each of your ballot languages.

1. In the Add Candidate Information window, click an additional language tab to create translated text for your selected candidate.

2. In the **Translated Name** boxes, type the name of your selected candidate if the name appears differently when translated to your additional ballot language.

Click **Copy English Name** to use the information from your English candidate file if the English name and the translated name appear the same

3. In the **Translated Additional Text** boxes, translate the additional text (such as candidate nicknames or home towns) that you created under the **Additional Information** tab.

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- Unity iVotronic Ballot Image Manager (iVIM)
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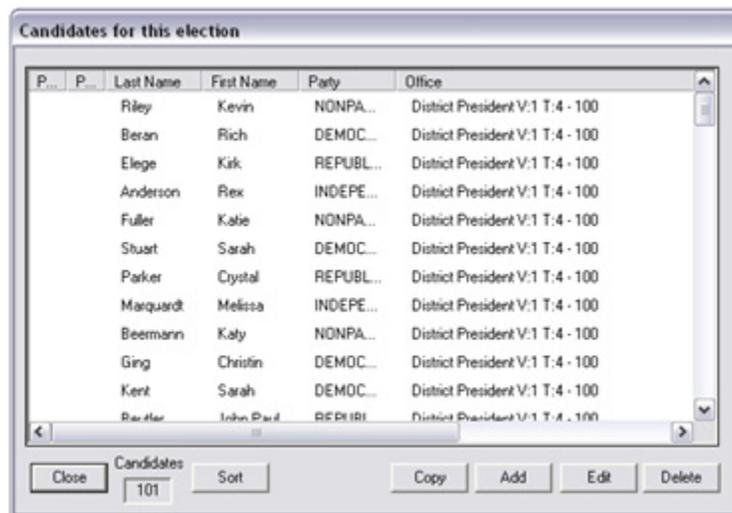
- Click **OK** to save your candidate settings or click **Cancel** to return to the Candidates this Election window without saving your settings.

## Edit Candidate Records

After you create records for all your candidates in an election, you may find it necessary to make changes to a record.

- Under the **Election** menu, click **Candidates**.

The Candidates for this Election window appears.



- Select the candidate information that you wish to change and click **Edit**.

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The Edit Candidate Information window appears.



**NOTE:** Click the **First**, **Prev**, **Next** and **Last** buttons at the right side of the Edit Candidate Information window to open the first, previous, next or last candidate record from the list in the Candidates this Election window.

3. Make any necessary changes.



Refer to the [Candidate Information](#), [Additional Information](#) and [Additional Language Text](#) headings in this chapter for details about completing the fields in the Edit Candidate Information window.

4. Click **OK** to save information or click **Cancel** to return to the Candidates for this election window.

## Delete Candidate Records

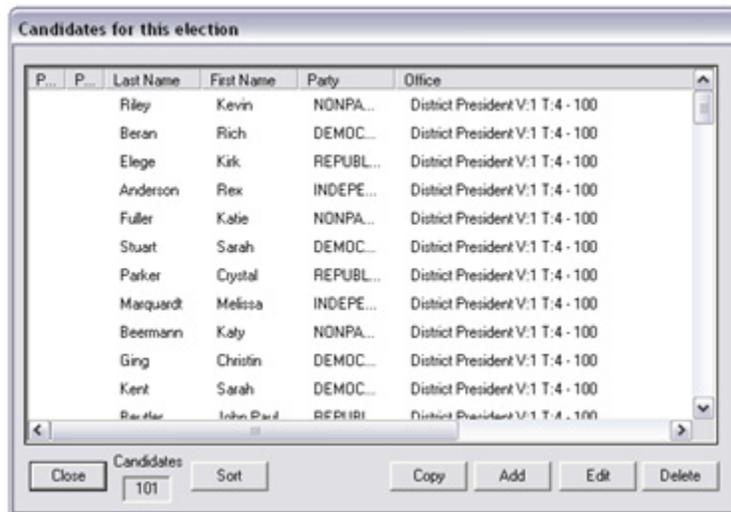
1. Under the **Election** menu, click **Candidates**.

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The Candidates for this Election window appears.



2. Select the candidate information that you wish to remove and click **Delete**. The message “Are you sure you want to delete this candidate?” appears.
3. Click **Yes** to delete the candidate or **No** to return to the Candidates for this election window.

## Copy a Candidate Record

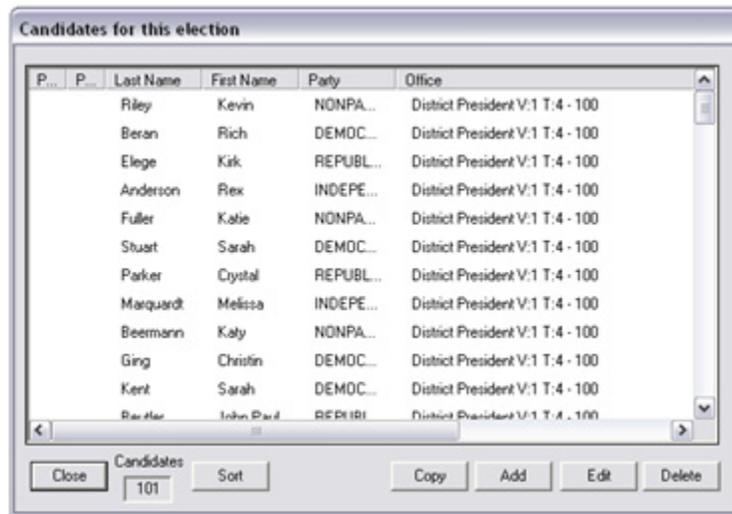
1. Under the **Election** menu, click **Candidates**.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

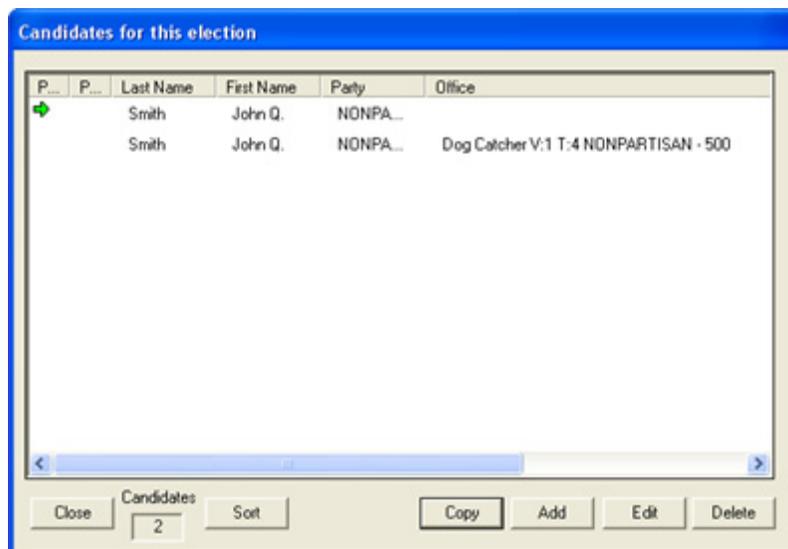
The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

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The Candidates for this Election window appears.



2. Select the candidate information that you wish to copy and click **Copy**.
3. The copied candidate will appear on the line above the candidate you selected.



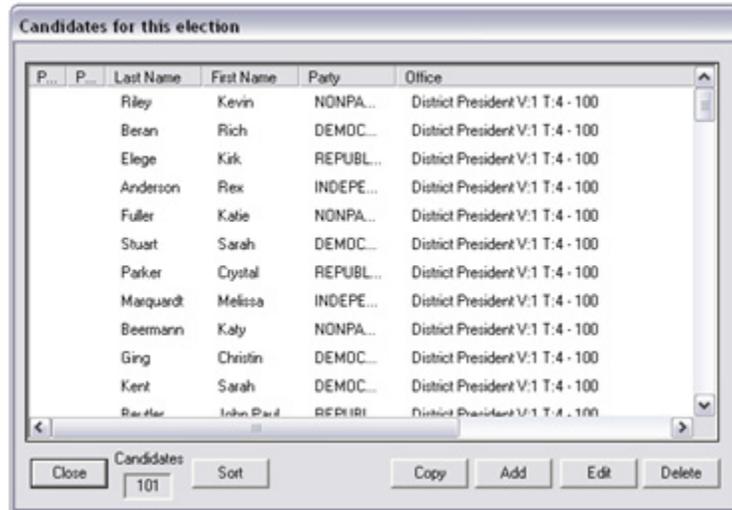
**NOTICE OF UNCERTIFIED FUNCTIONALITY**

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

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- Unity iVotronic Ballot Image Manager (iVIM)
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## Sort Candidate Records

1. Under the **Election** menu, click **Candidates**.  
The Candidates for this Election window appears.



2. In the Candidates for this Election window, click **Sort** to open the Candidate Sorting Options window and change the order that candidates appear in the Candidates this Election window.



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**NOTE:** Sorting options do not affect the order that candidates appear on ballots.

3. Click the **Sort Using Party Order** check box to order the candidate list in the Candidates this Election window by the party order that you set up when you configured the political party database for your county.
4. If you selected **Sort Using Party Order**, select one of the following commands under the **Sort by** heading, to choose a secondary sort option. If you did not select **Sort Using Party Order**, choose an option under the **Sort** heading to select a primary sort option.
  - Click **Last Name** to sort your candidates alphabetically by last name.
  - Click **Office + Candidate Position** to sort your candidates first by the sequence number of the office the candidate contests and then by the candidate position number that you assign when you create candidates.
  - Click **Office + Last Name** to sort your candidates first by office sequence number and then alphabetically by last name.
5. Click **Sort Now** to change the order that your candidates appear in the Candidates this Election window.
6. Click **OK** to close the Candidate Sorting Options window.

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## Chapter 37: Statistical Counters

Jurisdictions use statistical counters (sometimes called statistical contests) to track miscellaneous information such as the total number of ballots cast in an election and the number of registered voters participating in an election. Statistical counters do not appear on ballots but voting equipment tracks statistical counter totals in the same way that the machines tabulate contest results.

Election	Text/Referendum	Poll Setup	Merge
Select Precincts from Master Precinct File			
Select Precincts from Districts			
Edit Precincts for this Election			
Select Offices from Master Office File			
Link Districts to Offices			
Edit/Add Offices for this Election			
Select Parties from Master Party File			
Edit Parties for this Election			
Straight Party			
Candidates			
Statistical Counters			
iVotronic Passwords			

Use the **Statistical Counters** option to select which statistical counters your voting equipment will track during vote tabulation. Election Data Manager generates statistical counters in the following five main categories.

- ❖ Precincts counted
- ❖ Registered voters
- ❖ Ballots counted
- ❖ Ballots counted blank
- ❖ Ballots counted crossover

You can also assign counters to individual districts to track statistics for political subdivisions within your jurisdiction.

**Example:** Assign a Registered Voters counter to an individual district to track how many registered voters cast ballots in the district.

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- Unity iVotronic Ballot Image Manager (iVIM)
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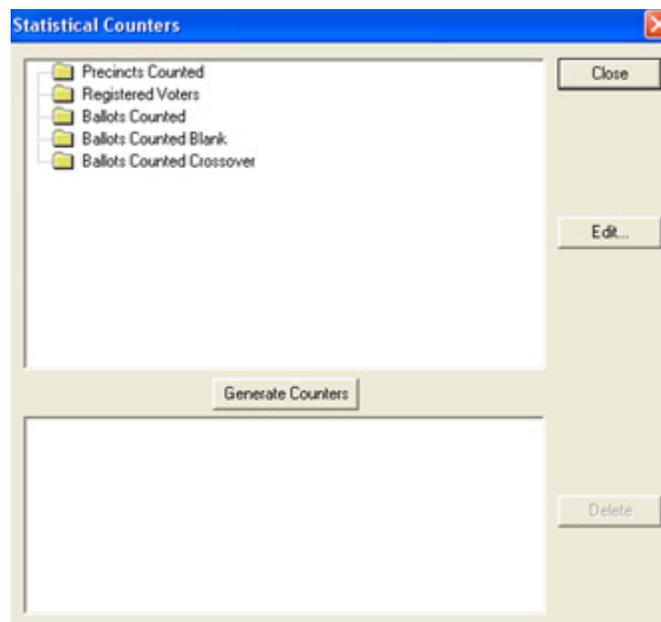


**NOTE:** Statistical Counters must be entered in the same order as the parties.

## Select Statistical Counters

1. Under the **Election** menu, click **Statistical Counters**.

The Statistical Counters window appears.



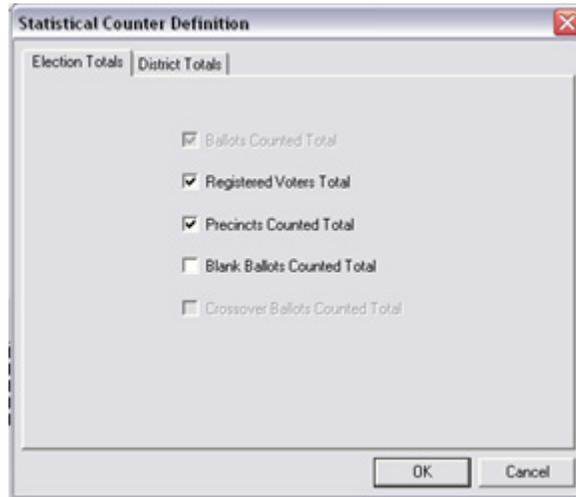
Folders for each of Election Data Manager's statistical counter categories appear in the list at the top of the Statistical Counter window. Any counter types (including district counters or totals counters) appear beneath each folder. The individual statistical counters that your voting equipment will track during ballot counting appear in the list at the bottom of the window.

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2. Select a folder and click **Edit** to open the Statistical Counter Definition window and configure your statistical counters.



3. Under the **Election Totals** tab in the Statistical Counters Definition window, click the check boxes to activate the following statistical counter types for your election.
  - Turn on the **Ballots Counted Total** counter to track the total number of ballots cast in your election.
  - Select **Registered Voter Total** to monitor the total number of registered voters who participate in your election.
  - Click **Precincts Counted Total** to track the number of precincts that submit cast ballots on Election Day.
  - Turn on the **Blank Ballots Counted Total** statistical counter to track the number of blank ballots cast in your election.
  - Click **Crossover Ballots Counted Total** to monitor the number of times in your election that voters select a party from your straight party contest and then vote for a candidate from a different party further down the ballot.



**NOTE:** The **Crossover Ballots Counted Total** counter is only available if your jurisdiction uses straight party counters.

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## Assign District Totals

If your jurisdiction uses only the Model 650, you can use the options under the **District Totals** tab in the Statistical Counter Definition window to assign the statistical counter types that you activated under the **Election Totals** tab to individual districts in your jurisdiction.



**NOTE:** Assign District Totals statistical counters are only supported for the M650 and not supported for the DS200.

**Example:** Select **Ballots Cast Total** under the **Election Totals** tab and select a congressional district under the **District Totals** tab to monitor the total number of ballots cast in your selected congressional district and include the total in election reports.



**NOTE:** Counters assigned under the **District Totals** tab will not track statistics for your precincts to a COUNTYWIDE district.



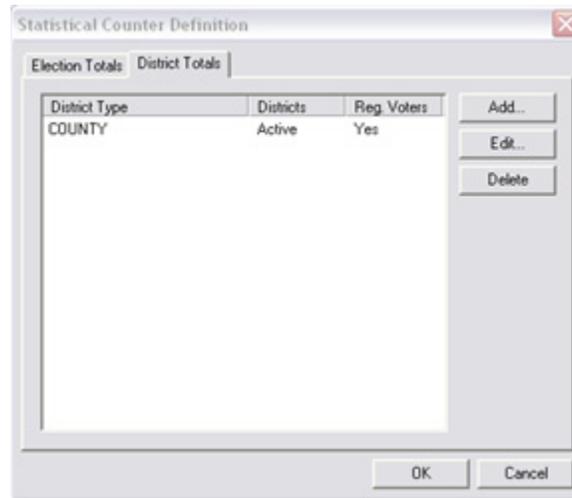
Refer to the [Assign District Relationships](#) heading in [Chapter 21: District Relations](#) for more information about linking precincts to districts.

1. In the Statistical Counter Definition window, click the **District Totals** tab to assign statistical counters to your district.

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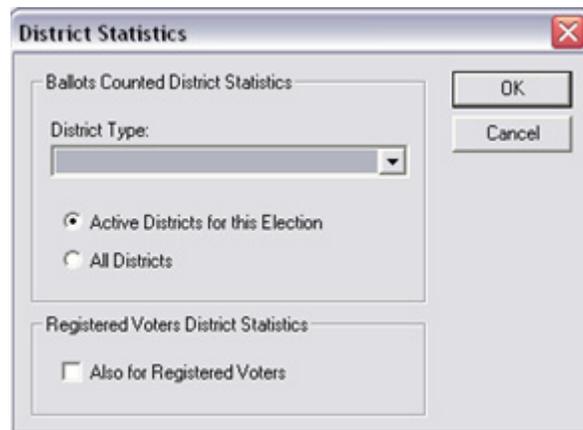
- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



The list under the **District Totals** tab displays the district types that you assign counters to, whether the assigned district type contains active contests in your election and whether you assigned registered voters counters to the district type.

2. Select an existing statistical counter and click **Delete** to remove the counter from your election. Click **Add** to create a new district counter or select a counter and click **Edit** to change the settings for an existing district counter.

When you click **Add** or **Edit** the District Statistics window appears.



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3. From the **District Type** list, select the district type that you want to assign to your statistical counters. Select **Active Districts for this Election** to include only active district types or click **All Districts** to select from all of the district types in your jurisdiction database.
4. Select **Also for Registered Voters** to track registered voter totals with your district counter as well as ballots cast totals.
5. Click **OK** to save your district counter or click **Cancel** to return to the Statistical Counter Definition window without saving.

## Assign Party Totals

The **Party Totals** and **Party by District Totals** tabs are only available for elections with open primary (OPRI), closed primary (CPRI) and PICK election types.

Use the options under the **Party Totals** tab to assign the statistical counter types that you selected under the **Election Totals** tab to the individual political parties for a primary election.

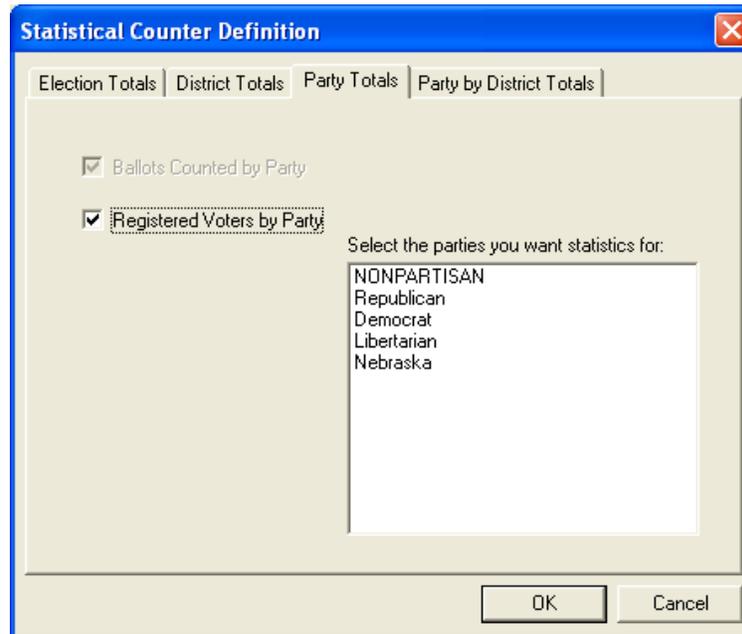
**Example:** Click **Ballots Cast Total** under the **Election Totals** tab and select the Republican Party under the **Party Totals** tab to track the total number of ballots cast by members of the Republican Party and include the total on your election reports.

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- Network results transmission and Networked central tabulators

1. In the Statistical Counter Definition window, click the **Party Totals** tab to assign your statistical counters to political parties in your election database.



2. From the list at the right of the window, select party names to assign your selected statistical counters to individual political parties.



**NOTE:** Hold SHIFT and click parties to assign counters to multiple parties in sequence. Hold CTRL and click party names to assign your counters to multiple parties out of sequence.

3. Select **Ballots Counted by Party** to track the total number of ballots cast for each of your selected parties.



**NOTE:** The **Ballots Counted by Party** total is a default selection for a party based statistical counter and cannot be cancelled.

4. Select **Registered Voters by Party** to track the number of registered voters from each selected party that vote in your election.

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- Unity iVotronic Ballot Image Manager (iVIM)
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## Assign Party Counters to Districts

The **Party Totals** and **Party by District Totals** tabs are only available for elections with open primary (OPRI), closed primary (CPRI) and PICK election types.

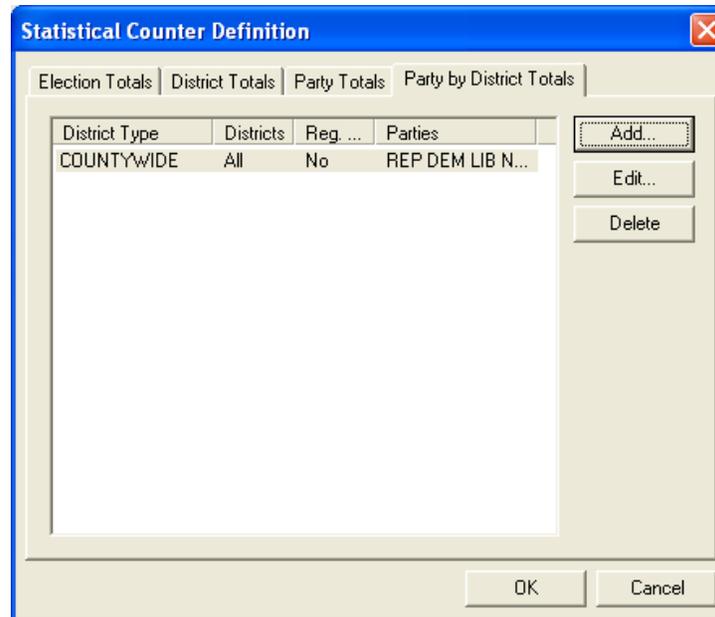
Use the options under the **Party by District Totals** tab to track ballot statistics for individual political parties and sort the statistics by district during a primary election.

**Example:** Select **Ballots Cast Total** under the **Election Totals** tab and select the Democratic Party and the congressional district type under the **Party by District Totals** tab to track the total number of Democratic voters who cast ballots in your congressional districts.

1. In the Statistical Counter Definition window, click the **Party by District Totals** tab to assign your party counters to individual districts.



**NOTE:** District definition information must be programmed as part of the initial election definition; additionally, a .DST file must be created in the Elecdata directory. Refer to the Appendix for detailed information on how to set up a .DST file.



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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

The list under the **Party by District Totals** tab displays the names of the district types assigned to your party counters, whether each district type contains active contests in your election, whether you assigned registered voter counters to each district type and the names of the parties whose statistics your equipment will track during your election.

2. Select an existing counter from the list and click **Delete** to remove the counter from your election. Click **Add** to create a new district counter or select a counter and click **Edit** to change the settings for an existing statistical counter. Click **Add** or **Edit** to open the Party by District Statistics window.

3. From the **District Type** list, select the district type that you want to assign to your statistical counters.
  - Click **Active Districts for this Election** to include only active district types in the **District Type** list.
  - Click **All Districts** to select from all of the district types in your jurisdiction database.
4. Political parties that you assigned to statistical counters under the **Party Totals** tab appear in the list at the right of the window. Select party names from the list to assign party counters to your selected district.



**NOTE:** Hold SHIFT and click parties to assign counters to multiple parties in sequence. Hold CTRL and click party names to assign your counters to multiple parties out of sequence.

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5. Click **Also for Registered Voters** to track the number of registered voters from each selected party that cast ballots in your selected district.
6. Click **OK** to save your settings or click **Cancel** to return to the Statistical Counters Definition window without saving your counter.
7. When you have chosen all of the types of Statistical Counters you would like to activate for your elections, click **OK** to exit the Statistical Counter Definition window. You will return to the Statistical Counters window.

