Electionware®
Volume I: Administrator's Guide

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Proprietary Document Section	Description
N/A	N/A

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Chapter 1: Overview

Electionware enables you to create elections for the ES&S DS200, ES&S DS850,ES&S ExpressVote, and ES&S AutoMARK. Within Electionware there are five groups and eleven modules. The content of this documentation is meant to mirror both the structure and the order of processes within Electionware. A brief description of these groups and their modules are listed below:

◆ Define - The Define group is used to input critical data for your election. Modules contained within the Define group are Home, Capture, and Element Library.

- **Home** - This module is the starting point within Electionware. Use Home to create, edit, and manage your elections.

- **Capture** - This module is used for entering important election-based information into the election database. Use Capture to enter precincts, districts, contests, candidates, parties, and other information pertinent to creating an election.

- **Element Library -** Store graphics in this module for use with ES&S AutoMARK, ES&S DS200, ES&S ExpressVote, and ES&S DS850. Or, manage system translations and audio for the ES&S AutoMARK and ES&S ExpressVote.

◆ Design - The Design group is used to design ballot and audio elements for your election. Modules contained within the Design group are Paper Ballot and Accessible Ballot.

- **Paper Ballot -** This module opens in a separate window and enables you to design paper ballots for use with the ES&S DS200, ES&S DS850, ES&S ExpressVote, and ES&S AutoMARK.

- **Accessible Ballot -** Format ballot display options as they will appear on the ES&S AutoMARK and ES&S ExpressVote and manage ADA audio settings for the ES&S AutoMARK and ES&S ExpressVote, validate data prior to generation of the ES&S AutoMARK and ES&S ExpressVote election files.

◆ Deliver - The Deliver group is used to configure equipment, package election data and print ballots on demand. Modules contained within the Deliver group are Configure Equipment, Package, and Print.

- **Configure Equipment -** This module enables you to add or edit polling information, set parameters and Access Codes for voting on the ES&S DS200, ES&S DS850, ES&S ExpressVote, and ES&S AutoMARK. You can also generate your election files for use with the ES&S DS200, ES&S DS850, ES&S ExpressVote, and ES&S AutoMARK.

- **Package -** Create media for use in the ES&S DS200, ES&S DS850, ES&S ExpressVote, and ES&S AutoMARK with this module. You can also create the Ballot File for the PollBook.

- **Print -** View and Print BOD (Ballot on Demand) ballots by precinct from the Print module.

◆ Results - Modules in the Results group are used to load election results data, view, filter and export poll place and ballot records, view and print ballot scan images, facsimiles and Cast Vote Records, generate Media Status, Machine Log and Election Summary results reports, and optionally clear loaded results. Modules within this group are Acquire and Produce.

- **Acquire** - This module is used to load results files and view data related to media devices encoded for the election. Poll place records can be viewed and exported to file. Media Status and Machine Log reports can be viewed, saved to file or printed. If required, results loaded from selected media storage device(s) can be cleared from the database, or all loaded results can be cleared from the database.

- **Produce** - This module is used to filter, display and export ballot data from loaded results data. Ballot records can be viewed and exported to file. The scan images or facsimiles of ballots associated with selected ballot records can be viewed and printed. In addition, scan images of ballots and their Cast Vote Records can be viewed, printed and saved. The Election Results Summary report, which includes the results of all loaded ballots, can be viewed, printed or saved.

◆ Manage - The Manage group is used to manage users and jurisdictions in Electionware. Modules contained within the Manage group are Setup.

- **Setup** - This module enables you to add and edit users and jurisdictions, and set the strength of election codes.

Note: Each module in Electionware enables you to generate reports to track event activity and work-flow.

The following diagram illustrates how Electionware interacts with the various elements and stages of a typical election:
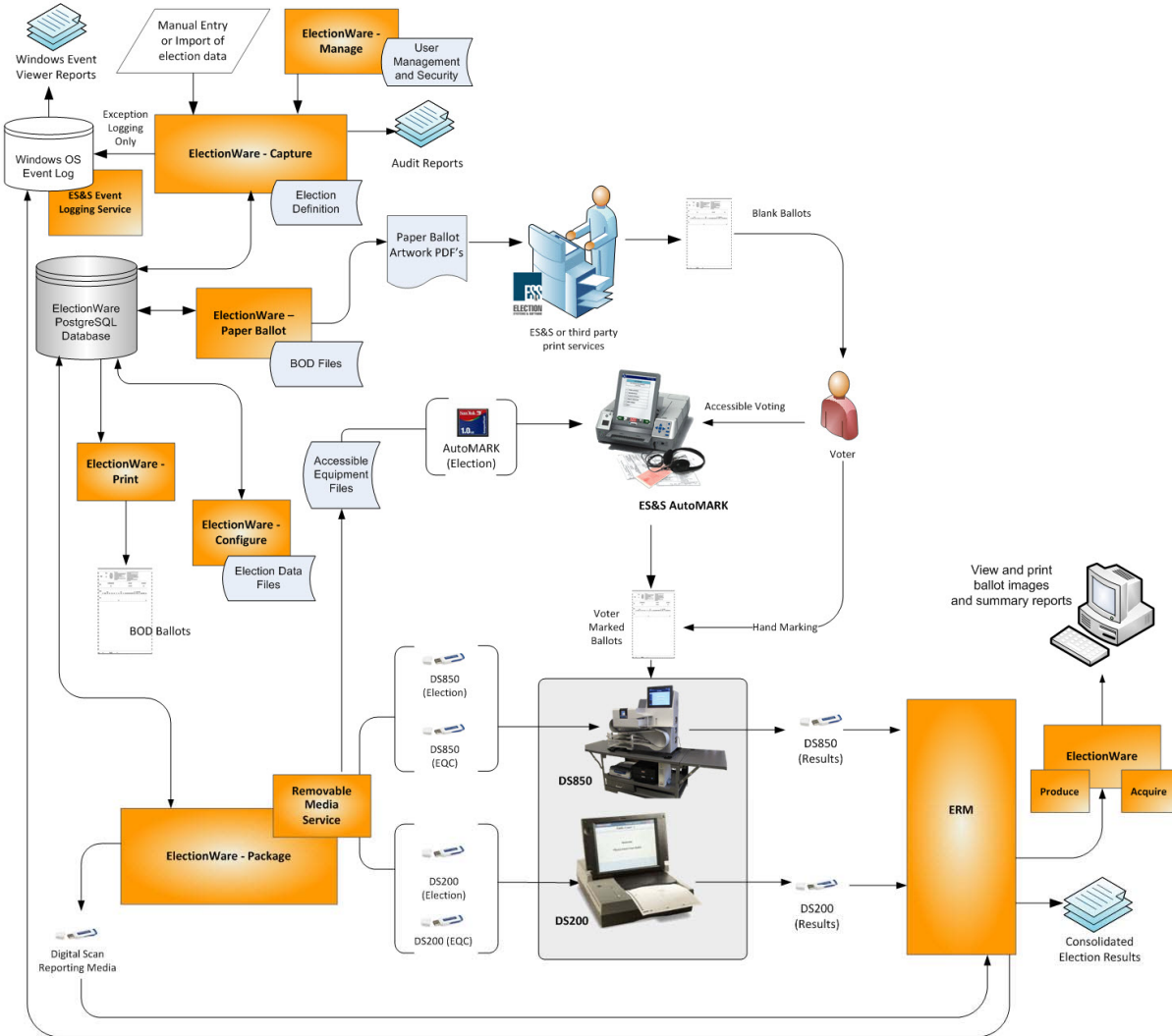
ES&S Elections

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

In a typical ES&S election, jurisdiction officials or ES&S election specialists use Capture to create an election database for your jurisdiction. Ballot layout artists and election programmers use the election database to format ballots with the Paper Ballot and Accessible Ballot modules and program ballot scanning and/or tabulating equipment using the Configure Equipment and Package modules. On Election Day, poll officials collect paper ballots or monitor voting on precinct tabulators. Officials then transfer scanner data directly from polling places to their jurisdiction's central election facility. At the central location, election officials use Election Reporting Manager to convert raw data from your ballot scanners into formatted election reports.

Jurisdictional Nomenclature

Terminology for the lowest-level common geopolitical civil division differs by state and country. In this manual and other ES&S documentation, the entity is referred to as a precinct.

As a company with accounts across the country and around the world, ES&S recognizes that certain jurisdictions use terms other than precinct. Some examples of the terms used by other jurisdictions are Election District (or ED), Borough, Province, Division, and District. These terms and others may be substituted for precinct depending upon the particular jurisdiction. However, for consistency, ES&S uses the term precinct throughout its documentation.

Contact ES&S for Technical Support

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

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

◆ The version number of the product you are using (for example, Electionware version x.x).

◆ The *exact* wording of any messages that appeared.

◆ A description of what happened when the problem occurred.

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

Contact an ES&S Support Representative:

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

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

Chapter 2: System Requirements

The ES&S voting system supports the following computer, system, and equipment configurations.

Standalone System - Each Microsoft Windows 7 based PC configuration is a single, dedicated Election Management System (EMS) workstation. These requirements are needed for all client workstations for every configuration.

Multi-User Locally Networked Client Server - This is a closed-networked system with a Microsoft Windows 2008 Server that is set up to support two or more client EMS workstations.

Reference: For more information on multi-user functionality in a closed network environment, see Chapter 8: Electionware in a Multi-User Environment.

Note: The use of an Uninterruptible Power System, (UPS) and the utilization of a frequent data backup plan are recommended for any computer that has Electionware installed.

Following are the hardware and software requirements for each equipment configuration option.

Reference: Software products need to be installed in the proper order. See Chapter 3: Before Installing Electionware and Associated Products for more information the order of installation.

System Requirements for Standalone System and/or Client Workstations

◆ Dual core processor

◆ 2 GB of RAM minimum, 4 GB of RAM recommended.

◆ 500 GB hard drive or larger

◆ Keyboard

◆ Mouse

◆ Monitor with a resolution of 1024x768 or better

◆ CD/DVD Reader (must be able to read both) with a speed of 16x or faster

◆ Minimum of 2 USB 2.0 ports

◆ Ethernet port (only required if you are using a networked deployment)

◆ USB Media - Depending on voting system configuration and supported tabulators:

- USB thumb-drive (DS200, DS850 and ExpressVote)
- USB CF drive (AutoMARK)

◆ Installation Media for OEM drivers

◆ Printer attached to the individual PC

◆ Windows 7, Service Pack 1

◆ Microsoft Patches

System Requirements for the Server in a Multi-User Environment

◆ Dual core processor

◆ ES&S Electionware - Server

◆ 2 GB of RAM minimum, 4 GB of RAM recommended.

◆ 500 GB hard drive or larger

◆ Keyboard

◆ Mouse

◆ Monitor with resolution of 1048 x 768 (or better)

◆ CD/DVD reader (must read both) – 16x (or faster)

◆ USB 2.0 port – quantity 2 (or more)

◆ Ethernet port

◆ Printer

◆ Installation media for OEM drivers

◆ Licensed installation media for Windows 2008 Server

◆ The media for Windows 2008 Server should be acquired from the OEM or directly from Microsoft

◆ Microsoft Server 2008

◆ Microsoft Patches

Chapter 3: Before Installing Electionware and Associated Products

The installation of Electionware requires the installation of the PostgreSQL database software and the Java 6 Environment. The installation of these products is automatic, but it is recommended that before you begin installation, you should close all programs and turn off virus protection software to prevent conflicts.

Following is the order in which you should install each module if you have purchased a suite of products from ES&S. The Products in bold pertain only to Electionware.

Order of Installation for Electionware Suite

Product	Location
Windows 7	Utilize the associated user documentation supplied with this software. Typically, this program is installed to its default directory.
Adobe Acrobat Standard version 9.0 or higher	Utilize the associated user documentation supplied with this software. Typically, this program is installed to its default directory.
RM/Cobol 12.06	RM Cobol must be installed prior to installing ERM. Refer to the ERM System Operating Procedures manual for installation instructions.
Event Logging Service	Refer to the Event Logging Services System Operating Procedures manual for installation instructions.
Removable Media Service	The Removable Media Service is required to create media in Electionware. See Chapter 9: Getting Started for installation instructions.
Election Reporting Manager (ERM)	Refer to the ERM System Operating Procedures manual for installation instructions.
VAT Preview	The VAT Preview is optional, but should be installed prior to installing Electionware. See Chapter 5: VAT Preview for installation instructions.
ExpressVote Previewer	The ExpressVote Previewer is optional, but should be installed prior to installing Electionware. See Chapter 6: ExpressVote Previewer for installation instructions.
Electionware	See Chapter 7: Install Electionware for installation instructions.

Note: The products in the table above are required in order to fully utilize Electionware.

Chapter 4: Install Removable Media Service

The ES&S Removable Media Service must be installed before attempting to create media devices for the ES&S DS200, ES&S DS850, ES&S ExpressVote, or ES&S AutoMARK. Before you begin installation, close all programs and turn off virus protection software to prevent installation conflicts.

Install Removable Media Service

1. Click the My Computer icon on your desktop and select the drive that contains the installation files for Removable Media Service.
2. Double-click **RMU Setup.exe** in the Removable Media folder to install the program.

> **Note:** If you are not an administrator, be sure to right-click and run the program as an administrator.

The ES&S Removable Media Service - InstallShield Wizard window appears:

3. Review the information in the window, then click **Next** to continue.

    The License Agreement window appears.
4. Select the **I accept the terms of the license agreement** radio button to accept the license agreement.
5. Click **Next** to open the Customer Information window.
6. Enter your name and your employer name in the **User Name** and **Company Name** fields respectively.
7. Click **Next** to open the Ready to Install the Program window.
8. Click **Install** to begin loading Removable Media Service onto the PC.

    The InstallShield Wizard Complete window will appear when the installation is complete.
9. Click **Finish** to close the InstallShield Wizard.

Chapter 5: VAT Preview

The VAT Preview may be installed prior to the installation of Electionware, but is not required. Before you begin installation, close all programs and turn off virus protection software to prevent installation conflicts.

Note: Although the installation of the VAT Preview is not required, the system will alert you to its absence during the installation process.

Install VAT Preview

1. Click the My Computer icon on your desktop and select the drive that contains the installation files for VAT Preview.
2. Double-click **Setup.exe** in the VAT Preview folder.

   The VAT Preview InstallShield window appears.
3. At the VAT Preview - InstallShield Wizard screen, click **Next.**
4. Click **Install** to begin the installation.

   A Status window will appear showing the progress of the installation.
5. Click **Finish** to exit the installation and close the Wizard.

Chapter 6: ExpressVote Previewer

The ExpressVote Previewer may be installed prior to the installation of Electionware, but is not required. Before you begin installation, close all programs and turn off virus protection software to prevent installation conflicts.

Note: Although the installation of the ExpressVote Previewer is not required, the system will alert you to its absence during the installation process.

Install ExpressVote Previewer

1. Click the My Computer icon on your desktop and select the drive that contains the installation files for ExpressVote Preview.

2. Double-click **Setup.exe** in the ExpressVote Previewer folder.

   The ExpressVote Previewer InstallShield window appears.

3. At the ExpressVote Previewer - InstallShield Wizard screen, click **Next.**

4. When the License Agreement information appears, read through the licensing information, and then either select **I accept the terms of the license agreement** to continue, or **I do not accept the terms of the license agreement** to cancel the installation. Click **Next** to continue.

5. Once the Ready to Install the Program window appears, click **Install** to continue.

   A Status window will appear showing the progress of the installation.

6. Click **Finish** to exit the installation and close the Wizard.

Chapter 7: Install Electionware

1. Click the My Computer icon on your desktop and select the drive that contains the installation files for Electionware.

2. Double-click **ElectionwareInstaller.exe** to begin the installation.

    The Electionware InstallShield window appears.

3. At the ES&S Electionware - InstallShield Wizard Welcome screen, click **Next**.

4. When the license agreement appears, select the **I accept the terms of the license agreement** radio button to accept the license agreement.

5. Click **Next** to open the Customer Information window.

6. Enter your name and your employer name in the **User Name** and **Company Name** fields respectively.

7. Click **Next** to open the Setup Type window.

8. Select from the following options:

    •   **Electionware - All Components** - Select this option if you want to install all components of Electionware on a single computer. Electionware will only be installed in a single-user configuration and will be accessible only from this computer. Go to Step 9 to proceed.

    •   **Electionware - Client** - Select this option if you want to install the client component of Electionware. This configuration will require you to access an Electionware server, installed on another computer. Go to Step 10c to proceed.

    •   **Electionware - Server** - Select this option if you want to install the server component of Electionware. This configuration only installs server information, and requires users to log on to the server from client consoles. Go to Step 9 to proceed.

9. Click **Next** to continue.

Installation Configuration

If the All Components or Server installation options is selected, Electionware determines whether one, or multiple hard drives are present, and then calculates the total drive size.

> **Note:** If the multiple drives are available, you will be prompted to select the data and working drives. The data drive is where image and election files are archived. The working drive is where working files (such as those used with the Results group) are stored. Use the available drop-down menus to select the appropriate drives for each. ES&S recommends that the larger drive is used as the data drive, and the smaller drive be used as the working drive.
>
> If the system only has one drive, the screen mentioned above is bypassed.

If the **All Components** or **Server** options are selected, you will then be prompted to enter a Database Super User Password:

9a. You have the option to either enter the database super user password for the database user, or leave this field blank to use the system-generated password.

9b. If you choose to enter a password, confirm it by re-entering the password in the **Confirm Password** field.

> **Warning:** Do not lose this password. If you lose this password, you will lose the ability to perform any database administration functions or to upgrade Electionware.

9c. Click **Next** to continue with the installation.

Client Installation

If instead you selected the **Client** configuration in step 9, the adjacent window will appear:

10. In the available field, enter the IP address of the Electionware server. Click **Next** to continue.

Finalizing Electionware Installation

> **Note:** If you have selected the Server installation type, the following three screens do not appear. Skip to step 16 to continue.

After selecting the Electionware configuration to be installed, the License File window appears.

The license file is used by Electionware to determine the modules that will be available to the user. Verify that you have the proper license file before proceeding.

11. Enter the target path for the license file in the available field, then click **Next** to continue.

DS850 Network Setup

12. At this stage of the installation, you will be prompted to select whether or not to utilize DS850 networking.

Select Yes to utilize DS850 networking, or No to not utilize the service.

13. Click **Next** to proceed.

If DS850 Networking is selected, the Results Location screen appears.

14a. From the drop-down menu, select the data drive of the FTP server where the DS850 results will be stored.

15. Once the appropriate drive has been selected, click **Next** to continue.

> **Note:** If the system contains multiple drives, make sure that the FTP drive selection corresponds with the data drive selection made for Electionware. If the system only contains one hard drive, then the above screen does not appear.

If No is selected, the installation continues on, and the Ready to Install Program screen appears.

16. After the Ready to Install Program window appears, click **Install** to begin loading Electionware onto the PC.

The Setup Status window shows a status bar until the installation is complete.

During this installation, the Electionware system, as well as PostgreSQL are being installed. Status bars will appear as each of these items is installed.

Depending on the speed of the computer, the installation may take some time. Do not restart or shut off the PC during the installation process.

17. When Complete, the InstallShield Wizard Complete window will appear.

18. Click **I would like a shortcut created on my desktop**, to create a shortcut to the Electionware program on your desktop.

19. Click **Finish** to close the InstallShield Wizard.

20. Restart the PC prior to using Electionware.

System Acquisition Procedures

Once you have installed Electionware, make sure your version matches the version listed on the purchase order. After opening Electionware, check the version number by using the following steps:

1. From the Help menu, click on **About Electionware**.
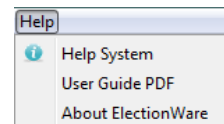
The About Electionware window appears:

2. Verify that the version number at the top of the About Electionware window matches the version number on your purchase order.

Verify: Contact ES&S customer support if the Version number on your software does not match the purchase order.
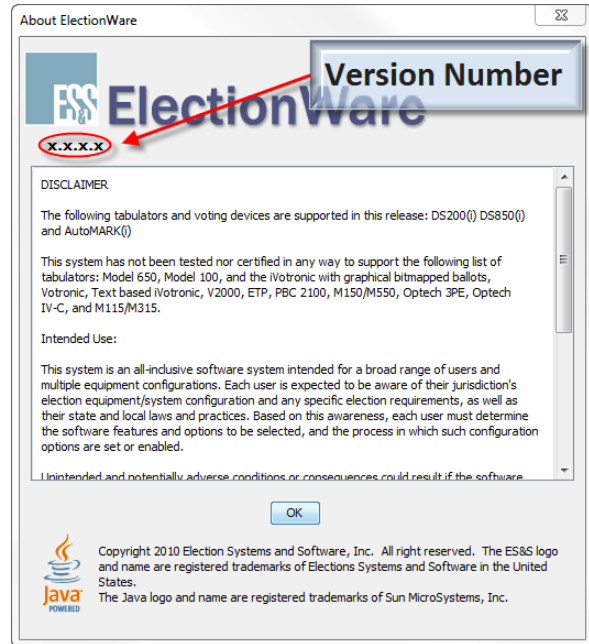
Chapter 8: Electionware in a Multi-User Environment

Multi-user Electionware functionality enables large jurisdictions to use authorized election personnel to simultaneously create precinct media devices and enter information for the ES&S DS200, ES&S DS850, ES&S ExpressVote, and ES&S AutoMARK, and Election Reporting Manager. Additionally, the multi-user functionality in Electionware allows multiple teams of election officials to simultaneously work on different elections. Several reports exist within the Package module, enabling you to determine precinct device creation. This is a great advantage to large jurisdictions, who are able to enter data and create media rapidly with many users.

Pressing the Refresh button at certain points in these processes will allow updated data to be viewed for multiple users.

Electionware supports multi-user functionality in a networked environment, however a few menu and dialog actions are not multi-user enabled due to application and data integrity considerations. Therefore, the following actions listed in the table below are only available in single-user mode.

Note: The "Action Location" column demonstrates one method of accessing the single-user abilities of Electionware. Other access methods exist using the Modules panel or the Toolbar.

Single-User Action Table

Electionware Single-user Only Actions	Action Location in the Electionware Menu Structure
Import Election information using the Import Election Data option.	**1. Modules > Define > Capture** **2. Tools > Import Election Data**
Paper Ballot	**Modules > Design > Paper Ballot**
Import Translations	**1. Modules > Define > Element Library >** **2a. Tools > Import AutoMARK System Translations** **2b. Tools > Import ExpressVote System Translations**
Import System Audio Recordings	**1. Modules > Define > Element Library** **2a. Tools > Import AutoMARK System Audio Recordings** **2b. Tools > Import ExpressVote System Audio Recordings**
Import Ballot Audio Recordings	**1. Modules > Design > Accessible Ballot** **2. Tools > Import Ballot Audio Recordings**

Single-User Action Table

DS200 Election Data, DS850 Election Data, ExpressVote Election Data, and AutoMARK Election Data.	1. Modules > Deliver > Configure Equipment 2a. Tools > Generate DS Election Data 2b. Tools > Generate Accessible Equipment Election Data

Before the single-user action is performed, the system confirms there is no other user accessing the election. If another user is accessing the election, the single-user action fails and a message appears stating that the election is being accessed by other users.

For the single-user action to be performed successfully, secondary users must log out of that election while the single-user action is performed. Until the single-user action is complete, the election is unavailable to other users.

Note: The single-user actions apply separately to each election.

Multi-User Functionality in a Closed Network Environment

A closed network consists of a stand-alone server that is used for a specific purpose, such as an EMS (Election Management System), and to which access is restricted to specific workstations and users and not connected to any other internal or external network. Only (EMS) Election Management System components are allowed on this network and specifically forbid any voting system component at a precinct voting site from being connected.

Security: Election Systems & Software recommends only using Electionware within a closed network environment to enhance election security.

Reference: See the system requirements for a multi-user environment in System Requirements for the Server in a Multi-User Environment.

Chapter 9: Getting Started

This chapter provides information about how to work within Electionware.

Note: For optimal viewing of Electionware, a minimum screen resolution of 1280 x 1024 is recommended.

Start Electionware

1. From the Windows Start menu, point to **All Programs**, select **ES&S,** and click **Electionware 4.6.0.0**.

   The Login window appears.

2. Enter your user name in the **User Name** field.

3. Enter your password in the **Password** field.

4. The main Electionware window appears.
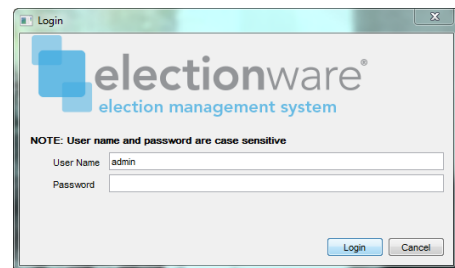
Note: Electionware shuts down after three failed attempts. If you bring Electionware back up, it keeps shutting down after each failed attempt. Once you get the password correct, the count resets, giving you three tries the next time.

Electionware Workspace

The Electionware window can be customized to fit your needs. Panes within the window can be resized and combined to allow for greater workspace.
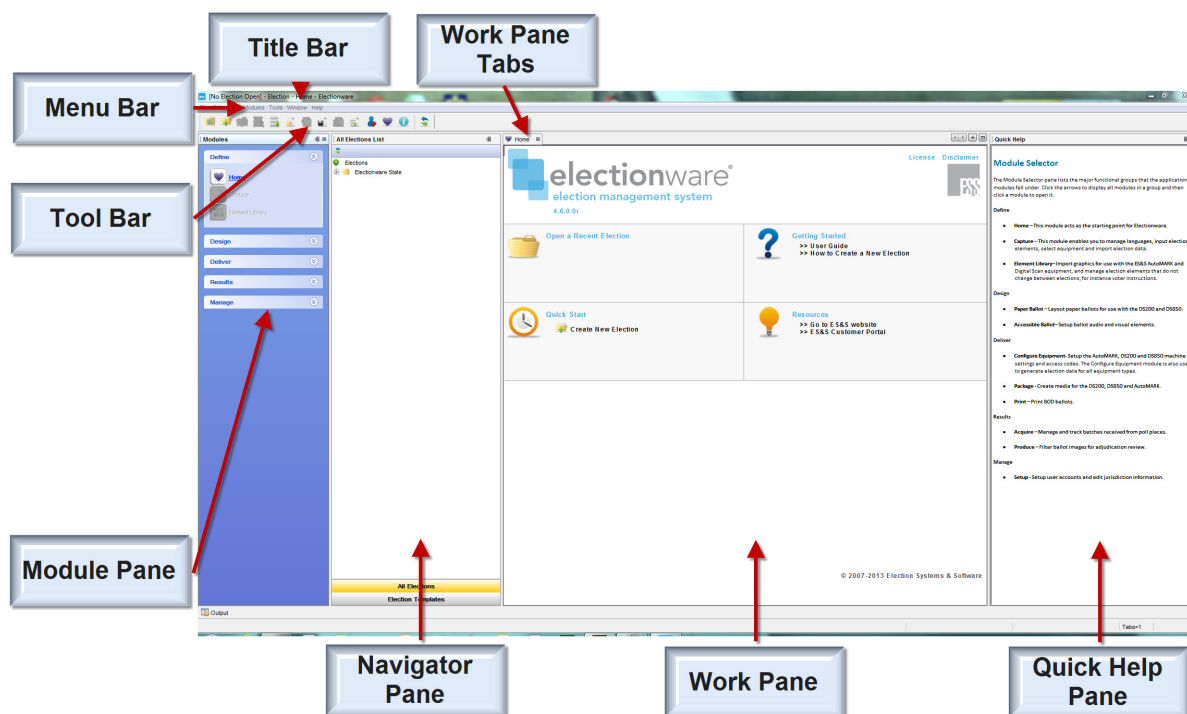
◆ Title Bar - The Title Bar states the name of the currently opened election and Electionware module.

◆ Menu Bar - The Menu Bar contains menus that correlate to the selected module.

◆ Toolbar - The Toolbar contains buttons that open commonly used Electionware features.

◆ Module Selector Pane - The Module Selector Pane enables the selection of various modules.

◆ Navigator Pane - The Navigator Pane list. The Navigation Pane title bar has right-click options for current lists (if available) in that navigation view.

◆ Work Space - The Work Space contains forms, screens, and reports.

◆ Quick Help Pane- The Quick Help Pane displays basic how-to assistance regarding the screen open in the Work Space.

◆ Work Space tabs - Click on the Work Space tabs to toggle between screens in the work space.

⚠️ **Warning:** Selecting a Windows shortcut from a File Browser window should be avoided whenever possible. Selecting a shortcut from the browser may cause Electionware to exit abnormally.

Navigator Pane

The Navigator pane is an essential tool used in almost every module of Electionware. You will note that the Navigator contains three distinct sections:

◆ The Navigator tool bar - This tool bar contains quick keys for performing various functions.

◆ The Navigator tree - This tree displays a hierarchical structure dependent upon the selected module. Utilize the (+) and (-) symbols to expand and retract items in the tree. The items in the tree can also be used for many procedural shortcuts.

◆ The Navigator buttons - These buttons are used to quickly navigate to different Navigator pane views within the same module. These views directly affect both the Navigator tool bar and the Navigator tree.
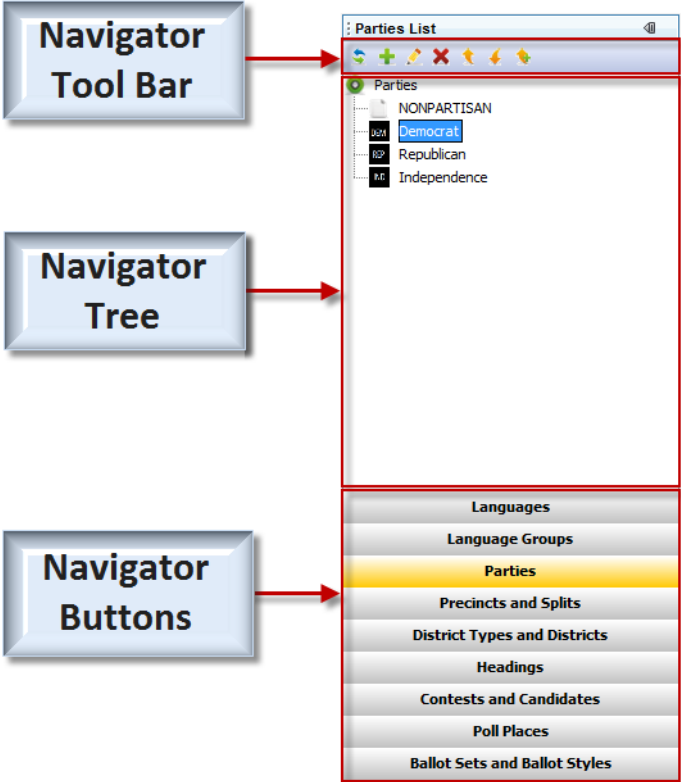
It is critical to note that the Navigator changes to reflect the selected module, as demonstrated in the graphic below:
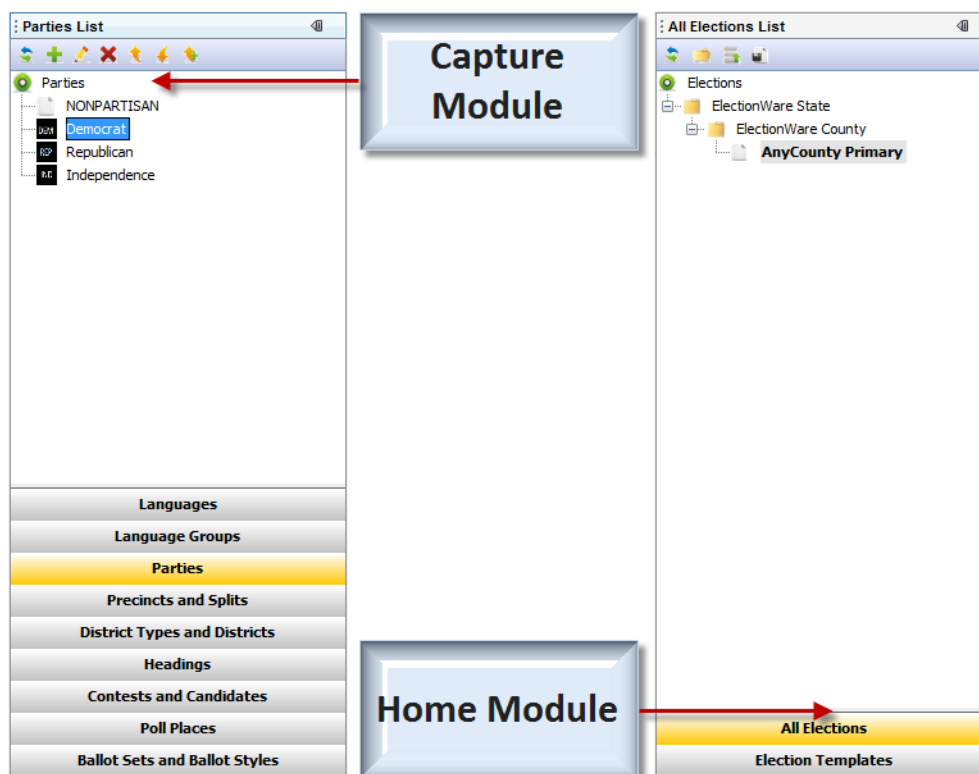
Report Screen Toolbar

Each module within Electionware offers its own collection of individual reports. These reports appear in the work space, and can be saved, viewed and printed all by utilizing the report screen toolbar. Use the report screen toolbar to save, print, scroll through pages, and change the view of the report currently displayed. Use the following information for reference on how to use the Report Screen Toolbar.

Saving and Printing Reports

To access the Report Screen Toolbar, use the Reports menu to produce reports specific to the module you are currently using.

Upon displaying the report in the work space, the report screen toolbar becomes available:
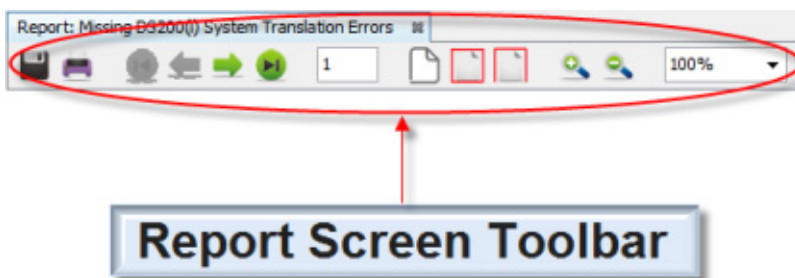
Report Screen Toolbar

At the top left of the Report Screen Toolbar are the **Print** and **Save** icons.

Use the Save icon to save the report currently displayed in the Report Screen. Electionware reports may be saved as (.pdf, .rtf, .html, .xlsx or .csv) formats. Click the Save icon.

Note: Reports are defaulted to save in the (.pdf) format.

A browser window appears:

Enter a file name that describes the report in the File name field, and click Save Report File.

Use the **Print** icon to print a hard copy of a report. The Print window appears:

Select the printer of your choice from the Name drop-down menu.

You can choose to print all pages by selecting All from the print range window. Or, you can select a specific page range by selecting Pages, and entering the desired page numbers in the from and to fields.

Select the number of copies you wish to print from the Number of copies cell. You may enter the number of copies you wish manually, or you can use the up or down arrows to increase or decrease the number of copies respectively.

Select Collate if you wish the report pages to print in sequential order.

