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Preface

Welcome to the Election Voting Attendant[™] 7.5 User Guide. This guide describes the features of the Election Voting Attendant[™] application.

Intended Audience

This guide has been written for System Administrators, News Directors, Lead News Producers, News Producers, and Master Control Operators to help in learning the functionality available in Election Voting Attendant[™].

BTi Technical Support

Technical support is available to answer questions and to help with any problems encountered using the Attendant Solutions suite of products. BTi Technical Support may be contacted in several ways:

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We Value Your Input

We are interested in hearing your comments about this book, particularly if it fell short of your needs or expectations. Please send your comments to support@bti.tv

Introduction

Election Voting Attendant[™] software is a complete system for automatically configuring, capturing, and delivering all local, regional, and national election results to viewers on air, online and on mobile devices. Straightforward tools make it easy to prepare the election night package far in advance by using early race and candidate details from test data. Automatic loading of race details, including candidate information from multiple data sources, makes setup quick and easy.

Regional and national election results are simultaneously captured from a variety of national election wire services and web server services. Even local results are automated by capturing data from multiple election agency web sites, having it entered remotely by a designated official at election headquarters, or by direct input from any workstation in the newsroom. Election Voting Attendant automatically switches between sources as needed to ensure the most up to date information is delivered to viewers.

About This Book

Section	Description
2 – Accessing Election Voting Attendant™	Describes how to start Attendant Solutions™ and access the Election Voting Attendant™
3 – Configuring Election Voting Attendant™	Describes the EVA Options screen, which is used to customize how the Election Voting Attendant™ works
4 – Configuring Election Details	Describes how to create and maintain election details using the Maintain Election Details screen
5 – Maintaining Race Details	Describes how to use the Races screen to: - Add, edit, and delete candidates - Customize race parameters - View jurisdictions and sources

BTi developed this user guide to describe the features of the Election Voting Attendant[™]. It consists of the following sections:

Section	Description
6 – Updating Race Results	Describes how to enter race results manually using the Update Race Results screen
7 – Viewing Voting Results	Describes how to: - View a voting summary by source for a specific race - Manually set a winner for a specific race - Re-evaluate election results - View voting details for all data sources for a specific race - View voting results history - Use the Voting Status screen to insert races automatically and manually into running transmissions and display them on air immediately
8 – Monitoring Elections	Describes the monitor process, also known as 'Alert Logic for Elections', which allows the building of custom screens for displaying election data using a race list. This feature is still under development.
9 – Transmitting Election Results	Describes how to: - View active transmission jobs - Create new transmission jobs - Activate transmission jobs - Use the Transmission Status screen to edit existing transmission jobs
10 – Viewing Reports	Describes how to view and print Election Voting Attendant™ generated reports using the Reports screen

Accessing Election Voting Attendant™

To access Election Voting Attendant[™], double click the Attendant Solutions icon found on the computer desktop. This opens the Login screen.

Enter your User ID and password and then click Login. Contact your system administrator if you do not have an assigned User ID or password.

The Main Menu screen displays.



Note: The applications displayed on the right of the screen will vary depending upon which applications were purchased.

Click the [Election Voting] button to open the application.

The menu bar at the top will change to show Election Voting in the drop down list and displays buttons associated with the Election Voting Attendant[™] application.

Configuring Election Voting Attendant™

This section describes the EV Options screen, which is used to modify and customize how the Election Voting Attendant[™] works.

From the Main Menu, choose File > EV Options.



The EV Options screen will display with the 'State Reporting' tab open.

'State Reporting' Tab

The 'State Reporting' tab is used to select the state(s) for which election data will be collected.



To select the states being reported, click the [Edit] button on the right of the screen.

The EV Options - State Reporting screen will enter the Edit mode showing a list of all the states:

🔁 EV Options			×
Statistics General State Reporting Jurisdictions Issues Race Parameters Candidate	e Paramet	ers Reset	
Select Reporting Details Please Select States to be Reported			
✓ US <all states=""> - reports by State ✓ KY Kentucky - reports by County ✓ TN Tennessee - reports by County △ AK Alaska △ AL Alabama △ AR Arkansas △ AZ Arizona ○ CA California ○ CD Colorado ○ CT Connecticut ○ DC Washington DC ○ DE Delaware ○ FL Florida ○ GA Georgia</all>	Move Up Dow	Cancel]	
		<u>C</u> lose	

Click the check box beside each state which will be reporting.

Clicking the [Up] or [Down] buttons will move the selected states into the preferred order in which reports will be received.

'Jurisdictions' Tab

The 'Jurisdictions' tab is used to set up jurisdiction types so that the system can be configured with detailed information on counties and other districts of jurisdiction.

🔁 EV Options	/	– 🗆 X
Statistics General State Reporting [Jurisdictions]	Issues Race Parameters Ca	andidate Parameters Reset
If Jurisdictions are not enabled (default value), then Votes are only accumulated for the Race as a whole, not by District. If Votes are entered by County then Jurisdictions would need to be used.	Jurisdictions (District Types) City County Judicial School Senate State State State House State Senate US	Utilize 'Lead Contests' in a District to track Voting Percentages This would normally be set when using the %Votes Reported rather than the %Precincts Reported
		<u>C</u> lose

<u>By default, Jurisdictions are not enabled</u>, which simplifies setting up and maintaining the application. Votes are then always recorded for the race as a whole rather than the individual county. Jurisdictions are most commonly used when a race crosses county or other district lines and a source requires individual county / district results for the race to be totaled.

The use of jurisdictions is not recommended for races that don't meet these criteria.

To enable Jurisdictions, click the check box at the top left of the screen, which gives access to the rest of the screen.

To set up jurisdiction types, click the [New] button.

A new row displays in the Jurisdictions (District Types) list. Enter a jurisdiction type. Click [Save] or press <Enter>. The new jurisdiction type displays in the list.

To delete a jurisdiction type, simply click the unwanted jurisdiction to highlight it, press <Delete> or <Backspace> and then press <Enter> or click [Save].

The check box labeled "Utilize Lead Contests in a District to track Voting Percentages" should only be checked when the application is tracking the percentage of <u>votes</u> reported rather than percentage of <u>precincts</u> reported. In this case, the number of votes cast is compared against the expected voter turnout to calculate the percentage of votes reported. However, because voters may not vote on all the races on the ballot, a 'Lead Race' is

specified and its Votes Cast can be used in place of the Votes Cast for a specific race to get a realistic percentage. If in doubt, this box should be left unchecked.

'Issues' Tab

Use the 'Issues' tab to set up new issue types and issue responses.

To set up new issue types, click the [New] button beneath the 'Types of Issues' list.

🔁 EV Options		– 🗆 X
EV Options Statistics General State Reporting Jurisdictions Issue Set Up Issues Types of Issues Referendum Amendment Proposition Other Contest New New Save	Race Parameters Candidate F Issue Responses Yes/No For/Against Pass/Fail Accept/Reject New Delete	Parameters Reset
		<u>C</u> lose

A new blank row will display in the list.

Enter an issue type and click [Save].

To set up an issue response, click the [New] button under the Issue Responses list.

🔁 EV Options				×
Statistics General State Reporting Jurisdictions Set Up Issues Types of Issues Referendum Amendment Proposition Other Contest New Save	Ssues Race Parameters Candidat	e Paramet	ters Rese	t]
			<u>C</u> lose	

Set Up Issues			
Types of Issues Referendum Amendment Proposition Other Contest	Issue Responses Yes/No For/Against Pass/Fail Accept/Reject Pro/Con Cancel Save	For the Issue	

Enter the "For the Issue" response and the "Against the Issue" response.

Click [Save].

'Race Parameters' Tab

The 'Race Parameters' tab allows the user to add parameters to each race which relate to the station's specific installation. These parameters are typically used to control or direct the airing of election information.

To add a race parameter, click the [New] button.

EV Options			×
Statistics General State Reporting Jurisdictions Issues Race Parameters Candidate f	^o aramet	ers Rese	Ē,
Customize Race Parameters			_
# Race Parameter 1 Headshots? (Y/N) 2 Full Screen Template Page#			
		<u>C</u> lose	

A new row and parameter number are added to the Race Parameter list. Enter the <u>title</u> of a race parameter. The actual parameter is entered in the Races screen or from another data source. Click [Save].

'Candidate Parameters' Tab

Like the Race Parameters tab, the 'Candidate Parameters' tab is used to add parameters to each candidate which relate to the station's specific installation. These parameters are typically used to control or direct the airing of election information.

🔁 EV Options —	- C]	×
Statistics General State Reporting Jurisdictions Issues Race Parameters Candidate Para	ameters	Reset	1
Customize Candidate Parameters			
Adjust Candidate Percentages to sum to 100		<u>C</u> lose	

To add a candidate parameter, click the [New] button.

A new row and parameter number is added to the Candidate Parameter list.

Enter the <u>title</u> of the candidate parameter. The actual parameter is entered when editing Candidates in the Races screen, or from another data source.

Click [Save].

The "Adjust Candidate Percentages..." checkbox offers the option of rounding the candidate vote percentages so that they will equal 100. Normally, this box is not checked. However, in some cases the user may want to have this box checked, especially if there are only two or three candidates in the race.

Since the rounded values are not the absolute values, this setting should be used with caution.

'Reset' Tab

The 'Reset' tab is used to reset a variety of information about the current election. It is primarily used to clear all historical voting results about an election in preparation for a test. It should ALWAYS be used prior to collecting the election results on election night.

🔁 EV Options	<u> </u>		
Statistics General State Reporting Jurisdictions Iss	ues Race Parameters Candidate Parameters Reset		
Reset Election Results	Scheduled On: 5/19/2020		
test election			
9 Races 20 Candidates 12 Results 18 Items Logged	No-One should be using the Election Application when Reset is pressed Last Reset: 03/17/20 07:47pm R-MENTAL/Administrator/Admin		
Beset Bace Winner Manual Over	ride Flags		
No Races have t	been set for Manual Control of the Winner Review		
Liear District Uverride Percentage Any Overrides to the Dis	ss trict Voting Percentages will be removed. Clear		
Testing Air Races with No Vo	Normally any Races with Votes are aired, even if there are no Precincts Reporting, such as when Early and Absentee Voting are reported.		
Refresh Election Bridge Results			
All Election Bridge races will be refreshed with the latest results			
	<u>C</u> lose		

Reset Election Results - This section shows the number of races, candidates, and results currently on file for the active election. There is also an indication of when the last reset occurred.

To reset the election results, click the [Reset] button.

Confirm the action to be taken. The results are cleared but all race and candidate information is left intact.

Reset Race Winner Manual Override Flags - This section shows how many races are currently set for manual control. Here the user may review and clear the setting which permits manually marking the winner of a race. Each race offers the option for Manual Override to prevent another data source from declaring the winner. This setting can be retained for the next test or for election night if needed.

To reset the manual override flags, click the [Review] button. The screen will then display the races which have been set for manual control.



Click the [Reset] button to clear all the settings for the races displayed, or click the 'Reset' tab at the upper right to cancel the action.

Clear District Override Percentages - Where Jurisdictions are in use, the expected voter turnout is calculated by summing the expected voters in each county using the voter turnout percentage provided by the County Election Commission. It may be that on election night, more or fewer voters are participating in the election in a particular district, so an override percentage can be specified.

To clear these percentages, click the [Clear] button. Confirm that all percentages should be cleared.

Testing - Click the "Air Races with No Votes" checkbox to allow the application to show races in which no votes have been reported or entered.

This option is most often used for testing the setup of the character generator displays. An alert indicating that all votes are being aired is shown on the Status screen to ensure that the setting is cleared on election night.

Refresh Election Bridge Results - If the station has subscribed to Election Bridge, this button will refresh the results of ALL races in Election Bridge, not just the latest changes.

'Statistics' Tab

The 'Statistics' tab shows details about the server computer being used. These details include the server name and operating system, the SQL engine, and a count of records contained in the files.

System Information	
Computer Name:	XPER-MENTAL
SQL Server Name:	PER-MENTAL
Server Operating System:	Windows NT 6.3 <x64> (Build 17763:) (Hypervisor)</x64>
SQL Server Version:	12.0.6118.4 (SP3)
SQL Engine:	Express Edition
Data:	3 Elections 10 Offices 8 Races 27 Candidates 43 Members in Personnel 59 Sources 3111 Report Units 0 Results 0 Log History Records

'General' Tab

The 'General' tab gives the option to choose the method of updating applied when entering election data and displays the path to the Central Repository for Web Capture worksheets.

EV Options	_		×
State Reporting Jurisdictions Issues Race Parameters Candidate Statistics General	e Parame	ters Res	et
Data Entry © Use Interactive Updating (for up to 5 data entry stations) © Use Background Updating (recommended if over 5 data er	ntry statior	15)	
Web Capture Central Repository for Worksheets \\\HT-TEST-SVR\Attend\Evant\XLWorkbook	۶۱		-
		<u>C</u> los	e

The choice of which update method to use when data is entered depends upon how many workstations or mobile devices are being used for reporting. If more than five entry stations are being used, Background Updating should be chosen, which writes the data to a file before processing.

If Web Capture is being used, the default path to the Central Repository for Worksheets is entered and can be edited here. See the Web Capture User Guide for more details.

Configuring Election Details

Election details are created and configured using the Maintain Election Details screen and then may be saved for use in other elections. Once an election has been created, it must be configured. Configuring an election involves setting up election details, contests, and data sources.

There are four main steps to configuring an election using the Maintain Election Details screen:

- 1. Click [New], enter the election name and date, then click the "Active" checkbox to make it the active election.
- 2. Ensure all the contests are set up. These include the offices being contested and any referendums, amendments, propositions, or other issues included on the ballot.
- 3. Check the data sources, link them to the appropriate races, and auto-load any race data.
- 4. Test the election setup as much as possible, from the gathering of data to the display of on-air data.

Maintaining Election Details

To access the Maintain Election Details screen, click [Setup] or select Edit > Setup Elections.

0	WBTI Fra	nklin - Attendar	t Solutions	_ 🗆 X
<u>F</u> ile <u>E</u> dit <u>L</u> ist <u>H</u> elp				
Election Voting	Setup <u>R</u> aces <u>L</u>	Jpdate <u>S</u> tatus	<u>M</u> onitor <u>T</u> ransmit	Reports E <u>x</u> it
	*			
				Databridge
			7	
			1	

The Maintain Election Details select alsplays

🔁 Maintain Election Details		×
Elections 3/3/2020 super tue 3/3 5/19/2020 test election	1 Date of Election 05/19/2020 ACTIVE	_
New Edit Delete	Name test election Time Polls Open 7:00AM Close 7:00PM Notes Please Reset the Election after 4:00p	m
To set up a New Election: 1. Press 'New' and enter the Election Date and Nam Active Election and Press Save	ne, Mark it as the Contests	
 Set up and Assign the Contests to be included in Referendums, Propositons, etc.) and order them as 	the Election (Offices, needed.	s
Check the Data Sources, and Districts if applicab any Race Data.	le, then Auto-Load	
4. Test Results.	Set Up Lists	<u>o</u> se

The Elections list in the left panel shows all elections created to date.

The following table describes the Maintain Election Details screen elements:

Active	Indicator displaying status for the current election: "Active", "Past", or "Future"
Date of Election	Date the election is scheduled
Name	Name of the election
Time Polls Open / Close	Time of day the polls open and close
Notes	Comments associated with the election. These comments will not be seen on the air.
[Contests]	Sets up the offices, referendums, propositions, amendments, etc. and identifies which are to be included in the current election.
[Data Sources]	Wire services, websites, and manual entry data sources from which the election results are obtained

[Districts]	Demographic information on counties (or other reporting units) and districts.
[Set Up Lists]	Lists of contests are built for use throughout the application.

Adding Elections

From the Maintain Election Details screen, click [New] under the Elections list.

The Maintain Election Details screen changes to New mode. Three additional buttons now appear under the 'Notes' window.

🔁 Maintain Election Details	×
Elections 3/3/2020 super tue 3/3 5/19/2020 test election 1 ate of Election Name	
T. Notes	ime Polls Open 7:00am Close 7:00pm
New Edit Delete Mark as the ACTIVE Election	Save Cancel
To set up a New Election:	
 Press 'New' and enter the Election Date and Name, Mark it as the Active Election and Press Save. 	2 Contests
Set up and Assign the Contests to be included in the Election (Offices, Referendums, Propositons, etc.) and order them as needed.	Disting
Check the Data Sources, and Districts if applicable, then Auto-Load any Race Data.	Districts
4. Test Results. Set Up Lists	Cl <u>o</u> se

Enter the date of the election, name of the election, the times that the polls will open and close, and add notes as needed.

Click the [Mark as the ACTIVE Election] button to set the current election as the active election. <u>Election results can only be entered and aired for the active election.</u>

Click [Save] to create the new election.

Editing Elections

From the Maintain Election Details screen, select the election to be edited.

Click [Edit]. The Maintain Election Details screen changes to Edit mode. The same options as in the New screen will become available.

After making changes, click [Save].

🔁 Maintain Election Details		×
Elections		
3/3/2020 super tue 3/3 5/19/2020 test election 11/3/2020 General election	1 Date of Election 05/19/2020 Name test election Time	Future Polls Open 7:00AM Close 7:00PM e Election atter 4:00pm
<u>N</u> ew <u>E</u> dit <u>D</u> elete		
To set up a New Election:		
1. Press 'New' and enter the Election Date and Nar	me, Mark it as the 2	Contests
Active Election and Press Save. 2. Set up and Assign the Contests to be included in Referendums, Propositons, etc.) and order them as	the Election (Offices, needed.	Data Sources
Check the Data Sources, and Districts if applicate any Race Data.	ole, then Auto-Load	Districts
4. Test Results.	Set Up Lists	Cl <u>o</u> se

Deleting Inactive Elections

From the Maintain Election Details screen, select the election to be deleted. Note: The "Active" election cannot be deleted.

Click [Delete] and confirm by clicking [Yes].

Setting Up Pre-Election Information

When election details are being set up for the first time, the user must determine the general information pertaining to the specific way the elections will be handled.

Districts of Jurisdiction - Depending on the level of incoming election results available from the data sources, it may be desirable to set up the reporting units (individual counties, wards, or parishes) that report election results. In this case, all the individual voting districts for each jurisdiction can also be created, along with the number of registered voters and precincts from each county, ward, or parish.

Note: The use of reporting units is recommended only when a race crosses jurisdiction / district lines and a source requires individual jurisdiction / district results for that race. For more information on setting up jurisdictions see Chapter 3, <u>Jurisdictions' tab</u>.

Contests – Races in an election may be for an Office (a job position or title) or an Issue (to get a For or Against opinion).

Offices: Typically the details of an office are the same from one election to the next and Election Voting Attendant[™] retains this information. This includes information such as how to display the name on-air and on the web site, as well as the number of winners if more than one candidate is being elected for the same office (such as city council). Once the office details have been set up, they are assigned to the election so that candidate information can be loaded.

Issues: Referendums, Amendments, Propositions, and Initiatives are considered onetime events and are automatically removed if and when the election is deleted. The available voting options 'For / Against', 'Yes / No', 'Pass / Fail', etc. are assigned automatically when an Issue is assigned to the election.

Note: Each office may optionally be assigned to a district of jurisdiction, if that level of detail is being set up. A district of 'USA' is used by default.

Setting Up Reporting Units

A data source provides race results based on a reporting unit. Some data sources report on the race as a whole, but some provide data at a more detailed level such as by county, ward, or parish. To match the incoming data in these cases, each reporting unit must be identified.

To set up a reporting unit, click the [Districts] button on the Maintain Election Details screen.

Note: The [Districts] button will be disabled (grayed out) if Jurisdictions have not been enabled in EV Options. See Chapter3, <u>Jurisdictions' tab</u>.

The Set Up Reporting Districts screen displays. In the 'States Covered' list box on the left of the screen, states are shown in the order selected as described in Chapter 3. Each state in the list needs to be set up separately.

State / County Setup	District Setup District Races	#Prec	#Votera	Expected	Expected	
States Lovered	Audamen	+1100	40.071	FT%	24 721	
<all states=""></all>	Redford	11	43,371	55%	12 007	H
Топлиску	Benton	6	23,013	0%	13,037	ł
rennessee	Bledsoe	12	0	0%	0	ł
	Blount	35	0	0%	0	ł
	Bradley	17	0	0%	0	ł
	Campbell	21	0	0%	0	1
	Cannon		0	0%	0	Ľ
	Carroll	19	0	0%	0	Ľ
Tennessee	Carter	22	0	0%	0	1
Reports By	Cheatham	21	26,988	41%	11,065	1
County	Chester	11	0	0%	0	1
	Claiborne	17	0	0%	0	
	Clay	7	0	0%	0	L
	Cocke	19	0	0%	0	1
	Coffee	23	0	0%	0	1
Total Precincts	Crockett	12	0	0%	0	1
1.984	Cumberland	24	0	0%	0	
400 1 1 1 1 1 1	Davidson	160	331,902	40%	132,761	
#Hegistered Voters	Decatur	13	0	0%	0	
426,074	DeKalb	15	0	0%	0	
#Voters Expected	Dickson	17	0	0%	0	
181,644	Dyer	16	0	0%	0	
Aug %Turnout	Fayette	15	0	0%	0	
Avg /st unout	Fentress	13	0	0%	0	Ľ
42.6%	96 County Units		Ed	dit items as ne	eded in the	gr
pdate Counties from Data	The States, Counties geographical	, Wards or area being	Parishes f covered	or the	<u>C</u> lo	ose

When the state is selected, the "Reports By" field populates with the appropriate reporting unit information. The total number of precincts, number of registered voters, expected number of voters, and average percentage of voter turnout fields reflect the total counts based on the counties listed for each state.

To add a new entry, go to the last row in the county list and enter the name, number of precincts, number of voters, and expected turnout percentage.

Tab through each of the entries, or select another line to populate the expected turnout from the entries made.

To edit an item, highlight the text in the grid which is to be changed and enter the new values.

To delete an item, highlight the County Name to be deleted, press the <Delete> key, then press the <Tab> key. When asked to confirm the deletion, click [Yes].

If the station subscribes to API as a data source, the button [Update Counties from Data Source] at the lower left of the screen may be used to automatically fill in any fields for which API has data.

Setting Up Districts

Districts can consist of the voters from an entire reporting unit, as in the case of County Districts, or they can consist of a mix of voters from a number of different counties as in the case of many Congressional Districts. These districts are often reconfigured after a census and the system allows the user to easily update this information and have it flow automatically to each of the contested offices.

A district called "USA" under the state "United States" is automatically created and it is used as the default district when a new contest is added.

To set up districts, click the 'District Setup' tab on the Set Up Reporting Districts screen.

Set Up Reporting State / County Set	g Districts up District Setup	District Races]	-		>
State	District	%Vote ▲	Tennessee - State Distric	ot		
<all states=""></all>	TN Statewide	42.0%	Name TN Statewide			_
Kentucky			County Units in this !	STATE Dist	rict	
Tennessee			Anderson <47,348>		27	~
			✓ Bedford <25,073>		11	
			✓ Benton <0>	6		- 1
			✓ Bledsoe <0>	12		
			✓ Blount <0>	35		
Type of			Bradley <0> Bradley ≤0>	17		
Jurisdiction			Campbell (U)	21		
<all types=""></all>			Cannon (U)	9 10		
City				15		Ť
Congress			Voters #Pagisters	vd Votera	710.2	23
County			#riegistere		110,0	192
Judicial			Percentage of	Voters Expec	ted 42.0	
School			Expected	Turnout	298,2	93
Senate State			#Precincts in	District 1,9	184	
State House			Overide Registered Vote	rs during Dat	a Entry?	
State Senate			Lead Contest - used to C	alculate Votir	na%	
US						_
Ward			Votes			
			*Deces	1		
			%neportea j			
		-	New	<u>E</u> dit	<u>D</u> ele	ete
	Districts for tab. Voting I the proportio	r a variety of Ju Districts may c ons of voters a	risdictions are create ross county lines, in wi nd precincts can also	d on this hich case be set up.	<u>_</u>	ose

Choose a State and Type of Jurisdiction to filter the list of districts.

Adding a District

To add a new district within a jurisdiction type, click the [New] button. (Note: The [New] button will not function unless a specific type of jurisdiction is selected.)

The District Setup tab changes to 'New' mode, indicating that a district is being added.

State / County Setup	District Setup	District Races	
State (All States> Kentucky Connection (All Type of Jurisdiction (All Types> City Congress County Judicial School Senate State State House State	District	%Vote ▲	Tennessee - State Senate District Name State Senate District 19 Select County Units in this District Cocke County <0> Coffee County <0> Crockett County <0> Cumberland County <0> Decatur County <0> Decatur County <0> Dickson County <0> Dickson County <0> Dickson County <0> Fayette County <0> Franklin County <0> Giles County <0> Giles County <0> Grainger County <0> Overide Registered Voters during Data Entry?
	Districts	s for a variety of	Adding Save Cancel

Enter a new district name in the "Name" field at the upper right.

Click the check box(s) to choose the counties within this district. The space bar may also be used to fill or clear the checkboxes. Bear in mind that a district may include part of a county and not the whole county. It may also include more than one county.

Click [Save].

The name of the new district will appear in the list of districts.



The Voters group box displays the voter counts for the selected district.

In the example above, two counties were selected within a city district, but only a small portion of the voters in those counties are a part of the city district being set up. To adjust this, click on the [Voters] button.

The Set Up District Voting screen displays.

R	Set Up District Voting — 🗆 🗙							
	School District 13	I				Items in Yellow	, can be Ed	ited
	County	Precincts	#Voters in County	Expect%	#Voters in District	Exp.Turnout in District	District Precincts	
	Cheatham	21	25,078	41%	25,078	10,282	21	
	Davidson	160	451,726	40%	451,726	180,690	160	
	- School District 13							•
	#Reais	stered Voter:	s 476	5,804	_ [□ Overide \$	&Voters –		
	Calculated Percentage of Voters Expected 40.1% Expected%							
		#Precinct:	s 181				Close	•

To correct the voting information relating to this district, edit the information in the yellow columns.

a sec ob pisture and	ng						
School District 1	3				Items in Yellow	<mark>, can be E</mark> d	dite
County	Precincts	#Voters in County	Expect%	#Voters in District	Exp.Turnout in District	District Precincts	-
Cheatham	21	25,078	41%	5,078	2,082	21	
Davidson	160	451,726	40%	175,200	70,080	160	
							-
- School District 13				- Overide 1	Woters –		-
- School District 13	gistered Voter	s 180	0,278	Overide 3	&Voters		
- School District 13 #Re Calculated Percer	gistered Voter tage of Voter	s 180 s Expected 4	0.0%	C Overide 5	SVoters –		
-School District 13 #Re Calculated Percer Exp	gistered Voter ntage of Voter ected Turnou	s 180 s Expected 4 t 72	0,278 0.0% 2,111	C Overide S Expected%	SVoters		

The expected turnout is applied to the number of voters from each county to show the new voting figures for this district, including the revised Expected Turnout.

The Expected Voting Percentage for this District can also be set manually if needed by clicking the "Override %Voters" check box and entering a specific percentage.

Click [Close] to return to the Set Up Reporting Districts screen and display the updated figures for the district.

Note: The '#' sign is placed after the number of voters from each county in the County Units in this... District list box to indicate that the county numbers have been adjusted for the district. See the figure below.

🛃 Set Up Reporting I	Districts		—		×
State / County Setup	District Setup	District Races			
State <all states=""> Kentucky Tennessee Tune of</all>	District School District 13	%Vote ▲ 40.0%	Tennessee - School District Name School District 13 County Units in this SCHOOL D ✓ Cheatham <5.078 #> ✓ Davidson <175,200 #>	istrict 21 160	
Jurisdiction <all types=""> City Congress County Judicial School Senate State</all>			Voters #Registered Voters Percentage of Voters Expected Turnout Expected Turnout #Precincts in District 1	180,278 ted 40.0% 72,111 81	
State House State Senate US Ward			Overide Registered Voters during Dai Lead Contest - used to Calculate Voti Votes %Reported	:a Entry? Г ng%	
		•			
Update Counties from I Source	Districts for tab. Voting I the proportio	r a variety of Ju Districts may c ons of voters a	urisdictions are created on this ross county lines, in which case nd precincts can also be set up.	<u>C</u> los	e

The option to "Override Registered Voters..." is used in a case where the actual number of votes entered may exceed the number of registered voters reported by the election officials. (This feature is used very rarely.)

The "Lead Contest..." text box is used to specify which contest will be used to determine the percentage of votes reported.

Note: None of the "Lead Contest..." text will appear on the screen unless the "Utilize Lead Contests..." option is chosen in EV Options > Jurisdictions. Refer to <u>'Jurisdictions' tab</u> in Chapter 3 for details.

Editing a District

To edit a district, select the district to be modified and click [Edit].

The District Setup screen changes to 'Edit' mode.