## Generate Statistical Counters

In the Statistical Counters window, click **Generate Counters** to add counters to your election definition. The names of your individual counters appear in the list under the **Generate Counters** button.



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## Chapter 38: iVotronic Passwords



**Election Security Caution:** iVotronic passwords provide security for your election. ES&S recommends that you assign different passwords for all iVotronic functions and that you change passwords for each election.

Election	Text/Referendum	Poll Setup	Merge
Select Precincts from Master Precinct File			
Select Precincts from Districts			
Edit Precincts for this Election			
Select Offices from Master Office File			
Link Districts to Offices			
Edit/Add Offices for this Election			
Select Parties from Master Party File			
Edit Parties for this Election			
Straight Party			
Candidates			
Statistical Counters			
iVotronic Passwords			

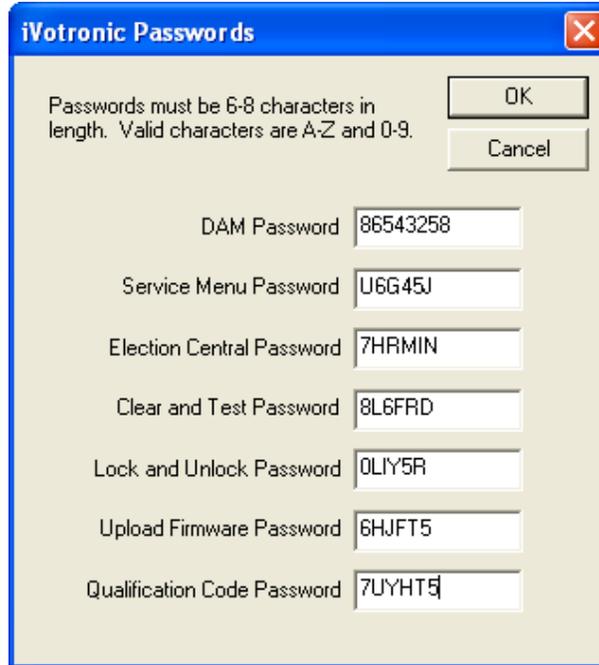
If your ballot type is set to iVotronic Image Manager, use the **iVotronic Passwords** option to change your iVotronic passwords. Passwords must be six to eight characters in length. Valid characters are A-Z and 0-9. You can change your default passwords in the following fields:

- ❖ DAM Password
- ❖ Administration Menu Password
- ❖ Advanced Menu Password
- ❖ Clear Data Password
- ❖ Load Firmware Password

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



**iVotronic Passwords**

Passwords must be 6-8 characters in length. Valid characters are A-Z and 0-9.

OK  
Cancel

DAM Password 86543258

Service Menu Password U6G45J

Election Central Password 7HRMIN

Clear and Test Password 8L6FRD

Lock and Unlock Password 0LIY5R

Upload Firmware Password 6HJFT5

Qualification Code Password 7UYHT5



See *The iVotronic Voting System Operations Procedures* for iVotronic password descriptions.

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

# Part 6: Text/Referendum

Part 6 contains the following information.

- ❖ [Chapter 39: Text/Referendum](#)

## NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

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## Chapter 39: Text/Referendum

Use the **Text/Referendum** command to create ballot questions, contest explanations and descriptive text for your ballots.

Election Data Manager limits ballot questions created with the **Text/Referendum** command to a maximum of four ballot responses. If a question requires more than four responses, create the question as a nonpartisan office and enter ballot responses as candidates.

This chapter provides information about how to perform the following tasks.

- ❖ [Create Ballot Text](#)
- ❖ [Format Text in Additional Ballot Languages](#)
- ❖ [Recall Race](#)

### Create Ballot Text

Use the **Text/Referendum** menu to create or edit instruction text, ballot questions or contest explanations. If you create text with the **Text/Referendum** option, your ballot questions, descriptions or explanations automatically save to your election folder.

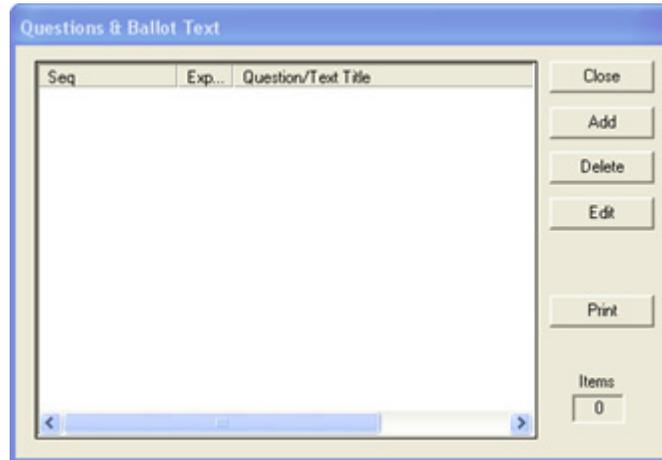
1. Click the **Text/Referendum** menu.

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The Questions & Ballot Text window appears.



2. Click **Add**.

The Question / Text window appears.

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3. In the **Description** box, type up to 40 characters that describe your ballot question. Text from the **Description** box appears on election reports but not on ballots.
4. From the **Party** list, select the political party that votes on your ballot question. Select **<ALL>** to create a description or contest explanation that appears on ballots for all of your parties. Select **NONPARTISAN** to create a nonpartisan question a bond issue or amendment.
5. Add your ballot question to the file using one of the following methods in the **File Name** box.
  - [Create a Ballot Question](#)
  - [Import a Ballot Question](#)

Keep the following in mind when creating your description.

- Only use WordPad or Notepad to create ballot text.
- Do not use Microsoft Word. Format all ballot text files as rich text format file (.rtf) Text files (.txt).



**NOTE:** For non-English languages, use the .txt file format.

- Open the text file with Election Data Manager's text editor to link the question or explanation to your ballots.
6. Use the **Explanation File Name** box to create extra text to explain the ballot question you just created. Explanation text appears below the question on the ballot. A typical example of an explanation would be a block of text that appears before an amendment that gives a layperson explanation of the amendment, which is usually written in legalese.



**NOTE:** You must have the **Explanation** check box on this screen selected for this field to become available.



**NOTE:** Explanation text does not appear on iVotronic ballots.

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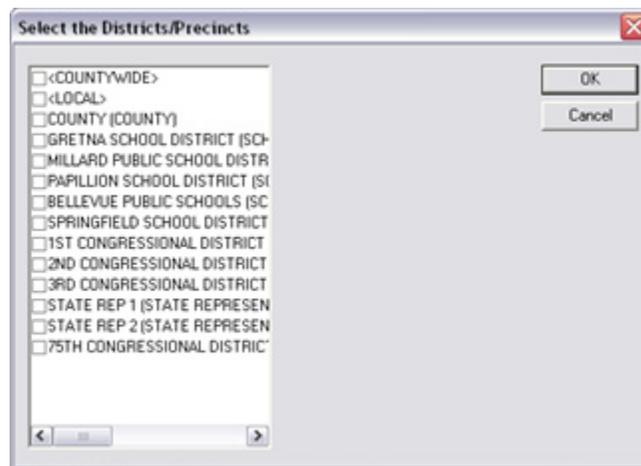
7. Click **Place Text on Ballot** to include the selected text file on your jurisdiction's ballots.
8. Select the options that apply to your text.
  - Select **Rotate Ref/Questions** if contests in an election switch order depending upon the ballot style.
  - Select **Query Undervote** to configure precinct scanners to return ballots to the voter if this contest is undervoted.
9. Under the **Position Information** heading, type a number in the **Sequence** box, to position your ballot text relative to the offices on your ballots.

**Example:** If you set the sequence number for a presidential race at 100 and type 200 in the **Sequence** box for your ballot question, your question appears after the presidential race on the ballot.

10. Click **Select Districts/Precincts** to select the subdivisions in your jurisdiction where your ballot question or text is active.

**Example:** If your election contains a referendum for a local school district, use the **Select Districts/Precincts** option to place your text only on the ballots for districts where the referendum is active.

The Select the Districts / Precincts window appears.



11. Click district names to place your question or text on ballots for selected districts.

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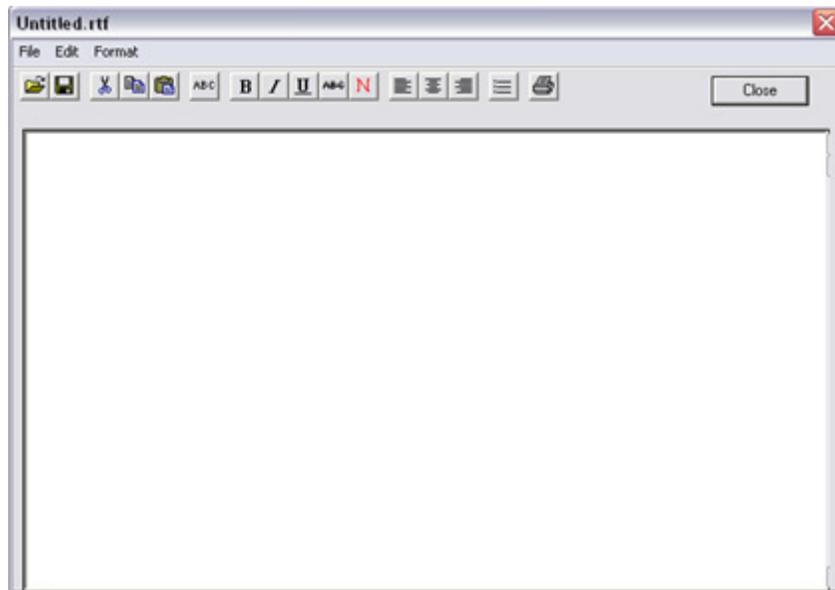


**NOTE:** Click **<Local>** to deactivate your district list and open a precinct list that allows you to place your text on ballots for specific precincts.

12. Type response text for your ballot question in the **Yes Verbiage** or **No Verbiage** boxes.
13. Click **OK** to save your selections and return to the Question/Text window or click **Cancel** to return to the Question/Text window without saving your district or precinct selections.

## Create a Ballot Question

1. Click **Create** next to the **File Name** box.  
The Untitled.rtf window appears.



2. Type text exactly as you want it to appear on your ballot.
3. The following options are available for your ballot question.

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Election Data Manager's text editor uses the same tools as other simple word-processing programs such as Microsoft WordPad. Use hard codes to format text in .txt files. Rich Text Format files do not require hard codes unless you want to format your text in full justification (<J>). Use only PostScript fonts to create ballot text.



**NOTE:** For non-English languages, use the .txt file format.



Refer to [Chapter 53: Hard Codes and Variable Names](#) for a list of hard codes that you can use to format your ballot question.

4. Click **Close**.
5. Click **Yes** to save changes or **No** to return to the Question / Text window.

## Import a Ballot Question

1. Click **Import** next to the **File Name** box or **Explanation File Name** box to open a browse window and search your folders for existing ballot questions.
2. Select a file and click **Open** to use an existing text file as your ballot question, description or explanation text.
3. The name of your selected file appears in the **File Name** box in the Question/Text window.

## Format Text in Additional Ballot Languages

Language tabs are supported by the following equipment types: ESSIM, Optech, iVotronic bitmap, LS iVotronic, and DSIM.



**NOTE:** You must Import or Create a .txt or .rtf file under the Question/Text tab before you may proceed to the tabs for each of your election's languages.

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1. Select the language tab to format the ballot question in a language other than English.

2. In the **Translated Description** box, type the description of the of the question translated into the appropriate language.



**NOTE:** The translated description will appear as the contest title in iVotronic Image Manager.

3. If you are using iVotronic ballots, under the **Verbiage for DRE Ballots** tab in the center of the window, click **Import** next to the **File Name** box and select the ballot text that you created or imported in the Question/Text window.
4. Click **Create** or **Edit** next to the **File Name** boxes to open the Election Data Manager text editor. Create a new text file (.txt) or edit an existing file.



Refer to the [Create a Ballot Question](#) heading in this chapter for more information about using the Election Data Manager text editor.

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5. Click **Import** next to the **Explanation File Name** box and select the explanation text that you created or imported in the Question/Text window.
6. Type response text for your ballot question in the **Yes Verbiage**, **No Verbiage**, **3rd Response**, and **4th Response** boxes.
7. If you are using paper ballots, under the **Verbiage for Paper Ballots** tab in the center of the window, click **Import** next to the **File Name** box and select the ballot text that you created or imported in the Question/Text window.
8. Click **Create** or **Edit** next to the **File Name** boxes to open the Election Data Manager text editor. Create a new rich text format file (.rtf), text file (.txt) or edit an existing file.



Refer to the [Create a Ballot Question](#) heading in this chapter for more information about using the Election Data Manager text editor.

9. Click **Import** next to the **Explanation File Name** box and select the explanation text that you created or imported in the Question/Text window.
10. Type response text for your ballot question in the **Yes Verbiage**, **No Verbiage**, **3rd Response**, and **4th Response** boxes.
11. Click **OK** to save your question and return to the Ballot Question & Text window or text settings or click **Cancel** to return to the Ballot Question & Text window without saving.

## Recall Race

A recall contest allows voters to remove an elected official from office before the end of an assigned term. Recall races appear as two sequential contests on your ballots, a recall question (sometimes called a controlling contest) and a recall office. Responses to the recall question determine whether your jurisdiction removes or retains the current office holder. The result of the recall office determines the office holder's replacement if voters elect to remove him or her.

To place a recall race on your ballot, create the recall question with the **Text/Referendum** command on the menu bar, program the recall office with the **Master Office File** command under the **County** menu and then link the two contests in the **Master Office File**.

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**NOTE:** Responses to a recall question determine whether your jurisdiction removes or retains a current office holder. The recall office, sometimes referred to as a recall race, determines the office holder's replacement.



**NOTE:** If using **Recall/Retain** in an election that uses the Model 650, both the recall question and the recall office must appear at the bottom of Column B if the recall office wraps to the top of Column C. In this situation, place both contests in Column C.

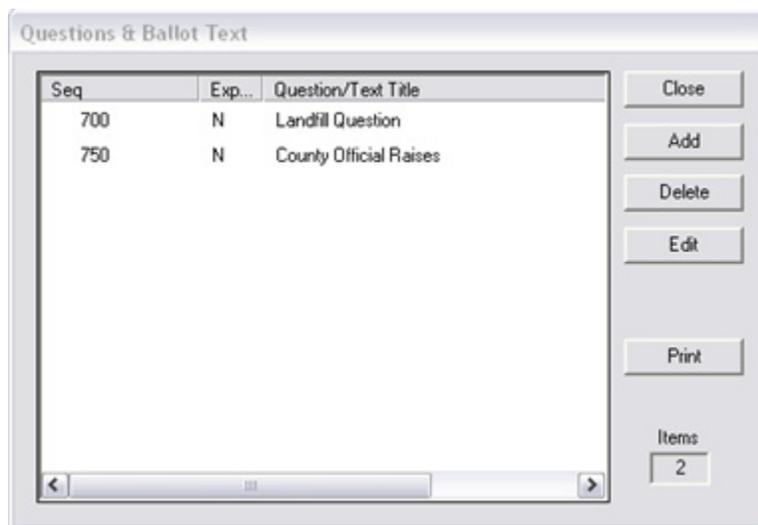


Refer to Chapter 27: Office and Chapter 31: Question of the *ES&S Image Manager System Operations Procedures* manual for more information about positioning offices and questions on the ballot.

## Create a Recall Question

1. Click the **Text/Referendum** menu.

The Questions & Ballot Text window appears.



2. Click **Add**.

The Question / Text window appears.

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3. In the **Description** box, type up to 80 characters that describe your ballot question. Text from the **Description** box appears on election reports but not on ballots.
4. From the **Heading Category** list, select an office heading for your ballot text file. Select **<NONE>** if your jurisdiction does not use office headings.
5. From the **Party** list, select the political party that votes on your ballot question. Select **<ALL>** to create a description or contest explanation that appears on ballots for all of your parties. Select **NONPARTISAN** to create a nonpartisan question a bond issue or amendment.
6. Add your recall question to the file using one of the following methods.
  - [Create a Ballot Question](#)
  - [Import a Ballot Question](#)

Keep the following in mind when creating your description.

- Only use WordPad or Notepad to create ballot text.
- Do not use Microsoft Word. Format all ballot text files as a Text file (.txt) or rich text format file (.rtf).

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- Open the text file with Election Data Manager's text editor to link the question or explanation to your ballots.
7. Select the **Place Text on Ballot** and **Referendum/Question** check boxes in the Question/Text window place ballot targets with the recall question.
  8. Type a number in the **Sequence** box to position the recall question on your ballots. Set the Sequence number for your recall question one number lower than the sequence number for your recall office to place the recall question directly before the disputed office on the ballot.
  9. Select **Recall/Retain** to designate your ballot question as the controlling contest of a recall race.



**NOTE:** Recall questions are sometimes called controlling contests because the result of the recall question controls whether your voting equipment tabulates results for the recall office.

10. In the **Yes Verbiage** and **No Verbiage** boxes, type the positive and negative response text that appears below the recall question text on your ballots.
11. Click **Select Districts/Precincts** to link your recall question to specific districts or precincts in your jurisdiction.

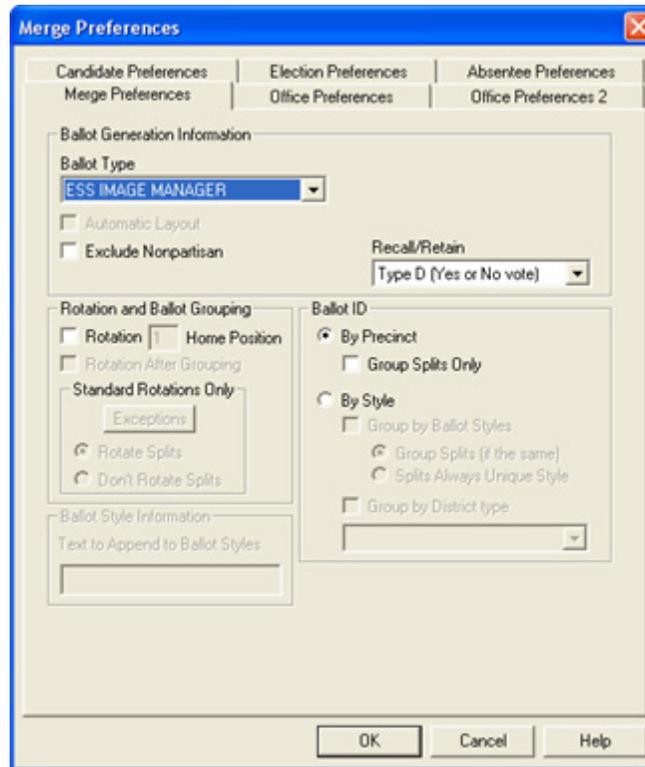
## Select a Recall Question Type

1. Under the **File** menu, click **Ballot Sets** to open the Ballot Sets window.
2. Select your ballot set and click **Merge Preferences** to open the Merge Preferences window.

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3. Select one of the following options from the **Recall/Retain** list under the **Ballot Generation** heading to select your recall race type.
  - Select **Type C (Yes only)** to place a positive response below your recall question. One voting target, for the **Yes Verbiage**, appears beneath a type C recall question. The tabulator counts results from the recall race.
  - Select **Type D (Yes or No vote)** from the **Recall/Retain** list to place a positive and a negative response below your recall question. Two voting targets, one for the **Yes Verbiage** and one for the **No Verbiage** appear beneath a type D recall question. The **Type D** race will not tabulate voter selections from the recall race if the voter selects **No** in the controlling contest. Select **Type D (Yes or No vote)** if your jurisdiction uses DS200, Model 100 or Model 650 scanning equipment.

## Create a Recall Office

Use the instructions in [Chapter 25: Master Office File](#) to create your recall office. Select a sequence number that positions the recall office directly below the recall

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question on your ballot and link the recall office to the same districts and precincts that you linked to your recall question.

## Link a Recall Question to a Recall Office

For most ballot scanners, Election Data Manager automatically designates the office that directly follows the recall question on the ballot as the recall office when you use the **Text/Referendum** option to format a recall race. In most cases, it is not necessary to select **Recall** from the **Special** list under the **Hrd Prg Mgr** tab in the **Master Office File**.

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# Part 7: Poll Setup Menu

Select commands under the **Poll Setup** menu to set up output files for your jurisdiction's polling places.

Part 7 contains the following information.

- ❖ Chapter 40: Polling Place Defaults
- ❖ Chapter 41: Master Polling Place File
- ❖ Chapter 42: Select Polling Places for this Election
- ❖ Chapter 43: Edit/Add Polling Places for this Election
- ❖ Chapter 44: Assign Precincts to Polling Places
- ❖ Chapter 45: Setup Ballot Styles
- ❖ Chapter 46: Ballot Style Names
- ❖ Chapter 47: Group Ballot Defaults
- ❖ Chapter 48: Group Ballot Update
- ❖ Chapter 49: Update PXT Files

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## Chapter 40: Polling Place Defaults

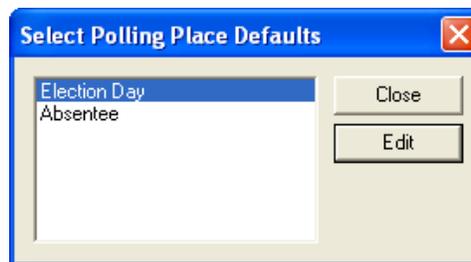
The Polling Place Defaults option is available for the ESS Image Manager and iVotronic Image Manager ballot types. Set up polling place options such as the Results Reporting Telephone number, poll closing date and time.



### Set Up Polling Places

1. Under the **Poll Setup** menu, click **Polling Place Defaults**.

The Select Polling Place Defaults window appears.



2. Select a polling place type from the list and click **Edit**.

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The Polling Place Defaults window appears.

- In the Polling Place Defaults window under the **Poll Information** heading, use the calendar and arrow keys in the **Closing Date/Time** lists to set the closing date and time for your election.



 **NOTE:** Do not type dates or times in the **Closing Date/Time** boxes. Election Data Manager only recognizes closing dates and times if you use the calendar and selection arrows.

- In the **Override Password** box, type a password that poll workers can use to keep your precinct scanners open past the specified closing date and time. In addition to keeping the polls open, iVotronic equipment requires an override password for the following tasks:

- Closing the polls early.
- Opening a Voter Terminal with a PEB that already contains votes.

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- Issuing a precinct report without closing all opened Voter Terminals.
- Clearing and testing an open terminal.



Refer to *The iVotronic System Operations Procedures* for more information about passwords.

5. Under the **Results Reporting Telephone** heading in the **Telephone #** box, type the telephone number of the location where your precinct scanners transfer results for final election reporting. Include modem initialization codes or access codes before the telephone number.
6. Under the **Additional Information** heading, select from the following options:
  - **Poll Worker-Activated Mode** to activate iVotronic terminals in Poll Worker Activated mode.



Refer to *The iVotronic System Operations Procedures* for more information about iVotronic operating modes and custom ballots.

- Select **Key in Precinct** to enter the precinct number on the iVotronic instead of selecting the precinct name boxes.
  - Select **Support VR Link** to connect your iVotronic to voter registration records.
7. From the **Printer Model** list, select the type of printer that you use to generate iVotronic reports at the polling place.
  8. From the **Mode** list, select one of the following options to configure your preferences for coded ballots.
    - **Not Allowed:** Select **Not Allowed** if your jurisdiction does not use coded ballots.
    - **Allowed:** Select **Allowed** to include coded ballot totals with your election totals.
    - **Not Counted:** Select **Not Counted** to allow coded ballots but not to include coded ballot totals with your election totals.
  9. In the **Prompt** box, type a message that identifies coded ballots on your iVotronic terminals. For example, type “Challenged Voter” or “Coded Ballot.”