Click Cancel to cancel the print job and close the Print window. Or, click OK to accept the print job and return to the Electionware window.

> **Note:** The print option can be used to create soft copies of a report as well. Use the **Name** drop-down list to select Adobe PDF option if Adobe 9.0 or higher is installed. Otherwise select **Print to file** from the drop-down menu.

Page Selection Arrows

Use the page selection arrows to navigate through the report pages sequentially, or to jump to the beginning or end of the report.

Click the Previous Page arrow to move one page backward in the report.

Click the Next Page arrow to move one page forward in the report.

Click the First Page arrow to skip to the first page.

Click the Last Page arrow to skip to the last page.

Or, use the **Go To Page** field to skip to a specific page in the report. You can also use this field to check the number of the currently displayed page.

Changing the On screen Report View

Use the page size and zoom icons to change the way that the on screen report is currently displayed.

Use the Actual Size icon to view the report in its actual size.

Use the Fit Page icon to make the report fit the page to the size of the current screen.

Use the Fit Width icon to make the report fit to the width of the current screen.

Use the Zoom In icon to zoom in on the report.

Use the Zoom Out icon to zoom out of the report.

Use the Zoom Ratio drop-down menu to manually select the size of the report on screen. The Zoom Ratio ranges from 50% to 800%. Select from the available percentages, or enter a manual percentage in the box

Window Menu Options

The Window menu enables you to manipulate many of the physical aspects of the Electionware workspace. Use the information found below to help customize the Electionware workspace so that it better suits your needs.
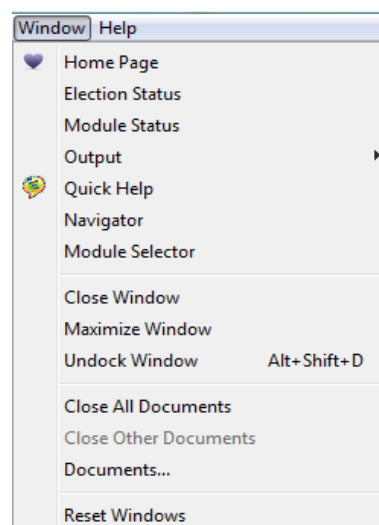
Home Page

The **Home Page** options enables you to quickly navigate to the Electionware home page. This home page is also one of the two locations where you can acquire the version number for your copy of Electionware. From this screen you can select from various options to perform numerous functions.
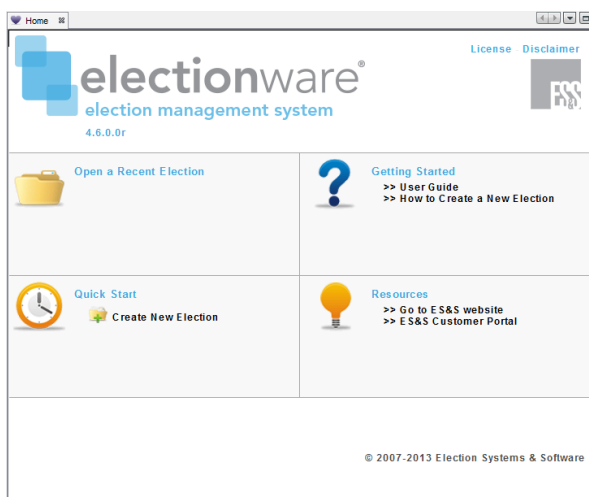
Election Status

The Election Status screen shows you information as it pertains to the selected election. Use the status screen to gain valuable information regarding the election name, state and county, election description, template applied, date of the election, and election type. Further, use this page to review the list of modules in Electionware, and whether these modules have been used to modify the selected election. The time and date stamp is updated to reflect when any modifications took place. The user who made modifications is included as well.

Module Status

The Module Status screen shows you information as it pertains to the selected module. Use the status screen to gain valuable information regarding various module information. Information in this area includes the module, whether that module was used to modify the election, and the time and date stamp for when the modification took place.

Note: Module Status is available in every module except Home. The information within the module status screen changes depending on which module is selected.

Output

The Output panes display log events and exception messages in Electionware. To access the Output pane, select Window, point to Output, then choose one of the following:

◆ Output - Displays Event and Exception messages under separate tabs.
◆ Events - Displays Event messages only.
◆ Exceptions - Displays error messages only.
◆ Ballot Style Generation - Displays Ballot Style Generation information, warnings, and errors.
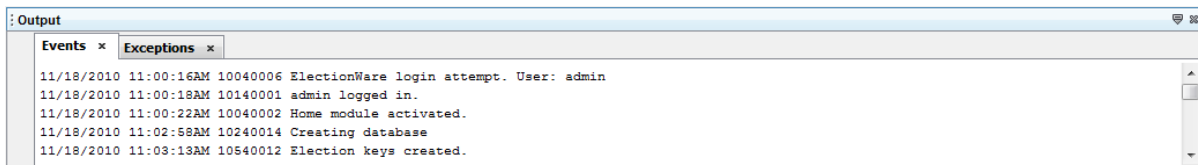
Quick Help

Select **Window**, then **Quick Help** to display the Quick Help pane for the current screen.
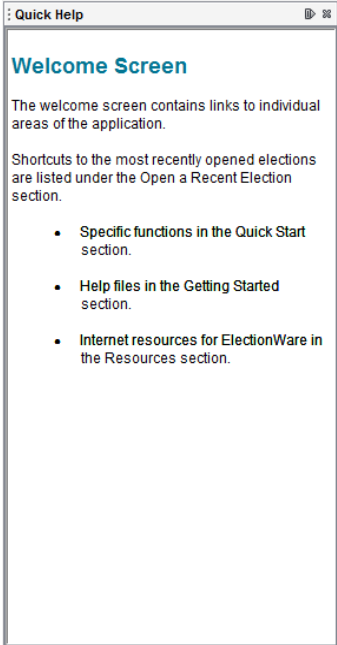
Navigator

Select this option to display the Navigator pane on the main screen.

Note: If the Navigator pane is already displayed, selecting this option has no effect.
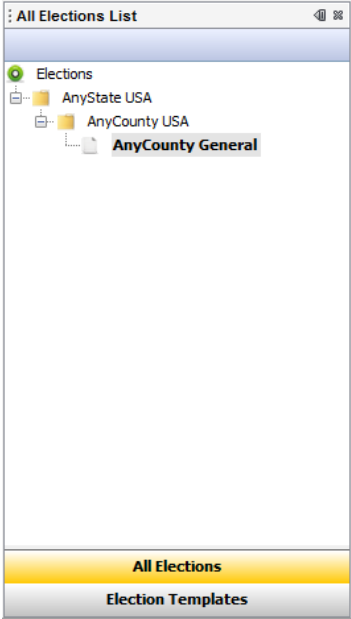
Module Selector

Select this option to display the Modules pane in the Electionware main window.

Note: If the Module pane is already displayed, selecting this option has no effect.
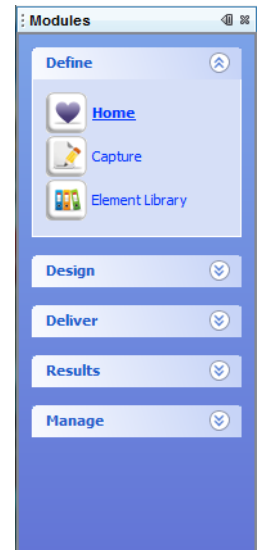
Close Window

Select this option to close the most recent window that was opened.

Maximize Window

Select this option to maximize the most recent window that was opened.

Undock Window

Select this option to undock any window and make it movable. First, click on the window you want to undock, then select Undock Window from the Window menu. To return the window to its locked position on the main screen, select Dock Window.

Close All Documents

Select this option to close all documents on the main screen of Electionware.

Close Other Documents

Select this option to close all documents other than the one most recently opened.

Documents

Select this option to open a window that lists all currently opened documents within a module.

From here, you can highlight a document and click **Switch to Document** to go directly to the chosen document. (This can also be done by clicking the tab of that document.) You can also close a document by highlighting the document and clicking **Close Document**. Documents can also be saved at this screen; if there are unsaved changes, the **Save Documents** button will appear.

Click Close to exit this screen.
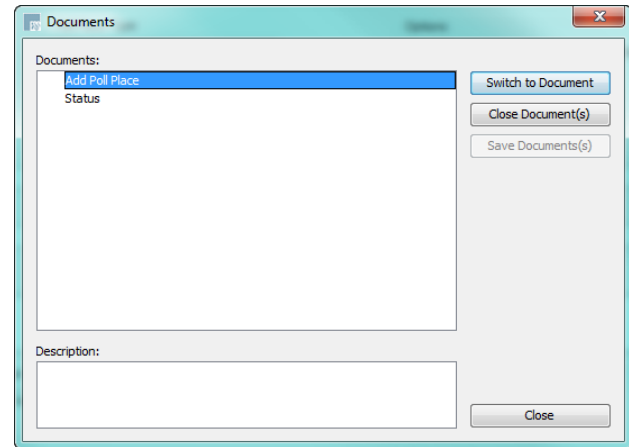
Reset Windows

Select this option to reset all windows back to the default setup.

Moving Panes

The panes of the Electionware window can be moved to increase the amount of work area in the window.

Combine Panes As Tabs

Panes can be combined to create a tabbed pane, thus creating a greater amount of workspace.

1. Click and drag the pane toward its target location.
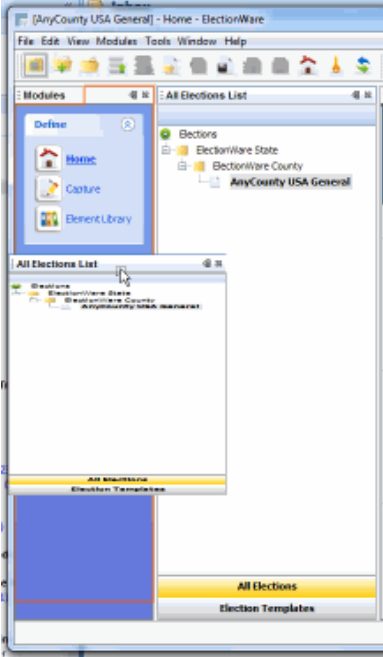
2. When an orange tabbed outline appears in the pane, release the button. The two panes appear as tabs.

Stack Panes

Panes can be combined to create more space.

1. Click and drag the pane toward its target location.
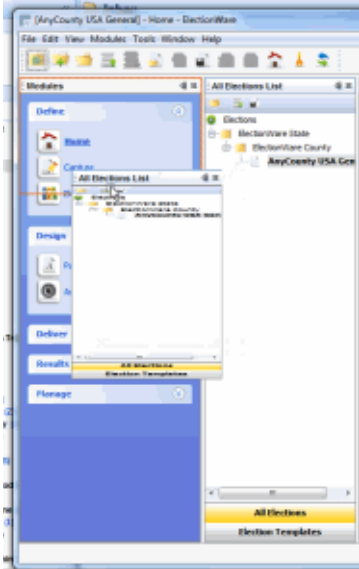
2. When a red outline that does not extend the length of the pane appears, release the button. The two panes will merge into a stacked formation.
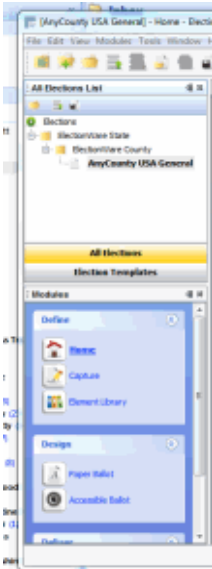
Undock Panes

Panes can be undocked to create a separate window.

1. Select a pane in the Electionware Window.

2. From the Window menu, select **Undock Window**.

3. The new window can be moved anywhere on the screen by clicking and dragging on the top bar.

4. From Window menu, select **Dock Window** to place the pane in its previous spot.
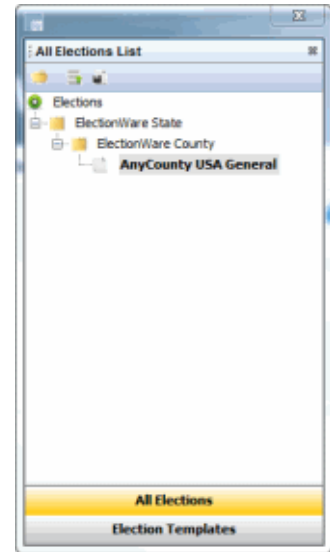
Help Menu

Electionware contains several help features. Quick Help is a screen-level help system designed to give an overview of a selected screen or task. The Electionware Help system is designed to assist with the broader tasks in the application. The User Guide is used to reference the Electionware manual at any time.

Help System

Use the Help System option to open an intuitive help system within the Electionware program. This help system is based on an interrogative format. Enter questions regarding a process in the search engine, and the system will provide those topics which reflect the question you provided. You can also access topics by clicking in the left pane on a module and selecting a specific question from there.

1. From the Help menu, click **Help System**.
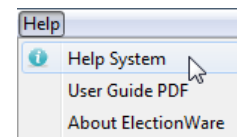
The Electionware Help system opens in an external Internet Explorer window. Depending upon your Internet Explorer security settings, a security warning may appear at the top of the window.
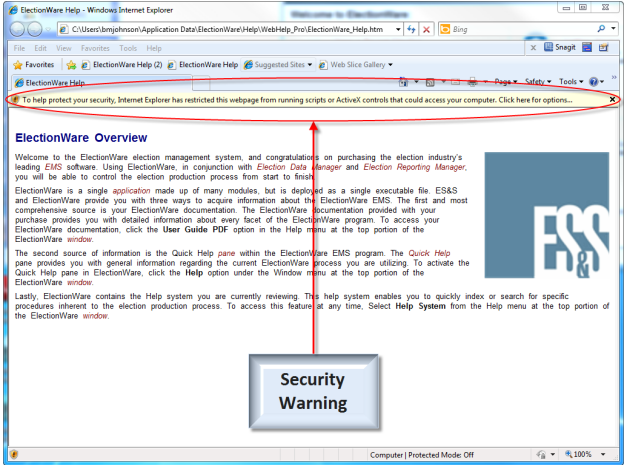
2. If you receive a security warning, right-click on the warning and select **Allow Blocked Content**.
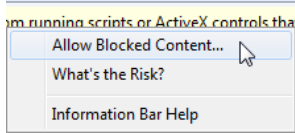
3. When prompted, select **Yes** to activate the necessary ActiveX controls.

The Electionware Help system becomes available:

4. If your EMS computer has internet access, click the ES&S logo to navigate to the ES&S website.

5. Click the **Contents** button in the upper left corner of the Overview window for a list of topics in the Electionware Help system.

The contents are organized by Group, then Module, then procedural questions.
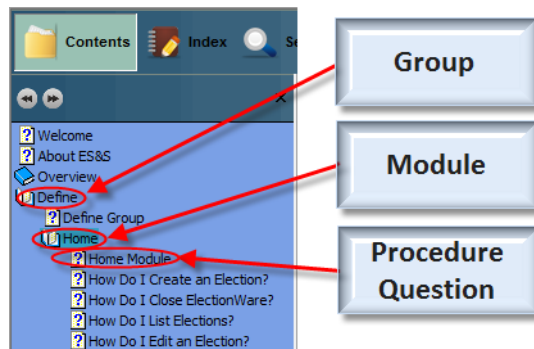
6. Click **Index** to view the Electionware Help system's index of key terms.

7. At the top of the Index pane, enter a key word in the **Type in the Keyword to find** field to locate that keyword in the Index.
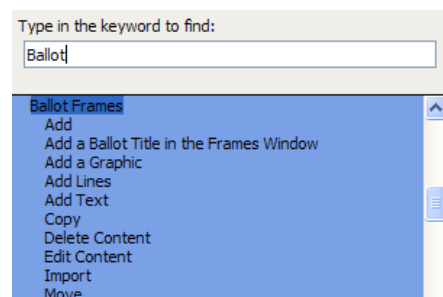
8. Click **Search** to search through the help system for specific topics.

9. In the **Type in the word(s) to search for** field, type the word or words to search, then click **GO**.
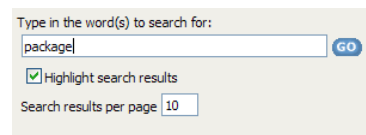
• Or, use the **Search** field in the upper right hand corner to enter the word or words to search, then click **GO**.

10. Click **Glossary** to open the Electionware Help system's glossary of terms.
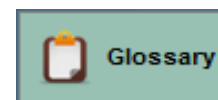
11. Click on a word or phrase in the **Term** frame to open the definition in the **Definition** frame.
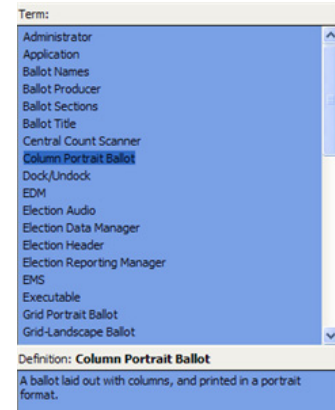
The Electionware Help system also contains what are known as Glossary Hotspots. When viewing a topic, look for italicized words or phrases in a maroon font:

Click on the term within the topic, to expand the term's definition there on the page:

The help system also contains multimedia demonstrations in various locations. When you come across a button labeled Show Me, click on the button to begin the multimedia demonstration. If the video does not start, click on the available hyperlink.

12. Close the Internet Explorer window to close the Electionware Help system.

User Guide PDF

The User Guide is an electronic copy of Electionware's System Operation Procedures manual. Use the User Guide PDF option to read through specific portions, or the entirety of the user guide from an Adobe Reader window.

From the Help menu, click **User Guide PDF** to view the Electionware System Operations Procedures manual. This document is a comprehensive manual covering the entire Electionware program. When selected, an external Adobe Acrobat window opens displaying the Electionware manual in a PDF format.
There are two panes in the User Guide window. The left pane is a navigation window that contains bookmarks to individual chapters and headings. These bookmarks will guide you to specific areas that may be beneficial to you during the creation of your election.
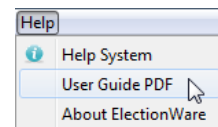
The right hand pane contains the actual content of the Electionware manual. Read through this information to acquire helpful hints regarding the functionality of Electionware.

To obtain specific information from a section in the left pane, click the + sign next to the part, chapter, or section you want to view. For example, to view information about the Capture module, click + on "Part 2: Capture." This will then become a - sign and display the chapter headings below. Select the topic you want to view.

Close the document to return to the Electionware window you were previously viewing.

About Electionware

Use the About feature of the Help menu to review information about your copy of Electionware.

From the Help menu, click **About Electionware** to view the disclaimer and copyright information for Electionware. The following window appears.
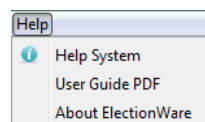
Read the information in this window and click **OK** to return to the Electionware window you were previously viewing.
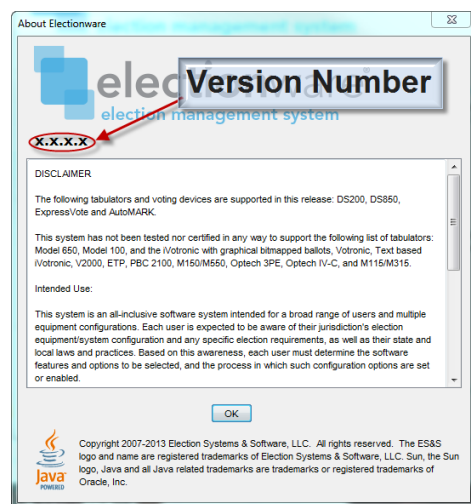
Chapter 10: Default Electionware Icons

The icons at the top of the Electionware screen can be used as shortcuts to Electionware menu options. The available icons change depending on the module you are currently in. Listed here are only those icons that are available in every module in Electionware.

Icon	Action Name	Description
	List Elections	View the list of elections that have been imported into a selected county in Electionware.
	New Election	Create a new election and import data into Electionware.
	Edit Election	Edit an existing election.
	Backup Election	Create a backup copy of your election.
	Restore Election	Restore an election you have previously backed up.
	List Election Templates	List a county's election templates.
	Edit Election Template	Edit an existing election template.
	Save as Template	Save an election as a template.
	Backup Election Template	Backup an election template.
	Restore Election Template	Restore an election template you have previously backed up.
	Home Page	Return to the Home tab of Electionware.
	User Preferences	Change your user preferences.
	Help System	Open the Electionware help system.
	Refresh Navigator	Refreshes the Navigator pane to reflect edited and or deleted items.

Chapter 11: Electionware Procedures

This section is intended to be a general overview of the steps necessary to create an election and load and view election results using Electionware. Many of the processes listed below have been abbreviated for the purposes of this book. For more detailed instructions regarding any of the processes listed here, see the volumes and sections referenced below.

Install Removable Media Service

If this is the first time you are using Electionware to create a media device, you must install Removable Media Service on your PC.

Reference: See Chapter 4: Install Removable Media Service for instructions on installing Removable Media Service.

Install VAT Preview

If this is the first time you are using Electionware, you should install VAT Preview on your PC prior to installing Electionware. Although the installation of VAT Preview is not required, the system will alert you if it is missing during the installation process.

Reference: See Chapter 5: VAT Preview for instructions on installing VAT Preview.

Install ExpressVote Previewer

If this is the first time you are using Electionware, you should install ExpressVote Previewer on your PC prior to installing Electionware. Although the installation of ExpressVote Previewer is not required, the system will alert you if it is missing during the installation process.

Reference: See Chapter 6: ExpressVote Previewer for instructions on installing ExpressVote Previewer.

Install Electionware

If this is the first time you are using Electionware, you must install it on your PC.

 Reference: See Chapter 7: Install Electionware for instructions on installing Electionware.

Start Electionware

1. Start Electionware.

 Reference: See Chapter 9: Getting Started for instructions about starting and working in Electionware.

Setup Module

The Add State, Add County, Add Users, Customize Labels, Set Election Code Strength, and Set Password Policies options are all found in the Manage module. Although this module is at the bottom of the Modules pane, it is the very first module you will utilize after installing Electionware.

Use the steps found in the following procedures to help you set up your jurisdiction specific information, as well as any password policies, prior to beginning your initial work in the Capture module.
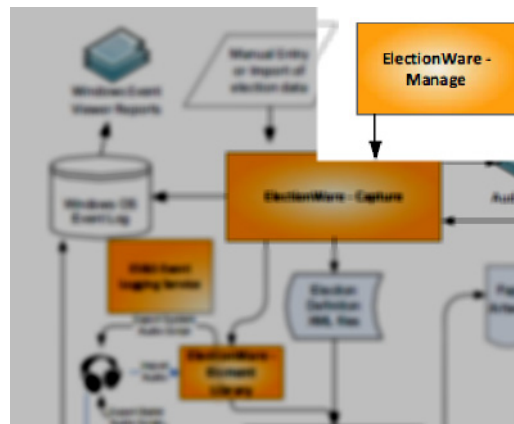
Add State

The Add State feature enables you to add a state node to the jurisdiction view of the Navigator pane. Use state nodes to categorize counties by their home states.

1. From the Modules menu, select **Manage** and click **Setup**.
2. From the Navigator pane, select the **Jurisdictions** button.

3. From the **Jurisdiction** menu, click **Add State**.

> **Reference:** See Chapter 14: Manage Jurisdictions for instructions about adding a state to Electionware.

4. Enter the state name in the **State Name** field.

5. Enter any additional information about the state in the **Additional Text** field.

6. Click **Clear** to clear any unsaved information.

7. Once you have finished editing your jurisdictional information, click **Save** at the bottom of the Add State screen.

8. Click **Close** on the Add State screen to finish adding state information.

Add County

The Add County feature enables you to add county nodes under existing state nodes. Use county nodes to create election databases.

1. From the Modules menu, select **Manage** and click **Setup**.

2. From the Navigator pane, select the **Jurisdictions** button.

3. From the list of available jurisdictions in the Navigator pane, select the state for the county.

4. From the **Jurisdiction** menu, click **Add County**.

> **Reference:** See Chapter 14: Manage Jurisdictions for instructions about adding a county to Electionware.

5. Enter the county name in the **County Name** field.

6. Enter any additional information about the county in the **Additional Text** field.

7. Click **Clear** to clear any unsaved information.

8. Once you have finished editing your jurisdictional information, click **Save** at the bottom of the Add County screen.

9. Click **Close** on the Add County screen to finish adding state information.

Add Users

The Add Users feature enables you to add authorized users to your copy of Electionware. There are several different Access Levels for users, and a user's access level delineates the functions they will be authorized for. Keep this information in mind when adding users to the Electionware system.

1. From the **Modules** menu, select **Manage** and click **Setup**.

2. From the Navigator pane, select the **Users** button.

3. From the **Manage** menu, click **Add User**.

> **Reference:** See Chapter 15: Manage Users for instructions about adding users to Electionware.

4. Enter the user's first name in the **First Name** field.

5. Enter the user's last name in the **Last Name** field.

6. Enter the user's ID in the **Login ID** field.

7. Select the user's access level from the **Access Level** drop-down menu.

8. Enter the user's password in the **Password** field.

9. Re-enter the user's password in the **Confirm Password** field.

10. Select the user's status from the **Status** drop-down menu.

11. Click **Clear** to clear any unsaved information.

12. Once you have finished adding users, click **Save** at the bottom of the Add Users screen.

13. Click **Close** on the Add Users page to finish adding users.

Customize Labels

The Customize Labels feature enables you to add or customize the nomenclature for the term precinct and/or split. Although the majority of users utilize the term precinct as a definition for the lowest common denominator for a voting location, not all states utilize this term. Therefore, if your jurisdiction uses a term such as borough or parish, use this option to change the term precinct to the appropriate verbiage for your jurisdiction.

1. From the **Modules** menu, select **Manage**, and then click **Setup**.

2. From the **Tools** menu, select **Customize Labels**.

   The Label Customization screen appears.

> **Reference:** See Chapter 15: Manage Users for more information on customizing precinct name information.

3. Enter the new name for the list of available items in the **New Label** column.

   For instance, in the **New Label** column, enter Election District in the cell adjacent to **Precinct**.

   In the cell next to **Precincts**, enter the term Election Districts to represent the pluralized form of the term.

4. Proceed through the list until all necessary labels have been customized.

5. When finished, click the **Save** button to save your changes.

Set User Password Policies

The Set User Password Policies feature enables you to set password policies for individual users. Use this option to stipulate the number of days a user's password remains valid.

Reference: See Chapter 16: Set User Password Policies for instructions on setting user password policies in Electionware.

Set Election Code Strength

Set Election Code Strength enables you to set the election code strength for ES&S DS200, ES&S DS850, ES&S ExpressVote, and ES&S AutoMARK. Follow the steps below to access the Election Code Strength screen.

Note: In order to access the **Set Election Code Strength** feature, an election **must** be selected.

1. From the Manage menu, click **Set Election Code Strength**.

The Election Code Strength screen appears in the work pane.

2. Use the slider bar at the left-hand side of the screen to adjust the Election Code strength.
3. The slider bar allows for three settings: **High**, **Medium**, and **Low**.

◆ High: The Election Code you define must contain 8-16 characters and have at least three of the four listed characteristics:

  • Upper case letters (A-Z)

  • Lower case letters (a-z)

  • Numerals (0-9)

  • Punctuation symbols ' ~ ! @ # $ % ^ & * ( ) = + , . / < > ? ; : " [ ] { } |

Note: The '-' (hyphen) is the only symbol available for the ES&S AutoMARK Election Code.

◆ Medium: The Election Code must contain 6-16 characters and at least one letter and one number.
◆ Low: The Election Code must contain 4-16 characters.

After you have selected your Election Code strength, click Save if you want to save the new Election Code Strength setting. Select Refresh to discard the change made on the screen and reset the value to the one last saved, or select Close to exit the screen.

Vacuum Analyze

The Vacuum Analyze option, enables Electionware to inspect the database for empty placeholders. Use this option prior to the Vacuum Full option, as this will enable the system to recognize empty placeholders prior to removing them.

To run the Vacuum Analyze option, use the following steps:

1. From the **Tools** menu, point to **Database Maintenance** and then select **Vacuum Analyze**.

The system automatically starts the database analysis. You will be prompted when the process is complete. To check for messages, be sure to scan the Output-Events portion of the screen for any important information.

Note: The V**acuum Analyze** option is only enabled if an election is open.

Vacuum Full

The Vacuum Full option goes through the database and eliminates all of the empty placeholders found during the Vacuum Analyze scan performed previously. Use this option after deleting information from the election to clean out empty placeholders, thereby freeing up space within the database, and helping to prevent potential errors.

To run the Vacuum Full option, use the following steps:

1. From the **Tools** menu, point to **Database Maintenance** and then select **Vacuum Full**.

The system automatically starts the vacuum process. You will be prompted when the process is complete. To check for messages, be sure to scan the Output-Events portion of the screen for any important information.

Note: The **Vacuum Full** option is only enabled if an election is open.

Home Module

The Home module is where election management, election template management, and election equipment selection options take place. This is also the location where Electionware will open, each and every time the program is started.

Use the steps found in the following procedures to help you create or edit an election, create a template from an existing election, or select the equipment types to be used with the selected election.

Create New Election

The New Election option enables you to create a new election. Use this feature to name and set options for any new elections.

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

    • Or, from the Navigator pane, right-click on a county and select **New Election**.

    Note: A county must be selected in order to create a new election.

    The "New Election" window appears.

2. In the **Election Name** field, type the name of your election.

3. If applicable, from the **Election Template** drop-down menu, select the election template you want to apply to the new election.

4. Click **Next**. A status bar appears while Electionware creates the new database.

    The Election Information screen appears.

5. From the **State Name** drop-down menu, select the state the new election will be created for.

6. From the **County Name** drop-down menu, select the county the new election will be created for.

    Reference: The **State Name** and **County Name** fields are populated with information entered in Manage. To learn more about adding states and counties, see Chapter 14: Manage Jurisdictions

7. Enter a descriptive name for the election in the **Election Description** field.

8. Enter an abbreviated name for the election in the **Election Abbreviation** field.

9. From the **Election Type** drop-down menu, select the proper type for the election. Selections for election types include **General/Other**, **Open Primary**, and **Closed Primary**

10. Click the **Election Date** drop-down menu to select the date for the election.

11. From the **State Name** drop-down menu, select a state.

12. From the **Rules Profile** drop-down menu, select the state that applies to the election. The selected state will define the rules that will be used for election setup and support.

13. Enter the jurisdiction ID in the **Jurisdiction ID** field.

14. Enter the Tape and Report names in the **Tape Name** and **Report Name** fields. These fields will specify how the election name appears on tape and report headings.

15. Enter the alternate IDs for the election in the **Alternate ID 1** and **Alternate ID 2** fields.

16. In the **Results Folder Name** field, enter the name of the results folder. This is a required field, and must be entered prior to proceeding to the next step.

17. Select a folder for the election database by clicking the **Browse** button adjacent to the **Election Folder Name** field.

18. Click **Next** to continue.

The Election Options screen appears.

19. Under Precinct ID Options, select either **System Generated Precinct ID,** or **User Entered Precinct ID**.

20. Enter any additional information for the election in the **Additional Information** table.

> **Note:** If additional information is entered for the English text, it **must** also be entered for each of the languages in the election. Select the language tabs from the top of the Additional Information section to populate these fields:
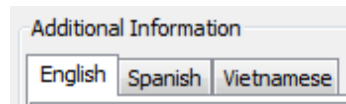
21. Enter any notes pertaining to the election in the **Election Notes** field.

22. Click **Finish** to create the new election.

23. If election creation is successful, you will automatically be returned to the main Electionware window. The new election will appear in the Navigator Pane.

> **Note:** If the election creation is unsuccessful, a prompt detailing the reason will appear. Click **OK** to return to the main Electionware window.

Equipment Selection

The Equipment Selection option is where you will select the specific election equipment to be used. Use this feature to select or deselect specific equipment types for your election.

1. From the modules menu, select **Define** and click **Home.**

2. From the **Tools** menu, click **Equipment Selection**.

> **Reference:** See *Electionware Volume II: Define User's Guide,* Chapter 5: Equipment Selection for information about selecting election equipment.

3. Select the desired equipment to be used by clicking the appropriate check boxes.

4. If applicable, select **Election Day Equipment** for the appropriate equipment type(s).

5. If applicable, select **Early Vote/Absentee Equipment** for the appropriate equipment types.

6. Click **Refresh** at the bottom of the Equipment Set Up screen to clear any unsaved information.

7. Once you have completed selecting the equipment types, click **Save** at the bottom of the Equipment Set Up screen.

8. Click **Close** on the Equipment Set Up screen to finish selecting equipment types.

Capture Module

The Capture module is where all of the necessary data entry for an election is performed. Items such as languages, districts, precincts, contests, candidates, and ballot sets can all be found in this module. Once an election is created, this will be the first stop in the overall election creation process.
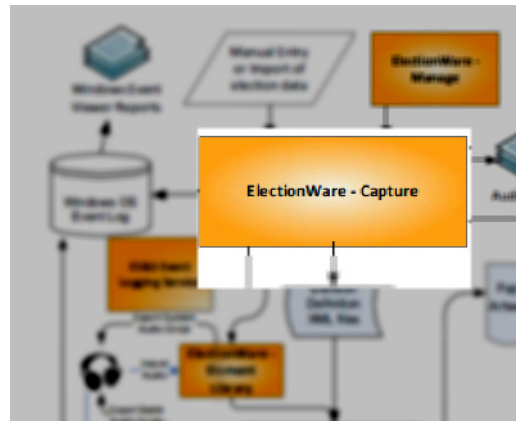
Add Languages

The Add Language option is a language option found in the Capture module. This option enables you to add languages to the current election. These languages can later be grouped for application to particular precincts.

1. From the Modules menu, select **Define**, then click **Capture**.

2. From the bottom of the Navigator pane, click the **Languages** button.

3. From the **Manage** Menu, point to **Languages** and click **Add Languages**.

    •   Or, right-click on **Languages** in the Navigator pane, select add, and then click **Add Languages**.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 9: Languages for information about adding languages.

4. From the **Languages** drop-down menu, select from the available languages:

    -   English   -   Japanese

    -   Spanish

    -   Chinese

    -   Korean

5. If applicable, edit the language name in the **Language Name** field.
6. If applicable, edit the translated language name in the **Translated Name** field.
7. Enter any additional information in the **Additional Information** field.
8. Enter alternate IDs for the language in the **Alternate ID 1** and **Alternate ID 2** fields.

> **Note:** Alternate IDs are utilized for the import and export to external systems. These fields are limited to 22 characters.

9. Once you have finished adding the new language, click **Save** at the bottom of the Add Language screen.
10. Click **Close** to close the Add Language screen.

Add Audio Languages

The Add Audio Language is the other language option found in the Capture module. This option enables you to add audio languages to be used with accessible equipment such as the, ExpressVote, and AutoMARK equipment types.

1. From the Modules menu, select **Define** and click **Capture**.
2. From the bottom of the Navigator pane, click the **Languages** button.
3. From the **Manage** Menu, point to **Languages** and click **Add Audio Languages**.

    -   Or, right-click a language in the Navigator pane and click **Add Audio Languages**.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 9: Languages for information about adding audio languages.

4. Select the language for which the audio language will apply from the **Screen Language** drop down menu.
5. Enter the audio language name in the **Audio Language Name** field.
6. Enter the translated language name in the **Translated Name** field.

7. If applicable, enter alternate IDs for the audio language in the **Alternate ID 1** and **Alternate ID 2** fields.

> **Note:** Alternate IDs are utilized for the import and export to external systems. These fields are limited to 22 characters.