State / County Setu	p District Setup	District F	Races	
State	D: . : .	847.1		Tennessee - Congress District
All States	District	%Vote		Name TN US House Dist 5
Contucky	TN US House Dist 1	0.0%		
Топпоссор	TN US House Dist 2	0.0%		Select County Units in this District
rennessee	TN US House Dist 3	0.0%		Clay County <0>
	TN US House Dist 4	0.0%		Cocke County <0>
	TN US House Dist 5	40.0%		Coffee County <0>
	TN US House Dist 5	0.0%		Crockett County <0>
	TN US House Dist /	0.0%		Lumberland Lounty (U)
Type of	IN US House Dist 8	0.0%		Davidson County <451,726>
Jurisdiction	TN US House Dist 9	0.0%		Decatur Lounty (U)
All Types>				DeKaib County (0)
City				Dickson County (35,576)
Congress				Equate County (0)
County				Entress County (0)
Judicial				Franklin County (0)
School				☐ Fridinkin County (0)
Senate				Giles County (0)
State				
State House				Overide Registered Voters during Data Entry?
State Senate				
18				Lead Lontest - used to Laiculate Voting%
Ward				
T CI CI				Votes Change
				%Reported
			-(Editing Save Cancel
				District
	Districts (
		District	y of Ju	risalctions are created on this
odate Counties from	Data tap. Voting	Districts	may ci	ross county lines, in which case

The same procedures are used as when adding a district.

After making changes, click [Save].

Deleting a District

To delete a district, select the district to be deleted and click [Delete]. To confirm the deletion, click [Yes].

Click [Close] to exit the screen.

Setting Up Contests

🔁 Maintain Election Details	×
Elections	
3/3/2020 super tue 3/3 9/29/2020 test election 11/3/2020 General election	1 Date of Election 09/29/2020 ACTIVE
	Time Polls Open 7:00AM Close 7:00PM
<u>N</u> ew <u>E</u> dit <u>D</u> elete	Notes Please Reset the Election after 4:00pm
To set up a New Election:	Contractor 1
Press 'New' and enter the Election Date and Nar Active Election and Press Save. Set up and Assign the Contests to be included in Defense during Date states and criter if the set	the Election (Offices,
Referenciums, Propositons, etc.) and order them as 3. Check the Data Sources, and Districts if applicate any Race Data.	needed
4. Test Results.	Set Up Lists

From the Maintain Election Details screen (Main Menu > Setup), click the [Contests] button.

The Maintain Contests screen will display.

🔁 Maintain Contests			×
All Races 💌	Find	Carde at Dataile	
Image: Show Offices - Typ 'o' Image: Show Active E Image: Show Other Contests Image: Include Disable	lection Only ed Offices	TN Governor	
Typ Grp R# Contest	<reset></reset>	Jurisdiction TN State	
o 1 TN Governor o TN US Rep Dist 1		preside jin oracondo	
o TN US Rep Dist 2		Office	#Voters 1,781,198
0 IN US Hep Dist 5		Amendment	#Precincts 1984
o Davidson Co. Sheriff		Proposition	#Precincts Override
o Davidson Co. Dog Catcher		Other Contest	#Winners 1
o KY U.S. Senate			
		Group	Primary?
		Double-Click to Edit Titles	On Air Names
		Race Name 1	TN Governor
		Race Name 2	
		Web Hace Name	
		Test inte 4	
		Delete Disable Contest Contest	
8 of 8 Contests Races in Blue are	in the Election		
	<u>N</u> ew Contest	Assign to Election	Go To Race Close

The Contest Grid

On the left side of the Maintain Contests screen is the contest grid. Any of the column headings can be used to sort the contests. The grid contents can be filtered by selecting a particular contest list from the dropdown box at the top of the screen. (To set up lists, see "Maintaining Lists for On-Air Display" later in this chapter.)

The contests may also be filtered by selecting any of the 4 checkboxes. Additionally, any particular contest may be found by clicking the [Find] button and typing in part of its name.

The check boxes allow selection of Offices and/or Issues (Other Contests), as well as showing only contests in the current (Active) election. Contests in the Active Election are shown in blue.

If the "Show Active Election Only" box is not checked, all contests currently in the database are listed.

Disabled contests are not shown unless the "Include Disabled Offices" box is checked.

Details of the selected contest are shown on the right side of the screen. Along the bottom are some additional options described later in this chapter.

The columns in the grid are described below.

Тур	The type of contest. A lower case 'o' represents an Office, whereas Issues are represented by the first letter of the issue type, capitalized.
Grp	The group (if any) assigned to this race.
R#	If a Race number has been assigned, then it is shown in this column.
Contest	The name of the contest.
<reset></reset>	This button resets the order of contests to its base sequence.

Adding a New Contest

To add a new contest, click the [New Contest] button at the bottom of the screen.

🗃 Maintain Contests						×
All Races	▼ Find					
Show Offices - Typ	o Show Active Election Only	[Contest Details TN Governor]	
Tun Gro P# Co	ts I Include Disabled Uffices	Zresets	Jurisdiction TN - State			
o 1 TN	Governor	(16360)	District TN Statewide			
o TN	US Rep Dist 1					
O TN	US Rep Dist 2		✓ Office		#Voters 1,78	1,198
	US Rep Dist 5				#Precincts 1984	
	vidson Co. Sheriff				#Precincts	Override
o Da	avidson Co. Dog Catcher		Other Contest		#Winners 1	
o KY	U.S. Senate		,			
			Group		Primary? 🗖	
			Double-Click to Edit Titles		On Air Names	
			Race Name 1	TN Governor		
			Race Name 2			
			Web Race Name			
			l est line 4			
			Delete Disable Contest Contest			
			_			
8 of 8 Contests	Races in Blue are in the Election					
	<u>N</u> ew Contest		Assign to Election		Go To Race	Close

The Maintain Contests screen will change to the 'Add' mode.

In the Contest Details group box, enter the name of the office or issue, the jurisdiction, the district, and the type of contest.

🔁 Maintain C	ontests					
All Races	es - Typ ' Contest	o' Show Active El	Find ection Only		Contest Details	Adding New Contest
Typ Grp o o o o o	R# C 1 T T T 2 T D D	S I I Include Disable iontest N US Rep Dist 1 N US Rep Dist 2 N US Rep Dist 2 N US. Senate avidson Co. Sheriff avidson Co. Dog Calcher		<u>(reseb</u>	Jurisdiction US State District USA VOffice Referendum Amendment Dither Contest Group Double-Click to Edit Titles Race Name 1 Race Name Test line 4	#Votes #Precincts Uverride #Precincts Uverride #Winners 1 Primary? On Air Names
7 of 8 Contests		Races in Blue are in	n the Election New		Contest Contest	Save
			Contest		Election	Race Close

The Jurisdiction is set to 'USA' by default. This simply means that the contest has been assigned to the default district. If the contest is assigned to another district, then the number of voters and precincts will be taken from that district.

To assign this contest to a district, click inside the "Jurisdiction" field. This will display the Assign this Contest to a District screen.

🔐 Assign this Cor	itest to a District		—		×		
Beer Sales o	n Sunday Morning						
State CAII States> Kentucky Tennessee - Lead Contest for	Type of District All Types> City Congress County- Judicial School Senate State State House State Senate US Ward Davidson County-	District Cheatham Court Pavidon County Rutherford Court Shelby County	ity g				
- Lead Contest	Double Click to 9	Double Click to Select a District and Close					
L			Арр	y <u>c</u>	Cancel		

Choose a State and Type of District to filter the list of available districts.

Select the district to which this contest will be assigned, click [Apply] and click [Close]. Optionally, double-clicking a district will assign a district and close the screen.

Back on the Maintain Contests screen, select the type of contest being added. The types would include Office, Referendum, etc. plus any items configured from the EV Options screen. (See <u>Page 7</u>.)

ÐN	1aintain (Conte				×
All R	aces		👻 Find			Adding New Contes
	Show Offic	ces - T	yp 'o' 🔽 Show Active Election Only	Beer Sales on	sunday Morning	
	Show Oth	er Con	itests Include Disabled Offices	Jurisdiction Tt	L Countu	
Тур	Grp	R#	Contest	<reset> District D</reset>	videon County	
0		1	TN Governor	District [Di	svidsoff County	
0			TN US Hep Dist 1	06		#Votere
0			TN US Rep Dist 2	Beferendu		#Durainata
0		2	TN U.S. Senate	Amendmer		#Precincts
0			Davidson Co. Sheriff	Proposition	For/Against	
0			Davidson Co. Dog Catcher	Other Cont	est	#Winners 1
						Pass% 50
				Group		Primary? 🗖
				Double-Cli	sk to Edit Titles	On Air Names
					Race Name 1	Beer Sales on Sunday Morning
					Race Name 2	
					Web Race Name	
					Test line 4	
				Delete Contest	Disable Contest	Save Cancel
7 of 8	Contests		Races in Blue are in the Election			
			New Contest	Assign to Election		Go To Race Close

A group code may be entered. This simply allows the contests on the left of the screen to be grouped in order, rather than using a list.

The number of voters and precincts in the contest is based on the district to which it is assigned. The number of precincts is overridden here; this would be the case if no districts had been set up or if election results will be entered manually.

Note: If a race is being reported only by percentage of precincts, this number should be 100.

Enter the number of winners for this contest. The default is one.

If the contest type is anything other than Office, a "Pass%" box will display. This indicates the percentage of votes required for the issue to pass, depending upon state regulation. The default value is 50%.

(Note that this figure is only for the transmission; it does not declare the outcome of the contest.)

Enter the 'On Air Names' as needed.

Click [Save].

Э м	aintain C	onte	ts						×
All Ra	ces		▼	Find	г	Contest Details			
✓ Show Offices - Typ 'o' ✓ Show Active Election Only ✓ Show Other Contests □ Include Disabled Offices						Beer Sales on Sunday Morning			
Тур	Grp	R#	Contest TN Governor		<reset></reset>	District Davidson County			
0			TN US Rep Dist 1						
0			TN US Rep Dist 2			Office		#Voters	451,726
0			TN US Rep Dist 5			Referendum	1	#Precincts 1	60
0		2	TN U.S. Senate			Amendment		tProcincto	Ouerride
0			Davidson Co. Sheriff			Proposition For/Against	<u> </u>		1 Ovenide
0			Davidson Co. Dog Catcher			Contest		#Winners	
. Р			Beer Sales on Sunday Morr	ning				Pass% 50	
						Double-Click to Edit Titles Race Name 1 Race Name 2 Web Race Name Test line 4 	Or Beer Sales on Sund	n Air Names lay Morning	
8 of 9 0	Contests		Races in Blue are	in the Election				6.T.	
				<u>N</u> ew Contest		Assign to Election		lio Io Race	Cl <u>o</u> se

The contest is added to the end of the contest list. The order of contests may be arranged by highlighting an entry and dragging the <u>border</u> of the item to its new location. A black border indicates the new position of the item until the mouse button is released.
Configuring On-Air Titles

The names of the contests used within the system are often abbreviated to ensure they fit on the display screen properly. One part of the pre-election setup is to specify what the titles for each contest should be on air.

The following process sets up the descriptions for the contest titles, both on- air and on the station's web site.

From the Maintain Election Details screen (Main Menu > Setup), click the [Contests] button.

🗃 Maintain Election Details		×			
Elections					
3/3/2020 super tue 3/3 9/29/2020 test election 11/3/2020 General election	1 Date of Election 09/29/2020 Name test election	. ACTIVE			
<u>N</u> ew <u>E</u> dit <u>D</u> elete	Notes Please Res	Fime Polls Open 7:00AM Close 7:00PM et the Election after 4:00pm			
To set up a New Election:					
1. Press 'New' and enter the Election Date and Name, Mark it as the Active Election and Press Save. 2. Set up and Assign the Contests to be included in the Election (Offices, Referendums, Propositons, etc.) and order them as needed. Districts					
Check the Data Sources, and Districts if applicabl any Race Data.	e, then Auto-Load				
4. Test Results.	Set Up Lists	Close			

The Maintain Contests screen displays; double-click anywhere in the Titles list.

		-	Find				
Show Of Show Ot	ices - Typ 'o' ner Contests	Show Active E	lection Only ed Offices		Contest Details TN Governor		
vp Grp	R# Conte	st		<reset></reset>	Jurisdiction TN State		
0	1 TN Go	vernor			District TN Statewide		
0	TN US	i Rep Dist 1					
0	TN US	i Rep Dist 2			✓ Office		#Voters 1,781,198
0	TN US	Rep Dist 5			Referendum		#Precincts 1984
0	TN U.	S. Senate			Amendment		#Precipate Overris
0	Davids	son Co. Sheriff			Proposition		#i reciricis j Overno
0	Davids	son Co. Dog Catcher			Other Contest		#Winners 1
0	KY U.S	5. Senate					
					Group		Primary?
					Durally Chair as Future		On Air Manaa
					Double-Click to Edit 1 Ite	3S 1 TN C	Un Air Names
					HaceNa	me 1 IN Governor	
					HaceNa	me 2	
					Web Hace N	lame	
					lest	ine 4	
					Delete Disable Contest Contest]	
of 8 Contest:	;	Races in Blue are	in the Election				
of 8 Contest:	3	Races in Blue are	In the Election		Assign to		Go To

The Configure On-Air	Titles	screen	displays.
----------------------	--------	--------	-----------

🔁 Configure O	n-Air Titles	—		×
Prompts / Des	criptions for Titles	Max #Cł	naracters	
1	Race Name 1	50	_	
3	Web Race Name	20		
4	Test line 4	40		
5		0		
6			_	
, 8			_	
		<u><u> </u></u>	ose	

Enter descriptions or prompts such as "Lower Third Header" or "Full Page Header" as needed. The same header may be used in multiple places.

Enter a value for the maximum number of characters allowed for each office title. The standard maximum number of characters is 50.

Click [Close] and confirm that the titles are updated. On returning to the Maintain Contests screen, the new titles are now shown in the list of titles for On Air Names.

Finding a Contest

Click the [Find] button at the top of the Maintain Contests screen to open the Find Window.

🔁 Maintain C	Contests		
All Offices	Find		
Show Office	cen - Tup [2]	Contest Details	
Show Othe	er Contests	TN Governor	
Tun Cun	B# Cautast (reset)	Jurisdiction TN State	
ryp uip	1 TN Governor	District TN Statewide	
0	TN US Rep Dist 1		
0	TN US Rep Dist 2	✓ Office	#Voters 1,781,198
0	TN US Rep Dist 5	Referendum	#Precincts 1984
0	Davidson Co. Sheriff	Amendment	#Precincts Override
0	KY U.S. Rep District 2	Dither Contest	#Winners 1
0	Davidson Co. Dog Catcher		
0	2 TN U.S. Senate	Group	Primaru?
Р	Beer Sales on Sunday Morning		r imay: j
		Double-Click to Edit Titles	On Air Names
		Race Name 1 TN Governo	r
		Hace Name 2	
		Test line 4	
		Delete Disable Contest Contest	
10 of 11 Contest	sts Races in Blue are in the Election		
	<u>N</u> ew Contest	Assign to Election	Go To Race Cl <u>o</u> se

Type characters into the top box. As the characters are typed, the list of contests shown will be reduced to only those containing that sequence of characters in the contest name, as shown below.

٦,	Find Office by Name 🛛 🗖 🗖	×
I	Enter Text to Match sta	
[Contest	
[Disctrict 25 State Senator	
	District 14 State Senator	
	District 45 State Representative	
	District 46 State Representative	
	District 47 State Representative	
	District 48 State Representative	
	District 49 State Representative	
	District 5 State Senator	
	District 50 State Representative	
	District 51 State Representative	
	District 52 State Representative	
	SECRETARY OF STATE	
	Secretary of State - TN	
	State Representative Disctrict 20	
	STATE REPRESENTATIVE DISTRICT 132	
	State Representative District 17	
	UNITED STATES SENATOR	_
1	Select a Contest by Clicking on the item in the list above	Close

Click the contest to be displayed. The screen will return to the Maintain Contests screen showing the details of the selected contest.

Editing / Deleting Contests

To edit a contest, select the contest to be edited from the list on the left. By default, the list on the left shows all contests that have been set up. However, contests can be grouped into lists and any of those lists can be displayed by choosing it from the drop down box above.

Edit the item that needs to be changed by clicking the field to be changed and entering the change. The screen will automatically enter the Edit mode and the [Save] and [Cancel] buttons will be displayed to allow the change to be recorded or not.

A contest may be disabled by clicking the [Disable Contest] button. If a contest has been disabled, it may be re-enabled by clicking the [Enable Contest] button.

To delete a contest, select the contest to delete and click [Delete Contest]. A warning will appear. Confirm by clicking [Yes].

<u>Caution:</u> When a contest is removed, any related candidate information is deleted unless candidate details have been retained. See <u>Pages 74-75</u>. If a contest is any type other than 'Office', all related information will be deleted.

Setting Up Contest Lists

Contest lists are useful for facilitating several operations in the application. Lists offer a way of grouping contests to better suit the user, rather than just using a group code.

To set up lists of contests, click the ellipsis button [...] to the right of the Lists drop-down box at the upper left of the Maintain Contests screen.

The Set Up Lists screen displays. For more information on setting up lists, see "<u>Maintaining</u> <u>Lists for On-Air Display</u>" later in this chapter.

Assigning Contests to an Election

When a contest is first added, it is automatically included in the current election. Four years later, or whenever the office is contested again, the contest details are usually still available in the application. This allows for adding contests which are still on file to the current (Active) election.

Terminology: When a Contest is included in an Election it becomes a Race, and this terminology is used throughout the application. A Contest is the name of an elected job position or the name of a Referendum, Proposition, etc., with details about that contest. A Race, however, has one or more candidates or a selection of responses (For/Against, Yes/No, etc.) and is linked to a specific Election.

0					Maintain Contests
All Offi	ces how Offici how Othe	es - Ty r Conte	p 'o' Show Active Ele ests Include Disabled	Find ction Only Offices	Contest Details Beer Sales on Sunday
Тур	Grp	R#	Contest	(reset> 🔺	District LICA
0			SECRETARY OF STATE		District JUSA
0	New		Clerk		
0	New		Alderman 1st Ward		Office #Voters 14,601,324
0	New		Alderman 2nd Ward		Referendum #Precincts 11268
0	New		Alderman 3rd Ward		Amendment #Precincts Override
0	New		Alderman 4th Ward		Proposition Yes/No
0	New		Alderman 5th Ward		Uther Contest #Winners
0			President		Pass% 50
0			Vice President		Group
0			Secretary of State - TN		
0			IN Governor		Double-Click to Edit Titles Un Air Names
0	New		U. S. Representative District		Lower Third Title Beer Sales on Sunday
0	New		U.S. Representative District	2	Lower Third 2
0	New		U. S. Representative District	3	Full Screen title
0	New		U. S. Representative District	<u> </u>	FS 2
0	New		U. S. Representative District	7	
0	New		U. S. Representative District	<u>/</u>	
0	New		U. S. Representative District	0	
0	New		U. S. Representative District	10	
0	New		U. S. Representative District	11	
P	14699		Beer Sales on Sundau		Delete Disable
			Bool Galos on Sunday	-	Lontest Lontest
86 of 1	08 Contes	ts	Races in Blue are in	the Election	
Resequence a Contest by dragging <u>N</u> ew its border to a new position in the list. Contest			by dragging ion in the list.	<u>N</u> ew Contest	Assign to Go To Election Close Close

To assign a contest to the active election, click [Assign to Election] at the bottom of the Maintain Contests screen.

Ð	Maintain Contests						
All Off	ces	▼	Find		Assign Races to 'New Elect	ion'	
▼ s ▼ s	how Office how Other	es - Typ 'o' Show Active Contests Include Disa	e Election Only abled Offices		Select Contests from the left to add them to the Election, or click on the right to remove them.		
Тур	Grp	R# Contest	<reset> 🔺</reset>		# Contest		
0		SECRETARY OF STAT	E		1 U. S. Representative District 1		
0	New	Clerk		Add colooted	2 U. S. Representative District 2		
0	New	Alderman 1st Ward		Contests to the	3 U. S. Representative District 3		
0	New	Alderman 2nd Ward		Election	4 U. S. Representative District 5	_	
0	New	Alderman 3rd Ward			5 II S Benresentative District 6	_	
0	New	Alderman 4th Ward		>	6 Governor	_	
0	New	Alderman 5th Ward			7 II S Senator	_	
0	Т	President		<	9 Lieutenant Governor	_	
0	Т	Vice President	Vice President		O Lieutenani Governoi	_	
0	Т	Secretary of State - TN		Election	3 Autorney deneral		
0	Т	TN Governor			10 Comptroller of Public Accounts		
0	New	U. S. Representative Di	istrict 1		11 Railroad Lommissioner		
0	New	U. S. Representative Di	istrict 2		12 State Representative District 17		
0	New	U. S. Representative Di	istrict 3		13 STATE REPRESENTATIVE DISTRICT 132		
0	New	U. S. Representative Di	istrict 5		14 Beer Sales on Sunday	_	
0	New	U. S. Representative Di	istrict 6				
0	New	U. S. Representative Di	istrict 7	No changes are			
0	New	U. S. Representative Di	istrict 8	made until the			
0	New	U. S. Representative Di	istrict 9	'Update' button			
0	New	U. S. Representative Di	istrict 10	is pressed			
0	New	U. S. Representative Di	istrict 11	Update			
P		Beer Sales on Sunday		Election with			
			•	the new			
86 of 1	08 Contes	ts Races in Blue a	re in the Election	Hace List	14 Races in 'New Election'	ve	
			<u>N</u> ew Contest	Cancel	Resequence the order of a Race in the Election by dragging its border to a new position in the list, or	wn	

The right side of the screen changes to show the list of races already in the election.

Select one or more contests from the left side of the screen using <Shift>-Click to select a range, or <Ctrl>-Click to select multiple contests. The selected contests will be highlighted in yellow.

Click the [>] button under 'Add selected Contests to the Election'.

Ð			Maintain Conte	ists X
All Off	ces	▼ Find		Assign Races to 'New Election'
▼ s ▼ s	how Office how Other	Include Disabled Offices		Select Contests from the left to add them to the Election, or click on the right to remove them.
Тур	Grp	R# Contest <reset></reset>		# Contest
0		Austin City Council District 8		1 U.S. Representative District 1
0		Austin City Council District 9	Add selected	2 U. S. Representative District 2
0		Austin City Council District 10	Contests to the	3 U. S. Representative District 3
0		City of Creedmoor Alderman	Election	4 U. S. Representative District 5
0		City of Jonestown Alderman Place 3		5 U. S. Representative District 6
0		Pflugerville Council place 2	>	6 Governor
0		Rollingwood Special Election		7 U.S.Senator
0		Village of Point Venture Council	<	8 Lieutenant Governor
0		Village of Volente Council	Remove from	9 Attorney General
0		District 45 State Representative	Election	10 Comptroller of Public Accounts
0		Austin Community College Place 1		11 Paircad Commissioner
0		Austin Community College Place 2		12 Chata Dessessmentative District 17
0		District 5 State Senator		
0		State Representative Disctrict 20		13 STATE REPRESENTATIVE DISTRICT 132
0		U.S. Rep District 31		14 Beer Sales on Sunday
0		U.S. Rep. Disctrict 27		
0	New	Lieutenant Governor	No changes are	
0			made until the	
0		COVERNOR AND LIEUTENANT OF	Update button	
0		CECPETADY OF STATE	is pressed	
0	Marris		Update	
0	New	Alderman 1st) (ard	the new	
86 of 1	08 Contes	Baces in Blue are in the Election	Race List	14 Baces in 'New Election' Move
50 OF 1	oo contes	New Contest	Cancel	Resequence the order of a Race in the Election by dragging its border to a new position in the list, or

Maintain Contests							
All Offi	All Offices Find					Assign Races to 'New Election'	
▼ SI ▼ SI	how Office how Other	es - Typ 'o' Contests	Show Active	Election Only bled Offices		Sele Elec	ct Contests from the left to add them to the tion, or click on the right to remo∨e them.
Тур	Grp	R# Cont	est	<reset> 🔺</reset>		#	Contest
0		Austi	in City Council Distric	xt 8		1	U. S. Representative District 1
0		Austi	in City Council Distric	xt 9	Add selected	2	U. S. Representative District 2
0		Austi	in City Council Distric	x 10	Contests to the	3	U. S. Representative District 3
0		City o	of Creedmoor Alderm	ian	Election	4	U. S. Representative District 5
0		City o	of Jonestown Alderm	an Place 3	(mar.)	5	U. S. Bepresentative District 6
0		Pfluc	erville Council place	2		6	Governor
0		Rollin	ngwood Special Elec	tion		7	II S Senator
0		Villad	ae of Point Venture C	Council	<	8	Lieutenant Governor
0		Villad	e of Volente Counci	i	Remove from		Attorney General
0		Distri	ict 45 State Represe	ntative	Election	10	Comptroller of Public Accounts
0		Austi	in Community College	e Place 1		11	Comprover of Public Accounts
0		Austi	in Community College	e Place 2		12	National Commissioner
0		Distri	ict 5 State Senator			12	State Representative District 17
0		State	e Representative Dis	ctrict 20		13	STATE REPRESENTATIVE DISTRICT 132
0		U.S.	Rep District 31		1 Addition	14	Beer Sales on Sunday
0		U.S.	Rep. Disctrict 27		T Addition	15	Dog Catcher
0	New	Lieut	enant Governor		No changes are		
0	T	Dog	Catcher		made until the		
0		UNIT	ED STATES SENA	TOR	'Update' button		
0		GOV	ERNOR AND LIEU	TENANT G(is pressed		
0		SEC	RETARY OF STATE	<u> </u>	Update		
0	New	Clerk			Election with		
	New	Alder	rman 1st Ward	· · · · · · · · ·	the new Bace List	445	the second se
86 of 1	08 Contes	ts	Races in Blue are	e in the Election	Hace List	14 Ra	aces in 'New Election' Move
				<u>N</u> ew Contest	Cancel	Rese dragg	quence the order of a Race in the Election by ing its border to a new position in the list, or

The selected contests are added to the bottom of the list of races in the election and the [Update Election...] button is highlighted as shown below.

Click the button [Update Election with the new Race List] to implement the changes made, or click [Cancel] to abort all the changes. The program then returns to the Maintain Contests screen.

Races can also be removed from the Election using this screen.

<u>Caution:</u> When a race is removed, any related candidate information is also deleted unless candidate details have been retained. See screen on <u>Pages 74 and 75</u>

• Tip: When building the list of races for an Election, it is very easy to use Lists to add a whole group of contests at one time, rather than picking and choosing individual contests.

To do this from the Maintain Contests screen, select one of the lists to be included (from the drop-down box at the upper left), then click [Assign to Election]. Only the contests in that List are now shown on the left side of the screen. Select the first contest in the list, then the last contest with <Shift>-Click to select all the contests. Then click [Add selected Contests to the Election] and [Update Election...]. This process can be used for multiple lists to build the entire Election. For more detail on creating lists, see the following page.

[Go To Race] button

Once a contest has been added to the election, the [Go to Race] button becomes available. This button will switch to the <u>Races screen</u>, highlighting the same contest.

0						Ma	aintain Contests			x
		ces now Office now Other Grp New New New New New New New New New	rs - Tyj Conte R#	Show Active El Show Active El State Sovenor U. S. Senator Attorney General Comptoller of Public Accor Lieutenant Governor Dog Catcher U. S. Representative Distri U. S. Representative Distri U. S. Representative Distri U. S. Representative Distri S. Representative Distri Beer Sales on Sunday	Find ection Only d Offices <reset> ants et 1 et 2 et 2 et 3 et 5 et 5 et 6</reset>	Ma	aintain Contests Contest Details Dog Catcher Jurisdiction TN State District Davidson County Office Referendum Amendment Other Contest Group T Double-Click to Edit Titles Lower Third Title Lower Third 2	Dog Catcher	#Voters #Precincts #Precincts #Winners Primary? On Air Names	358,108 34 0 verride
	12 of 11 Resequ its bord	D8 Contes ience a Ci er to a nei	ts ontest v posit	Races in Blue are in by dragging ion in the list.	n the Election <u>N</u> ew Contest		Full Screen title Full Screen title FS 2 Delete Contest Assign to Election		Go To Race	Close

The Races screen has a corresponding [Go To Contest] button that switches back to the same Maintain Contests screen again. (See Chapter 5, [Go to Contest]) Thus, the two buttons act as a toggle to switch between the two screens, showing the details of the selected contest in each screen.

Maintaining Lists for On-Air Display

Grouping contests into a list makes for easier entry of race results and allows groups of races to be quickly moved on and off air. A race can appear in many different lists and multiple times in the same list. For example, State Senate District 2 can appear in the State Senate list and also in the Hot Races list.

Using the Set Up Lists screen, lists may be added, edited, copied, and deleted.

Adding Lists

To add a new list, begin at the Maintain Election Details screen and click the [Set Up Lists] button at the bottom of the screen.

Note: If a user has been given rights to access this information, then this option is also available from any screen which allows the selection of a list by clicking the ellipsis button [...] to the right of the list name.

🔁 Maintain Election Details	×
Elections	
3/3/2020 super tue 3/3 5/19/2020 test election	1 Date of Election 05/19/2020 ACTIVE
11/3/2020 General election 1	Name Itest election Time Polls Open 7:00AM Close 7:00PM Notes Please Reset the Election after 4:00pm
To set up a New Election:	
 Press 'New' and enter the Election Date and Nat Active Election and Press Save. 	me, Mark it as the 2 Contests
Set up and Assign the Contests to be included in Referendums, Propositons, etc.) and order them as	the Election (Offices, sneeded.
Check the Data Sources, and Districts if applicat any Race Data.	ole, then Auto-Load
4. Test Results.	Set Up Lists Close

The Set Up Lists screen displays. Click [New].