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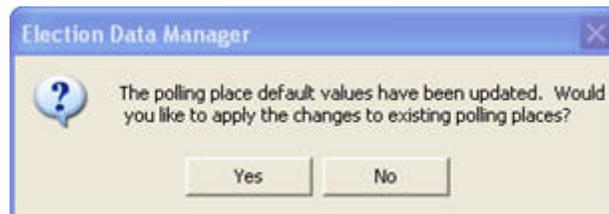


**NOTE:** A **Coded Ballot** option appears on the Ballot Selection screen when you activate coded ballots in Election Data Manager. Poll officials use coded ballots for voters with questionable voting credentials. If you wish to have coded ballots appear only on certain terminals, type the ^\* symbols before your message that identifies coded ballots.

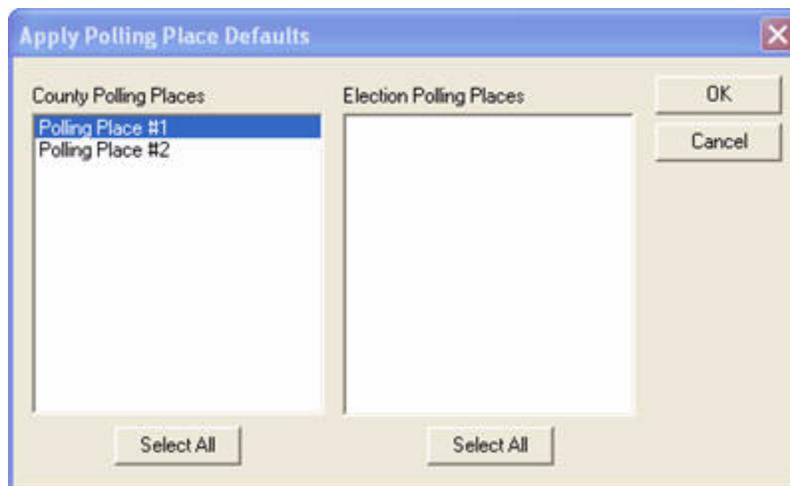


See the *iVotronic System Operations Procedures* for more information about using coded ballots.

10. When finished making changes click **OK**. The following message will appear.



11. Click **No** if you do not want to apply your changes to your existing polling places. Click **Yes** to make the changes to existing polling places. The Apply Polling Place Defaults window appears.



12. Select the Polling Places you would like to save the defaults to. Click **Select All** to select all polling places in the corresponding column.

13. Click **OK** to save changes. A window appears informing you of the number of polling places that were updated.

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14. Click **OK** to return to the Select Polling Place Defaults window.
15. Click **Close** to close the Select Polling Place Defaults window.

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## Chapter 41: Master Polling Place File

Use the **Master Polling Place File** command to create permanent polling place records in your jurisdiction database. Link the polling places from your master file to precincts to activate polling places for your election.



### Add Polling Place Records

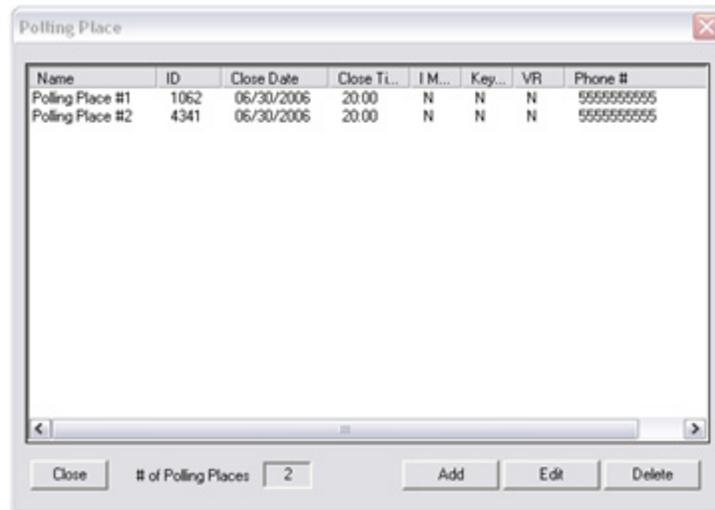
1. From the **Poll Setup** menu, click **Master Polling Place File** to add or edit polling place records for your election.

The Polling Place window appears.

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2. Click **Add**.

The Add / Edit Polling Place window appears.

**Add/Edit Polling Place**

OK Cancel

Polling Place:

Location Information

ID Number

Name

Poll Information

Closing Date / Time 06/30/2006 08:00 PM

Override Password ESSESS

Results Reporting Telephone Information

Telephone # 5555555555

Additional Information

Pollworker-Activated Mode

Key in Precinct

Support VRLink

Printer Model

Seiko

Coded Ballot

Mode Not Allowed

Prompt

Polling Place Type

Election Day

Absentee

3. Under the **Location Information** heading, type the **ID Number** and **Name** of your polling place in the appropriate boxes. Your state assigns polling place ID numbers to identify polling locations during results gathering on election night.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



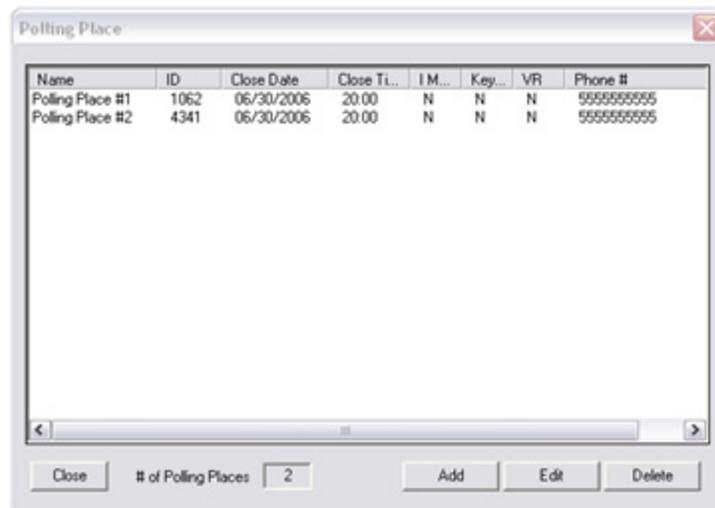
Use the instructions under the [Set Up Polling Places](#) heading in this chapter to set the other options in the Add/Edit Polling Place window.

4. Under the **Polling Place Type** heading, select one of the following options to select the type of your polling place.
  - Select **Election Day** to configure your polling place as an Election Day polling center.
  - Select **Absentee** to configure your polling place for absentee voting.
5. If you select **Absentee** as the **Polling Place Type**, the **Precinct Name** field appears. Enter the name of the absentee precinct.
6. Click **OK** to save settings for the current polling place and enter data for your next polling place. Click **Cancel** to return to the Polling Place window.
7. Make sure you click **OK** to save the settings for your last polling place before you click **Cancel** to close the Add/Edit Polling Place window.

## Edit Polling Place Records

1. From the **Poll Setup** menu, click **Master Polling Place File** to edit polling place records for your election.

The Polling Place window appears.



### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- iVotronic DRE
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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

2. Select the Polling Place you wish to modify and click **Edit**.  
The Add / Edit Polling Place window appears.

3. Make any necessary changes.



Refer to the [Add Polling Place Records](#) heading for information about making changes to the Add/Edit Polling Place window.

4. Click **OK** to save changes or **Cancel** to return to the Polling Place window.

## Delete a Polling Place Record

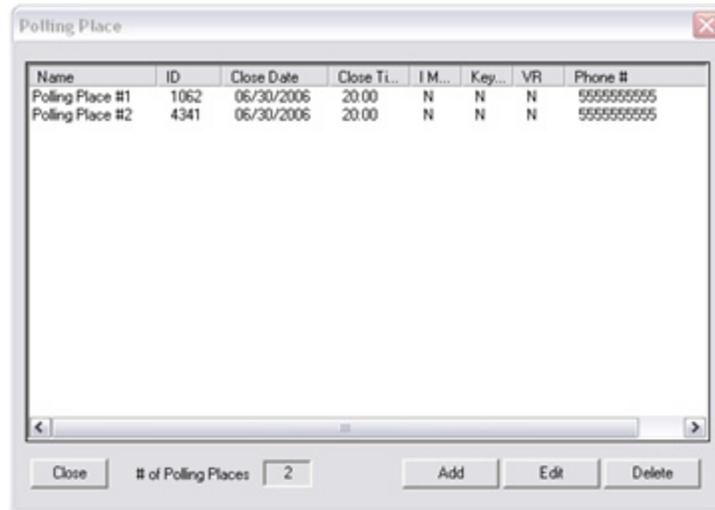
1. From the **Poll Setup** menu, click **Master Polling Place File** to edit polling place records for your election.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

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- Network results transmission and Networked central tabulators

The Polling Place window appears.



2. Select the Polling Place you wish to remove and click **Delete**.  
The message "Are you sure you want to delete this polling place?" appears.
3. Click **Yes** to delete or **No** to return to the Polling Place window.

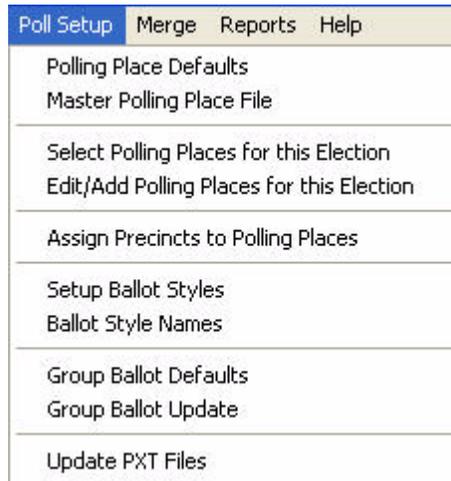
**NOTICE OF UNCERTIFIED FUNCTIONALITY**

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

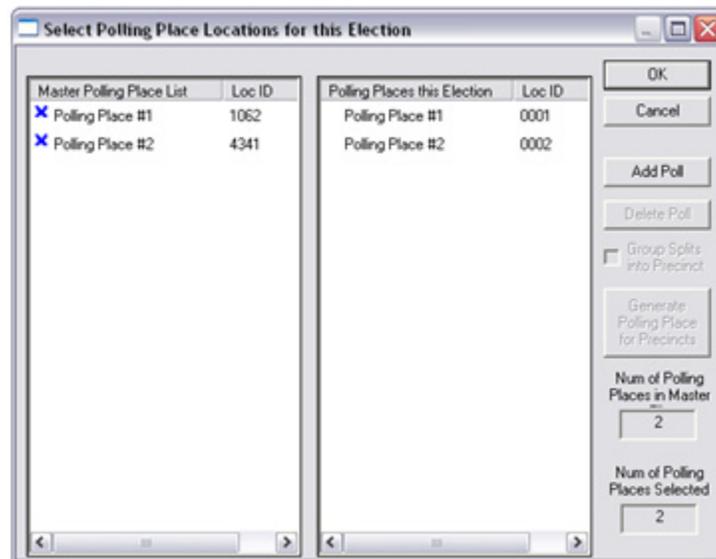
- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 42: Select Polling Places for this Election

Use the **Select Polling Places for this Election** to activate polling places for your election.



1. Under the **Poll Setup** menu, click **Select Polling Places for this Election**. The Select Polling Place Locations for this Election window appears.



### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

2. From the Master Polling Place List on the left side of the window, select a polling place and click **Add Poll** to activate the location. The polling places you selected appear in the **Polling Places for this Election** list on the right side of the window.

Deactivate a polling place by selecting a polling place from the **Polling Places for this Election** list and clicking **Delete Poll**.



**NOTE:** Hold SHIFT and click polling places to select multiple locations in sequence, or hold CTRL to select multiple locations out of sequence.

3. Click **Generate Polling Place for Precinct** to automatically create a polling place for each active precinct in your election.
4. Select **Group Splits into Precinct** to assign splits within a precinct the same polling place as the rest of the precinct.



**NOTE:** Clear the **Group Splits into Precinct** check box to create separate polling places for splits within a precinct.

5. Click **OK** to save your settings or **Cancel** to exit to the main screen without saving.

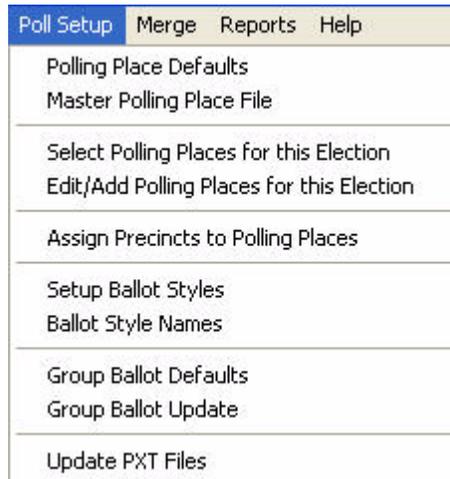
NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 43: Edit/Add Polling Places for this Election

Under the **Poll Setup** menu, select **Edit/Add Polling Places for this Election** to create or customize polling places for a single election.



Use the instructions in the [Set Up Polling Places](#) heading in [Chapter 40: Polling Place Defaults](#) to set up custom polling places for your election.

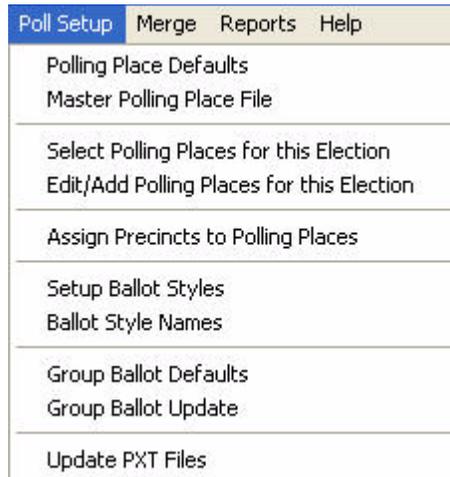
### NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 44: Assign Precincts to Polling Places

Use the **Assign Precincts to Polling Places** command to link polling places to precincts activated for your election. You can use this command to automatically generate polling places for each of your active precincts.



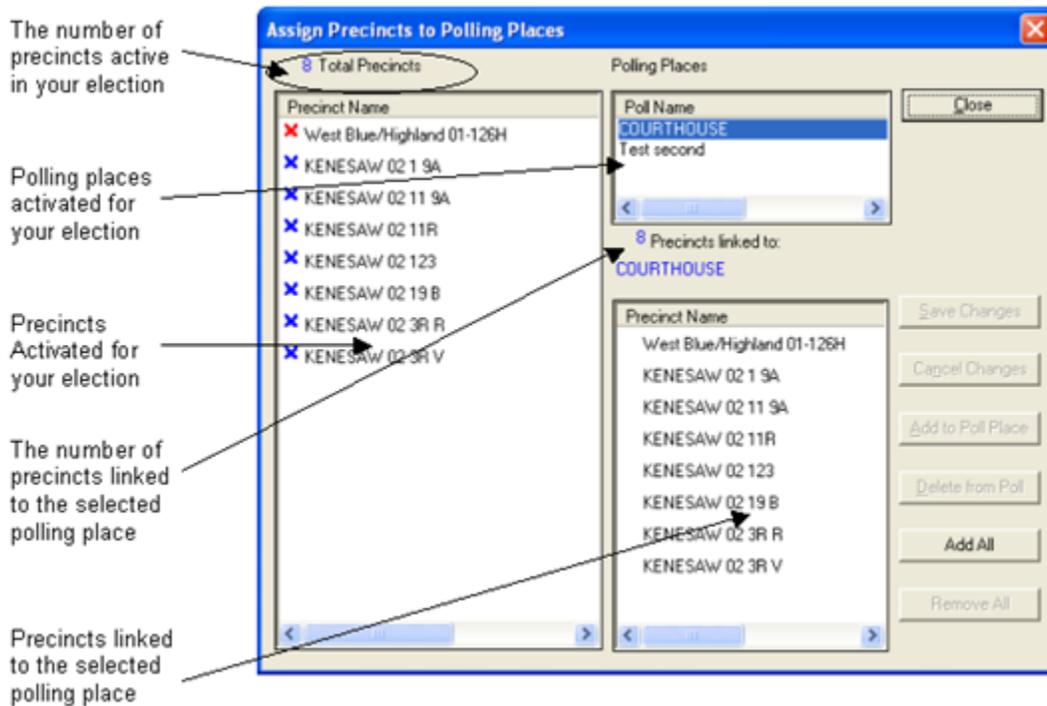
1. Under the **Poll Setup** menu, click **Assign Precincts to Polling Places** link active precincts to your polling places.

The Assign Precincts to Polling Places window appears.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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2. From the **Poll Name** list at the top right of the window, select a polling place.
3. Select precincts from the **Precinct Name** list on the left side of the window to assign precincts to your polling place.
4. Click **Add to Poll Place** to finalize the link.

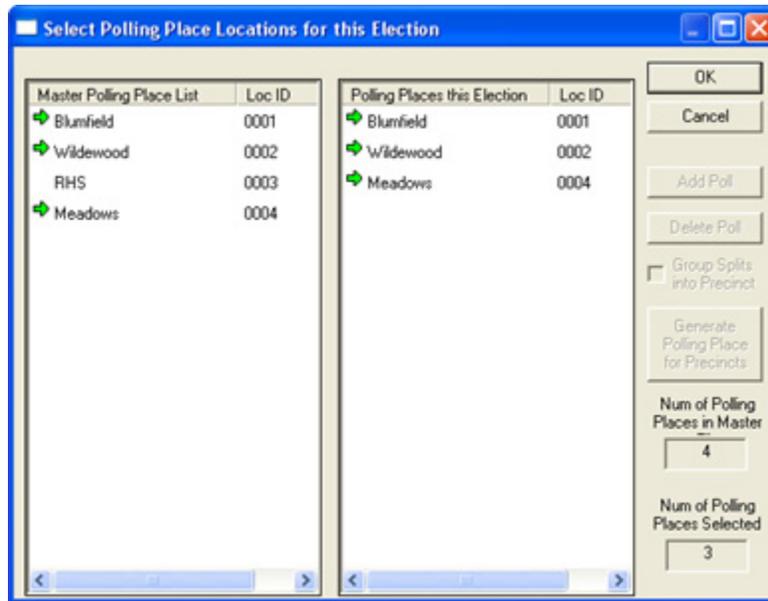


**NOTE:** Precincts linked to your selected polling place appear in the **Precinct Name** list at the bottom right of the window. Green arrows → appear next to recently assigned precincts. Hold SHIFT and click precinct names to select multiple precincts in sequence. Hold CTRL to select multiple precincts out of sequence.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Network results transmission and Networked central tabulators



Click **Add All** to assign all precincts to the selected polling place.

Click **Remove All** to remove all precincts from the selected polling place.

5. Click **OK** to save your polling place assignments or click **Cancel** to disregard your polling place assignments.

Blue **X**s appear to designate finalized links. Red **X**s appear if you link a precinct to more than one polling location.

6. Click **Save Changes** each time you assign precincts to a polling place.

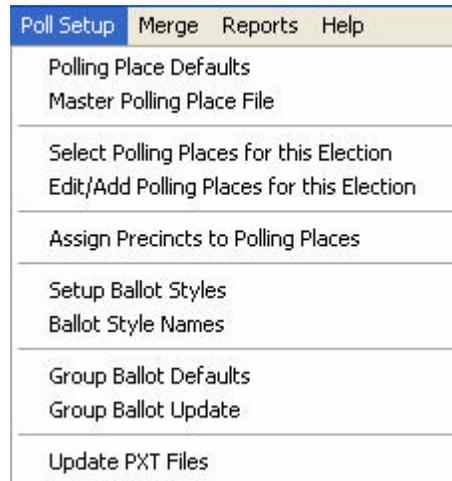
#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 45: Setup Ballot Styles

Each ballot style in your election contains a unique combination of contests, candidates and voting positions for a specific political party, precinct or split. Use the **Setup Ballot Styles** and the **Ballot Style Names** options to create separate ballot style records for iVotronic Election equipment.



When you create a primary election for iVotronic equipment, create a separate ballot set with a unique name for each active political party in your election.



Refer to the [Create a Ballot Set](#) heading in [Chapter 14: Merge Preferences](#) for more information about ballot sets.

Remember to assign a separate name to each ballot data file that you generate.

After you merge your election files, use the **Setup Ballot Styles** and the **Ballot Style Names** options to combine and format your ballot style output files. Then, merge your files a second time to create the necessary ballot styles.

## Combine Ballot Styles

1. Select **Setup Ballot Styles** from the **Poll Setup** menu.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

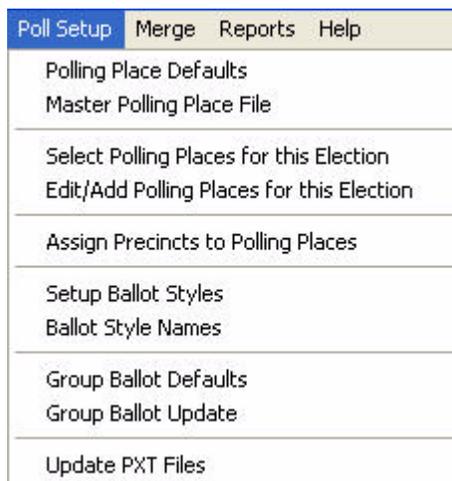
- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators





## Chapter 46: Ballot Style Names

Use the **Ballot Style Names** option to create selection text for your ballot styles, configure multi-language ballot text and format your ballot styles.



### Edit Ballot Styles

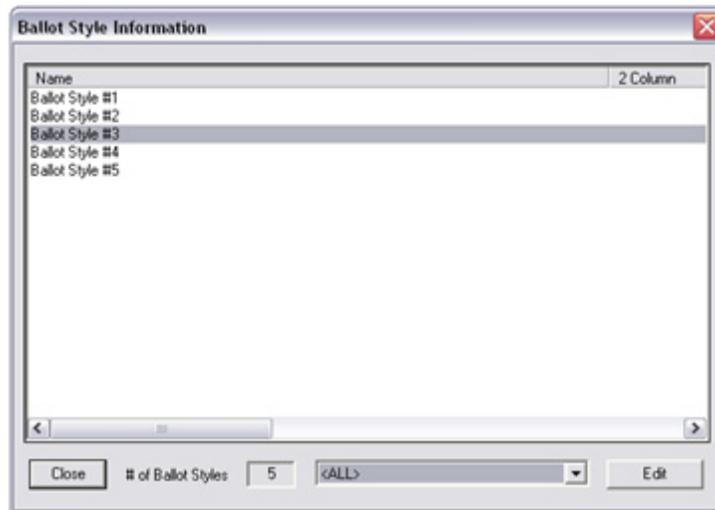
1. Under the **Poll Setup** menu, select **Ballot Style Names** to configure ballot styles for your election.

The Ballot Style Information window appears.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators



2. From the list at the bottom of the window, select a party to access a list of all the ballot styles created for the party.
3. Select a ballot style from the list and select **Edit**.

The Ballot Style window appears.



4. Under the **English** tab, type the **Selection Text** that identifies your ballot style for English speaking voters.
5. In the **Ballot Title** box, type the ballot title that appears on the first ballot screen for your Votronic or iVotronic equipment.



**NOTE:** In tabs for other languages, enter the **Ballot Title** that appears on the first ballot screen for the corresponding language.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

6. Select **OK** to save your changes, or select **Cancel** to exit to close the ballot style window without saving your configuration.

## Ballot Style Name Limits

When you use the iVotronic terminal for early voting, you may have to store a large number of ballot styles on a single iVotronic terminal. Limit the style name that you type in the **Ballot Selection Text** box to the following character lengths to make sure that all of your ballot style names fit on the ballot selection screen.