8. Enter any additional information in the **Additional Information** field.
9. Click **Clear** at the bottom of the Add Audio Language screen to clear any unsaved information.
10. Once you have finished adding the new audio language, click **Save** at the bottom of the Add Audio Language screen.
11. Click **Close** on the Add Audio Language screen to finish adding audio languages.

Add Language Groups

The Add Language Groups option is found in the Capture module. This option enables you to group the languages added in the previous steps. These language groups are then applied to specific precincts for use. This insures that only those precincts using a specific set of languages have those languages written to the election media.

1. From the Modules menu, select **Define** and click **Capture**.
2. From the bottom of the Navigator pane, click the **Languages** button.
3. From the **Manage** Menu, select **Add Language Groups**.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 10: Language Groups for information about adding language groups.

4. Enter the name of the language group in the **Language Group Name** field.
5. Select the languages to be combined in the language group by clicking in the check box next to the appropriate languages.
6. If applicable, enter alternate IDs for the audio language in the **Alternate ID 1** and **Alternate ID 2** fields.

> **Note:** Alternate IDs are utilized for the import and export to external systems. These fields are limited to 22 characters.

7. Once you have finished adding the new language groups, click **Save** at the bottom of the Add Language Group screen.
8. Click **Close** on the Add Language Group screen to finish adding language groups.

Add Parties

The Add Parties option is found in the Capture module. This option enables you to add parties to the election.

1. From the Modules menu, select **Define** and click **Capture**.
2. From the bottom of the Navigator pane, click the **Parties** button.
3. From the **Manage** Menu, select **Add Parties**.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 11: Parties for information about adding parties.

4. Enter a name for the party in the **Party Name** field.
5. Enter the party abbreviation in the **Party Abbreviation** field.
   - **Optional:** select the **Major Party** option if applicable.
6. Enter the tape name in the **Tape Name** field.
7. Enter the report name in the **Report Name** field.
8. Enter the alternate identification for the party in the **Alternate ID 1** and **Alternate ID 2** fields.

> **Note:** Alternate IDs are utilized for the import and export to external systems. These fields are limited to 22 characters.

9. If applicable, click **Browse** next to the **Party Graphic File** field to locate and apply a graphic file to the selected party. A preview of the graphic will appear in the **Current Graphic** preview pane when a party graphic is selected.
10. Enter any additional text in the **Additional Information** table at the bottom of the screen.

> **Note:** If additional information is entered for the English text, it <u>must</u> also be entered for each of the languages in the election. Select the language tabs from the top of the Additional Information section to populate these fields:
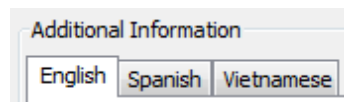
11. Once you have finished adding the new party, click **Save** at the bottom of the Add Party screen.
12. Click **Close** on the Add Party screen to finish adding parties.

Add Precincts

The Add Precincts option is found in the Capture module. Precincts are defined as a part of a territory established for administrative or election purposes. It should be noted however that although a majority of US jurisdictions utilize this term, other states such as New York, utilize terms such as Election District. If your term utilizes a term other than precinct, use the Customize Labels option to enter the appropriate verbiage. Also note that if the Customize Labels option is used the substituted verbiage will appear in menu options where the term precincts appears.

1. From the Modules menu, select **Define** and click **Capture**.

2. From the bottom of the Navigator pane, click the **Precincts and Splits** button.

3. From the **Manage** Menu, point to **Precincts and Splits**, then select **Add Precincts**.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 12: Precincts for information about adding precincts.

4. Enter the precinct name in the **Precinct Name** field.

5. If your election allows user generated Precinct IDs, enter the precinct ID in the **Precinct ID** field.

   - **Optional:** If applicable, select a language group from the **Default Language Group** drop-down menu.

6. Enter the tape name in the **Tape Name** field.

7. Enter the report name in the **Report Name** field.

8. Enter the alternate identification for the precinct in the **Alternate ID 1** and **Alternate ID 2** fields.

> **Note:** Alternate IDs are utilized for the import and export to external systems. These fields are limited to 22 characters.

9. Enter any additional text in the **Additional Information** table at the bottom of the screen.

> **Note:** If additional information is entered for the English text, it <u>**must**</u> also be entered for each of the languages in the election. Select the language tabs from the top of the Additional Information section to populate these fields:
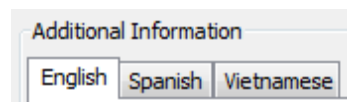
10. If applicable, add splits to the precinct by clicking the **Add Split** button below the **Additional Information** table.

11. Once you have finished adding the new precinct (and splits), click **Save** at the bottom of the Add Precinct screen.

12. Click **Close** on the Add Precinct screen to finish adding precincts.

Registered Voters

The Registered Voters option is found in the Capture module. This option enables you to enter registered voters for the election. Registered voters are assigned to precincts and splits, and typically change from election to election.

1. From the Modules menu, select **Define** and click **Capture**.

2. From the bottom of the Navigator pane, click the **Precincts and Splits** button.

3. From the **Manage** Menu, point to **Precincts and Splits**, then select **Registered Voters**.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 12: Precincts for information about entering registered voter totals.

4. Enter the appropriate registered voter totals for each precinct in the list, using the individual party columns to enter these numbers.

5. Once you have finished entering registered voter totals, click **Save** at the bottom of the Registered Voters screen.

6. Click **Close** on the Registered Voters screen to finish entering registered voter totals.

Add District Types

The Add District Types option is found in the Capture module. This option enables you to add district types to the election. District types are categorical entries in the database, used to define what types specific districts are assigned to (e.g. Municipal, County, and Federal).

1. From the Modules menu, select **Define** and click **Capture**.

2. From the bottom of the Navigator pane, click the **District Types and Districts** button.

3. From the **Manage** Menu, point to **District Types and Districts**, then select **Add District Types**.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 13: District Types and Districts for information about adding district types.

4. Enter the district type name in the **District Type Name** field.

5. Enter the district type ID in the **District Type ID** field.

6. Enter the alternate identification for the district type in the **Alternate ID 1** and **Alternate ID 2** fields.

> **Note:** Alternate IDs are utilized for the import and export to external systems. These fields are limited to 22 characters.

7. Once you have finished adding district types, click **Save** at the bottom of the Add District Type screen.

8. Click **Close** on the Add District Type screen to finish adding district types.

Add Districts

The Add Districts option is found in the Capture module. This option enables you to add districts to the election. Districts are jurisdictional boundaries that divide members of the voting population by geographical location.

1. From the Modules menu, select **Define** and click **Capture**.

2. From the bottom of the Navigator pane, click the **District Types and Districts** button.

3. From the **Manage** Menu, point to **District Types and Districts**, then select **Add Districts**.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 13: District Types and Districts for information about adding districts.

4. Enter the district name in the **District Name** field.

5. Enter the district ID in the **District ID** field.

6. Enter the tape name in the **Tape Name** field.

7. Enter the report name in the **Report Name** field.

8. Enter the alternate identification for the district in the **Alternate ID 1** and **Alternate ID 2** fields.

> **Note:** Alternate IDs are utilized for the import and export to external systems. These fields are limited to 22 characters.

9. Enter any additional text in the **Additional Information** table at the bottom of the screen.

> **Note:** If additional information is entered for the English text, it <u>must</u> also be entered for each of the languages in the election. Select the language tabs from the top of the Additional Information section to populate these fields:

Additional Information

| English | Spanish | Vietnamese |

10. Once you have finished adding districts, click **Save** at the bottom of the Add Districts screen.

11. Click **Close** on the Add Districts screen to finish adding districts.

Assign Precincts/Splits to Districts

The Assign Precincts/Splits to Districts option is found in the Capture module. This option enables you to assign precincts and splits to available districts already entered for the current election.

1. From the Modules menu, select **Define** and click **Capture**.

2. From the bottom of the Navigator pane, click the **District Types and Districts** button.

3. From the **Manage** Menu, point to **District Types and Districts**, then select **Assign Precincts/Splits to Districts**.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 13: District Types and Districts for information about assigning precincts to districts.

4. From the **District Type** drop-down menu, select the district type.

5. From the **District** drop-down menu, select the district.

6. From the displayed districts in the table, click the check box adjacent to the appropriate district to assign it to the selected district and district type.

7. Click **Save** to save your changes.

Add Headings

The Add Headings option is found in the Capture module. This feature enables you to add headings to the election. Headings can be used to divide up categories on the ballot. Typically these categories are related to the contest type attributed to a particular portion of a ballot (e.g. Federal, Municipal, Judicial).

1. From the Modules menu, select **Define** and click **Capture**.

2. From the bottom of the Navigator pane, click the **Headings** button.

3. From the **Manage** Menu, select **Add Headings**.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 14: Add Headings for information about adding headings.

4. Enter the heading title in the **Heading** field.
5. Enter the alternate identification for the heading in the **Alternate ID 1** and **Alternate ID 2** fields.

> **Note:** Alternate IDs are utilized for the import and export to external systems. These fields are limited to 22 characters.

6. Enter any additional text in the **Additional Information** table at the bottom of the screen.

> **Note:** If additional information is entered for the English text, it **must** also be entered for each of the languages in the election. Select the language tabs from the top of the Additional Information section to populate these fields:
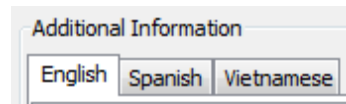
7. Once you have finished adding headings, click **Save** at the bottom of the Add Heading screen.
8. Click **Close** on the Add Heading screen to finish adding headings.

Add Contests

The Add Contests option is found in the Capture module. This feature enables you to add contests to the election. Contests are typically defined as races where political candidates run for a specific office. It should be noted however that there are several other contest types associated with this option, such as question and group vote contests.

1. From the Modules menu, select **Define** and click **Capture**.
2. From the bottom of the Navigator pane, click the **Contests and Candidates** button.
3. From the **Manage** Menu, point to **Contests and Candidates,** then select **Add Contests**.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 15: Contests and Candidates for information about adding contests.

4. Enter the contest title in the **Title** field.
5. Select the contest type from the **Contest Type** drop-down menu.

6. Select a party to affiliate with the contest from the **Party** drop-down menu.

> **Note:** The **Party** drop-down menu is not available for General Election types.

7. Select the appropriate contest heading from the **Heading** field.

8. Enter the "Vote For" number in the **Vote For Number** field.

9. Enter the term in the **Term Number** field.

10. Enter the row number in the **Row Number** field.

- **Optional:** Select the **Flag Undervote** option to have the system flag undervotes for the selected contest.

- **Optional:** Select **Allow Write-ins** to allow write-ins for the selected contest. If this option is selected, enter the number of write-ins in the adjacent **Number of Write-ins** field.

11. Assign a district type to the selected contest by selecting the appropriate district type from the **District Type** drop-down menu.

12. Select the appropriate district(s) by clicking the check box next to those districts associated with the selected contest in the **District** box.

- **Optional:** Select any optional contest options from the **Contest Omit and No-Candidate Creation Method** drop-down menu.

- **Optional:** Select a rotational algorithm from the **Candidate Rotation** drop-down menu.

13. Enter the tape name in the **Tape Name** field.

14. Enter the report name in the **Report Name** field.

15. Enter the alternate identification for the district in the **Alternate ID 1** and **Alternate ID 2** fields.

> **Note:** Alternate IDs are utilized for the import and export to external systems. These fields are limited to 22 characters.

16. Enter any additional text in the **Additional Information** table at the bottom of the screen.

> **Note:** If additional information is entered for the English text, it **must** also be entered for each of the languages in the election. Select the language tabs from the top of the Additional Information section to populate these fields:
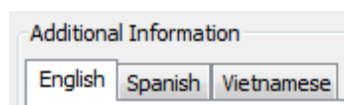
17. Once you have finished adding the contest, click **Save** at the bottom of the Add Contest screen.

18. Click **Close** on the Add Contest screen to finish adding contests.

Add Candidates

The Add Candidates option is found in the Capture module. This feature enables you to add candidates to the election. Candidates are typically defined as members of political parties (or nonpartisan individuals) running for a particular contest.

1. From the **Manage** menu, point to **Contests and Candidates**, and then select **Add Candidates**.

> **Note:** Candidates do not appear in their own Navigator view. Instead, these entities are listed under the contests they are assigned to. In order to see candidates for a given contest, click the '+' sign next to the contest in order to expand the full candidate list.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 15: Contests and Candidates for information about adding candidates.

The Add Candidate screen appears in the workspace.

2. Enter the candidate's last name in the **Last Name** field.

3. Enter the candidate's first name (and middle initial if applicable) in the First Name field.

> **Note:** Although the **Order Number** field cannot be edited from this screen, the order of candidates can be changed by utilizing the move options in the Navigator pane.

4. From the **Party** drop-down menu, select the candidate's party affiliation.

5. If applicable, from the **Candidate Type** drop-down menu, select whether the candidate is **Standard** or a **Group Vote Candidate**.

6. If rotations are enabled, select **Do Not Rotate** to disable the candidate from rotating.

7. Select **Exclude From Reports** to exclude the candidate from reports.

8. Enter the candidate name as you would like it to appear on your report tapes in the **Tape Name** field.

9. Enter the candidate name as you would like it to appear on your reports in the **Report Name** field.

10. Enter an **Alternate ID 1** and **Alternate ID 2** as another way to identify the candidate in other systems external to Electionware, (e.g. an external database or reporting system).

> **Note:** Alternate IDs are utilized for the import and export to external systems. These fields are limited to 22 characters.

11. Click **Browse** in the Graphic section to apply a graphic to the candidate. When a graphic is selected, a preview of the image will appear in the box next to the **Browse** and **Remove** buttons.

> **Note:** Candidate graphics are only supported for the paper ballot, and not the accessible equipment.

12. Include any additional information in the Additional information table at the bottom of the screen.

> **Note:** If additional information is entered for the English version of the candidate, it <u>**must**</u> also be entered for each of the languages in the election. Select the language tabs from the top of the Additional Information section to populate these fields:

Additional Information

English | Spanish | Vietnamese
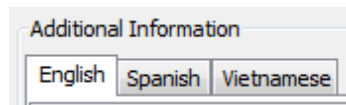
13. Click **Save** to save the candidate. Click **Clear** to clear any unsaved information. Or click **Close** to exit the screen without saving the information.

Add Poll Places

The Add Poll Places option is found in the Capture module. This feature enables you to add polling places to the election. Polling places are locations where multiple precincts are consolidated for voting purposes.

1. From the Modules menu, select **Define** and click **Capture**.
2. From the bottom of the Navigator pane, click the **Poll Places** button.
3. From the **Manage** Menu, point to **Poll Places**, then select **Add Poll Places**.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 16: Poll Places for information about adding poll places.

4. Enter the poll place name in the **Poll Place Name** field.
5. Select the poll place type from the **Poll Place Type** drop-down menu.
6. Enter the poll place ID in the **Poll Place ID** field.
7. Enter the tape name in the **Tape Name** field.
8. Enter the report name in the **Report Name** field.

9. Enter the alternate identification for the poll place in the **Alternate ID 1** and **Alternate ID 2** fields.

> **Note:** Alternate IDs are utilized for the import and export to external systems. These fields are limited to 22 characters.

10. Enter any notes for the poll place in the **Poll Place Notes** field.

11. Enter any additional text in the **Additional Information** table at the bottom of the screen.

> **Note:** If additional information is entered for the English text, it **must** also be entered for each of the languages in the election. Select the language tabs from the top of the Additional Information section to populate these fields:
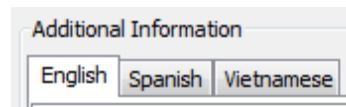
12. Once you have finished adding the poll places, click **Save** at the bottom of the Add Poll Place screen.

13. Click **Close** on the Add Poll Place screen to finish adding contests.

Add Ballot Sets

The Add Ballot Sets option is found in the Capture module. This feature enables you to add ballot sets to the election. Ballot sets are defined as collections of ballots with a singular identifier such as a party. For instance, in a closed primary election, depending on the number of parties, there would be a ballot set for each party within the election.

1. From the Modules menu, select **Define** and click **Capture**.

2. From the bottom of the Navigator pane, click the **Ballot Sets and Ballot Styles** button.

3. From the **Manage** Menu, point to **Ballot Sets and Ballot Styles**, then select **Add Ballot Sets**.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 17: Ballot Sets and Ballot Styles for information about adding ballot sets.

4. Enter the ballot set name in the **Ballot Set Name** field.

5. Select the party to attribute to the ballot set from the adjacent **Party** drop-down menu.

6. Select either **By Precinct** or **By Style** to select whether they ballot set will be created by precinct or by ballot style.

    *   **Optional:** If **By Precinct** is selected, click **Combine Splits if the Same**, to combine splits within the ballot set that are the same.

- **Optional:** If **By Style** is selected, select either **Additional Style for each split**, or **Additional Style for each District in Specified District Type** to create additional styles for individual splits or specified districts. If the latter is selected, choose the affected district from the available drop-down menu.

7. If applicable, select **Rotate Candidates** to enable candidate rotation for the selected ballot set. If selected, be sure to set the home rotation by entering a ballot style number in the **Home Position** field.

8. If candidate rotation is selected, choose either **Before Grouping Ballot Styles** or **After Grouping Ballot Styles** to decide whether candidate rotation is implemented before or after grouping ballot styles.

   - **Optional:** Select **Don't Rotate Splits** to disable rotations for splits.

9. Select from the following to stipulate any contest conditions for the ballot set:

   - **All Contests and Candidates -** to include all contests and candidates in the ballot set.

   - **All Except Local -** to include all contests and candidates other than those stipulated as local in the ballot set.

   - **Local Only -** to include only those contests and candidates stipulated as local in the ballot set.

   - **Exclude Non Partisan -** to include all contests and candidates other than those stipulated as non partisan in the ballot set.

   - **Select Contests to Exclude -** to exclude specific offices from the ballot set. If this option is selected, contests must be selected from the selections in the box below.

10. Once you have finished adding ballot sets, click **Save** at the bottom of the Add Ballot Set screen.

11. Click **Close** on the Add Ballot Set screen to finish adding ballot sets.

Add Rotation Exceptions

The Add Rotation Exceptions option is found in the Capture module. This feature enables you to add rotation exceptions to ballot sets within the election. Rotation exceptions are added when specific contests have rotation exceptions affiliated with a particular ballot set.

1. From the **Modules** menu, select **Define** and click **Capture**.

2. From the bottom of the Navigator pane, click the **Ballot Sets and Ballot Styles** button.

3. From the **Manage** menu, point to **Ballot Sets and Ballot Styles** and select **Rotation Exception**.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 17: Ballot Sets and Ballot Styles for information about adding rotation exceptions.

The Rotation Exceptions screen appears.

4. From the **Ballot Set** drop-down menu, select the ballot set to apply the rotation exception.

5. Click the **Add Exception** button.

6. Click the list under the **Contest** column to select the contest for the exception.

7. Click the list under the **Precinct/Split** column to select the precinct and split for the exception.

Once the contest, precinct and splits are chosen, the Registered Voters, System Rotation, and Static/Flow columns are automatically populated by the system.

8. Click the list under the **New Rotation** column to select a candidate for the rotation exception.

9. Once you have finished adding rotation exceptions, click **Save** at the bottom of the Rotation Exceptions screen.

10. Click **Close** to finish adding rotation exceptions.

> **Note:** To delete a rotation exception, simply select it from the list of exceptions in the table, and click the **Delete Exception Button.**

Generate Ballot Styles

The Generate Ballot Styles option is found in the Capture module. This feature enables you to generate ballot styles for the election. Generating ballot styles is one of the final steps taken in the Capture module. This step generates ballot set information from the data entered in Capture, and converts it into a usable format for the Paper Ballot module.

1. From the Modules menu, select **Define** and click **Capture**.

2. From the bottom of the Navigator pane, click the **Ballot Sets and Ballot Styles** button.

3. From the **Manage** Menu, point to **Ballot Sets and Ballot Styles**, then select **Generate Ballot Styles**.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 17: Ballot Sets and Ballot Styles for information about generating ballot styles.

4. When prompted, click **OK** to complete the process.

Export Ballot Translations

The Export Ballot Translations option is found in the Capture module. This feature enables you to export ballot translations for the election. Ballot translations are similar in concept to system translations, and are exported into an Excel spreadsheet. The script (or spreadsheet) is then translated by you or by a professional translation service.

1. From the Modules menu, select **Define** and click **Capture**.
2. From the **Tools** menu, select **Export Ballot Translations Script**.

> **Reference:** See *Electionware Volume II: Define User's Guide,* Chapter 19: Export Ballot Translations for information about exporting ballot translations.

3. Select a specific language to export by clicking the check box next to the language(s) you want to export.
4. Select whether to export **All ballot translations** or **Missing or changed ballot translations**.
5. Click **Browse** to select a location for the exported ballot translation scripts.
6. Click **Export** to begin the ballot translation script export process.
7. Close the prompt detailing the successful export of the translations by clicking **OK**.
8. Click **Close** on the Export Ballot Translations screen to finish exporting ballot translation scripts.
9. Select a translation service, or edit the translation scripts yourself for the required languages.

Importing Ballot Translations

The Import Ballot Translations option is found in the Capture module. This feature enables you to import the translated ballot script into the election.

1. After you have finished translating, or have received the completed ballot translations from your chosen translation provider, place the completed scripts in the original directory where the ballot translation scripts were exported.
2. From the **Modules** menu, select **Define** and click **Capture**.
3. From the **Tools** menu, select **Import Ballot Translations**.

> **Reference:** See *Electionware Volume II: Define User's Guide,* Chapter 20: Import Ballot Translations for information about importing ballot translations.

4. Click **Browse** to locate the translation script folder.

5. Select a specific language to import by clicking the check box next to the language(s) you want to import.

6. Click the translation script for the selected language, and click **Select**.

7. Click **Import** to begin the translation import process.

8. Click **OK** to close the File Import prompt.

9. From the Modules menu, select **Design** and click **Accessible Ballot**.

10. From the **Tools** menu, click **Validate Data.** Verify that the ballot data translations imported correctly by checking the Validate Data screen for errors.

> **Reference:** Refer to *Electionware Volume III: Design User's Guide,* Chapter 31: Validate Data for further information about using the Validate Data feature.

11. Click **Close** on the Import Ballot Translations screen to finish importing ballot translation scripts.

Element Library Module

The Element Library module is where accessible features for the AutoMARK, and ExpressVote can be customized. These features include both system files (defined as instructional text and audio displayed/played for the user) and screen graphics.

Exporting System Translations

The exporting of system translations is performed in the Element Library module. These features, for the AutoMARK, and ExpressVote are all performed from this module, although depending upon the configuration purchased by your jurisdiction, not all of these options may appear under the Tools menu.

System translations are similar in concept to ballot translations, and are exported into an Excel spreadsheet. The script (or spreadsheet) is then translated by you or by a professional translation service.

1. From the Modules menu, select **Define** and click **Element Library**.
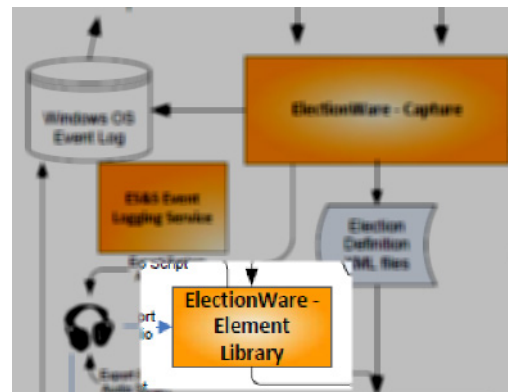
2. From the **Tools** menu, select **Export AutoMARK System Translations Script**, or **Export ExpressVote System Translations Script**.

> **Reference:** See *Electionware Volume II: Define User's Guide,* Chapter 23: Export AutoMARK System Translations Script or Chapter 28: Export ExpressVote System Translations Script for information about exporting system prompt translations.

3. Select a specific language to export by clicking the check box next to the language(s) you want to export.

4. Select whether to export **All system prompts** or **Missing or changed system prompts**.

5. Click **Browse** to select a location for the exported system translation scripts.

6. Click **Export** to begin the system translation script export process.

7. Close the prompt detailing the successful export of your language(s) by clicking **OK**.

8. Click **Close** on the Export Script screen to finish exporting system translation scripts.

9. Select a translation service, or edit the translations script yourself for the required languages.

Importing System Translations

The importing of system translations for the AutoMARK, and ExpressVote are performed in the Element Library module. Use the Excel spreadsheet exported in the previous steps for import.

1. After you have finished translating, or have received the completed system translations from your chosen translation provider, place the completed scripts in the original directory where the system translation scripts were exported.

2. From the Modules menu, select **Define** and click **Element Library**.

3. From the **Tools** menu, select either I**mport AutoMARK System Translations Script**, or **Import ExpressVote System Translations Script**.

> **Reference:** See *Electionware Volume II: Define User's Guide*, Chapter 24: Import AutoMARK System Translations Script, or Chapter 29: Import ExpressVote System Translations Script for information about importing system prompt translations.

4. Click **Browse** to locate the translation script folder.

5. Select a specific language to import by clicking the check box next to the language(s) you want to import.

6. Click the translation script for the selected language, and click **Select**.

7. Click **Import** to begin the translation import process.

8. Click **OK** to close the File Import prompt.

9. From the Modules menu, select **Design** and click **Accessible Ballot**.

10. From the **Tools** menu, click **Validate Data.** Verify that the system translations imported correctly by checking the **Validate Data** screen for errors.

> **Reference:** See *Electionware Volume III: Design User's Guide,* Chapter 31: Validate Data for further information about using the Validate Data feature.

11. Click **Close** on the Import Translations screen to finish importing system translation scripts.

Export System Audio Scripts

The exporting of system audio scripts is performed in the Element Library module. These features, for the AutoMARK, and ExpressVote are all performed from this module, although depending upon the configuration purchased by your jurisdiction, not all of these options may appear under the Tools menu.

System audio scripts are similar in concept to system translations, and are exported into an Excel spreadsheet. The script (or spreadsheet) is then used by you or a professional studio to record audio files for the election.

1. From the Modules menu, select **Define** and click **Element Library**.

2. From the **Tools** menu, select either **Export AutoMARK System Audio Script**, or **Export ExpressVote System Audio Script**.

> **Reference:** See *Electionware Volume II: Define User's Guide,* Chapter 25: Export AutoMARK System Audio Script, or Chapter 30: Export ExpressVote System Audio Script for information about exporting system audio scripts.

3. Select a specific language to export by clicking the check box next to the language(s) you want to export.

4. Select whether to export **All system prompts** or **Missing or changed system prompts**.

5. Click **Browse** to select a location for the exported system prompt audio scripts.

6. Click **Export** to begin the system prompt audio script export process.

7. Close the prompt detailing the successful export of your language(s) by clicking **OK**.

8. Click **Close** on the Export Audio Script screen to finish exporting system audio prompt scripts.

9. Send the exported system prompt audio script to a voice talent service, or perform the recording process yourself.

Import System Audio Recordings

The importing of system audio recordings for the AutoMARK, and ExpressVote is performed in the Element Library module. Place the recorded audio files in the same folder as the system audio script in order to ensure that the import process is successful.

1. After you have finished recording, or have received the completed system audio files from your chosen audio services provider, place the completed audio files within the same directory as the exported system prompt audio script(s).
2. From the Modules menu, select **Define** and click **Element Library**.
3. From the **Tools** menu, select **Import ExpressVote System Audio Recordings,** or I**mport AutoMARK System Audio Recordings**.

> **Reference:** See *Electionware Volume II: Define User's Guide,* Chapter 26: Import AutoMARK System Audio Recordings, or Chapter 31: Import ExpressVote System Audio Recordings for information about importing system audio recordings.

4. Click **Browse** to locate the translation script folder.
5. Select a specific language to import by clicking the check box next to the language(s) you want to import.
6. Click **Import** to begin the system prompt import process.
7. From the Modules menu, select **Design** and click **Accessible Ballot**.
8. From the **Tools** menu, click **Validate Data.** Verify that audio recordings imported correctly by checking the **Validate Data** screen for errors.

> **Reference:** Refer to *Electionware Volume III: Design User's Guide,* Chapter 31: Validate Data for further information about using the Validate Data feature.

9. Click **Close** on the Import Recordings screen to finish importing system audio prompt files.

Import Screen Definitions

Use the Import DS200 Screen Definitions, Import AutoMARK Screen Definitions, and Import ExpressVote Screen Definitions options to import screen definitions that the voter will see when utilizing the DS200, AutoMARK or ExpressVote. These definitions must be stored in the form of an (.ezip) file to be imported properly.

> **Verify:** The screen definition file is created and/or edited by ES&S. If you desire changes to the default DS200, AutoMARK, or ExpressVote screen definitions, please contact your ES&S representative for more details.

To import DS200, AutoMARK, or ExpressVote screen definitions, follow the steps below:

1. From the **Tools** menu, select **Import DS200 Screen Definitions**, **Import AutoMARK Screen Definitions**, or **Import ExpressVote Screen Definitions**.

A warning prompt appears explaining that changing the screen definition changes how the screen will appear to voters. Click Yes to continue.

- Or, click **No** to cancel the import screen definition process.

The Import <Equipment Type> Screen Definitions browser window appears.

2. Browse to the location of the screen definition (.ezip) file and click **Select**.

If successful, Electionware prompts you to let you know that the new screen definitions have been implemented. Click OK to return to the main Electionware window.

If the import of screen definitions is unsuccessful, you will be prompted to let you know that the new screen definitions were not implemented. Contact ES&S for more information on why the import of screen definitions failed.

Import Graphics

The Element Library module enables you to import graphics for the DS200, ExpressVote, and AutoMARK. Although the importing of screen graphics for all three systems is found under the Element Library module, the options that appear under the Tools menu will depend upon the configuration purchased by your jurisdiction.

1. From the **Modules** menu, select **Define** and click **Element Library**.
2. From the **Tools** menu, select either **Import DS200/ExpressVote Election Header Graphic,** or **Import AutoMARK Election Header Graphic**.

> **Reference:** See *Electionware Volume II: Define User's Guide, Chapter 31:* Import DS200 Election Header Graphic, or Chapter 34: Import AutoMARK Election Header Graphic, or Chapter 35: Import ExpressVote Election Header Graphic for information about importing header graphic files for the ES&S AutoMARK, ExpressVote, or DS200.

3. Select either the **Custom Graphic** or **Use Default Graphic** option to indicate whether you will be using the default or custom graphic.
4. If you are using the default election header, the default graphic will display. If you choose to use a custom graphic, click **Browse** to locate the file.
5. Click **Refresh** at the bottom of the Election Headers screen to clear any unsaved graphical information.
6. Once you have completed making changes to your header graphics, click **Save** at the bottom of the Election Headers screen to save the new graphical information.
7. Click **Close** at the bottom of the Election Headers screen to finish the graphics editing process.

Import DS200 Voter Thank You Screen Graphic

To import a thank you screen graphic, follow the steps below:

1. From the Tools menu, click **Import Voter Thank You Screen Graphic**.

    The DS200 Voter Thank You Screen appears.

2. Select either **Custom Graphic** or **Use Default Graphic**.

3. If you select a **Custom Graphic**, click **Browse** to open and select the new graphic.

    Note: Custom Graphic <u>must</u> be selected for the browse button to become available.

    A file browser window appears:

4. Select the custom graphic you wish to import and click **Open**.

    Electionware displays the path of the graphic file in the **Voter Thank You Screen graphic to display on the DS200:** field.

    A preview of the graphic appears in the **Current Graphic**: portion of the screen.

    Following are the requirements for imported graphics.

    *   The imported graphic file must be of file type (.png).
    *   It is recommended that the format size of the image be approximately 100 pixels in width by 88 pixels in height.

5. Click **Save** to save the selected graphic. Or, click **Refresh** to discard any unsaved information or **Close** to close the Election Headers screen.

If you close the Voter Thank You Screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and close the prompt and screen. Click **No** to close the prompt and your work without saving. Or, click **Cancel** to return to the Voter Thank You Screen.

Time Saver: You can also Import your AutoMARK Election Header graphics from the same screen, by clicking on the AutoMARK link at the top of the screen.

Paper Ballot Module

The Paper Ballot module is used to design ballots for an election. Using the information entered in Capture, you can design ballots to meet the needs of your jurisdiction. Use this module to configure the sheet size and orientation, as well as utilize style sheets to create a ballot that conforms to those election laws governing your locality.
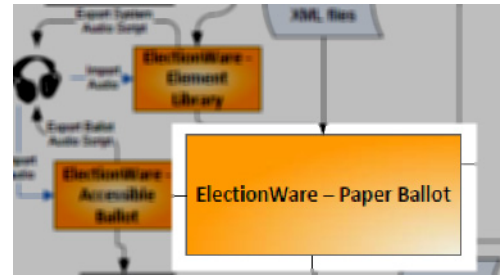
Design Paper Ballot

The Paper Ballot module is complex, and encompasses a greater amount of steps than those listed below. Additionally, paper ballots come in three different configurations, specific to the election guidelines put forth by your state. Use style sheets and various design options to create a ballot that conforms to the needs and requirements of your jurisdiction.

1. From the Modules menu, select **Design** and click **Paper Ballot**.

2. The Electionware Paper Ballot module opens in a new window.

> **Reference:** See *Electionware Volume III: Design User's Guide,* Part 1: Paper Ballot for information about designing your ballot.

> **Note:** When Paper Ballot is open, all other modules in Electionware are inaccessible.

3. From the File menu in Paper Ballot, point to **New**, then select **New document wizard** or **New document from template** to create a ballot in the application. If the ballot has already been created, select **Open** from the File menu and select the previously saved file name.

4. Once you have finished, select File and click **Save**.

5. Enter a name for the new ballot.

6. Select File and click **Finalize Ballot Layout**.

> **Warning:** Finalizing the Ballot Layout will overwrite any Accessible Ballot format changes you have made. A prompt will appear asking if you want to finalize the ballot layout.

7. Close **Paper Ballot** to return to Electionware.

Accessible Ballot Module

The Accessible Ballot module is where features that relate to the accessible ballot are configured. Using the features found in this module, you can configure the look and feel of the ballot as it appears on the AutoMARK and ExpressVote equipment types. Additionally, Accessible Ballot is also where ballot audio scripts are exported, and ballot audio files are imported.
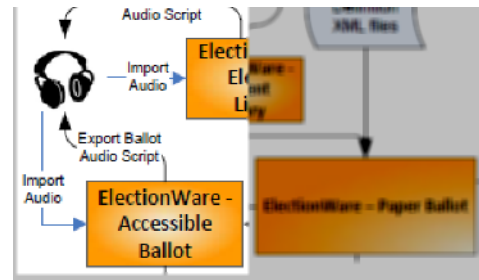
Formatting Screen Elements

From the Tools menu, you have the option of formatting various elements of the on-screen ballot. From here you can format headings, contests, contest summaries, candidates, and ballot style names. These functions enable you to change font size, color, justification, and weight of the text. In the Content editor portion of the screen, you can then preview how these changes will appear on the AutoMARK and ExpressVote.

1. From the Modules menu, select **Design** and click **Accessible Ballot**.

2. Select the element you wish to format from the four categorical buttons at the bottom of the Navigator pane.

> **Reference:** See *Electionware Volume III: Design User's Guide,* Chapter 28: Formatting Display Elements for information about formatting screen elements.

