# Processing Results in Electionware

The Electionware Results software group is how the images and archived data collected in ERM are transferred into Electionware to be viewed.

## Acquire Module

After the election, the Acquire module is used to import machine logs, cast vote records, and ballot images collected by reading the election media into Electionware. When ERM receives the raw election results data from media storage devices used in the election's DS200 and Central Count scanners and ExpressVote, it allows this data to be stored on your workstation. If the data was archived in ERM, then these results files can be loaded into Electionware with the Acquire module.

### Loading Ballot Images

When expanded, the Poll Place List in the Navigator Pane shows the status of your media:

- **Multicolored circle**: indicates one of the <x> media storage devices has been loaded for one of the machines in the poll group.
- **Green Check Mark**: indicates the media storage device for the poll place has been loaded.
- **White Paper**: indicates the media storage device has not yet been loaded.
    - Roll mouse over a green checked poll to check its status.

**NOTE**: Check the Error Status Panel for data that could not be processed.

1. From the Results software group, click **Acquire**.
2. From the Work pane, choose the **Load Results** tab.
3. Results Repository: to retrieve the Archived Data, click **Browse** and browse out to **elecdata\Results Folder Name\CLCTDATA**.

**NOTE**: Do not go into the CLCTDATA folder.

4. Click **Start Load**.

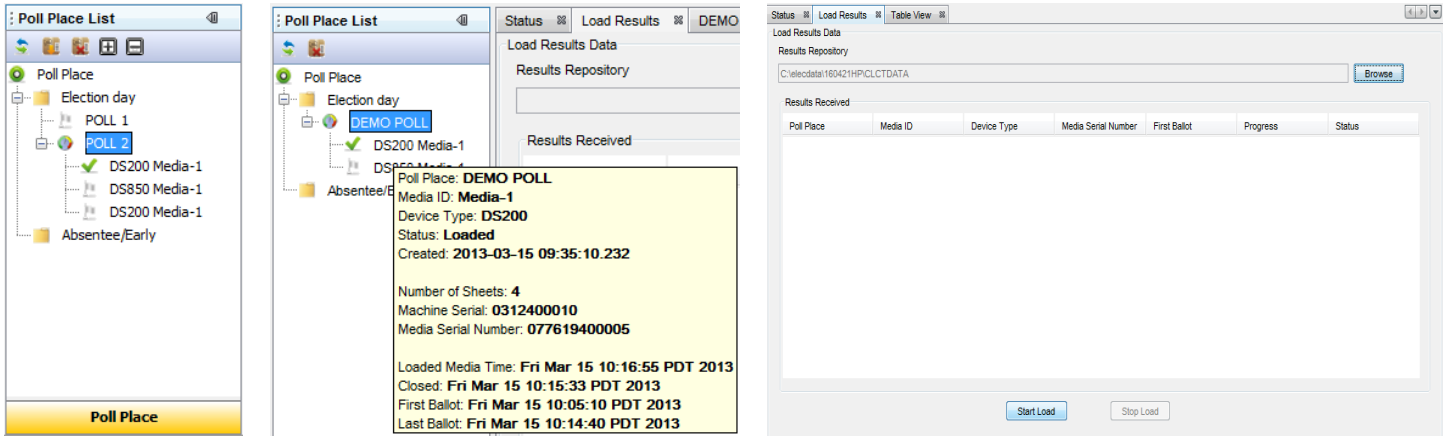



*Figure 3-A*: **Importing the machine logs, cast vote records, and ballot images.**

## Machine Log Report

The content of all loaded log files can be viewed in the Machine Log Report.

1. From Results software group, click **Acquire**.
2. From the Reports Menu bar, choose **Machine Log**.
3. Check the **Select All** box to include all log files in the report or check the box to the left of specific log file(s) to be included in the report.
4. To include only log file entries generated within a specific date and time range, select a **From Date** and **To Date** from the drop-down menus.
5. To include only log file entries generated within a specific time, select the **From Time** and **To Time**.
6. Choose the desired sort option:
   a. **Date - Ascending**: Sorts the entries in the report from most recent to least recent.
   b. **Date - Descending**: Sorts the entries from oldest to most recent.
7. Click **Run Report**.