Ballot Style Name Length	Maximum Number of Precincts/Ballot Styles	Maximum Number of Columns
>27	23	1
18-27	46	2
12-17	69	3
9-11	92	4
7-8	115	5
6	138	6
5	161	7

## Generate an Election File for Combined Ballot Styles

After you combine ballot styles, select **Generate Ballot Styles** under the **Merge** menu and merge your election. Change the name of your election in the **Ballot Data File** name box. *Do not* select **Create Ballot Style Information** when you generate a ballot data file (.bdf) for your combined ballot styles.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 47: Group Ballot Defaults



The Group Ballot Defaults option is not currently available.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

# Chapter 48: Group Ballot Update



The Group Ballot Update option is not currently available.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Chapter 49: Update PXT Files



The Update PXT Files option is not currently available.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

# Part 8: Merge Menu

Part 8 contains information about the following topic.

- ❖ [Chapter 50: Generate Ballot Styles](#)

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

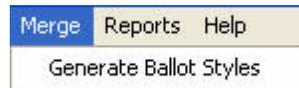
The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

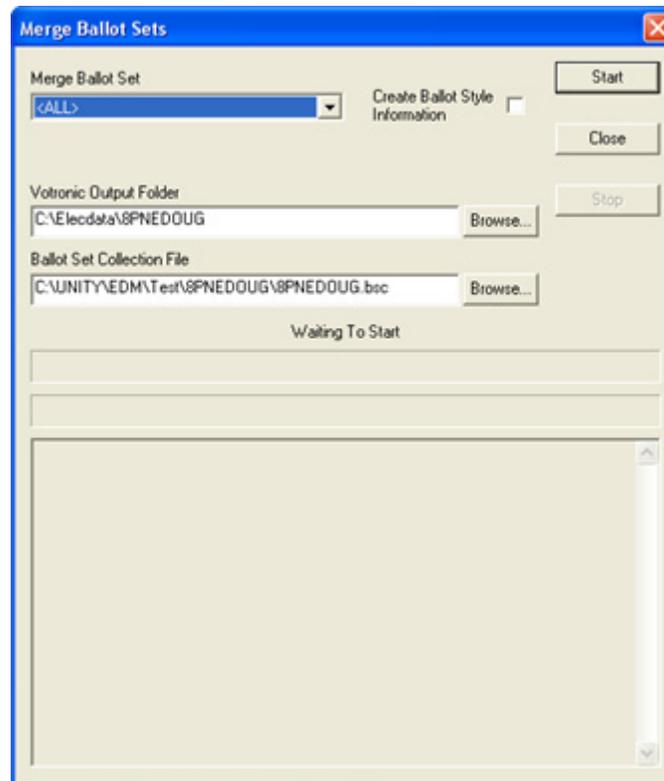
## Chapter 50: Generate Ballot Styles

Under the **Merge** menu, select **Generate Ballot Styles** to generate output files for your election. The **Generate Ballot Styles** option creates output files for each of your ballot sets. You can generate files for all of your ballot sets at the same time or create files for individual sets.



Refer to the [Chapter 4: Unity File Structure](#) for information about creating folders for your Election Data Manager output files.

1. Under the **Merge** menu, click **Generate Ballot Styles** to open the Merge Ballot Sets window and configure your election files.



### NOTICE OF UNCERTIFIED FUNCTIONALITY

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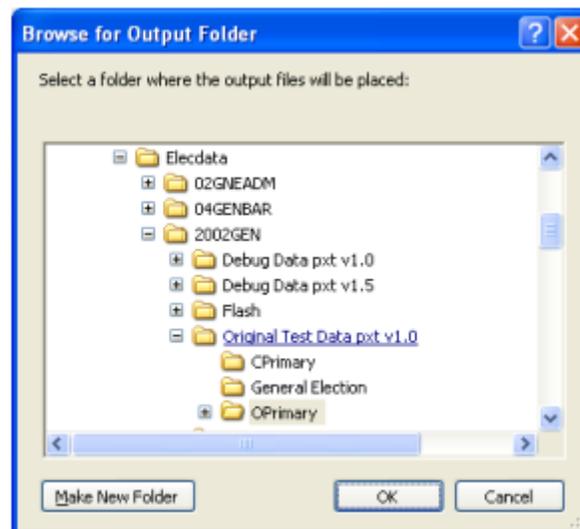
- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

2. From the **Merge Ballot Sets** list, select **All** to generate output files for all of your ballot sets. Select a ballot set from the list to generate output files for each of your ballot sets individually.
3. Select the **Create Ballot Style Information** check box the *first time* you generate election files for iVotronic election equipment. Do not click **Create Ballot Style Information** for any election equipment that does not support ballot styles.



**NOTE:** The **Create Ballot Style Information** check box will appear only if you are using the following equipment types: Digi-Scan Image Manager, iVotronic LS, Image Manager Votronic, iVotronic Image Manager.

4. If you select the **Create Ballot Style Information** check box, a confirmation screen will appear. Click **Yes** to use the option.
5. Next to the **Output Folder** box, click **Browse** to open the Browse for Output Folder window.

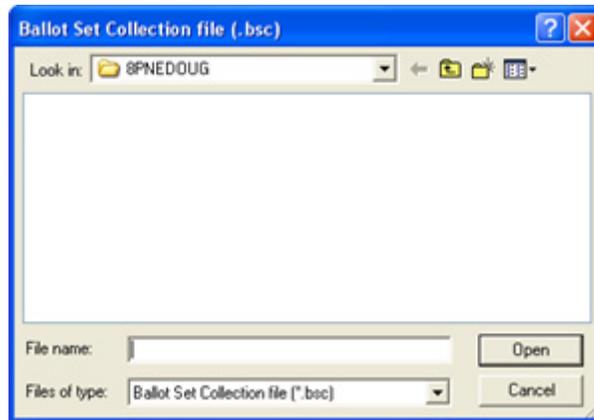


6. Select your election folder under the EDM folder and click **OK** to return to the Merge Ballot Sets window.
7. Next to the **Ballot Set Collection File** box, click **Browse** to open the Ballot Set Collection file (.bsc) window.

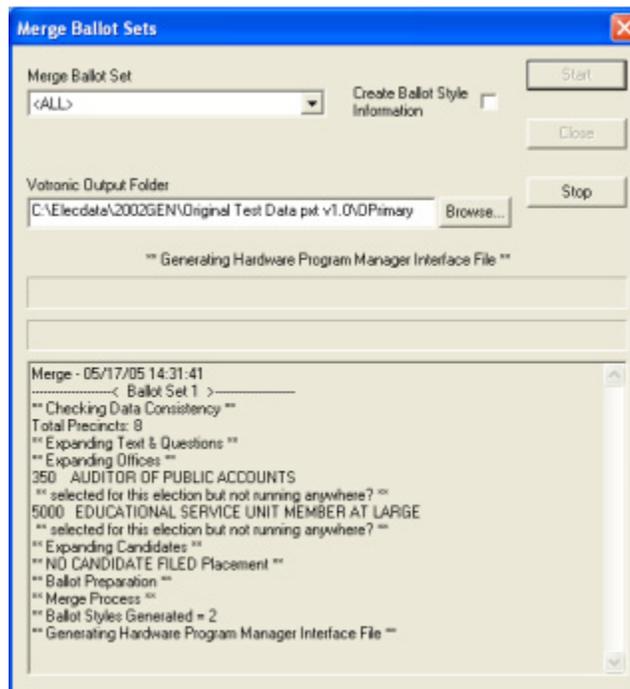
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- Network results transmission and Networked central tabulators



8. Select your election folder under the EDM folder and click **OK** to return to the Merge Ballot Sets window.
9. Click **Start** to generate output files for your election. Status information appears in the bottom half of the Merge Ballot Sets window.



10. Click **Stop** to cancel your file generation in progress. Click **Close** to return to the Election Data Manager main screen after you create output files.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Network results transmission and Networked central tabulators

## Special Instructions for Merging Primaries

Some ballot scanners require you to perform special tasks in Election Data Manager when you create a primary election. Use the instructions in the following sections to configure primary election files for DS200 and Model 100 ballot scanners.

### Pick your Party Primary Election

Ballots in an open primary election contain all contests that the voter is eligible to vote for in addition to any nonpartisan contests that may be on the ballot. The voter only votes the partisan contests for one party but chooses which party in the privacy of the voting booth by only voting for candidates from the desired party. Because a vote for candidates from more than one party voids the entire partisan ballot, some jurisdictions use a variation of the Open Primary, called a Pick-A-Party primary, where a party selection contest appears before the partisan section of the ballot. If the voter chooses a party from the party selection contest, votes for candidates that represent any other party are ignored so that the voter cannot spoil the ballot.

1. In the Merge Preferences window under the **Election Preferences** tab, select **PICK** in the **Election Type** box to format your election as pick your party primary. Configure your election normally with a straight party contest added.
2. Under the **Merge** menu, click **Generate Ballot Styles** to open the Merge Ballot Sets window. In the **Merge Ballot Set** box, select **<ALL>** and click **Start** to generate output files for all of your ballot sets.

### Primary Election for iVotronic Tabulators

To create a primary election for iVotronic terminals, set up polling places for your election and create a separate ballot set for each party participating in your primary. Remember to type a different name for each of your ballot sets in the **Ballot Set Name** box of the Ballot Set Properties window.



Refer [Part 7: Poll Setup Menu](#) for more information about setting up polling places and ballot sets for your election.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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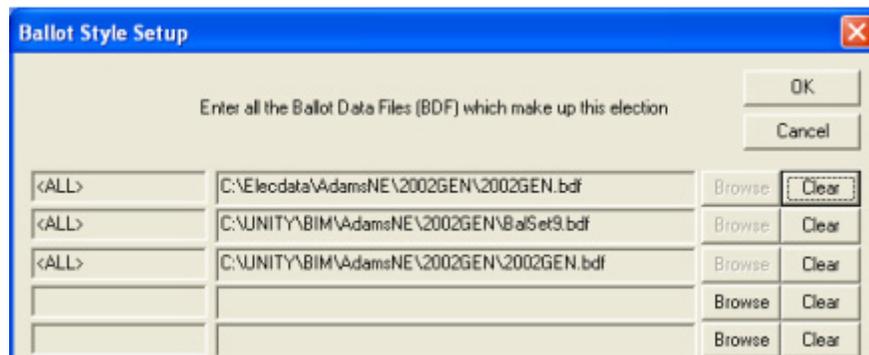
- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

After you create a ballot set for each of your parties, select **Generate Ballot Styles** under the **Merge** menu to open the Merge Ballot Sets window. Select **<ALL>** from the **Merge Ballot Set** box and then click **Create Ballot Style Information** to create your iVotronic ballot styles.

## Setup Ballot Styles

You will use this screen only when you rename your iVotronic ballot definition files (BDF) after you merge ballots and you have **Create Ballot Style Information** checked in the Merge Ballot Sets window. In this case, you will use this screen to remove the old unused ballot definition files from this screen. To remove files, click **Clear** to the right of the old BDF files, and leave only the current set.

1. Select **Setup Ballot Styles** from the **Poll Setup** menu to open the Ballot Style Setup window.



## Ballot Style Names

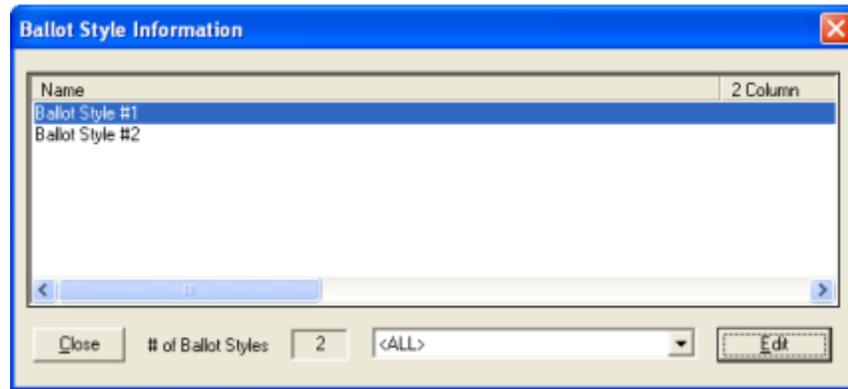
Use the **Ballot Style Names** option to edit ballot styles for iVotronic terminals.

1. Select **Ballot Style Names** from the **Poll Setup** menu to open the Ballot Style Information window.

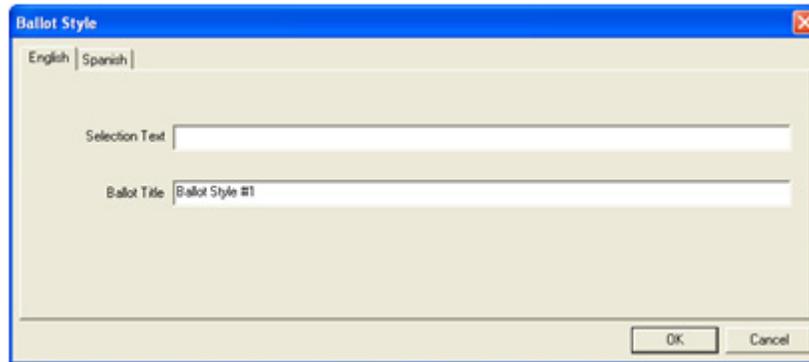
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- Network results transmission and Networked central tabulators



2. The number of ballot styles in your election appears in the **# of Ballot Styles** box at the bottom of the window. Select a ballot style from the list and click **Edit** to change its settings. The Ballot Style window appears.



3. Enter the **Selection Text** for this ballot style.  
The information you enter in the **Selection Text** box appears on iVotronic terminals when multiple ballot styles exist for a precinct. The Selection Text enables poll workers to select the appropriate ballot style for a voter.
4. Enter the name of the ballot in the **Ballot Title** box. The Ballot title appears in the banner at the top of each ballot on the iVotronic screen.  
You can use hard codes in this field to format the ballot title.



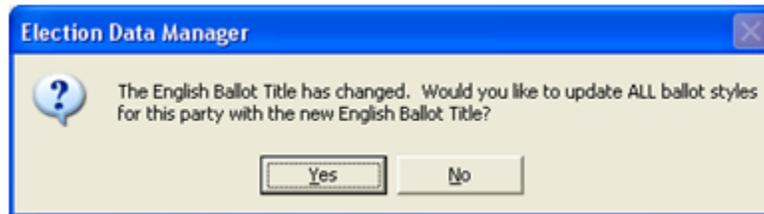
Refer to the [Hard Codes](#) table in [Chapter 53: Hard Codes and Variable Names](#) for a list of the hard code you can use to format the ballot title.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

5. Select any additional language tabs and enter the ballot title for each language.
6. The following screen appears for each language if the ballot title was edited.



Click **Yes** to apply the same ballot title to all ballots, or click **No** to apply the ballot title only to the current ballot set. If this is a primary election, selecting **Yes** will apply the ballot title to all ballot styles within the currently selected party.

7. Repeat this process for each of your ballot styles, as needed.
8. When you have completed the process for all ballot styles, select **<ALL>** from the **Merge Ballot Set** list, but do NOT check the **Create Ballot Style Information** check box.

### Ballot Style Name Limits

When you use the iVotronic for early voting, you may have to store a large number of ballot styles on the iVotronic terminal. Limit your **Ballot Style Names** to the following character lengths to make sure that all your ballot styles fit on the ballot selection screen.

### Ballot Style Name Limits

Ballot Style Name Lengths	Maximum Number of Precincts/Ballot Styles	Maximum Number of Columns
more than 27	23	1
18-27	46	2
12-17	69	3
9-11	92	4
7-8	115	5
6	138	6

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Ballot Style Name Limits (*continued*)

Ballot Style Name Lengths	Maximum Number of Precincts/Ballot Styles	Maximum Number of Columns
5	161	7

### Combined Ballot Data File for an iVotronic Primary Election

After you select your ballot sets in the Ballot Style Setup window, select **Generate Ballot Styles** under the **Merge** menu to create a single ballot data file that contains all of the political party information for your primary election. Select **All** from the **Merge Ballot Set** list to create a combined file. Do not click **Create Ballot Style Information** when you generate the ballot data file (.bdf) for your combined ballot styles.

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
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**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

# Part 9: Reports Menu

Part 9 contains information about the following topics.

- ❖ [Chapter 51: Reports](#)
- ❖ [Chapter 52: Sample Reports](#)

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Chapter 51: Reports

Election Data Manager produces a number of reports that track the information in your jurisdiction and election databases. Use the commands under the **Reports** menu to double-check your election information and to track your progress as you configure an election. Under the **Reports** menu, click a command to generate one of the following Election Data Manager reports:

- ❖ **Master Precinct Report:** Select **Master Precinct List** to generate a list of all the precinct records stored in your jurisdiction database.
- ❖ **District Names:** Click **District Names** to create a list of the names of all of your districts and the offices contested in each district.
- ❖ The **District Relations** report displays the links between your districts and precincts. This report is available in the following formats
  - [District Relations-One Column](#)
  - [District Relations-Two Columns](#)
  - [District Relations-Three Columns](#)
  - [District Relations by Precinct - One Column](#)
  - [District Relations by Precinct - Two Columns](#)
- ❖ **Master Office:** Select **Master Offices** to generate a report that lists all of the information contained in the master office file of your jurisdiction database.
- ❖ **Party:** Click **Party** to generate a list of the party records in your jurisdiction database. Election Data Manager organizes your party records first by party order, then by party ID and device code and finally by party name.
- ❖ **Office Headings:** Select **Office Headings** to generate a list of office headings stored in your jurisdiction database.
- ❖ **Precincts this Election:** Click **Precincts this Election** to list information for all of the precincts activated for your election.
- ❖ **Registered Voters this Election:** Select **Registered Voters this Election** to create a list of registered voter totals in your jurisdiction.
- ❖ **Offices this Election:** Click **Offices this Election** to list information for all of the offices activated for your election.
- ❖ **Office Relations:** Select **Office Relations** to list the districts where each office in your jurisdiction database appears on the ballot.

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- ❖ **Candidates this Election (in party order sorted by last name):** Click **Candidates this Election** to generate information for each of the candidates active in your election.
- ❖ **Offices and Candidates this Election:** Click **Offices and Candidates this Election** to generate a list of active offices in your election and the candidates assigned to run for each office.

If you use an additional text field to add a second candidate for the same office position, for instance President and Vice President, the second candidate will not appear when you run a Offices and Candidates this Election report.

- ❖ Generate a **Ballot Style Report** to list each of your ballot styles and the identification information for each style.

You can choose from the following ballot style reports.

- [Ballot Styles in Ballot Style Order](#) to list your ballot styles in order of ballot style number
- [Ballot Styles in Precinct Order](#) to sort your ballot styles by precinct identification number
- ❖ **Ballot Galley Report (Precinct/Office/Candidate):** Select the **Ballot Galley** report to view information that appears on your final ballots. The production number for the current ballot appears at the top of the report page followed by information that appears on the ballot for the current style.

If you use an additional text field to add a second candidate for the same office position, for instance President and Vice President, the second candidate will not appear when you run a Ballot Galley Report. The report also does not display write-in information.



**NOTE:** The [Ballot Galley Report \(Precinct/Office/Candidate\)](#) generates files called merge.dbf and mrg.dbf in your election folder. Delete the two files after you generate a ballot galley report to free up disk space.

- ❖ Select **Rotation Reports** and then a rotation type in the submenu. Select how you want Election Data Manager to sort your report to generate a report that shows how your candidates rotate for the selected rotation type.

You can select from the following types of rotations

- [Candidate Rotations by Office \(Standard Rotation\)](#)
- [Standard Rotation \(Rotation Order\)](#)

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- Unity iVotronic Ballot Image Manager (iVIM)
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- ❖ **Polling Places this Election (iVotronic Report):** Click **Polling Places this Election** to list information for all of the polling places activated for your election.



**NOTE:** The Polling Places this Election report is only active if you select **iVotronic** as your equipment type from the Merge Preferences window.

- ❖ **Precincts Assigned to Polling Places (iVotronic Report):** Select **Precincts Assigned to Polling Places** to generate a list that displays a list of polling places and the precincts assigned to each polling place.



**NOTE:** The Precincts Assigned to Polling Places report is only active if you select **iVotronic** as your equipment type from the Merge Preferences window.

- ❖ **iVotronic Reports:** Under the **Reports** menu, point to **iVotronic Reports** and select one of the following reports from the **iVotronic Reports** submenu:
  - **Ballot Style Names (iVotronic Report):** Select **Ballot Style Names** to list all of your ballot styles sorted by style number and style name.



**NOTE:** Only use the audio report generated in Election Data Manager for iVotronic text ballots. If your jurisdiction uses iVotronic graphic ballots (bitmap ballots), generate an audio report from your iVotronic Image Manager to verify your audio files.



**Election Security Caution:** The EDM reporting function provides security for your election. Print reports for every election and archive them physically and electronically with your other election materials.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

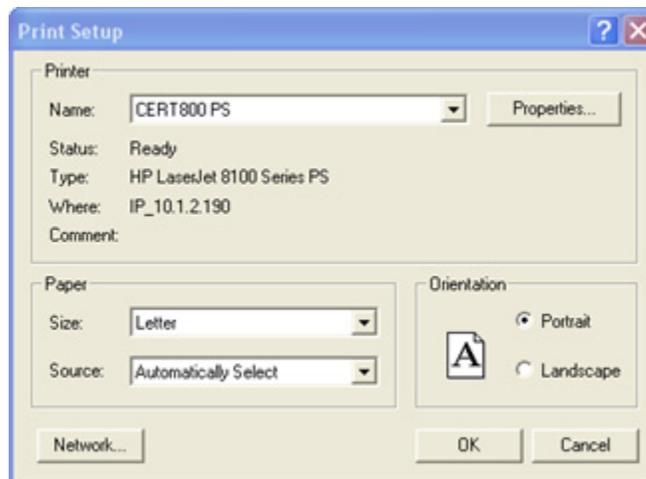




**NOTE:** Pointing to some report commands under the **Reports** menu opens a another menu with additional selections.

## Print a Report

In your report window, click the printer icon,  which looks like a printer with a wrench in front of it to select print preferences.



In the Print Setup window, select options and click **OK** to print your report.

## Export a Report

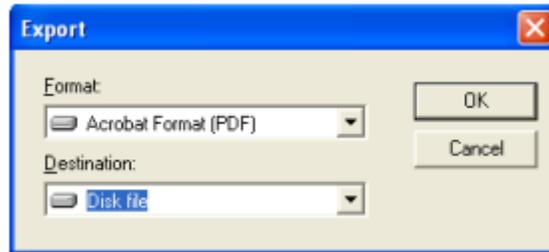
Use Election Data Manager's report export options to transfer database reports to other locations or to save your reports to disk.

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Unity iVotronic Ballot Image Manager (iVIM)
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1. In the report window, click the envelope button with the red arrow  to open the Export window and select preferences for exporting your report.



2. From the **Format** list, select the file format that you want to use to save your report.
3. From the **Destination** list, select the location where Election Data Manager will save your report.
4. Click **OK** to convert your report to the selected format and save to the selected location. Click **Cancel** to return to your report window without exporting the file.

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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## Chapter 52: Sample Reports

This chapter contains sample images of Election Data Manager reports. Select commands under the **Reports** menu to generate jurisdiction and election database reports. Use the reports to keep track of critical information while you create your election.



See [Chapter 51: Reports](#) of this manual for more information about generating reports and for descriptions of each report type.



**Election Security Caution:** The EDM report function provides security for your election. Print reports for every election and archive them physically and electronically with your other election materials.