3. From the Navigator pane, click on the element you wish to format (for example, a candidate or contest).

4. From the **Manage** menu, select the element you wish to format (e.g. **Format Headings**, **Format Contests**, **Format Contest Summary**, **Format Candidates**, and **Format Ballot Style Names**).

5. From the **Content Editor** portion of the screen, select the item you wish to format (e.g. the candidate or contest name).

6. Use the commands in the Ballot Presentation Editor screen to change the font color, text formatting, or justification for the on screen element.

7. Click **Save** to save your changes.

8. Click **Close** to close the Ballot Presentation Editor screen.

Exporting Ballot Audio Scripts

The Export Ballot Audio Scripts option is found in the Accessible Ballot module. Ballot audio scripts are similar in concept to system audio scripts, and are exported into an Excel spreadsheet. The script (or spreadsheet) is then used by you or a professional studio to record audio files for the election.

1. From the **Modules** menu, select **Design** and click **Accessible Ballot**.
2. From the **Tools** menu, select **Export Ballot Audio Scripts**.

> **Reference:** See *Electionware Volume III: Design User's Guide*, Chapter 27: Export Ballot Audio Scripts for information about exporting ballot audio scripts.

> **Note:** The export of ballot audio scripts must be completed for all elections utilizing audio services.

3. Select a specific language to export by clicking the check box next to the language(s) you wish to export.
4. Select whether to export **All election audio** or **Missing or election audio**.
5. Click **Browse** to select a location for the exported election audio scripts.
6. Click **Export** to begin the election audio script export process.
7. Close the pop-up window(s) detailing the successful export of your script(s).
8. Click **Close** on the Export Audio Scripts page to finish exporting system election audio script(s).
9. Select a translation and audio talent service, or edit the translations within the script and create the necessary audio files for the required language(s).

Importing Election Audio Recordings

The importing of ballot audio recordings for the AutoMARK, and ExpressVote, is performed in the Accessible Ballot module. Place the recorded audio files in the same folder as the ballot audio script in order to ensure that the import process is successful.

1. After you have finished recording, or have received the completed election audio files and translations from your chosen audio services provider, place the completed audio files and edited scripts in the same directory.
2. From the **Modules** menu, select **Design** and click **Accessible Ballot**.

3. From the **Tools** menu, select **Import Ballot Audio Recordings**.

> **Note:** The import of election audio recordings must be completed for all elections utilizing audio services.

> **Reference:** See *Electionware Volume III: Design User's Guide,* Chapter 29: Import Ballot Audio Recordings for information about importing ballot audio recordings.

4. Click **Browse** to locate the folder where the audio files and script are located.
5. Select the election audio script for the language you have selected, and click **Import**.
6. Select a specific language to import by clicking the check box next to the language(s) you wish to import.
7. Verify that the system audio prompts imported correctly by checking the Validate Data page for errors. This is accessed from the **Tools** menu by selecting **Validate Data**.

> **Note:** Refer to *Electionware Volume III: Design User's Guide,* Chapter 31: Validate Data for further information about using the Validate Data feature.

8. Click **Close** on the Import Recordings page to finish importing system audio prompt files.

Validating Translation and Audio Data

The Validate Data option is found in the Accessible Ballot module. This option enables you to validate all data (translations, system audio files, and ballot audio files) have been imported correctly. Be sure to highlight any errors found and click View Details in order to learn more about the issue(s).

1. From the **Tools** menu, click **Validate Data**.

> **Note:** Refer to *Electionware Volume III: Design User's Guide,* Chapter 31: Validate Data for further information about using the Validate Data feature.

2. In the Data Validation Errors list, select a specific set of errors and click **View Details**.

> **Note:** You must select a specific set of errors to generate the appropriate translation or audio error report.

3. Review the selected error report, and repeat the appropriate export or import steps to correct the errors listed in the report.

> **Note:** You must correct all of the listed errors to proceed with the election production process.

Configure Equipment Module

The Configure Equipment module is where you will configure the equipment to be used in the election. From here, you will be able to set various options including the processing of ballots, reporting, and security settings. In addition, once you have made the appropriate changes to these settings, you can then generate the data to be used with your equipment.
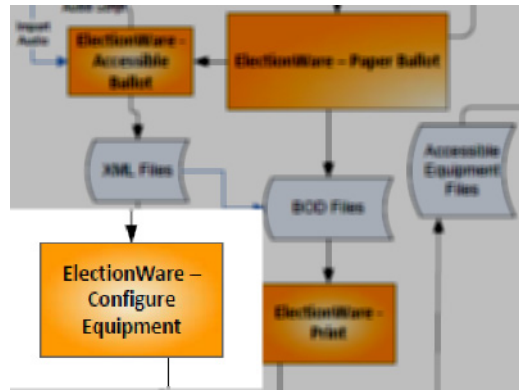
Configure Security and Settings for Digital Scan and Accessible Equipment

From the Manage menu of the Configure Equipment module, you can configure security and various elements of digital scan (DS) and accessible equipment types.

1. From the **Modules** menu, select **Deliver** and click **Configure Equipment**.

> **Note:** The election security code is dependent on the strength set in the Setup module. Do not use spaces, a colon (:), or a pipe (|) symbol. Security Codes are case sensitive.

> **Reference:** See *Electionware Volume IV: Deliver User's Guide,* Chapter 3: DS/ExpressVote Security, *C*hapter 4: DS200 Settings, or Chapter 7: DS850 Settings for information about configuring digital scan equipment.

2. From the **Manage** menu, select **DS/ExpressVote Security**, **AutoMARK Security**, **DS200 Settings**, **DS850 Settings**, **AutoMARK Settings**, or **ExpressVote Settings**.

3. Set the fields according to your jurisdiction's regulations.

4. Enter the desired security codes and re-enter each security code to confirm the choice. If the security codes match, a green check mark will appear to the right of the row.

5. Click **Save** to save your changes.

DS850 Network Settings

The DS850 Network Settings option is found in the Configure Equipment module. This option enables you to configure IP address of the server PC.

Verifying the Server (PC) IP Address

1. From **Search** field of the Windows **Start** menu, enter the command **Command Prompt**.
2. Once the Command Prompt window opens, enter the command **ipconfig** at the DOS prompt.
3. From the list of available information, find the line labeled **IPv4 Address**. The IPv4 address will be a series of numbers in a format similar to the following: 156.56.27.32

> **Note:** The IPv4 address may consist of greater or fewer digits than in the example above.

After the IP address has been verified, use the following steps in Electionware to configure the DS850 network settings.

Setting the IP Address in Electionware

1. From the **Manage** menu, select **DS850 Network Settings**.

   The DS850 Network Settings window appears.
2. Select **Enable Network** to enable network functionality for the DS850.
3. Enter the Primary IP address found in the previous steps in the **Internal SFTP Server IP Address** field.

> **Reference:** See *Electionware Volume IV: Deliver User's Guide,* Chapter 6: DS850 Network Settings for more information on configuring the DS850 network options.

4. Click **Save** to save the DS850 Network Settings
   - Or click cancel to close the DS850 Network Settings window without saving.

Configure Equipment for ES&S AutoMARK

The AutoMARK Security and AutoMARK Settings options are both found in the Configure Equipment module. These options enable you to configure settings and security for the AutoMARK.

1. From the **Modules** menu, select **Deliver** and click **Configure Equipment**.

   Reference: See *Electionware Volume IV: Deliver User's Guide,* Chapter 7: AutoMARK Security, or Chapter 8: AutoMARK Settings for information about configuring the AutoMARK.

   Note: The election code is dependent on the strength set in the Setup module. AutoMARK security codes are limited to Capital letters, lower case letters and numbers. Security codes are case sensitive.

2. From the **Manage** menu, select **AutoMARK Security** or **AutoMARK Settings**.

3. Set the fields according to your jurisdiction's regulations.

4. Enter the desired security codes and re-enter the security code to confirm the choice. If the security codes match, a green check mark will appear to the right of the row.

5. Click **Save** to save your changes.

ExpressVote Settings

Use the ExpressVote Settings option to select how you want the ES&S ExpressVote to handle vote session, audio, ballot, write-in, and terminal properties.

1. From the **Manage** menu, select **ExpressVote Settings.**

   The ExpressVote Settings screen will appear.

Vote Session Properties

2. Select **Alert Voter if all Contest Choices have not been Displayed** if you want the ES&S ExpressVote to display an alert to the voter when there are some choices that have not yet been displayed.

   Note: If this option is selected, the voter must scroll through the screens if there are more contest choices to view.

3. Select **Alert Voter of Under-Vote Condition** if you want the ES&S ExpressVote to display an alert when the voter has not selected the full number of candidates allowed for any given race.

4. Select **Force Voter to View All Contest Choices** if you want the ES&S ExpressVote to force the voter to view all contest choices by scrolling through all of the choices in the contest. Leave this check box blank if you do not want to force the voter to view all contest choices before submitting a vote.

   Note: If this option is selected, the ES&S ExpressVote will not advance to the next contest/ question if there is more text to view.

Note: The **Alert Voter if all Contest Choices have not been Displayed** and **Force Voter to View All Contest Choices** options are mutually exclusive. Both cannot be selected for an election simultaneously. However, they may both be left unselected.

5. Enable the **Deselect Straight Party Candidates in Contest if manually re-voted** to deselect a straight party selection if the voter selects a candidate manually.

Terminal Properties

6. From the **Use Party Graphics** drop-down menu, select from the following:
    - **None** - No party graphics will be displayed on the ExpressVote terminal.
    - **Straight-Party Only** - Only straight-party graphics will be displayed on the ExpressVote terminal.
    - **All Party Candidates** - All party graphics will be displayed on the ExpressVote terminal.

Audio Properties

7. Select **Non-Audio Election** to deactivate audio for this election. When selected, audio files will not be required during export, and the ExpressVote will not attempt to play audio files.

Print Properties

8. From the **Size** drop-down menu, select the size of the print that will be placed on the card (**Large**, **Medium**, and **Small**).

9. From the **Spacing** drop-down menu, select the spacing that will be used on the card. Select **None** for no spacing, or **Blank Line** for blank lines to be placed between items.

10. From the **Format** drop-down menu, select the print format to be used on the card. Select **Standard** for the standardized printing format, or **Compressed** to compress the information printed on the card.

Once you have configured the ExpressVote for this election, select Save if you want to save these parameters. Select Refresh to discard all changes made on the screen and reset the values to those last saved, or select Close to exit the screen.

If you close the ExpressVote Settings screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and the ExpressVote Settings screen without saving. Or, click **Cancel** to return to the ExpressVote Settings screen.

Add Contest Groups

Use contest groups to group select contests for reporting purposes. To add contest groups to the election, follow the steps below.

1. From the **Manage** menu, select **Add Contest Groups**.

   The Add Contest Group screen appears.

1. Enter the name of the contest group in the **Contest Group Name** field.

2. From the **Assign Contests to Contest Group** section of the screen, select the contests to be assigned to the contest group by clicking on the check box next to the appropriate contests.

3. When finished, click Save to save the contest group.

Generate Election Files

Both the Generate DS Election Data and Generate Accessible Equipment Election Data options are found in the Configure Equipment module. These options enable you to create the election files for both DS and accessible equipment types. Note that election files will have to be regenerated for any changes made to the election data after these options are utilized.

1. From the **Modules** menu, select **Deliver** and click **Configure Equipment**.

2. From the **Tools** menu, select **Generate DS Election Data** or **Generate Accessible Equipment Election Data**.

> **Reference:** See *Electionware Volume IV: Deliver User's Guide,* Chapter 12: Generate DS Election Data, or Chapter 13: Generate Accessible Equipment Election Data for information about generating election data.

Accessible Ballot Module

Preview Ballot

After generating equipment election files, you can then preview the accessible ballot in the Accessible Ballot module. This preview enables you to emulate the AutoMARK and ExpressVote equipment. This emulation enables you to proof the "on-screen" ballot for potential errors.

1. From the **Modules** menu, select **Design** and click **Accessible Ballot**.

2. From the Navigator pane, select the **Ballot Style Names** button.

3. Select the appropriate ballot style from the Navigator Pane.

4. From the **Manage** menu, click either **Preview AutoMARK Ballot**, or **Preview ExpressVote Ballot**.

> **Reference:** See *Electionware Volume III: Design User's Guide,* Chapter 30: Preview Ballot or Chapter 31: Preview ExpressVote Ballot for information about previewing and navigating the AutoMARK ballot.

> **Note:** You must select **Ballot Style Names** from the Navigator pane for the **Preview Ballot** option to become available.

5. The Preview Ballot viewer is an external window, and will overlay Electionware. You must close the viewer to return to Electionware.

6. Review the screen details, system screen prompts, system audio prompts, visual election elements, and election audio files to verify that all audio and translation linking are correct.

7. Return to the correlating steps to edit any of the visual or audio options in your election.

8. Close the ballot preview for the specified equipment type to return to Electionware.

Package Module

The Package module is where you create media for the election. The options found in this module enable you to create Qualification, Election, and Reporting media. Depending on the equipment being used, all three media types must be created for the election. In addition, the ballot file can be created for the PollBook as well.
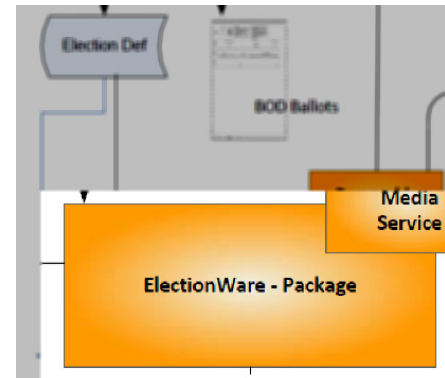
Create DS200 Election Media

The ES&S DS200 Election media contains the election definition required by the ES&S DS200, including election related images, and folders for result collections. Before creating ES&S DS200 media, you must have the codes and configuration settings defined and the files generated. You must also first create the EQC media device before creating Poll Place media.

> **Caution:** Ensure that DS200 Poll Place USB memory devices are correctly partitioned and properly formatted to the FAT32 file system prior to loading devices with election configuration files.

1. Insert the memory device into a USB port on your computer.

2. In the Navigator pane, select the poll or polls for which to create media.

3. From the **Manage** menu, point to **Create DS200 Election Media**.

   - Or, right click on the appropriate DS200 poll place in the Navigator pane and click **Create DS200 Election Media.**

   Note: You must create media in the order displayed on the menu; Qualification Media, then DS200 Election Media, then DS850 Election Media, then Reporting Key Media. Creating media out of order can cause errors with time and date stamping. If you attempt to create a media device out of order, you will be prompted to return to the appropriate menu option.

   The DS200 Poll Place window appears.

4. From the **Select Device** drop-down menu, select your memory device drive.

   Note: If your device drive does not appear in the list, click **Refresh** to update the available selections, then select the memory device drive.

5. Click **Create Media**. If there is data on the memory device, you will be prompted to clear the device. Click **Yes** to clear this device. Click **Yes To All** to clear all memory devices inserted into the machine. Or, click **No** to exit the Poll Place Media process.

6. Once you have cleared the memory device and created the media, a message will appear stating that the DS200 Poll Place Media has been created.

7. Remove the memory device from your PC.

8. Click **OK** to return to Electionware.

9. Repeat steps 1-10 for every piece of DS200 Poll Place Media you need to create.

Create DS850 Election Media

The ES&S DS850 Election Media memory device contains the election definition required by the ES&S DS850, including election related images, and folders for result collections. Before creating ES&S DS850 media, you must have the codes and configuration settings defined and the files generated. You must also first create the EQC media device before creating ES&S DS850 Election Media.

   Caution: Ensure that DS850 Poll Place USB memory devices are correctly partitioned and properly formatted to the FAT32 file system prior to loading devices with election configuration files.

1. Insert the memory device into a USB port on your computer.

2. In the Navigator pane, select the poll or polls for which to create media.

3. From the **Manage** menu, point to **Create DS850 Election Media**.

- Or, right click on the DS850 icon in the Navigator pane and click **Create DS850 Election Media.**

> **Note:** You must create media in the order displayed on the menu; Qualification Media, then DS200 Election Media, then DS850 Election Media, then Reporting Key Media. Creating media out of order can cause errors with time and date stamping. If you attempt to create a media device out of order, you will be prompted to return to the appropriate menu option.

The DS850 Poll Place window appears.

4. From the **Select Device** drop-down menu, select your memory device drive.

> **Note:** If your device drive does not appear in the list, click **Refresh** to update the available selections, then select the memory device drive.

5. Click **Create Media**. If there is data on the memory device, you will be prompted to clear the device. Click **Yes** to clear this device. Click **Yes To All** to clear all memory devices inserted into the machine. Or, click **No** to exit the Poll Place Media process.

6. Once you have cleared the memory device and created the media, a message will appear stating that the DS850 Poll Place Media has been created.

7. Remove the memory device from your PC.

8. Click **OK** to return to Electionware.

9. Repeat steps 1-9 for every piece of DS850 Poll Place Media you need to create.

Create AutoMARK Election Media

The AutoMARK Election Media is a compact flash card containing information for polling places within a jurisdiction. Code and configuration settings need to be set and processed prior to AutoMARK media creation.

1. Insert the ES&S AutoMARK compact flash card into the compact flash reader/writer.

> **Note:** The Compact Flash drive must be plugged into the computer prior to creating ES&S AutoMARK media.

2. From the **Manage** menu, point to **Create AutoMARK Election Media**.

The AutoMARK Poll Place window appears:

3. From the **Select Device** drop-down menu, select your memory device drive.

> **Note:** If your device drive does not appear in the list, click **Refresh** to update the available selections, then select the memory device drive.

4. Click **Create Media**. If there is data on the memory device, you will be prompted to clear the device. Click **Yes** to clear this device. Click **Yes To All** to clear all memory devices inserted into the machine. Or, click **No** to exit the Poll Place Media process.

5. Once you have cleared the memory device and created the media, a message will appear stating that the AutoMARK Poll Place Media has been created.

6. Remove the memory device from your PC.

7. Click **OK** to return to Electionware.

8. Repeat steps 1-9 for every piece of AutoMARK Poll Place Media you need to create.

Create ExpressVote Election Media

The ES&S ExpressVote Election media contains the election definition required by the ExpressVote, including election related images. Before creating ExpressVote media, you must have the codes and configuration settings defined and the files generated. You must also first create the EQC media device before creating ExpressVote election media.

> **Caution:** Ensure that ExpressVote USB memory devices are correctly partitioned and properly formatted to the FAT32 file system prior to loading devices with election configuration files.

1. Insert the memory device into a USB port on your computer.

2. In the Navigator pane, select the poll or polls for which to create media.

3. From the **Manage** menu, point to **Create ExpressVote Election Media**.

    • Or, right click on the appropriate ExpressVote poll place in the Navigator pane and click **Create ExpressVote Election Media.**

    The ExpressVote Poll Place window appears.

4. From the **Select Device** drop-down menu, select your memory device drive.

> **Note:** If your device drive does not appear in the list, click **Refresh** to update the available selections, then select the memory device drive.

5. Click **Create Media**. If there is data on the memory device, you will be prompted to clear the device. Click **Yes** to clear this device. Click **Yes To All** to clear all memory devices inserted into the machine. Or, click **No** to exit the Poll Place Media process.

6. Once you have cleared the memory device and created the media, a message will appear stating that the ExpressVote Poll Place Media has been created.

7. Remove the memory device from your PC.

8. Click **OK** to return to Electionware.

9. Repeat steps 1-10 for every piece of ExpressVote Poll Place Media you need to create.

Create Reporting Key Media

The Reporting Key Media contains the key and time stamp files for use with ERM. This enables ERM to check the digital signatures on the results from the ES&S DS200, and DS850. It also ensures that the Reporting Key Media device and the poll place data come from the same election and generation in Electionware.

> **Note:** Reporting Key Media should be created after all of the poll place devices are created. If a poll place device is created after the ERM device, the ERM device should be recreated.

1. Insert the memory device into a USB port on your computer.
2. From the **Manage** menu, point to **Create Reporting Key Media**.

   The Reporting Device window appears.
3. From the **Select Device** drop-down menu, select your memory device drive.

> **Note:** If your device drive does not appear in the list, click **Refresh** to update the available selections, then select the memory device drive.

4. Click **Create Media**. If there is data on the memory device, you will be prompted to clear the device. Click **Yes** to clear this device. Click **Yes To All** to clear all memory devices inserted into the machine. Or, click **No** to exit the Poll Place Media process.
5. Once you have cleared the memory device and created the media, a message will appear stating that the Reporting Key Media has been created.
6. Remove the memory device from your PC.
7. Click OK to return to Electionware.

Import Results and View Data

After the election, the Acquire Module is used to load election results from the election's media devices into the Electionware database. Additional Acquire functions are used to review, export and report media device related data. When results have been loaded, the Produce Module is used to filter, view and export ballot data, print ballot scan images and facsimiles, view ballot scan images and cast vote records and generate the Election Results Summary report.

Import Results Data

1. From the **Modules** menu, point to **Results** and click **Acquire**.
2. From the **Manage** menu, select **Load Results**.
3. Browse to the repository that contains the results files generated by Election Reporting Manger. Then click the **Start Load** button to import the data into Electionware
4. Use the Poll Place Navigator to display poll place/media device records in table view as required. Export records as required.
5. Generate and print or save Media Status and Machine Log Reports as required.

> **Reference:** See *Electionware Volume V: Results User's Guide,* Chapter 1: Acquire Module, for detailed information about Acquire related functions.

View, Print and Export Ballot Data

1. From the Modules menu, point to **Results** and click **Produce**.
2. Use filter options to filter the display of ballot records.
3. Print ballot images and facsimiles and export ballot records from table view as required.
4. View and print ballot scan images and Cast Vote Records from the Ballot Viewer as required.
5. Generate and print or save the Election Results Summary report.

> **Reference:** See *Electionware Volume V: Results User's Guide,* Chapter 2: Produce Module, for detailed information about Produce related functions.

General Timeline for Election Preparation

90 Days	**Submit site support request to ES&S**
63 Days	**All forms are due to ES&S (excluding Candidate forms)**
56 Days	**Candidate forms due to ES&S**
46 Days	**Last day to give ballot proofs to Counties (strictly for military or overseas voting).**
45 Days	**Absentee Voting begins**
42 Days	**Certification Deadline**

28 Days	**All ballot proofs must be signed off**
21 Days	**Last day to deliver Election Day ballots**
20 Days	**Advance or early voting begins**
18 Days	**Last day for ES&S to ship coding materials**
10 Days	**Software Installation for pre-election procedures**
1 Day	**Early voting ends**

Reference: See the *Personnel Deployment and Training Requirements* document for more information.

Part 2: Setup

The Setup module of the Manage group enables you to manage elements such as user information and status, as well as jurisdictions. Manage contains information about the following topics:

◆ Chapter 12: Introduction to the Manage Module

◆ Chapter 13: Setup Navigator

◆ Chapter 14: Manage Jurisdictions

◆ Chapter 15: Manage Users

◆ Chapter 16: Set User Password Policies

◆ Chapter 17: Database Maintenance

◆ Chapter 18: Customize Labels

◆ Chapter 19: Set Election Code Strength

◆ Chapter 20: Setup Reports

Chapter 12: Introduction to the Manage Module

Use the commands in **Setup** to manage user and jurisdiction information. Here you can perform actions such as adding and editing users, as well as adding and editing jurisdictions. Although this module is the last in the menu tree, the functions utilized here are some of the first steps you will take while using Electionware.

Note: The Manage module can be accessed only by users with administrator status.

From the **Modules** menu, point to **Manage** and click **Setup**.
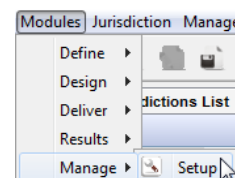
- Or, from the **Modules** pane, click **Manage**, and then click the **Setup** icon.

The Setup Module is now active in the Electionware Workspace.
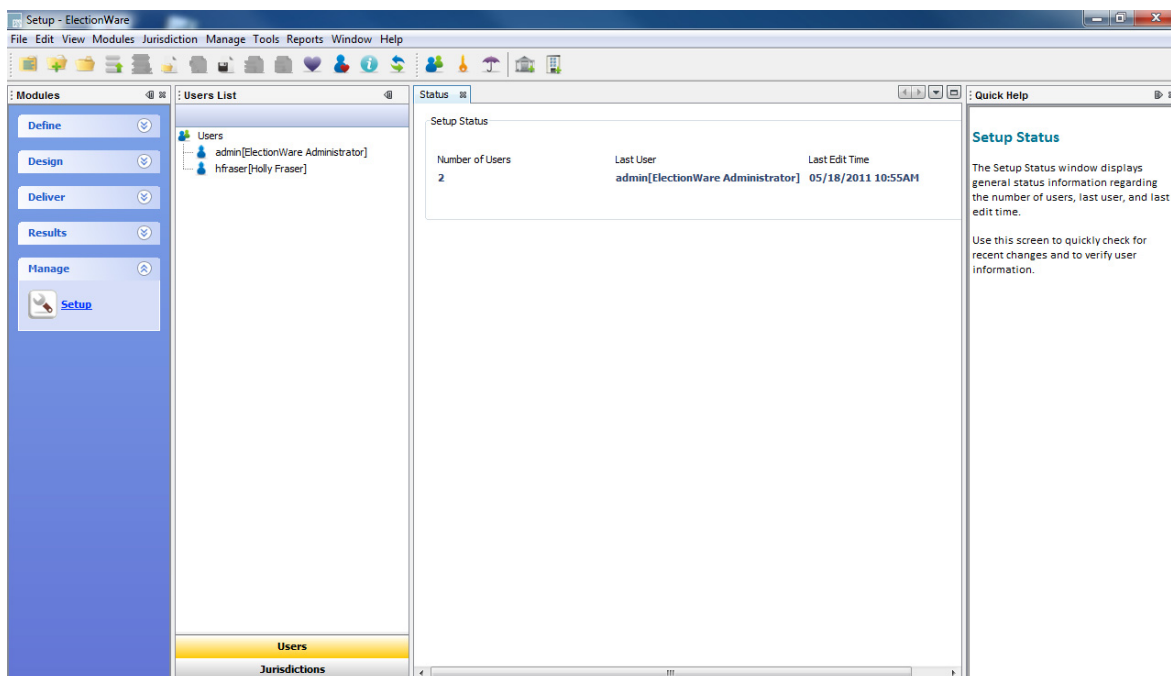
Setup Toolbar Icons

In addition to the default Electionware icons, Setup has a unique set of icons in the toolbar as well. Use these icons as shortcuts to Electionware menu options.

Reference: For information regarding the default software icons, see Chapter 10: Default Electionware Icons.

Setup Toolbar Icons

Icon	Action Name	Description
	Add User	**Add a new user to Electionware.**
	Set User Password Policies	**Set the number of days until the user password expires.**
	Set Election Code Strength	**Adjust the Election Code Strength for the ES&S DS200, DS850, and AutoMARK.**
	Add State	**Add a state to Electionware.**
	Add County	**Add a county to Electionware.**

Setup Status

The Setup Status screen includes information regarding the current status of the setup module. This information includes the Number of Users, Last User, and time and date stamping for the Last Edit Time. The time and date stamp is updated to reflect the most recent time and date that the Setup module was accessed.

The Setup Status screen is
displayed when you access the
Setup module.

Status

Setup Status

Number of Users	Last User	Last Edit Time
3	admin[ElectionWare Administrator]	12/15/2010 11:27AM
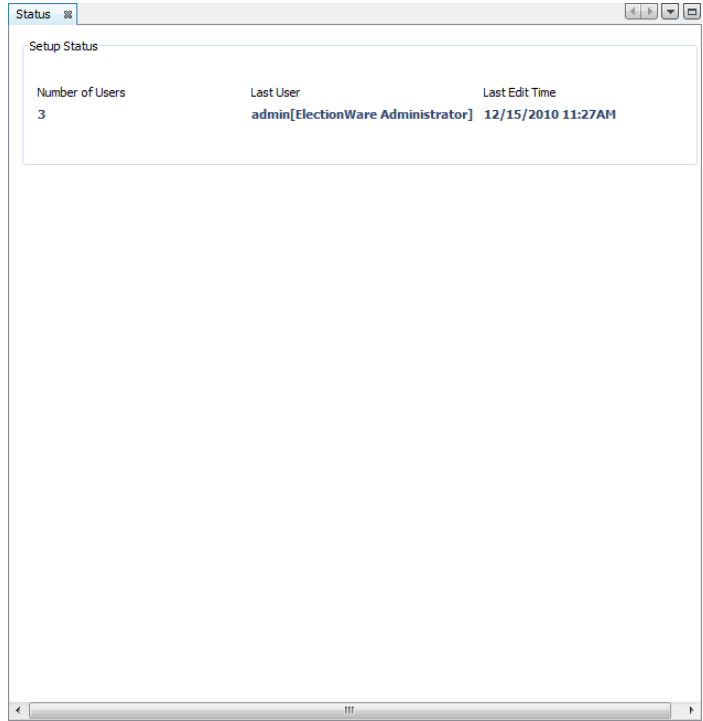
Chapter 13: Setup Navigator

As mentioned in the Introduction, the Navigator pane changes in conjunction with the selected module. The following information delineates functionality in the Navigator pane, as it is utilized in the Setup module.

Upon selecting the Setup module, note the two navigation buttons at the bottom of the Navigator pane: **Users** and **Jurisdictions**. The navigation buttons open a specific view in the Navigator pane, and work in conjunction with menu selections in the Jurisdiction and Manage menus. Please review the following for more information regarding these views or menu options.

Note: The navigator pane view corresponds to the highlighted button in the Navigator pane.

Users

Use the **Users** Navigator button to open the users view in the Navigator pane. The users view enables you to add users, edit users, and change the status of users in Electionware. It also enables you to produce a User Report.

Reference: See Chapter 20: Setup Reports for information about the User Report, instructions on how to generate the User Report, and a sample User Report.
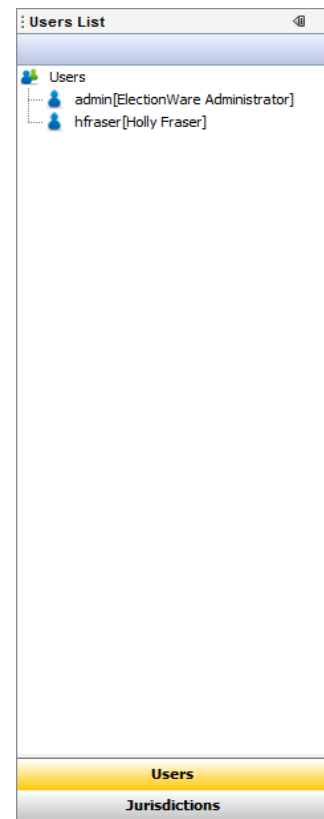
By utilizing the Navigator toolbar icons in conjunction with right-clicking elements in the navigator tree, you will be able to perform many of the functions normally performed through the Electionware menu tree.

Reference: More information about adding and editing users can be found in Chapter 15: Manage Users.

User Icons

Icon	Action Name	Description
	Add User/Edit User	When Users is selected, this icon adds users. When a specific user is selected, this icon edits users.
	Make User Inactive	Make the selected user inactive.

Jurisdictions

Use the **Jurisdictions** Navigator button to open the jurisdictions view in the Navigator pane. The jurisdictions view enables you to add, edit, and delete states and counties from Electionware.

By utilizing the Navigator toolbar icons in conjunction with right-clicking elements in the navigator tree, you will be able to perform many of the functions normally performed through the Electionware menu tree.

Reference: More information about adding, editing, and deleting jurisdictions can be found in Chapter 14: Manage Jurisdictions.

Jurisdiction Icons

Icon	Action Name	Description
	Add State	**When Jurisdictions is selected, this icon adds states.**
	Add County	**When a state is selected, this icon adds counties.**
	Edit State/Edit County	**When a state is selected, this icon edits states.** **When a county is selected, this icon edits counties.**
	Delete State/ Delete County	**When a state is selected, this icon deletes states.** **When a county is selected, this icon deletes counties.**

Chapter 14: Manage Jurisdictions

The Jurisdiction menu enables you to edit items as they relate to your jurisdiction. Use the **Add State** feature to add states to Electionware. Use the **Add County** feature to add counties to the selected state.

Note: The **Jurisdictions** button <u>must</u> be selected to add or edit jurisdiction information.

Jurisdictions

Add State

Use the **Add State** option to add a state to Electionware.

1. From the Jurisdiction menu, click **Add State**.
   - Or, right click **Jurisdictions** in the Navigator pane and select **Add State**.
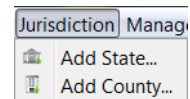
   The Add State screen appears in the work pane.

2. Enter your state's name in the **State Name** field.

3. Enter additional jurisdictional text that may be required for your elections in the **Additional Text** field.

4. After you have entered the state information, select **Save** if you want to save this state's information. Select **Clear** to discard all changes made on the screen, or select **Close** to exit the screen.

If you close the Add State screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and the Add State screen without saving. Or, click **Cancel** to return to the Add State screen.

The state information you added will appear in the navigator pane.

Note: The Electionware State and County are defaulted to be incorporated with any new install of Electionware. These entities cannot be deleted.
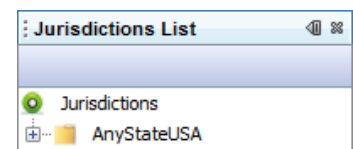
Edit State

The **Edit State** feature enables you to edit states already created in Electionware. Use the following steps to edit a state.

1. Right-click the appropriate state and select **Edit State**.

   • Or, from the Navigator pane, select the Edit State icon.
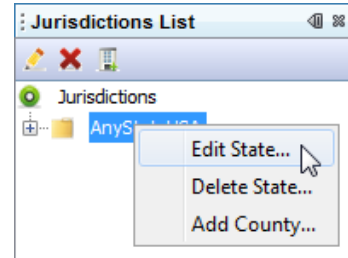
   The Edit State screen appears in the work pane.

2. Make the necessary changes to the state's information, and then click **Save**. Click **Refresh** to discard all changes made on the screen and to reset the values to those last saved. Click **Close** to close the Edit State screen without saving any changes made to the screen.
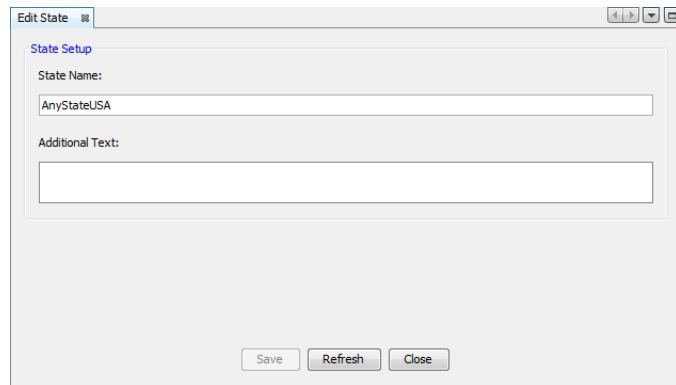
Delete State

The **Delete State** feature enables you to delete states already created in Electionware. Use the following steps to delete a state.

1. To delete a state, right-click on the desired state and click **Delete State**.

   • Or, select the appropriate state and click the **Delete State** Navigator icon.

A prompt appears requesting that you confirm the deletion of the state.
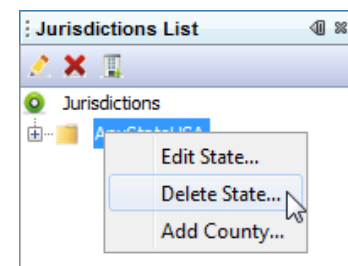
2. Click **Yes** to confirm the deletion of the state, or click **No** to cancel the deletion and return to the main Electionware window.