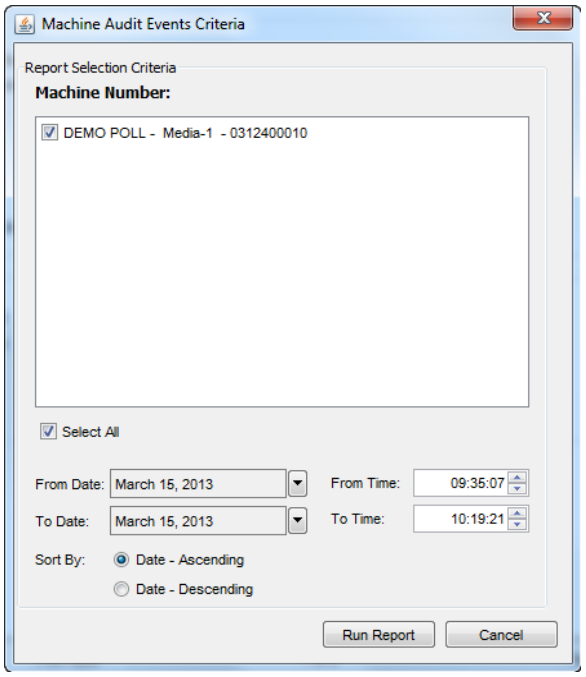



*Figure 3-B*: Machine Audit Events Criteria Screen.

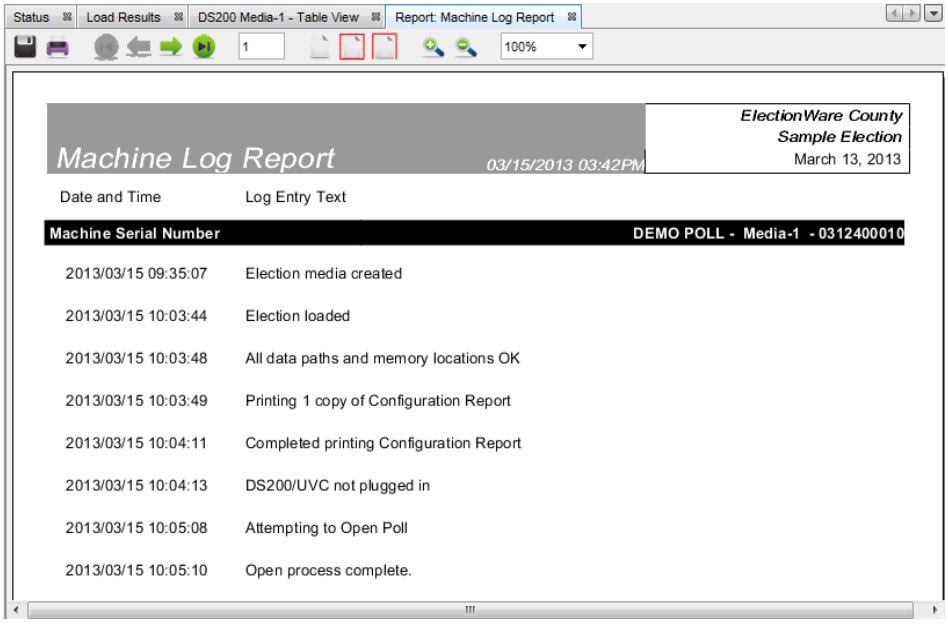



*Figure 3-C*: Machine Log Report.

## Media Status Report

Media Status Report header includes the name of the report, the time and date the report was generated, the name of the election associated with the media storage device(s) and the election date.

The Media Loaded section of the report lists loaded poll place media storage devices. The Media Not Loaded section of the report lists poll place media storage devices that have not yet loaded results.

Details about the media storage devices in the report include:

- **Poll Place Name**: the name of the poll place associated with the encoded media storage device.
- **Poll Place ID**: the ID number of the poll place associated with the encoded media storage device.
- **Equipment Type**: the type of equipment the media storage device was encoded for use on, either “DS200” or “Central Count.”
- **Media Serial Number**: the number associated with the encoded media storage device. This number is unique for each storage device in the election.
- **Media Load Time**: for media storage devices whose results have been loaded, displays the date and time that the load occurred.
- **ExpressVote Ballots**: the number of ExpressVote ballots processed at each poll place, and on each poll place media storage device.
- **Total Ballots**: for each media storage device whose results have been loaded, displays the total number of ballot images included in results data.

Each section of the report is followed by the total number of poll places with encoded media storage devices.