D S	iet Up Lists 🛛 🗕 🗖 🗙
. List Names Congress list State list test list 1 test list 2	List The second secon
New Edit Copy Re-Seq Dele	te <u>C</u> lose

·		Set Op Lists	
Со	Intests		Add New List
•	Show All Contests (11) Show Active Election only	List Local	
R#	. Available Contests President, Vice President	# H# List Eleme	ints
	Governor Lt. Governor		
	Secretary of State		
	Attorney General		
	Cheatham County Sheriff U.S. Senator		
	US Representative - District 1		
	Sell beer on Sunday		
		Click a Coplect to Ard d	7
		Remove it from the List	Save Cancel
	Salact Contacts to Add to this List		Close

The Set Up Lists screen changes to the 'Add New List' mode.

Enter a list name at the upper right.

At the upper left, choose what contests to show by clicking the "Show All Contests" option or the "Show Active Election only" option.

Clicking a contest on the left will move it into List Elements on the right. Contests can appear multiple times in the list.

Set Set	t Up Lists	- 🗆 🗙
Contests © Show All Contests (11) © Show Active Election only	List A	dd New List
Rtt Available Contests President, Vice President Governor Lt. Governor Secretary of State Dog Catcher Attorney General Cheatham County Sheriff U.S. Senator US Representative - District 1 US Representative - District 2 Sell beer on Sunday Sell beer on Sunday	# R# . List Elements 1 Dog Catcher 2 Chestham County Sheriff 3 Sell beer on Sunday	re Cancel
Select Contests to Add to this List		<u>C</u> lose

Note: When a race list is put on air, the races appear in the order in which they are arranged in List Elements. See the next page for instructions on rearranging the list.

Click a List Element on the right to remove it from the list.

Click [Save] to save the list.

Editing / Deleting Lists

From the Set Up Lists screen, select the list to be edited.

Click [Edit]. The screen changes to allow editing the List Elements in the same manner described above.

Click [Save] after changes are made.

To delete one or more lists, select one of the lists to delete, and click [Delete].

The screen allows the selection of multiple lists by using the <Ctrl> and <Shift> keys in conjunction with clicking. Click [Add to Deletion List] to move the selected lists over to the deletion list.

To remove a list from the Deletion List, simply click it.

Se Se	et Up Lists 📃 🗖 🗙
. List Names Congress list State list test list 1 test list 2 test list 3	Delete Lists Select all the Lists to be deleted from the left using the Shift' and 'Cit' Keys and Add them to the Deletion List. Press 'Confirm Deletion' to permanently delete the lists. (Add to Deletion List) Lists to be DELETED test list 1 test list 2 test list 3 Lists marked for Deletion Confirm Deletion Cancel

After reviewing the choices, click [Confirm Deletion] to delete all of the selected lists.

Resequencing Elements in a List

Resequencing the elements in a race list changes the order in which they will appear on air. The list elements may be sorted by clicking [Edit] and clicking the column headings '#' (sequence number), 'R#' (race number), or alphabetically by List Element.

If a different order is required, use the following procedure.

From the Set Up Lists screen, click [Re-Seq].

	Set Up Lists – 🗆 🗙
List Names Congress list Local State list test list 1 test list 1 test list 2	List Local # R# List Elements 1 Dog Catcher 2 Cheetham County Sheriff
	3 Sell beer on Sunday Double-click or press 'Edi' to change details Council 1
<u>N</u> ew <u>E</u> dit Copy Re-Seq Del	

Select the list to resequence.

Highlight the list element on the right and then drag its <u>border</u> to its new position. A black border indicates the new position of the item until the mouse button is released.

List Names Resequence Lists organisation List
ist tist ate list tist ate list tist tist 2 1 big 2 Cheatham County Sheriff tist 3 3

Another list may be selected to resequence while on the same screen. Click [Finish] to exit the 'Resequence Lists' mode.

Creating Lists Based on Existing Lists

To create a race list for on-air display based on an existing race list, the existing list is copied and then modified.

To do this, start at the Set Up Lists screen, select the race list to copy, then click [Copy].

Confirm whether or not to create a copy of the existing list.

Bt Race Lists	
Create a copy of the existing List 'Local'	
<u>Y</u> es <u>N</u> o	

The screen changes to 'Copy' mode.

~		•			Copy Li
Co	ntests	1	_		Сору Ц
	Show All Contests (12)	LIS	t —		
0	Show Active Election only				
	·	⊥ ́ #	B#	. List Elements	
R#	. Available Contests	- 1		Secretary of State	
	President GOP (Disabled)	- 2		Lt. Governor	
	President, Vice President	- 1			
	U S Senator	-			
	Secretary of State				
	Lt. Governor				
	Governor	_			
	US Representative - District 1				
	Dog catcher				
	US Representative - District 2				
	Beer sales on Sunday morning	_			
	Baxter County Sheriff				
	Attorney General				
		C	lick a (Remov	Contest to Add or e it from the List.	ave Cancel
		-			

Enter a new race list name at the upper right.

At the upper left, choose what contests to show by clicking the "Show All Contests" option or the "Show Active Election only" option.

Click any available contest to move it to List Elements. Click a List Element on the right to remove it from the list.

Note: When a race list is put on air, the races appear in the order in which they are arranged in List Elements. To rearrange the list, see the above section on resequencing the elements in the list.

Click [Save] to save the new list. Another list may now be created, edited, copied, or deleted.

Click [Close] to exit the screen.

Maintaining Data Sources

Data sources represent the different sources from which data is gathered. Examples of data sources include wire services, web services, web pages, and manual entry.

A data source provides race results based on a reporting unit. Usually this is based on the race as a whole, but can also be provided by county, ward, or parish. To match the incoming data in these cases, each reporting unit must be identified.

Using the Data Sources screen, a user is able to add, edit, and delete data sources, enable or disable data sources, edit the list of races being monitored by a specific data source, and load races.

To work with data sources, click the [Data Sources] button on the Maintain Election Details screen.

Maintain Election Details		×
Elections		
3/3/2020 super tue 3/3	1 Date of Election 09/29/2020 .	ACTIVE
11/3/2020 General election		
New Edit Delete	Notes Please Re:	Time Polls Open 7:00AM Close 7:00PM et the Election after 4:00pm
Fo set up a New Election:		
 Press 'New' and enter the Election Date and Na Active Election and Press Save 	ame, Mark it as the	2 Contests
		3 Data Sources 🗲
Set up and Assign the Contests to be included i Referendums, Propositons, etc.) and order them a	in the Election (Offices, as needed.	
 Check the Data Sources, and Districts if applica any Race Data. 	able, then Auto-Load	Districts
4. Test Results.		a 1

The Data Sources screen displays with the first tab open, which bears the same name as the currently selected Data Source.

🕄 Maintain Election Details - Data Sources		- 0	×
AP FTP Service Applicable Races La	test Votes Update Log		
AP ETP Service	AP FTP Service		
AP Web Feeds		in AE	ī
APW/re-MultiBace	Source Type TAFFTF Set		!
County Excel Data Canture	Description AP FTP Ser	vice	
Election Bridge for test	State US United	States	
Excel Data Capture	Beports Bull Bace		
Excel Data Capture 2			-
Excel Data Capture J	Story Id		
Excel Data Capture T	Set Race Winner if Decla	red by this Source	
Excel Data Capture3	Replace the Precincts Ov	eride with the Total Precincts provid	ed
Manual Data Entry	Increment Vote Counts fo	r Testing this Data Source	.
Matt's Data Entry (Disabled)	Notes	Enabled	
TN County Manual Data Entry			
Travis County (Disabled)			
TX SOS Races (Disabled)	Disable Source		.
, , , , , , , , , , , , , , , , , , ,		<u>S</u> ave <u>C</u> ancel	
	All 5 Races Active		
New Delete Show All	Load Races from D	ata or from Spreadsheet	
15 Sources, 12 Enabled			
A Data Source provides Race Results for the rac County, Ward or Parish. In order to match the in If Results are provided by County, then the highe used to accumulate the Total Votes for the Race Sources that are providing Results 'By Race' to o	e as a whole or based on a Repo coming data, each Reporting Unit st number of votes for a County fr . This Race Total is then compar letermine the latest Vote Totals fo	rting Unit such as must be identified. om any Source is ed against any Data r the Race.	

The list on the left displays the total number of data sources as well as the number of enabled data sources. The "Show All" check box gives the option of showing both enabled and disabled data sources.

The following table describes the Data Sources screen elements.

Source Type	Type of data source. The different types of data sources are configured when the system is installed and include all the sources for which data captures have been programmed.
Description	Description of the data source
State	The state for which this data source applies, if applicable
Reports By	How data for this source is reported and is set when the data source is created. "Race" is the default value and the other options are determined by the state. It is "County" in most cases, but may be "Parish" (Louisiana) or "Ward".
Story ID	The prompt for this entry is configured based on the data source. For the BTI Web Data Capture, this prompt is the 'Group Code' and is related to how the user sets up the data capture process.

"Set Race Winner"	This checkbox gives the option of accepting or ignoring any winner indicators from the source. If left unchecked for all sources, the winner declarations must be handled manually within the application.
"Replace the Precincts Override"	When this box is checked, the source will override the number of precincts originally entered with its own number of precincts.
"Increment Vote Counts"	Checking this box will allow the system to automatically increment the number of votes while in the testing mode. When a reset is performed before the election, this box will be cleared.
Notes	Any comments associated with this data source. This is particularly helpful for manual entry situations to guide the user in entering data
Races	The Races area indicates the number of races that are active for this data source and provides the choice to load race details from data or a spreadsheet.

Adding Data Sources

To add a data source from the Data Sources screen, click the [New] button at the bottom of the list of sources.

1	A A Schee(III)	
	AP-API Service (TN) by County	State US (All States)
	AP-API Service by Race	Reports By Race
	Election Bridge By Race	Storuld
	Excel Data Capture A	Set Base Winner & Declared by this Source
	Excel Data Capture C	Set Flace within a Decialed by this Source Set Flace the Precincts Override with the Total Precincts provided
	Excel Data Capture D	Increment Vote Counts for Testing this Data Source.
	Excel Data Capture T	
	Manual Data Entry	Notes
	Manual Data Entry by County	
		Disable Source
		<u>Save</u> <u>Cancel</u>
\neg		All 9 Races Active
	New Delete Show All	Load Baces from Data or from Spreadsheet
	60 Sources, 13 Enabled	
	A Data Source provides Bace Besults for the ra	ice as a whole or based on a Reporting Unit such as
	County, Ward or Parish. In order to match the in	ncoming data, each Reporting Unit must be identified.
	If Results are provided by County, then the high	est number of votes for a County from any Source is
	used to accumulate the Total Votes for the Rac	e. This Race Total is then compared against any Data
	Sources that are providing Results 'By Race' to	determine the latest Vote 1 otals for the Race.

The screen will change to the "Add" mode.

🕽 Maintain Election Details - Data Sources 🛛 🚽 🔿 🗙	
AP FTP Service Applicable Races Latest Votes Update Log AP FTP Service Add New Source AP Web Feeds Source Type Manual Data Entry V AP-API Service (IN) Source Type Manual Data Entry V AP-API Service (TN) by County PA-API Service (TN) by County State US <all states=""> P AP-API Service Data Capture A Excel Data Capture A Excel Data Capture C Set Race Winner if Declared by this Source Excel Data Capture D Excel Data Capture T Replace the Precincts Overide with the Total Precincts provided Manual Data Entry Manual Data Entry by County Notes Enabled Manual Data Entry by County Disable Source Save Cancel All 9 Races Active Load Races from Data or from Spreadsheet</all>	
A Data Source provides Race Results for the race as a whole or based on a Reporting Unit such as County, Ward or Parish. In order to match the incoming data, each Reporting Unit must be identified. If Results are provided by County, then the highest number of votes for a County from any Source is used to accumulate the Total Votes for the Race. This Race Total is then compared against any Data Sources that are providing Results 'By Race' to determine the latest Vote Totals for the Race.	1

Choose the data Source Type from the dropdown list.

Note: The types of data sources are configured by BTi when the pre-installation information is received from the station.

🔁 Maintain Election Details - Data Source	15 — 🗆 X
AP FTP Service Applicable Races	_atest Votes Update Log
AP FTP Service AP Web Feeds AP API Service (KY) by county AP API Service (TN) AP API Service (TN) by County	Add New Source Source Type Manual Data Entry EV Description FTP Transfer TX Web Service/Site WB CA Web Service CA
AP-API Service by Pace Election Bridge By Pace Excel Data Capture A Excel Data Capture C Excel Data Capture D Excel Data Capture T Manual Data Entry Manual Data Entry by County	Reports By Text Report RP Excel Data Capture XL Text Messaging TM Set Race Wi Mobile Vote Entry MB Replace the Frecincts Uveringe with the Total Precincts provided Increment Vote Counts for Testing this Data Source Notes
	Disable Source Save Cancel
<u>N</u> ew <u>D</u> elete Show All □ 60 Sources, 13 Enabled	All 9 Races Active Load Races from Data or from Spreadsheet
A Data Source provides Race Results for the r County, Ward or Parish. In order to match the If Results are provided by County, then the hig used to accumulate the Total Votes for the Ra Sources that are providing Results 'By Race' to	ace as a whole or based on a Reporting Unit such as incoming data, each Reporting Unit must be identified. hest number of votes for a County from any Source is ce. This Race Total is then compared against any Data o determine the latest Vote Totals for the Race.

The chosen data source type displays in the "Source Type" field.

🔊 Maintain Election Details - Data So	ces — 🗆 🗙
AP FTP Service Applicable Races	Latest Votes Update Log
	Add New Source
AP FTP Service	
AP Web Feeds	Source Type Mobile Vote Entry MB
AP-API Service (KY) by county	Description Mobile Vote Entry
	State LLS < All States>
AP-API Service (TN) by Lounty	
AP-API Service by Race	Reports By Race
Election Bridge By Nace	<u> </u>
Excel Data Capture A	Set Race Winner if Declared by this Source
Excel Data Capture D	Replace the Precincts Overide with the Total Precincts provided
Excel Data Capture T	Increment Vote Counts for Testing this Data Source
Manual Data Entry	Notes Enabled
Manual Data Entry by County	
	Disable Source
	All 9 Baces Active
New Delete Show All	Load Races from Data or from Spreadsheet
60 Sources, 13 Enat	d d
A Data Source provides Race Results for County, Ward or Parish. In order to match If Results are provided by County, then the used to accumulate the Total Votes for the Sources that are providing Results 'By Rac	e race as a whole or based on a Reporting Unit such as le incoming data, each Reporting Unit must be identified. lighest number of votes for a County from any Source is Race. This Race Total is then compared against any Data to determine the latest Vote Totals for the Race.

Note: This screen may present different options depending upon the source type chosen.

Enter a description of the data source. This defaults to the Source Type, but it is suggested that a more descriptive name be used. No two sources can have the same description.

Select the "State" from the drop-down list, or select United States if data is being received for multiple states.

Choose how the data source is reported, such as by Race (default) or by County from the drop down list. This list is reconfigured based on the State selected.

💐 Maintain Election Details - Data Sources	– 🗆 X		
AP FTP Service Applicable Races La	ntest Votes Update Log		
AP FTP Service AP Web Feeds AP-API Service (KY) by county AP-API Service (TN) by County AP-API Service (TN) by County AP-API Service by Race Election Bridge By Race Excel Data Capture A Excel Data Capture D	Add New Source Source Type Mobile Vote Entry MB Description Mobile Vote Entry - Davidson State TN Tennessee ▼ Reports By Race Set Race Winner if Declared by this Source Replace the Precincts Diveride with the Total Precincts prov		
Excel Data Capture T Manual Data Entry Manual Data Entry by County	Notes Enabled		
	Disable Source		
<u>N</u> ew <u>D</u> elete Show All 60 Sources, 13 Enabled	All 9 Races Active Load Races from Data or from Spreadsheet		
A Data Source provides Race Results for the rac County, Ward or Parish. In order to match the ind If Results are provided by County, then the higher used to accumulate the Total Votes for the Race Sources that are providing Results 'By Race' to c	ce as a whole or based on a Reporting Unit such as coming data, each Reporting Unit must be identified. est number of votes for a County from any Source is . This Race Total is then compared against any Data determine the latest Vote Totals for the Race.		

If the source type is an Excel Data Capture, specify a Group Code, if needed. All source group codes must be unique.

Leave the Story ID blank, if present, unless there are specific instructions otherwise.

By default, the "Set On-Air Race Winner if Declared by this Source" check box is not checked. Check this box to give this source control over declaration of the winner.

The "Replace the Precincts..." box gives the option of allowing the source to provide the total number of precincts.

The "Increment Vote Counts..." box is optionally used during testing to ensure that vote counts are being updated.

Optionally, add any additional notes or comments as needed.

Click [Save].

Editing / Deleting Data Sources

To edit a data source, first select the data source to be edited.

If clicking a field produces a blinking cursor, that field may be edited. When any change is made in one of those fields, or if one of the checkboxes is changed, the screen will automatically change to Edit mode.

Maintain Election Details - Data Sources	- 🗆 X
Excel Data Capture C Applicable Race	es Latest Votes Update Log
AP FTP Service AP Web Feeds AP-API Service (KY) by county AP-API Service (TN) by County AP-API Service (TN) by County AP-API Service by Race Election Bridge By Race Excel Data Capture A Excel Data Capture A Excel Data Capture D Excel Data Capture D Excel Data Capture T Manual Data Entry Manual Data Entry by County	Editing Excel Data Capture C' Source Type Excel Data Capture XL Description Excel Data Capture Q State US <all states=""> Reports By Race Group Code C Set Race Winner if Declared by this Source Replace the Precincts Overide with the Total Precincts provided Increment Vote Counts for Testing this Data Source Notes</all>
	Disable Source
<u>N</u> ew <u>D</u> elete Show All □ 60 Sources, 13 Enabled	All 9 Races Active Load Races from Data or from Spreadsheet
A Data Source provides Race Results for the ra County, Ward or Parish. In order to match the ir If Results are provided by County, then the high used to accumulate the Total Votes for the Rac Sources that are providing Results 'By Race' to	nce as a whole or based on a Reporting Unit such as Incoming data, each Reporting Unit must be identified. est number of votes for a County from any Source is e. This Race Total is then compared against any Data determine the latest Vote Totals for the Race.

Make whatever changes are needed.

Enable or disable a data source by clicking the "Disable Source" box.

Note: Disabling a data source means that any data from this source is discarded. There is a 'Hold' feature (described in the next section) that can be applied to a particular race for a data source. This feature captures and logs the data that is received but does not include it in the evaluation process for determining the on-air results.

Click [Save] when the changes have been made.

To delete a data source, select the data source to be deleted, and click [Delete]. When asked to confirm, click [Yes].

The 'Load Races...' buttons will be described later in this chapter, pages 57-69.

Assigning Races to a Data Source

When a new data source is set up, all the races in the current election are assigned to it by default. (Note that races whose results will be included in that data source must be loaded and linked - see <u>page 57</u>.)

While this practice keeps things simple, it is much more efficient to identify the races to be gathered from each data source. This allows the Data Consistency Check (described in the next chapter) to be much more meaningful.

For example, local city races are not likely to be covered by the AP service, so there would be no match codes entered. The Data Consistency Check would see this as an exception because all AP races need a code to match with the data.

To access the screen showing the races assigned to a data source, start from the Data Sources screen (Main screen > [Setup] > [Data Sources]), choose the appropriate data source from the list, and select the 'Applicable Races' tab for that data source.

The main part of the Races screen shows the list of races for this data source.

Maintain Election Details - Rad	es		-		×
AP-API Service by Race App	licable	Races Latest Votes Update Log			
When a Race is marked Active and I Match Codes then Results from that 3 to the Database. Races are marked a	has the a Source w Active by	appropriate vill be posted be EXCLUDED from Race Ca going on Air) by putting the Ra	his Source can Iculations (and ace on HOLD.	des Missin these Races	s
Race	Active	Match Code 1	Match Code 2	Hold	
TN Governor	1	TNGOVERNOR			
TN US Rep Dist 1	1	TNUSREPDIST1			
TN US Rep Dist 2	1	TNUSREPDIST2			
TN US Rep Dist 5	1	TNUSREPDIST5			
TN U.S. Senate	1	TNUSSENATE			
Davidson Co. Sheriff	1			HOLD	
Davidson Co. Dog Catcher	1				
KY U.S. Senate 🗸		KYUSSENATE			
Beer Sales on Sunday Morning					
Active Races for this Source are checked.					
Check or Un-Check Races as needed. Select Select Select For ALL Race/Candidates Refresh Match Codes can also be edited from this screen. Select Select					

The list of races is made up of the following columns and, apart from the race name and Hold status, all the details can be changed from this screen.

Race	The Race name
Active A blue checkmark indicates the race is active for this data source.	
MatchCode1 The primary match code for the race for this data source.	
MatchCode2	The secondary match code for the race for this data source, if applicable. In the case of a wire service bulletin with multiple races, the primary match code would be set to the story slug, and the secondary match code would be the race name within the story.
Hold	A red 'HOLD' indicates that a race is on hold, and while its results are being captured, the voting figures are being ignored for the moment. Other races from the data source are not affected.

The rest of the screen is made up of the following elements:

Alert	An alert, in red, at the top of the screen if any race match codes are missing. Only Active races are counted

-

"Show All Races"	By default, this checkbox is unchecked, so only races being monitored are displayed. Checking the box will allow more races to be displayed in the list, including disabled races. If checked, additional buttons are available to allow all races to be included or excluded from this data source.
Number of Active Races	The number of races that are active for this source. No data is monitored or collected for races that are not active.
Number of Races on Hold	The count of Races that are 'On Hold'. Data is collected for races that are on hold, but the results are not included in the evaluation process for the latest voting figures. This setting may be used on election night to temporarily ignore some bad voting results, and can be set from the 'Latest Votes' tab, explained below.
Set/Clear Match Codes	These buttons provide a way to quickly fill in or clear the match codes for all races in the list.
[Refresh]	This button updates the screen with the latest changes.
[Back]	This button returns the screen to the home screen of the selected data source.

Click [Back] to exit this screen and go back to the main Data Sources screen.

Placing Races on Hold

When a race is placed "on hold", data is still collected from that race, but its results are not included in the overall tally of votes. This may be necessary on election night if bad voting results are apparent and need to be temporarily ignored. The results for that race will not go to air.

To place a race on hold, choose the appropriate data source on the Data Sources screen, and go to the 'Latest Votes' tab for that data source.

🔊 Maintain Election Details - Results 🛛 🚽 🗆 🗙							
AP-AP These	AP-API Service by Race Applicable Races Latest Votes Update Log						
1 of 8	Races are ON HOLD						
Race#	Race	Candidate	#Votes	Status	Hold		
1	TN Governor	David Crockett Tim Demonbreun	0		Exclude	1	
	TN US Rep Dist 1	Louie Gohmert Shirley J. McKellar	0		Exclude	11	
	TN US Rep Dist 2	Ted Poe Niko Letsos James B. Veasaw Mark Roberts	0 0 0		Exclude		
	TN US Rep Dist 5	Jim Brown Ed Greene Betty White Jeb Hensarling Ken Ashby	0 0 0 0		Exclude		
2	TN U.S. Senate	David M. Alameel Rebecca Paddock John Cornyn	0 0 0		Exclude	Н	
	Davidson Co. Sheriff	Buford Pusser Billy Ray Jones	0 0	On Hold EXCLUDED	Include		
Davidson Co. Dog Catcher Ivan Pavlov 0 Races can be Included or Excluded from the Evaluation process for the best Results to go to Air. Races may be Include All Races							

In this case, the race for Davidson County Sheriff has been placed on Hold by clicking the [Exclude] button in the 'AP_API Service by Race' data source. The status is shown on this screen as well as in the Hold column on the 'Applicable Races' screen, as shown in the previous section.

Clicking the [Include] button for that race will restore its status to normal. Options are given to Include or Exclude all races.

Click [Back] to return to the main screen for the data source previously selected.

Assigning Reporting Units to a Data Source

Note: This section does not apply to any data source which is reporting by Race.

When a new data source is set up which is reporting by County, Parish, or Ward, the specific reporting unit should be identified.

By default, all the Counties or other reporting units are assigned to the data source, which may or may not be necessary. Similar to the previous section on the Races being monitored, it is much more efficient to identify the specific Counties to be gathered from each data source.

To assign reporting units to a data source, open the Data Sources screen (accessed from the Main screen > [Setup] > [Data Sources]) and select the data source to be reviewed from the list on the left. The data source would need to be one that reports by County or other detailed reporting unit.

🛐 Maintain Election Details - Data Sources	– 🗆 X			
Manual Data Entry by County Applicabl	e Races Latest Votes Reporting Units Update Log			
	Manual Data Entry by County			
AP Web reeus				
AP API Service (K1) by county	Description Manual Data Entry by County			
APART Service (TN)	State TN Tennessee			
AP-API Service (TN) by County	Basada Bu Caundu			
Election Bridge By Base	hepoils by county			
Election Billige by hace				
Excel Data Capture A				
Excel Data Capture D	Replace the Precincts Overide with the Total Precincts provided			
Excel Data Capture D	Increment Vote Counts for Testing this Data Source			
Manual Data Entru	Data Entry Notes Enabled			
Manual Data Entry by County				
Handar bata Entity by boardy				
	Disable Source			
	All 9 Baces Active			
New Delete Show All	Load Baces from Data or from Spreadsheet			
EO Sources 12 Enchlad				
60 Sources, 13 Enabled	95 County Units, with 1984 Precincts and 1,781,198 Registered			
A Data Source provides Race Results for the rac County, Ward or Parish. In order to match the inc If Results are provided by County, then the highe used to accumulate the Total Votes for the Race. Sources that are providing Results 'By Race' to d	e as a whole or based on a Reporting Unit such as coming data, each Reporting Unit must be identified. st number of votes for a County from any Source is . This Race Total is then compared against any Data letermine the latest Vote Totals for the Race.			

The data source information is displayed and there is now a 'Reporting Units' tab included on the screen. The number of active units is shown along with the number of precincts and registered voters reported.

🕽 Maintain Election Details - Rep	porting Units				×
Manual Data Entry by County	Applicable	Races Lat	est Vote	es Reporting Units Update Log	9
				State TN Reports By Cou	nty
Unit Name	#Prec	#Voters	Active	Unit Match Code	-
Anderson	27	47,348	1	Anderson	
Bedford	11	25,073	1	Bedford	
Benton	6	11,117	1	Benton	
Bledsoe	12	8,352	1	Bledsoe	
Blount	35	83,606	1	Blount	
Bradley	17	66,845	1	Bradley	
Campbell	21		1	Campbell	
Cannon	9		1	Cannon	
Carroll	19		1	Carroll	
Carter	22		1	Carter	
Cheatham	21	25,078	1	Cheatham	
Chester	11		1	Chester	
Claiborne	17		1	Claiborne	
Clay	7		1	Clay	
Cocke	19		1	Cocke	
Coffee	23		1	Coffee	
Crockett	12		1	Crockett	
Cumberland	24		1	Cumberland	-
95 'County' Reporting Units wil monitored from this Data Sourc	l be e.			1984 Precincts Mor Show All Units	nitored
Check 'Show All Units' to chan Units.	ige			Ba	ck

Click the 'Reporting Units' tab to display the Reporting Units screen.

The screen is made up of the following elements:

List of Reporting Units	The list of Reporting Units currently being monitored by this data source, with a variety of columns described below.
Number of Reporting Units being monitored	This number will change as the number of Active units changes.
"Show All Units"	By default, this checkbox is unchecked, so only reporting units being monitored are displayed. Check the box to show all units. If checked, additional buttons are available to allow all units to be included or excluded from this data source.

To edit the Reporting Units being monitored, click the "Show All Units" check box near the bottom of the screen.

The following screen is displayed, which adds two additional buttons, [Select All] and [Select None]:

Maintain Election Details - Rep	orting Units			– 🗆 X
Manual Data Entry by County	Applicable	Races Lat	test Vote	es Reporting Units Update Log
				State TN Reports By County
Unit Name	#Prec	# ∀oters	Active	Unit Match Code
Davidson	160	451,726	1	Davidson
Decatur	13			
DeKalb	15			
Dickson	17	31,916	1	Dickson
Dyer	16			
Fayette	15			
Fentress	13			-
Franklin	18	24,871	1	Franklin
Gibson	28			
Giles	14			
Grainger	10			
Greene	17			
Grundy	13			
Hamblen	17			
Hamilton	130	255,759	1	Hamilton
Hancock	7			
Hardeman	13			
Hardin	18			
95 'County' Reporting Units. 18 Units assigned to this Sourc	e.			1984 County Precincts Show All Units
Click the Units to be monitored.			• s	Select Select None Back

Note that the number of units assigned (monitored) has changed as shown at the lower left.