If you click **Yes**, a message is displayed to inform you that the selected state has been deleted. Click **OK** to close the message window.

> **Note:** Prior to deleting a state, any counties listed under that state must be deleted first.

Add County

Use the **Add County** feature to add counties to Electionware.

1. From the Navigator pane, select the state to which you wish to add a county.

> **Note:** A state must be selected to add a county.

2. From the Jurisdiction menu, click **Add County**.

  • Or, right-click the state you want to add a county to in the Navigator pane and click **Add County**.
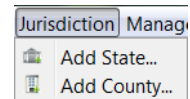
The Add County screen appears in the work pane.

3. Enter your county name in the **County Name** field.

4. Enter any additional text that pertains to your county in the **Additional Text** field.

5. After you have entered the county information, select **Save** if you want to save this county's information. Select **Clear** to discard all changes made on the screen, or select **Close** to exit the screen.

If you close the Add County screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and the Add County screen without saving. Or, click **Cancel** to return to the Add County screen.

The county information you added will appear below your state in the navigator pane.

Note: The Electionware State and County are defaulted to be incorporated with any new install of Electionware. These entities cannot be deleted.
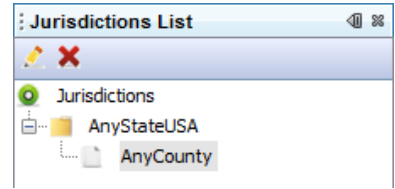
Edit County

The **Edit County** feature enables you to edit counties already created in Electionware. Use the following steps to edit a county.

1. Right-click the appropriate county and select **Edit County**.

   • Or, select the appropriate county and click the **Edit County** Navigator icon.
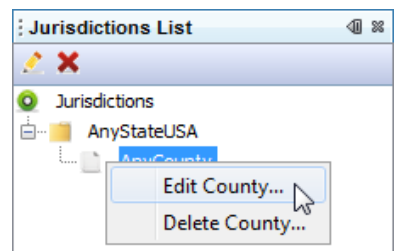
   The Edit County screen appears in the work pane.

2. Make the necessary changes to the county's information, and then click **Save**. Click **Refresh** to discard all changes made on the screen and to reset the values to those last saved. Click **Close** to close the Edit County screen without saving any changes made to the screen.
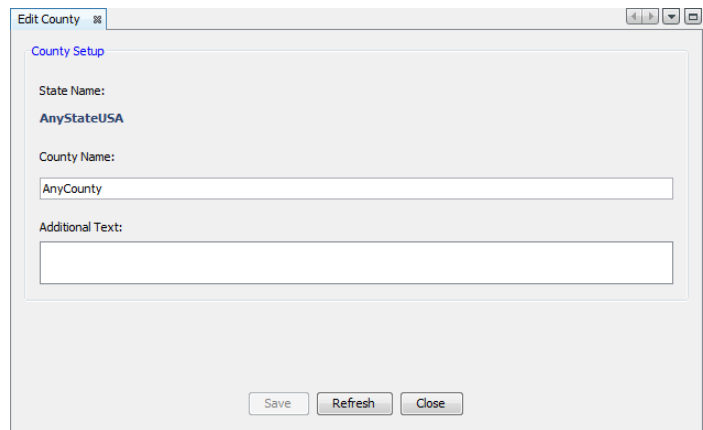
Delete County

The **Delete County** feature enables you to delete counties already created in Electionware. Use the following steps to delete a county.

1. To delete a county, right-click on the appropriate county and select **Delete County**.

   • Or, select the appropriate county and click the **Delete County** Navigator icon.

A prompt appears requesting that you confirm the deletion of the county.
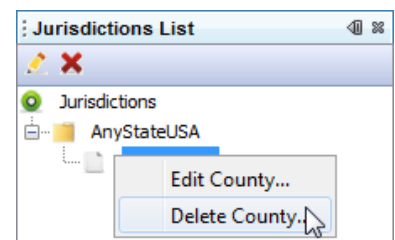
2. Click **Yes** to confirm the deletion of the county, or click **No** to cancel the deletion and return to the main Electionware window.

    If you click **Yes**, a message is displayed to inform you that the selected county has been deleted. Click **OK** to close the message window.

Chapter 15: Manage Users

The **Manage menu enables you** to add users to Electionware and set user password policies and the Election Code strength. This chapter covers the user-related functions. Subsequent chapters cover setting the user password policies and the Election Code strength.

Add User

The Add User menu option enables you to add users to Electionware. To add users to Electionware, follow the steps below.

Note: The **Users** button <u>must</u> be selected to add or edit user information.

Users

Note: All users <u>must</u> have their own login for multiple user functionality in Electionware.

1. From the **Manage** menu, click **Add User**.
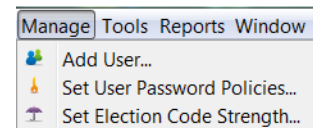
The Add User screen appears in the work pane.

2. Type the new user's name in the **First Name** and **Last Name** fields.

3. In the **Login ID** field, type the ID the new user will use to log in to Electionware.

4. From the **Access Level** list, select whether the new user will be an **Administrator, Ballot Producer, Media Creator, Ballot Reviewer,** or a **User**.

- An **Administrator** has access to all functionality in Electionware.

> **Note:** During installation, a default administrator is added to Electionware to enable you to log in and add other users.

- A **User** has access to most of the functionality in Electionware except the Manage module. This limited access will not allow an individual with **User** level access to print the audit log.
- A **Ballot Producer** has limited access and can only print BOD ballots in Electionware.
- A **Media Creator** has limited access and can only create media in Electionware.
- A **Ballot Reviewer** has limited access and can only review ballots in Electionware.

5. In the **Password** field, enter the password the new user will use to access Electionware.

6. Re-enter the same password in the **Confirm Password** field.

   The password you enter will be obscured, it must be at least eight characters, and it must contain at least one character from three of the following four classes.

   - Upper case letters (A-Z)
   - Lower case letters (a-z)
   - Numerals (0-9)
   - Punctuation symbols ' ~ ! @ # $ % ^ & * ( ) = + , . / < > ? ; : " [ ] { } |

   If the password does not meet these criteria, you will be prompted to re-enter a password that meets these criteria. Click **OK** and enter a password in the **Password** and **Confirm Password** fields that meets these requirements. The password you enter in the **Confirm Password** field must match the password you entered in the **Password** field. After you enter a password in the **Confirm Password** field that matches the password you entered in the **Password** field, the red "X" to the right of the **Confirm Password** field changes to a green check mark.

7. From the **Status** list, select whether the user is active or inactive.

   - **Active** identifies a person who is currently eligible to use Electionware.
   - **Inactive** means the person is not currently eligible to use Electionware.

     For example, if an employee is terminated, you can change the user's Status from Active to Inactive to prevent the terminated employee from logging in to Electionware. (You cannot delete a user.) If you have an employee taking an extended leave, you might set the user's Status to Inactive when the employee leaves and then set it to Active again when the employee returns.

8. After you have entered the user's information, select **Save** if you want to save the new user in Electionware. Select **Clear** to discard all changes made on the screen, or select **Close** to exit the screen.

If you close the Add User screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and the Add User screen without saving. Or, click **Cancel** to return to the Add User screen.

Edit a User

Use the list of users in the Navigator pane to edit existing users. To edit a user, follow the steps listed below:

1. Right-click on an existing user in the Navigator pane and select **Edit User**.
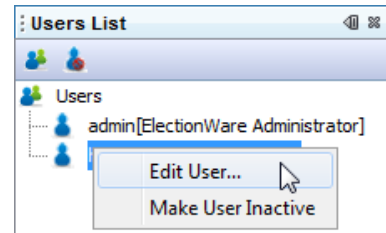
   The user screen for that user will open.

Make the necessary changes to the user's information, and then click **Save**. Click **Refresh** to discard all changes made on the screen and to reset the values to those last saved. Click **Close** to close the user screen without saving any changes made to the screen.

Note: You cannot change the login ID of any user, including the default administrator. You cannot change the access level and/or status of the default administrator. You cannot change your own status to inactive.

Make a User Inactive

Electionware users cannot be deleted. Instead, they can be made inactive. Use the list of users in the Navigator pane to make a user active or inactive. To make a user inactive, follow the steps listed below:

1. Right-click on an active user in the Navigator pane. From the menu, click **Make User Inactive.**

   Note: You cannot change the default administrator's status or your own personal status to inactive.
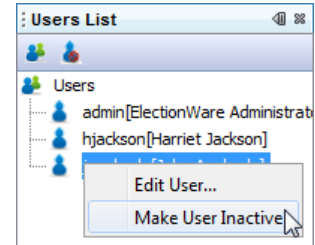
   A prompt appears asking you to confirm that you want to make the user inactive.

2. Click **Yes** to confirm making the user inactive, or click **No** to cancel making the user inactive and return to the main Electionware window.

   Note: You can also change the status of a user by using the **Status** option on the user screen.

Making a user inactive will change the icon so that a red 'no' symbol will appear on the user icon, next to the user name.
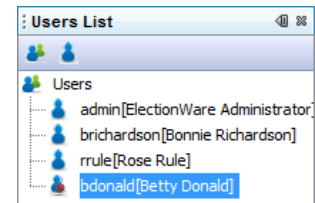
Make a User Active

Depending on the situation, you may be required to make an inactive user active once again. Follow the steps below to make an inactive user active in Electionware:

1. To make an inactive user active again, right-click on an inactive user, and select **Make User Active.**
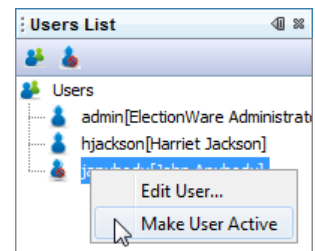
   A prompt appears asking you to confirm that you want to make the user active.

2. Click **Yes** to confirm making the user active, or click **No** to cancel making the user active and return to the main Electionware window.

   Note: You can also change the status of a user by using the **Status** option on the user screen.

Chapter 16: Set User Password Policies

Electionware enables you to set password policies for users. This option enables you to specify the number of days for user password expiration. When an administrator assigns a password to a user or when a user changes his/her password, the user is able to use that password to log in to Electionware for the specified number of days. When the specified number of days has elapsed, the user's password expires. When the user attempts to log in to Electionware again, he/she is forced to change his/her password before he/she can log in. To set user password policies, follow the steps below:

1. From the **Modules** menu, select **Manage** and click **Setup**.

2. From the **Manage** menu, select **Set User Password Policies**.
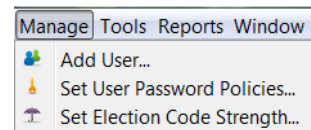
The User Password Policies screen appears in the work pane.

3. In the **Number of days before expiration** field under **Security Setting**, enter the number of days for the user password to remain valid.
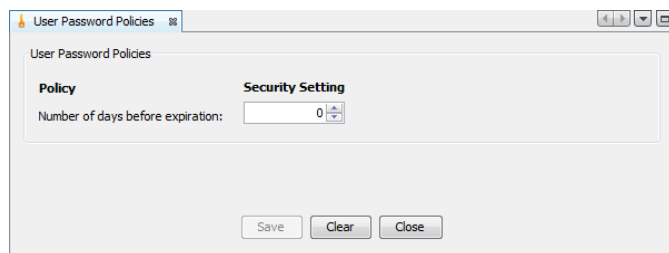
    • Or, use the up and down arrows to manually select a number of days.

Note: If you set the **Number of days before expiration** field to zero, the user passwords will never expire.

After you have entered the number of days for the password expiration, select **Save** if you want to save the setting. Select **Clear** to discard the change made on the screen and reset the value to the one last saved, or select **Close** to exit the screen.

If you close the User Password Policies screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and exit the User Password Policies screen without saving. Or, click **Cancel** to return to the User Password Policies screen.

Chapter 17: Database Maintenance

When a large amount of data is deleted from an election, the database may leave significant amounts of empty space that the system defines as relevant. As this space is actually comprised of placeholders left for the deleted information, these spaces can be reclaimed by using the options found under **Database Maintenance**.

Vacuum Analyze

The **Vacuum Analyze** option, enables Electionware to inspect the database for empty placeholders. Use this option prior to the **Vacuum Full** option, as this will enable the system to recognize empty placeholders prior to removing them.

To run the **Vacuum Analyze** option, use the following steps:

1. From the **Tools** menu, point to **Database Maintenance** and then select **Vacuum Analyze**.

The system automatically starts the database analysis. You will be prompted when the process is complete. To check for messages, be sure to scan the Output-Events portion of the screen for any important information.

Note: The Vacuum Analyze option is only enabled if an election is open.

Vacuum Full

The **Vacuum Full** option goes through the database and eliminates all of the empty placeholders found during the **Vacuum Analyze** scan performed previously. Use this option after deleting information from the election to clean out empty placeholders, thereby freeing up space within the database, and helping to prevent potential errors.

To run the **Vacuum Full** option, use the following steps:

1. From the **Tools** menu, point to **Database Maintenance** and then select **Vacuum Full**.

The system automatically starts the vacuum process. You will be prompted when the process is complete. To check for messages, be sure to scan the Output-Events portion of the screen for any important information.

Note: The **Vacuum Full** option is only enabled if an election is open.

Chapter 18: Customize Labels

For jurisdictions that do not utilize the terms "precinct" or "split," Electionware contains a feature that enables you to change the name of these jurisdictional entities at any time. Use the **Customize Labels** option found under the **Tools** menu to customize this naming convention.

(Example: New York City utilizes the term "Election District" rather than precinct. Users in this jurisdiction would customize this name in order to conform to local naming conventions.)

> **Warning:** Election Labels must be customized prior to creating the election. Once the election is created, these labels cannot be changed.

Use the steps below to customize precinct/split labels:

1. From the **Tools** menu, select **Customize Labels**.
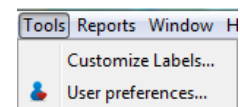
    The Label Customization screen appears.
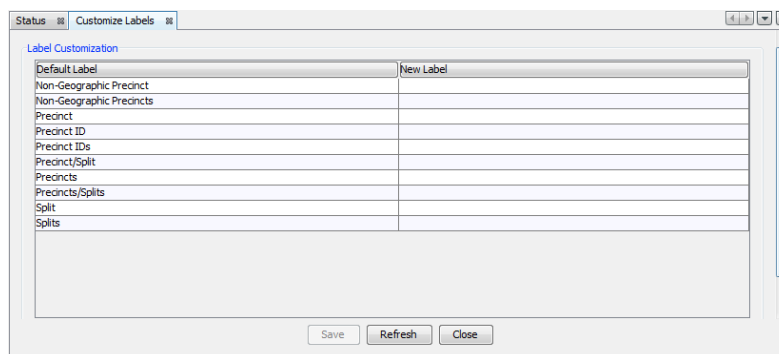
2. Enter the new name for the list of available items in the **New Label** column.

    For instance, in the **New Label** column, enter Election District in the cell adjacent to **Precinct**.

    In the cell next to **Precincts**, enter the term Election Districts to represent the pluralized form of the term.

3. Proceed through the list until all necessary labels have been customized.

4. When finished, click the **Save** button to save your changes.

Chapter 19: Set Election Code Strength

Set Election Code Strength enables you to set the election code strength for ES&S DS200, ES&S DS850, ES&S ExpressVote, and ES&S AutoMARK. Follow the steps below to access the Election Code Strength screen.

> **Note:** In order to access the **Set Election Code Strength** feature, an election **must** be selected.

1. From the Manage menu, click **Set Election Code Strength**.

   The Election Code Strength screen appears in the work pane.

2. Use the slider bar at the left-hand side of the screen to adjust the Election Code strength.

3. The slider bar allows for three settings: **High**, **Medium**, and **Low**.

◆ **High**: The Election Code you define must contain 8-16 characters and have at least three of the four listed characteristics:

   • Upper case letters (A-Z)

   • Lower case letters (a-z)

   • Numerals (0-9)

   • Punctuation symbols ' ~ ! @ # $ % ^ & * ( ) = + , . / < > ? ; : " [ ] { } |

> **Note:** The '-' (hyphen) is the only symbol available for the ES&S AutoMARK Election Code.

◆ **Medium**: The Election Code must contain 6-16 characters and at least one letter and one number.

◆ **Low**: The Election Code must contain 4-16 characters.

After you have selected your Election Code strength, click **Save** if you want to save the new Election Code Strength setting. Select **Refresh** to discard the change made on the screen and reset the value to the one last saved, or select **Close** to exit the screen.

If you close the Election Code Strength screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and the Election Code Strength screen without saving. Or, click **Cancel** to return to the Election Code Strength screen.

> **Note:** While a user is setting the **Election Code Strength** for an election, no other user can access that election.

Chapter 20: Setup Reports

Use the **Reports** menu in Setup to access the report options for that module.

User Report

Use the **User Report** option to access information about users that have been entered into the Electionware system. The User Report includes specific information about each user. This information includes the User ID, First Name, Last Name, whether the user is active, when the user account was created, and the last login of the user. The time and date stamp is updated to reflect the most recent time and date the user accessed Electionware.

To run this report, from the **Reports** menu click **User Report**.

The User Report appears:

Use the Report Screen Toolbar to **Print**, **Save**, change the current page, or change the view of the displayed report.

Reference: See Report Screen Toolbar for further information regarding Report Screen Toolbar functions.

Admin Audit Events Report

Use the **Admin Audit Events Report** option to access detailed audit information. This report includes information regarding all administrator events in Electionware. This information includes the type of Event, an event Description, the event's Timestamp, the User ID, and the module in which the event occurred. The time and date stamp is updated to reflect the most recent audit event.

To run this report, from the **Reports** menu click **Admin Audit Events Report**.
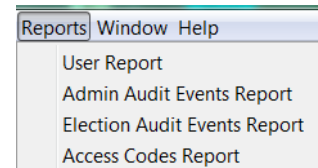
An Admin Audit Events Report Criteria window opens.

Use the options in the Admin Audit Events Report Criteria window to define the criteria for the report you wish to run.
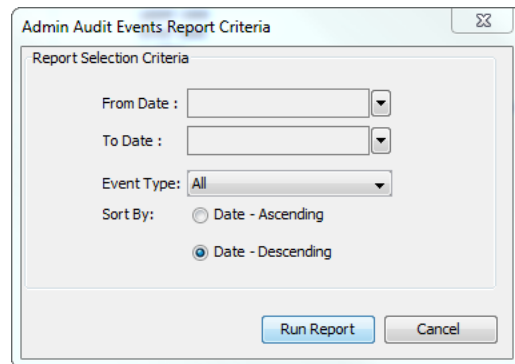
◆ Use the **From Date** field to enter a start date for the report. (Example: The date on which you started creating the current election.)

◆ Use the **To Date** field to enter an end date for the report.

◆ Use the **Event Type** drop-down menu to choose the type of events to display in the report. Available options are listed below:

- **Fatal**: The **Fatal** option will report only the fatal error messages that were displayed to the administrator between the selected dates.

- **Debug**: The **Debug** option will report only the debug messages displayed to the administrator between the selected dates.

- **Verbose**: The **Verbose** option will report only the verbose messages displayed to the administrator between the selected dates.

- **Info**: The **Info** option will report only the information related messages displayed to the administrator between the selected dates.

- **Warning**: The **Warning** option will report only the warning related messages displayed to the administrator between the selected dates.

- **Error**: The **Error** option will report only the error related messages displayed to the administrator between the selected dates.

- **All**: The **All** option will report every message displayed to the administrator between the selected dates.

◆ Use the **Date-Ascending** or **Date-Descending** option button to sort the events by ascending date (chronological) or descending date (reverse chronological) order.

When you have finished selecting the report criteria, click **Run Report.**

- Or, to exit the window without running a report, click **Cancel**.

The Admin Audit Events Report appears:

Use the Report Screen Toolbar to **Print**, **Save**, change the current page, or change the view of the displayed report.

Reference: See Report Screen Toolbar for further information regarding Report Screen Toolbar functions.

Election Audit Events Report

Use the **Election Audit Events Report** option to access detailed audit information. This report includes information regarding events in Electionware for the open election. Information in this report includes the type of Event, an event Description, the event's Timestamp, the User ID, and the module in which the event occurred. The time and date stamp is updated to reflect the most recent audit event.

Note: An election must be open in order to run the Election Audit Events Report.

To run this report, from the **Reports** menu click **Election Audit Events Report**.
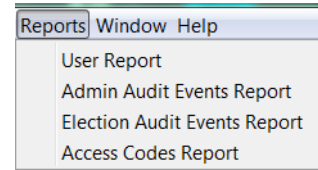
An Election Audit Events Report Criteria window opens.

Use the options in the Election Audit Events Report Criteria window to define the criteria for the report you wish to run.
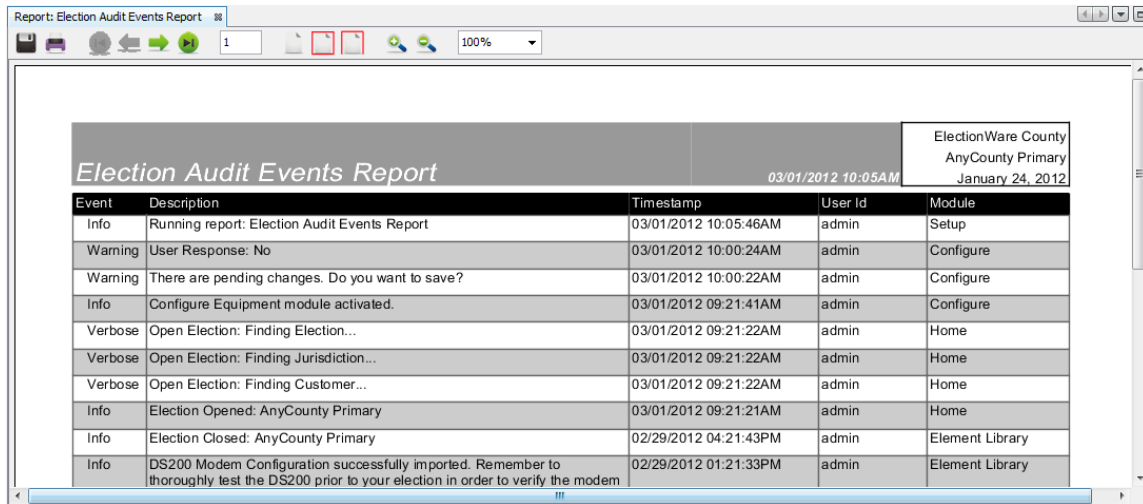
◆ Use the **From Date** field to enter a start date for the report. (Example: The date on which you or other users started creating the current election.)

◆ Use the **To Date** field to enter an end date for the report.

◆ Use the **Event Type** drop-down menu to choose the type of events to display in the report. Available options are listed below:

- **Fatal**: The **Fatal** option will report only the fatal error messages that were displayed to the user for the open election between the selected dates.

- **Debug**: The **Debug** option will report only the debug messages displayed to the user for the open election between the selected dates.

- **Verbose**: The **Verbose** option will report only the verbose messages displayed to the user for the open election between the selected dates.

- **Info**: The **Info** option will report only the information related messages displayed to the user for the open election between the selected dates.

- **Warning**: The **Warning** option will report only the warning related messages displayed to the user for the open election between the selected dates.

- **Error**: The **Error** option will report only the error related messages displayed to the user for the open election between the selected dates.

- **All**: The **All** option will report every message displayed to the user for the open election between the selected dates.

◆ Use the **Date-Ascending** or **Date-Descending** option button to sort the events by ascending date (chronological) or descending date (reverse chronological) order.

When you have finished selecting the report criteria, click **Run Report.**

- Or, to exit the window without running a report, click **Cancel**.

The Election Audit Events Report appears:

Use the Report Screen Toolbar to **Print**, **Save**, change the current page, or change the view of the displayed report.

Reference: See Report Screen Toolbar for further information regarding Report Screen Toolbar functions.

Access Codes Report

Use the **Access Codes Report** option to access information about user codes. This information includes the Code Type, the Code, and the last time the code was saved. The time and date stamp is updated to reflect the most recent code activity.

To run this report, from the **Reports** menu click **Access Codes Report**.
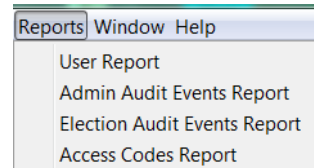
The Access Codes Report appears:

Use the Report Screen Toolbar to **Print**, **Save**, change the current page, or change the view of the displayed report.

Reference: See Report Screen Toolbar for further information regarding Report Screen Toolbar functions.

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Part 3: Appendix

- ◆ Chapter 21: Shortcut Keys
- ◆ Chapter 23: System Messages
- ◆ Chapter 24: Revision History

Chapter 21: Shortcut Keys

Module and Function	Shortcut Keys	Tool Tip
Home	Ctrl+Shift+H	Create and open elections and election templates
Capture	Ctrl+Shift+C	Create, import, and manage election data
Element Library	Ctrl+Shift+E	Import and export system translations, audio, and graphics
Paper Ballot	Ctrl+Shift+B	Create and edit print layouts for ballots
Accessible Ballot	Ctrl+Shift+A	Manage ballot content for accessible equipment and preview AutoMARK ballots
Configure	Ctrl+Shift+F	Manage the election equipment settings and security
Package	Ctrl+Shift+K	Create election media for equipment
Print	Ctrl+Shift+P	View and print Ballot on Demand (BOD) ballots
Acquire	Ctrl+Shift+Q	Import election results for adjudication procedures.
Produce	Ctrl+Shift+U	View ballots and cast vote records in order to facilitate the adjudication process.
Setup	Ctrl+Shift+T	Manage jurisdictions, security code strength, and Electionware users

Chapter 22: General Information

Report Screen Toolbar

Each module within Electionware offers its own collection of individual reports. These reports appear in the work space, and can be saved, viewed and printed all by utilizing the report screen toolbar. Use the report screen toolbar to save, print, scroll through pages, and change the view of the report currently displayed. Use the following information for reference on how to use the Report Screen Toolbar.

Saving and Printing Reports

To access the Report Screen Toolbar, use the **Reports** menu to produce reports specific to the module you are currently using.

Note: An election must be selected before trying to access a report.

Upon displaying the report in the work space, the report screen toolbar becomes available:
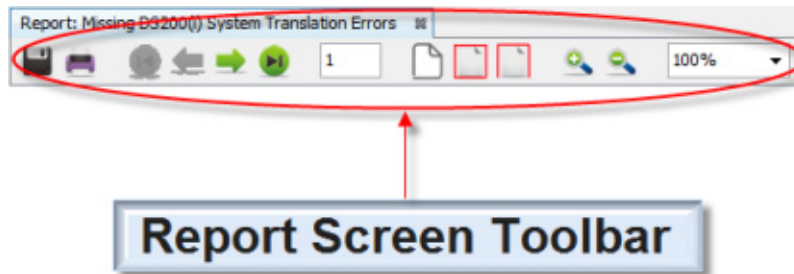
Report Screen Toolbar

At the top left of the Report Screen Toolbar are the **Print** and **Save** icons.

Use the **Save** icon to save the report currently displayed in the Report Screen. Electionware reports may be saved as (.pdf, .rtf, .odt, .html, .xls or .csv) formats. Click the Save icon.

Note: Reports are defaulted to save in the (.pdf) format.

A browser window appears. Enter a file name that describes the report in the **File name** field, and click **Save Report File**.

Use the **Print** icon to print a hardcopy of a report. The Print window appears:

Select the printer of your choice from the **Name** drop-down menu.

You can choose to print all pages by selecting **All** from the print range window. Or, you can select a specific page range by selecting **Pages**, and entering the desired page numbers in the **from** and **to** fields.

Select the number of copies you wish to print from the **Number of copies** cell. You may enter the number of copies you wish manually, or you can use the up or down arrows to increase or decrease the number of copies respectively.

Select **Collate** if you wish the report pages to print in sequential order.

Click **Cancel** to cancel the print job and close the Print window. Or, click **OK** to accept the print job and return to the Electionware window.

> **Note:** The print option can be used to create soft copies of a report as well. Use the **Name** drop-down list to select Adobe PDF option if Adobe 9.0 or higher is installed. Otherwise select **Print to file** from the drop-down menu.

Page Selection Arrows

Use the page selection arrows to navigate through the report pages sequentially, or to jump to the beginning or end of the report.

Click the **Previous Page** arrow to move one page backward in the report.

Click the **Next Page** arrow to move one page forward in the report.

Click the **First Page** arrow to skip to the first page.

Click the **Last Page** arrow to skip to the last page.

Or, use the **Go To Page** field to skip to a specific page in the report. You can also use this field to check the number of the currently displayed page.

Changing the On screen Report View

Use the page size and zoom icons to change the way that the on screen report is currently displayed.

Use the **Actual Size** icon to view the report in its actual size.

Use the **Fit Page** icon to make the report fit the page to the size of the current screen.

Use the **Fit Width** icon to make the report fit to the width of the current screen.

Use the **Zoom In** icon to zoom in on the report.

Use the **Zoom Out** icon to zoom out of the report.

Use the **Zoom Ratio** drop-down menu to manually select the size of the report on screen. The Zoom Ratio ranges from 50% to 800%. Select from the available percentages, or enter a manual percentage in the box.

Chapter 23: System Messages

Message ID	Message	Message Type	Solution
10340007	---	Informational Message	Contact ES&S.
10720128	"Alert Voter if all [item name] Choices have not been Displayed" and "Force Voter to View all [item name] Choices" cannot both be checked.	Error Message	Click OK to continue. Verify the necessary parameters and then retry the action.
10720137	"Alert Voter to Listen to all [item name] Choices" and "Force Voter to Listen to all [item name] Choices" cannot both be checked.	Error Message	Click OK to continue. Verify the necessary parameters and then retry the action.
10240044	[Custom]	Informational Message	Click OK to continue.
10020032	[Custom]	Error Message	Click OK to continue.
10020035	[Custom]	Error Message	Click OK to continue.
10030010	[Custom]	Warning Message	Click OK to continue.
10040008	[Custom]	Informational Message	Click OK to continue.
10840009	[Custom] formatting saved successfully.	Informational Message	Click OK to continue.
10240059	[Custom] attributes were displayed for [Custom].	Informational Message	Click OK to continue.
10220175	[District ID] cannot contain a pre-defined ID of COU, PRC, or APC	Error Message	Click OK to continue. Remove any invalid prefixes from the District ID and click Save.
10220182	[Custom] cannot have a cross endorsement number greater than 0.	Error Message	Click OK to continue. Check for any invalid parameters and then retry the action.
11740014	[Custom] exported for [Custom] into the following files: [file name]	Informational Message	Click OK to continue.
11730001	[Custom] exported for [Custom] into the following files: Warning: [number] ballots did not have images and were not included in the export.	Warning Message	Click OK to continue. Check for any invalid parameters and then retry the action.
10220168	[Custom] field is required. Please provide a value.	Error Message	Click OK to continue. Provide the appropriate value and retry the action.
10240106	[Custom] generated for [Custom].	Informational Message	Click OK to continue.
10240085	[Custom] generated.	Informational Message	Click OK to continue.

Message ID	Message	Message Type	Solution
10740011	[Custom] settings have been updated.	Informational Message	Click OK to continue.
10340002	[Custom] Ballot styles generated successfully.	Informational Message	Click OK to continue.
10340008	[Number] Ballot styles generated successfully.	Informational Message	Click OK to continue.
10340006	[Number] Ballot styles generated successfully. Number of warnings: [Number].	Informational Message	Click OK to continue.
10340009	[Number] Ballot styles generated successfully. Number of warnings: [Number].	Informational Message	Click OK to continue.
10640016	[Custom] Ballot zip file created: [Filename]	Informational Message	Click OK to continue.
10720122	[Code name] code contains spaces. Please remove the spaces.	Error Message	Remove any spaces from the specified code and then retry the action.
10720130	[Code name] code has invalid characters. The only allowed symbols are dashes.	Error Message	Remove any invalid characters from the specified code and then retry the action.
10720132	[Code name] code has invalid characters. Spaces, pipe symbols, double quotes and colons are not allowed.	Error Message	Remove any spaces or invalid characters from the specified code and then retry the action.
10720123	[Code name] code is blank. Please enter a value.	Error Message	Enter a code in the specified field and then retry the action.
10720124	[Code name] code is too long. Please change the value so that it does not exceed [number] characters.	Error Message	Reduce the number of characters in the code and then retry the action.
10720121	[Code name] code is too short. Please enter at least [number] characters for this value.	Error Message	Enter at least the minimum number of characters and then retry the action.
10720126	[Code name] code matches [Code name] code. Please make sure all codes are unique before saving.	Error Message	Verify that the entered codes are not identical and then retry the action.
10720129	[Code name] code must contain at least one character from 3 of the following 4 classes: [Class type]	Error Message	Verify that the code meets the necessary character criteria and then retry the action.
10720131	[Code name] code must contain at least one character from 3 of the following 4 classes: [Class type]	Error Message	Verify that the code meets the necessary character criteria and then retry the action.

Message ID	Message	Message Type	Solution
10720133	[Code name] code must contain at least one letter and one number.	Error Message	Verify that the code contains at least one letter and one number and then retry the action.
10720134	[Code name] code must contain at least one number or letter.	Error Message	Verify that the code contains at least one letter and one number and then retry the action.
10720120	[Code name] codes do not match.	Error Message	Verify that the code field and the confirmation field match. Click Save to save the code.
11530001	[Code name] codes must be entered. Would you like to go to the Configure Equipment module?	Warning Message	Click Yes to go to the Configure Equipment module. Enter the necessary codes and then retry the action.
11530009	[Code name] codes must be entered. Would you like to go to the Configure Equipment module?	Warning Message	Click Yes to go to the Configure Equipment module. Enter the necessary codes and then retry the action.
10740025	[Code name] codes updated.	Informational Message	Click OK to continue.
11530006	[Custom] data cannot be processed until style data has been updated from Paper Ballot. Would you like to go to the Paper Ballot Equipment module?	Warning Message	Click Yes to go to the Paper Ballot module. Update the data style and re-finalize the ballot layout to continue.
11530014	[Election Name] data cannot be processed until style data has been updated from Paper Ballot. Would you like to go to the Paper Ballot Equipment module?	Warning Message	Click Yes to go to the Paper Ballot module. Update the data style and re-finalize the ballot layout to continue.
11530005	[Election Name] data must be processed again, since [Code name] codes have been updated. Would you like to go to the Configure Equipment module?	Warning Message	Click Yes to go to the Configure Equipment module. Regenerate data for the appropriate equipment type and then retry the action.
11530013	[Election Name] data must be processed again, since [Code name] codes have been updated. Would you like to go to the Configure Equipment module?	Warning Message	Click Yes to go to the Configure Equipment module. Regenerate data for the appropriate equipment type and then retry the action.
11530004	[Election Name] data must be processed again, since [Setting name] settings have been updated. Would you like to go to the Configure Equipment module?	Warning Message	Click Yes to go to the Configure Equipment module. Regenerate the election data for all equipment and then retry the action.