1. From Results software group, click **Acquire**.
2. Choose **Media Loaded Status** from the Reports menu.

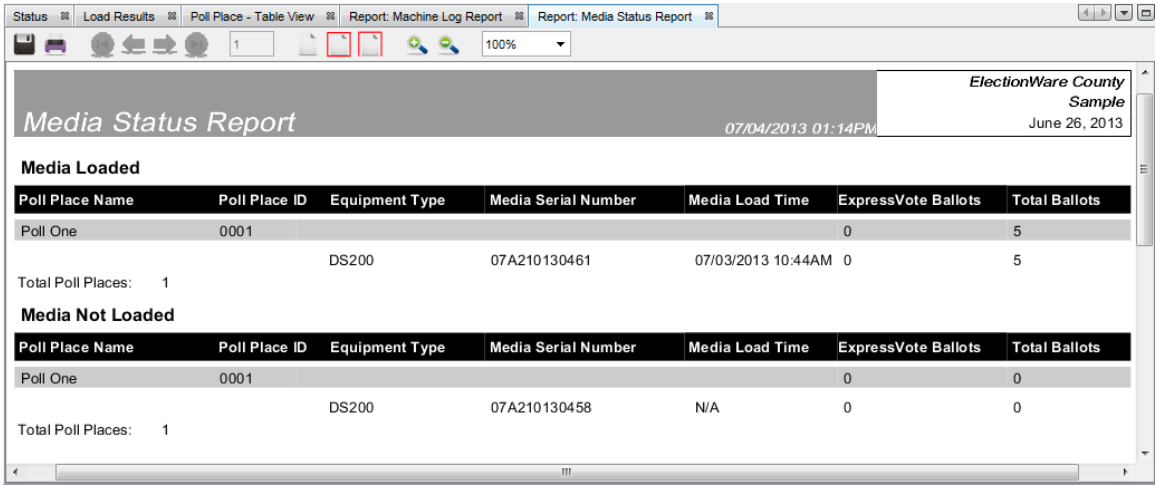



*Figure 3-D*: Media Status Report.

# Produce Module

The Produce module is used to view, save, print and filter ballots included in results from the Acquire module.

## Viewing Ballot Images

The Produce module is used to view, save, print, and filter ballots included in loaded results from Acquire.

1. From the Results software group, click **Produce**.
2. In the Navigator pane, specify Filter List options to identify which ballots to display in the Ballots - Table View tab.
3. Select **Apply Filter**.
4. In the Working Pane tab, in the Ballots – Table View**,** right-click and select **View Ballot** or **View All Ballots**.
5. In the Ballot Viewer tab, use the green arrow icon to review the next/previous ballot.
6. Icon options:

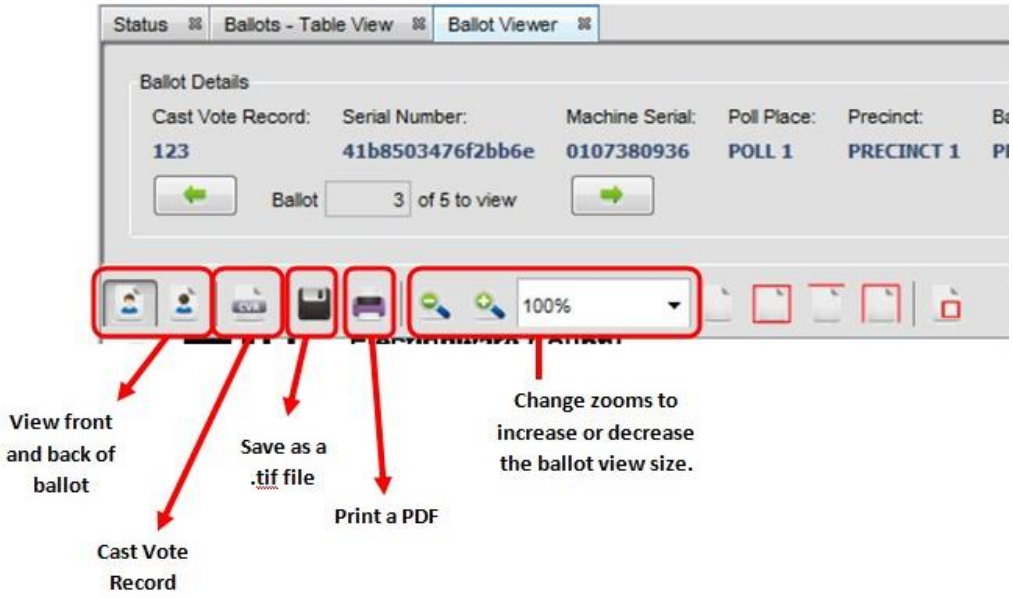



*Figure 3-E*: **Filter List options (above) and Ballot Viewer Workspace in Produce Module (below).**