The list of reporting units is made up of the following columns:

Unit Name	The name of the reporting unit. The column headings vary based on the type of reporting unit – County, Parish, and Ward.
#Prec	The number of precincts in the reporting unit
#Voters	The number of registered voters in the reporting unit
Active	A checkmark is present if the reporting unit is being monitored by this data source
Unit Match code	The match code of the reporting unit for this data source. This will default to the name of the county or reporting unit, but may be changed as needed.

Only the Active and Match Code columns can be edited from this screen. Clearing either entry removes the reporting unit and checking the Active column adds it back again.

Click [Back] to exit this screen and return to the chosen data source.

Data Source Update Log

To see a log of the updates posted from a particular data source, go to the 'Update Log' for the chosen source.

If data has been received and posted, a screen similar to the following will display:

🗊 M	laintain Electi	on Details - Results			—		×					
AP F	TP Service	Applicable Races	Latest '	Votes Update Log								
Show the Last 50 Files Received Today Refresh Limit Files to those containing 60												
50 Files Found (Most Recent File on Top)												
#	Time	.File Name (xml)	#Races	.Details			•					
1	3:13:30 PM	001254-AF-151328-2	3	BC-LA-TopRaces-Glance-Sum								
2	3:13:29 PM	001253-AF-151328-1	15	BC-LA-Senate-CntyLong, 2nd Add								
3	3:13:28 PM	001252-AF-151327-2	25	BC-LA-Senate-CntyLong, 1st Add								
4	3:13:27 PM	001251-AF-151327-1	2	BC-LA-PSC-Contested								
5	3:13:27 PM	001250-AF-151326-1	25	BC-LA-Pres-CntyLong, 1st Add								
6	3:13:27 PM	001249-AF-151326-2	15	BC-LA-Pres-CntyLong, 2nd Add								
7	3:13:26 PM	001248-AF-151325-2	14	BC-LA-House-6-Cnty								
8	3:13:26 PM	001247-AF-151325-3	14	BC-LA-House-6-CntyLong								
9	3:13:26 PM	001246-AF-151325-4	6	BC-LA-House-Contested								
10	3:13:25 PM	001245-AF-151325-1	25	BC-LA-House-5-CntyLong								
11	3:13:25 PM	001244-AF-151324-2	25	BC-LA-House-5-Cnty								
12	3:13:24 PM	001243-AF-151324-1	16	BC-LA-House-4-CntyLong								
13	3:13:24 PM	001242-AF-151323-1	11	BC-LA-House-3-Cnty								
14	3:13:24 PM	001241-AF-151323-2	11	BC-LA-House-3-CntyLong								
15	3:13:23 PM	001240-AF-151322-1	7	BC-LA-Amends-Glance-Sum								
16	3:13:23 PM	001239-AF-151322-2	2	BC-LA-Courts-Glance-Sum								
17	3:13:22 PM	001238-AF-151321-4	25	BC-LA-Amend-7-UnclaimPropFund-CntyLo								
18	3:13:22 PM	001237-AF-151321-1	65	BC-LA-Amend-7-UnclaimPropFund-Cnty								
19	3:13:22 PM	001236-AF-151321-2	25	BC-LA-Amend-7-UnclaimPropFund-CntyLo								
20	3:13:22 PM	001235-AF-151321-3	15	BC-LA-Amend-7-UnclaimPropFund-CntyLo								
21	3:13:21 PM	001234-AF-151320-1	25	BC-LA-Amend-6-HomesteadTaxes-CntyLo								
22	3:13:21 PM	001233-AF-151320-2	15	BC-LA-Amend-6-HomesteadTaxes-CntyLo		<u>B</u> -	ack					

#	The number of the update
Time	The time the data was updated
File Name	The name of the xml file containing the data
#Races	The number of races updated in that story. A race is not updated unless the results have changed.
Details	The name of the story provided by that source

The update log is made up of the following columns:

The list may be filtered by the number of files shown and when the files are received.

	5	Maintain Electi	on Details - Result	S			—	×
_	AP	FTP Service	Applicable Rac	es Late:	st	Votes Update Log		
	Sho	w the Last 50	Files Received To	jay	-	Refresh Limit Files to those containing		GO
			Too	day 💋 🖉	5	nd (Most Recent File on Top)		
	#	Time	.File Name Yes	sterday		.Details		•
	1	12:01:44 AM	000049-AF-00 09/	29/2020		BC-LA-Senate-CntyLong		
	2	12:01:44 AM	000048-AF-00 09/	28/2020		BC-LA-TopRaces-Glance-Sum		
	3	12:01:43 AM	000047-AF-00 09/	27/2020		BC-LA-PSC-Contested		
	4	12:01:43 AM	000046-AF-00 09/	26/2020	_	BC-LA-Senate-CntyLong, 1st Add		
	5	12:01:43 AM	000045-AF-00014	25/2020		BC-LA-Senate-CntyLong, 2nd Add		
	6	12:01:42 AM	000044-AF-00014	1-2 25		BC-LA-Pres-CntyLong, 1st Add		
	7	12:01:42 AM	000043-AF-00014	1-3 15		BC-LA-Pres-CntyLong, 2nd Add		
	8	12:01:42 AM	000042-AF-00014	1-4 25		BC-LA-Pres-CntyLong		
	9	12:01:41 AM	000041-AF-00014	D-1 14		BC-LA-House-6-Cnty		
	10	12:01:41 AM	000040-AF-00014	D-2 14		BC-LA-House-6-CntyLong		

The list may be further filtered by specifying key words in the details.

ł	B M	laintain Electio	on Details - Data Sour	ces		-		×						
ľ	AP FTP Service Applicable Races Latest Votes Update Log													
	Show	the Last 50	Files Received 09/27/	2020 👻	Refresh Limit Files to those containing	taxes		GO						
			48 Fi	les Four	d (Most Recent File on Top)									
	#	Time	.File Name (xml)	#Races	.Details			-						
	1	10:35:32 AM	000048-AF-103530-3	3	BC-LA-TopRaces-Glance-Sum									
	2	10:35:31 AM	000047-AF-103530-2	25	BC-LA-Senate-CntyLong									
	3	10:35:31 AM	000046-AF-103530-1	15	BC-LA-Senate-CntyLong, 2nd Add									
	4	10:35:31 AM	000045-AF-103529-2	2	BC-LA-PSC-Contested									
	5	10:35:31 AM	000044-AF-103529-3	25	BC-LA-Senate-CntyLong, 1st Add									
	6	10:35:29 AM	000043-AF-103529-1	25	BC-LA-Pres-CntyLong									
	7	10:35:29 AM	000042-AF-103528-3	25	BC-LA-Pres-CntyLong, 1st Add									
	8	10:35:29 AM	000041-AF-103528-4	15	BC-LA-Pres-CntyLong, 2nd Add									
	9	10:35:28 AM	000040-AF-103528-1	6	BC-LA-House-Contested									
	10	10:35:28 AM	000039-AF-103527-1	25	BC-LA-House-5-CntyLong			_						
	11	10:35:28 AM	000038-AF-103527-2	14	BC-LA-House-6-Cnty									
	12	10:35:28 AM	000037-AF-103527-3	14	BC-LA-House-6-CntyLong									
	13	10:35:27 AM	000036-AF-103526-1	16	BC-LA-House-4-CntyLong									
	14	10:35:27 AM	000035-AF-103526-4	25	BC-LA-House-5-Cnty									
	15	10:35:26 AM	000034-AF-103525-1	9	BC-LA-House-1-CntyLong									
	16	10:35:26 AM	000033-AF-103525-2	11	BC-LA-House-2-CntyLong									
I		AMAGGAGE			DCLAUSS COM									

Ş	I N	laintain Electio	on Details - Data Sour	ces	—		×						
Ā	ΡF	TP Service	Applicable Races	Latest	Votes Update Log								
s	Show the Last 50 Files Received 09/27/2020 - Refresh Limit Files to those containing taxes												
				13 of	48 Files contain 'taxes'								
	#	Time	.File Name (xml)	#Races	.Details								
	1	10:35:25 AM	000027-AF-103524-3	7	BC-LA-Amends-Glance-Sum								
	2	10:35:24 AM	000025-AF-103523-1	25	BC-LA-Amend-6-HomesteadTaxes-CntyLo								
	3	10:35:24 AM	000023-AF-103522-4	15	BC-LA-Amend-6-HomesteadTaxes-CntyLo								
	4	10:35:23 AM	000022-AF-103522-3	25	BC-LA-Amend-6-HomesteadTaxes-CntyLo								
	5	10:35:23 AM	000021-AF-103522-1	25	BC-LA-Amend-5-PropertyTaxes-CntyLong								
	6	10:35:23 AM	000020-AF-103522-2	65	BC-LA-Amend-6-HomesteadTaxes-Cnty								
	7	10:35:23 AM	000019-AF-103521-3	25	BC-LA-Amend-5-PropertyTaxes-CntyLong,								
	8	10:35:23 AM	000018-AF-103521-4	15	BC-LA-Amend-5-PropertyTaxes-CntyLong,								
	9	10:35:22 AM	000016-AF-103521-2	65	BC-LA-Amend-5-PropertyTaxes-Cnty								
	10	10:35:19 AM	000008-AF-103518-2	25	BC-LA-Amend-2-WellTaxes-CntyLong, 1st								
	11	10:35:19 AM	000007-AF-103518-3	15	BC-LA-Amend-2-WellTaxes-CntyLong, 2nd								
	12	10:35:19 AM	000006-AF-103518-4	25	BC-LA-Amend-2-WellTaxes-CntyLong								
	13	10:35:18 AM	000005-AF-103518-1	65	BC-LA-Amend-2-WellTaxes-Cnty								

Note that the number of files displayed has changed, limited to 13 files.

Clicking on a particular story gives further details, as shown below:

Ē	ŀΜ	laintain Electi	on Details - Races								×
A	ΡF	TP Service	Applicable Races	Latest	Votes	Update Log					
s	how	the Last 50	Files Received Today	-	Refre	sh	Limit Files to tho	se containing ta:	kes		GO
					13 of 4	9 Files conta	n 'taxes'				
	#	Time	.File Name (xml)	#Races			Details				•
	1	12:01:21 AM	000029-AF-000120-2	7	BC-LA	-Amends-Glance	-Sum				
	2	12:01:20 AM	000025-AF-000119-1	25	BC-LA	Amend-6-Home	steadTaxes-CntyLo	ong			
	3	12:01:19 AM	000023-AF-000118-2	25	BC-LA	-Amend-6-Home	steadTaxes-CntyLo	o <mark>ng, 1st Ad</mark> i			
		10.01.10 AM	000000 / 000110 0	10	DCIA	A	sha a dT assa a Costul a				•
	Upo	late Log XML	File AP Story					🔲 Switch F	ont		Hide
l Ís	our	ce Beference="	BC-LA-Amend-6-Homes	tead T axe	-Cntul	ona 1stAdd'					<u> </u>
Ē	ata	Sources:	Do Britiliona o Holloo		o ontyc	long, rotrida					
	1.	AP FTP Servic	e (3346R)								
	Rad	ce 1									
ĽĽ	BC-	LA-AMEND-6-H	IOMESTEAD TAXES -C	NTYLON	G'						
	2 ca	andidates, 1907	765 votes cast, 273/273	precincts							
	Hep 1	VFS' 104921	ERSUN Livotes (W)								
	2.	'NO' 85844 v	otes								
	AP	FTP Service (3	3346R) - Reporting Units	: not defin	ed						
	B ar										
BC-LA-AMEND-6-HOMESTEADTAXES-CNTYLONG											
	2 ca	andidates, 1460	06 votes cast, 22/22 pre	cincts							
	Rep	porting for 'JEFF	DAVIS'								~
											Back

Loading Races

Loading race data from the data source allows for the quick setup of races, ensuring that all match codes correlate with the data source. Data may be loaded directly from the data source or from a spreadsheet containing the race and candidate information.

From the Data Sources screen, click the data source from which to load races. Select whether to load races from:

a [Data] source which already contains preliminary test data -or-

a [Spreadsheet] which contains the race and candidate information

🗯 Maintain Election Details - Data Sources	– 🗆 X
AP-API Service (TN) Applicable Races	Latest Votes Update Log
AP FTP Service	AP-API Service (TN)
AP Web Feeds	Source Type AP-API Service AI
AP-API Service (KY) by county	Description AP.API Service (TN)
AP-API Service (TN)	
AP-API Service (TN) by County	State US <all states=""></all>
AP-API Service by Race	Reports By Race
Election Bridge By Race	
Excel Data Capture A	Set Bace Winner if Declared by this Source
Excel Data Capture C	Beplace the Precincts Overide with the Total Precincts provided
Excel Data Capture D	Increment Vote Counts for Testing this Date Source
Excel Data Capture T	
Manual Data Entry	Notes
Manual Data Entry by County	
	Disable Source
	NO Active Races for this
New Delete Show All	Load Baces from Data or from Spreadsheet
60 Sources 13 Enabled	
A Data Source provides Race Results for the rac County, Ward or Parish. In order to match the inu If Results are provided by County, then the highe used to accumulate the Total Votes for the Race	e as a whole or based on a Reporting Unit such as coming data, each Reporting Unit must be identified st number of votes for a County from any Source is . This Race Total is then compared against any Data
Sources that are providing Results 'By Race' to d	letermine the latest Vote Totals for the Race.

Loading Races from an Existing Story

If [Data] is selected, the following screen is shown. The [Search] button is highlighted in red indicating that a search has not yet been performed using the given parameters.



Additional search criteria can be selected for stories received during a particular time range, or containing specific text. There is also an option to "Show All Stories" rather than just the latest story with a particular slug.

Select the date for which to load races from the data source.

When options have been chosen, click [Search].

If any stories are found, a screen similar to the following will display:

🔁 Load Races					×
Locate Stories From Data Source AP-API Service (TN) ▼ Received within: 5 days 10/11/2020 (Double-Click to Search) (© Show Latest Story © Show All Stories Between the hours 0:00 and 24:00 Press Search to beginSearch	# Story Refer 1 FL Pres Primary 2 TN by county	rence #Races statewide 2 412	#Dupl 1 1	File Name 000002:Al-114101-1 000003:Al-114124-1	
	Refresh Story Index	Note that the file na capure, the first file	me incorp being ca	porates the time of ptured at 11:41:01	2 stories <u>C</u> lose

All the stories meeting the search criteria are shown in the list on the right side of the screen.

Click a story to view the race and candidate information from the story. The screen changes to show the relevant information.

st c	of Races	in the	e Story			Show Indivi	dual Reporting Units		
#	Race		Candidate	Party	Inc	Status	Match => DB Name	-	
1	U.S. H	ous	e District 1 - Carter			No Match		_	
		1	Blair Walsingham	Dem				_	
		2	Diana Harshbarger	GOP					
		3	Steve Holder	Ind					
2	U.S. H	ous	e District 1 - Cocke			No Match			
		1	Blair Walsingham	Dem					
		2	Diana Harshbarger	GOP					
		3	Steve Holder	Ind					
3	U.S. H	ous	e District 1 - Greene			No Match			
		1	Blair Walsingham	Dem				_	
		2	Diana Harshbarger	GOP					
		3	Steve Holder	Ind					
4	U.S. H	ous	e District 1 - Hamblen			No Match			
		1	Blair Walsingham	Dem				_	
		2	Diana Harshbarger	GOP				_	
		3	Steve Holder	Ind					
5	U.S. H	ous	e District 1 - Hancock .			No Match			
		1	Blair Walsingham	Dem					
_		2	Disea Userkhauser	COD				_ _	i .
F	laces	>	KML			AI	I (412) races apply to this Data Source		<u>C</u> lose
Fin	d Races	Cont	aining the Text					_	

Depending on the source, there are two or three tabs shown at the bottom left of the screen.

The 'Races' tab shows Race and Candidate details on the left side as well as the Link / Load Status and details of the Race / Candidate matches that have been made.

The 'XML' tab shows the story after it was converted from the raw AP text to an XML text file. These additional tabs are made available for investigative purposes, if needed.

The 'AP Story' tab (only shown for AP data sources) shows the contents of the story as it was received from the Associated Press.

When a race is selected on the 'Races' tab, it is highlighted in yellow and buttons appear on the right side of the screen.

Ə I	Load Ra	ces f	or: TN by county						×
List o	of Races	in the	e Story			Show Individual Reporting Units			
#	Race		Candidate	Party	Inc	Status	Match => DB Name	•	
1	1 U.S. House District 1 - Carter					No Match			Link
		1	Blair Walsingham	Dem					
		2	Diana Harshbarger	GOP				_	
		3	Steve Holder	Ind					
2	U.S. H	ous	e District 1 - Cocke			No Match			
		1	Blair Walsingham	Dem					
		2	Diana Harshbarger	GOP					
		3	Steve Holder	Ind					
3	U.S. H	ous	e District 1 - Greene			No Match			
		1	Blair Walsingham	Dem					
		2	Diana Harshbarger	GOP					
		3	Steve Holder	Ind					
4	U.S. H	ous	e District 1 - Hamblen			No Match			
		1	Blair Walsingham	Dem					
		2	Diana Harshbarger	GOP					
		3	Steve Holder	Ind					
5	U.S. H	lous	e District 1 - Hancock			No Match			
		1	Blair Walsingham	Dem					
		2	Diseas Handakanan	COD				-	
I R	laces	>	KML			A	II (412) races apply to this Data Source		<u>C</u> lose
Fin	d Races	Cont	aining the Text						
	Search Show All Races								

A race is 'Linked' when the race name is matched / connected to a specific contest in the Election database. At this point the database has not been updated with any details. A race is 'Loaded' when all the race and candidate details have been updated into the database.

++	Dage	T U IC	Candidate	Dartu	Inc	Chabus	Match -> DP Name		1
#	nace		Canuluale	Faity	INC	วเสเนร	Match => DB Name		
1	District	4				Linked to	District 4 St House Dem		
		1	Dan Pabon			Loaded	=> Dan Pabon		
		2	Amber Tafoya			Loaded	=> Amber Tafoya		
		3	Jennifer Coken			Loaded	=> Jennifer Coken		
2	District	5				No Match			
		1	Crisanta Duran						
		2	Mark Thrun						
3	District	7				Linked to	District 7 St House Dem		
		1	Angela Williams			Loaded	=> Angela Williams		
		2	Jon Goldin-Dubois			Loaded	=> Jon Goldin-Dubois		
		3	Mark Mehringer			Loaded	=> Mark Mehringer		
4	District	12				Linked to	District 12 St House Dem		UnLink
		1	Matt Jones						
		2	Jake Williams					_	Load
5	District	30				No Match			
		1	Laura Huerta						
		2	Maryellen Pollack						
								_	1

When a race is selected on the 'Races' tab, buttons are made available on the right side that relate to this specific race. In the case above, District 12 is already linked, so the options are to [UnLink] it or [Load] the data. If the race were not already linked, then the only button available would be [Link], as shown on the previous screen.

Linking a Race in the Story to the Database

First, select the race to be linked. The only available button is the [Link] button, as the race needs to be linked before it can be loaded.

Ð	Load Ra	es f	or: TN by county						×
List o	of Races	in the	e Story			Show Indivi	idual Reporting Units		
#	Race		Candidate	Party	Inc	Status	Match => DB Name	▲	
1	U.S. H	ous	e District 1 - Carter			No Match			Link
		1	Blair Walsingham	Dem					
		2	Diana Harshbarger	GOP				_	
		3	Steve Holder	Ind					
2	U.S. H	ous	e District 1 - Cocke			No Match			
		1	Blair Walsingham	Dem					
		2	Diana Harshbarger	GOP					
		3	Steve Holder	Ind					
3	U.S. H	ous	e District 1 - Greene			No Match			
		1	Blair Walsingham	Dem					
		2	Diana Harshbarger	GOP					
		3	Steve Holder	Ind					
4	U.S. H	ous	e District 1 - Hamblen			No Match			
		1	Blair Walsingham	Dem					

Clicking [Link] brings up the Link Contest to the Story screen.

🔁 Link Contest to the Story	×
Select the Story All Offices Show Offices - Typ 'o' Show Offices - Typ 'o' Show Offices - Typ 'o' Show Other Contest Show Other Contest In P Beer Sales on Sunday Morning 8 o Davidson Co. Dog Catcher 6 o KY U.S. Rep District 1 7 o 10 o KY U.S. Rep District 2 10 o KY U.S. Senate 2 o 1 N US Rep Dist 1 3 o 3 o TN US Rep Dist 2 4 o TN US Rep Dist 5 12 o U.S. President	VU.S. House District 1 - Carter ' for the data source: 'AP-API Service (TN)' Race Name Create a Link to this or, if the Contest is not on file, then Contest or, if the Contest is not on file, then Race Race Race Match Other Data Source Details for this Contest Race Match Race Match
11 of 12 Contests Races in Blue are in the Election	 Cose

This screen allows the user to select an existing contest in the database to link to the selected race (District 1 in this case) or to [Create a New Contest] to be linked to the story.

Races in red have been linked already, races in blue have been set up in the current election already, and races in black are contests in the database which are not in the current election. (Races in black are only shown when the "Show Active Election Only" check box is not checked.)

Highlighting different races shows the existing connections for other data sources, if applicable.

Select a contest (in this example, TN US Rep Dist 1), and then click [Link to this Contest] to create the link between the story and the database.

🔁 Link Contest to the Story	×
Select the Contest to be linked to: All Offices	'U.S. House District 1 - Carter ' for the data source: 'AP-API Service (TN)' TN US Rep Dist 1 Link to this Contest or, if the Contest is not on file, then New Contest
seq Typ Grp Contest 11 P Beer Sales on Sunday Morning 8 o Davidson Co. Dog Catcher 6 o KY U.S. Rep District 1 7 o KY U.S. Rep District 2 10 o KY U.S. Senate 1 o TN Governor	(or Double-Click the Contest) Contest is available for Linking
9 0 TN U.S. Senate 2 0 TN US Rep Dist 1 3 0 TN US Rep Dist 2 4 0 TN US Rep Dist 5 12 0 U.S. President	AP FIP Service (KY1 bu countu
	AP-API Service (TN) by County AP-API Service by Race Election Bridge By Race Excel Data Capture A
11 of 12 Contests Races in Blue are in the Election	Lacer bada captare s

The following screen will display:

Ð	Load Ra	ces f	or: TN by county					×	
List	List of Races in the Story						dual Reporting Units		
#	Race		Candidate	Party	Inc	Status	Match => DB Name		
1	U.S. H	lous	e District 1 - Carter		(Linked to	N US Rep Dist 1	UnLink	
		1	Blair Walsingham	Dem		\sim		Lord	
		2	Diana Harshbarger	GOP				LUAU	
		3	Steve Holder	Ind				\sim	
2	U.S. F	lous	e District 1 - Cocke			No Match			
		1	Blair Walsingham	Dem					
		2	Diana Harshbarger	GOP					
		3	Steve Holder	Ind					
3	U.S. H	lous	e District 1 - Greene			No Match			
		1	Blair Walsingham	Dem					
		2	Diana Harshbarger	GOP					
		3	Steve Holder	Ind					
4	U.S. H	lous	e District 1 - Hamblen			No Match			
		1	Blair Walsingham	Dem					
		2	Diana Harshbarger	GOP					
		3	Steve Holder	Ind					
5	5 U.S. House District 1 - Hancock					No Match			
		1	Blair Walsingham	Dem				_	
	2 Dime Ventikeren COD							·	
	Races	>	KML		AI	1 (412) races apply to this Data Source	<u>C</u> lose		
Fi	nd Races	Cont	aining the Text						
	Search Show All Races								

US House District 1 is now linked.

Once linked, the buttons on the right side also change to show new options, namely [UnLink] and [Load].

The data can then be loaded by clicking the [Load] button. Clicking [Load] causes all the relevant data in the story to be updated in the database.

Once loaded, the buttons on the right once again change to show the options to [UnLink] and [UnLoad].

Ξι	.oad Ra	ces f	or: TN by county					×
List o	of Races	in the	e Story			Show Indivi	dual Reporting Units	
#	Race		Candidate	Party	Inc	Status	Match => DB Name	
1	U.S. H	ous	e District 1 - Carter			Linked to	TN US Rep Dist 1	UnLink
		1	Blair Walsingham	Dem		Loaded	=> Blair Walsingham	Link and
		2	Diana Harshbarger	GOP		Loaded	=> Diana Harshbarger	Unicoad
		3	Steve Holder	Ind		Loaded	=> Steve Holder	
2	U.S. H	ous	e District 1 - Cocke			No Match		
		1	Blair Walsingham	Dem				
		2	Diana Harshbarger	GOP				
		3	Steve Holder	Ind				
3	U.S. H	ous	e District 1 - Greene			No Match		
		1	Blair Walsingham	Dem				
		2	Diana Harshbarger	GOP				
		3	Steve Holder	Ind				
4	U.S. H	ous	e District 1 - Hamblen			No Match		
		1	Blair Walsingham	Dem				
		2	Diana Harshbarger	GOP				
		3	Steve Holder	Ind				
5	U.S. H	ous	e District 1 - Hancock			No Match		
		1	Blair Walsingham	Dem				
		<u> </u>	Diseas Handakanaan	con				•
R	laces	>	(ML			A	II (412) races apply to this Data Source	<u>C</u> lose
Fin	- Find Races Containing the Text							

The 'Load' process must be completed in order to load candidate information and match codes.

If the candidate names don't match, a screen similar to the following will display:

Ð	load Ra	ces f	or: TN by county							×
List c	of Races	in the	e Story			Show Indi	/idual	Reporting Units		
#	# Race . Candidate Party Inc					Status	Ma	tch => DB Name	-	.]
1	U.S. H	ous	e District 1 - Carter		Selec	t the Datab	ase	Candidates from Database		UnLink
		1	Blair Walsingham	Dem	Candid	late on the l	Right	Steven Holder		Lord
		2	Diana Harshbarger	GOP	to mate	ch the highli	ghted			Load
	>>>	3	Steve Holder	Ind	for this	Stantion the Bace or br	ess			
2	U.S. H	ous	e District 1 - Cocke		Ac	ld Candidat	e			
		1	Blair Walsingham	Dem			_			
		2	Diana Harshbarger	GOP						
		3	Steve Holder	Ind		c				
3	U.S. H	ous	e District 1 - Greene		_	Lance			<u>.</u>	
		1	Blair Walsingham	Dem						
		2	Diana Harshbarger	GOP						
		3	Steve Holder	Ind						
4	U.S. H	ous	e District 1 - Hamblen			No Match				
		1	Blair Walsingham	Dem						
		2	Diana Harshbarger	GOP						
		3	Steve Holder	Ind						
5	U.S. H	ous	e District 1 - Hancock			No Match				
		1	Blair Walsingham	Dem						
		2	Disco Handderson	COD			VIII CARE -	Oliveration and the Mile District Comment		1
F	laces	>	KML				AII (41.	Z) races apply to this Data Source		<u>C</u> lose
Fin	Find Races Containing the Text Search Show All Races									

Notice that the name in the pink box is spelled differently than the name supplied by the data source. If the candidate name is selected on the right, the new spelling will be added as a match to the original spelling. If [Add Candidate] is chosen, the original spelling supplied by the data source will be retained.

If the contest to be linked cannot be found in the system, then the [Create a New Contest] button is clicked to bring up the Add New Contest display as shown below.

Add New Contest X
This allows a Contest to be quickly added to the Election for linking to this Race. The Contest will be assigned a Group code of 'New' so that it can be located easily later and updated with any additional details.
Contest Name JJ.S. House District 1 - Carter
Office Referendum Amendment Proposition Other Contest

The contest details need to be confirmed before clicking [Save] to create the Link.

Loading Race Details from a Spreadsheet

If the [Spreadsheet] selection was made on the Data Sources screen (Main screen > [Setup] > [Data Sources]), the following screen is shown, with some entries being based on the race and candidate parameters.

0	Load Rac	e Data from a Spreadsheet	- 🗆 🗙
MS Excel (.xls) or Tab Delimited File		Browse	
This process matches entries in the spreadsheet against Races that	Select a Microsoft Excel File type '.txt'. The first row of the as defined below.	or a 'Tab Delimited' text file with a file file must be set to the column headings	
HAVE ALREADY	Column Heading	Notes	
THE ELECTION	Race Name	**Required	
	Race Number		
	Race Match Code		
	Race Match Code 2		
	headshot? (y/n)		
	Candidate First Name		
	Candidate Last Name	**Required	
	Candidate Name Suffix		
	Candidate Match Code		
	Party		
	Incumbent	Set to Y for Incumbent	
	Favorite	Set to Y for Favorite	
	headshot 1		
			99 Races not in the Election
			[

This function enables the user to build one or more spreadsheets with race and candidate information and load the data into the system very quickly. The spreadsheet can be edited if needed and the data loaded again.

The spreadsheet may also be generated by the application from the Maintain Races screen in the following section.

Any of the columns displayed in the screen above can be used as column headers for the spreadsheet. Races can be separated in the spreadsheet by blank lines if needed.

Note: The first candidate for each race should be on the same line as the race information.

Click [Browse] to locate a previously constructed spreadsheet file (suffix .xls or .xlsx) or a tab delimited file (suffix .txt) that contains race data. The spreadsheet should not use any background coloring as this is how the matching information is shown by the application.
Make sure the spreadsheet is <u>not already open</u> when selected from the [Browse] button.