Message ID	Message	Message Type	Solution
11530012	[Election Name] data must be processed again, since [Setting name] settings have been updated. Would you like to go to the Configure Equipment module?	Warning Message	Click Yes to go to the Configure Equipment module. Regenerate the election data for all equipment and then retry the action.
11530003	[Election Name] data must be processed again, since a re-import of election data has occurred. Would you like to go to the Configure Equipment module?	Warning Message	Click Yes to go to the Configure Equipment module. Regenerate the election data for all equipment and then retry the action.
11530011	[Election Name] data must be processed again, since a re-import of election data has occurred. Would you like to go to the Configure Equipment module?	Warning Message	Click Yes to go to the Configure Equipment module. Regenerate the election data for all equipment and then retry the action.
11530008	[Election Name] data must be processed again, since style settings have been updated in Accessible Ballot. Would you like to go to the Configure Equipment module?	Warning Message	Click Yes to go to the Configure Equipment module. Regenerate the election data for all equipment and then retry the action.
11530016	[Election Name] data must be processed again, since style settings have been updated in Accessible Ballot. Would you like to go to the Configure Equipment module?	Warning Message	Click Yes to go to the Configure Equipment module. Regenerate the election data for all equipment and then retry the action.
11530007	[Election Name] data must be processed again, since style settings have been updated in Paper Ballot. Would you like to go to the Configure Equipment module?	Warning Message	Click Yes to go to the Configure Equipment module. Regenerate the election data for all equipment and then retry the action.
11530015	[Election Name] data must be processed again, since style settings have been updated in Paper Ballot. Would you like to go to the Configure Equipment module?	Warning Message	Click Yes to go to the Configure Equipment module. Regenerate the election data for all equipment and then retry the action.
11530002	[Election Name] data must first be processed. Would you like to go to the Configure Equipment module?	Warning Message	Click Yes to go to the Configure Equipment module. Generate the election data for all equipment and then retry the action.
11530010	[Election Name] data must first be processed. Would you like to go to the Configure Equipment module?	Warning Message	Click Yes to go to the Configure Equipment module. Generate the election data for all equipment and then retry the action.

Message ID	Message	Message Type	Solution
10540008	[Item name] Deleted: [Number]	Informational Message	Click OK to continue.
10230143	Do you want to continue?	Warning Message	Click Yes to continue.
10640005	[Equipment Type] Election Media created for [Poll Name]. Please remove the device.	Informational Message	Remove the device to continue.
11740013	[Item name] export canceled by user.	Informational Message	Click OK to continue.
10220169	[Field Name] field is required. Please provide a value.	Error Message	Enter a value in the specified field and then retry the action.
10240105	[Process Name] generation successfully canceled.	Informational Message	Click OK to continue.
10120054	[Item name] has already been updated by another user or module. Please click the 'Refresh' button at the bottom of the screen to update the screen and then make your changes.	Error Message	Click the Refresh button to refresh the information on the screen, and then retry the action.
10120064	[Item name] has already been updated by another user or module. Please click the 'Refresh' button at the bottom of the screen to update the screen and then make your changes.	Error Message	Click the Refresh button to refresh the information on the screen, and then retry the action.
10220147	[Item Name] ID is required. Please provide a value.	Error Message	Enter the appropriate information and then retry the action.
10220148	[Item Name] ID is too long. Please change the value so that it does not exceed [Number] characters.	Error Message	Reduce the number of characters in the specified ID field and then retry the action.
10220149	[Item Name] ID must be exactly [Number] characters.	Error Message	Enter the designated number of characters in the specified ID field and then retry the action.
10230112	[Item Name] ID not in ascending numeric order. Is that OK?	Warning Message	Click Yes to continue with the process, or No to cancel it.
10220151	[Item Name] ID should be between [Number] and [Number].	Error Message	Verify the specified parameters and then retry the action.
10720141	[Item Name] is not valid or cannot be validated due to the following reason: [Reason]	Error Message	Click OK to continue. If possible, correct the specified issue and then retry the action.
10220132	[Item Name] is required. Please provide a value.	Error Message	Enter a value in the specified field and then retry the action.

Message ID	Message	Message Type	Solution
10720016	[Item Name] is required. Please provide a value.	Error Message	Enter a value in the specified field and then retry the action.
11021018	[Item Name] is required. Please provide a value.	Error Message	Enter a value in the specified field and then retry the action.
10220145	[Item Name] is too long. Please change the value so that it does not exceed [Number] characters.	Error Message	Reduce the number of characters in the specified item and then retry the action.
10720018	[Item Name] is too long. Please enter a value that does not exceed [Number] characters.	Error Message	Reduce the number of characters in the specified item and then retry the action.
10520047	[Item Name] is too long. Please enter a value that does not exceed [Number] characters.	Error Message	Reduce the number of characters in the specified item and then retry the action.
10720017	[Item Name] is too short. Please enter at least [Number] characters for this value.	Error Message	Increase the number of characters in the specified item and then retry the action.
11740002	[Number] Items Displayed	Informational Message	Click OK to continue.
10220167	[Candidate Name] Last Name field is required. Please provide a value.	Error Message Message	Enter the candidate's last name and then retry the action.
11340009	[Item Name] log file not exported [Custom]	Informational Message	Click OK to continue.
11540001	[User Name] logged in.	Informational Message	Click OK to continue.
11540002	[User Name] logged out.	Informational Message	Click OK to continue.
10640002	[Media Type] Media created. Please remove the device.	Informational Message	Click OK to continue. Remove the specified device before proceeding.
10040002	[Module Name] module activated.	Informational Message	Click OK to continue.
10720127	[Item Name] must be between [Number] and [Number].	Error Message	Enter the appropriate number of characters for the specified item, and then retry the action.
10120027	[Item Name] Name already exists. Please enter a unique value.	Error Message	Enter a unique name for the specified item, and then retry the action.
10220181	[Item Name] Name already exists.	Error Message	Click OK to continue.
10230142	[Item Name] Name already exists. Do you want to continue with the same name?	Warning Message	Click Yes to proceed and keep the specified name.
10220141	[Item Name] Name is required. Please provide a value.	Error Message	Enter a value for the specified item, and then retry the action.

Message ID	Message	Message Type	Solution
10720019	[Item Name] Name is required. Please provide a value.	Error Message	Enter a value for the specified item, and then retry the action.
10220142	[Item Name] Name is too long. Please change the value so that it does not exceed [Number] characters.	Error Message	Reduce the number of characters for the specified item, and then retry the action.
10720021	[Item Name] Name is too long. Please enter a value that does not exceed [Number] characters.	Error Message	Enter a value that does not exceed the specified number of characters, and then retry the action.
10720020	[Item Name] Name is too short. Please enter at least [Number] characters for this value.	Error Message	Enter a value of at least the specified number of characters, and then retry the action.
10840007	[Number] of [Number] election audio files imported from file [Filename].	Informational Message	Click OK to continue.
11041009	[Number] of [Number] system prompt audio files imported from file [Filename].	Informational Message	Click OK to continue.
11041008	[Number] of [Number] system prompt translations imported from file [Filename].	Informational Message	Click OK to continue.
10840025	[Item Name] Phonetic Phrase	Informational Message	Click OK to continue.
10840024	[Item Name] Phrase	Informational Message	Click OK to continue.
11540014	[Process Name] process cannot complete because of Data Validation errors.	Informational Message	Go to the Accessible Ballot module to review the Validation Errors report. Correct any noted errors and retry the action.
11540010	[Item Name] processed election data is valid and up to date.	Informational Message	Click OK to continue.
11540016	[Item Name] processed election data is valid and up to date.	Informational Message	Click OK to continue.
11041011	[Equipment Type] Screen Definitions successfully imported. Remember to thoroughly test the [Equipment Type] prior to your election in order to verify the screen changes.	Informational Message	Click OK to continue.
10830024	[Item Name] selection is required. Please provide a value.	Warning Message	Enter a value in the specified field and retry the action.
10220139	[Item Name] selection is required. Please provide a value.	Error Message	Enter a value in the specified field and retry the action.
10830023	[Item Name] selection is required. Please select a [Item Name].	Warning Message	Select the appropriate item and then retry the action.
10740010	[Equipment Type] settings have been updated.	Informational Message	Click OK to continue.

Message ID	Message	Message Type	Solution
10720022	[Value] should be numeric.	Error Message	Enter a numeric value and then retry the action.
10220178	[Text Title] text title field is required. Please provide a value.	Error Message	Enter a value in the text title field and then retry the action.
10220131	[Text Title] Title field is required. Please provide a value.	Error Message	Enter a value in the text title field and then retry the action.
10230059	[Equipment Type] translations will be replaced in the database. Do you want to update Electionware with the [Equipment Type] translations for ballots?	Warning Message	Click Yes to update the election database with the new ballot translations.
11031002	[Equipment Type] Translations will be replaced in the database. Do you want to update Electionware with the [Equipment Type] Translations for system prompts?	Warning Message	Click Yes to update the election database with the new system prompt translations.
10220153	[Item Name] type is required. Please provide a value.	Error Message	Enter the appropriate information in the specified field and then retry the action.
10440010	[User Name] viewed password information.	Informational Message	Click OK to continue.
11520020	[Item Name]: [Item Name]	Error Message	Contact ES&S Customer Support.
10220062	[Item Name]: [Item Name] already exists. Please enter a unique value.	Error Message	Enter a unique value and then retry the action.
10230091	[Item Name]: [Item Name] is already assigned to [Item Name]: [Item Name] . Do you want to continue?	Warning Message	Click Yes to continue with the action.
10041005	[Item Name]/[Item Name]	Informational Message	Click OK to continue.
10220087	[Item Name]/[Item Name]: [Item Name] cannot be assigned to more than [Number] [Item Name].	Error Message	Verify that the specified item is not assigned more than once, and then retry the action.
10020022	[Item Name] Field already exists. Please enter a unique value.	Error Message	Enter a unique value in the specified field and then retry the action.
10740020	[Equipment Type] settings for the [Election Name] election have been updated.	Informational Message	Click OK to continue.
10240095	[Item name]:Found Fields [Item Name].	Informational Message	Click OK to continue.

Message ID	Message	Message Type	Solution
10121015	A [Item Name] already exists. You can have only one [Item Name] in an election.	Error Message	Verify that only one specified item exists in the election, and then retry the action.
10520063	A jurisdiction must be selected in the [Navigator Name] tree to restore.	Error Message	Select a jurisdiction in the specified Navigator tree and then retry the action.
10421015	A new password is required. Please provide a value.	Error Message	Enter a new password and then retry the action.
10830029	A problem exists with the excel file being imported. A more detailed technical explanation can be viewed in the Output Exceptions Window.	Warning Message	Review the explanation within the Output Exceptions Window. If possible, correct the error and retry the action.
10220165	A problem exists with the excel file being imported. A more detailed technical explanation can be viewed in the Window->Output->Exceptions window.	Error Message	Review the explanation within the Output Exceptions Window. If possible, correct the error and retry the action.
11021029	A problem exists with the excel file causing a database error. A more detailed technical explanation can be viewed in the Output Exceptions Window.	Error Message	Review the explanation within the Output Exceptions Window. If possible, correct the error and retry the action.
11021031	A problem exists with the import of the excel file. A more detailed technical explanation can be viewed in the Output Exceptions Window.	Error Message	Review the explanation within the Output Exceptions Window. If possible, correct the error and retry the action.
10730019	Access codes updated successfully. Please recreate the DS qualification media, reporting key media, and all of the election media. Please repeat the ballot scanner preparation process if those steps have already been taken. If you do not recreate your media and repeat the scanner preparation, you will not be able to open or run this election on your scanners.	Warning Message	Using the steps listed in the warning, recreate all of the DS media, and any ballot scanner readying processes completed prior to updating the access codes.
10730013	Accessible Equipment Election Data has been reprocessed. Please recreate the election media. If you fail to recreate your media, any changes that have been made will not be passed to the Accessible Equipment.	Warning Message	Recreate all election media for the accessible equipment.

Message ID	Message	Message Type	Solution
11540009	Accessible Equipment process cannot complete because of Data Validation errors.	Informational Message	Go to the Accessible Ballot module to review the Validation Errors report. Correct any noted errors and retry the action.
11720012	Acquire error - [Error Code]	Error Message	Contact ES&S Customer Support.
10421023	Additional Text is too long. Please enter a value that does not exceed 255 characters.	Error Message	Reduce the number of characters entered in the Additional Text field and then retry the action.
11240001	Adjudicated Ballot ID [Ballot ID]. Status - [Item Name] - [Item Name]	Informational Message	Click OK to continue.
11240003	Adjudicating ballot [Ballot ID].	Informational Message	Click OK to continue.
10440008	Administrator activated user [User Name].	Informational Message	Click OK to continue.
10440007	Administrator inactivated user [User Name].	Informational Message	Click OK to continue.
10440006	Administrator viewed user information for [User Name].	Informational Message	Click OK to continue.
10720112	Affidavit type is required. Please provide a value.	Error Message	Enter the affidavit type in the appropriate field and then retry the action.
11430005	All results data will be deleted from the database. Do you want to continue?	Warning Message	Click Yes to delete all results data in the database.
10720007	All text areas must be filled out with a numeral values.	Error Message	Verify that all text areas are filled out with numerical values and the retry the action.
10840023	Alternate File Name	Informational Message	Click OK to continue.
10840021	Alternate ID1	Informational Message	Contact ES&S Customer Support.
10520033	An [Item Name] cannot be restored as an [Item Type].	Error Message	Verify that the entity is being restored appropriately and then retry the action.
10431015	An election must be open to change its code strength. Would you like to go to the Home module?	Warning Message	Click Yes to return to the Home module. Next, open an election, then change the election code strength from the Setup module.
10421024	An election must be open to run the Access Codes Report.	Error Message	Open an election from the Home module, then retry running the report.

Message ID	Message	Message Type	Solution
10421025	An election must be opened to run the Election Audit Events Report.	Error Message	Open an election from the Home module, then retry running the report.
10220155	An error occurred creating the script.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11520011	An error occurred while activating user [User Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10420004	An error occurred while activating user [User Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10520012	An error occurred while assigning existing users to the election. [User Name]	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11320019	An error occurred while building property sheet list [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10620002	An error occurred while burning the device.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11420004	An error occurred while clearing results.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11320006	An error occurred while closing callable statement [Statement Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11320005	An error occurred while closing row iterator [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720097	An error occurred while concurrent task failed	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720076	An error occurred while converting [(.xml) Name].xml Document to a byte.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720072	An error occurred while converting PromptTranslations.xml to data store type	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720073	An error occurred while converting Translations.xml Document to a byte.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720039	An error occurred while creating [(.xml) File Name] XML file for [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10720090	An error occurred while creating [(.xml) File Name] Settings XML file for election [Election Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720084	An error occurred while creating [(.xml) File Name] Settings XML file for polling place [Poll Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10520016	An error occurred while creating backup. [Backup File Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720050	An error occurred while creating ballot XML file for ballot [Ballot ID].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10620025	An error occurred while creating ballot zip file for [Ballot ID].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10420014	An error occurred while creating county [County Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720043	An error occurred while creating election XML	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720045	An error occurred while creating election XML	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720057	An error occurred while creating election XML file	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10520006	An error occurred while creating election. [Election Name]	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10620029	An error occurred while creating Export Results Server Validation File.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720093	An error occurred while creating Jurisdiction XML file	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10420013	An error occurred while creating state [State Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720066	An error occurred while creating the directory: [Directory Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11520007	An error occurred while creating user	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
11520008	An error occurred while creating user [User Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10420001	An error occurred while creating user [User Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11520004	An error occurred while creating user key pair.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11520009	An error occurred while creating user keys for [User Name]	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10420003	An error occurred while deactivating user [User Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10420012	An error occurred while decrypting passwords in the Access Codes Report.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10520009	An error occurred while deleting election.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11021004	An error occurred while deleting generated [Election Name] election data after updating settings	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720004	An error occurred while deleting generated [Election Name] election data after updating settings.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720009	An error occurred while deleting generated [Election Name] election data after updating settings.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720082	An error occurred while deleting previously generated Settings XML	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720088	An error occurred while deleting previously generated Settings XML	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720037	An error occurred while deleting previously generated XML	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720049	An error occurred while deleting previously generated ballot style XML	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720056	An error occurred while deleting previously generated business XML	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10720048	An error occurred while deleting previously generated election XML	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720092	An error occurred while deleting previously generated Jurisdiction XML	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220078	An error occurred while deleting VAT Import data for [Election Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11021010	An error occurred while displaying emblem for [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220177	An error occurred while enabling or disabling the import/export ballot translations action.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220172	An error occurred while enabling or disabling the rotation exception action.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11720009	An error occurred while establishing a connection to the Acquire Server.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11720015	An error occurred while exporting ballot images: [File Name]	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10830011	An error occurred while exporting file [File Name].	Warning Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220157	An error occurred while exporting file [File Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11021023	An error occurred while exporting the file [File Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11021025	An error occurred while exporting the file [File Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10020024	An error occurred while exporting the table to file: [File Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11720008	An error occurred while fetching filter results.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720040	An error occurred while formatting [(.xml) File Name] XML for [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10720085	An error occurred while formatting [(.xml) File Name] Settings XML for election [Election Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720078	An error occurred while formatting [(.xml) File Name] Settings XML for polling place profile [Poll Place Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720052	An error occurred while formatting ballot XML for ballot [Ballot ID]	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10620024	An error occurred while formatting BOD manifest xml.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720058	An error occurred while formatting business XML	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720046	An error occurred while formatting election XML	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720094	An error occurred while formatting Jurisdiction XML	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10620006	An error occurred while formatting.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10520010	An error occurred while generate the keys.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720075	An error occurred while generating [Equipment Type] election data: [Election Name]	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720068	An error occurred while generating [Equipment Type] election data. Please verify Paper Ballot changes have been updated to the database.	Error Message	Verify that the database has been updated with Paper Ballot Changes. If the error persists, contact ES&S Customer Support.
11420008	An error occurred while generating [Report Name] report data.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720032	An error occurred while generating [(.xml) Election Name] XML for [Election Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220122	An error occurred while generating [Item Name]: [Item Name]	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10220083	An error occurred while generating [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10720081	An error occurred while generating [(.xml) File Name] Settings XML for [Election Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10320006	An error occurred while generating ballot styles.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10620020	An error occurred while generating BOD manifest xml.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11520006	An error occurred while generating report [Report Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10820022	An error occurred while getting [Number] Ballot ID for the [Equipment Type] Previewer	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11520005	An error occurred while hashing the code.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220089	An error occurred while importing election data: [Data Type]	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10830010	An error occurred while importing file [File Name].	Warning Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220058	An error occurred while importing file [File Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11021015	An error occurred while Importing System Translations for [Equipment Type].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11021024	An error occurred while importing the file [File Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11021026	An error occurred while importing the file [File Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220008	An error occurred while importing the XML file.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220014	An error occurred while importing the XML file. Please check log for details.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10220011	An error occurred while importing the XML file. Please check log for details.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11021012	An error occurred while importing. Verify your [Item Name] and file associations and try again.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220127	An error occurred while importing. Verify your [Item Name] and file associations and try again. Also verify that the Entity Text IDs in the import file match the Entity Text IDs in the export file.	Error Message	Verify that the Entity Text Id in the import file matches the Entity Text IDs in the export file. Then retry the action. If the error persists, contact ES&S Customer Support.
10820009	An error occurred while importing. Please make sure directory and file name is valid and try again.	Error Message	Verify the directory and filename and retry the action. If the error persists, contact ES&S Customer Support.
11520012	An error occurred while inactivating user [User Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11220001	An error occurred while initializing Acquire server	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11320024	An error occurred while initializing Acquire server - [Server Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10520027	An error occurred while initializing the help system.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220073	An error occurred while inserting [Item Name] Affiliation data for [Item Name] for [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220082	An error occurred while inserting [Item Name] Cross Reference data for [Item Name], Alternate ID [Alternate ID Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220081	An error occurred while inserting [Item Name] Cross Reference data for [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220074	An error occurred while inserting [Item Name] data for [Item Name] ID: [Item Name] Alternate ID: [Item Name] Alternate ID: [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220070	An error occurred while inserting [Item Name] data for [Item Name], Alternate ID [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10220069	An error occurred while inserting [Item Name] data for [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220075	An error occurred while inserting [Item Name] Controlling [Item Name] data for [Item Name] for [Item Name]: [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220076	An error occurred while inserting [Item Name] Controlling [Item Name] data for [Item Name] for Controlling [Item Name]: [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220065	An error occurred while inserting [Item Name] data for [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220066	An error occurred while inserting [Item Name] data for [Item Name], Alternate ID [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220003	An error occurred while inserting [Item Name] data for [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220072	An error occurred while inserting Ballot [Ballot ID] data for [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220077	An error occurred while inserting Ballot [Ballot ID] Controlling data for [Item Name] for [Item Name]: [Item Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11021020	An error occurred while inserting new [Equipment Type] screen definitions	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220080	An error occurred while inserting VAT election ballot spec data for [Ballot ID]	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10220068	An error occurred while inserting WriteIn data for [Ballot ID].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10820010	An error occurred while launching [Equipment Type] Previewer. Please reinstall [Equipment Type] Preview.	Error Message	Reinstall the equipment type previewer in the error message. If after the reinstall the error persists, contact ES&S Customer Support.
11320025	An error occurred while loading [Item Name] counters for batch - [Batch Name]	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11220005	An error occurred while loading ballot	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
11320014	An error occurred while loading Ballot Sheet ID [Ballot ID]	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11220006	An error occurred while loading batch	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11320015	An error occurred while loading Contest ID [Contest Name]	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11320023	An error occurred while loading election qualification code - [Qualification Code]	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11720002	An error occurred while loading export XML data	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11420002	An error occurred while loading media data - [Media ID]	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11320031	An error occurred while loading Poll Media	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11320032	An error occurred while loading Poll Media for batch [Batch Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11320021	An error occurred while loading private key [Item Name]	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11320012	An error occurred while loading public key	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11720006	An error occurred while loading report - [Report Name]	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11420007	An error occurred while loading report - [Report Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11220004	An error occurred while loading report [Report Name] report	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10520036	An error occurred while locking the election in order to renumber [Item Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10220013	An error occurred while parsing the election day timestamp.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10220012	An error occurred while parsing the election import document.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11420003	An error occurred while posting batch - [Batch Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10820021	An error occurred while preparing ballot data for [Equipment Type] Previewer.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11720007	An error occurred while printer initializing	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11720005	An error occurred while printing [Item Name]	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11720004	An error occurred while printing ballot(s): [Ballot IDs]	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11420001	An error occurred while processing archive file [File Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10220009	An error occurred while processing ballot data.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10220006	An error occurred while processing Election Options data.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10220015	An error occurred while processing graphic data.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10020009	An error occurred while reading the help file [File Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720042	An error occurred while reading version information from the database	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11021011	An error occurred while reading/writing emblem graphic.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10620028	An error occurred while resetting election media status.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10520032	An error occurred while restoring election.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10720063	An error occurred while retrieving [Party Name] affiliation for [Item Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720034	An error occurred while retrieving [Item Name] details for [Item Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720060	An error occurred while retrieving [Item Name] data for business XML creation	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10220001	An error occurred while retrieving [Item Name] data for iso code [Code].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720035	An error occurred while retrieving [Item Name] for [Item Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10620021	An error occurred while retrieving [Item Name] for BOD manifest xml.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720033	An error occurred while retrieving [Item Name] options for [Item Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720038	An error occurred while retrieving [File Name] XML file for [Item Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720087	An error occurred while retrieving [Item Name] options for election [Election Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720080	An error occurred while retrieving [Item Name] options for polling place profile [Poll ID].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720089	An error occurred while retrieving [File Name] Settings XML for election [Election Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720083	An error occurred while retrieving [Item Name] Settings XML for polling place [Poll ID].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11120001	An error occurred while retrieving ballot image data	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720065	An error occurred while retrieving ballot style data for business XML creation	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10620023	An error occurred while retrieving ballot styles for BOD manifest xml.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10220085	An error occurred while retrieving ballot styles.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720051	An error occurred while retrieving ballot XML for ballot [Ballot ID].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11320004	An error occurred while retrieving column [Column ID]	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720096	An error occurred while retrieving controlling reference data	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720054	An error occurred while retrieving data for ballot XML creation	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720055	An error occurred while retrieving data for business XML creation	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720091	An error occurred while retrieving data for Jurisdiction XML creation	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720044	An error occurred while retrieving election XML	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720064	An error occurred while retrieving logical ballot style data for business XML creation	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720077	An error occurred while retrieving polling place data for Business XML creation	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10820015	An error occurred while retrieving the [Item Name] summary.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10820014	An error occurred while retrieving the default summary.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10820016	An error occurred while retrieving the font colors.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10820012	An error occurred while retrieving the label's attributes.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10420005	An error occurred while retrieving user [User Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
11220007	An error occurred while saving ballot	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11220010	An error occurred while saving ballot image [Ballot Image Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11720014	An error occurred while saving ballot images: [Ballot Images Names]	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11220008	An error occurred while saving batch	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11720003	An error occurred while saving export HTML/XML data	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720067	An error occurred while saving process status entry	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10520017	An error occurred while saving the election template.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10520018	An error occurred while saving the election template. Please check log for details. [Log Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10520008	An error occurred while saving the election. [Election Name]	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10220186	An error occurred while setting image for [Item Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11320013	An error occurred while setting status for Contest ID [Contest Name] Ballot Sheet ID [Ballot ID].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11720016	An error occurred while setting up filter panel - [Item Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720069	An error occurred while storing [Equipment Type] CF file contents: [Election Data] for Election ID: [Election Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720074	An error occurred while storing [Equipment Type] Process Status for Election ID: [Election Name]	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720041	An error occurred while storing [File Name] XML for [Election Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10720086	An error occurred while storing [Item Name] Settings XML for election [Election Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720079	An error occurred while storing [Item Name] Settings XML for polling place profile [Poll ID].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720098	An error occurred while storing [Item Name] file contents: [File Name] for Election ID: [Election Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720053	An error occurred while storing ballot XML for ballot [Ballot ID].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10220088	An error occurred while storing BSG Status for [Election Name]	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720059	An error occurred while storing business XML	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720047	An error occurred while storing election XML	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720095	An error occurred while storing Jurisdiction XML	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11220009	An error occurred while tallying ballot	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11720001	An error occurred while transforming export XML data	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10220071	An error occurred while updating [Item Name] ID.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10220005	An error occurred while updating [Item Name] data for [Item Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720001	An error occurred while updating [Equipment Type] settings.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720006	An error occurred while updating [Equipment Type] settings.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10720008	An error occurred while updating [Equipment Type] settings.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10220042	An error occurred while updating [Item Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10820004	An error occurred while updating Audio [Audio ID].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11021016	An error occurred while updating audio [Audio ID].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11021009	An error occurred while updating emblem for [Item Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11720011	An error occurred while updating print status for Ballot ID - [Ballot ID]	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11720010	An error occurred while updating provisional disposition status for Ballot ID - [Balllot ID]	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10421010	An error occurred while updating the county.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11520001	An error occurred while updating the data validation status.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10520014	An error occurred while updating the display name.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10820011	An error occurred while updating the label's attributes.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10420019	An error occurred while updating the Security Policy.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10421009	An error occurred while updating the state.	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10820013	An error occurred while updating the summary for [Item Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11520010	An error occurred while updating user [User Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10420002	An error occurred while updating user [User Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10220079	An error occurred while updating VAT Configuration Defaults data for [Election Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10520023	An error occurred while validating [Item Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
11320028	An error occurred while validating file - [File Name].	Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10010016	An unexpected error occurred. If the problem persists, please restart the application.	Critical Error Message	Restart Electionware as instructed. If the error persists, contact ES&S Customer Support.
10830028	An unexpected Java error occurred. A more detailed technical explanation can be viewed in the Output Exceptions Window.	Warning Message	Review the log file for more information. If possible, correct the issue and retry the action. If the error persists, contact ES&S Customer Support.
11021030	An unexpected Java error occurred. A more detailed technical explanation can be viewed in the Output Exceptions Window.	Error Message	Review the Output Exceptions Window for more information. If possible, correct the issue and retry the action. If the error persists, contact ES&S Customer Support.
10220164	An unexpected Java error occurred. A more detailed technical explanation can be viewed in the Window->Output->Exceptions window.	Error Message	Review the Output Exceptions Window for more information. If possible, correct the issue and retry the action. If the error persists, contact ES&S Customer Support.
10020033	Another user or process has deleted an association specified by this record. Refresh to get the latest record from the database.	Error Message	Refresh the information by using the button at the bottom center of the screen. After refreshing the information, retry the action.
10020030	Another user or process has deleted the [Item Name], you can no longer use this [Item Name].	Error Message	Refresh the information by using the button at the bottom center of the screen. Review the updated content to see the associated deletion.
10121011	Another user or process has deleted the [Item Name]. You can no longer use this [Item Name].	Error Message	Refresh the information by using the button at the bottom center of the screen. Review the updated content to see the associated deletion.

Message ID	Message	Message Type	Solution
10020034	Another user or process has deleted the associated [Item Name] specified by this [Item Name]. This [Item Name] is no longer valid.	Error Message	Refresh the information by using the button at the bottom center of the screen. Review the updated content to see the associated deletion.
10020028	Another user or process has deleted this record. You can no longer use this record.	Error Message	Refresh the information by using the button at the bottom center of the screen. Review the updated content to see the associated deletion.
10720003	Another user or process has modified the [Equipment Type] settings. Please click the 'Refresh' button at the bottom of the screen to update the screen and then make your changes.	Error Message	Refresh the information by using the button at the bottom center of the screen. After refreshing the information, retry the action.
10720005	Another user or process has modified the [Equipment Type] settings. Please click the 'Refresh' button at the bottom of the screen to update the screen and then make your changes.	Error Message	Refresh the information by using the button at the bottom center of the screen. After refreshing the information, retry the action.
10720011	Another user or process has modified the [Equipment Type] settings. Please click the 'Refresh' button at the bottom of the screen to update the screen and then make your changes.	Error Message	Refresh the information by using the button at the bottom center of the screen. After refreshing the information, retry the action.
10020029	Another user or process has modified the [Item Name]. Please click the 'Refresh' button at the bottom of the screen to update the screen and then make your changes.	Error Message	Refresh the information by using the button at the bottom center of the screen. After refreshing the information, retry the action.
10121010	Another user or process has modified the [Item Name]. Please click the 'Refresh' button at the bottom of the screen to update the screen and then make your changes.	Error Message	Refresh the information by using the button at the bottom center of the screen. After refreshing the information, retry the action.
10431014	Another user or process has modified the code strength. You must refresh the screen and re-enter your changes to update. Would you like to refresh this screen?	Warning Message	Click Yes to Refresh the screen. After refreshing the information, retry adjusting the code strength.

Message ID	Message	Message Type	Solution
10730001	Another user or process has modified the Codes. You must refresh the screen and re-enter your changes to update. Would you like to refresh this screen?	Warning Message	Refresh the information by using the button at the bottom center of the screen. After refreshing the information, reenter your changes.
10420016	Another user or process has modified the county. Please click the 'Refresh' button at the bottom of the screen to update the screen and then make your changes.	Error Message	Refresh the information by using the button at the bottom center of the screen. After refreshing the information, reenter your changes.
10520015	Another user or process has modified the display name. Please click the 'Refresh' button at the bottom of the screen to update the screen, and then make your changes.	Error Message	Refresh the information by using the button at the bottom center of the screen. After refreshing the information, reenter your changes.
10820019	Another user or process has modified the display settings. Please click the 'Refresh' button at the bottom of the screen to update the screen and then make your changes.	Error Message	Refresh the information by using the button at the bottom center of the screen. After refreshing the information, reenter your changes.
11021007	Another user or process has modified the emblem. Please click the 'Refresh' button at the bottom of the screen to update the screen and then make your changes.	Error Message	Refresh the information by using the button at the bottom center of the screen. After refreshing the information, reenter your changes.
10420015	Another user or process has modified the state. Please click the 'Refresh' button at the bottom of the screen to update the screen and then make your changes.	Error Message	Refresh the information by using the button at the bottom center of the screen. After refreshing the information, reenter your changes.
11520014	Another user or process has modified the user record. Please click the 'Refresh' button at the bottom of the screen to update the screen and then make your changes.	Error Message	Refresh the information by using the button at the bottom center of the screen. After refreshing the information, reenter your changes.
10020027	Another user or process has modified this record. Please click the 'Refresh' button at the bottom of the screen to update the screen and then make your changes.	Error Message	Refresh the information by using the button at the bottom center of the screen. After refreshing the information, reenter your changes.

Message ID	Message	Message Type	Solution
10130001	Any [Item Name] linked to this group will be unlinked. Are you sure you want to continue?	Warning Message	Click Yes to complete the action.
10240012	Applying Paper Ballot style sheet updates to Accessible Ballot labels	Informational Message	No action required.
10030006	Are you sure you want to delete [Item Name]?	Warning Message	Click Yes to complete the action.
10030007	Are you sure you want to delete the [Item Name] selected [Item Name]?	Warning Message	Click Yes to complete the action.
10240086	Assign [Item Name] to [Item Name].	Informational Message	Click Yes to complete the action.
10030005	At least one item must be selected.	Warning Message	Click OK to continue. Select an associated item and retry the action.
10220146	At least one [Item Name] should be selected to exclude.	Error Message	Click OK to continue. Select an associated item and retry the action. If the error persists, contact ES&S Customer Support.
10830018	At least one navigator item must be selected.	Warning Message	Click OK to continue. Select an associated item and retry the action.
10421028	At least one navigator item must be selected.	Error Message	Click OK to continue. Select an associated item and retry the action.
11140001	Attempting to print [Item Name].	Informational Message	No action required.
11140002	Attempting to print all ballot styles.	Informational Message	No action required.
10220140	Audio [Audio ID] name is required. Please provide a value.	Error Message	Enter a value for the audio item and then retry the action.
10010010	Auto Commit Status get error: [Error Name].	Critical Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10010011	Auto Commit Status set error: [Error Name].	Critical Error Message	Retry the action and if the error persists, contact ES&S Customer Support.
10540027	Backing up election database on [Computer/Drive Name].	Informational Message	No action required.
10540043	Backup Election has been canceled.	Informational Message	No action required.
10540028	Backup initiated for election: [Election Name]	Informational Message	No action required.

Message ID	Message	Message Type	Solution
11320035	Ballot [Ballot ID] does not have scanned images, displaying generated ballot artwork instead.	Error Message	Verify that associated images are present. If the error continues, contact ES&S Customer Support.
10620015	Ballot File code contains spaces. Please remove spaces.	Error Message	Remove the any spaces from the Ballot File code, and then retry the action.
10620012	Ballot File code is required. Please provide a value.	Error Message	Enter the Ballot File code, and then retry the action.
10620016	Ballot File code is too long. Please change the value so that it does not exceed [Number] characters.	Error Message	Reduce the length of the Ballot File code, and then retry the action.
10620014	Ballot File code is too short. Please enter at least [Number] characters for this value.	Error Message	Increase the length of the Ballot File code, and then retry the action.
10620017	Ballot File code must contain at least one character from 3 of the following 4 classes:	Error Message	Review the classes highlighted in the error message. Verify that the Ballot File Code contains at least one character from three of the four classes, and then retry the action.
10620018	Ballot File code must contain at least one letter and one number.	Error Message	Verify that the Ballot File Code contains at least one letter and one number, and then retry the action.
10620019	Ballot File code must contain at least one number or letter.	Error Message	Verify that the Ballot File Code contains at least one letter or one number, and then retry the action.
10620011	Ballot File path is required. Please provide a value.	Error Message	Enter a Ballot File path and then retry the action.
10840015	Ballot Previewer window must be closed to use Electionware.	Informational Message	Close the Ballot Previewer to continue.
10720140	Ballot Styles need to be generated and Paper Ballot needs to be finalized after Ballot Styles are generated.	Error Message	Make sure that ballot styles have been generated in Capture, and that ballot layout has been finalized in Paper Ballot, and then retry the action.
10220159	Ballot Translations could not be uploaded because there are identical terms being translated in different ways. Those duplicate terms are located in the Output Events Window. This Window can be accessed by the top menu: Windows->Output->Events.	Error Message	Edit the translations to ensure that duplicate terms are being translated using duplicate verbiage. Once the changes have been made, retry the action.