## Exporting Ballot Images

1. From the Results software group, click **Produce**.
2. Select **Export Ballot Images** from the Tools menu.
3. **District Type**: select from the drop-down menu.
4. To include absentee and early voting ballot images, select **Include Non-Geographic Precinct Ballots**.
5. To include CVRs with the exported ballot images created in Electionware using Non- Geographic Precincts, select **Include Cast Vote Records**.
6. **Add Watermark to Images**: the watermark identifies the printouts as a ballot copy that is not intended for scanning.
7. **District:** Select one, some, or all districts. Use **Shift + click** to select sequential items; use **Ctrl + click** to select non-sequential items.

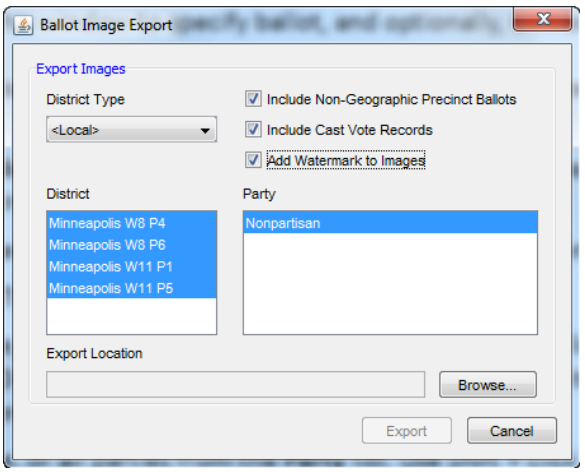


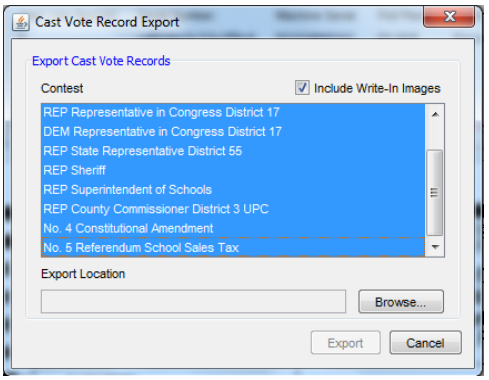

*Figure 3-F*: Exporting Ballot Images.

8. **Party:** select one, some, or all parties. Use **Shift + click** to select sequential items; use **Ctrl + click** to select non-sequential items.
9. Click **Browse** to display the Export Ballots. The Export Ballot Images File dialog box to locate the folder in which the file will be saved in.
10. Enter a name for the .zip file in the File name filed, then click **Save**.
11. Click **Export**.
12. Click **OK**.

**NOTE**: The .zip file may contain one of two PDF types, i.PDF (ballot image) or c.PDF (cast vote record).

## Exporting Cast Vote Records

1. From the Results software group, select **Results**.
2. In the Menu bar, select the **Tools > Export Cast Vote Records**.
3. If you would like to see write-ins for the contest selected, click on **Include Write-In Images**.
4. Highlight the Contest(s) to export.
5. Click on the **Browse** button to navigate to a location in which to save the exported file.
6. Click on the **Export** button to Export the file.
7. Click **OK** to generate the Excel export file.