Once the appropriate spreadsheet is located, click [Open] and a screen similar to the following should display:

🔁 La	Load Race Data from a Spreadsheet													
MS	MS Excel (xks) or Tab Definited File C:\Attend\EVANT\Export\1.xks Browse													
Iac	Double-Click a Cell to edit its contents													
	A B C D E F G H I J K L										L	М		
1	Race Name	Race Number	Use Initial Page or No Party (I/N)	Proposition Pic Char	Candidate First Name	Candidate Last Name	Candidate Name Suffix	Party	Incumbent	Favorite	Candidate Pic	Party Pic	Candidate First Initial	
2		_												_
3	Governor Republicans	1												_
4					Scott	Molnnis		R			С	R	S	_
5					Dan	Maes		R			E	R	D	_
6														_
7	US Senate Democrats	11	1	a										_
8					Kay	Hagan		D			A	D	М	_
9					Duskin C	Lassiter		D			В	D	A	_
10					Jim	Neal		D						_
11					Howard	Staley		D						
12					Marcus W	Williams		D						
13														
14	Treasurer GOP - Primary	2	N	Ь										
15					J.J.	Ament		R			6	R	J	
16					Walker	Stapleton		R			6	R	W	
17 H	↓ ▶ Ħ Sheet1						•						•	-
Ra	Races highlighted in Green have been identified and can be updated.													
Col	Those in Red were not matched and will be ignored. Columns in Yellow will be updated, while those in grey will be ignored. Next Egit													

The Yellow column headings indicate that the application has identified them as legitimate data columns. The green race row headers indicate that the data has been matched to a race in the election. If the race name was highlighted in red it would indicate that the race name was not found and a message in red would be displayed (see lower right).

Click [Browse] to select another file to process.

Click [Next] to continue if all the race information is correct. Otherwise, edit the spreadsheet and repeat.

Race Update Parameters	- • · ×
Only the 21 Races highlighted in Green will be updated.	
Data Source An Electronic Data Source m (optional)	ust be specified ch Codes are
Races Update Race Match Codes (No Match Codes Column)	
Candidates C Delete ALL Candidate details for a Race before Loading New Data (This will remove ALL Candidate details for a Race before loading new Candidates)	
Update Candidate Match Codes (No Match Codes Column)	Back Load Races

Set the following parameters on the screen for the update process.

Data Source	The source can be changed at this time, if needed
"Update Race Match Codes"	Check this if the entries in the sheet should update the application data (if 'Race Match Code' column is present)
"Delete ALL Candidate before loading New Data	This confirms the action about to take place
"Update after matching to the Candidate Name"	Check this if the entries in the sheet should update the candidate details, and the criteria for identifying the candidate
"Update Candidate Match Codes"	Check this if the entries in the sheet should update the candidate data (if 'Candidate Match Code' column is present)

Click [Back] to return to the previous screen and load another file.

Click [Load Races] to update the database when the results screen is displayed, as shown below.

_

🔁 Loa	d Race Data from a Spreadshe	et	_	_			• x			
MS E Tab I	Excel (.xls) or Delimited File	\Expor	t\1.xls		Browse Double-Click a (Cell to edit its content:	5			
	Α	В	С	D	E	F	G 🔺			
1	Race Name	Race Numb er	Use Initial Page or No Party (I/N)	Proposition Pic Char	Candidate First Name	Candidate Last Name	Candic Name S			
2										
3	Governor Republicans	1								
4					Scott	Molnnis				
5					Dan	Maes				
6										
7	US Senate Democrats	11	1	a						
8	Extra Candidates: Michael Benne	t , Andr	ew Romanoff		Kay	Hagan				
9					Duskin C	Lassiter				
10					Jim	Neal				
11					Howard	Staley				
12					Marcus W	Williams				
13										
14	Treasurer GOP - Primary	2	N	Ь						
15					J.J.	Ament				
16					Walker	Stapleton				
17										
18	US Senate Republican									
19					Ken	Buck				
20					Jane	Norton	-			
Van Durk										
Races highlighted in Green have been identified and can be updated. Browse to Load another File Those in Red were not matched and will be ignored. 21 Races Loaded Columns in Yellow will be updated, while those in grey will be ignored. 1 Warnings Noted										

Notice the comments on additional candidates on the second race and the statistics at the foot of the screen.

5

Maintaining Race Details

This section describes how to use the Races screen to update race information, including: Adding, editing, and deleting candidates Customizing race parameters Viewing jurisdiction and source information for a specific race

This routine is typically used prior to Election Day to refine the data and check for inconsistencies.

It is also used to load details of races that need to be entered manually if the details are not being loaded from a spreadsheet.

To access the Races screen, start at the Main Menu and click [Races] or Edit > Maintain Race Details.

WBTI Franklin - Attendant Solutions	_ D X
<u>File Edit List Help</u>	
Election Voting Setup <u>Races Update Status Monitor</u> Iransmit Report	s E <u>x</u> it
	Databridge
ElectionVoting Attendant [™]	
AttendantSolutions	ection Voting
Copyright 1994-2015 Business Technology, Inc.®	hool Closings
	lews Update
E E	arly Warning

The Races screen displays.

Races	•		TN Governor					
# Contest	<reset></reset>	District	Candidates	Race Details	Jurisdiction	Sources	1	
TN Gove	ernor	TN Statewide	#	Candidate	Party Incumb	Eavorite	Paramete	us.
TN US F	Rep Dist 1	TN US House Dist 1						
TN US F	Rep Dist 2	TN US House Dist 2						
TN US F	Rep Dist 5	TN US House Dist 5						
KY U.S.	Rep District 1	KY US Rep District 1						
KY U.S.	Rep District 2	KY US Rep District 2						
Davidsor	n Co. Dog Catcher	Davidson County						
TN U.S.	Senate	TN Statewide						
KY U.S.	Senate	KY Statewide						
U.S. Pres	sident	USA						
U.S. Hou	use District 1 - Cocke	USA						
U.S. Hou	use District 1 - Carter	USA						
Presiden	t - Davidson	USA						
U.S. Hou	use District 6 - Cheatham	USA						
Presiden	t - Davidson	USA						
Presiden	t - Tennessee	USA						
President	t - Tennessee - Electoral	USA						
U.S. Sen	nate - Tennessee	USA						
			Move Up Down	C Show Notes		Add	Edit	Bemove
	10 8	voe skour						

The race numbers and names are shown in the left panel. The right panel shows information about the race, accessed by four separate tabs. On this particular screen, no candidates have been entered.

When a different race has been chosen, the information for that race is displayed, as seen below.

30	ces 💌 .		Davi	dson Co.	Dog Catcher						
	Contest <reset></reset>	District	Ca	ndidates	Race Details	Jurisd	iction 1	Sourc	es l		
	TN Governor	TN Statewide	#		Candidate	Partu	Incumb	Favorite		Paramel	ers
2	TN US Rep Dist 1	TN US House Dist 1	1	Ivan Pavlo	V	Y					
	TN US Rep Dist 2	TN US House Dist 2	2	Turner Lus	e	Lib					
	TN US Rep Dist 5	TN US House Dist 5									
	TN U.S. Senate	TN Statewide									
	KY U.S. Rep District 1	KY US Rep District 1									
	KY U.S. Rep District 2	KY US Rep District 2									
	KY U.S. Senate	KY Statewide									
	Davidson Co. Dog Catcher	Davidson County									
	U.S. House District 1 - Cocke	USA									
	U.S. House District 1 - Carter	USA									
	President - Davidson	Davidson County									
	U.S. House District 6 - Cheatham	USA									
	President - Tennessee	USA									
	President - Tennessee - Electoral	USA									
	U.S. Senate - Tennessee	USA									
				ove Up Jown	Show Notes			Add		<u>E</u> dit	<u>R</u> emo
lese	16 Race by dragging	ces shown	Con	sistency	File		Export		Go To	o	Fu

A pre-defined race list may be chosen from a drop down list to view the specified races within those lists. Click the ellipsis button [...] at the upper left of the screen to set up a new list. See '<u>Maintaining Lists For On-Air Display</u>' in Chapter 4 for more information.

In addition to manually maintaining the candidates in a race, the candidate display can also be rearranged to show notes on the candidates by checking the "Show Notes" checkbox under the Candidate list.

Along the bottom of the screen are some additional buttons that may be available to the user. These are described later in this chapter.

Adding and Modifying Candidates

The 'Candidates' tab displays the list of candidates loaded for the currently selected race. The user can add, edit, and delete candidates as well as change the order of candidates on a ballot or transmission.

#	The order the candidates appear on the voting ballot
Candidate	Name of candidate
Party or Pty	Political party affiliation
Incumb or I	Indicator displaying whether the candidate is the incumbent office holder in the race
Favorite or F	Indicator displaying whether the candidate has been marked as the favorite to win the race
Parameters	An abbreviated view of the custom parameters that have been set up for the election
Notes	If "Show Notes" is checked, then candidate notes are shown on the screen in place of the parameters, and the columns and column headings are rearranged.

The following table describes the 'Candidates' tab columns.

Adding Candidates

To add candidates to a race, start from the Races screen with the 'Candidates' tab open and highlight the desired race in the list by clicking it. Then click [Add].

Iff. Contest CreateD District 1 TN Governor TN Statewide 2 TN US Rep Dist TN US House Dist 1 TN US Rep Dist TN US House Dist 2 TN US House Dist 2 TN US Rep Dist TN US House Dist 5 TN US House Dist 5 TN US. Senate TN US House Dist 5 TN US House Dist 5 TN US. Sepate KY US Rep District 1 KY US Rep District 2 KY U.S. Rep District 1 KY US Rep District 2 KY US Rep District 2 KY U.S. Senate KY US Rep District 2 KY US Rep District 1 LS. House District 1 - Cocke USA U.S. House District 6 - Cheatham USA President - Tennessee USA U.S. Senate - Tennessee USA U.S. Senate - Tennessee USA	All R	laces 💌 .	
1 TN Governor TN Statewide 2 TN US Rep Dist 1 TN US House Dist 1 TN US Rep Dist 2 TN US House Dist 2 TN US Rep Dist 5 TN US Rep Dist 5 TN US House Dist 6 Z TN US Rep Dist 1 TN US House Dist 5 TN US House Dist 6 TN US Sep Distic 1 KY US Rep Distic 1 Z KY US. Senate TN Statewide Z Davidson Co. Dog Catcher Davidson County Z U.S. House Distict 1 - Cacke USA Z VIS. Rep Distict 1 - Cacke USA Z President - Tennessee USA Z U.S. Senate - Tennessee USA Z U.S. Senate - Tennessee USA Z	R#	Contest <reset></reset>	District
2 TN US Rep Dist 1 TN US House Dist 1 TN US Rep Dist 2 TN US House Dist 5 TN US Rep Dist 5 TN US House Dist 5 TN US Rep Distic 1 KY US Rep Distic 1 KY US. Rep Distic 1 KY US Rep Distic 1 KY US. Senate KY Statewide Davidson Co. Dog Catcher Davidson County U.S. House Distic 1 - Carter USA President - Ternessee USA President - Ternessee USA U.S. Senate - Tennessee USA	1	TN Governor	TN Statewide
TN US Rep Dist 2 TN US House Dist 2 TN US Rep Dist 5 TN US House Dist 5 TN U.S. Senate TN Statewide KY U.S. Rep District 1 KY US Rep District 1 KY U.S. Senate KY Statewide Davidson Co.Dog Catcher Davidson County U.S. House District 1 - Cacke USA U.S. House District 1 - Carter USA President - Joavidson Davidson County U.S. Senate - Tennessee USA	2	TN US Rep Dist 1	TN US House Dist 1
TN US Rep Dist 5 TN US House Dist 5 TN US. Senate TN Statewide KY US. Rep District 1 KY US Rep District 1 KY US. Senate KY US Rep District 2 Davidson Co. Dog Catcher Davidson County U.S. House District 1 - Cocke USA U.S. House District 1 - Cocke USA U.S. House District 1 - Cocke USA President - Davidson Davidson County U.S. House District 1 - Cocke USA President - Ternessee USA President - Ternessee USA U.S. Senale - Tennessee USA U.S. Senale - Tennessee USA		TN US Rep Dist 2	TN US House Dist 2
TN U.S. Senate TN Statewide KY U.S. Rep District 1 KY U.S Rep District 2 KY U.S. Rep District 2 KY U.S. Rep District 2 KY U.S. Senate KY Statewide Davidson Co. Dog Catcher Davidson County U.S. House District 1 - Cocke USA President - Ternessee USA President - Ternessee USA U.S. Senate - Tennessee USA W.S. Senate - Tennessee USA		TN US Rep Dist 5	TN US House Dist 5
KY U.S. Rep District 1 KY US Rep District 2 KY U.S. Rep District 2 KY US Rep District 2 KY U.S. Senate KY Statewide Davidson Co. Dog Catcher Davidson County U.S. House District 1 - Cocke USA President - Joavidson Davidson County U.S. House District 1 - Carter USA President - Joavidson Davidson County U.S. House District 6 - Cheatham USA President - Ternessee USA President - Ternessee USA U.S. Senate - Ternessee USA W.S. Senate - Ternessee USA		TNUS Senate	TN Statewide
KY U.S. Rep District 2 KY US Rep District 2 KY U.S. Senate KY Statewide Davidson Co. Dog Catcher Davidson County U.S. House District 1 - Cocke USA U.S. House District 1 - Carter USA U.S. House District 1 - Carter USA President - Davidson County U.S. House District 6 - Cheatham U.S. House District 6 - Cheatham USA President - Tennessee USA U.S. Senate - Tennessee USA U.S. Senate - Tennessee USA		KY U.S. Bep District 1	KY US Rep District 1
KY U.S. Senate KY Statewide Davidson Co. Dog Catcher Davidson County U.S. House District 1 - Cocke USA President - Davidson Davidson County U.S. House District 6 - Cheatham USA President - Tennessee USA U.S. Senate - Tennessee USA		KY U.S. Rep District 2	KY US Rep District 2
Davidson Co. Dog Catcher Davidson County U.S. House District 1 - Cocke USA U.S. House District 1 - Carter USA President - Davidson County USA U.S. House District 6 - Cheatham USA President - Ternessee USA U.S. Senate - Ternessee USA		KY U.S. Senate	KY Statewide
U.S. House District 1 - Cocke USA U.S. House District 1 - Carter USA President - Davidson Davidson County U.S. House District 6 - Cheatham USA President - Tennessee USA President - Tennessee USA U.S. Senale - Tennessee USA U.S. Senale - Tennessee USA		Davidson Co. Dog Catcher	Davidson County
U.S. House District 1 - Carter USA President - Davidson Davidson County U.S. House District 6 - Cheatham USA President - Tennessee USA President - Tennessee USA U.S. Senale - Tennessee USA		U.S. House District 1 - Cocke	USA
President - Davidson Davidson County U.S. House District 6 - Cheatham USA President - Tennessee USA U.S. Senale - Tennessee USA U.S. Senale - Tennessee USA		U.S. House District 1 - Carter	USA
U.S. House District 6 - Cheatham USA President - Tennessee USA President - Tennessee USA U.S. Senate - Tennessee USA U.S. Senate - Tennessee USA		President - Davidson	Davidson County
President - Ternessee USA President - Ternessee Electoral USA U.S. Senale - Tennessee USA USA USA USA USA USA USA USA		U.S. House District 6 - Cheatham	USA
President - Tennessee Electoral USA U.S. Senale - Tennessee USA		President - Tennessee	USA
U.S. Senale - Tennessee USA		President - Tennessee - Electoral	USA
Move Up Down		U.S. Senate - Tennessee	USA

The New Candidate search screen displays showing the names of candidates that have been marked "Keep Personal Details on File" (see below). Names in red are already loaded in this race and cannot be selected again.

		Т	o enter a new name, just enter the name and press 'Enter',	
ast Name		0	r press 'Esc'. Select an existing Name from below by	
activante p		е	ntering the first few letters of the Last Name	
Last Name	First Name	Party	Notes	
Greene	Ed	D		
Harshbarger	Diana	GOP		
Holder	Steve	Ind		
Johnson	Cheesehead	REP	not his real name	
Jones	Billy Ray			
Jones	John	D		
Luse	Turner	Lib		
Mouse	Mickey	Ind		
No				
Paris	April Lynn	Dem		
Pass				
Pavlov	Ivan	Y	Expert bell ringer	
Pusser	Buford	GOP		
Reject				
Sam	Yosemite	Rep		
Smith	Bob	R		
Vasive	Howie	Rep		
Walsingham	Blair	Dem		
White	Betty	Ind		

To add a candidate whose personal details are on file, click an existing name on the grid. Notice that the responses to non-office races (yes/no, for/against, etc.) are listed as candidate names.

To locate an existing candidate in a long list, enter the candidate's last name. As the name is typed, the screen list is reduced accordingly.

To enter a new name	
Last Name p or press 'Esc'. Sele entering the first few l	e, just enter the name and press 'Enter', ct an existing Name from below by etters of the Last Name
Last Name First Name Party	Notes 🔺
Pass	
Pavlov Ivan	

Select an existing name in the list or enter a new last name and press [Enter]

The New Candidate screen displays.

🔁 New	/ Candidate - Davidson Co. Dog Catch	ier	×
First N Ron Party Keg Addre	Last Name Ketchum Incumbent Favorite	Suffix Notes	
Custo	m Candidate Parameters		
1	Parameter Headshot Name	Value	
2	Ather Parameter		
		Save Ca	incel

If a new candidate was entered, enter the candidate's personal information, if desired.

Click the "Keep Personal Details on file" check box in order to save the candidate information for the next election. <u>Otherwise, this information is discarded when the election</u> <u>details are cleared</u>.

Click the "Incumbent" and "Favorite" check boxes if either applies. Add notes as necessary. Enter values for custom parameters if applicable.

Click [Save]. The candidate will then be added to the race.

Editing / Removing Candidates

To edit a candidate, start from the 'Candidates' tab located on the Races screen.

Select the candidate to edit and click [Edit] or simply double click the candidate.

The Edit Candidate screen displays, which is almost identical to the New Candidate screen.

🔁 Edit	lit Candidate - Davidson Co. Dog Catcher	X
First N Ivan Party Yes Addre	t Name Last Name Suffix Note n Pavlov Exp ty Incumbent Keep Personal tress	es pert bell ringer
Custo	tom Candidate Parameters	
-	Parameter Value	
	Dilles Perspector	
2		<u>S</u> ave <u>C</u> ancel

After making changes, click [Save].

To remove a candidate from a contest, select the candidate to be removed, and then click [Remove].

*Important Note: If a candidate's details have been retained (see New Candidate or Edit Candidate screens above), the candidate will remain on the available list of candidates, even though the candidate has been removed from a race. Otherwise, a candidate <u>will be</u> <u>permanently deleted</u> when removed from a race.

R	aces 💌 .		D	avid	lson Co. D	og Catcher				
R#	Contest <reset></reset>	District		Car	ndidates	Race Details	Jurisd	liction	Source	es l
1	TN Governor	TN Statewide	1	#	C.	andidata	Portu	Incumb	Enuorito	Paran
2	TN US Ben Dist 1	TN US House Dist 1		1	Ivan Paulov	andidate		meanb	Tavoike	T alan
-	TN US Ben Dist 2	TN US House Dist 2		2	Turner Luse		Lib			
	TN US Rep Dist 5	TN US House Dist 5		3	Bon Ketchur	n	Ken			
	TN U.S. Senate	TN Statewide			THOM RECORD	" 	Rog			
	KY U.S. Rep District 1	KY US Rep District 1					-			
	KY U.S. Rep District 2	KY US Rep District 2					-			
	KY U.S. Senate	KY Statewide								
	Davidson Co. Dog Catcher	Davidson County								
	U.S. House District 1 - Cocke	USA								
	U.S. House District 1 - Carter	USA								
	President - Davidson	Davidson County								
	U.S. House District 6 - Cheatham	USA								
	President - Tennessee	USA								
	President - Tennessee - Electoral	USA								
	U.S. Senate - Tennessee	USA								
					own	C Show Notes			Add	Edit
ese s bo	16 Rac equence a Race by dragging inder to a new position.	ces shown		Cons Cł	istency neck Se	File earch		Export Races		Go To Contest

When asked to confirm, click [Yes].

Changing the Listed Order of Candidates

To change the order in which the candidates are listed in a contest or race, select the candidate to be re-ordered.

Click the [Up] or [Down] button to place the candidate in the preferred position.

I Races III Contest TN Gov TN US TN US TN US KY U.S. Davidsc TN U.S KY U.S. KY U.S.	remor Rep Dist 1 Rep Dist 2 Rep Dist 5 Rep Dist 5 Rep District 1 Rep District 2	District TN Statewide TN US House Dist 1 TN US House Dist 2 TN US House Dist 5 KY US Rep District 1	TN US Car	S Rep Dist 1 ndidates Race Details Candidate Diana Harshbarger	Juriso Party	liction	Source Favorite	es l Param	ators	
III Contest TN Gov TN US TN US TN US TN US KY U.S. Cavidsc TN U.S. KY U.S. KY U.S. KY U.S. Fre	<pre><reset> vernor Rep Dist 1 Rep Dist 2 Rep Dist 5 Rep District 1 Rep District 2 Rep District</reset></pre>	District TN Statewide TN US House Dist 1 TN US House Dist 2 TN US House Dist 5 KY US Rep District 1	Car # 1 2	ndidates Race Details Candidate Diana Harshbarger	Juriso Party	fiction I	Source Favorite	es Ì Param	ators	
TN Gov TN US TN US TN US KY U.S. KY U.S. Davidso TN U.S. KY U.S. U.S. Pre	remor Rep Dist 1 Rep Dist 2 Rep Dist 5 Rep District 1 Rep District 2	TN Statewide TN US House Dist 1 TN US House Dist 2 TN US House Dist 5 KY US Rep District 1	# 1 2	Candidate Diana Harshbarger	Party	Incumb	Favorite	Param	atore	_
TN US TN US TN US KY U.S. KY U.S. Davidso TN U.S. KY U.S. U.S. Pre	Rep Dist 1 Rep Dist 2 Rep Dist 5 Rep District 1 Rep District 2	TN US House Dist 1 TN US House Dist 2 TN US House Dist 5 KY US Rep District 1	1	Diana Harshbarger	COD	moonne		1 0 0 0		
TN US TN US KY U.S. KY U.S. Davidso TN U.S. KY U.S. U.S. Pre	Rep Dist 2 Rep Dist 5 Rep District 1 Rep District 2	TN US House Dist 2 TN US House Dist 5 KY US Rep District 1	2		I GUP					
TN US KY U.S. KY U.S. Davidso TN U.S. KY U.S. U.S. Pre	Rep Dist 5 Rep District 1 Rep District 2	TN US House Dist 5 KY US Rep District 1		Blair Walsingham	Dem					
KY U.S. KY U.S. Davidso TN U.S. KY U.S. U.S. Pre	Rep District 1 Rep District 2	KY US Rep District 1		Steven Holder	Ind					
KY U.S. Davidso TN U.S. KY U.S. U.S. Pre	Rep District 2									
Davidso TN U.S. KY U.S. U.S. Pre	0.0.011	KY US Rep District 2								
TN U.S. KY U.S. U.S. Pre	on Lo. Dog Latcher	Davidson County								
KY U.S. U.S. Pre	. Senate	TN Statewide								
U.S. Pre	. Senate	KY Statewide								
	esident	USA								
U.S. Ho	ouse District 1 - Cocke	USA								
U.S. Ho	ouse District 1 - Carter	USA								
Presider	nt - Davidson	Davidson County								
U.S. Ho	ouse District 6 - Cheatham	USA								
Presider	nt - Tennessee	USA								
Presider	nt - Tennessee - Electoral	USA								
U.S. Se	nate - Tennessee	USA								
				we Show Notes			Add	<u>E</u> dit	Bem	074
	17 Ra	ces shown	Cons	istency File		Export		Go To		

Customizing Race Details

The 'Race Details' tab is used to customize details about a specified race.

To customize details, start from the Races screen, select the race to be customized, and click the 'Race Details' tab.

🔁 R	aces for 'test election' on 09/29/3	20		- 🗆 🗙
All Ra	aces 💌		Davidson Co. Dog Cacher	
R# 1	Contest creseb TN Governor TN US Rep Dist 1 TN US Rep Dist 2 TN US Rep Dist 5 TN US. Senate Davidson Co. Dog Catcher KY U.S. Senate Beer Sales on Sunday Morning	District TN Statewide TN US House Dist 1 TN US House Dist 2 TN US House Dist 5 TN Statewide Davidson County Davidson County KY Statewide Davidson County	Candidates Race Details Race Number Winner Flag Set race winner manually Set Race Winner Automatically once 100% in Race has 3 Candidates in Full Screens only show This supercedes the job file entry Candidate Vote Percentage #Decimal Places Override Custom Race Parameter Headshots? (Y/N) 2 Full Screen Template Page#	Jurisdiction Sources Include Race in Transmission Race Notes Race ID: 15019 Value Value F2 to clear, Esc to Reset Save ©ancel
Rese its bo	9 Ra equence a Race by dragging order to a new position.	ces shown	Consistency File Check Search	Export Go To Races Contest E <u>x</u> it

The following table describes the 'Race Details' tab elements.

Race Number	Any number assigned to a race for reference purposes
"Include Race in Transmission" checkbox	This is checked by default and would only be unchecked in cases where the race should not be put on air. <u>This option should be used with caution.</u>
Race Notes	Additional notes for the race
"Set race winner manually" checkbox	Determines that the winner of the race will only be set or cleared manually and that any incoming data source information on the winner will be ignored. If the race winner is marked manually in the producer's Status screen, then this flag is automatically set.
"Set Race Winner Automatically" checkbox	Determines the winner automatically when 100% of precincts are in
Race has [#] Candidates	This section allows a user-defined limit to the number of candidates which will show on Full Screen and Lower Third transmissions.

"Candidate Vote Percentage Override"	Voting percentages are normally rounded to equal 100%. An entry in this box will determine the precision to which rounding will occur.
Custom Race Parameters	Race parameters that are specific to this election setup

After changing any race details, click [Save].

Race Jurisdiction Information

The 'Jurisdiction' tab displays race information about the voting area covered by this race, if the information has been set up in the application (see <u>Chapter 3</u>, 'Jurisdictions' tab). This would include the number of registered voters, expected number of voters, and number of precincts for the race as a whole, along with each constituent county or part thereof.

Ra	ces 💌 .		Davidson Co. Dog Ca	tcher	× ×			
#	Contest <reset></reset>	District	Candidates Race	Details	Jurisdiction	Source	s I	
	TN Governor	TN Statewide	District Devidence Con				(Countul	
	TN US Rep Dist 1	TN US House Dist 1	District (Davidson Cou	nty			(county)	
	TN US Rep Dist 2	TN US House Dist 2		Dened	in a Huik	Mahara	#Consistent	Dessinate
	TN US Rep Dist 5	TN US House Dist 5	Registered Voters	Devid	ung onic	AE1 ZOC	#Expected	TIECINCIS 100
	KY U.S. Rep District 1	KY US Rep District 1	in the District	David	son	451,726	180,690	160
	KY U.S. Rep District 2	KY US Rep District 2	451,726					
	Davidson Co. Dog Catcher	Davidson County						
	TN U.S. Senate	TN Statewide	Expected# Voters					
	KY U.S. Senate	KY Statewide	in the District					
	U.S. President	USA	1 180,690					
	U.S. House District 1 · Cocke	USA	Precincts in					
	U.S. House District 1 - Carter	USA	the District					
	President - Davidson	Davidson County	160					
	U.S. House District 6 - Cheatham	USA	,					
	President - Tennessee	USA	L					
	President - Tennessee - Electoral	USA						
	U.S. Senate - Tennessee	USA	Override of the					
					ī	his information	is taken from t	he District
se	17 Rad quence a Race by dragging	ces shown	Consistency File		Export		Go To Contest	Euit

The following table describes the Jurisdiction tab elements:

Reporting Unit	County name (or parish/ward, etc.) - this is the Reporting Unit.
----------------	--

Voters	Number of registered voters from that county who are eligible to vote in this race
#Expected	Using the percentage of voters expected to vote, as provided by the county, the expected turnout is calculated
Precincts	Number of precincts that have this race on the ballot
Override	If the number of precincts is manually overridden, the total is shown in the "Override of the Total# of Precincts" field

The totals of the above jurisdiction elements are displayed to the left of the table. This level of detail can only be shown if set up in the application.

Data Source Information

The 'Sources' tab displays the data sources that have been set up to gather results for the race and its corresponding race and candidate match codes.