Message ID	Message	Message Type	Solution
11340007	Batch ID [Batch ID] posted. Number of Ballots - [Number] , adjudicated - [Number], spoiled - [Number], require adjudication - [Number]	Informational Message	Review the information and then click OK to continue.
10040003	Cancel requested.	Informational Message	No action required.
11240002	Canceled changes for batch [Batch ID].	Informational Message	No action required.
10421008	Cannot deactivate or downgrade user [User Name] because they are the only administrator in the system.	Error Message	Verify that at least one other administrator is set within the system, and then retry the action.
10240026	Cannot delete the Non Partisan [Item Name].	Informational Message	Verify that any associated links have been removed, and that the selected item is not defaulted. If the error persists, contact ES&S Customer Support.
10240021	Cannot delete the Primary [Item Name].	Informational Message	Verify that any associated links have been removed, and that the selected item is not defaulted. If the error persists, contact ES&S Customer Support.
10720100	Cannot generate [Equipment Type] election data. There are no [Item Name].	Error Message	Verify that the associated item exists within the election. If the error persists, contact ES&S Customer Support.
10720101	Cannot generate [Equipment Type] election data. There are no [Item Name].	Error Message	Verify that the associated item exists within the election. If the error persists, contact ES&S Customer Support.
11520016	Cannot modify username, access level, or status of admin.	Error Message	Change the associated individual to a User in order to modify them.
10240077	Changes will be applied to all [Item Name] for [Item Name].	Informational Message	No action required.
10520035	Changing to system generated will cause all your [Item Name] to be renumbered. Do you want to continue?	Error Message	Click Yes to complete the action.
10650005	Cleaning up	Verbose Message	No action Required.
11240005	Cleared votes for [Item Name].	Informational Message	No action required.

Message ID	Message	Message Type	Solution
10520064	Close the current election and select a jurisdiction from the election tree before restoring.	Error Message	Select a jurisdiction from the navigator in order to restore an election.
10140020	CodeBank Initialization Error. CodeBank enumerations have not been initialized.	Informational Message	Retry the action and if the error persists, contact ES&S Customer Support.
10140018	CodeBank Initialization Error. Enumeration not found for the following code bank IDs: [Code Bank IDs]	Informational Message	Review the information provided and attempt to correct the issue if possible. If the error persists, contact ES&S Customer Support.
10140017	CodeBank Initialization Error. Enumeration not found for the following code type IDs: [Code Type IDs]	Informational Message	Review the information provided and attempt to correct the issue if possible. If the error persists, contact ES&S Customer Support.
10140019	CodeBank Initialization Error. Invalid enumeration for Class: [Class Name], Type: [Type Name].	Informational Message	Review the information provided and attempt to correct the issue if possible. If the error persists, contact ES&S Customer Support.
10730017	Codes have changed. Please recreate the accessible equipment election media. If you fail to recreate your media, equipment settings will not be passed to the [Item Name].	Warning Message	Review the information provided and attempt to correct the issue if possible. If the error persists, contact ES&S Customer Support.
10020025	Column definition not found for class: [Class Name], row: [Row Number].	Error Message	Contact ES&S Customer Support.
10010012	Commit transaction error: [Error Code].	Critical Error Message	Contact ES&S Customer Support.
10240101	Committed successfully.	Informational Message	No action required.
10740035	Committing [Number] updates to the database	Informational Message	No action required.
10740038	Committing Accessible Equipment updates to the database	Informational Message	No action required.
11340003	Committing new Batch [Batch Name] ID [Batch ID] Number of Ballots [Number]	Informational Message	No action required.
10240013	Committing updates to the database	Informational Message	No action required.
10620013	Confirmation code does not match. Please provide a matching value.	Error Message	Re-enter the code and then retry the action.
10520053	Confirmation code does not match. Please provide matching values.	Error Message	Re-enter the code and then retry the action.

Message ID	Message	Message Type	Solution
11320026	CoNG Error: [Error Code]	Error Message	Contact ES&S Customer Support.
11320033	CoNG Error: An error occurred while initializing tally engine with static election definition {0}.	Error Message	Contact ES&S Customer Support.
10050001	Connecting...	Verbose Message	No action required.
10010015	Connection close failure: [Error Code].	Critical Error Message	Contact ES&S Customer Support.
10830030	Could not completely read file [File Name].	Warning Message	Retry the action. If the error persists, contact ES&S Customer Support.
10021005	Could not delete because the [Item Name] has active [Item Name].	Error Message	Verify the associations and then eliminate them if possible. ONce the associations are broken, retry the deletion.
10420018	Could not delete because the county has active elections.	Error Message	Delete all of the active elections, and then delete the county. (Note: It is advised that all elections are backed up prior to deletion.)
10420017	Could not delete because the state has active counties.	Error Message	Delete all of the active elections, and then delete the associated counties. Once all of the counties have been deleted, retry the deletion of the state. (Note: It is advised that all elections are backed up prior to deletion.)
10421027	County Name is required. Please provide a value that does not exceed 255 characters.	Error Message	Reduce the length of the county name, and then retry the action.
10441020	County: [County Name] deleted.	Informational Message	Click OK to continue.
10441023	Created county with ID [County ID]. Name: [County Name].	Informational Message	No action required.
10250028	Created Default [Item Name]	Verbose Message	No action required.
10441021	Created state with ID [State ID]. Name: [State Name].	Informational Message	No action required.
10440002	Created user with ID [User ID]. Username: [User Name], Name: [Name].	Informational Message	No action required.
10840018	Created: [Item Name]	Informational Message	No action required.

Message ID	Message	Message Type	Solution
10540047	Creating [Template Name] template database completed.	Informational Message	No action required.
10240104	Creating [Item Name].	Informational Message	No action required.
10240014	Creating database	Informational Message	No action required.
10540040	Creating database	Informational Message	No action required.
10540033	Creating election template	Informational Message	No action required.
10650001	Creating temp directory	Verbose Message	No action required.
10540034	Creating template database	Informational Message	No action required.
10640018	Creating the ballot style files.	Informational Message	No action required.
10010008	Creating the Database instance connection to the database failed: [Error Code].	Critical Error Message	Contact ES&S Customer Support.
10240081	Cross Endorsement Number is invalid. Please enter a smaller value.	Informational Message	Reduce the number of characters in the Cross Endorsement Number, and then retry the action.
11540006	Data Validation completed successfully.	Informational Message	No action required.
11540008	Data Validation has found errors.	Informational Message	Review the errors associated with the Data Validation. If possible, correct the indicated errors and then rerun the Data Validation process.
10020018	Datatype mismatch.	Error Message	Contact ES&S Customer Support.
10840022	Default File Name	Informational Message	No action required.
10441028	Deleted [Number] Counties.	Informational Message	No action required.
10441027	Deleted [Number] States.	Informational Message	No action required.
10041002	Deleted [Item Name]	Informational Message	No action required.
10230123	Deleting [Item Name] will also delete [Item Name]. Do you want to continue?	Warning Message	Click Yes to complete the action.

Message ID	Message	Message Type	Solution
11340002	Deleting Batch [Batch Name] ID [Batch ID] Number of Ballots [Number]	Informational Message	No action required.
10550001	Deleting Election...	Verbose Message	No action required.
10530002	Deleting the [Item Name] will also delete all the audit logs related to this [Item Name].	Warning Message	Click Yes to complete the action.
10650011	Device [Number] of [Number].	Verbose Message	No action required.
10620033	Device is not ready. Please make sure the flash device is properly inserted.	Error Message	No action required.
10620030	Device no longer available: [Device Name]. Make sure a device is inserted and press the 'Refresh' button.	Error Message	No action required.
10630004	Digital Scan Codes have not been entered. Do you want to go to the Configure Equipment module?	Warning Message	Click Yes to go to the Configure Equipment module and enter the codes. Once the codes have been entered, retry the action.
10730008	Digital Scan Codes have not been entered. Would you like to open the Digital Scan security screen?	Warning Message	Click Yes to go to the Configure Equipment module and enter the codes. Once the codes have been entered, retry the action.
10430027	Do you want to activate [Item Name]?	Warning Message	Click Yes to complete the action.
11430003	Do you want to clear results for [Election Name]? This operation cannot be undone, Media results will be lost.	Warning Message	Click Yes to complete the action.
10431025	Do you want to delete [Number] Counties?	Warning Message	Click Yes to complete the action.
10431024	Do you want to delete [Number] States?	Warning Message	Click Yes to complete the action.
10230027	Do you want to delete [Item Name]?	Warning Message	Click Yes to complete the action.
10431023	Do you want to delete County: [County Name]?	Warning Message	Click Yes to complete the action.
10431022	Do you want to delete State: [State Name]?	Warning Message	Click Yes to complete the action.
10230028	Do you want to delete the selected items?	Warning Message	Click Yes to complete the action.
10230109	Do you want to delete the selected rotation exceptions?	Warning Message	Click Yes to complete the action.

Message ID	Message	Message Type	Solution
10730039	Do you want to delete the selected signatures?	Warning Message	Click Yes to complete the action.
10430026	Do you want to inactivate [User Name]?	Warning Message	Click Yes to complete the action.
10430001	Do you want to reload the user information and overwrite pending changes?	Warning Message	Click Yes to complete the action.
11430004	Do you want to reset results for these [Media Type] media? This operation cannot be undone, Media results will be lost.	Warning Message	Click Yes to complete the action.
10050003	Done.	Verbose Message	No action required.
10730015	DS Election information has been reprocessed. Please recreate the DS election media and reporting key media. If you fail to recreate your media, any changes that have been made will not be passed to the tabulators or reporting software.	Warning Message	As the DS Election Media has changed, any burned media is now invalid. In order to ensure election validity, all media must be recreated. Failure to recreate election media will lead to errors in the tabulation process.
10020007	Duplicate Tree ID.	Error Message	Contact ES&S Customer Support.
10520044	Election [Item Name] is required. Please provide a value.	Error Message	Enter the appropriate value and then retry the action.
10540026	Election backup file created: [File Name]	Informational Message	No action required.
10520060	Election backup path is required. Please provide a value.	Error Message	Enter the election backup file path, and then retry the action.
11540003	Election Closed: [Item Name]	Informational Message	No action required.
10540002	Election Closed: [Item Name]	Informational Message	No action required.
10441016	Election code strength set to [Code Strength] for election: [Election Name].	Informational Message	No action required.
10520048	Election county name is required. Please provide a value.	Error Message	Enter a value for the county name, and then retry the action.
10220123	Election Day [Item Name] already exist.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10520021	Election display name already exists. Please enter a unique value.	Error Message	Enter a unique value for the election display name, and then retry the action.

Message ID	Message	Message Type	Solution
10520002	Election Display Name is required. Please provide a value.	Error Message	Enter a value for the election display name, and then retry the action.
10520004	Election Display Name is too long. Please enter a value that does not exceed [Number] characters.	Error Message	Reduce the number of characters in the election display name, and then retry the action.
10520003	Election Display Name is too short. Please enter at least [Number] characters for this value.	Error Message	Increase the number of characters in the election display name, and then retry the action.
10520040	Election Folder Name is invalid. Please provide a valid value.	Error Message	Enter an appropriate value for the election folder name, and then retry the action.
10520039	Election Folder Name is required. Please provide a value.	Error Message	Enter a value for the election folder name, and then retry the action.
11420006	Election ID does not match current Election - [Election Name].	Error Message	Verify the election ID, and then retry the action. If the error persists, contact ES&S Customer Support.
10240002	Election import completed	Informational Message	No action required.
10720136	Election information is incomplete. Please import election data before continuing.	Error Message	Import a complete set of election data, and then retry the action.
10420011	Election is currently open by [User Name]. Unable to save change to code strength.	Error Message	Verify that the specified user is logged out of Electionware, and then retry the action.
11320017	Election is not closed or missing Poll Place collection file.	Error Message	Verify that the election is not closed. If the error persists, contact ES&S Customer Support.
10540012	Election keys created.	Informational Message	No action required.
10520045	Election Name is required. Please provide a value.	Error Message	Enter an election name, and then retry the action.
10540001	Election Opened: [Election Name]	Informational Message	No action Required.
10520067	Election Type is required. Please provide a value.	Error Message	Select an election type from the available menu, and then retry the action.
10140025	Election Updated: ID: [Election Name]New [Number] Old [Number].	Informational Message	No action Required.
10040006	Electionware login attempt. User: [User Name]	Informational Message	No action Required.

Message ID	Message	Message Type	Solution
10940003	Electionware Paper Ballot closed.	Informational Message	No action Required.
10940002	Electionware Paper Ballot launched.	Informational Message	No action Required.
11041005	Emblem updated for [Item Name].	Informational Message	No action Required.
10240020	Equipment selections successfully saved.	Informational Message	No action Required.
10730021	Equipment settings have changed. Please re-generate the Accessible Equipment election data. If you fail to re-generate the Accessible Equipment election data, equipment settings will not be passed to the [Equipment Type].	Warning Message	Regenerate the associated data, and then retry the action. If data is not regenerated as specified, errors with the tabulation process will occur.
10730023	Equipment settings have changed. Please re-generate the DS election data. If you fail to re-generate the DS election data, equipment settings will not be passed to the tabulators or reporting software.	Warning Message	Regenerate the associated data, and then retry the action. If data is not regenerated as specified, errors with the tabulation process will occur.
11320041	Error decrypting file [File Name]	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
11320029	Error Election ID mismatch	Error Message	Contact ES&S Customer Support.
11320039	Error incorrect ballot count found [Number] expected [Number].	Error Message	Verify the ballot count mismatch, and then contact ES&S Customer Support.
11320038	Error loading CVR [File Name].	Error Message	Contact ES&S Customer Support.
11320040	Error missing file [File Name].	Error Message	Contact ES&S Customer Support.
11320037	Error missing log file	Error Message	Contact ES&S Customer Support.
11320030	Error missing readme file	Error Message	Contact ES&S Customer Support.
11320042	Error parsing ballot XML for ballot id - [Ballot ID]	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10020006	Error reading file: [File Name].	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10220179	Error Retrieve [Item Name] Count	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10520065	Error retrieving election support data.	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10020017	Error retrieving list of devices.	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10120081	Error updating Security Policy	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10120088	Error updating System Object	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10120089	Error updating Vat Cf Lang Files Object	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10320003	Error: [Item Name] [Choice Selection].	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10320005	Error: [Item Name] [Choice Selection].	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10320009	Error: [Item Name] [Choice Selection].	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10220113	Error: [Contest Name] has more write-ins than allowed vote for number.	Error Message	Verify that the number of write-in selections is equal to, or less than the number of allowed vote for responses. When corrected, retry the action.
10220114	Error: [Item Name] specified for [Item Name] is not linked to any [Item Name].	Error Message	Contact ES&S Customer Support.
10320019	Error: [Item Name] does not have any [Item Name] linked to it. You must link at least one [Item Name] to the [Item Name] before you can generate [Item Name].	Error Message	Verify that the associated items are linked as specified, and then retry the action. If the error persists, contact ES&S Customer Support.
10320002	Error: [Item Name] [Choice Selection].	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10320010	Error: [Item Name] ID must be numeric for [Item Name].	Error Message	Verify that the specified value is numeric, and then retry the action.

Message ID	Message	Message Type	Solution
10320001	Error: [Item Name] IDs are not in ascending order. You must put [Item Name] IDs in ascending order before you can generate ballot styles.	Error Message	Verify that the associated items are ascending order, and then retry the action.
10320023	Error: [Item Name] does not have any associated [Item Name]. You must have at least one [Item Name] associated with the [Item Name].	Error Message	Verify that the associated items are linked as specified, and then retry the action. If the error persists, contact ES&S Customer Support.
10320020	Error: [Item Name] in [Item Name] cannot have more [Item Name] than the allowed vote for number: [Vote For Number]. [Item Name] is linked to [Item Name] and this will result in an automatic over vote.	Error Message	Verify that the number of items is equal to, or less than the number of allowed vote for responses. When corrected, retry the action.
10320022	Error: [Item Name] is not in correct order. [Item Name] should be placed above its controlled [Item Name].	Error Message	Verify that the associated items are in the proper order, and then retry the action.
10220124	Error: [Item Name] does not link to a valid [Item Name].	Error Message	Verify that the associated items are properly linked, and then retry the action.
10220115	Error: [Item Name] is not a valid Integer.	Error Message	Enter a new value and then retry the action.
10220107	Error: [Item Name]: Incorrect number of columns.	Error Message	Verify the number of columns is correct, and then retry the action. If the error persists, contact ES&S Customer Support.
10220108	Error: [Item Name]: Field [Field Name] cannot contain the value(s) [Value].	Error Message	Verify and/or correct the values currently entered in the associated fields, and then retry the action. If the error persists, contact ES&S Customer Support.
10220099	Error: [Language Name] can only have one audio language.	Error Message	Verify that the associated language only has one audio language and then retry the action. If the error persists, contact ES&S Customer Support.
10220091	Error: [Item Name]: The selected delimiter was not found in file: [Delimiter Character], no columns names can be found.	Error Message	Verify that either the correct delimiter character has been selected, or that the associated character is located in the input file. Once corrected, retry the action.
10220096	Error: [Item Name]: Missing required field [Field Name] for Import ID: [Item Name].	Error Message	Verify that the associated items are in the required fields, and then retry the action.

Message ID	Message	Message Type	Solution
10220092	Error: [Item Name]: Missing required fields in the header: [Header Name].	Error Message	Verify that the necessary values are in their associated fields, and then retry the action.
10220093	Error: [Item Name]: Missing data for [Item Name].	Error Message	Verify that the necessary information is present, and then retry the action.
10220130	Error: [Item Name]: The selected delimiter was not found in file [File Name], file will not be processed.	Error Message	Verify that the selected delimiter is in the import file, and then retry the action.
10220102	Error: [Item Name]: Invalid value [Item Name] for field [Field Name].	Error Message	Verify that the associated values are correct, and then retry the action.
10220097	Error: [Item Name]: [Item Name] should be a maximum of [Number] characters for [Item Name].	Error Message	Verify that the number of characters for the associated item is correct, and then retry the action.
10220120	Error: [Item Name] already defined as type [Type] cannot change to type [Type].	Error Message	Verify the type association for the item, and then retry the action.
10220105	Error: [Item Name]: Invalid [Item Name] specified for [Item Name].	Error Message	Verify the association for the item, and then retry the action.
10220110	Error: [Item Name]: Value for field [Field Name] for [Item Name] should be within the range of [Number] to [Number].	Error Message	No action required.
10220100	Error: All audio [Audio Type] need to have a valid parent [Language], but the audio [Audio Type] does not.	Error Message	Verify that the necessary audio files exist, and then retry the action.
10220126	Error: Cannot import partisan [Item Name] in to a General Election. Set the election type to a primary election and re-import the data.	Error Message	Some items are only available for specific election types. Verify that the associated item and election type are compatible, and then retry the action.
10220112	Error: Duplicate value [Value Name] for [Item Name] in the list of [Item Name].	Error Message	Enter a unique alternate id in the appropriate field, and then retry the action.
10220125	Error: File [File Name]: line [Line Number]: Missing or invalid file [File Name] specified for field [Field Name].	Error Message	Contact ES&S Customer Support.
10220104	Error: Import folder is empty or no valid files were found.	Error Message	Verify that the folder contains the associated files, and that those files are valid. Once the files have been verified, retry the action.

Message ID	Message	Message Type	Solution
10220117	Error: Invalid [Item Name] image [Image Name] for Import [Item Name] ID.	Error Message	Verify that the image is valid, and then retry the action.
10220111	Error: Mismatch in [Item Name] for [Item Name].	Error Message	Contact ES&S Customer Support.
10220119	Error: Missing required [Item Name] field for Import Precinct ID [Precinct ID].	Error Message	Enter the necessary information in the associated field, and then retry the action.
10320018	Error: No Equipments selected. You must have at least one Election Day or Absentee/Early equipment selected.	Error Message	Select at least one early vote piece
10320021	Error: No Replacement [Candidate Name] linked to Recall Question: [Contest Name]. You must have a Replacement [Candidate] for a Recall Question before you can generate [Ballot Style].	Error Message	Verify that a replacement candidate has been entered for the recall election, and then retry the action.
10220106	Error: Read error when importing [Item Name].	Error Message	Retry the action. If the error persists, contact ES&S.
10220109	Error: The [Item Name] ID should be within the range 0001 to 9900.	Error Message	Verify that the item is within the specified range, and then retry the action.
10220098	Error: The non-primary [Item Name] cannot have the order 1.	Error Message	Increase the associated item name's integer, and then retry the action.
10220121	Error: The primary [Item Name] must have the order of 1, and no other [Item Name] can have the order of 1.	Error Message	Verify that the password meets the criteria for valid passwords, and contains no spaces at either the beginning or end of the password
11320036	Error: Unknown results file type [File Name]	Error Message	Contact ES&S Customer Support.
10320015	Error: You have not created an Absentee [Item Name]. You must have at least one Absentee [Item Name] to generate [Item Name] for Absentee [Item Name].	Error Message	Verify that Absentees have the associated item and then retry the action.
10320011	Error: You have not created an Election Day [Item Name]. You must have at least one Election Day [Item Name] to generate [Item Name] for Election Day [Item Name].	Error Message	Verify that Election Day has the associated item and then retry the action.
10320024	Error: You have not created an Election Day [Item Name]. You must have at least one Election Day [Item Name] to generate [Item Name].	Error Message	Verify that Election Day has the associated item and then retry the action.

Message ID	Message	Message Type	Solution
10320017	Error: You have not created an Election Day/Absentee [Item Name]. You must have at least one [Item Name] of type Election day or Absentee to generate [Item Name].	Error Message	Verify that Election Day/ Absentee has the associated item and then retry the action.
10320016	Error: You have not selected Absentee/Early equipment. You must have at least one type of Absentee equipment selected to generate [Item Name] for the Absentee [Election Name]. Select equipment in the home module under the Tools menu.	Error Message	Select an Absentee/Election Day equipment type, and then retry the action.
10320013	Error: You have not selected Election Day equipment. You must have at least one type of Election Day equipment selected to generate [Item Name] for the Election Day [Election Name]. Select equipment in the home module under the Tools menu.	Error Message	Select an Election Day equipment type, and then retry the action.
10320012	Error: You must have a [Item Name] that is set to type Absentee (or) Both to generate [Item Name] for Absentee [Election Name].	Error Message	Set the associated item to Absentee or Both, and then retry the action.
10320014	Error: You must have a [Item Name] that is set to type Election Day (or) Both to generate [Item Name] for Election Day [Election Name].	Error Message	Set the associated item to Election Day or Both, and then retry the action.
11021013	Export Folder Name is required. Please provide a value.	Error Message	Enter a name for the Export folder and then retry the action.
10220156	Export Location is required. Please provide a value.	Error Message	Provide a value for the export location, and then retry the action.
10640021	Export Results Server Validation File created successfully.	Informational Message	No action required.
10041007	Export table [Table Name] to file [File Name] completed.	Informational Message	No action required.
10121018	Failed to decrypt RAS key.	Error Message	Contact ES&S Customer Support.
10021002	Failed to delete [Item Name].	Error Message	Verify that associated links are broken, and then retry the action. If the error persists, contact ES&S Customer Support.
10121002	Failed to delete [Item Name]	Error Message	Verify that associated links are broken, and then retry the action. If the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10121003	Failed to delete [Item Name].	Error Message	Verify that associated links are broken, and then retry the action. If the error persists, contact ES&S Customer Support.
10120012	Failed to display [Item Name] image [Image Name].	Error Message	Verify both the location and the linking of the associated image file, and then retry the action.
10120090	Failed to display [Item Name] image [Image Name].	Error Message	Verify both the location and the linking of the associated image file, and then retry the action.
10121017	Failed to encrypt RAS key.	Error Message	Contact ES&S Customer Support.
10120028	Failed to insert [Item Name].	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10021000	Failed to insert [Item Name].	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10121000	Failed to insert [Item Name].	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10021003	Failed to load [Item Name].	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10021001	Failed to update [Item Name].	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10121001	Failed to update [Item Name]	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10120053	Failed to update voter counts for [Item Name].	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10010001	Failed writing to file [File Name].	Critical Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
11520018	Field [Field Name] is required. Please provide a value.	Error Message	Enter a value in the associated field, and then retry the action.
10121016	Field [Field Name] already exists. Please enter a unique value.	Error Message	Enter a unique value in the associated field, and then retry the action.
11520019	Field Name [Field Name] and [Item Name] is too long.	Error Message	Reduce the amount of characters, and then retry the action.

Message ID	Message	Message Type	Solution
10840008	File export to [File Name] was successful. File name should not be changed.	Informational Message	Click OK to continue.
10230053	File export to [File Name] was successful. File name should not be changed.	Warning Message	Click OK to continue.
11041006	File export to [File Name] was successful. File name should not be changed.	Informational Message	Click OK to continue.
10230067	File import of [File Name] was successful. File name should not be changed.	Warning Message	Click OK to continue.
11030018	File selected either does not exist or has the wrong extension. Do you want to select a different file?	Warning Message	Click Yes to select a different file.
11740012	Filter reset.	Informational Message	Click OK to continue.
11740011	Filtering canceled.	Informational Message	Click OK to continue.
10340005	Finalizing Ballot Styles for [Ballot ID].	Informational Message	Click OK to continue.
11440006	Finished Load of Results [Batch Name].	Informational Message	Click OK to continue.
11440008	Finished looking for Results in [Batch Name].	Informational Message	Click OK to continue.
10421017	First Name is required. Please provide a value that does not exceed [Number] characters.	Error Message	Reduce the number of characters in the first name, and then retry the action.
10830015	Font color is required. Please provide a value.	Warning Message	Select a font color, and then retry the action.
10830014	Font size is required. Please provide a value.	Warning Message	Select a font size, and then retry the action.
10830016	Font style is required. Please provide a value.	Warning Message	Select a fonts style, and then retry the action.
10650012	Formatting Device	Verbose Message	No action required.
10240094	Found Import File for: [Election Name].	Informational Message	Click OK to continue.
10421006	From Date is required. Please provide a value.	Error Message	Enter the From Date, and retry the action.
10730028	Generated incorrect number of files. Would you like to continue?	Warning Message	Click Yes to complete the action.

Message ID	Message	Message Type	Solution
10740033	Generating [Item Name]	Informational Message	Click OK to continue.
10750002	Generating [File Name] XML for [Election Name].	Verbose Message	No action required.
10240084	Generating [Item Name]...	Informational Message	Click OK to continue.
10750008	Generating [Item Name] Settings XML for [Election Name].	Verbose Message	No action required.
10750009	Generating [Item Name] Settings XML for [Election Name].	Verbose Message	No action required.
10740039	Generating Accessible Equipment files for [Equipment Type].	Informational Message	Click OK to continue.
10750016	Generating audio ballot files	Verbose Message	No action required.
10750017	Generating audio ballot files for [Election Name]	Verbose Message	No action required.
10640015	Generating Ballot Manifest File	Informational Message	Click OK to continue.
10750012	Generating Ballot Style XML for [Election Name].	Verbose Message	No action required.
10340001	Generating Ballot Styles for [Election Name].	Informational Message	Click OK to continue.
10320007	Generating ballot styles has been canceled.	Error Message	Click OK to continue.
10750001	Generating Business XML	Verbose Message	No action required.
10750013	Generating Business XML {0} and ballot style content	Verbose Message	No action required.
10750007	Generating Business XML complete	Verbose Message	No action required.
10740040	Generating business XML has been canceled.	Informational Message	Click OK to continue.
10740034	Generating data for memory devices complete	Informational Message	Click OK to continue.
10750005	Generating Election XML	Verbose Message	No action required.
10750006	Generating Election XML complete	Verbose Message	No action required.
10750010	Generating Jurisdiction XML	Verbose Message	No action required.
10750011	Generating Jurisdiction XML complete	Verbose Message	No action required.

Message ID	Message	Message Type	Solution
10050002	Generating Report...	Verbose Message	No action required.
10740036	Generation successfully canceled	Informational Message	Click OK to continue.
10730011	Generation successfully canceled. There are [Item Name] assigned to more than one Election Day [Item Name].	Warning Message	Verify the assignment of items, and then retry the action.
10220176	Group Number field is required. Please provide a value.	Error Message	Enter a value in the associated field, and then retry the action.
10220043	Group number: [Group Number] already exists. Please enter a unique value.	Error Message	Enter a unique group number, and then retry the action.
10220044	Group Number: [Group Number] does not exist. You need to add a [Item Name] with Group Number: [Group Number] to add [Item Name] for that group.	Error Message	Enter a Group Number for the specified group, and then retry the action.
10120091	Group Number: [Group Number] does not exist. You need to add a [Item Name] with Group Number: [Group Number] to add [Item Name] for that group.	Error Message	Enter a Group Number for the specified group, and then retry the action.
10340004	Grouping Ballot Styles for [Ballot ID]	Informational Message	Click OK to continue.
10220160	Import of file [File Name] failed on the [File Name] sheet, which seems to be missing. Please make sure you are using a valid excel translation document with a sheet for each [Language].	Error Message	Verify that the Excel spreadsheet you are trying to import is valid, and then retry the action. If the error persists, contact ES&S Customer Support.
11021027	Import of the file [File Name] failed on the [File Name] sheet, which seems to be missing. Please make sure you are using an up to date excel translation document with a sheet for each [Language].	Error Message	Verify that the Excel spreadsheet you are trying to import is up to date, and then retry the action. If the error persists, contact ES&S Customer Support.
10240092	Import process is complete. Note: Please generate ballot styles in Capture and re-finalize ballot styles in Paper ballot before generating election data in Configure.	Informational Message	Generate ballot styles and re-finalize ballot layout in Paper Ballot before generating election data. Failure to follow these steps will lead to errors during tabulation. Click OK to continue.
10230133	Import process is complete. Number of warnings: [Number]	Warning Message	Review the listed warnings, and correct any potential errors.

Message ID	Message	Message Type	Solution
10220103	Import process stopped due to errors. Number of errors: [Number] Number of warnings: [Number]	Error Message	Review the listed errors and warnings, and correct any potential issues before continuing.
10240008	Import successfully canceled	Informational Message	Click OK to continue.
11030012	Importing [Equipment Type] screen definitions will change the screens that appear to voters on the [Equipment Type]. Make sure to thoroughly test the [Equipment Type] prior to your election in order to verify the screen changes. Do you want to continue?	Warning Message	Click Yes to complete the action.
10850001	Importing [Item Name]...	Verbose Message	No action required.
11050002	Importing [Item Name]...	Verbose Message	No action required.
10240001	Importing Election...	Informational Message	Click OK to continue.
10250005	Importing XML: [File Name]	Verbose Message	No action required.
10250021	Importing XML: [File Name]	Verbose Message	No action required.
10250002	Importing XML: Ballot Options / Election	Verbose Message	No action required.
10250014	Importing XML: Ballot Style	Verbose Message	No action required.
10250015	Importing XML: Ballot Style and [Item Name] cross reference	Verbose Message	No action required.
10240004	Importing XML: Committing updates to the database	Informational Message	Click OK to continue.
10240005	Importing XML: Completed parsing Election Import Document	Informational Message	Click OK to continue.
10250027	Importing XML: Controlling [Contest Name] and [Item Name].	Verbose Message	No action required.
10250017	Importing XML: Data existing in Electionware that is not also contained in the import file will be deleted.	Verbose Message	No action required.
10250019	Importing XML: Graphic	Verbose Message	No action required.
10240003	Importing XML: Parsing Election Import Document	Informational Message	Click OK to continue.