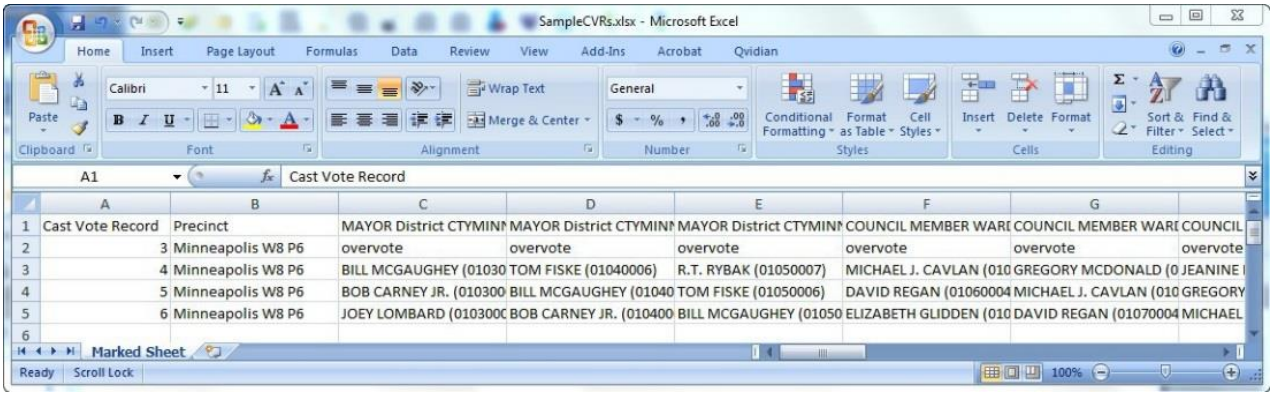
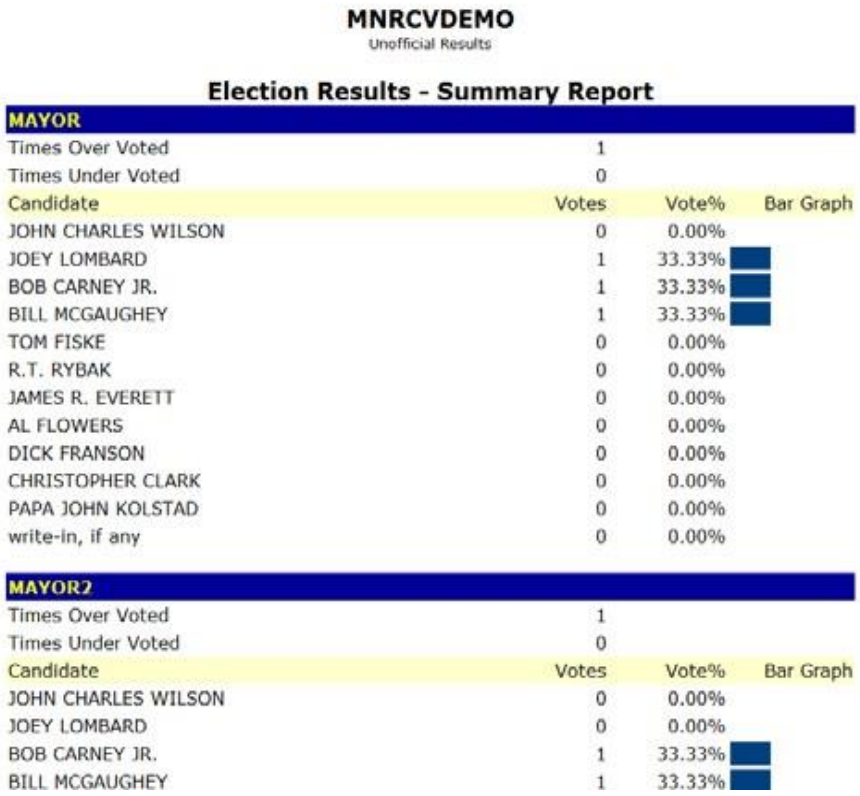




*Figure 3-G*: Exporting Cast Vote Records (top) and the CVR Excel Export (bottom).

## Generating a Results Report

1. From the Results software group, select **Results**.
2. Select **Results Report** from the Reports menu.



**MNRCVDEMO**
Unofficial Results

**Election Results - Summary Report**

| MAYOR | | | |
|---|---|---|---|
| Times Over Voted | 1 | | |
| Times Under Voted | 0 | | |
| Candidate | Votes | Vote% | Bar Graph |
| JOHN CHARLES WILSON | 0 | 0.00% | |
| JOEY LOMBARD | 1 | 33.33% | |
| BOB CARNEY JR. | 1 | 33.33% | |
| BILL MCGAUGHEY | 1 | 33.33% | |
| TOM FISKE | 0 | 0.00% | |
| R.T. RYBAK | 0 | 0.00% | |
| JAMES R. EVERETT | 0 | 0.00% | |
| AL FLOWERS | 0 | 0.00% | |
| DICK FRANSON | 0 | 0.00% | |
| CHRISTOPHER CLARK | 0 | 0.00% | |
| PAPA JOHN KOLSTAD | 0 | 0.00% | |
| write-in, if any | 0 | 0.00% | |

| MAYOR2 | | | |
|---|---|---|---|
| Times Over Voted | 1 | | |
| Times Under Voted | 0 | | |
| Candidate | Votes | Vote% | Bar Graph |
| JOHN CHARLES WILSON | 0 | 0.00% | |
| JOEY LOMBARD | 0 | 0.00% | |
| BOB CARNEY JR. | 1 | 33.33% | |
| BILL MCGAUGHEY | 1 | 33.33% | |

***Figure 3-H*: Results Summary Report.**

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