🔁 R	aces for 'General election' on 11/i	03/20			
All R	aces 💌 .		Davidson Co. Dog Catcher		
B#	Contest <reset></reset>	District	Candidates Race Details	Jurisdiction	Sources
1	TN Governor	TN Statewide	Sources		AP FTP Service
2	TN US Rep Dist 1	TN US House Dist 1	AP FTP Service		Hutcut
	TN US Rep Dist 2	TN US House Dist 2	AP Web Feeds AP-API Service (KY) by coupty		Match Lodes
	TN US Rep Dist 5	TN US House Dist 5	AP-API Service (TN)	Race Code 1	DAVIDSONCODOGCATCHER
	TN U.S. Senate	TN Statewide	AP-API Service (TN) by County	Race Code 2	
	KY U.S. Rep District 1	KY US Rep District 1	AP-API Service by Race		
	KY U.S. Rep District 2	KY US Rep District 2	Election Bridge By Race	Ivan Pavlov	
	KY U.S. Senate	KY Statewide	Excel Data Capture C	Turner Luce	
	Davidson Co. Dog Catcher	Davidson County	Excel Data Capture D	Turrer Luse	
	U.S. House District 1 - Cocke	USA	Excel Data Capture T	Ron Ketchum	
	U.S. House District 1 - Carter	USA	Manual Data Entry		
	President - Davidson	Davidson County	Manual Data Entry by County		
	U.S. House District 6 - Cheatham	USA			
	President - Tennessee	USA			
	President - Tennessee - Electoral	USA			
	U.S. Senate - Tennessee	USA	'AP FTP Service'		
			Reports By Race		
			Match Codes Race? Use Candidate Clear C Full Name AutoFill		
			Note: Periods, spaces and punctuation are removed from Match Codes	Click an Item to E on	dit <u>Save</u> Cancel
Rese its bo	16 Rac equence a Race by dragging order to a new position.	ces shown	Consistency File Check Search	Export Races	Go To Contest E <u>x</u> it

The data sources are listed in the center panel. When a source is selected, the area located below the center panel displays the level of reporting for the data source. The right side of the screen shows all the match codes currently set up for the race for this source.

When results are received from an electronic data source, there is always a matching process to identify the race itself and then each candidate within the race.

Some electronic sources, such as the AP wire, require two identifiers to match a race—first identify the AP Wire story using the story slug (APWire-MultiRace) and then the specific race (e.g., Secretary of State) within the story. Most data sources only need "Race Code 1" set up.

The candidate match codes vary slightly from each source; some use the last name only and some include the first name and candidate's initials. This screen permits viewing and editing, if necessary, the match codes for both the race and the candidates.

Note: While the match codes can be changed here, the recommended practice is to use the appropriate "Load Races from" button on the Data Sources screen of Maintain Election Details, where possible. This will automatically load the candidate and match code details from test data or a spreadsheet. See Chapter 4, Configuring Election Details, sections <u>"Maintaining Data Sources"</u> and <u>"Loading Races"</u> for more information.

To edit a match code, click the grid and enter the preferred match code.



Click [Save] to keep any changes.

The Match Codes group box allows all match codes for the race to be set (or cleared) at one time.

To fill all the blank match codes for the race, select whether the candidate match code uses Full Name or Last Name.

Click [AutoFill].

Note: Any existing match codes are left alone.

The match codes will automatically be filled into the appropriate fields.

ll Ra	aces 💌 .		Davidson Co. Dog Catcher		
R#	Contest <reset></reset>	District	Candidates Race Details	Jurisdiction	Sources
1	TN Governor	TN Statewide	Sources		AP FTP Service
2	TN US Rep Dist 1	TN US House Dist 1	AP FTP Service	1	
	TN US Rep Dist 2	TN US House Dist 2	AP Web Feeds AP API Service (KY) by county		Match Lodes
	TN US Rep Dist 5	TN US House Dist 5	AP-API Service (TN)	Race Code 1	DOGCATCHER
	TN U.S. Senate	TN Statewide	AP-API Service (TN) by County	Race Code 2	
	KY U.S. Rep District 1	KY US Rep District 1	AP API Service by Race		
	KY U.S. Rep District 2	KY US Rep District 2	Election Bridge By Race	Ivan Pavlov	IVANPAVLOV
	KY U.S. Senate	KY Statewide	Excel Data Capture C	Turner Luse	TURNERIUSE
	Davidson Co. Dog Catcher	Davidson County	Excel Data Capture D	D K	POWETOUUU
	U.S. House District 1 · Cocke	USA	Excel Data Capture T	Hon Ketchum	HUNKETCHUM
	U.S. House District 1 - Carter	USA	Manual Data Entry		
	President - Davidson	Davidson County	manual Data Entry by County		
	U.S. House District 6 - Cheatham	USA			
	President - Tennessee	USA			
	President - Tennessee - Electoral	USA			
	U.S. Senate - Tennessee	USA	'AP FTP Service' Reports By Race		
			Match Codes Race? Use Candidate Clear C Full Name AutoFill		
			Note: Periods, spaces and punctuatio are removed from Match Codes	Click an Item to I n	Edit Save Car
ese	16 Ra equence a Race by dragging	ces shown	Consistency File	Export	Go To

If all match codes are assigned in this race for this source, then only the [Clear] button is available.

Click [Clear] to clear the Candidate match codes.

To clear the Race match codes in addition to the Candidate match codes, check the "Race?" check box, then click [Clear].

Other Functions

There are several other functions available using the buttons along the bottom of the Races screen.

[Consistency Check] Button

The consistency check procedure performs a variety of validations of the data that was set up for the election and highlights any inconsistencies that it finds, counting both the warnings and errors.

The [Consistency Check] button is always available on the Races screen; selecting it causes the following screen to be displayed:

	- 0
Relationships to sen set up.	Activity
d is intended to be	
Check Races Check Data Sources	
	Warnings: 0 Errors: 0
	Relationships to sen set up. Id is intended to be Check Races Check Data Sources

Indicate whether the checks should be applied to races and/or data sources and click [Proceed].

After performing a full analysis of the system, a screen similar to the following displays:

Consistency Check for 'Test Election' on 10/07/14	- 🗆 🗙
Houston, Humphreys, Lewis, Macon, Marshall, Maury, Montgomery, Moore, Robertson, Rutherford, Smith, Stewart, Summer, Trousdale, Warren, Williamson, Wilson 27 County Units set up for this Source Data Sources, Races and Candidates 1. Governor - Match: Governor 1. Even Elpus - Match: Governor 2. Justin Case - Match: Justin Case 3. Rusty Steele - Match: Rusty Steele 2. Lt. Governor - Match: Race MatchCode Missing 1. Howdy Doody - Match Code Missing 2. Clara Belle - Match: Code Missing 3. Attorney General - Match: Atomey General 1. Lauren Order - Match: Lauren Order 2. Janet Torino - Match: Lauren Order 3. Secretary of State - Match: Race MatchCode Missing 1. Sara Bellum - Match Code Missing 2. Amanda Watchfor - Match Code Missing 3. Atomey General - Sara Bellum - Match Code Missing 3. Sara Bellum - Match Code Missing 3. Secretary of State - Match: Code Missing 3. Sara Bellum - Match Code Missing 3. Sara Bellum - Match Code Missing 3. U.S. Senator - Match:	Processing Races Data Sources Consistency Check Complete Print Full Log Warnings: 111 Errors: 327 Show Errors Only Proceed Close

Any exceptions found may be reviewed and printed. When run just prior to the election, no errors should be located by the process.

[File Search] Button

The [File Search] button is an analytical tool that searches historical results information for postings that relate to this race from one or more sources. This process relies on the fact that each discrete capture of results, which can include one or many race results, is stored on the BTi server.

All Races OK FOR COUNCILMEMBER WARD 7 CITY OF NORMAN R# Contest Candidates Race Details Jurisdiction Sources	
R# Contest	
OK TEXAS FOR COUNTY COMMIS USA # Candidate Party Incumb Favorite Parameters	
OK CHEROKEE PROPOSITION USA 1 MONICA MARSH	
OK PROPOSITION CITY OF HUGO USA 2 CLJOURDEN	
OK FOR COUNCILMEMBER WARD USA 3 STEPHEN TYLER HOLMAN	
OK FOR COMMISSIONER WARD 6 USA	
OK PROPOSITION TOWN OF EASTUSA	111
OK FOR COUNCILMEMBER WARD USA	
OK FOR MAYOR CITY OF BETHAN USA	111
OK FOR MAYOR CITY OF NICOMA USA	
OK FOR COUNCILMEMBER, WARE USA	111
OK FOR MAYOR CITY OF WARR A USA	
OK FOR COUNCILMAN WARD 2 UI USA	
OK FOR COMMISSIONER SEAT NOUSA	
OK FOR MAYOR CITY OF SEMINOLUSA	111
OK FOR MAYOR CITY OF MARLOW USA	
OK PROPOSITION WILSON PUBLICUSA	111
OK FOR OFFICE NO 1 LINDSAY PU USA	111
OK FOR OFFICE NO 1 MARIETTA FUSA	
OK FOR OFFICE NO 1 EDMOND PL USA	111
OK PROPOSITION MCALESTER PLUSA	
OK FOR OFFICE NO 1 COLLINSVILI USA	111
OK FOR OFFICE NO 1 OWASSO PL USA	- 1
OK FOR OFFICE NO 1 WESTERN 1 USA Move Show Notes Add Edit Bemove	
WA GRANT WAHLUKE SCHOOL N USA	
WA GRANT Ephrata School Dist #11 USA Down	
WA Grant County Fire Dist #10 PR0/USA	
WA GRANT ODESSA SCHOOL DIS USA	
WA GRANT ODESSA SCHOOL DIS USA	-
WA LINCOLN SPRAGUE SCHOOL (USA	
WA LINCOLN REARDAN EDWALL USA	
39 Races shown	
Resequence a Race by dragging Check Search Baces Context	
its border to a new position.	

Click the [File Search] button to display a screen similar to the following:



Enter the search criteria using the available search options on the left side of the screen. Click [Search] to initiate all the related entries.

If any files are found, the screen will look similar to the following:

🔄 Search Data files received or	02/16/2021 from Election Bridge	_ ×
Search Data files received or Data Sources AP FTP Service (AF) AP-API Service (AI) Election Bridge (EB) Excel Data Capture (KL) Manual Data Capture (KL) Received Within 4 days File Date 02/18/2021 02/15/2021 02/15/2021 02/15/2021 Search Criteria (case is ignored)- Match #1	02/16/2021 from Election Bridge Matching Files & Timestamp (68) 000004±E-0000091 xml 00:10:1 000004±E-0010161 xml 00:10:1 00:10:1 000082-EB-0010161 xml 00:10:1 00:10:1 000082-EB-001061 xml 00:10:1 00:10:1 000082-EB-0012011 xml 00:30:3 000082-EB-005664 xml 00:56:4 000084-EB-012011 xml 01:20:0 000084-EB-012011 xml 01:20:5 000085-EB-022013 xml 01:20:15 000086-EB-0225191 xml 02:28:4 000087-EB-0315141 xml 03:15:1 000098-EB-0423151 xml 04:02:4 000098-EB-042711 xml 04:01:4 0001091-EB-042311 xml 04:23:5 000093-EB-042711 xml 05:10:2 000093-EB-055561 xml 05:10:2 000093-EB-055561 xml 05:10:2 000093-EB-055561 xml 05:10:2 000093-EB-055561 xml 05:10:2 000093-EB-055561 xml 05:10:2 000093-EB-055561 xml 05:10:2 000093-EB-055561 xml 05:10:2	Show Update Log Story Text Party="''Votes="104" />
MARSE Match #2 [L JOURDEN Match #3 (multiple choice) TYLER HOLMAN Search Select a Data Source, a Date and one or more Search Values, then press 'Search'	000095-E8-05556-1.xml 05:55:5 000095-E8-061911-1.xml 06:19:1 000093-E8-061911-1.xml 06:42:2 000093-E8-072561-1.xml 07:05:4 000093-E8-072551.10 00010-E8-072551.10 00010-E8-081425-1.xml 07:51:1 000101-E8-081425-1.xml 08:37:4 000103-E8-0837401-1.xml 08:37:4 000103-E8-0859541-1.xml 08:35:5 000104-E8-0942051.1xml 09:46:2 000105-E8-100940-1.xml 10:03:4 000105-E8-100509-1.xml 10:31:5 000103-E8-105509-1.xml 11:18:2 ✓ Files are only selected if each search value is found in order	<pre>Candidate Name="STEPHEN TYLEF HOLMAN " LastName="HOLMAN" Party="'Votes="425" /> Catem> Catem> CTY OF NORMAN" Match="FOR COUNCILMEMBER WARD 2 UNEXPIRED TERM CTY OF NORMAN" Match="FOR COUNCILMEMBER WARD 2 UNEXPIRED TERM CITY OF NORMANOK.SOS" /> <table o<="" of="" statement="" td="" the="" transformation=""></table></pre>

In this particular case, Election Bridge was the only Data Source that returned any files with the given search criteria.

[Export Races] Button

This button gives the option of exporting some or all races in the election to an Excel spreadsheet.

•		TN Governor					
ntest <reset></reset>	District	Candidates Ra	ace Details Ì Juriso	diction Ì	Sources	1	
N Governor	TN Statewide	# Candi	date Party	Incumb Ea	vorite	Parameter:	s
N US Rep Dist 1	TN US House Dist 1	1 Davy Crockett	1		F		
FN US Rep Dist 2	TN US House Dist 2	2 Tim Demonbreun	Dem				
N US Rep Dist 5	TN US House Dist 5	3 Buford Pusser	GOP				
(Y U.S. Rep District 1	KY US Rep District 1						
KY U.S. Rep District 2	KY US Rep District 2						
TN U.S. Senate	TN Statewide						
Davidson Co. Dog Catcher	Davidson County						
KY U.S. Senate	KY Statewide						
U.S. President	USA						
U.S. House District 1 - Cocke	USA						
U.S. House District 1 - Carter	USA						
President - Davidson	Davidson County						
U.S. House District 6 - Cheatham	USA						
President - Tennessee	USA						
President - Tennessee - Electoral	USA						
U.S. Senate - Tennessee	USA						
		Move Up Down	Show Notes	1	Add	<u>E</u> dit	<u>R</u> em

	Recentor "General election" on 11/03/20		
(TN Races	TN Governor Candidates Race Details Jurisdiction Sources	1
	N Hases - EVANDOE IN EXPONENCE SOS IN EVANDOR ON IN IN Face - EVANDOE IN US House Diat 1 IN US House Diat 2 IN US House Diat 2 IN US House Diat 3 IN US HOUSE DIAT 3	# Candidate Paty Incumb Favorite 1 Dary Crockett U F 2 Tim Demonbreun Dem 3 Buford Pusser GOP	Parameters
	Reseq 6 Races shown Race#	Consistency File Export Go Check Search Races Con	To itest E <u>x</u> it

Select the races to be exported using one of the pre-built race lists, or select 'All Races'.

When the [Export Races] button is clicked, a spreadsheet of all the races on the Races screen is created with columns for all the pertinent race information.

xport All 17 Races in the Election	i - in the same	order as	s show	n on the sc	reen			
A	В	С	D	E	F	G	Н	
1 Race Name	Race Number	# Winners	Group	Headshots? (Y/N)	Full Screen Template Page#	Candidate First Name	Candidate Last Name	C
2		-					0.1.1	+
3 IN Governor		1				Davy T:	Lrockett	+
4						lim	Demonbreun	+
5						Butord	Pusser	+
5 7 TN US Ben Dist 1		1				Diana	Harabbarger	+
						Diaria	Maisribalger	+
8						Charren	Waisiriynaiii	+
9						Steven	Holder	+
11 TN US Ben Dist 2		1				lvan	Awfuliteb	+
12						Sara	Bellum	+
13						Jaia	Dollam	+
14 TN US Rep Dist 5		1				Ricky	Bobby	t
15						Billy	Bobby	t
16								t
17 TN U.S. Senate		1				April Lynn	Paris	t
18						Howie	Vasive	T
19								T
20 KY U.S. Rep District 1		1				Donald	Duck	T
21						Mickey	Mouse	Т
22						Yosemite	Sam	Т
23								Т
24 KY U.S. Rep District 2		1				Jim	Brown	
25						Ed	Greene	
								•

Enter the name and path of the file to be exported, or browse to another location. This enables the [Proceed to Export] button.

Click [Proceed to Export] to create the spreadsheet in the location specified.

[Go To Contest] Button

🗃 Races for 'General election' on 11/	03/20											
All Races 🗸 🗸		TN	l Go	overnor								
R# Contest <reset></reset>	District		Car	ididates	Race Details	Juris	diction 1	Sour	ces	1		
TN Governor	TN Statewide	Γ	#		Candidate	Party	Incumb	Favorite		Parame	ters	
TN US Rep Dist 1	TN US House Dist 1		1	Davy Croc	kett	1		F				
TN US Rep Dist 2	TN US House Dist 2		2	Tim Demo	nbreun	Dem						
TN US Rep Dist 5	TN US House Dist 5		3	Buford Pu	sser	GOP						
KY U.S. Rep District 1	KY US Rep District 1											
KY U.S. Rep District 2	KY US Rep District 2											
TN U.S. Senate	TN Statewide											
Davidson Co. Dog Catcher	Davidson County											
KY U.S. Senate	KY Statewide											
U.S. President	USA											
U.S. House District 1 - Cocke	USA											
U.S. House District 1 - Carter	USA											
President - Davidson	Davidson County											
U.S. House District 6 - Cheatham	USA											
President - Tennessee	USA											
President - Tennessee - Electoral	USA											
U.S. Senate - Tennessee	USA											
				ve Jp own	C Show Notes		~	Add		<u>E</u> dit	<u>R</u> emo	ve
		_	_			_		X		_		
17 Rac Resequence a Race by dragging	ces shown		Cons Cł	istency ieck	File Search		Export Baces		Go T Conte	o	Ev	at 1
its border to a new position.		_	0.			_			Jorne			n

This button changes the screen to show the selected race in the <u>Maintain Contests screen</u> described in the previous chapter.

The Maintain Contests screen has a similar button which toggles back to this screen.

6

Entering Race Results

Race results may be entered manually or automatically. Results are entered manually using the Update Race Results screen.

From the Main Menu, click [Update] or click Edit >Update Race Results.

🔁 WBTI Franklin - Attendant Solutions	- <u> </u>
<u>File Edit List Help</u>	
Election Voting Setup Races Update Status Monitor Iransmit	Reports Exit
	D. L. L
	Databridge
Election Victing Attendant"	
	Election Voting
Attendent Solutions	School Closings
Attendantsolutions	News Llodate
Copyright 1994-2021 Business Technology, Inc.©	
leaves / Feedback	Early Warning
ISSUES / LEGADER	Emergency Alert

The Update Race Results screen displays.

Ð	Update	Race R	esult	s	'Test El	ectic	n'		- 🗆 🗙
Data So Bac	ource Manual Data Entry-Race	•	Show the Latest Voting Results						Auto-Advance to next Race
	Base Condidate	_ النب	Basturi	1	#0 (akao		•/	Bree	
1		W	Faity/	inc	HYULES		10	Fiec	•
2	Lt. Governor								
10	Attorney General								
	Secretary of State								
	U.S. Senator								
20	US Representative - District 1								
21	US Representative - District 2								
	Cheatham County Sheriff								
3	Sell beer on Sunday						_		
40	Tax on texts								
Ensure The Ra	e the Data Source is correct, then sele aces shown can be limited by selecting	ct the Ra g a Race	ce to e List.	enter (Candidates	Vote:	s.		Settings
									E <u>x</u> it

The screen consists of a list of races which is defined by the Data Source and/or the Race List selected at the top left of the screen.

At the top right of the screen are two checkboxes. When checked, the one marked "Show the Latest Voting Results" will display the latest voting information from any data source on any races which have been expanded to show candidates. Click on a specific race to expand it to show the candidate information.

The other checkbox is marked "Auto-Advance to next Race". This may be used to speed up the data entry process by automatically moving to the next race in the list after data entry for the previous race has been completed. Simply press the <Enter> key.

Entering Race Results

First ensure that the correct Data Source is selected, then select the race to be updated. The screen adjusts to highlight the race, show the candidates for the race, and show the buttons to [Enter Votes] and [Set Winner].

The list of races can be reduced by assigning the data entry workstation its own Race List to update, which is selected from the drop down Race List.

There is a red dot shown in the Race name box. Hovering the pointer on this dot will display additional information about the race, including the district and the number of registered voters.

Ð		Update Ra	ce F	Res	ults	'1	Test El	ecti	on'				×
Data So	ource	Manual Data Entry-Race		•		⊟ ∛	Show the /oting R	e Late esults	est :			Auto-Advance to next Race	•
Race	e List	All Races	-										
R#	Rac	e Candidate	W	Pa	rty/Ind	c	#Votes	:	%		Prec		
1	Gov	ernor											
2	Lt. (Governor	_										
10	Atto	rney General							_				
	Sec	retary of State			Precir	nots.	. 10%	00	1	of	10	Enter Votes	-
	<<	1 Sara Bellum 2 Amanda Watehfor				-		25	3	1.9%		Cablefrance	
	<<	3 Bob White				-		24	33	7.0% 3.4%		Jetwinner	
	U.S.	Senator											
20	US	Representative - District 1											
21	US	Representative - District 2											
	Che	atham County Sheriff											
3	Sell	beer on Sunday											
40	Tax	on texts											
	Dog	Catcher											
Ensure The Ra	the D aces s	ata Source is correct, then select the hown can be limited by selecting a	ne Ra Race	ace I Elisi	to entr	er Ca	andidate	s Vote	es.			Settings E <u>x</u> it	

Click [Enter Votes] to be guided through the entry of votes for each candidate in the pink box. The text on the buttons changes accordingly.

Press <Enter> or click [Next] to move to the next candidate, as shown below.

Press <Esc> or click [Back] to return to the previous entry.

•	Update F	Race Re	sults -	- 'Test E	lecti	on'		- 🗆 🗙	
Data S Bar	ource Manual Data Entry-Race	•		Show th Voting F	e Late Iesults	est	Ī	Auto-Advance to next Race	
D#	Deere Condidate		a abu dha a	#0 / - h -	-	*/	Deer		
H#	Race Landidate	WP	arty/inc	#vote	S	10	Prec		
2					+				
10	Attorney General								
10	Secretary of State		Precip	cts 10%	×	1 of	10		
	< 1 Sara Bellum			28				Next .	
	<< 2 Amanda Watchfor			_	25			Back	
	<< 3 Bob White				24				
	U.S. Senator								
20	US Representative - District 1								
21	US Representative - District 2								
	Cheatham County Sheriff								
3	Sell beer on Sunday								
40	Tax on texts								
	Dog Catcher								
Use 'E	inter' and 'Esc' for 'Next' and 'Back'								
								Replace Votes	
								Exit	

When votes have been entered / updated for each candidate, the prompt moves up to enter the number of precincts reported.

•		Update Ra	ice l	Res	ults	; '	Test E	lectio	on'		- 🗆 🗙
Data Si	ource M	anual Data Entry-Race		-] [Show th Voting E	re Lates	st		Auto-Advance
Rac	e List 🗐	Races	-				v oùng r	results	1		to next nace
R#	Race	Candidate	W	Pa	arty/h	nc	#Vote	s	%	Prec	
1	Govern	or									
2	Lt. Gov	rernor									
10	Attorne	y General		_							
	Secreta	ary of State			Prec	cincts	10%	E	of	10	Next
	< 1	Sara Bellum		-				28			Beek
	×× 2 ×× 3	Rob White						23			Back
	U.S. Se	enator									
20	US Rep	presentative - District 1									
21	US Rep	presentative - District 2									
	Cheath	am County Sheriff									
3	Sell be	er on Sunday									
40	Tax on	texts									
	Dog Ca	itcher									
Use 'Ei	nter' and 'f	Esc' for 'Next' and 'Back'									Replace Precincts

This entry is followed by the Total Number of Precincts. If no change is needed, press <Enter> to accept the current value. That completes the entry of results for this race.

If "Auto-Advance to Next Race" is checked, then the next race in the list is presented, as shown below.

Press <Enter> again to take the default entry and start entering votes for this race.

As each race on the screen is selected, it is expanded to show the candidate and voting information. A race can be minimized again by clicking on any of the [<<] boxes by the candidate names. The race maintains its pale yellow coloring to indicate that it has been opened.

Setting the Race Winner

To set the race winner, select the race and then click the [Set Winner] button.

The leading candidate will be offered up as the winner of the race, to be accepted or declined. If declined, the candidate with the next highest number of votes will be offered up. If more than one winner has been declared for a race, then the top candidates will each be offered up in turn. Once the appropriate number of winners has been declared, the process terminates.



The [Set Winner] button is also used when a winner has already been declared and the user wishes to override the winner previously declared or to declare no winner.

The system will ask if the setting should be changed for the currently declared winner. Click [Yes].

As each candidate is offered up as the winner, click [Yes] for the new winner or keep clicking [No] if no winner is to be declared.

Entering Race Results by County

To enter results by county, a manual entry data source needs to be created. Refer to the "<u>Maintaining Data Sources</u>" section in Chapter 4.

When this data source is selected, a screen similar to the following is displayed. County information (or Parish, Ward, etc) is now included in the display on the right side of the screen.

•		Up	odate Race Res	ults 'T	est Elec	tion'	-	
Data Sour Bace I	rce Manual Data Entry- County	/ •	Show the Voting Re	Latest sults	Г	Auto-Advance to next Race		
D# D	Page Candidate		stuling thictor	*	Prop		County Reporting Unit	s Hold I✔
1 6		VV FC	arty/inc #votes	/>	Fiec		Choethern	6
2 L	_t. Governor						Davidson	4
10 A	Attorney General						Dickson	4
S	Secretary of State						Hickman	4
U	J.S. Senator						Bohertson	4
20 U	JS Representative - District 1						Sumner	4
21 U	JS Representative - District 2						Williamson	5
0	Cheatham County Sheriff						Wilson	4
<u> </u>	Sell beer on Sunday						******	
Ensure th The Race	ne Data Source is correct, then select (es shown can be limited by selecting a	the Race Race Lis	to enter Candidates st.	Votes.		Settings	Select a Race or Reporting Unit	County

Select the county for which results are to be entered, and proceed to enter votes as described previously.

Note that votes cannot be entered until a county or reporting unit is selected. When selected, only the races pertaining to that reporting unit are displayed.

3		Update Race Re	esults 'Te	est Eleo	ction'	_ 1	×
Data So	ource Manual Data Entry- County	▼ □ Show the Voting F	ie Latest ?esults	R	 Auto-Advance to next Race 		
Race	e List 🛛 All Races 🔄 💌					County Reporting Units	Hold 🔽
R#	Race Candidate W	Party/Inc #Vote	s %	Prec		<all county="" units=""></all>	
1	Governor					Cheatham	7
2	Lt. Governor					Davidson	5
10	Attorney General					Dickson	4
	Secretary of State	Precincts., 50%	5 of	10		Hickman	4
	<< 1 Sara Bellum		115			Deherteen	4
	<< 2 Amanda Watchfor		114			Robertson	4
	<< 3 Bob White		112			Sumner	4
	Dog Catcher	Precincts., 50%	5 of	10	Enter Votes	Williamson	5
	<< 1 George Tirebiter		33			Wilson	4
	< 2 Ron Ketchum		23		Set Winner		
Ensure The Ra	e the Data Source is correct, then select the F aces shown can be limited by selecting a Rac	ace to enter Candidate e List.	es Votes.		Settings	To Enter Votes for th County, Please select the Races on the le	is t from

Check "Show the Latest Voting Results" to display the latest results from ALL data sources. For example, the AP FTP site may be updating faster than manual entry.

Ð					Update	Race Res	ults	'Te	est Ele	ction'	-	×
Data	Source	М	anual Data Entry- County			Show the Voting Re	Lates sults	t		 Auto-Advance to next Race 		
Ra	ce List	Al	Races	-	L	atest Elec	tion F	Resul	s		County Reporting Units	Hold 🔽
Rŧ	Rac	e	Candidate	W	Party/Inc	#Votes		%	Prec		<all county="" units=""></all>	
1	Gov	rern	or								Cheatham	7
2	Lt.	Gov	/ernor								Davidson	5
10	Atte	orne	ey General								Dickson	4
	Sec	reta	ary of State		Precin	cts 80%		8 of	10		Hickman	4
	<<	1	Sara Bellum			1,4	37		-		Bobertson	4
	<<	2	Amanda Watchfor			1,2	26				Sumner	4
		3	Bob white		Densis	-1,2 -1,2	70	7 -6	0	_	Williamson	5
	Du	1	George Tirebiter		Flecin	1	36		3		Wilson	4
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	2	Ron Ketchum			1	23					-

Only races that have been expanded will show results.

# 7

## **Viewing Voting Results**

The Voting Status screen is used to:

- View a voting summary by source for a specific race
- Manually set a winner for a specific race
- Re-evaluate election results
- View voting details for all data sources for a specific race
- View voting results history

- Insert races automatically or manually into running transmissions and display them on air immediately

To access the Voting Status screen, start at the Main Menu and click [Status] or select List >View Election Status.

WBTI Franklin - Attendant Solutions	– 🗆 X
Eine Eart List Help           Eine Eart         List         Help           Election Voting         Setup         Paces         Update         Status         Monitor         Iransmit	Reports Exit
	Databridge
ElectionVoting <b>Attendant</b> ™	Election Voting
Attendant Solutions	School Closings
Convictor 1994-2021 Rusiness Technologu Inc.®	News Update
copying it 1004-2021 business recrimology, inc	Early Warning
Issues / Feedback	Emergency Alert

The Voting Status screen displays.