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Master Precinct Report

Precinct Report

1 of 1+ 100% Total:154 100% 154 of 154

Preview

0001  
0002  
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0008  
0009  
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0011  
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0042

**Master Precinct Report**  
**for**  
**SARPY COUNTY NEBRASKA**  
**December 26,2001 11:17AM**

Precinct Num	Precinct ID	Precinct Name	Abbreviation
0001	0001	Bellevue I-I	Bellevue I-I
0002	000201	Bellevue I-II 01-01	Bellevue I-II 01-01
0003	000202	Bellevue I-II 02-02	Bellevue I-II 02-02
0004	000301	Bellevue I-III 01-01	Bellevue I-III 01-01
0005	000302	Bellevue I-III 02-02	Bellevue I-III 02-02
0006	0004	Bellevue I-IV	Bellevue I-IV
0007	0005	Bellevue I-V	Bellevue I-V
0008	000601	Bellevue II-I 01-01	Bellevue II-I 01-01
0009	000602	Bellevue II-I 02-02	Bellevue II-I 02-02
0010	000603	Bellevue II-I 02-03	Bellevue II-I 02-03
0011	000701	Bellevue II-II 01-01	Bellevue II-II 01-01
0012	000702	Bellevue II-II 01-02	Bellevue II-II 01-02

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## District Names

Preview

- App Court
- Bellevue City Council
- Board of Regents
- City
- Congressional District
- County
- County Commissioner
- County judge
- District Court
- ESU
- Gretna City Council
- La Vista City Council
- Legislative District
- MUD
- NRID
- OPPD
- Papillion City Council
- Public Service Commissioner
- School District
- Springfield City Council
- State Board of Education
- Supreme Court
- type1

**District Names Report**  
**for**  
**SARPY COUNTY NEBRASKA**  
 December 26,2001 11:18AM

**App Court**

ApC104	Appellate Court District 4		
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1 App Court Districts

**Bellevue City Council**

Bel001	Ward I	Bel002	Ward II
Bel003	Ward III	BELL004	Ward IV
Bel005	Ward V		

5 Bellevue City Council Districts

**Board of Regents**

Reg004	Board of Regents District 4		
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1 Board of Regents Districts

**City**

Bellev	Bellevue	Lavist	La Vista
Papall	Papillion	Gretn	Gretna
Spring	Springfield		

5 City Districts

**Congressional District**

Cong02	Congressional District 2		
--------	--------------------------	--	--

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## District Relations-One Column

**District Relations Report**  
**for**  
**SARPY COUNTY NEBRASKA**  
 December 26, 2001 11:27AM

**District One (County Commissioner)**

0001	Bellevue I-I
000201	Bellevue I-II 01-01
000202	Bellevue I-II 02-02
000301	Bellevue I-III 01-01
000602	Bellevue II-I 02-02
000603	Bellevue II-I 02-03
001201	Bellevue III-I 01-01
001401	Bellevue III-III 01-01
001402	Bellevue III-III 02-02
001403	Bellevue III-III 02-03
002901	Bellevue Second I 01-01
002902	Bellevue Second I 01-02
003101	Bellevue Second III 01-01
003102	Bellevue Second III 01-02
003201	Bellevue Second IV 01-01
003202	Bellevue Second IV 01-02
004001	LaPlatte I 01-01
004002	LaPlatte I 01-02
004003	LaPlatte I 01-03
004101	LaPlatte II 01-01
004102	LaPlatte II 01-02
004103	LaPlatte II 01-03

23 - Districts linked to District One (County Commissioner)

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## District Relations-Two Columns

**District Relations Report**  
 for  
**SARPY COUNTY NEBRASKA**  
 December 26,2001 11:27AM

**District One (County Commissioner)**

Bellevue I-1	Bellevue I-II 01-01
Bellevue I-II 02-02	Bellevue I-III 01-01
Bellevue II-I 02-02	Bellevue II-I 02-03
Bellevue III-I 01-01	Bellevue III-III 01-01
Bellevue III-III 02-02	Bellevue III-III 02-03
Bellevue Second I 01-01	Bellevue Second I 01-02
Bellevue Second III 01-01	Bellevue Second III 01-02
Bellevue Second IV 01-01	Bellevue Second IV 01-02
LaPlatte I 01-01	LaPlatte I 01-02
LaPlatte I 01-03	LaPlatte II 01-01
LaPlatte II 01-02	LaPlatte II 01-03

22 Precincts linked to District One (County Commissioner)

**District Two (County Commissioner)**

Bellevue III-III 02-04	Bellevue III-IV 01-01
Bellevue III-IV 01-02	Bellevue Second II 01-01
Bellevue Second II 01-02	Bellevue Second II 01-03
Bellevue Second II 01-04	Bellevue Second II 01-05
Bellevue Second III 02-03	Bellevue Second III 02-04
Bellevue Second III 02-05	Fairview 01-01
LaPlatte I 02-04	LaPlatte I 02-05
LaPlatte II 02-04	LaPlatte II 02-05

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## District Relations-Three Columns

The screenshot shows a software window titled "District Relations Report" with a toolbar and a preview pane. The preview pane displays a report for Sarpy County Nebraska, dated December 26, 2001, 11:28AM. The report is organized into two main sections: District One (County Commissioner) and District Two (County Commissioner). Each section contains a list of precincts arranged in three columns.

**District One (County Commissioner)**

Bellevue I-I	Bellevue I-II 01-01	Bellevue I-II 02-02
Bellevue I-III 01-01	Bellevue II-I 02-02	Bellevue II-I 02-03
Bellevue III-I 01-01	Bellevue III-III 01-01	Bellevue III-III 02-02
Bellevue III-III 02-03	Bellevue Second I 01-01	Bellevue Second I 01-02
Bellevue Second III 01-01	Bellevue Second III 01-02	Bellevue Second IV 01-01
Bellevue Second IV 01-02	LaPlatte I 01-01	LaPlatte I 01-02
LaPlatte I 01-03	LaPlatte II 01-01	LaPlatte II 01-02
LaPlatte II 01-03		

22 Precincts linked to District One (County Commissioner)

**District Two (County Commissioner)**

Bellevue III-III 02-04	Bellevue III-IV 01-01	Bellevue III-IV 01-02
Bellevue Second II 01-01	Bellevue Second II 01-02	Bellevue Second II 01-03
Bellevue Second II 01-04	Bellevue Second II 01-05	Bellevue Second III 02-03
Bellevue Second III 02-04	Bellevue Second III 02-05	Fairview 01-01
LaPlatte I 02-04	LaPlatte I 02-05	LaPlatte II 02-04
LaPlatte II 02-05	LaPlatte II 02-06	Papillion I-I 01-01
Papillion I-II 01-01	Papillion I-III 01-01	Papillion II-I 01-01
Papillion II-II 01-01	Papillion II-III 01-01	Papillion III-I 01-01
Papillion III-II 01-01	Papillion III-III 01-01	Papillion III-IV 01-01
Papillion IV-I 01-01	Papillion IV-II 01-01	Papillion IV-III 01-01
Papillion Second I 01-01	Papillion Second II 01-01	Papillion Second II 01-02

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## District Relations by Precinct - One Column

The screenshot shows a software application window titled "District Relations Report". The window has a standard Windows-style title bar and a toolbar with navigation and zoom controls. The main content area is divided into two panes. The left pane is a list of precincts, numbered from 0001 to 0043. The right pane displays a detailed report for "Bellevue I-I".

**District Relations Report by Precinct  
for  
SARPY COUNTY NEBRASKA  
December 26, 2001 1:47PM**

**Bellevue I-I**  
 District One (County Commissioner)  
 District Two (Public Service Commissioner)  
 Legislative Dist 45 (Legislative District)  
 Subdistrict Eleven (NRD)  
 OPPD Suburban (OPPD)  
 Bellevue 1 (School District)  
 ESU District 3 SARPY COUNTY (ESU)  
 Congressional District 2 (Congressional District)  
 State Board of Education District 4 (State Board of Education)  
 Board of Regents District 4 (Board of Regents)  
 District 4 (Supreme Court)  
 Appellate Court District 4 (App. Court)  
 District Court District 2 (District Court)  
 County Judge District 2 (County Judge)  
 Bellevue (City)  
 Sarpy County Wide (County)  
 Ward I (Bellevue City Council)

**Bellevue I-II 01-01**  
 District One (County Commissioner)  
 District Two (Public Service Commissioner)  
 Legislative Dist 45 (Legislative District)  
 Subdistrict Eleven (NRD)  
 OPPD Suburban (OPPD)  
 Bellevue 1 (School District)  
 ESU District 3 SARPY COUNTY (ESU)  
 Congressional District 2 (Congressional District)  
 State Board of Education District 4 (State Board of Education)  
 Board of Regents District 4 (Board of Regents)  
 District 4 (Supreme Court)  
 Appellate Court District 4 (App. Court)  
 District Court District 2 (District Court)  
 County Judge District 2 (County Judge)  
 Bellevue (City)  
 Sarpy County Wide (County)

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

October 16, 2009

## District Relations by Precinct - Two Columns

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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## Master Office

**Master Office Report**  
for  
**SARPY COUNTY NEBRASKA**  
December 26, 2001 1:48PM

Office Position	Term	Vote for	Sequence
<b>FOR PRESIDENT OF THE UNITED STATES</b> District Type: County	4	1	100
<b>FOR UNITED STATES SENATOR</b> District Type: County	4	1	150
<b>FOR MEMBER OF THE U.S. HOUSE OF REPRESENTATIVES</b> District Two District Type: County	2	1	200
<b>DELEGATES TO THE NATIONAL CONVENTION</b> District Type: County	0	3	210
<b>ALTERNATE DELEGATES TO THE NATIONAL CONVENTION</b> District Type: County	0	3	212
<b>PUBLIC SERVICE COMMISSIONER</b> <GNAME> District Type: Public Service Commissioner	6	1	325
<b>PUBLIC DEFENDER</b> District Type: County	4	1	350
<b>COUNTY COMMISSIONER</b> <GNAME> District Type: County Commissioner	4	1	355

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

October 16, 2009

## Party

The screenshot shows a software window titled "Party Report" with a standard Windows-style title bar and menu bar. The window content displays a report for Sarpy County, Nebraska, dated December 26, 2001, at 1:49 PM. The report is a table with four columns: Order, ID, Device Code, and Name. The data is as follows:

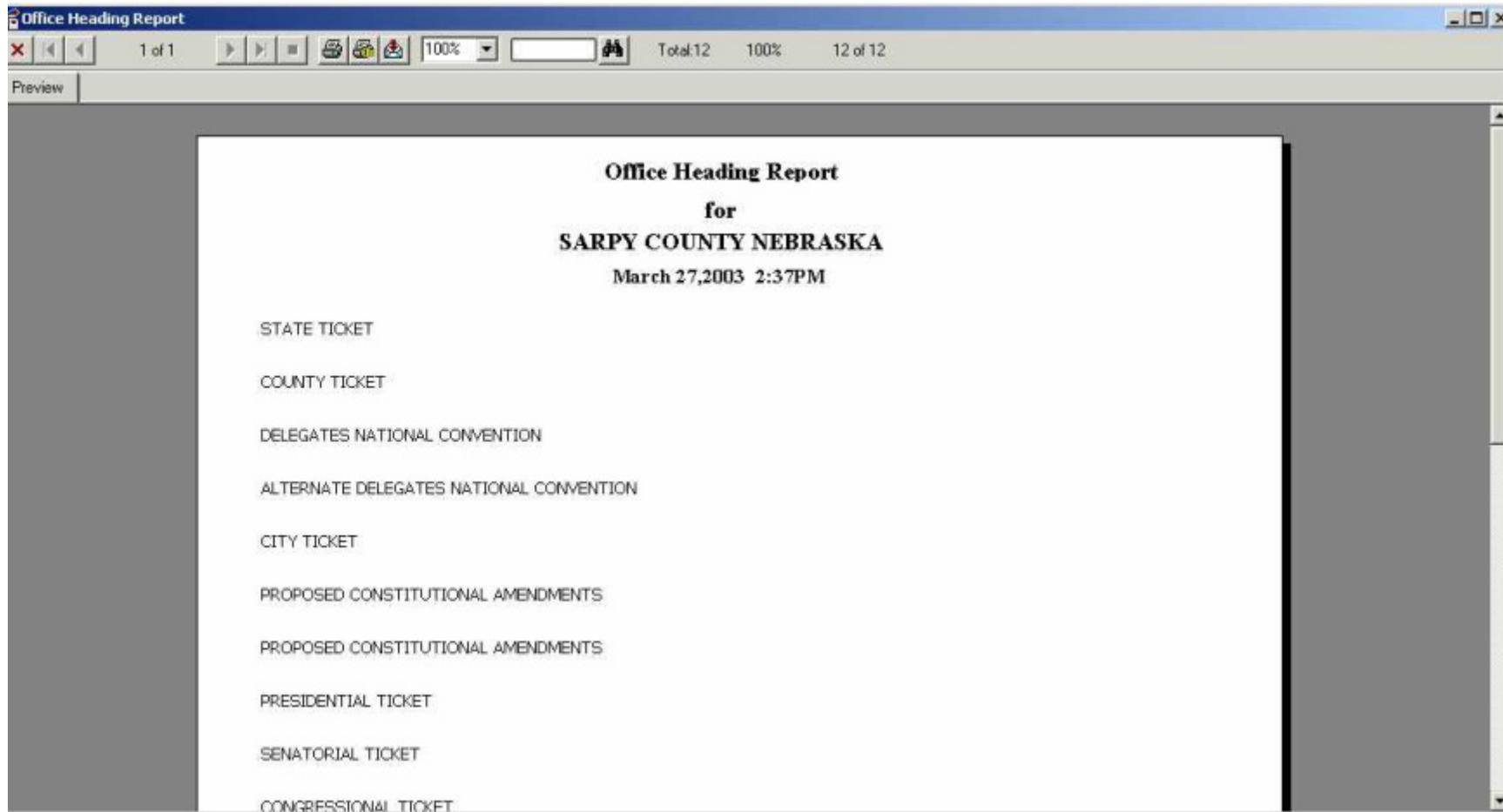
Order	ID	Device Code	Name
0	NON	0	NONPARTISAN
1	Rep	1	Republican
10			By Petition
10	QUE		QUESTION
2	Dem	2	Democrat
3	Lib	3	Libertarian
4	Nat	4	Natural Law
5	Non	5	Nonpartisan
6	IRP	6	Independent Republican
7	IDE	7	Independent Democrat
8	AMD	8	Amendments
9	Gr	9	Green

### NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:  
 ●Automated Bar Code Reader (ABCR) ●iVotronic DRE ●Unity Data Acquisition Manager (DAM) ●Unity iVotronic Ballot Image Manager (iVIM) ●Network results transmission and Networked central tabulators

ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Office Headings



### NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Precincts this Election

**Election Precinct Report**  
for  
**SARPY COUNTY NEBRASKA**  
December 26,2001 1:51PM

Precinct Num	Precinct ID	Precinct Name	Abreviation
0001	0001	Bellevue I-I	Bellevue I-I
0002	000201	Bellevue I-II 01-01	Bellevue I-II 01-01
0003	000202	Bellevue I-II 02-02	Bellevue I-II 02-02
0004	000301	Bellevue I-III 01-01	Bellevue I-III 01-01
0005	000302	Bellevue I-III 02-02	Bellevue I-III 02-02
0006	0004	Bellevue I-IV	Bellevue I-IV
0007	0005	Bellevue I-V	Bellevue I-V
0008	000601	Bellevue II-I 01-01	Bellevue II-I 01-01
0009	000602	Bellevue II-I 02-02	Bellevue II-I 02-02
0010	000603	Bellevue II-I 02-03	Bellevue II-I 02-03
0011	000701	Bellevue II-II 01-01	Bellevue II-II 01-01

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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 ●Automated Bar Code Reader (ABCR) ●iVotronic DRE ●Unity Data Acquisition Manager (DAM) ●Unity iVotronic Ballot Image Manager (iVIM) ●Network results transmission and Networked central tabulators

ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Registered Voters this Election

Registered Voters by Precinct Report

1 of 5 100% Total:133 100% 133 of 133

Preview

**Total Registered Voters by Precinct  
for  
SARPY COUNTY NEBRASKA**  
3/27/2003 2:40:04PM

Total Reg	Precinct Name
236	Bellevue I-I 01-01
5,686	Bellevue I-I 01-02
0	Bellevue I-II 01-01
0	Bellevue I-III 01-01
0	Bellevue I-IV 01-01
0	Bellevue I-V 01-01
400	Bellevue II-I 01-01
0	Bellevue II-I 01-02
0	Bellevue II-II 01-01
0	Bellevue II-II 01-02
0	Bellevue II-III 01-01
0	Bellevue II-IV 01-01

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0



## Office Relations

**Office Relations Report**  
for  
**SARPY COUNTY NEBRASKA**  
December 26, 2001 1:52PM

**100 FOR PRESIDENT OF THE UNITED STATES V:1 T:4**  
Sarpy County Wide  
*100 FOR PRESIDENT OF THE UNITED STATES V:1 T:4 runs in 1 Districts*

**150 FOR UNITED STATES SENATOR V:1 T:4**  
Sarpy County Wide  
*150 FOR UNITED STATES SENATOR V:1 T:4 runs in 1 Districts*

**200 FOR MEMBER OF THE U.S. HOUSE OF REPRESENTATIVES V:1 T:2**  
Sarpy County Wide  
*200 FOR MEMBER OF THE U.S. HOUSE OF REPRESENTATIVES V:1 T:2 runs in 1 Districts*

**325 PUBLIC SERVICE COMMISSIONER V:1 T:6**  
District One  
*325 PUBLIC SERVICE COMMISSIONER V:1 T:6 runs in 1 Districts*

**350 PUBLIC DEFENDER V:1 T:4**  
Sarpy County Wide  
*350 PUBLIC DEFENDER V:1 T:4 runs in 1 Districts*

**355 COUNTY COMMISSIONER V:1 T:4**

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Candidates this Election (in party order sorted by last name)

Candidate Report

1 of 1+ 100% Total:111 100% 111 of 111

Preview

**Candidate Report**  
**for**  
**SARPY COUNTY NEBRASKA**  
**December 26,2001 1:54PM**

Position	Candidate Name	Party	Office	District Name
2	Al Gore President Joe Lieberman Vice President	Democrat	100 FOR PRESIDENT OF THE UNITED STATES V:1 T:	Sarpy County Wide
3	Harry Browne President Art Olivier Vice President	Libertarian	100 FOR PRESIDENT OF THE UNITED STATES V:1 T:	Sarpy County Wide
1	George W. Bush President Dick Cheney Vice President	Republican	100 FOR PRESIDENT OF THE UNITED STATES V:1 T:	Sarpy County Wide
4	John Hagelin President Nat Gokhaber Vice President	Natural Law	100 FOR PRESIDENT OF THE UNITED STATES V:1 T:	Sarpy County Wide
5	Ralph Nader President Winona LaDuke Vice President	Green	100 FOR PRESIDENT OF THE UNITED STATES V:1 T:	Sarpy County Wide
6	Pat Buchanan President Ezola Foeter	By Petition	100 FOR PRESIDENT OF THE UNITED STATES V:1 T:	Sarpy County Wide

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Offices and Candidates this Election

The screenshot shows a software window titled "Office and Candidate Report" with a toolbar and a preview pane. The main content area displays the following report:

**Office and Candidate Report**  
for  
**SARPY COUNTY NEBRASKA**  
December 26, 2001 1:55PM

**100 FOR PRESIDENT OF THE UNITED STATES V:1 T:4 - Sarpy County Wide**

Harry Browne - Libertarian	Pat Buchanan - By Petition
George W. Bush - Republican	Al Gore - Democrat
John Hagelin - Natural Law	Ralph Nader - Green
Howard Phillips - By Petition	

*7 candidates running for 100 FOR PRESIDENT OF THE UNITED STATES V:1 T:4 - Sarpy County*

**150 FOR UNITED STATES SENATOR V:1 T:4 - Sarpy County Wide**

@no candidate - No Affiliation	Ben Nelson - Democrat
Don Steinberg - Republican	

*3 candidates running for 150 FOR UNITED STATES SENATOR V:1 T:4 - Sarpy County Wide*

**200 FOR MEMBER OF THE U.S. HOUSE OF REPRESENTATIVES V:1 T:2 - Sarpy Co**

John J. Graziano - Libertarian	Shelley Kiel - Democrat
Lee Terry - Republican	

*3 candidates running for 200 FOR MEMBER OF THE U.S. HOUSE OF REPRESENTATIVES V:1 T:2*

**325 PUBLIC SERVICE COMMISSIONER V:1 T:6 - District One**

Frank Landis - Republican

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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 ●Automated Bar Code Reader (ABCR) ●iVotronic DRE ●Unity Data Acquisition Manager (DAM) ●Unity iVotronic Ballot Image Manager (iVIM) ●Network results transmission and Networked central tabulators

## Ballot Styles in Ballot Style Order

The screenshot shows a software window with a title bar 'Ballot Styles in Ballot Style Order'. Below the title bar is a toolbar with navigation icons and a status bar showing '1 of 1+', '100%', and 'Total:2682 100% 2682 of 2682'. The main content area displays a report titled 'Ballot Style Report for SARPY COUNTY NEBRASKA' dated 'December 26,2001 1:55PM'. The report contains a table with four columns: Precinct Name, Header Code, Prec ID, and Production Code. The table lists 12 precincts, each with a unique Prec ID and Production Code.