🔁 Voting Status of 'General election	it.							-	
	Sort by C	olumn Headir	18:	-1	N Governor				
All Races 💌	Ascend/	Descend/Orig	nal	B	allot Cand	lidate Partu/I/F	ttVotes	2 u	/ No
# Race	% W	Upd Aire	1		1 Davu Crockett	Ind/E	20 148	51% **	× killed a
1 TN Governor	68	7:13p			2 Tim Demember	- Dem	10.050	40%	Tailod d
2 TN US Rep Dist 1	58	7:14p			2 Triff Demonster	un Delli	10,232	40%	
3 TN US Rep Dist 2	69	7:14p			5 Builliu Fussei	uor	331	3%	
4 TN US Rep Dist 5	76	6:57p							
5 TN U.S. Senate	86	7:15p							
KY U.S. Rep District 1	52 m	6:58p							
KY U.S. Rep District 2	89 u	6:54p							
KY U.S. Senate	98								
Davidson Co. Dog Catcher	88	7:16p							
U.S. House District 1 · Cocke	0						S	how Can	didate Not
U.S. House District 1 - Carter	0			U	pdated: 03/10/2	1 07:13pm	Ŭ	ion oan	
President - Davidson	91								
U.S. House District 6 - Cheatham	All m			13	40 of 1984 Precir	ncts Reporting - 68%		39,39	J1 Votes
President - Tennessee	92						Г	View	
Beer Sales on Sunday Morning	97 <mark>W</mark>	7:16p							
					last	Besel: 11/03/20.05:3	Som .	voung	j Analy
						110000. 11100120 00.0	-opin	Makin	- D-4-
				Ra	ce Notes		I.	youn	g Deta
								Resu	lts Hist
								Tick	er Inse
								Mana	ige Cut
							~		
				T	N Statewide		L		
% - Percentage Precincts Reporting or	All				Registered Voters	2,293,973 1.	7%	Test	
W - Winner Declared (W), Leader (***), U	pset (u) or	Manual (m)			Expected Voters	1,066,697 3.	7%	Mode	Exi
Und - Last undate time Aired - Last Ai	r Time								

This screen, along with the series of screens it opens, is used on election night by producers to monitor race results as they are received. Also, if needed, on-air transmissions such as cut-ins and the election ticker can be controlled in real-time.

The screen is divided into 4 main sections:

- A list of races with associated information on the left side
- A list of candidates for the selected race on the upper right side
- Information related to the selected race in the lower central area

- A series of 5 buttons on the lower right side offering other election status screens, including views of the results and on-air control

The race list located in the top left corner defaults to 'All Races' but any list of races can be selected. Building lists of races for analyzing the results ahead of time allows users to switch between groups of races very quickly.

If configured for the user, an ellipsis button is displayed to allow lists to be built from this screen.

For a more detailed explanation of lists, see "Maintaining Lists" in Chapter 4.

Select the race to be displayed from the list on the left. When first entering the program or when a new list is selected, the first race in the list is automatically selected. The selected race has its race number highlighted in blue and the race name is bolded.

## The Race Grid

The following table describes the contents of the race grid in the left panel.

#	Race number
Race	Name of the race
%	Percentage of precincts reporting or "All". If the [Precincts] button below the list is clicked, the percentage of expected voters displays here (if the data has been set up). See <u>the note</u> later in this chapter for more information on percentages.
W	"W" indicates a winner has been declared for the race. "u" indicates that the favorite is not in the lead (upset). "m" indicates that the "Race Winner Manual Override" is set.
Upd	The last time any results were received for the race
Aired	The last time the race results were aired
Grid Color	When a new result for a race is received, the race turns red in the grid. As the result gets older, it fades to yellow. If no votes have been received, the race remains white.

These descriptions are displayed in brief below the race list. In addition, the "%" line description includes the button described above that flips between [Precincts] and [Votes] to indicate what values are represented in the "%" column.

The row color in the race grid is white if no results have been received. When new results are received for a race, the color of the row turns red and as the results become older, the color of the race fades to yellow. This color scheme acts as a visual indicator of the latest results received.

The column headers of the race grid can be clicked to sort the data. Each click changes the sequence from ascending to descending to the original sequence.

## The Candidate Grid

The following table describes the candidate grid in the upper right panel of the screen

Ballot	Order of the candidates on the ballot
Candidate	Name of the candidate

Party/I/F	Candidate party affiliation, followed by indicators for Incumbent and Favorite status.
#Votes	Number of votes for the candidate. These numbers would be put on air in a transmission.
%	Percentage of the total votes for the race that the candidate received.
W	Indicator that the candidate has been declared the Winner. Three asterisks (***) indicates which candidate is leading.
Notes	Any candidate notes that have been entered. Click the "Show Candidate Notes" button below the grid to reformat the display to show more of the candidate notes.

## **Race Information**



Below the candidate grid is more information about the status of the voting for this race, including:

Date and time of the last update to the race Date and time that the race was last aired (not shown above) Whether the Race Winner is under manual control Precincts reporting and total number of precincts Total votes cast Update alerts or warnings (not shown above) Any race notes that have been entered Jurisdiction details, including the number of registered voters, the expected voter turnout and the percentage of voters of each A red alert for 'Test Mode' to indicate that the application is being set up and that races without votes will be aired.

Note: This setting should be cleared before election results come in using File > EV Options > 'Reset' tab – see the section on the <u>'Reset' tab</u> in Chapter 3.

#### **Other Election Status Screens**

The other status screens are:

Voting Analysis – shows a breakdown of the latest results from each data source and highlights those selected for air. It also includes the 'Set Race Winner' feature.

Voting Details – itemizes the latest postings received from all sources and allows an individual posting to be excluded from the results.

Results History - shows a log of all the postings and updates to the results for a race, which can be sorted by data source, time or by county (if applicable)

Ticker Inserts – allows a race result to be inserted into a running ticker on-thefly, kept on air if needed.

Manage Cut-Ins – allows a cut-in list of races to be put on air and controlled, allowing for those immediate exceptions.

The first three screens listed above follow the race selected on the main election status screen. The screens can all be opened at once and arranged on the display as needed, with data refreshing real-time.

The last two screens allow transmissions on-air to be controlled directly and independently from the main screen.

Select one or more of the screens from the above list, which are described in more detail below.

## **Voting Analysis**

For the race selected on the main Status screen, the Voting Analysis screen shows the breakdown of latest results from all data sources and highlights in green the best results that were selected for airing. It also includes the 'Set Race Winner' feature.

Contest Order			1	2	3
Candidates			Diane Neighbors	Carolyn B Tucker	Linda W Perry
Party/Inc/Fav					
Latest Votes	44/180	58,290	34,349	12,459	11,482
	24%	Sep26.6:46pm	59%	21%	20%
Summary by Source	precincts	#votes			
APWire-Contested	46/168	58,005	33,999	12,089	11,917
	27%	Sep26.4:46pm	59%	21%	21%
APWire-Top Races	46/168	57,993	33,987	12,089	11,917
	27%	Sep26.4:46pm	59%	21%	21%
Called-In Election Results	44/180	58,290	34,349	12,459	11,482
	24%	Sep26.6:46pm	59%	21%	20%
Reporting Units Total	26/359	58,252	38,748	7,359	12,145
(Best Values)	7%	Sep26.7:28pm	67%	13%	21%
Analysis of Units Total					
) avidson	10/170	20,563	12,742	3,089	4,732
Results from County Seat	6%	Sep26.7:19pm	62%	15%	23%
Rutherford	6/64	16,087	9,382	2,904	3,801
Metro Area County Results	9%	Sep26.7:12pm	58%	18%	24%
Villiamson	8/78	15,669	13,006	762	1,901
Results from County Seat	10%	Sep26.7:27pm	83%	5%	12%
Vilson	2/47	5,933	3,618	604	1,711
Results from County Seat	4%	Sep26.7:28pm	61%	10%	29%
r j					•

The grid can be broken down into three sections separated by heavy lines.

The top section shows the best set of results received so far. It includes numbers for each of the candidates, along with their percentage of the vote. The candidates are arranged in descending order by the number of votes received. The total votes cast are shown along with the time that the results were received, as well as precinct information.

The middle section shows a row of similar information as it was received from each data source. The first three lines in the example (APWire-Contested, APWire-TopRaces, and Called-In Election Results) relate to data sources that post results by race. The fourth line (Reporting Units Total) represents the best results that were assimilated from all the data sources that post at the reporting unit level (County).

The lower section would only be present if county, or other reporting units, were posted. It shows an entry for each county, which is the 'best value' for that county. In the example, there are two data sources reporting by county (Results from County Seat and Metro Area County Results). "Results from County Seat" had the best results for all the counties except Rutherford County which used "Metro Area County Results".

The green highlight on the Reporting Units Total indicates that it was the set of values that was selected for the race, and as such was repeated in the top section. This comparison was based on the total votes cast from each of the sources, the 58,290 from the "Called-In Election Results" exceeding all the other entries.

A [Print] button provides a hard copy printout of the grid in the display.

A Race Winner panel is also available and is described below.

### Setting the Race Winner

To manually set a winner for the race (if it does not already have a winner marked), click the [Set Winner] button at the lower left of the screen.

The system evaluates the votes cast and displays a prompt asking if the leading candidate should be declared as the winner. Click [Yes] to accept the choice and declare the winner.

EV-Inq	×
Declare 'Diane Neighbors' as the Winner?	
Yes Cancel	

Clicking [No] displays a prompt asking whether the next candidate is the winner. Keep clicking [No] or click [Cancel] if no winner is to be declared at this time.

Contest Order			Winner	2	3
Candidates			Diane Neighbors	Carolyn B Tucker	Linda W Perry
Party/Inc/Fav					
Latest Votes	44/180	58,290	34,349	12,459	11,482
	24%	Sep26.6:46pm	59%	21%	20%
Summary by Source	precincts	#votes			
APWire-Contested	46/168	58,005	33,999	12,089	11,917
	27%	Sep26.4:46pm	59%	21%	21%
APWire-Top Races	46/168	57,993	33,987	12,089	11,917
	27%	Sep26.4:46pm	59%	21%	21%
Called-In Election Results	44/180	58,290	34,349	12,459	11,482
	24%	Sep26.6:46pm	59%	21%	20%
Reporting Units Total	26/359	58,252	38,748	7,359	12,145
(Best Values)	7%	Sep26.7:28pm	67%	13%	21%
Analysis of Units Total					
Davidson	10/170	20,563	12,742	3,089	4,732
Results from County Seat	6%	Sep26.7:19pm	62%	15%	23%
Rutherford	6/64	16,087	9,382	2,904	3,801
Metro Area County Results	9%	Sep26.7:12pm	58%	18%	24%
Williamson	8/78	15,669	13,006	762	1,901
Results from County Seat	10%	Sep26.7:27pm	83%	5%	12%
Wilson	2/47	5,933	3,618	604	1,711
Results from County Seat	4%	Sep26.7:28pm	61%	10%	29%
•					•
Race Winner		_			Print

The Voting Analysis screen displays the newly declared winner in bright green.

The [Set Winner] button is also used to clear a declared winner; simply follow the prompts.

Note: The "Race Winner Manual Override" check box is set. Whenever the winner status is manually set or cleared, this check box is set automatically. It prevents another data source, perhaps the AP feed, from changing the winner status that has been set manually.

The indicator for "Race Winner Manual Override" can also be set on the <u>'Race Details'</u> tab of the Races screen described in Chapter 5.

## **Voting Details**

For the race selected on the main Status screen, the Voting Details screen itemizes the latest postings received from all sources and permits an individual posting to be excluded from the results.

☑ Voting Status of 'Metro City Election'															
	All Races  Sort by Column Headi Ascend/Descend/Or					eadings: /Original	A Vice Mayor								
	#	Bace	%	W	Upd	Aired	Ballot	Tixmit	Candidate	Party/I/F	#Votes	% W	Note		
	101	Mayor	26						Diane Neighbors		43,088	45 L			
(	102	Vice Mayor	34	m	2:20p		2	2	Linda W Perry	U/I	27,782	29			
V		Council at Large	9				3	3	Larolyn B Tucker		25,012	26			
	121	Metro Council Dist. 1	6												
	122	Metro Council Dist. 2	2												
	123	Metro Council Dist. 4	11												
	124	Metro Council Dist. 5	1												
	127	Metro Council Dist. 8	2												
		Election Amendment	20												
	201	U.S. House Dist. 1	0								Show Can	didata No	ter		
		State Taxes Referendum	0				Upda	ted: 0	3/25/07 02:20pm		Show Can				
		TN House Dist. 34	0								Winner under Manual Control				
		TN House Dist. 39	0				15 of 1	15 of 180 Precincts Reporting - 8%			95,882 Votes C				
		TN House Dist. 40 0								View					
											Voting Analysis				
					Race Notes				Voting Details						
											Resul	ts Hist	ory		
											Tick	er Inse	rrts		
											Mana	ige Cut	-In		
		2 Describer Describer Mill						ille Dist	rict						
	%-P	% - Percentage   Voters Reporting or 'All'						stered	oters 643 694	14.9%	Test				
	w - winner Declared (W), Upset (u) or Manual (m)					Expe	ected Vo	oters 281,937	34.0%	Mode	E	it			
	opu	Last apadito amo, Milea - Edst Air I	me												

By default, the results are shown first for all the data sources that report by race, followed by a section for each of the reporting units or counties. This allows the results for each county to be visually compared easily, and the entry with the highest votes cast is shown in the Voting Analysis screen.

In the event that two results have the same number of votes, the first entry posted to the system is used. The time stamp shows the last time that the race numbers were confirmed.

Contest Order			1	2	3
Candidates			Diane Neighbors	Carolyn B Tucker	Linda W Pe
Latest Votes	44/180	58,290	34,349	12,459	11,482
	24%	Sep26.6:46pm	59%	21%	20%
Results from All Sources	precincts	#votes			
APWire-Contested	46/168	58,005	33,999	12,089	11,917
	27%	Sep26.4:46pm	59%	21%	21%
APWire-Top Races	46/168	57,993	33,987	12,089	11,917
	27%	Sep26.4:46pm	59%	21%	21%
Called-In Election Results	44/180	58,290	34,349	12,459	11,482
	24%	Sep26.6:46pm	59%	21%	20%
Davidson	10/170	20,466	11,946	3,290	5,230
Metro Area County Results	6%	Sep26.7:11pm	58%	16%	26%
Davidson	10/170	20,563	12,742	3,089	4,732
Results from County Seat	6%	Sep26.7:19pm	62%	15%	23%
Rutherford	6/64	16,087	9,382	2,904	3,801
Metro Area County Results	9%	Sep26.7:12pm	58%	18%	24%
Rutherford	5/64	15,689	8,941	2,876	3,872
Results from County Seat	8%	Sep26.7:26pm	57%	18%	25%
Williamson	8/78	15,658	11,784	1,098	2,776
Metro Area County Results	10%	Sep26.7:10pm	75%	7%	18%
Williamson	8/78	15,669	13,006	762	1,901
Results from County Seat	10%	Sep26.7:27pm	83%	5%	12%
Wilson	2/47	5,643	3,708	764	1,171
Metro Area County Results	4%	Sep26.7:07pm	66%	14%	21%
Wilson	2/47	5,933	3,618	604	1,711
Results from County Seat	4%	Sep26.7:28pm	61%	10%	29%
•					

Setting the "Group By Source" checkbox causes all the entries to be arranged by data source, as shown below.

The screen below shows the "Called-In Election Results" entry selected, causing it to be highlighted in yellow and enabling the [EXCLUDE Result] button. This button causes the voting results for the Vice Mayor race from "Called-In Election Results" to be excluded from the best results evaluation process, if so desired, and is described in more detail below.

Toting Details for 'Vic	e Mayor'					
Contest Order			1	2	3	T
Candidates			Diane Neighbors	Carolyn B Tucker	Linda W Perry	
Latest Votes	44/180 24%	58,290 Sep26.6:46pm	34,349 59%	12,459 21%	11,482 20%	
<b>Results from All Sources</b>	precincts	#votes				
APWire-Contested	46/168 27%	58,005 Sep26.4:46pm	33,999 59%	12,089 21%	11,917 21%	
APWire-Top Races	46/168 27%	57,993 Sep26.4:46pm	33,987 59%	12,089 21%	11,917 21%	
Called-In Election Results	44/180 24%	58,290 Sep26.6:46pm	34,349 59%	12,459 21%	11,482 20%	
Metro Area County Results Davidson	10/170 6%	20,466 Sep26.7:11pm	11,946 58%	3,290 16%	5,230 26%	1
Metro Area County Results Rutherford	6/64 9%	16,087 Sep26.7:12pm	9,382 58%	2,904 18%	3,801 24%	
Metro Area County Results Williamson	8/78 10%	15,658 Sep26.7:10pm	11,784 75%	1,098 7%	2,776 18%	
Metro Area County Results Wilson	2/47 4%	5,643 Sep26.7:07pm	3,708 66%	764 14%	1,171 21%	
Results from County Seat Davidson	10/170 6%	20,563 Sep26.7:19pm	12,742 62%	3,089 15%	4,732 23%	1
Results from County Seat Rutherford	5/64 8%	15,689 Sep26.7:26pm	8,941 57%	2,876 18%	3,872 25%	
Results from County Seat Williamson	8/78 10%	15,669 Sep26.7:27pm	13,006 83%	762 5%	1,901 12%	
Results from County Seat Wilson	2/47 4%	5,933 Sep26.7:28pm	3,618 61%	604 10%	1,711 29%	
•					•	1
	1				Print	
Source Result					<u>C</u> lose	

A [Print] button provides a hard copy printout of the grid in the display.

## **Excluding a Bad Result**

This action is likely if a bad result has been posted, either electronically or by manual entry, and the numbers need to be removed immediately.

Select the data source from which the numbers need to be excluded from the best results calculation. The entry is highlighted in yellow as shown above.

When the [EXCLUDE Result] button is clicked, a confirmation screen is displayed.


Click [Yes] to confirm that the result is to be excluded.

All postings for the selected race are re-evaluated and the entry is marked as EXCLUDED and highlighted in light blue on the Voting Details screen as shown below.

Yoting Details for 'Vic	e Mayor'					
Contest Order			1	2	3	Г
Candidates			Diane Neighbors	Linda W Perry	Carolyn B Tucker	1
Latest Votes	26/359 7%	58,252 Sep26.7:28pm	38,748 67%	12,145 21%	7,359 13%	
<b>Results from All Sources</b>	precincts	#votes				
APWire-Contested	46/168 27%	58,005 Sep26.4:46pm	33,999 59%	11,917 21%	12,089 21%	
APWire-Top Races	46/168 27%	57,993 Sep26.4:46pm	33,987 59%	11,917 21%	12,089 21%	
Called-In Election Results	44/180 EXCLUDED	58,290 Sep26.6:46pm	34,349 59%	11,482 20%	12,459 21%	
Metro Area County Results Davidson	10/170 6%	20,466 Sep26.7:11pm	11,946 58%	5,230 26%	3,290 16%	
Attro Area County Results 6/64 Rutherford 9%		16,087 Sep26.7:12pm	9,382 58%	3,801 24%	2,904 18%	
Metro Area County Results Williamson	8/78 10%	15,658 Sep26.7:10pm	11,784 75%	2,776 18%	1,098 7%	
Metro Area County Results Wilson	2/47 4%	5,643 Sep26.7:07pm	3,708 66%	1,171 21%	764 14%	
Results from County Seat Davidson	10/170 6%	20,563 Sep26.7:19pm	12,742 62%	4,732 23%	3,089 15%	
Results from County Seat Rutherford	5/64 8%	15,689 Sep26.7:26pm	8,941 57%	3,872 25%	2,876 18%	
Results from County Seat Williamson	8/78 10%	15,669 Sep26.7:27pm	13,006 83%	1,901 12%	762 5%	
Results from County Seat Wilson	2/47 4%	5,933 Sep26.7:28pm	3,618 61%	1,711 29%	604 10%	ŀ
•					•	1
	1				<u>P</u> rint	
Source Result					<u>C</u> lose	

The other screens are also refreshed.

Contest Order			1	2	3	
Candidates			Diane Neighbors	Linda W Perru	Catolyn B Tucker	F
Partu/Inc/Fav			Diano maigneoire	Linds in Folly	Calciji D Facilia	
Latest Votes	26/359 7%	58,252 Sep26.7:28pm	38,748 67%	12,145 21%	7,359 13%	
Summary by Source	precincts	#votes				
APWire-Contested	46/168 27%	58,005 Sep26.4:46pm	33,999 59%	11,917 21%	12,089 21%	
APWire-Top Races	46/168 27%	57,993 Sep26.4:46pm	33,987 59%	11,917 21%	12,089 21%	
Called-In Election Results	Called-In Election Results 44/180 EXCLUDED		34,349 59%	11,482 20%	12,459 21%	
Reporting Units Total (Best Values)	26/359 7%	58,252 Sep26.7:28pm	38,748 67%	12,145 21%	7,359 13%	
Analysis of Units Total						
Davidson Results from County Seat	10/170 6%	20,563 Sep26.7:19pm	12,742 62%	4,732 23%	3,089 15%	
Rutherford Metro Area County Results	6/64 9%	16,087 Sep26.7:12pm	9,382 58%	3,801 24%	2,904 18%	
Williamson Results from County Seat	8/78 10%	15,669 Sep26.7:27pm	13,006 83%	1,901 12%	762 5%	
Wilson Results from County Seat	2/47 4%	5,933 Sep26.7:28pm	3,618 61%	1,711 29%	604 10%	-
•					•	ſ
Race Winner		1			<u>P</u> rint	

In the example above, the re-evaluation caused a different set of results to be selected as the best figures for airing. By excluding the Called-In Election Results, the next best set of numbers was the sum of the best results from each individual county, which is now highlighted in green on the Voting Analysis screen.

When the data is corrected, the results can be included back into the best results evaluation process by selecting the data source again and clicking the same button, which now shows as [Include Result].

#### **Results History**

The Results History screen shows a log of all the postings and changes that have taken place in the race from all data sources, and allows the results to be sequenced in various ways.

Clicking a specific entry in the display highlights the entry in yellow and provides additional details in the grid shown below. In the case of a manual entry result, it shows who entered the data and from what workstation. In the case of an electronic posting, it shows details of the file from which the data was received and, if still available, provides a button to show the actual results file (story) received.

Contest Order			1	2	2
Contest order			Diane Neighbors	Linda W Perru	Catolun B Tucker
Latest Votes	26/359	58 252	38 748	12 145	7.359
	7%	Sep26.7:28pm	67%	21%	13%
History By Source	precincts	#votes			
APWire-Contested	46/168	58,005	33,999	11,917	12,089
	27%	Sep26.4:46pm	59%	21%	21%
APWire-Top Races	5/168	1,293	587	217	489
	3%	Sep26.4:46pm	45%	17%	38%
APWire-Top Races	19/168	7,993	3,987	1,917	2,089
	11%	Sep26.4:46pm	50%	24%	26%
APWire-Top Races	46/168	57,993	33,987	11,917	12,089
	27%	Sep26.4:46pm	59%	21%	21%
Called-In Election Results	4/180	13,290	9,349	3,482	459
	EXCLUDED	Sep26.6:30pm	70%	26%	3%
Called-In Election Results	4/180	21,290	14,349	5,482	1,459
	EXCLUDED	Sep26.6:31pm	67%	26%	7%
Called-In Election Results	44/180	58,290	34,349	11,482	12,459
	EXCLUDED	Sep26.6:46pm	59%	20%	21%
Metro Area County Results	5/170	22,466	12,946	6,230	3,290
Davidson	3%	Sep26.7:00pm	58%	28%	15%
Metro Area County Results	5/170	20,466	11,946	5,230	3,290
Davidson	3%	Sep26.7:00pm	58%	26%	16%
Metro Area County Results	10/170	20,466	11,946	5,230	3,290
Davidson	6%	Sep26.7:11pm	58%	26%	16%
Metro Area County Results	4/64	16,046	9,341	3,801	2,904
Rutherford	6%	Sep26.7:02pm	58%	24%	18%
Metro Area County Results	4/64	16,487	9,782	3,801	2,904
Rutherford	6%	Sep26.7:02pm	59%	23%	18%
Metro Area County Results	4/64	16,007	9,302	3,801	2,904
Rutherford	6%	Sep26.7:03pm	58%	24%	18%
Metro Area County Results	4/64	16,087	9,382	3,801	2,904
Rutherford	6%	Sep26.7:03pm	58%	24%	18%
Metro Area County Results	6/64	16,087	9,382	3,801	2,904
Rutherford	9%	Sep26.7:12pm	58%	24%	18%
Metro Area County Results	13/78	20,658	13,784	4,776	2,098
Williamson	17%	Sep26.7:05pm	67%	23%	10%
Metro Area County Results	11/78	33,658	23,784	6,776	3,098
Inder Regulta Ru	- Order Canali	dataa			
Source C Country	Rulan	der *Data Er	ntry at BOBSYS2		Only <u>P</u> r

Each row of data in the report represents a set of results for the race. When displaying the screen, these results are shown for each data source in turn. But the Order Results By group box also allows the data to be shown in "County" or "Date/Time" sequence.

The Order Candidates group box gives the option of sorting the candidates by leader or by ballot.

Click the "Only Show Results" check box to show voting results without including the text on the various actions which have affected the race.

The screen above was shown with the box checked, but in the example below, the box has been unchecked and the blue entry shows the setting of the race winner. Any other action related to this race is also logged in this manner.

Contest Order			Winner	2	
Candidates			Michael Craddock	Freda B. Evans	
Latest Votes	8/10 80%	32,294 Sep27.4:44pm	17,334 54%	14,960 46%	
History By Source	precincts	#votes			
APWire-Top Races	5/10 50%	20,342 Sep26.4:46pm	9,982 49%	10,360 51%	
APWire-Top Races	7/10 70%	29,142 Sep26.4:46pm	11,182 38%	17,960 62%	
APWire-Top Races	8/10 80%	31,142 Sep26.4:46pm	12,182 39%	18,960 61%	
APWire-Contested	8/10 80%	31,138 Sep26.4:46pm	12,180 39%	18,958 61%	
Called-In Election Results	1/10 10%	1,109 Sep27.4:43pm	667 60%	442 40%	
Called-In Election Results	8/10 80%	32,294 Sep27.4:44pm	17,334 54%	14,960 46%	
Winner Flagged - Winners Flagged: Michael Craddock		11:08am	Set as WINNER		
( )				1	
Order Results By	Order Cand	idates			0

Clicking the [Show Story] button (when present) opens a window with the story text as received from the data source.

📲 Story 'AP-00001.txt' dated 09/ 🗔 🗖 🔀
Council District 2
2 of 21 precincts - 0 percent
Terry Clayton, 721 - 0 percent Frank Harrison, 228 - 0 percent ≺
^Council District 4
5 of 10 precincts - 0 percent
Michael Craddock, 9982 - 0 percent Freda B. Evans, 10360 - 0 percent
^Council District 5
3 of 15 precincts - 0 percent

By default, duplicate postings are not shown on this screen. The time stamp shows when results were first received. Subsequent entries will not be shown if the numbers do not change.

Click the "Show Duplicates" check box to show every result that has been received, regardless of whether or not the numbers have changed.

Contest Order			1	2	
Candidates			Michael Bennet	Andrew Romanoff	
Latest Votes	5/30 17%	3,999 Mar01.1:02pm	2,000 50%	1,999 50%	
History By Source	precincts	#votes			
Data entry by County Adams	1/10 10%	210 Feb23.10:21am	100 48%	110 52%	
Data entry by County Alamosa	1/12 8%	410 Feb23.10:21am	200 49%	210 51%	
Data entry by County Adams	1/10 10%	210 Feb24.1:49pm	100 48%	110 52%	
Data entry by County Adams	1/10 10%	2,003 Feb24.2:32pm	1,001 50%	1,002 50%	
Data Entry by Race	5/30 17%	3,999 Mar01.1:02pm	2,000 50%	1,999 50%	
) adas Dassulta Du	Order Canad				
	<ul> <li>Order Cand</li> <li>Ø By Lea</li> </ul>	ader			Only Show Results Print

A [Print] button provides a hard copy printout of the grid in the display.

Click [Close] to exit the screen.

#### A Note on Percentage Calculations:

Percentages are calculated with a single routine that has 3 arguments: the Total Value, the Proportionate Value and the number of decimal places.

The percentage of the Proportionate value (or Portion) to the Total is first calculated to the number of decimal places.

A lower limit check is then applied. If the % is zero but the Portion is more than 0, then the percentage must be more than 0; so the lowest decimal point of the result is incremented by one.

An upper limit is then applied in the same way. If the % calculates to 100% but the Portion value is less than the Total, then the lowest decimal point of the result is reduced by one.

In other words, if the upper limit check finds that the portion (# of votes) is one vote less than the total (Expected # of Votes) then the highest percentage is 99%, or 99.9% or 99.99%.

For example, if 1000 votes are expected and total votes returned is 999, then the percentage will be 99.9%. If the total is 1,000 or more, the percentage is 100%. (The total cannot exceed 100%.)

#### **Ticker Inserts**

The [Ticker Inserts] button opens the Control Race Inserts screen from which the user can manage an automated Lower Third Ticker and insert one or more races into the active transmission, holding them on screen if needed.

Note: The transmission must be marked as a "Ticker" to allow control from the Control Race Inserts screen. This may be done, if necessary, by editing the settings in the job's Content screen within the Transmission Status screen.

The race list in the top left corner defaults to 'All Races', but any list of races can be selected. Building lists of races ahead of time will allow users to switch between groups of races very quickly.

If configured for the user, an ellipsis button will be displayed to allow lists to be built from this screen.

For a more detailed explanation of lists, see "Maintaining Lists" in Chapter 4.

€ C	ontrol Race Inserts					- 0
All Ra	aces <u>•</u>					Use this screen to manage a Lower Third Ticker
#	Race	%	W	Upd	Aired	and insert one or more Races into an Active
1	TN US Rep Dist 1	58				Transmission.
2	TN US Rep Dist 2	69				The transmission job must be marked as a
	TN Governor	68				"Licker" in order to be controlled from this screen.
	TN US Rep Dist 5	76				Available Active Transmissions
	TN U.S. Senate	86				EV25 Election Ticker Results Refresh
	KY U.S. Rep District 1	52	m			
	KY U.S. Rep District 2	89	u			
	KY U.S. Senate	98				
	Davidson Co. Dog Catcher	88				DV05 Facilities - Scil 10 50-10 202 Card States
	U.S. House District 1 - Cocke	0				Davideen Co. Des Catober Juan Paulou
	U.S. House District 1 - Carter	0				Control lo nové
	President - Davidson	91				Loming Up next
	U.S. House District 6 - Cheatham	All	m			Daviuson Co. Doy Calcher - Ivan Faviov
	Beer Sales on Sunday Morning	97	W			
	President - Tennessee	92				
						Bace Inserts
						Davidson Co. Dog Catcher (Add)
						Remove
						Clar
						Apply Race Insert & Hold Select Race
						Double-Click
						Clo

Select an active transmission job from the 'Available Active Transmissions' list. If there is only one entry, it is selected automatically. Click [Refresh] if necessary to refresh the list. If the list is blank, go to the Transmit screen and make sure the ticker is running.

A connection is made to the transmission such that the currently aired race is shown on the screen in the middle of the right hand panel, along with the next race about to air, which is shown in a pale orange. As the transmission continues, this information is updated.

Select a race from the left panel and then click the [Add] button to add the race to the 'Race Inserts' list, or just double click the race in the left panel.

Click [Apply Insert] to put the race on air. It is inserted into the transmission after the race currently highlighted in pale orange.

An indicator at the upper right of the screen displays while the insert is going to air.

Click the [& Hold] or [Once] button to select whether the race stays on air until cancelled, or only appears one time. By default, the race stays on air until released.

<b>ð</b> (	Control Race Inserts					- 🗆 ×
ALB	aces 🔻					
#	Race	%	W	Upd	Aired	Use this screen to manage a Lower Third Ticker Insert
1	TN US Rep Dist 1	58				Transmission.
2	TN US Rep Dist 2	69				The transmission job must be marked as a
	TN Governor	68				'Licker' in order to be controlled from this screen.
	TN US Rep Dist 5	76				Available Active Transmissions
	TN U.S. Senate	86				EV25 Election Ticker Besults Befresh
	KY U.S. Rep District 1	52	m			
	KY U.S. Rep District 2	89	u			
	KY U.S. Senate	98				
	Davidson Co. Dog Catcher	88				DV2E Excellent wind 10,40,00 170 Conditions
	U.S. House District 1 - Cocke	0				EV25 Feedback - alred 15:45:35 173 Landidates
	U.S. House District 1 - Carter	0				Davidson Co. Dog Calcher - Non Kelchulli
	President - Davidson	91				Loming Up next
	U.S. House District 6 - Cheatham	All	m			Davidson Co. Dog Catcher - Turner Luse
	Beer Sales on Sunday Morning	97	W			
	President - Tennessee	92				
						Bace Inserts
						Davidson Co. Dog Catcher Add
						Bemove
						Liear
						Cancel Race Insert & Hold Select Race
						Double-Click
						Close

Once running, the [Apply Race Insert] button changes to [Cancel Race Insert]. Click this button to release the race from the ticker. (This is only necessary if the '& Hold' option is selected.)

The transmission continues with the next race in its sequence as if nothing had happened. The Race Insert list can be built again and more races inserted into the transmission. Use the [Remove] and [Clear] buttons along with the [Add] button to build additional insert lists.

#### Manage Cut-In

The [Manage Cut-In] button opens the Manage Cut-In Transmission screen, from which the user can manage a manually controlled full screen cut-in transmission which has already been activated. It allows selection of races for airing sequentially or in random order from the race list.

Note: The transmission must be marked as a "Cut-In" to allow control from this screen. This may be done, if necessary, by editing the settings in the job's Content screen within the Transmission Status screen.

The race list in the upper left corner defaults to 'All Races' but any list of races can be selected. It is suggested that a list of races be built in advance for each Cut-In to make the operation of this process easier. If configured for the user, an ellipsis button will be displayed to allow lists to be built from this screen.

9 N	Aanage Cut-In Transmission											×
All R	aces 💌					Acti	ve Transmissions					
#	Race	%	W	Upd	Aired	EV	26 Job EV26 - test cut in			R	efresh	
1	TN US Rep Dist 1	58									$\sim$	
2	TN US Rep Dist 2	69							-			
	TN Governor	68										
	TN US Rep Dist 5	76				EV2	6 Feedback - aired 11:39:00		2/	'2 Can	didates	
	TN U.S. Senate	86				TN	Governor - Tim Demonbre	un				
	KY U.S. Rep District 1	52	m									
	KY U.S. Rep District 2	89	u									
	KY U.S. Senate	98									. /	
	Davidson Co. Dog Catcher	88										
	U.S. House District 1 - Cocke	90					Only Show the First	Re-Start	Go	T.o. Air	Ta	ke
	U.S. House District 1 - Carter	10					Page of Each Nace	Race	40	TUAI	Off	Air
	President - Davidson	91				Nex	t Race to go On-Air					
	U.S. House District 6 - Cheatham	All	m			#	- TN US Rep Dist 5					
	Beer Sales on Sunday Morning	97	W				Candidate	#Votes	W	% 🔺	Clear	
	President - Tennessee	92				1	Ricky Bobby	1,234	3	3%		
						2	Billy Bobby	1,231	3	3%		
						3	Bubba Bobby	651	1	7%		
						4	Freddie Bobby	423	1	1%		
						5	Johnny Bobby	159	2	1%		
						6	Jerry Bobby	45	1	%		
						7	1			∞/ ▼	1	
						Race or Ra Tran	es can be selected from the andomly, into a Manually C smission that has already b	e List, Sequentiation on trolled 'Controlled 'Controlled 'Control on the second s	uentia Cut-In Ited.	dly Int	RaceRe	efresh
						in or	der to be controlled from th	aikeu as a lis screen.	Cut		Clos	e

Select an active transmission job from the Available Active Transmissions list. If there is only one entry, it is selected automatically. Click [Refresh] if necessary to refresh the list.

Select the Cut-In list from the list of races. The planned list of races displays in the left hand panel.

Normally the first race would be selected, but any race on the display can be picked. The race list can be changed at any time and a race from another list selected if needed.

The "Only Show the First Page of Each Race" check box limits the on-air output to the first page of candidates of each race.

Select the race to be inserted into the transmission. The race name displays in the "Next Race to go On-Air" field in green.

Click [Go To Air] to transmit the race information to the assigned character generator device.

The selected race is put on air and appears in the "Feedback – aired..." field. The next race in the list (which has results) is automatically selected and appears in the "Next Race to go On-Air" field. Another race can be selected at this time, if preferred. Click [Go To Air] to display the next race. This process of clicking [Go To Air] can be continued through the list until the last race has been aired.

<b>N</b>	lanage Cut-In Transmission								-			;
Тор	Races 💌				Acti	ve Transmissions						
#	Race	1% W L	lpd A	ired	EV	2 Elections Full Screen				Re	fresh	
01	D Governor	99 m 4:	26p									
00	R Governor	99 W										
03	D Attorney General	99 W						/	_			-
02	R Attorney General	99 W			EV2	Feedback - aired 04:27	:45		2/6 0	and	lidates	
	D US House 03	95 W			D -	Governor - Daniel B	iss	_ `			_	-
	D IL House 005	98 W			- I -	4 Candidates still	to be Aired	0	Cance	l Ca	ndida	tes
_	D Cook Co Treasurer	97 W			1	•		S	kip T	o N	ext Ra	ace
					Nex	t Race to go On-Air 01 - D Governor	Hace					AI
						Candidate	#Votes	W	%		Clear	1
					1	JB Pritzker	783,456		53%			
					2	Daniel Biss	343,069		23%			
					3	Chris Kennedy	314,296		21%			
					4	Tio Hardiman	20,658		1%			
					5	Bob Daiber	14,946	i	1%			
					6	Robert Marshall	14,309		1%			
					Race or Ra Tran The in or	es can be selected fr andomly, into a Manu smission that has alr transmission job mus der to be controlled l	rom the List, Sec ually Controlled eady been Activ t be marked as from this screen	quen 'Cut- vatec a 'Ci	tially In' I. Jt-In'		RaceR Clo	efre

In the example below, the transmission has been set to display only 2 candidates at a time. (See the section on transmissions, <u>page 116</u>.)

To display the next 2 candidates, click [Go To Air] again. Repeat this action until all candidates have aired.

If it is decided that the remaining candidates are not to be aired, use the [Cancel Candidates] button. Then use the [Go To Air] button to air the next race.

Use the [Re-Start Race] button to begin airing the same race again from the top of the candidate list.

Click [Take Off Air] to clear the race from the output.

If new numbers have come in, click [RaceRefresh] to refresh the race results for all races. Click [Go To Air] to transmit the new results.

Click [Close] to exit the screen.

## 8

### **Monitoring Elections**

The Monitor process, also known as 'Alert Logic for Elections', is optional and is still under development. It is basically a retrieval and analysis tool that adds the capability of building custom screens for displaying election data using a race list; none of the data is changed.

It gives the user the ability to set criteria so that the display can give a visual alert if a certain situation arises, such as if the difference between the top two candidates drops below 2%.

It also has a printing capability so that race and candidate information can be printed in a user defined format.

For more information on this process, please contact BTI.

e Edit List Hel	endant Solutions p						
lection Voting	Setup	<u>Races</u> Upo	date <u>S</u> tatus	<u>M</u> onitor	<u>I</u> ransmit	Reports	E <u>x</u> it
						Data	abridge
				$\overline{)}$			
	Election		endant [™]			News	: Update
	Election		endant [™] ntSolutions			News Early	: Update Warning
Copyright 1	Election 994-2014 Busines	Voting Attenda	endant [™] ntSolutions			News Early School	: Update Warning I Closings

## 9

## **Transmitting Election Results**

The Transmission Status screen is used to:

View active transmission jobs Create new transmission jobs based on existing transmission jobs Activate, pause, and stop transmission jobs Edit transmission jobs

To access the Transmission Status screen, start from the Main Menu and click [Transmit] or select File > Transmit Results.

🔁 WBTI Franklin - Attendant Solutions	– 🗆 X
Eile Edit List Help	
Election Voting Setup Baces Update Status Monitor Iransmit	Reports E <u>x</u> it
	Databridge
ElectionVoting <b>Attendant</b> ™	Election Voting
AttendantSolutions	School Closings
Copyright 1994-2021 Business Technology, Inc.®	News Update
Issues / Feedback	Early Warning
	Emergency Alert

Transmission Status						-		x
A Device / Alias Status Port 🔺	Configure	Content	Job Id	Name	Device	Status	Start	Tak 🔺
<all devices=""> XPER-MENTAL READY 4085</all>			EA1	EAS Alert Crawl For WBTI <99>	XPER-MENTAL	idle		
		Citi	EA2	EAS Text File for WBTI <98>	XPER-MENTAL	idle		
	2	111	EA4	EA4 Amber Alert	XPER-MENTAL	idle		
	2	111	EA100	EAS - Test Transmission	XPER-MENTAL	idle		
	2	111	EV16	Election Results to Web (XML)	XPER-MENTAL	idle		
Applications   Show  Active Jobs  Out	2		EV17	Election Results to Web (HTML)	XPER-MENTAL	idle		
News Update Show Spots	2		EV25	Election Ticker Results	XPER-MENTAL	idle		
Early Warning with Data School Closings	2		EV26	Job EV26 - test cut in	XPER-MENTAL	idle		
Other Show Hidden (*)		Cili:	EV500	Elections - Test Transmission	XPER-MENTAL	idle		
▼ Jobs	2		EW400	Early Warning - Test Transmission	XPER-MENTAL	idle		
Groups Members  All Groups>	2		EW401	Job EW401 <20>	XPER-MENTAL	idle		
Evening NU19,EW401,EV500,EV25 Morning EA4,EA100,EV16,EV17,EW	2	111	EW402	Job EW402 <15>	XPER-MENTAL	idle		
	2	111	NU19	Sports Results to HTML Web	XPER-MENTAL	idle		
	2		NU20	sports from News Update as XML	XPER-MENTAL	idle		
	2		NU200	News Update Weather - Test Transmission <10>	XPER-MENTAL	idle		
	2		NU201	News Update Crawl - Test Transmission	XPER-MENTAL	idle		
▼ New Edit Delete	Refresh		22 Job	s shown		· 11		▼

#### The Transmission Status screen displays.

#### Job List

The display shows a list of transmission jobs on the right side of the screen, according to the selections made on the left side.

Note: In this application, the terms "job" and "transmission" are synonymous.

The list of Devices on the top left of the screen shows devices for which jobs are available, as well as the status of the device and the port on which it is connected. Select a specific device to limit the job list display to that device only.

The list of Applications on the left of the screen shows applications that have been installed on the server. Select a specific application to limit the list of jobs to that application.

In the following example, the Election Voting application has been selected, narrowing the list of jobs shown.

CADevices?       READY 4005         XPER-MENTAL       READY 4005         Image: Construction of the second seco	A Device / Alias	Status	Port 🔺	Configure	Content	Job Id	Name	Device	Status	Start	Tak, 🔺
Applications       Active Jobs         Applications       Active Jobs         Connectors       Show         Hidden (*)       Jobs	<all devices=""> XPER-MENTAL</all>	READY	4085	2		EV16	Election Results to Web (XML)	XPER-MENTAL	idle		
Applications       Applications         Applications       Ashow         Additionage       Ashow         Ashow       Brow         School       Ev500         Election Voting       Show         School       Show         Hidden (1)         Groups       Members         Evening       NU13,EW401,Ev500,EV2E         Korning       EA4,EA100,EV15,EV17,Ev				2		EV17	Election Results to Web (HTML)	XPER-MENTAL	idle		
Applications Applications Applications Applications Applications Show Addiered Show Show Hidden (*) Jobs Show Hidden (*) Addie Comectors School Closings Other Wanning EA4_EA100_EV16_EV17_EV Morning EA4_EA100_EV16_EV17_EV Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addiered Addie				2		EV25	Election Ticker Results	XPER-MENTAL	idle		
Applications Applications Add Apprications Active Jobe Dn/v Show Spots with Data Connectors Other Add Stoups Wembers Add Stoups Evening NU19.EV401.EV500.EV27 Morning EA4.EA100.EV16.EV17.EV				2		EV26	Job EV26 - test cut in	XPER-MENTAL	idle		
Applications Active Jobs Only News Update Election Voting Entry Warning Schoot Closings Other Hidden (*) Jobs J Groups Members All Groups Members All Groups Members CAll Groups Mu19.EW401.EV500.EV25 Evening NU19.EW401.EV500.EV25 Morning EA4.EA100.EV16.EV17.EV						EV500	Elections - Test Transmission	XPER-MENTAL	idle		
	O also a la Changing and	nectors									

In the lower left of the screen, custom Groups can be set up that contain a specific list of jobs for a particular user function. A group might be set up for each shift, for example.

There are also three	additional buttor	s available to the	e right of the	application list

Show Active Jobs Only	Limit the display to active jobs.
Show Spots with Data Connectors	This may be available if 'Transmission Generator' has been installed
Show Hidden (*) Jobs	Show jobs that have been marked as hidden. This is only available to administrators.

The job list gives the following information and options for each job:

Configure	This button opens a screen to allow basic configuration information of a job to be changed.
Content	This button opens a screen allowing the content of the transmission to be changed. The screen differs depending on the job type.

Job ID	The unique job number that represents a specific transmission or job.
Job Name	Name of the transmission job as created or edited by the user. The job name usually indicates or describes the type of transmission job.
Device	The device to which the job is assigned.
Status	Indicates status of the transmission: Active, Paused or Idle.
Start	Initiates a job if it is idle, or if active or paused, the job will be terminated. The button icon changes accordingly.
Take	Pauses or resumes a job depending on its status. The button icon changes accordingly.

The following screen shows Job #EV25 has been activated and is running. Choices on the right include stopping or pausing the job.

	Status	Port		Configure	Content	Job Id	Name	Device	Status	Start	Take
CH-MENTAL	READY	4085		7		EV16	Election Results to Web (XML)	XPER-MENTAL	idle		
				2		EV17	Election Results to Web (HTML)	XPER-MENTAL	idle		
				2		EV25	Election Ticker Results	XPER-MENTAL	Active		
				2		EV26	Job EV26 - test cut in	XPER-MENTAL	idle		
			-	1		EV500	Elections - Test Transmission	XPER-MENTAL	idle		
Early Warning School Closings Other Show Hidden (1) Jobs Groups Members Evening NU13.Ew401.EV500.EV25 Morning EA4_EA100.EV16.EV17.EV											
ming EA4,E/											

#### **Configuring a Job**

When the [Configure] button is clicked to the left of a particular job, a screen similar to the following will display:

Configure Job EV25		-		x
Job EV25 Election Ticker Results Assigned to Device XPER-MENTAL  Priority (1:Lo 99:Hi) Restart Hide Job from Display Hide Job when Active Lock Job Details	End Job at time: or after Link to Job# <none></none>	0 0	ycles	T
	Copy Job	 >	Sav Clos	e :e

Job details can be changed from this screen, conditions set for the automatic termination of the job, and the job can be copied or deleted.

A job must be assigned to a specific device (workstation, server, or CG) on which the transmission is activated. Choose a device from the 'Assigned to Device' drop down list.

If needed, enter the time to stop this transmission and the number of cycles that this job runs. If these fields are left blank, the transmission runs continually until it is manually interrupted.

When a job ends normally, it can link to another job. If this is to happen, choose a transmission job from the dropdown list to be activated when this one ends.

Enter a priority value between 1 and 99, where 1 is the lowest priority and 99 is the highest priority. This value is used to prioritize jobs. If the priority value is blank or set to zero, the job is not included in processing of priorities.

When a job with a priority is started, it executes in the same manner as before, but it also registers itself to the system. It is not until a second job with a priority starts that any changes are apparent.

For example, if the Job 1 Priority is higher – Job 2 recognizes it should not be running and terminates itself. If both Jobs have the same Priority – Job 2 terminates. If Job 2 Priority is higher – Job 2 instructs Job 1 to terminate and then Job 2 continues. When Job 2 is complete, it has the option to 'Restart' the job it terminated, namely Job 1. This happens if the Job 2 "Restart" check box is set.

Note: Election Voting Attendant  $\mathbb{T}$  is capable of handling multiple job streams of <u>separate</u> priorities, as the case would be if the system is driving two character generators simultaneously. Jobs with priorities for one CG, should not affect a job with a priority on another CG. By default, the name of the CG is used to control job streams, but other options are available if needed.

#### Setting the Job Content

When the [Content] button is clicked for an election transmission job, a screen similar to the following will appear:

🔁 Maintain Transmissions				-		x
Job# 500 Elections - Test Transmission Assigned to System XPER-MENTAL Priority (1:Lo 99:Hi) 0  Restart		End Job at time: or after □ Cyc Job# <none></none>	cles	Sort b Don't Only s	y #Votes sort Issues how the top candida percase Ou	) 3 Ites tput
All Races     Image: market       #     Races       1     TN US Rep Dist 1       2     TN US Rep Dist 2       TN US Rep Dist 5       TN US. Senate       KY U.S. Rep District 1       KY U.S. Rep District 2       KY U.S. Senate       Davidson Co. Dog Catcher       U.S. House District 1 - Cocke       U.S. House District 1 - Carter	Show Lists	Choose Individual C Races Selected TN US Rep Dist 5 Davidson Co. Dog Catcher TN US Rep Dist 1 TN Governor TN U.S. Senate	ounty Units District/ <units> TN US House Di Davidson County TN US House Di TN Statewide TN Statewide</units>	Tag	Move ar Up or Do the Orde Transmis Job Typ C Tick C Tick C Cut- C Othe	h Item own in rsision be ter rsis r r r
President - D avidson U.S. House District 6 - Cheatham Beer Sales on Sunday Morning President - Tennessee	Double Click to Transfer	5 items to be aired			Custon <u>S</u> ave J <u>C</u> los	ni <u>z</u> e lob

Choose the races to be included in the transmission. Clicking the [Show Lists] button will display pre-defined lists that may be moved to the list of items to be aired on the right of the screen. Click the button again to return to the normal list of Races.

Click [>>] to move all races to the list of items to be aired.

- Click [>] to move selected races to the list to be aired. (Multiple races may be selected at once using the <Ctrl> and <Shift> keys.)
- Click [<<] to remove all races to be aired.
- Click [<] to remove selected races to be aired.

The same race can be included more than once in the list to be aired, and will then be repeated.

The "Sort by # Votes" check box sorts candidates by their vote totals.

The "Don't sort Issues" check box excludes Issues type races when sorting by vote count.

The "Only show the top {#} candidates" check box lets the user enter the maximum number of candidates that should be shown for each race.

The "All Uppercase Output" check box will convert the output to all upper case if the present output is mixed case.

Click the Up and Down arrow buttons on the right to change the order of a selected race in the list to be aired.

Select the appropriate Job Type:

Ticker if the transmission job is a race ticker and may need to handle race inserts.

TickerFS if the job is a full screen race ticker, not controlled by race inserts.

Cut-In if the job is used for cut-ins. In this case, no jobs are assigned to the race because the race list and the individual races are assigned within the Manage Cut-Ins process

Other is used for web page transmissions or other kinds of output.

Click [Customize] to display the Advanced Transmission Parameters screen.

ADvanced Transmission Parameters					
	#	Parameter	Maha		
	++ 1	Path and Filename	c:\attend\test.txt		
	2	Show Party Designation (Y/N)	Y		
	3	Seconds between page displays	5		
			Conset   Class		

The parameters and values shown will vary depending upon the nature of the transmission.

Modify the transmission parameters as necessary and click [Close]. The changes will be saved.

Click [Save Job] to save the modified transmission job.

Click [Close] to return to the Transmission Status screen.

#### **Job Status Window**

Each active transmission job has a job Status window containing the current transmission activity and race information for the specific job. This window is available only on the system to which the job is assigned.

🔁 EV3 Status	
Cut-In Election Results for Testing Started	l at: Sep28 04:00pm
Cycle# 2	_
Vice Mayor - 1/3 - Diane Neighbors Vice Mayor - 2/3 - Carolyn B Tucker	<u>R</u> eset
Vice Mayor - 3/3 - Linda W Perry	
Paused	<u>Hesume</u>
#Processed: 1 of 1 End of Cycle:	
<u>M</u> inimize	s <u>S</u> top Now

The Status window displays the following transmission information:

Job name	Name of the job, displayed in red
Started at:	Transmission start time and date
Cycle#	The number of times the data has been passed through
#Processed:	Number of records processed for the current cycle and the total number of records
End of Cycle:	The estimated time to the end of the cycle. (This will be blank if the job is paused.)

Click [Resume] to restart the job if it is paused.

Click [Pause] to suspend an active transmission job, selecting "Now" or the "At End" option to suspend the job at the end of the cycle.

SP15 Status		Started at Jun 20 10:15am
Cycle# 1 Item Details		Now
	ON AIR	C At End
#Processed: End of Cycle:	56 mins 28 secs	Minimize Stop Now

To stop the transmission, click [Stop Now].

The Status window can also be minimized if preferred.

# 10

## **Viewing Reports**

The Reports screen is used to view and print Election Voting Attendant[™] generated reports. To access this screen, start from the Main Menu and click [Reports] or select List > Reports.

🕃 WBTI Franklin - Attenda	nt Solutions							- 🗆	×
<u>File E</u> dit <u>L</u> ist <u>H</u> elp									
Election Voting	Setup	<u>R</u> aces	<u>U</u> pdate	<u>S</u> tatus	Monitor	<u>T</u> ransmit	Reports	E <u>x</u> it	
							*		
							Da	atabridge	
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The Reports screen displays.

If the screen does not default to the Election Voting application, choose it from the Applications list. (This screen is common to all applications installed and allows reports for other applications to be selected.)

😂 Reports		×
Applications Election Voting Early Warning School Closings List Names KY races - EVBRIDGE TN - EVBRIDGE County onl TN Races	Available Listings  Election Report Election Report by List Pre-Election Details by Race Numt Manual Entry Form by Race Manual Entry Form by List Manual Entry Form by Reporting U Manual Entry Race per Page List of Races by Race Number  Races by List Races by List in Race Number ord Races/Candidates by List Races/Candidates by List in Race Races/Candidates by List in Race Races/Candidates by List in Race Races/Candidates by List w/#can Election Results by Data Source Simple Election Results by Data Source	<u>Execute</u> E <u>x</u> it

#### **Types of Reports**

The following table describes reports that are generated by the Election Voting Attendant[™]. Other reports may also be available on your system.

Report	Description
Election Report	Complete listing of each race and candidate names as well as incumbent and favorite indicator sorted alphabetically by race
Election Report by List	Complete listing of each race and candidate names as well as incumbent and favorite indicator sorted alphabetically by race list name

Report	Description
Pre-Election Details by Race Number	Listing of pre-election details including on-air titles, data source, candidate names, and party / incumbent / favorite indicators sorted by race number
Manual Entry Form by Race	Listing of manual ballot entries including race name, candidates, votes recorded, time taken, and number of precincts sorted by race
Manual Entry Form by List	Listing of manual ballot entries including race name, candidates, votes recorded, time taken, and number of precincts sorted by race list
Manual Entry Form by Reporting Unit	Listing of manual ballot entries including race name, candidates, votes recorded, time taken, and number of precincts sorted by Reporting Unit (County)
List of Races by Race Number	Listing of races including true / false indicator for air and manual control of race winner, and number of winners possible sorted by race number
Races by List	Listing of races including race number, true / false indicator for air and manual control of race winner, and number of winners possible sorted by race list
Races / Candidates by List	Listing of races, candidates, and party sorted in ballot number order by list name
Election Results by Data Source	For each race in turn, the candidate voting details are shown for each data source

#### Viewing a Report

Select the report to view from the list.

Click [Execute].

The report opens in a separate Report Viewer window.

KY races - EVBRIDGE						
TN Races	List of F	Races Linked to General e	lection			
	Dat	te of Election: November 03, 20	20			
	Office Name	Race Number	Air?	Manual Control of Race Winner?	Number of Winners Possible	
	TN - EVBRIDGE County only					
	1 Davidson Co. Dog Catcher		True	False	1	
	2 U.S. House District 1 - Cocke		True	False	1	
	3 U.S. House District 1 - Carter     4 U.S. House District 6 - Cheatham		True	False True	1	
	KY races - EVBRIDGE					
	1 KY U.S. Rep District 1		True	True	1	
	2 KY U.S. Rep District 2 3 KY U.S. Senate		True True	False False	1	
	TN Races					
	1 TN Governor		True	False	1	
	2 TN US Rep Dist 1	1	True	False	1	
	3 TN US Rep Dist 2	2	True	False	1	
	4 TN US Rep Dist 5		True	False	1	
	5 TN LLS Genate		True	False	1	

#### **Printing a Report**

From the Report Viewer window, click the 'Print Report' icon at the upper left to display the standard Windows Print Dialog screen.

/		
Attendant Solutions Report V	ïewer	
Preview	1 /1 🗵 🕱 🦍 100% 🔽	
TN - EVBRIDGE County only KY races - EVBRIDGE		
TN Races	List of Race	s Linked to Gene
	Date of	Election: November C
	Office Name	Race Numb
	TN - EVBRIDGE County only	
	1 Davidson Co. Dog Catcher	
	<ol> <li>U.S. House District 1 - Cocke</li> <li>U.S. House District 1 - Carter</li> <li>U.S. House District 5 - Chaptere</li> </ol>	

#### Saving a Report to a File

From the Report Viewer window, click the 'Export Report' icon.

🔁 Attendant Solutions Report Vie	ewer	
Preview	1 /1  😒 🎢 100% 💌	
TN - EVBRIDGE County only		
- TN Races	List of Ra	ces Linked to Gene
	Date	of Election: November C
	Office Name	Race Numb
	TN - EVBRIDGE County only	
	1 Davidson Co. Dog Catcher	
	2 U.S. House District 1 - Cocke 3 U.S. House District 1 - Carter	

An Export dialog box opens and provides a number of export formats, including:

Adobe Acrobat PDF Crystal Reports Html 3.2 Html 4.0 Microsoft Excel Microsoft Word Rich Text format Tab separated text Plain Text

Select the type of file to be created and navigate to the destination location.

Select a Page Range or all of the report.

Enter a file name and click [Save].