Precinct Name	Header Code	Prec ID	Production Code
Bellevue I-I		0001	1-1-1
Bellevue I-II 01-01		000201	2-2-1
Bellevue I-II 02-02		000202	3-3-1
Bellevue I-III 01-01		000301	4-4-1
Bellevue I-III 02-02		000302	5-5-1
Bellevue I-IV		0004	6-6-1
Bellevue I-V		0005	7-7-1
Bellevue II-I 01-01		000601	8-8-1
Bellevue II-I 02-02		000602	9-9-1
Bellevue II-I 02-03		000603	10-10-1
Bellevue II-II 01-01		000701	11-11-1

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Ballot Styles in Precinct Order

**Ballot Style by Precinct Report**  
for  
**SARPY COUNTY NEBRASKA**  
December 26, 2001 1:56PM

Precinct Name	Header Code	Precinct ID	Production Code
Bellevue I-I		0001	1-1-1
Bellevue I-II 01-01		000201	2-2-1
Bellevue I-II 02-02		000202	3-3-1
Bellevue I-III 01-01		000301	4-4-1
Bellevue I-III 02-02		000302	5-5-1
Bellevue I-IV		0004	6-6-1
Bellevue I-V		0005	7-7-1
Bellevue II-I 01-01		000601	8-8-1
Bellevue II-I 02-02		000602	9-9-1
Bellevue II-I 02-03		000603	10-10-1
Bellevue II-II 01-01		000701	11-11-1
Bellevue II-II 01-02		000702	12-12-1
Bellevue II-III 01-01		000801	13-13-1
Bellevue II-III 01-02		000802	14-14-1
Bellevue II-IV		0009	15-15-1
Bellevue II-V		0010	16-16-1
Bellevue II-VI 01-01		001101	17-17-1
Bellevue II-VI 01-02		001102	18-18-1
Bellevue III-I 01-01		001201	19-19-1
Bellevue III-I 02-02		001202	20-20-1
Bellevue III-II 01-01		001301	21-21-1
Bellevue III-II 01-02		001302	22-22-1

**NOTICE OF UNCERTIFIED FUNCTIONALITY**

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 ●Automated Bar Code Reader (ABCR) ●iVotronic DRE ●Unity Data Acquisition Manager (DAM) ●Unity iVotronic Ballot Image Manager (iVIM) ●Network results transmission and Networked central tabulators

ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Ballot Galley Report (Precinct/Office/Candidate)

**Galley for All Ballots**  
 1 of 1+ 100% Total:2882 100% 2882 of 2882  
 Preview

**Ballot Galley Report**  
**for**  
**SARPY COUNTY NEBRASKA**  
 December 26,2001 1:57PM

<p><b>Bellevue I-I</b></p> <p><b>FOR PRESIDENT OF THE UNITED STATES</b></p> <p>Al Gore Democrat</p> <p><b>FOR UNITED STATES SENATOR</b></p> <p>Ben Nelson Democrat</p> <p><b>FOR MEMBER OF THE U.S. HOUSE OF REPRESENTATIVES</b>  <b>District Two</b></p> <p>Shelley Kiel Democrat</p> <p><b>PUBLIC DEFENDER</b></p> <p>Thomas J. Garvey Democrat</p> <p>AMEND1.RTF: AMEND1        AMEND2.RTF: AMEND2        AMEND3.RTF: AMEND3        AMEND3B.RTF: AMEND 3B        AMEND3C.RTF: AMEND 3C        AMEND4.RTF: amend 4        AMEND5.RTF: AMEND 5</p>	<p><b>1-1-1</b></p> <p>(Vote for ONE)  <b>FOUR Year Term</b></p> <p>President</p> <p>(Vote for ONE)  <b>FOUR Year Term</b></p> <p>(Vote for ONE)  <b>TWO Year Term</b></p> <p>(Vote for ONE)  <b>FOUR Year Term</b></p>
---	---

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Candidate Rotations by Office (Standard Rotation)

Rotated Candidates by Office Report

1 of 1+ 100% Total: 283 100% 283 of 291

Preview

401  
402  
404  
405  
410  
460  
470  
480  
520  
525  
630  
631  
632  
633  
650  
651  
652  
653  
654  
655  
666  
667  
750  
825  
845  
850  
900  
950  
1100

**CANDIDATE ROTATIONS BY OFFICE**  
**for**  
**SARPY COUNTY NEBRASKA**  
December 26, 2001 1:57PM

**401 FOR MEMBER OF THE LEGISLATURE - Legislative Dist 3**  
Vote For 1 Term 4 -

**Rotation 01**  
Jon Bruning - Nonpartisan

**402 FOR MEMBER OF THE LEGISLATURE - Legislative Dist 5**  
Vote For 1 Term 4 -

**Rotation 01**  
Don Preister - Nonpartisan  
Tim Krajcek - Nonpartisan

**Rotation 02**  
Tim Krajcek - Nonpartisan  
Don Preister - Nonpartisan

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Standard Rotation (Rotation Order)

**PRECINCT ROTATION IN ROTATION ORDER**  
**for**  
**SARPY COUNTY NEBRASKA**  
**December 26, 2001 2:00PM**

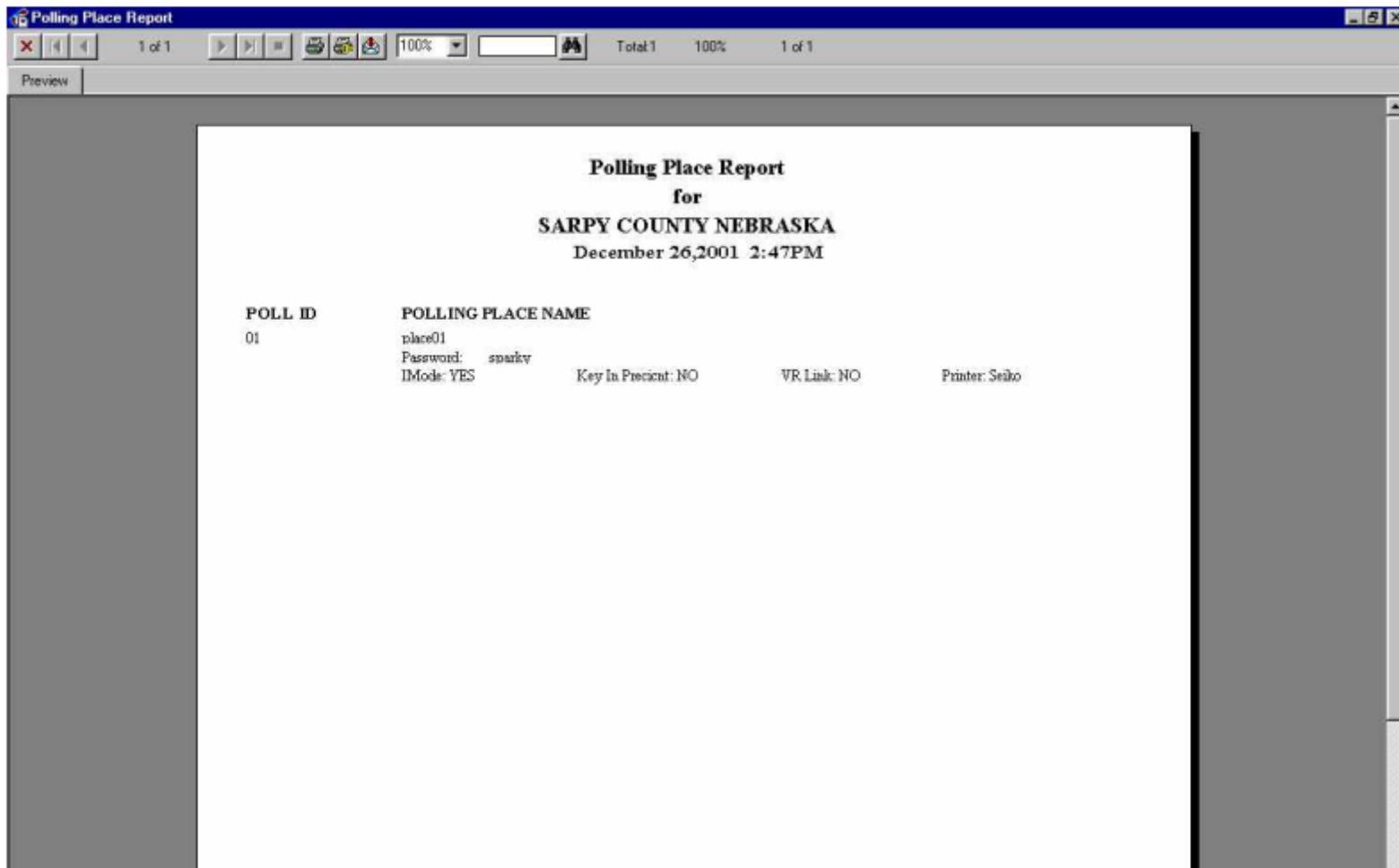
**405 FOR MEMBER OF THE LEGISLATURE - Legislative Dist 45**

Vote For	1	Term	4
20	Precincts in Precinct Order within Rotation Code		01 - Nonpartisan
	Bellevue I-I		01
	Bellevue I-III 01-01		01
	Bellevue I-III 02-02		01
	Bellevue I-V		01
	Bellevue II-II 01-01		01
	Bellevue II-II 01-02		01
	Bellevue II-IV		01
	Bellevue II-VI 01-01		01
	Bellevue II-VI 01-02		01
	Bellevue III-II 01-01		01
	Bellevue III-II 01-02		01
	Bellevue IV-II 01-01		01
	Bellevue IV-V 01-01		01
	Bellevue IV-V 01-02		01
	Bellevue IV-V 02-03		01
	Highland II 01-01		01
	Highland II 02-02		01
	Highland II 02-03		01
	Highland II 01-04		01
	Highland II 01-05		01
21	Precincts in Precinct Order within Rotation Code		02 - Nonpartisan
	Bellevue I-II 01-01		02
	Bellevue I-II 02-02		02
	Bellevue I-IV		02
	Bellevue II-I 01-01		02
	Bellevue II-I 02-02		02
	Bellevue II-I 02-03		02

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## Polling Places this Election (iVotronic Report)

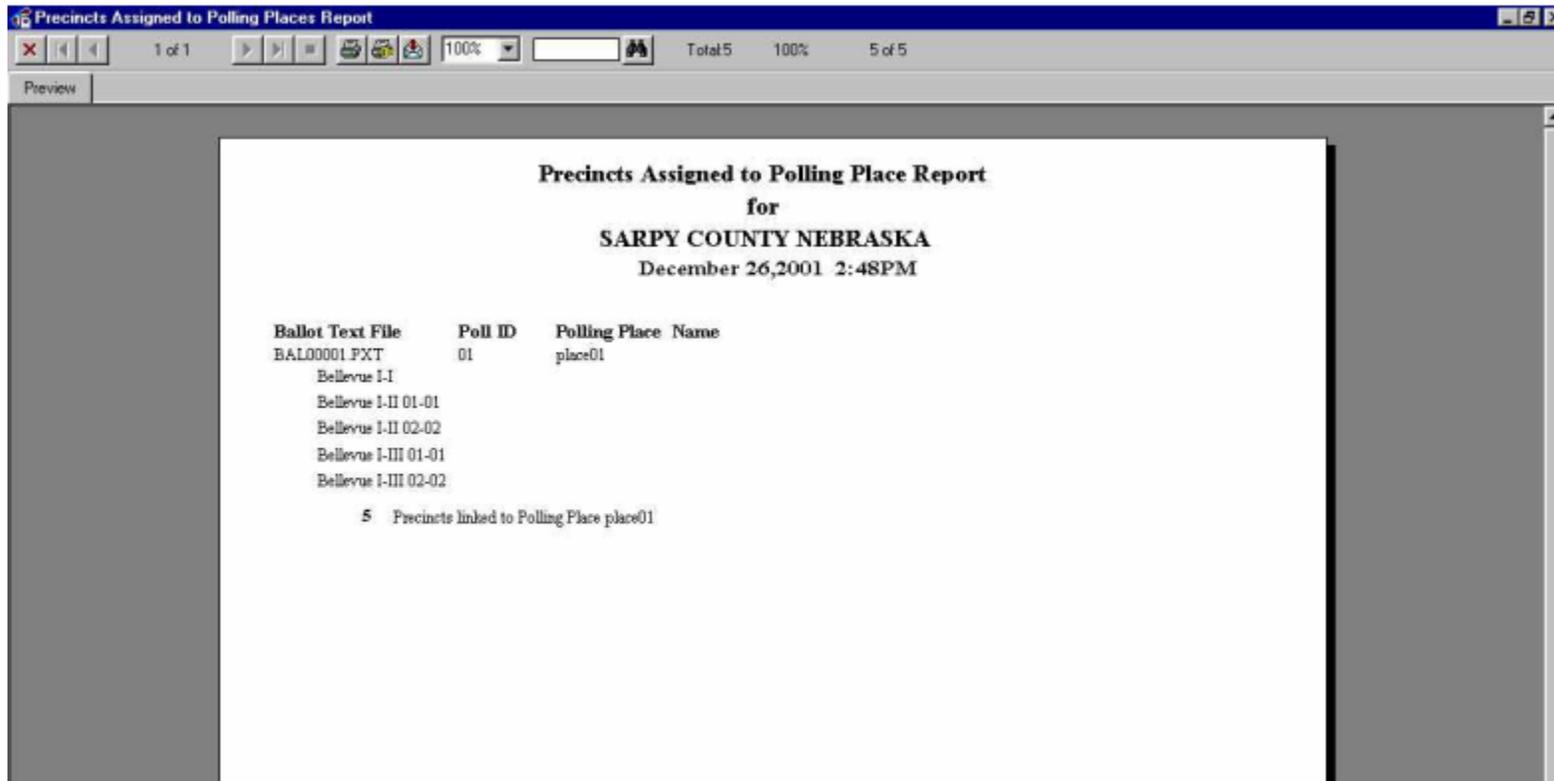


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 ●Automated Bar Code Reader (ABCR) ●iVotronic DRE ●Unity Data Acquisition Manager (DAM) ●Unity iVotronic Ballot Image Manager (iVIM) ●Network results transmission and Networked central tabulators

ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Precincts Assigned to Polling Places (iVotronic Report)



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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Ballot Style Names (iVotronic Report)

Party	Style Number	Ballot Style Name	Selection Text
	00001	Ballot Style #1	Single Column
		Ballot Style #1	
	00002	Ballot Style #2	Single Column
		Ballot Style #2	
	00003	Ballot Style #3	Single Column
		Ballot Style #3	
	00004	Ballot Style #4	Single Column
		Ballot Style #4	
	00005	Ballot Style #5	Single Column

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

# Part 10: Appendix

The Appendix contains the following information.

- ❖ [Chapter 53: Hard Codes and Variable Names](#)
- ❖ [Chapter 54: Troubleshooting](#)
- ❖ [Chapter 55: System Messages](#)
- ❖ [Chapter 57: Revision History](#)

#### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Chapter 53: Hard Codes and Variable Names

Use hard codes to force format your ballot text and use variable names to place changeable precinct information (such as precinct names and ID numbers) on your ballots. Assign hard code tags to your text to format ballot information. Each tag represents a format change. Text that appears after a tag holds the format attribute for the tag until another tag changes the format.

**Example:** If you type <I> (italics), any text that appears after the <I> tag appears in italics until you type <N> (normal) or <B> (bold).



**NOTE:** When you type in hard codes and variable names, make sure you close the brackets or bracket code appears on screen with your text.

Following is a sample question using hard codes. The first line of the question, “<F2><P14><B><L>12” sets the number ‘12’ in the question to <F2>=Times Roman Font, <P14>=Point Size 14, <B>=Bold, and <L>= Left Justified.

```

<F2><P14><B><L>12
<P11><S13><C>PROPOSED ORDINANCE<NL>
{Proposed by Initiative Petition}<NL>
JOHNSON TOWNSHIP<NL>
A Majority Vote Is Necessary For Passage.<NL>
<NL>
<J><P11><S11><N>SHALL AN ORDINANCE DIRECTING THE COUNCIL OF THE
TOWNSHIP OF JOHNSON TO ENACT LEGISLATION THAT REQUIRES TEH POSTING OF A
BOND OR OTHER SECURITY FROM PARTIES THAT WOULD PAY TAX ASSESSMENTS OVER
TIME FOR SERVICING NEW DEVELOPMENT FINANCED BY MUNICIPAL BONDS ISSUED
BY THE TOWNSHIP OF JOHNSON?<NL>
<NL>
Shall the proposed Financing of Development Control Ordinance of 1997
be adopted?

```

### Hard Codes

---

<F0>      Arial

---

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- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Hard Codes (continued)

---

<F1>	Helvetica
<F2>	Times Roman
<F3>	Courier
<F4>	MS Sans Serif
<F5>	Pica
<F6>	Elite
<F7>	Arial Super
<F8>	Wing Dings
<F9>	Symbol
<F10>	Zapf Dingbats
<F11>	Zapf Chancery
<F12>	Arial Narrow
<F13>	BallotRight Font
<TC0>	Reverse Type
<Pn>	Point size $n$ =Number. e.x. P10 is equal to point size=10
<Sn>	Line size
<J>	Justified
<L>	Left Justified
<R>	Right Justified
<B>	Bold
<N>	Normal (needed only after bold)
<I>	Italics
<U>	Underline
<Tn>	Tab
<NL>	New line
T5	Tab in 5 spaces
^P12	Inserts a page break for the 12-inch iVotronic
^P15	Inserts a page break for the 15-inch iVotronic

---

### NOTICE OF UNCERTIFIED FUNCTIONALITY

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- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Variable Names

Use the following variable names to place changeable ballot information, such as precinct names and ID numbers in your ballot text.

### Variable Names

---

<GEO>	Precinct Name part 1
<GEO2>	Precinct Name part 2
<GEONAME>	Places the precinct name for each ballot style. Often used in the Title Instructions for absentee ballots.
<GEOABBR>	Precinct Abbreviation
<GEONUM>	Precinct number (precinct number 1,2, 3 etc.)
<GEOPROD>	USE Production code
<GSTYLENUM>	Ballot Style number (this is the middle number of the USE production code).
<GEOTXT1>	Precinct Additional Text1
<GEOTXT2>	Precinct Additional Text2
<GEOTXT3>	Precinct Additional Text3
<GEOTXT4>	Precinct Additional Text4
<GNAME>	District Name
<GLEFTCODE>	Decimal value of left header code (ES&S Optech ballots)
<GRIGHTCODE>	Decimal value of right header code (ES&S Optech ballots)
<MERGE>	The date the election file was merged
<DATETIME>	Current Date & Time
<VERSION>	Layout Version
<GPAPPCODE>	Pages Applicable
<G_ _ _ _>	District type - place the first four letters of the District type name after the "G"
<GballotNumber>	Ballot Serial Number (AIS BOD only)
<Gjurisdiction>	County Name
<GTYPECODE>	Two digit ballot type code (AIS only)

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## Variable Names *(continued)*

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<b>&lt;GSEQCODE&gt;</b>	Four digit ballot sequence code (AIS only)
<b>&lt;GSPLITCODE&gt;</b>	Two digit ballot split code (AIS only)
<b>&lt;GTSSCODE&gt;</b>	Type Sequence Split Code
<b>&lt;GPAGENUM&gt;</b>	Page number (CES only)
<b>&lt;GPAGESIDE&gt;</b>	Sets whether the page is the left or right side (CES only)
<b>&lt;GELECTIONNAME&gt;</b>	Name of election
<b>&lt;GELECTIONDATE&gt;</b>	Date of election
<b>&lt;GCLERKNAME&gt;</b>	Name of County Clerk
<b>&lt;GEOID&gt;</b>	Precinct ID
<b>&lt;GCOLOR&gt;</b>	Color assigned to ballot pages (CES only)

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## Chapter 54: Troubleshooting

Refer to the following instructions before calling ES&S customer support if you have problems while running Election Data Manager.

### Troubleshooting the Printer

The following is a brief description of some common problems that you may encounter while printing from Election Data Manager.

Refer to the following guidelines if you experience printing problems. In addition, be sure to check your printer configurations in Windows.

- ❖ Make sure the printer is turned on and getting power.
- ❖ Make sure the printer cable is properly connected.
- ❖ Make sure the printer cable is connected to the proper port on the computer.
- ❖ If you use a printer serial cable, make sure that you have the correct type of cable.
- ❖ If a serial cable is being used, and the computer contains more than one (1) serial port, make sure these ports are not configured identically (e.g. both set to Com1).
- ❖ If you connect more than one printer to your computer with a switch, make sure that you set the switch in the correct position.
- ❖ Ensure that the printer is setup properly in the Windows Control Panel.
- ❖ Make sure the printer is on-line.
- ❖ Try to print from another program, such as a word processor.

### Error Messages and Alerts

The following paragraphs define the error messages that may appear in the Election Data Manager and the corrective action that you should take to resolve these problems.

- ❖ **Insufficient Memory:** The computer does not have enough memory to run the program.

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**Corrective Action:** Check that the computer has at least 8 Mg of RAM and that the autoexec.bat file and config.sys files are set up properly.



**NOTE:** 60 files and 40 buffers are required in the config.sys file.

- ❖ **No Such File or Permission Denied:** The export path indicated does not exist.

**Corrective Action:** Make sure there is an existing directory in which to export. The file name should be similar to this: "C:\opt\94prim.bdf"

- ❖ **Can Not Find EDM File:** When opening a deleted election file from the Main File Menu, the program shuts down.

**Corrective Action:** Try starting over and opening another election.

- ❖ **Wingdi.cpp Error:** This error occurs when certain printers are set as the default driver, or there is no default driver set up in Windows.

**Corrective Action:** Be sure to have a printer driver set up and try another driver if the error continues.

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## Chapter 55: System Messages

### EDM Error Messages

Error Message	Level	Corrective Action
One of the parameters contains an invalid value. This is most often an illegal pointer.	Error	Contact ES&S customer service.
The operating system ran out of memory during the operation.	Error	Contact ES&S customer service.
The dwFlags parameter has an illegal value.	Error	Contact ES&S customer service.
The Registry entry for the key container could not be opened and may not exist.	Error	Contact ES&S customer service.
The pszContainer or pszProvider parameter is set to an illegal value.	Error	Contact ES&S customer service.
The value of the dwProvType parameter is out of range. All provider types must be from 1 to 999, inclusive.	Error	Contact ES&S customer service.
The provider DLL signature did not verify correctly. Either the DLL or the digital signature has been tampered with.	Error	Contact ES&S customer service.
The dwFlags parameter is CRYPT_NEWKEYSET, but the key container already exists.	Error	Contact ES&S customer service.
The Registry entry for the pszContainer key container was found (in the HKEY_CURRENT_USER window), but is corrupt. See the section System Administration for details about CryptoAPI's Registry usage.	Error	Contact ES&S customer service.
No Registry entry exists in the HKEY_CURRENT_USER window for the key container specified by pszContainer.	Error	Contact ES&S customer service.
The CSP ran out of memory during the operation.	Error	Contact ES&S customer service.
The provider DLL file does not exist or is not on the current path.	Error	Contact ES&S customer service.

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## EDM Error Messages (continued)

Error Message	Level	Corrective Action
The Registry entry for the provider type specified by dwProvType is corrupt. This error may relate to either the user default CSP list or the machine default CSP list. See the section System Administration for details about CryptoAPI's Registry usage.	Error	Contact ES&S customer service.
The provider type specified by dwProvType does not match the provider type found in the Registry. Note that this error can only occur when pszProvider specifies an actual CSP name.	Error	Contact ES&S customer service.
No Registry entry exists for the provider type specified by dwProvType.	Error	Contact ES&S customer service.
The provider DLL file could not be loaded, and may not exist. If it exists, then the file is not a valid DLL.	Error	Contact ES&S customer service.
An error occurred while loading the DLL file image, prior to verifying its signature.	Error	Contact ES&S customer service.
The session key specifies an algorithm that this CSP does not support.	Error	Contact ES&S customer service.
The data to be decrypted is invalid.	Error	Contact ES&S customer service.
Invalid Hash handle	Error	Contact ES&S customer service.
Invalid Key handle	Error	Contact ES&S customer service.
The size of the output buffer is too small to hold the generated plaintext.	Error	Contact ES&S customer service.
The CSP context cannot be found.	Error	Contact ES&S customer service.
The application attempted to decrypt the same data twice.	Error	Contact ES&S customer service.
Unknown Encryption Error	Error	Contact ES&S customer service.
Equipment types are missing from the Disclosure statement. Please call ES&S for support.	Error	Contact ES&S customer service.
Highlight the ONE Ballot Style you wish to Edit	Error	Contact ES&S customer service.

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## EDM Error Messages *(continued)*

Error Message	Level	Corrective Action
You must first select a Ballot Style before editing.	Error	Contact ES&S customer service.
Application Failure. Can't operate without encryption.	Error	Contact ES&S customer service.
This file no longer exists	Error	Contact ES&S customer service.
BDM.SYS error: BDM County Directory does not exist	Error	Contact ES&S customer service.
Open or Create county first	Error	Contact ES&S customer service.
Unable to open the audit database. Use the local database instead?	Warning	Contact ES&S customer service.
Unable to open the audit database.	Warning	Contact ES&S customer service.
OLE initialization failed. Make sure that the OLE libraries are the correct version.	Error	Contact ES&S customer service.
Unable to open or locate audit database		Contact ES&S customer service.
Found and deleted XXX corrupt office records. You will be required to either recreate or reimport these records.	Warning	Contact ES&S customer service.
Cannot open File	Error	Contact ES&S customer service.
Your Election Definition Manager License has Expired. Please Contact Technical Support	Error	Contact ES&S customer service.
(filename) does not exist	Error	Contact ES&S customer service.
Unable to Create Temp File	Error	Contact ES&S customer service.
Error Opening Temp File	Error	Contact ES&S customer service.
Error Closing Temp File	Error	Contact ES&S customer service.
Unknown Error Closing File	Error	Contact ES&S customer service.
Please Import a Bitmap File	Error	Contact ES&S customer service.

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## EDM Error Messages *(continued)*

Error Message	Level	Corrective Action
Please Import a Text or Rich Text File	Error	Contact ES&S customer service.
(name) Elections may have a maximum of XXX parties.	Error	Contact ES&S customer service.
Check menu Link District to Offices - no Districts are assigned to this Office	Warning	Contact ES&S customer service.
Candidates may not be added until offices are added for this election.	Error	Contact ES&S customer service.
Select a Candidate from the List Box before deleting	Error	Contact ES&S customer service.
Please select the Ballot Type from the Merge   Preferences dialog	Error	Contact ES&S customer service.
One or more parties has been assigned multiple times. Ensure that each party is assigned only once, and then press the OK button.	Error	Contact ES&S customer service.
Last Name is missing, possible problems!	Warning	Contact ES&S customer service.
could not seek candidate record	Error	Contact ES&S customer service.
You must enter a Last Name for this Candidate	Error	Contact ES&S customer service.
You must select the Office for this Candidate	Error	Contact ES&S customer service.
Candidate BMP pathname and filename can not be more than 80 characters.	Warning	Contact ES&S customer service.
Could not retrieve candidate - record not updated	Error	Contact ES&S customer service.
Could not retrieve Candidate - Unable to Copy	Error	Contact ES&S customer service.
Highlight the ONE Candidate you wish to Edit	Error	Contact ES&S customer service.
Highlight the Candidate you wish to Edit	Error	Contact ES&S customer service.
Highlight the ONE Candidate record you wish to Copy	Error	Contact ES&S customer service.
Highlight the Candidate you wish to Copy	Error	Contact ES&S customer service.
Office Heading Name can not be blank	Error	Contact ES&S customer service.

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## EDM Error Messages *(continued)*

Error Message	Level	Corrective Action
Could not find Office Heading record	Error	Contact ES&S customer service.
The Combined Election IFC filename can not be blank.	Error	Contact ES&S customer service.
A Field Size must be entered	Error	Contact ES&S customer service.
Minimum password length is 6 characters (iVotronic only)	Error	Contact ES&S customer service.
Maximum password length is 8 characters (iVotronic only)	Error	Contact ES&S customer service.
Invalid character in password. Only characters A-Z and 0-9 are allowed.	Error	Contact ES&S customer service.
District Type Name can not be blank	Error	Contact ES&S customer service.
Could not find District Type record	Error	Contact ES&S customer service.
File Name needed in File Name field	Error	Contact ES&S customer service.
The File name can not be more than 8 characters	Error	Contact ES&S customer service.
The file must include an extension of .RTF or .TXT.	Error	Contact ES&S customer service.
File Size Too Small	Error	Contact ES&S customer service.
Verbiage will be removed for the [language name] language. Do you wish to continue?	Warning	Contact ES&S customer service.
File (filename) must exist in the Election Directory. Do you wish to copy this file into the Election Directory?	Warning	Contact ES&S customer service.
Data for the [language name] language is incomplete.	Error	Contact ES&S customer service.
No Verbiage is specified for the [language name] language. Do you wish to continue?	Warning	Contact ES&S customer service.
File (filename) has been changed to (new filename). Do you wish to use the new file name?	Warning	Contact ES&S customer service.

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## EDM Error Messages (continued)

Error Message	Level	Corrective Action
Select a Language from the List Box before deleting	Error	Contact ES&S customer service.
Please select a Language from the drop list	Error	Contact ES&S customer service.
The Order field can not be blank	Error	Contact ES&S customer service.
The Order field cannot 1, this value is assigned to a system generated record.	Error	Contact ES&S customer service.
The Order field must be a numeric value from 2 to 999	Error	Contact ES&S customer service.
Please select a Language from the drop list	Error	Contact ES&S customer service.
Could not find Language record	Error	Contact ES&S customer service.
Highlight the Language record you wish to Edit	Error	Contact ES&S customer service.
This is a System Generated Language and cannot be deleted!	Error	Contact ES&S customer service.
Delete (filename)?	Warning	Contact ES&S customer service.
Could not Delete (filename)	Error	Contact ES&S customer service.
Output Folder cannot be blank.	Error	Contact ES&S customer service.
Ballot Set Collection File cannot be blank.	Error	Contact ES&S customer service.
Output Folder cannot be blank.	Error	Contact ES&S customer service.
Unable to create Ballot Set Collection file.	Error	Contact ES&S customer service.
Unable to create Ballot Data File. Please check for one of the following. 1. The Ballot Data File name may not be a valid filename. 2. The Output Folder may not exist. 3. The Ballot Data File may be in use by the Image Manager.	Error	Contact ES&S customer service.
The Output Folder is not a valid folder.	Error	Contact ES&S customer service.

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## EDM Error Messages *(continued)*

Error Message	Level	Corrective Action
Direct Recording Equipment do not support non-rotating candidates.	Error	Contact ES&S customer service.
The Override Password for %s must be between 0 and 9 characters in length.	Error	Contact ES&S customer service.
Are you sure you wish to create ballot style information? Any existing ballot style information for this party will be deleted!	Warning	Contact ES&S customer service.
Warning! No polling places are selected for the election. No PXT files will be created. Would you like to execute the merge anyway?	Warning	Contact ES&S customer service.
Unable to create directory [(directory name)]	Error	Contact ES&S customer service.
Election Data Manager installation is corrupted. Please repair the installation.	Error	Contact ES&S customer service.
Unable to Create Wave Report: (filename)	Error	Contact ES&S customer service.
Unable to Open Wave Bitmap Table	Error	Contact ES&S customer service.
The Ballot Definition File folder does not exist or you have insufficient permission to write to the folder.	Error	Contact ES&S customer service.
Could not find Office - not deleted	Error	Contact ES&S customer service.
Select from the List Box before deleting	Error	Contact ES&S customer service.
Office Title needed	Error	Contact ES&S customer service.
Sequence number needed	Error	Contact ES&S customer service.
Sequence number must be numeric.	Error	Contact ES&S customer service.
Sequence number must be 100 or greater.	Error	Contact ES&S customer service.
Vote for number must be greater than 0	Error	Contact ES&S customer service.
The number of write-ins must be greater than 0	Error	Contact ES&S customer service.
The Vote Limit must be greater than 0.	Error	Contact ES&S customer service.

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## EDM Error Messages *(continued)*

Error Message	Level	Corrective Action
Please enter a valid RCV sequence number	Error	Contact ES&S customer service.
Please enter a unique Contest Sequence Number. Sequence Number XXX is used for (contest name)	Error	Contact ES&S customer service.
You can not chose District Type of <Countywide> for this rotation.	Error	Contact ES&S customer service.
Changing this field may require you to Link Districts to Offices again!	Warning	Contact ES&S customer service.
Could not retrieve Office - record not updated	Error	Contact ES&S customer service.
Could not retrieve Office - Unable to Copy	Error	Contact ES&S customer service.
Could not find Office	Error	Contact ES&S customer service.
Highlight the ONE Office record you wish to Edit	Error	Contact ES&S customer service.
Highlight the Office you wish to Edit	Error	Contact ES&S customer service.
Changing the District Type field may require you to Link Districts to Offices again! Continue to Update Office for this election?	Warning	Contact ES&S customer service.
The Master Office file and the Election Office have different District Types. Changing the Election Office will require you to Link Districts to Offices again. Do you wish to change the District type for the Election Office?	Warning	Contact ES&S customer service.
Highlight the ONE Office record you wish to Copy	Error	Contact ES&S customer service.
Highlight the Office you wish to Copy	Error	Contact ES&S customer service.
Please Enter Election Name	Error	Contact ES&S customer service.
Please Enter Election Description	Error	Contact ES&S customer service.
Please Enter Election Date	Error	Contact ES&S customer service.
Please Enter State Code	Error	Contact ES&S customer service.

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## EDM Error Messages *(continued)*

Error Message	Level	Corrective Action
Election ID must be 6 characters.	Error	Contact ES&S customer service.
Election ID must be numeric.	Error	Contact ES&S customer service.
This Election or Directory already exists!	Error	Contact ES&S customer service.
Illegal character in name	Error	Contact ES&S customer service.
Party Name can not be blank	Error	Contact ES&S customer service.
Device Code must be: 0-9 or A-Z	Error	Contact ES&S customer service.
Could not find Party record	Error	Contact ES&S customer service.
One or more Ballot Sets exist for this party. This party cannot be deleted.	Error	Contact ES&S customer service.
Select from the List Box before deleting	Error	Contact ES&S customer service.
The current election allows a maximum of XXX parties.	Error	Contact ES&S customer service.
Highlight the Party you wish to Edit	Error	Contact ES&S customer service.
This is a System Generated Party and cannot be deleted!	Error	Contact ES&S customer service.
Override Password must be 6 to 8 characters in length.	Error	Contact ES&S customer service.
Override Password must be alphabetic or digital characters.	Error	Contact ES&S customer service.
Select the Polling Place from the list box before Deleting.	Error	Contact ES&S customer service.
Error reading this Polling Place record	Error	Contact ES&S customer service.
Absentee Precinct Name is required.	Error	Contact ES&S customer service.
Could not find Polling Place record	Error	Contact ES&S customer service.
Override Password must be 6 to 8 characters in length.	Error	Contact ES&S customer service.

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## EDM Error Messages *(continued)*

Error Message	Level	Corrective Action
Override Password must be alphabetic or digital characters.	Error	Contact ES&S customer service.
Polling Place ID can not be blank	Error	Contact ES&S customer service.
Polling Place Name can not be blank	Error	Contact ES&S customer service.
Highlight the Polling Place you wish to Edit.	Error	Contact ES&S customer service.
Highlight the ONE polling place you wish to Edit.	Error	Contact ES&S customer service.
This polling place location ID is already in use!	Error	Contact ES&S customer service.
This polling place location ID is invalid!	Error	Contact ES&S customer service.
WARNING: Precinct ID missing	Warning	Contact ES&S customer service.
Rotation error: more than 200 candidates	Error	Contact ES&S customer service.
The Rotation value entered into Merge Preferences Exceptions is too large. Precinct number XXXXX	Error	Contact ES&S customer service.
Problems building Rotations:	Error	Contact ES&S customer service.
The Rotation Value entered into Merge Preferences Exceptions is greater than the number of rotations. Precinct: XXXXX	Warning	Contact ES&S customer service.
You must select a Precinct	Error	Contact ES&S customer service.
You must select an Office	Error	Contact ES&S customer service.
You must enter a valid Rotation Number	Error	Contact ES&S customer service.
Highlight the Precinct/Office you wish to Delete	Error	Contact ES&S customer service.
Highlight the Precinct/Office you wish to Edit	Error	Contact ES&S customer service.

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## EDM Error Messages (continued)

Error Message	Level	Corrective Action
No countywide district exists; cannot correctly create statistical counters. <ul style="list-style-type: none"> <li>• Create a district with a name of 'COUNTY' and district ID of 'COUNTY'.</li> <li>• Open the Precinct/District Relations Dialog and link all precincts in the county to that district.</li> </ul>	Error	Contact ES&S customer service.
Could not find Straight Party Block - not deleted	Error	Contact ES&S customer service.
Select from the List Box before deleting	Error	Contact ES&S customer service.
Only 1 Straight Party block is allowed in an election	Error	Contact ES&S customer service.
Description can not be blank.	Error	Contact ES&S customer service.
Sequence number can not be blank.	Error	Contact ES&S customer service.
Sequence number must be numeric.	Error	Contact ES&S customer service.
Sequence number must be 100 or greater.	Error	Contact ES&S customer service.
Highlight the ONE Straight Party record you wish to Edit	Error	Contact ES&S customer service.
Highlight the Straight Party Block you wish to Edit	Error	Contact ES&S customer service.
Style must have a name	Error	Contact ES&S customer service.
No Items Selected	Error	Contact ES&S customer service.
You can not delete the default style	Error	Contact ES&S customer service.
Unable to open the bdm.vot file	Error	Contact ES&S customer service.
The prefix field can not be blank	Error	Contact ES&S customer service.
Select two or more parties to combine.	Error	Contact ES&S customer service.
The prefix field can not be blank	Error	Contact ES&S customer service.

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## EDM Error Messages *(continued)*

Error Message	Level	Corrective Action
WARNING! Truncation has caused a duplicate Official Contest Name [(contest name)]	Warning	Contact ES&S customer service.
Party (party name) has an invalid device code; merge cannot continue.	Error	Contact ES&S customer service.
ReDisplayRow error	Error	Contact ES&S customer service.
Problems with Split Precinct List	Error	Contact ES&S customer service.
A Split Precinct with no Split Name was found: (precinct name)	Warning	Contact ES&S customer service.
The Ballot Galley information is incomplete. You need to perform a merge to make this information accessible.	Error	Contact ES&S customer service.
You must select the Office Heading to delete.	Error	Contact ES&S customer service.
Office Heading can not be blank	Error	Contact ES&S customer service.
Could not find Office Heading record	Error	Contact ES&S customer service.
Highlight the Category you wish to Edit	Error	Contact ES&S customer service.
This County Directory already exists	Error	Contact ES&S customer service.
County Name can not be blank	Error	Contact ES&S customer service.
County Directory can not be blank	Error	Contact ES&S customer service.
County ID must be 5 characters.	Error	Contact ES&S customer service.
From County can not be blank	Error	Contact ES&S customer service.
Select at least one file to be copied to the new County.	Error	Contact ES&S customer service.
No County selected	Error	Contact ES&S customer service.
The Copy From County specified is invalid!	Error	Contact ES&S customer service.

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## EDM Error Messages *(continued)*

Error Message	Level	Corrective Action
No county info file found	Error	Contact ES&S customer service.
Possible problems with IFC file	Warning	Contact ES&S customer service.
Possible problems with IFCSort file	Warning	Contact ES&S customer service.
Q problem	Error	Contact ES&S customer service.
Can not Export to Drive A or B	Error	Contact ES&S customer service.
Problems creating office record	Error	Contact ES&S customer service.
Could not seek Question/Text code XXXXX	Error	Contact ES&S customer service.
Unable to open (filename).	Error	Contact ES&S customer service.
Illegal record type found in layout record	Warning	Contact ES&S customer service.
Please Enter Election Description	Error	Contact ES&S customer service.
Please Enter State Code	Error	Contact ES&S customer service.
Election ID must be 6 characters	Error	Contact ES&S customer service.
Election ID must be numeric.	Error	Contact ES&S customer service.
You must select a Precinct before Deleting.	Error	Contact ES&S customer service.
Precinct not found!	Error	Contact ES&S customer service.
Could not find Precinct!	Error	Contact ES&S customer service.
Precinct table may not be properly updated	Warning	Contact ES&S customer service.
Precinct ID must be all Numeric!	Error	Contact ES&S customer service.
You must enter a Precinct Name in Precinct Name1 field	Error	Contact ES&S customer service.

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## EDM Error Messages *(continued)*

Error Message	Level	Corrective Action
Enter a value between 0 and 255	Error	Contact ES&S customer service.
Enter a value between 0 and 65000	Error	Contact ES&S customer service.
Could not retrieve Precinct - record not updated	Error	Contact ES&S customer service.
This action will also delete the selected precinct(s) from the election table; do you wish to continue?	Warning	Contact ES&S customer service.
An Office is assigned to run in this Precinct, continue to delete Precinct?	Warning	Contact ES&S customer service.
A Candidate is assigned to run in this Precinct, continue to delete Precinct?	Warning	Contact ES&S customer service.
Highlight the ONE Precinct you wish to Edit	Error	Contact ES&S customer service.
You must first select a Precinct before editing.	Error	Contact ES&S customer service.
Highlight the ONE Precinct you wish to Insert above	Error	Contact ES&S customer service.
Highlight the Precinct you wish to Insert above	Error	Contact ES&S customer service.
Are you sure you wish to sort this Election Precinct list to match the Master Precinct list?	Warning	Contact ES&S customer service.
The specified Precinct Name does not match the Precinct Name of other splits for this precinct. Would you like the Precinct Name to be corrected?	Warning	Contact ES&S customer service.
Could not find District Type (probably was deleted)	Error	Contact ES&S customer service.
District name can not be blank	Error	Contact ES&S customer service.
District ID can not be blank	Error	Contact ES&S customer service.
District name can not exceed 40 characters.	Error	Contact ES&S customer service.
District ID can not exceed 7 characters.	Error	Contact ES&S customer service.
Could not find District	Error	Contact ES&S customer service.

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## EDM Error Messages (continued)

Error Message	Level	Corrective Action
A District Relation is set up for this Name. Continue to delete District Name?	Warning	Contact ES&S customer service.
An Office is assigned to run in this District. Continue to delete District?	Warning	Contact ES&S customer service.
District name can not be blank	Error	Contact ES&S customer service.
District ID can not be blank.	Error	Contact ES&S customer service.
District name can not be greater than 40 characters	Error	Contact ES&S customer service.
District ID can not be greater than 7 characters	Error	Contact ES&S customer service.
Could not find District	Error	Contact ES&S customer service.
You must select the District Type to delete.	Error	Contact ES&S customer service.
Can not find this District Type	Error	Contact ES&S customer service.
District Type Name can not be blank	Error	Contact ES&S customer service.
Could not find District Type record	Error	Contact ES&S customer service.
An Office is assigned this District type, you cannot delete this District type	Error	Contact ES&S customer service.
This District type currently assigned in District Relations, you cannot delete this District type	Error	Contact ES&S customer service.
This type currently assigned District Names, you cannot delete this District type	Error	Contact ES&S customer service.
Highlight the District Type you wish to Edit	Error	Contact ES&S customer service.
Valid numbers are from 0 to 999	Error	Contact ES&S customer service.
Missing file name	Error	Contact ES&S customer service.
Cannot remove a required field!	Error	Contact ES&S customer service.

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## EDM Error Messages *(continued)*

Error Message	Level	Corrective Action
Use Sequence flag is set but Sequence is not selected for import!	Warning	Contact ES&S customer service.
Existing District Types table will be deleted! Do you still want to continue?	Warning	Contact ES&S customer service.
Existing District table will be deleted! Do you still want to continue?	Warning	Contact ES&S customer service.
Existing District Relations table will be deleted! Do you still want to continue?	Warning	Contact ES&S customer service.
Existing District records for this language will be deleted! Do you still want to continue?	Warning	Contact ES&S customer service.
Existing Office Relations table will be deleted! Do you still want to continue?	Warning	Contact ES&S customer service.
Existing Poll Relations table will be deleted! Do you still want to continue?	Warning	Contact ES&S customer service.
Select a field to concatenate to.	Error	Contact ES&S customer service.
You must first Open an Election	Error	Contact ES&S customer service.
Election Directory does not exist	Warning	Contact ES&S customer service.
"Rotate After Grouping" cannot be used with Group by District Type	Error	Contact ES&S customer service.
No Candidate Text is required.	Error	Contact ES&S customer service.
Problems with TPhrase.Seek	Warning	Contact ES&S customer service.
Absentee Precinct Name is required.	Error	Contact ES&S customer service.
By checking the Summary Report Only option you will not be able to print Precinct by Precinct results at the polls on election night. Are you sure you want to turn this option on?	Warning	Contact ES&S customer service.

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

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## EDM Error Messages *(continued)*

Error Message	Level	Corrective Action
By checking the Summary Report Only option you will not be able to get Precinct by Precinct results at the polls on election night. You will have to collect and process each iVotronic's Audit data in Election Reporting Manager before a Precinct by Precinct report can be generated. Are you sure you want to turn this option on?	Warning	Contact ES&S customer service.
Select from the List Box before deleting	Error	Contact ES&S customer service.
Unable to decrypt file for printing	Error	Contact ES&S customer service.
Unable to open WordPad	Error	Contact ES&S customer service.
could not seek QText record	Error	Contact ES&S customer service.
Description needed	Error	Contact ES&S customer service.
Please enter a unique Contest Sequence Number. Sequence Number XXX is used for (contest name)	Error	Contact ES&S customer service.
Question/Text record not found	Error	Contact ES&S customer service.
The specified Description is in use by another Question or Text item.	Error	Contact ES&S customer service.
Sequence must be 100 or greater.	Error	Contact ES&S customer service.
File (filename) has been changed to (new filename). Do you wish to use the new file name?	Warning	Contact ES&S customer service.
Highlight the Question/Text you wish to Edit	Error	Contact ES&S customer service.
Highlight the Question/Text File you wish to Print	Error	Contact ES&S customer service.
No Districts or Precincts are assigned to this Question/Text. Continue?	Warning	Contact ES&S customer service.
File (filename) must exist in the Election Directory. Do you wish to copy this file into the Election Directory?	Warning	Contact ES&S customer service.

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

October 16, 2009

## EDM Error Messages *(continued)*

Error Message	Level	Corrective Action
Could not find Precinct (probably was deleted)	Error	Contact ES&S customer service.
Precinct table may not be properly updated	Warning	Contact ES&S customer service.
Contest (name) cannot be selected. Sequence Number XXX is used for (contest name)	Error	Contact ES&S customer service.
Office (name) not added, already in list	Error	Contact ES&S customer service.
Could not read Master Office record	Error	Contact ES&S customer service.
Could not delete Election Office record	Error	Contact ES&S customer service.
Could not delete Election Precinct record	Error	Contact ES&S customer service.
Precinct (name) not added, already in list	Error	Contact ES&S customer service.
Could not read Master Precinct record	Error	Contact ES&S customer service.
Polling Place (name) not added, already in list	Error	Contact ES&S customer service.
Internal Polling Place Generation Error	Error	Contact ES&S customer service.
Could not delete Election Party record	Error	Contact ES&S customer service.
Party (name) not added, already in list	Error	Contact ES&S customer service.
Could not read Master Party record	Error	Contact ES&S customer service.
This is a System Generated Party and cannot be removed!	Error	Contact ES&S customer service.
Are you sure you wish to sort this Election Precinct list to match the Master Precinct list?	Warning	Contact ES&S customer service.
Ballot Set Name cannot be blank.	Error	Contact ES&S customer service.
The Ballot Definition File Path cannot be blank.	Error	Contact ES&S customer service.

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## EDM Error Messages (continued)

Error Message	Level	Corrective Action
Invalid path for the Ballot Definition File.	Error	Contact ES&S customer service.
The Ballot Definition File folder does not exist or you have insufficient permission to write to the folder.	Error	Contact ES&S customer service.
This BDF is defined for another ballot set! Please chose a different BDF.	Error	Contact ES&S customer service.
The (language name) Ballot Title has changed. Would you like to update ALL ballot styles for this party with the new (language name) Ballot Title?	Warning	Contact ES&S customer service.
Signature text must not be blank.	Error	Contact ES&S customer service.
Number of signatures must not be blank.	Error	Contact ES&S customer service.
** WARNING! ** The Statistical Counter definition has changed, but you have not generated the counters. Are you sure you want to close?	Warning	Contact ES&S customer service.
Please select a district type.	Error	Contact ES&S customer service.
Please select the ONE item you wish to edit.	Error	Contact ES&S customer service.
Please select the parties you want Statistics for.	Error	Contact ES&S customer service.
Please select the ONE item you wish to edit.	Error	Contact ES&S customer service.
XML Parse Error XXX, line XXX, position XXX	Error	Contact ES&S customer service.
Could not update record.	Warning	Contact ES&S customer service.
Could not log event.	Warning	Contact ES&S customer service.
An Office is assigned to run in this Precinct, Continue to delete Precinct?	Warning	Contact ES&S customer service.
An Office is assigned to run in one of these Precincts, Continue to delete Precinct?	Warning	Contact ES&S customer service.

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## EDM Error Messages *(continued)*

Error Message	Level	Corrective Action
A Candidate is assigned to run in one of these Precincts, Continue to delete Precinct?	Warning	Contact ES&S customer service.

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## Chapter 56: Setting up the .DST File

A “.DST File” provides “district reporting control” to the “Names and District Totals” Canvass report options. “District reporting control” means which districts will be reported with contest and candidate totals for that district on the “Names and District Totals” Canvass report.

Also a “.DST File” provides district cross referencing information that may be used by state wide file transfer systems.

Any district for which reporting is to be provided by the “Names and District Totals” Canvass report must be defined in the election coding.

This district definition information must be part of the initial election coding package from the customer so the required districting can be coded in to the election. These districts (without an associated contest) will need to be added to the election coding using the Hardware Programming Manager after IFC file import into HPM.

The .DST file must be in the “\elecdata” directory on the drive where your election files reside. When you run the “Names and District Totals” Canvass report, you must specify this file in the **District control file name** box on the Options tab of the report.

Using any file editor that does not compress spaces (e.g. the Command Prompt Edit command or NOTEPAD), create a file with a user-defined name (maximum of eight characters) and the “.DST” extension.



**NOTE:** Using the Command Prompt Edit command provides column numbers, making positioning much easier.

For counties, use the <election name>.DST for the file name. The first three lines must be exactly as shown in the sample below. All lines are 77spaces long and are constructed in the following manner:

- ❖ A three character district type (positions 1-3)
  - Note: “ALL” is required on the first line
  - Note: “REG” is required on the second line

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- Note: “ABS” is required on the third line

All other lines will contain the three character district type as defined in the HPM.

- ❖ A unique four character district type code from HPM (positions 4-7)
- ❖ Either a one character total flag (T=Total), or a one character line advance flag (S=Blank Line After), **or** a space (No Total and No Blank Line After) (positions 8)
- ❖ A 24-character description of the district (positions 9-32)
- ❖ Six spaces (positions 33-38)
- ❖ A 24-character totals description if it is a totals line (positions 39-62)
- ❖ Six spaces (positions 63-68)
- ❖ The 9-character California State assigned SSOV district number (positions 69-77)
- ❖ NOTE: These values may not be readily available, as they are set by the CA. Secretary of State. If this code is unknown, fill these columns with the value “123456789”.
- ❖ The file should look like the one below:

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Record Pos.	Field	Field Definition	Notes
1 – 3	District Type	3 Position Alphanumeric	Line 1 = "ALL" Line 2 = "REG" Line 3 = "ABS" Otherwise from HPM
4 – 7	District Code	4 Position Alphanumeric	Line 1 = All zeroes Line 2 = All zeroes Line 3 = All zeroes Otherwise from HPM
8 – 8	Totals Code or Blank Line After or Space	1 Position Alphanumeric	"T" – Totals "S" – Blank Line After space – Neither of above
9 – 32	District Name	24 Position Alphanumeric	Report prints only 24 characters.
33 – 38	Blanks	6 Position Alphanumeric	Spaces
39 – 62	District Type Totals Line Text	24 Position Alphanumeric	Prints if Totals Code – "T" is entered. Report prints only 24 characters.
63 – 68	Blanks	6 Position Alphanumeric	Spaces
69 – 77	CA. State	9 Position	CA. State District

	District Number	Numeric	Number from CALVOTERII SSOV file
78 – 80	Blanks	3 Position Alphanumeric	Spaces

The fields for **Create State Transfer File**, and **Canvass – Names and District Totals – Standard** are defined below.

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<b>Record Pos.</b>	<b>Field</b>	<b>Field Definition</b>	<b>Notes</b>
1 – 3	District Type	3 Position Alphanumeric	Line 1 = "ALL" Otherwise from HPM
4 – 7	District Code	4 Position Alphanumeric	Line 1 = All zeroes Otherwise from HPM
8 – 8	Totals Code or Blank Line After or Space	1 Position Alphanumeric	"T" – Totals "S" – Blank Line After space – Neither of above
9 – 32	District Name	24 Position Alphanumeric	Report prints only 24 characters.
33 – 38	Blanks	6 Position Alphanumeric	Spaces
39 – 62	District Type Totals Line Text	24 Position Alphanumeric	Prints if Totals Code – "T" is entered. Report prints only 24 characters.
63 – 68	Blanks	6 Position Alphanumeric	Spaces
69 – 77	CA. State District Number	9 Position Numeric	CA. State District Number from CALVOTERII SSOV file
78 – 80	Blanks	3 Position Alphanumeric	Spaces

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## Chapter 57: Revision History

### Election Data Manager 7.8.1.0 October 16, 2009

Chapter	Description	Project
<b>Chapter 5: Installation</b>	Page 44: Added line that Peer-To-Peer Network can be used and a Note: Refer to the Hardening Procedures for the Election Management System PC document for further informatio	46

### Election Data Manager 7.8.1.0 August 31, 2009

Chapter	Description	Project
	Updated 'Notice of Uncertified Functionality' following the copyright page and disclaimer included in document footers	

### Election Data Manager 7.8.1.0 May 26, 2009

Chapter	Description	Project
<b>Chapter 14: Merge Preferences</b>	Added the following note in <a href="#">Office Preferences Tab</a> under the last bullet for Straight party: "On an open party ballot, the Party Preference race is formatted as a Straight Party contest. Selections in this contest only declare your party; they do not automatically select the corresponding candidates. You will still need to select ballot options on your ballot."	#133
<b>Chapter 35: Straight Party</b>	Added the following note in the introduction: "On an open party ballot, the Party Preference race is formatted as a Straight Party contest. Selections in this contest only declare your party; they do not automatically select the corresponding candidates. You will still need to select ballot options on your ballot."	#133

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## Election Data Manager 7.8.1.0 May 26, 2009

Chapter	Description	Project
<b>Chapter 37: Statistical Counters</b>	Added a note under step one in <a href="#">Assign Party Counters to Districts</a> stating that district definition information must be programmed in the initial election definition and a .DST file created in Elecdata.	#136
<b>Chapter 37: Statistical Counters</b>	Under the header <a href="#">Assign District Totals</a> , added the following note: "Assign District Totals statistical counters are only supported for the M650 and not supported for the DS200."	#141
<b>Chapter 39: Text/Referendum</b>	Added note on step #6 of <a href="#">Create Ballot Text</a> stating that the Explanation check box must be checked to use the functionality for the Explanation File Name field. Also added the Rotate Ref/Questions checkbox information to step #8. Also removed the Query Overvote option which is not compatible with this version.	#115
<b>Chapter 50: Generate Ballot Styles</b>	In Step #3, changed the note to excluded ESSIM as an equipment type.	#117
<b>Chapter 56: Setting up the .DST File</b>	Added this new chapter that instructs the user how to set up the .DST file.	#136

## Election Data Manager 7.8.1.0 May 11, 2009

Chapter	Description	Project
<b>Chapter 13: Ballot Sets</b>	Stated in <a href="#">Create a Ballot Set</a> Step #7 that the Ballot Definition File field is limited to 52 characters.	#102
<b>Chapter 14: Merge Preferences</b>	Changed the <a href="#">Absentee Preferences</a> table reference to the Maximum Ballot Styles Per Precinct column to 100 characters from 40.	#106
<b>Chapter 14: Merge Preferences</b>	Edited the <a href="#">Election Preferences for ES&amp;S Image Manager</a> screen shot to include the Assign Sequence check box.	#107
<b>Chapter 39: Text/Referendum</b>	In the <a href="#">Create Ballot Text</a> section, edited the Question/Text screen to add the check boxes and non-grayed out options.	#115

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## Election Data Manager 7.8.1.0 May 11, 2009

Chapter	Description	Project
<b>Chapter 39: Text/Referendum</b>	In the <a href="#">Format Text in Additional Ballot Languages</a> section, added the following sentence right below the heading: "Language tabs are supported by the following equipment types: ESSIM, Optech, iVotronic bitmap, LS iVotronic, and DSIM.	#120
<b>Chapter 50: Generate Ballot Styles</b>	Added a note in Step 3 stating: The <b>Create Ballot Style Information</b> check box will appear only if you are using the following equipment types: DSIM, ESSIM, iVotronic bitmap, iVotronic LS, Votronic Text.	#117
<b>Chapter 55: System Messages</b>	After these 2 messages from the Error Messages table added in parenthesis: "Minimum Password Length is 6 characters (iVotronic only)" and "Maximum Password Length is 8 characters (iVotronic only)".	#114

## Election Data Manager 7.8.1.0 April 3, 2009

Chapter	Description	Project
<b>Chapter 1: Introduction</b>	Added <a href="#">System Acquisition Procedures</a> .	#27
<b>Chapter 5: Installation</b>	Added a bullet that states: "Make sure that proper hardware drivers are installed for your PC" under the <a href="#">Minimum System Requirements</a> heading.	#284
	Changed all screens, tabs, and tables in the document that reference the Votronic.	#65
<b>Chapter 10: New Election</b>	Stated in <a href="#">Create a New Election</a> that the Election Description field is limited to 41 characters.	#100
<b>Chapter 13: Ballot Sets</b>	Stated in <a href="#">Create a Ballot Set</a> that the Ballot Set Name field is limited to 52 characters.	#102
<b>Chapter 15: Import Wizard</b>	Corrected the <a href="#">Language Candidates Table</a> to include the Language Party description.	#46

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## Election Data Manager 7.8.1.0 April 3, 2009

Chapter	Description	Project
<b>Chapter 15: Import Wizard</b>	Corrected the <a href="#">Poll Relations Table</a> to edit the maximum characters from N/A to 4 in the Poll Location ID box.	#47
<b>Chapter 5: Installation</b>	Added <a href="#">Security Protocols</a> recommended for EDM.	#79

## Election Data Manager 7.8.0.0 October 17, 2008

Chapter	Description	Project
<b>Chapter 1: Introduction</b>	Added a new heading, <a href="#">Operations Support Frequently Asked Questions</a> , providing information about the following: how the system is purchased, how the system is installed, setup of the system, how a user can verify the system, the training needed, the checklist to be followed	#27

## Election Data Manager 7.8.0.0 September 12, 2008

Chapter	Description	Project
<b>Chapter 3: Create a New Election</b>	Changed the screens and options to reflect New York Poll Place functionality under the <a href="#">Poll Setup</a> heading.	BUG13435
<b>Chapter 40: Polling Place Defaults</b>		
<b>Chapter 41: Master Polling Place File</b>		
<b>Chapter 39: Text/Referendum</b>	Changed the screens and options to reflect new functionality.	ENH11919

## Election Data Manager 7.8.0.0 October 16, 2009

Chapter	Description	Project
<b>Chapter 1: Introduction</b>	Added <a href="#">System Acquisition Procedures</a> .	#27

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## Election Data Manager 7.8.0.0 October 16, 2009 (continued)

Chapter	Description	Project
<b>Chapter 5: Installation</b>	Added a bullet that states: "Make sure that proper hardware drivers are installed for your PC" under the <a href="#">Minimum System Requirements</a> heading.	#284
	Changed all screens, tabs, and tables in the document that reference the Votronic.	#65

## Election Data Manager 7.8.0.0 July 8, 2008

Chapter	Description	Project
<b>Chapter 3: Create a New Election</b>	Removed the Votronic button from the Text/Referendum screen in both the <a href="#">Election</a> section and the <a href="#">Text/Referendum</a> section.	VSS Vol 2, 6.7 (#65)
<b>Chapter 5: Installation</b>	Information about how to install Election Data Manager software has been added to <a href="#">Chapter 5: Installation</a> beginning on page 44.	
<b>Chapter 39: Text/Referendum</b>	Removed the Votronic button from the Text/Referendum screen in the <a href="#">Create a Recall Question</a> section.	VSS Vol 2, 6.7 (#65)
<b>Chapter 55: System Messages</b>	Added System message tables.	VSS Vol 1, 2.1.5.1 (#265)

## Election Data Manager 7.8.0.0 May 19, 2008

Chapter	Description	Project
<b>Chapter 1: Introduction</b>	Removed references to the Model 115 and 315 central count scanners and 3.5-inch floppy disks in the <a href="#">Central Count Systems</a> section. page 3	
<b>Chapter 1: Introduction</b>	Removed references to the V-2000, Optech III-P and Votronic precinct count scanners and Smart Packs in the <a href="#">Precinct Count Systems</a> section. page 3	
<b>Chapter 1: Introduction</b>	Removed note about iVotronic text-based elections in the <a href="#">Election Data Manager</a> section. iVotronic no longer supports text-based elections. page 4	

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- Unity iVotronic Ballot Image Manager (iVIM)
- Network results transmission and Networked central tabulators

## Election Data Manager 7.8.0.0 May 19, 2008 (continued)

Chapter	Description	Project
<a href="#">Chapter 3: Create a New Election</a>	Removed <b>Merge With</b> field under the <a href="#">Merge Preferences</a> heading. The field no longer exists. page 21	
<a href="#">Chapter 5: Start Election Data Manager</a>	Inserted Note stating that information about setting up user accounts can be found in <i>Audit Manager System Operations Procedure</i> manual. page 38	
<a href="#">Chapter 10: New Election</a>	Added information that the Election Name field has a limit of 8 characters in item #2 under the <a href="#">Create a New Election</a> heading. page 61	
<a href="#">Chapter 10: New Election</a>	Added information that the Election ID field has a limit of 6 characters in item #5 under the <a href="#">Create a New Election</a> heading. page 61	
<a href="#">Chapter 10: New Election</a>	Added information that the Clerk's Name field has a limit of 80 characters in item #8 under the <a href="#">Create a New Election</a> heading. page 61	
<a href="#">Chapter 13: Ballot Sets</a>	Switched items #10 and #9 under the <a href="#">Create a Ballot Set</a> heading. The two were out of order. page 74	
<a href="#">Chapter 14: Merge Preferences</a>	Removed <b>Merge With</b> information in item #5 under the <a href="#">Ballot Generation Information</a> heading. The field no longer exists. page 84	
<a href="#">Chapter 14: Merge Preferences</a>	Removed <b>Merge With</b> field under the <a href="#">Merge Preferences</a> heading. The field no longer exists. page 81	
<a href="#">Chapter 14: Merge Preferences</a>	Corrected name of button from Create New to New Set in item #2 under <a href="#">Chapter 14: Merge Preferences</a> heading. page 78	
<a href="#">Chapter 14: Merge Preferences</a>	Added information explaining that Type A and B recall contests do not require special formatting under the <a href="#">Ballot Generation Information</a> heading in item #6. page 84	
<a href="#">Chapter 20: District Names</a>	Added information that the District Name field has a limit of 40 characters in item #4 under the <a href="#">Add a District Name</a> heading. page 197	
<a href="#">Chapter 20: District Names</a>	Added information that the District Name 2 field has a limit of 40 characters in item #5 under the <a href="#">Add a District Name</a> heading. page 197	

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## Election Data Manager 7.8.0.0 May 19, 2008 *(continued)*

Chapter	Description	Project
<b>Chapter 20: District Names</b>	Added information that the District Name field has a limit of 40 characters in item #2 under the <a href="#">Additional Languages for District Names</a> heading. page 201	
<b>Chapter 20: District Names</b>	Added information that the District Name 2 field has a limit of 40 characters in item #3 under the <a href="#">Additional Languages for District Names</a> heading. page 201	
<b>Chapter 20: District Names</b>	Added "Click Close to exit the District Names window." to item #5 under the <a href="#">Edit a District Name</a> heading on page 200, item #4 under the <a href="#">Delete a District Name</a> heading on page 201 and item #5 under the <a href="#">Additional Languages for District Names</a> heading on page 201.	
<b>Chapter 21: District Relations</b>	Added "Click Close to exit the Precinct/District Relations window." to item #6 under the <a href="#">Assign District Relationships</a> heading on page 203 and item #5 under the <a href="#">Remove a District Relationship</a> heading on page 179.	
<b>Chapter 21: District Relations</b>	Added "Click Close to exit the Precinct/District Relations window." to item #6 under the <a href="#">Remove all Precincts from a District</a> heading on page 205.	
<b>Chapter 23: Office Headings</b>	Added "Click Close to exit the Precinct/District Relations window." to item #7 under the <a href="#">Create an Office Heading</a> heading on page 214.	
<b>Chapter 24: Poll Tape Affidavits</b>	Added "Click Close to exit the Tape Information window" to item #4 under the <a href="#">Change a Signature</a> heading. page 219	
<b>Chapter 35: Straight Party</b>	Added "NOTE: If you have completed the Sequence Number and Description fields, but have not created or imported a file in the File Name field, the Clear box will remove all information from the Sequence Number and Description fields." in item #5 third bullet under the <a href="#">Chapter 35: Straight Party</a> heading on page 264.	
<b>Chapter 37: Statistical Counters</b>	Changed wording of first paragraph under the <a href="#">Assign District Totals</a> heading to state that "If your jurisdiction uses <u>only</u> the Model 650, Optech III-P Eagle and/or Optech IV-C, you can use the options under the <b>District Totals</b> tab..." page 286	

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## Election Data Manager 7.8.0.0 May 19, 2008 *(continued)*

Chapter	Description	Project
<b>Chapter 37: Statistical Counters</b>	Added item #7 under the <a href="#">Assign Party Counters to Districts</a> heading informing users to click OK to exit the Statistical Counter Definition window. page 290	
<b>Chapter 39: Text/Referendum</b>	Corrected the maximum size of the Description field from 80 to 40 in item #3 under the <a href="#">Create Ballot Text</a> heading. page 296	
<b>Chapter 39: Text/Referendum</b>	Removed reference to Votronic tab in item #13 under the <a href="#">Create Ballot Text</a> heading. The tab no longer exist. page 296	
<b>Chapter 39: Text/Referendum</b>	Added a note about using a Retain/Recall race in a Model 650 election in item #8 under the <a href="#">Create Ballot Text</a> heading. Also added a reference to the ESSIM System Operations Procedures manual below the note. page 296	
<b>Chapter 41: Master Polling Place File</b>	Corrected information in item #5 under the <a href="#">Add Polling Place Records</a> heading. page 315	
<b>Chapter 50: Generate Ballot Styles</b>	Added item #4 under the <b>Chapter 50: Generate Ballot Styles</b> heading stating that the confirmation screen will appear after selecting the Create Ballot Style Information checkbox. page 336	
<b>Chapter 53: Hard Codes and Variable Names</b>	Removed the “iVotronic Escape String” section from the chapter. This information is no longer applicable.	

## Election Data Manager 7.8.0.0 July 20, 2007

Chapter	Description	Project
	Added DS200 information on pages 3, 14, 25, 70, 79, 121, 183, 222, 260, 263 and 286.	
<b>Chapter 35: Straight Party</b>	Added a Note to use .txt files for non-English ballots under the following headings: “Straight Party” on page 264	

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ELECTION DATA MANAGER SYSTEM OPERATIONS PROCEDURES v. 7.8.1.0

## Election Data Manager 7.8.0.0 July 20, 2007 (continued)

Chapter	Description	Project
<b>Chapter 39: Text/Referendum</b>	<p>Added a Note to use .txt files for non-English ballots under the following headings:</p> <p>“Create Ballot Text” on page 296</p> <p>“Create a Ballot Question” on page 300</p> <p>“Format Text in Additional Ballot Languages” on page 301</p> <p>“Create a Recall Question” on page 304</p>	
<b>Chapter 51: Reports</b>	<p>Remove information about backing up election files in DOS. Added additional information to the <a href="#">Back up Files in Windows</a> section. page 317</p> <p>Removed Chapter 48: Audit Manager. The Audit Manager application. The Audit Manager System Operations Procedures manual was created for Unity 4.0.</p>	B11730

## Election Data Manager 7.8.0.0 February 29, 2008

Chapter	Description	Project
<b>Chapter 3: Create a New Election</b>	Added a note regarding duplicate contests to the <a href="#">Election</a> section in Chapter 3 and to <a href="#">Chapter 32: Edit/Add Offices for this Election</a> .	74
<b>Chapter 32: Edit/Add Offices for this Election</b>		
<b>Chapter 4: Install Election Data Manager</b>	<a href="#">Chapter 4: Install Election Data Manager</a> has been revised to reflect the Select the Program Folder step. See steps 6 and 7.	58
<b>Chapter 4: Install Election Data Manager</b>	Removed the section Create a File Structure for Image Manager at the end of Chapter 4.	266
<b>Chapter 10: New Election</b>	Changed the New Election screen shot on pg. 60 under step 4 of <a href="#">Create an Election from Existing Files</a> to reflect the fields being unpopulated. Added a step (#5) stating that these fields must be manually entered.	76

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## Election Data Manager 7.8.0.0 February 29, 2008 (continued)

Chapter	Description	Project
<b>Chapter 14: Merge Preferences</b>	Added the Office Preferences 2 Tab functionality to <a href="#">Office Preferences 2 Tab</a> section in Chapter 12. Handling Decline to State Ballots is discussed in this new section.	362
<b>Chapter 24: Poll Tape Affidavits</b>	Added the Tape Information screen print to the <a href="#">Change a Signature</a> and added Step 4 which tells users to click Close to close out of the window.	86

## Election Data Manager 7.8.0.0 May 18, 2007

Chapter	Description	Project
<b>Chapter 14: Merge Preferences</b>	Removed information about Union Ware Options	
<b>Chapter 14: Merge Preferences</b>	Added the PA Straight Party option under the <a href="#">Straight Party Options</a> heading. page 116	
<b>Chapter 14: Merge Preferences</b>	Added the following options under the <a href="#">Terminal Options</a> heading. page 119 <ul style="list-style-type: none"> <li>❖ On Screen Cast Ballot</li> <li>❖ Audio/Visual Combo Ballot</li> <li>❖ Single Coded Ballot Prompt Msg</li> <li>❖ Coded Ballot Prompt on ADA only</li> <li>❖ Contest Under Vote Warning</li> <li>❖ Open Primary Allow Preview</li> </ul>	B10807
<b>Chapter 14: Merge Preferences</b>	Added <a href="#">Audit Printer</a> section. page 119	E10233
<b>Chapter 14: Merge Preferences</b>	Added Print Under-Votes option under the <a href="#">Results Report Type</a> heading. page 117	B10807
<b>Chapter 14: Merge Preferences</b>	Added <a href="#">Force Unique Ballot Styles in Polling Place</a> section. page 125	B10814
<b>Chapter 22: Parties</b>	Added information on page 185 about how to delete a party that is currently in use.	

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## Election Data Manager 7.8.0.0 May 18, 2007 (continued)

Chapter	Description	Project
<b>Chapter 24: Poll Tape Affidavits</b>	Added information on page 217 that poll tape affidavits are used only for iVotronic terminals.	
<b>Chapter 40: Polling Place Defaults</b>	Corrected information about the Key in Precinct field under the <a href="#">Set Up Polling Places</a> heading. page 310	B10921
	Removed all references to the iVotronic Touch Screen.	E11113
	Added information on page 312 that the Printer Model list on the Polling Place Defaults window is used to generate iVotronic reports at the polling place.	
<b>Chapter 2: Initial County Set Up</b>	The <b>County ID</b> field has been added to the New County window on page 11.	E07707
<b>Chapter 3: Create a New Election</b>	The Ballot Sets option has been moved from the Merge menu to the File menu on page 19.	B07665
<b>Chapter 3: Create a New Election</b>	The <b>Election ID</b> field has been added to the New Election window on page 25.	E07707
<b>Chapter 7: New County</b>	The <b>County ID</b> field has been added to the New County window on page 52 and page 54. A definition of the <b>County ID</b> field has been added on page 53.	E07707
<b>Chapter 10: New Election</b>	The <b>Election ID</b> field has been added to the New Election window on page 61. A definition of the <b>Election ID</b> field has been added on Page 58.	E07707
<b>Chapter 13: Ballot Sets</b>	The Ballot Sets option has been moved from the Merge menu to the File menu beginning on page 73.	B07665
<b>Chapter 14: Merge Preferences</b>	A note has been added under the <a href="#">Group Ballots by Style</a> heading on page 89 that additional ballot styles will be automatically created when there is more than one precinct within a single polling place.	E07615
<b>Chapter 14: Merge Preferences</b>	The Summary Cast Ballot Confirmation check box has been added on the Election Preferences tab on page 99. Use this check box to enable a vote confirmation screen on iVotronic terminals.	E07607
<b>Chapter 14: Merge Preferences</b>	The Manual Voter Deselect check box has been changed to Auto Deselect Candidate on the Election Preferences tab on page 100.	

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## Election Data Manager 7.8.0.0 May 18, 2007 *(continued)*

Chapter	Description	Project
<b>Chapter 14: Merge Preferences</b>	Information under the <a href="#">iVotronic Image Manager</a> heading has been reorganized beginning on page 116 to place more emphasis on the iVotronic Image Manager settings rather than the Votronic Touch Screen settings. The iVotronic Image Manager settings are used most often. In addition, information about <a href="#">iVotronicLS Image Manager Election Preferences</a> has been added beginning on page 99.	
<b>Chapter 17: Language</b>	The Chinese language text has been changed to Traditional Chinese. Simplified Chinese has been added as another language in the Language Options screen on page 178.	E10281
<b>Chapter 24: Poll Tape Affidavits</b>	The <a href="#">Poll Tape Affidavits</a> option has been added to the County menu beginning on page 217. This option enables counties to change the text and required signatures for Zero and Results reports.	E08085
<b>Chapter 36: Candidates</b>	A Do Not Rotate check box has been added to the Edit Candidate Information window on page 270. Information about how to use this check box to keep a specific candidate name at the bottom of the list of candidates on ballots has been added on page 273.	E10007
<b>Chapter 52: Sample Reports</b>	The Votronic Audio Report has been removed. This report is no longer applicable	E08498

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