Message ID	Message	Message Type	Solution
10250001	Importing XML: Parsing Election Import Document	Verbose Message	No action required.
10250016	Importing XML: Poll	Verbose Message	No action required.
10250018	Importing XML: Version	Verbose Message	No action required.
10250013	Importing XML: Write In {0}	Verbose Message	No action required.
10550002	Initializing	Verbose Message	No action required.
10041000	Inserted [Item Name]	Informational Message	Click OK to continue.
10020019	Instance connection to the database failed: [Database Name].	Error Message	Contact ES&S Customer Support.
10620026	Insufficient security access.	Error Message	Verify the security access of the user, and then retry the action.
10620010	Insufficient storage available on specified device.	Error Message	Verify the storage capacity of the specified device, and then retry the action.
10220163	Internal database error occurred. A more detailed technical explanation can be viewed in the Window->Output->Exceptions window.	Error Message	Review the additional information, and then contact ES&S Customer Support.
10830027	Internal database errors occurred. A more detailed technical explanation can be viewed in the Output Exceptions Window.	Warning Message	Review the additional information, and then contact ES&S Customer Support.
10021004	Internal error. Business rule message not found.	Error Message	Contact ES&S Customer Support.
11320001	Internal Error Line: [Item Name]	Error Message	Contact ES&S Customer Support.
10020008	Internal processing error.	Error Message	Contact ES&S Customer Support.
10810000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.
10820000	Internal System Error	Error Message	Contact ES&S Customer Support.
10830000	Internal System Error	Warning Message	Contact ES&S Customer Support.
10840000	Internal System Error	Informational Message	Contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10850000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
10860000	Internal System Error	Debug Message	Contact ES&S Customer Support.
11410000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.
11420000	Internal System Error	Error Message	Contact ES&S Customer Support.
11430000	Internal System Error	Warning Message	Contact ES&S Customer Support.
11440000	Internal System Error	Informational Message	Contact ES&S Customer Support.
11450000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
11460000	Internal System Error	Debug Message	Contact ES&S Customer Support.
10410000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.
10420000	Internal System Error	Error Message	Contact ES&S Customer Support.
10430000	Internal System Error	Warning Message	Contact ES&S Customer Support.
10440000	Internal System Error	Informational Message	Contact ES&S Customer Support.
10450000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
10460000	Internal System Error	Debug Message	Contact ES&S Customer Support.
11110000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.
11120000	Internal System Error	Error Message	Contact ES&S Customer Support.
11130000	Internal System Error	Warning Message	Contact ES&S Customer Support.
11140000	Internal System Error	Informational Message	Contact ES&S Customer Support.
11150000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
11160000	Internal System Error	Debug Message	Contact ES&S Customer Support.
10310000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10320000	Internal System Error	Error Message	Contact ES&S Customer Support.
10330000	Internal System Error	Warning Message	Contact ES&S Customer Support.
10340000	Internal System Error	Informational Message	Contact ES&S Customer Support.
10350000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
10360000	Internal System Error	Debug Message	Contact ES&S Customer Support.
10210000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.
10220000	Internal System Error	Error Message	Contact ES&S Customer Support.
10230000	Internal System Error	Warning Message	Contact ES&S Customer Support.
10240000	Internal System Error	Informational Message	Contact ES&S Customer Support.
10250000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
10260000	Internal System Error	Debug Message	Contact ES&S Customer Support.
11510000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.
11520000	Internal System Error	Error Message	Contact ES&S Customer Support.
11530000	Internal System Error	Warning Message	Contact ES&S Customer Support.
11540000	Internal System Error	Informational Message	Contact ES&S Customer Support.
11550000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
11560000	Internal System Error	Debug Message	Contact ES&S Customer Support.
10710000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.
10720000	Internal System Error	Error Message	Contact ES&S Customer Support.
10730000	Internal System Error	Warning Message	Contact ES&S Customer Support.
10740000	Internal System Error	Informational Message	Contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10750000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
10760000	Internal System Error	Debug Message	Contact ES&S Customer Support.
10010000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.
10020000	Internal System Error	Error Message	Contact ES&S Customer Support.
10030000	Internal System Error	Warning Message	Contact ES&S Customer Support.
10040000	Internal System Error	Informational Message	Contact ES&S Customer Support.
10050000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
10060000	Internal System Error	Debug Message	Contact ES&S Customer Support.
10110000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.
10120000	Internal System Error	Error Message	Contact ES&S Customer Support.
10130000	Internal System Error	Warning Message	Contact ES&S Customer Support.
10140000	Internal System Error	Informational Message	Contact ES&S Customer Support.
10150000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
10160000	Internal System Error	Debug Message	Contact ES&S Customer Support.
11010000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.
11020000	Internal System Error	Error Message	Contact ES&S Customer Support.
11030000	Internal System Error	Warning Message	Contact ES&S Customer Support.
11040000	Internal System Error	Informational Message	Contact ES&S Customer Support.
11050000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
11060000	Internal System Error	Debug Message	Contact ES&S Customer Support.
10610000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10620000	Internal System Error	Error Message	Contact ES&S Customer Support.
10630000	Internal System Error	Warning Message	Contact ES&S Customer Support.
10640000	Internal System Error	Informational Message	Contact ES&S Customer Support.
10650000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
10660000	Internal System Error	Debug Message	Contact ES&S Customer Support.
10910000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.
10920000	Internal System Error	Error Message	Contact ES&S Customer Support.
10930000	Internal System Error	Warning Message	Contact ES&S Customer Support.
10940000	Internal System Error	Informational Message	Contact ES&S Customer Support.
10950000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
10960000	Internal System Error	Debug Message	Contact ES&S Customer Support.
11710000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.
11720000	Internal System Error	Error Message	Contact ES&S Customer Support.
11730000	Internal System Error	Warning Message	Contact ES&S Customer Support.
11740000	Internal System Error	Informational Message	Contact ES&S Customer Support.
11750000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
11760000	Internal System Error	Debug Message	Contact ES&S Customer Support.
11210000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.
11220000	Internal System Error	Error Message	Contact ES&S Customer Support.
11230000	Internal System Error	Warning Message	Contact ES&S Customer Support.
11240000	Internal System Error	Informational Message	Contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
11250000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
11260000	Internal System Error	Debug Message	Contact ES&S Customer Support.
11310000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.
11320000	Internal System Error	Error Message	Contact ES&S Customer Support.
11330000	Internal System Error	Warning Message	Contact ES&S Customer Support.
11340000	Internal System Error	Informational Message	Contact ES&S Customer Support.
11350000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
11360000	Internal System Error	Debug Message	Contact ES&S Customer Support.
10510000	Internal System Error	Critical Error Message	Contact ES&S Customer Support.
10520000	Internal System Error	Error Message	Contact ES&S Customer Support.
10530000	Internal System Error	Warning Message	Contact ES&S Customer Support.
10540000	Internal System Error	Informational Message	Contact ES&S Customer Support.
10550000	Internal System Error	Verbose Message	Contact ES&S Customer Support.
10560000	Internal System Error	Debug Message	Contact ES&S Customer Support.
10920003	Internal System Error launching Electionware Paper Ballot. Error connecting to database, return code [Error Code].	Error Message	Contact ES&S Customer Support.
10920004	Internal System Error launching Electionware Paper Ballot. Invalid election reference, return code [Error Code].	Error Message	Contact ES&S Customer Support.
10920001	Internal System Error launching Electionware Paper Ballot. Invalid launch parameters, return code [Error Code].	Error Message	Contact ES&S Customer Support.
10920002	Internal System Error. Electionware Paper Ballot exited abnormally.	Error Message	Restart the Paper Ballot module. If the error persists, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
11520015	Invalid characters in username.	Error Message	Verify that the characters in the user name are valid, and retry the action.
10520022	Invalid code. Unable to decrypt restore package. Please provide a valid code.	Error Message	Enter a valid restore code, and retry the action.
11021006	Invalid election or file.	Error Message	Click OK to continue.
10220063	Invalid Entity Text ID [Item Name] found. Make sure you are using an up-to-date translation script corresponding to the election.	Error Message	Verify that the translation script is up to date, and then retry the action. If the error persists, contact ES&S Customer Support.
10020021	Invalid file extension, must be 'jrxml' or 'jasper': [File Name]	Error Message	Contact ES&S Customer Support.
11021008	Invalid file format.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11320003	Invalid Header File	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11520013	Invalid Login ID.	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11030020	Invalid signature or invalid file format while updating Equipment Type] screen definitions. Do you want to select a different file?	Warning Message	Click Yes to select a different file.
11320010	IO Exception [Error Code]	Error Message	Contact ES&S Customer Support.
10520046	Jurisdiction code length is required to be [Number] - [Number] characters.	Error Message	Verify that the number of characters in the Jurisdiction Code fall within the specified range.
10840019	Label ID	Informational Message	Click OK to continue.
10830020	Label types do not match. Try editing labels one at a time.	Warning Message	Edit the labels singularly, and retry the action.
10840020	Label-[Label Name] ID	Informational Message	Click OK to continue.
10421018	Last Name is required. Please provide a value that does not exceed [Number] characters.	Error Message	Verify that the number of characters in the Last Name do not exceed the specified value.
10840014	Launching Ballot Previewer in separate window.	Informational Message	Click OK to continue.

Message ID	Message	Message Type	Solution
10020015	Link in report failed: [Report Name].	Error Message	Contact ES&S Customer Support.
10020013	Load Report failed: Report Name.	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10421019	Login ID [Login ID] contains invalid characters.	Error Message	Verify that the Login ID contains only those characters specified, and then retry the action.
11520017	Login ID already exists for [Login ID]	Error Message	Enter a unique Login ID and retry the action.
10421016	Login ID is required. Please provide a value that does not exceed [Number] characters.	Error Message	Verify the number of characters in the Login ID do not exceed the specified limit, and then retry the action.
11430006	Media is being loaded, please wait for it to finish before closing.	Warning Message	Closing the window prior to media being loaded may cause serious errors. It is strongly advised that you let media load before closing out the window.
11021005	Missing or Invalid file [File Name].	Error Message	Verify the file location, and retry the location. If the error persists, contact ES&S Customer Support.
11420005	Missing or Invalid file [File Name]. Please provide a valid file.	Error Message	Verify the file location, and retry the location. If the error persists, contact ES&S Customer Support.
10869999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.
11469999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.
10469999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.
11169999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.
10369999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.
10269999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.
11569999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.
10769999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.
10069999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
10169999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.
11069999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.
10669999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.
10969999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.
11769999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.
11269999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.
11369999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.
10569999	Missing Resource String: [Item Name]	Debug Message	Contact ES&S Customer Support.
10041004	Moved [Item Name]: from position [Position Number] to [Position Number].	Informational Message	Click OK to continue.
10640011	Multiple [Equipment Type] device creation canceled.	Informational Message	Click OK to continue.
10640012	Multiple [Equipment Type] device creation complete.	Informational Message	Click OK to continue.
10520066	New election concurrent connection error.	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10540003	New Election created with ID: [Election ID] Name: [Election Name].	Informational Message	Click OK to continue.
10520038	New Election creation canceled. Deleting Election with ID: [Election ID] Name: [Election Name].	Error Message	Click OK to continue.
10540005	New Election has been canceled.	Informational Message	Click OK to continue.
10540032	New Election Template [Template Name] Created.	Informational Message	Click OK to continue.
11740004	New results filter applied: [Batch Name].	Informational Message	Click OK to continue.
10220170	New rotation field is required. Please provide a value.	Error Message	Enter a value in the rotation field, and then retry the action.
10220150	No [Item Name] were selected for the [Item Name].	Error Message	Make a selection for the corresponding item, and then retry the action.

Message ID	Message	Message Type	Solution
10220138	No [Item Name} are assigned to [Item Name]. Please assign [Item Name] to [Item Name] or choose a different [Item Name].	Error Message	Assign a selection to the corresponding item, and then retry the action.
11140003	No ballot images were found.	Informational Message	Click OK to continue.
10440011	No election opened. An election must be open to use this function.	Informational Message	Click OK to continue.
10520050	No election opened. An election must be open to view its status.	Error Message	Open an election, and then retry the action.
10020016	No pages in report failed: [Report Name].	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10220174	Not all [Item Name] have the same [Item ID] ID for [Item Name]	Error Message	Make sure that the associated items have matching IDs, and retry the action.
10840017	Null message	Informational Message	Confirm that you wish to continue, and lose the currently imported audio files.
10320004	Number of critical errors: [Number] Number of warnings: [Number].	Error Message	Review both the errors and warnings. If possible correct any issues, and then re-run the Validation Errors process.
10441029	Number of days before expiration set to [Number].	Informational Message	Click OK to continue.
10240100	Number of Files processed: [Number]	Informational Message	Click OK to continue.
10720111	Number of Lines is required. Please provide a value.	Error Message	Enter a value, and then retry the action.
10240097	Number of Records added: [Number].	Informational Message	Click OK to continue.
10240099	Number of Records deleted: [Number]	Informational Message	Click OK to continue.
10240098	Number of Records updated: [Number].	Informational Message	Click OK to continue.
10220135	Number of Write-ins field should be numeric.	Error Message	Verify that the characters in the Write-in field are numeric, and then retry the action.
10830019	Only one ballot style can be selected for preview.	Warning Message	Select only one ballot style to preview, and then retry the action.
10550003	Open Election: Finding Customer...	Verbose Message	No action required.

Message ID	Message	Message Type	Solution
10550005	Open Election: Finding Election...	Verbose Message	No action required.
10550004	Open Election: Finding Jurisdiction...	Verbose Message	No action required.
10041006	Operation canceled by user	Informational Message	Click OK to continue.
11320009	Operation not supported [Operation Name].	Error Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
10650004	Packaging files	Verbose Message	No action required.
10421022	Password cannot start or end with a space.	Error Message	Remove spaces from the password, and retry the action.
10421012	Password is too long. Please enter a value that does not exceed 16 characters.	Error Message	Enter a value less than 16 characters and then retry the action.
10421014	Password is too short. Please enter at least 8 characters for this value.	Error Message	Enter a value with at least 8 characters and then retry the action.
10421021	Password must contain at least one character from 3 of the following 4 classes:	Error Message	Enter a password with characters from at least 3 of the 4 displayed classes.
10421013	Passwords do not match. Please provide values that match.	Error Message	Verify that the passwords match, and then retry the action
10720138	Please Finalize the Ballot Layout in Paper Ballot before attempting to generate election data.	Error Message	Finalize ballot layout in Paper Ballot before generating election data.
10720099	Please generate ballot styles in Capture and re-finalize ballot styles in Paper ballot before generating election data in Configure	Error Message	Generate ballot styles and finalize ballot layout before generating election data.
10421011	Please select a state in the navigator view to add a county.	Error Message	Select a state, and then retry the action.
10720139	Please select accessible equipment before attempting to generate the election data.	Error Message	Select accessible equipment, and then retry the action.
10520049	Please select an election to save it as a template.	Error Message	Select an election, and then retry the action.
11320002	Please select an existing directory.	Error Message	Select an existing directory, and then retry the action.
10720107	Prefixes formatted to numbers, commas and pound signs(#) only.	Error Message	Verify that all characters in the Prefix field are numbers, commas, or pound signs, and then retry the action.

Message ID	Message	Message Type	Solution
10650014	Preparing [Number] Files for Ballot Preview	Verbose Message	No action required.
10650019	Preparing [Number] Files for Ballot Preview	Verbose Message	No action required.
10840012	Preparing Election Data for Ballot Previewer.	Informational Message	Click OK to continue.
10840011	Preparing environment to launch Ballot Previewer for [Equipment Type].	Informational Message	Click OK to continue.
10720104	Primary I.P. address must be entered in the following format. (###.###.###.###)	Error Message	Verify that all I.P. addresses match the displayed format, and then retry the action.
10720105	Primary I.P. address must be formatted correctly (###.###.###.###). Please enter a correctly formatted value.	Error Message	Verify that all I.P. addresses match the displayed format, and then retry the action.
10720102	Primary Phone Number formatted to numbers, commas, and pound signs(#) only.	Error Message	Verify that all characters in the Primary Phone Number field are numbers, commas, or pound signs, and then retry the action.
10720108	Primary phone number must be entered for land lines	Error Message	Enter a land line for the primary phone number, and then retry the action.
10020011	Print Report failed: [Report Name].	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
11740009	Printing canceled by user.	Informational Message	Click OK to continue.
11740007	Printing facsimile Ballot [Ballot ID] from [File Location].	Informational Message	Click OK to continue.
11740006	Printing official Ballot [Ballot ID] from [File Location].	Informational Message	Click OK to continue.
10040005	Printing report: [Report Name]	Informational Message	Click OK to continue.
11740008	Printing scanned Ballot Ballot ID] from [File Location].	Informational Message	Click OK to continue.
11340005	Processed unknown ballot sheet [Ballot ID]	Informational Message	Click OK to continue.
10240096	Processing [Item Name] data	Informational Message	Click OK to continue.
10230061	Processing file [File Name]	Warning Message	Click OK to continue.

Message ID	Message	Message Type	Solution
11050001	Processing file [File Name]	Verbose Message	Click OK to continue.
10830025	Provide a [Item Name] value and select a valid import file for that [Item Name].	Warning Message	Provide the appropriate value and then select a valid import file. When complete, retry the action.
10220161	Provide a [Item Name] value and select a valid import file for that [Item Name].	Error Message	Provide the appropriate value and then select a valid import file. When complete, retry the action.
11740001	Provisional status for ballot [Ballot ID] changed to [Item Name].	Informational Message	Click OK to continue.
11440009	Queuing for results processing:	Informational Message	Click OK to continue.
10720113	RAS Password must be entered and be confirmed. Please enter a RAS Password and confirm it.	Error Message	Enter the RAS password, and then retry the action.
10240007	Re-import successfully canceled	Informational Message	Click OK to continue.
10240093	Reading [Item Name]	Informational Message	Click OK to continue.
10020023	Refresh called on a non supported table model. Table model must be a 'ListTableModel'	Error Message	Verify that the table model is valid, and then retry the action. If the error persists, contact ES&S Customer Support.
10010006	Releasing connection failed: [Error Code]. Please review the output window for details.	Critical Error Message	Review the information, and then contact ES&S Customer Support.
10030004	Reload data and overwrite pending changes?	Warning Message	Click Yes to complete the action.
11440012	Reloading media with images, Poll ID [Poll ID]Media ID [Media ID]Machine SN [Machine Serial Number].	Informational Message	Click OK to continue.
10840026	Repeated	Informational Message	Click OK to continue.
10640020	Reporting Key Media created. Please remove the device.	Informational Message	Click OK to continue.
10650016	Resetting Election Media Status	Verbose Message	No action required.
10220173	Response name field is required. Please provide a value.	Error Message	Enter a value in the Response Name Field, and then retry the action.

Message ID	Message	Message Type	Solution
10520055	Restore election code contains spaces. Please remove any spaces.	Error Message	Remove spaces from the restore code, and then retry the action.
10520052	Restore election code is required. Please provide a value.	Error Message	Enter a Restore Code in the associated field, and then retry the action.
10520056	Restore election code is too long. Please enter a value that does not exceed [Number] characters.	Error Message	Reduce the number of characters in the Restore Code, and then retry the action.
10520054	Restore election code is too short. Please enter at least [Number] characters for this value.	Error Message	Increase the number of characters in the Restore Code, and then retry the action.
10520057	Restore election code must contain at least one character from 3 of the following 4 classes:	Error Message	Verify that at least one character from 3 of the 4 classes is used in the Restore Code, and then retry the action.
10520058	Restore election code must contain at least one letter and one number.	Error Message	Verify that at least one letter and one number is used in the Restore Code, and then retry the action.
10520059	Restore election code must contain at least one number or letter.	Error Message	Verify that at least one letter or one number is used in the Restore Code, and then retry the action.
10540044	Restore Election has been canceled.	Informational Message	Click OK to continue.
10520020	Restore file version [Restore File Version] does not match current database version [Database Version].	Error Message	Verify the restore file and database version correspond. If they do and the error persists, contact ES&S Customer Support.
10550006	Restored election [Election Name] from machine [Machine ID]	Verbose Message	No action required.
10540041	Restoring election data	Informational Message	Click OK to continue.
11430007	Results already loaded, Poll ID [Poll Name] Media ID [Media ID] Machine SN [Machine Serial Number].	Warning Message	Click OK to continue
11440013	Results Clearing Canceled by user	Informational Message	Click OK to continue.
11740005	Results filter reset to default.	Informational Message	Click OK to continue.
10520043	Results Folder Name is required. Please provide a value.	Error Message	Enter a value in the Results Folder Name field, and then retry the action.
11440005	Results successfully cleared	Informational Message	Click OK to continue.

Message ID	Message	Message Type	Solution
10650008	Retrieving keys	Verbose Message	No action required.
11240004	Reverted votes for [Poll Place].	Informational Message	Click OK to continue.
10010013	Rollback transaction error: [Item name].	Critical Error Message	Contact ES&S Customer Support.
10340003	Rotating Ballot Styles for [Poll ID]	Informational Message	Click OK to continue.
10020010	Run Report failed: [Report Name].	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10040004	Running report: [Report Name]	Informational Message	Click OK to continue.
10020012	Save Report failed: [Report Name].	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10240011	Save successful. Any format changes made in Paper Ballot will also be applied in Accessible Ballot. You will need to click the 'Refresh' button on any format screens currently open in Accessible Ballot to view the changes.	Informational Message	Click OK to continue.
10650010	Saving [Number] files	Verbose Message	No action required.
10650020	Saving [Number] files	Verbose Message	No action required.
10650015	Saving audio ballot files	Verbose Message	No action required.
10650009	Saving auth file	Verbose Message	No action required.
10250003	Saving Ballots	Verbose Message	No action required.
10750015	Saving Business XML to the database	Verbose Message	No action required.
10540035	Saving Election Template has been canceled.	Informational Message	Click OK to continue.
10041003	Saving report: [Report Name]	Informational Message	Click OK to continue.
10250020	Saving Style Sheets	Verbose Message	No action required.
10650003	Saving system objects	Verbose Message	No action required.

Message ID	Message	Message Type	Solution
10650002	Saving XML files	Verbose Message	No action required.
10830001	Script Related Error	Warning Message	Contact ES&S Customer Support.
10220166	Script Related Error	Error Message	Contact ES&S Customer Support.
11021022	Script Related Error	Error Message	Contact ES&S Customer Support.
10720106	Secondary I.P. address must be formatted correctly (###.###.###.###). Please enter a correctly formatted value.	Error Message	Verify that the Secondary I.P. address matches the displayed format, and then retry the action.
10720103	Secondary Phone Number formatted to numbers, commas, and pound signs(#) only.	Error Message	Verify that all characters in the Secondary Phone Number field are numbers, commas, or pound signs, and then retry the action.
10420020	Security Setting should be 0 to not expire or any number between 1 and 999 (days).	Error Message	Set the Security Setting to one of the specified values, and then retry the action.
10240109	Selecting the [Item Name] will now require setup of a [Item Name].	Informational Message	Click OK to continue.
10720110	Signature is required. Please provide a value.	Error Message	Enter a valid signature, and then retry the action.
10650007	Signing files	Verbose Message	No action required.
11430008	Skipping out of date batch, Poll ID [Poll ID] Media ID [Media ID] Machine SN [Machine Serial Number].	Warning Message	Click OK to continue. If the error persists, contact ES&S Customer Support.
11320007	SQL Exception [SQL Error]	Error Message	Contact ES&S Customer Support.
10020001	SQL Query execution, [Query Name] failed: [SQL Error].	Error Message	Contact ES&S Customer Support.
11340001	Starting Acquire Server.	Informational Message	Click OK to continue.
11440002	Starting Load of Results [Batch Name]	Informational Message	Click OK to continue.
11440007	Starting to look for Results in [Batch Name].	Informational Message	Click OK to continue.
10421026	State Name is required. Please provide a value that does not exceed 255 characters.	Error Message	Enter a state name with the specified number of characters, and then retry the action.
10441019	State: [State Name] deleted.	Informational Message	Click OK to continue.

Message ID	Message	Message Type	Solution
10220171	Static/Flow field is required. Please provide a value.	Error Message	Enter a value in the Static/Flow field, and then retry the action.
11340010	Stopping Acquire Server.	Informational Message	Click OK to continue.
10020002	Stored procedure [Item Name] failed: [Error Code].	Error Message	Retry the action. If the error persists, contact ES&S Customer Support.
10720109	Tape Text is required. Please provide a value.	Error Message	Enter a value in the Tape Text field, and then retry the action.
10520024	Template Name is required. Please provide a value.	Error Message	Enter a Template Name and then retry the action.
10520026	Template Name is too long. Please enter a value that does not exceed [Number] characters.	Error Message	Reduce the number of characters in the Template Name, and then retry the action.
10520025	Template Name is too short. Please enter at least [Number] characters for this value.	Error Message	Increase the number of characters in the Template Name, and then retry the action.
10220134	Term Number is invalid. Please enter a value greater than zero.	Error Message	Click OK to continue.
10830017	Text alignment is required. Please provide a value.	Warning Message	Click OK to continue.
10620027	The [Equipment Type] Ballot File cannot be created until all BOD data has been generated from Paper Ballot.	Error Message	Generate all BOD data prior to attempting to create the Ballot File.
10730009	The [Equipment Type] Codes have not been entered. Would you like to open the [Equipment Type] security screen?	Warning Message	Click Yes to open the appropriate equipment type security screen and enter the necessary codes.
10640019	The [Equipment Type Media] has been reset.	Informational Message	Click OK to continue.
10630005	The ballot file already exists. Do you want to overwrite the file?	Warning Message	Click Yes to complete the action.
10220007	The ballot style: [Ballod ID] is not valid.	Error Message	Correct any potential ballot errors and retry the action. If the error persists, contact ES&S Customer Support.
10230117	The changes you have made to [Item Name] will also delete the following:	Warning Message	Click Yes to complete the action.
10441030	The Custom Labels have been Updated.	Informational Message	Click OK to continue.

Message ID	Message	Message Type	Solution
10220025	The data import file is not a valid EDM XML file.	Error Message	Contact ES&S Customer Support.
10220024	The data import file is required. Please provide a value.	Error Message	Provide a location and file name for the data import file, and retry the action.
10630001	The device contains data. Do you want to clear the device and continue?	Warning Message	Click Yes to clear the device and continue.
10620007	The format command was interrupted.	Error Message	Click OK to continue.
10230034	The generated [Item Name] has changed. Do you want to replace the text for the [Field Name] field?	Warning Message	Click Yes to go to replace the existing text.
10030008	The generated text for the [Field Name] field has changed to [Custom]. Do you want to replace the text for field [Field Name]?	Warning Message	Click Yes to go to replace the existing text.
10030009	The generated text of the [Item Name] has changed. Do you want to replace the text for these fields?	Warning Message	Click Yes to go to replace the existing text.
10520041	The image file [File Name] is missing. Ensure the image file is with the backup file or uncheck the "Include Ballot Images" check box.	Error Message	Verify that the image file is in the same folder as the backup file, or uncheck the "Include Ballot Images" option.
10230014	The paper ballot layout was previously finalized. Language changes must be made BEFORE the paper ballot layout is created. The existing layout will become invalid. A new paper ballot layout and database update will be required. Do you want to continue?	Warning Message	Verify that you want to make language changes to the election, and then click Yes to complete the action. Note that any media burned prior to this act is now invalid. Ballot Styles will have to be regenerated in Capture, and ballot layout will have to be re-finalized in Paper Ballot.
10120087	The Parent [Item Name] has been deleted. Please close the screen and reopen it. Then make your changes.	Error Message	Close the current screen and reopen it in order to refresh the current information.
10620032	The Qualification Media has not been created. Please create the Qualification Media before creating any [Equipment Type] Media.	Error Message	Create the Qualification media before creating any of the other media types.

Message ID	Message	Message Type	Solution
10720114	The RAS password must be at least 12 characters in length.	Error Message	Increase the RAS password to at least 12 characters, and then retry the action.
10720115	The RAS password must contain at least one character from 3 of the 4 following character groups: Alphabetic Uppercase, Alphabetic lowercase, numbers, allowed special characters. The following special characters are prohibited: (space), (pipe), (colon), and (double quotes).	Error Message	Verify that the RAS password contains characters from 3 of the 4 specified character groups, excluding those specifically prohibited in the error message. After verifying the content of the RAS password, retry the action.
11520003	The report service type was not specified. Specify the report service type for the report you are trying to create.	Error Message	Enter the report service type, and then retry the action.
10220129	The same Cross Endorsement Id has been used by another [User Name] in this [Election Name].	Error Message	Refresh the data, and then verify that only unique cross endorsement IDs are used.
10830021	The summary text for [Contest Name] contains more characters than are allowed. Must be less than 10240 characters.	Warning Message	Reduce the number of characters in the summary text, and then retry the action.
11520002	The Validate Data process was unable to complete.	Error Message	Contact ES&S Customer Support.
10730046	There are [Item Name] associated with more than one Election Day [Item Name]. Do you want to continue?	Warning Message	Click Yes to complete the action.
10730010	There are [Item Name] that are not assigned to any [Item Name]. Would you like to continue?	Warning Message	Click Yes to complete the action.
10230031	There are other same named [Item Name] in this [Election Name] with a different Cross Endorsement ID. Do you want to continue (Yes/No)?	Warning Message	Click Yes to complete the action.
10030003	There are pending changes. Do you want to save?	Warning Message	Click Yes to save the current data.
10830026	There are problems reading or writing the file or directory you have specified. A more detailed technical explanation can be viewed in the Output Exceptions Window.	Warning Message	Review the technical data, and if possible, correct any errors. Otherwise, contact ES&S Customer Support.

Message ID	Message	Message Type	Solution
11021028	There are problems reading or writing the file or directory you have specified. A more detailed technical explanation can be viewed in the Output Exceptions Window.	Error Message	Review the technical data, and if possible, correct any errors. Otherwise, contact ES&S Customer Support.
10220162	There are problems reading or writing the file or directory you have specified. A more detailed technical explanation can be viewed in the Window->Output->Exceptions window.	Error Message	Review the technical data, and if possible, correct any errors. Otherwise, contact ES&S Customer Support.
10030001	There are unsaved changes. Do you want to continue?	Warning Message	Click Yes to complete the action.
10520042	There are unsaved changes. Please close any unsaved forms before backing up the election.	Error Message	Close all unsaved screens before backing up the election.
10320008	There are unsaved changes. Please close any unsaved forms before generating ballot styles.	Error Message	Close all unsaved screens before generating ballot styles.
10220118	There are unsaved changes. Please close any unsaved forms before importing election data.	Error Message	Close all unsaved screens before generating ballot styles.
10530001	There are unsaved changes. Please close any unsaved forms.	Warning Message	Close all unsaved screens before making changes.
10220128	There are unsaved changes. Please close or refresh any unsaved forms.	Error Message	Close or refresh all unsaved screens before making changes.
10630003	This election must be successfully generated. Do you want to go to the Configure Equipment module?	Warning Message	Click Yes to go to the Configure Equipment module and generate election data.
10630006	This media was already used to create a [Item Name] for this election. If you proceed you will need to re-create the [Item Name]. Do you want to continue?	Warning Message	Click Yes to continue. Note, you will need to re-create the item mentioned in the warning message.
10630007	This will reset the media status to "not-created". You will have to re-create selected media if you proceed. Do you want to continue?	Warning Message	Resetting media status requires that all media be recreated. Click Yes to continue.
10421007	To Date is required. Please provide a value.	Error Message	Enter a To Date, and retry the action.

Message ID	Message	Message Type	Solution
11430002	Too many records to load. Please review report filter criteria.	Warning Message	Review the report filter criteria, and verify that the number of records meets these requirements.
11740010	Too many records.	Informational Message	Click OK to continue.
10220143	Translated Name is required. Please provide a value.	Error Message	Enter a value for the Translated Name, and then retry the action.
10220144	Translated Name is too long. Please change the value so that it does not exceed [Number] characters.	Error Message	Reduce the number of characters in the Translated Name, and then retry the action.
11440010	Un-queuing for results processing: [Item Name]	Informational Message	Click OK to continue.
10120024	Unable to add Audio [Language]. You can only add one Audio [Language] for each Screen [Language].	Error Message	Verify that you are only adding one audio item per screen language and retry the action.
10121013	Unable to assign existing users to election. [Election Name]	Error Message	Contact ES&S Customer Support.
10520061	Unable to backup election. The election is in use by other users: [User Name] Please try again later.	Error Message	Verify that the user(s) have logged out of the election, and then retry the action.
10140012	Unable to continue. The election is locked by another user: [User Name] Please try again later.	Informational Message	Verify that the user has logged out of the election, and then retry the action.
11021033	Unable to create script. The election is in use by other users: [User Name] Please try again later.	Error Message	Verify that the user(s) have logged out of the election, and then retry the action.
10140024	Unable to delete election. The election is in use by other users: [User Name] Please try again later.	Informational Message	Verify that the user(s) have logged out of the election, and then retry the action.
10840016	Unable to export system audio. The election is in use by other users: [User Name] Please try again later.	Informational Message	Verify that the user(s) have logged out of the election, and then retry the action.

Message ID	Message	Message Type	Solution
10220183	**Unable to generate Ballot Styles.** **The election is in use by other users:** **[User Name]** **Please try again later.**	**Error Message**	**Verify that the user(s) have logged out of the election, and then retry the action.**
10220180	**Unable to generate data.** **The election is in use by other users:** **[User Name]** **Please try again later.**	**Error Message**	**Verify that the user(s) have logged out of the election, and then retry the action.**
10720135	**Unable to generate election data.** **The election is in use by other users:** **[User Name]** **Please try again later.**	**Error Message**	**Verify that the user(s) have logged out of the election, and then retry the action.**
10120003	**Unable to hash code for encryption.**	**Error Message**	**Contact ES&S Customer Support.**
11021032	**Unable to import audio files.** **The election is in use by other users:** **[User Name]** **Please try again later.**	**Error Message**	**Verify that the user(s) have logged out of the election, and then retry the action.**
10840027	**Unable to import ballot audio.** **The election is in use by other users:** **[User Name]** **Please try again later.**	**Informational Message**	**Verify that the user(s) have logged out of the election, and then retry the action.**
10220158	**Unable to import data.** **The election is in use by other users:** **[User Name]** **Please try again later.**	**Error Message**	**Verify that the user(s) have logged out of the election, and then retry the action.**
11021034	**Unable to import translation files.** **The election is in use by other users:** **[User Name]** **Please try again later.**	**Error Message**	**Verify that the user(s) have logged out of the election, and then retry the action.**
10940001	**Unable to launch Electionware Paper Ballot.** **The election is in use by other users:** **[User Name]** **Please try again later.**	**Informational Message**	**Verify that the user(s) have logged out of the election, and then retry the action.**
11430001	**Unable to load results.** **Results are being loaded by another user:** **[User Name].**	**Warning Message**	**Verify that the user has logged out of the election, and then retry the action.**

Message ID	Message	Message Type	Solution
10240010	Unable to re-import election data. The election is in use by other users: [User Name] Please try again later.	Informational Message	Verify that the user(s) have logged out of the election, and then retry the action.
10520062	Unable to save election as template. The election is in use by other users: [User Name] Please try again later.	Error Message	Verify that the user(s) have logged out of the election, and then retry the action.
10121014	Unable to update admin election map.	Error Message	Contact ES&S Customer Support.
10120009	Unable to update field text data for entity [Item Name] tables.	Error Message	Contact ES&S Customer Support.
11120002	Unable to view ballot image	Error Message	Contact ES&S Customer Support.
10240087	Unassign [Item Name] from [Item Name]	Informational Message	Contact ES&S Customer Support.
11320008	Unexpected end of result set	Error Message	Contact ES&S Customer Support.
10930001	Unknown return code from Electionware Paper Ballot.	Warning Message	Contact ES&S Customer Support.
10650013	Unmounting Device	Verbose Message	No action required.
10041001	Updated [Item Name]	Informational Message	Click OK to continue.
10441024	Updated county with ID [County ID]. Name: [County Name].	Informational Message	Click OK to continue.
10240064	Updated Registered Voter Counts	Informational Message	Click OK to continue.
10441022	Updated state with ID [State ID]. Name: [State Name].	Informational Message	Click OK to continue.
10440003	Updated user with ID [User ID]. Username: [User Name], Name: [Name].	Informational Message	Click OK to continue.
11340004	Updating Batch [Batch Name] ID [Batch ID] Number of Ballots [Number] Revision [Number]	Informational Message	Click OK to continue.
10750014	Updating generation status	Verbose Message	No action required.
10030002	User Response: [Item Name]	Warning Message	Click OK to continue.
10840013	Using temporary memory to access Election Data for Ballot Previewer.	Informational Message	Click OK to continue.

Message ID	Message	Message Type	Solution
11540007	Validating Data	Informational Message	Click OK to continue.
10540039	Validating restore data	Informational Message	Click OK to continue.
10020014	View Report failed: [Report Name].	Error Message	Contact ES&S Customer Support.
11740003	Viewing ballot [Ballot ID] from poll [Poll ID].	Informational Message	Click OK to continue.
10220133	Vote For Number is invalid. Please enter a value greater than zero.	Error Message	Enter a Vote For response greater than zero, and retry the action.
10330006	Warning: [Item Name] order is different than [Item Name] order.	Warning Message	Click OK to continue.
10330005	Warning: [Item Name] does not have any associated [Item Name]. Each [Item Name] in the [Election Name] must have at least one partisan [Item Name].	Warning Message	Ensure that the specified associations are in place, and then retry the action.
10230140	Warning: [Item Name]: line [Line Item]: [Item Name] is assigned to more than one district of the same [District Type]	Warning Message	Verify that the linking is accurate, and click OK to continue.
10230132	Warning: [Item Name]: Ignoring fields [Field Name].	Warning Message	Click OK to continue.
10230131	Warning: [Item Name]: Unknown data type [Data Type].	Warning Message	Contact ES&S Customer Support.
10230136	Warning: Duplicate value [Item Name] for [Item Name] in the list of [Item Name].	Warning Message	Verify the information and correct any errors. Click OK to continue.
10230137	Warning: File [File Name]: line [Line Item]: [Item Name] is assigned to more than one [Item Name] of a same [Item Name] Poll Type.	Warning Message	Verify that the linking is accurate, and click OK to continue.
10230141	Warning: Non sequential numbers for [Item Name]	Warning Message	Verify the sequence order, and click OK to continue.
10730044	Warning: Please return to Paper Ballot module and setup a panel for Write-in Recognition in the Write-in style sheet.	Warning Message	Return to Paper Ballot and create a panel for Write-in Recognition in the write-in style sheet.
10230009	Warning: Re-importing the election xml will delete the Paper and Accessible Ballot format changes you have made. Do you want to re-import the election xml?	Warning Message	Click Yes to complete the action.

Message ID	Message	Message Type	Solution
10230139	Warning: Since there are [Contest Name] with write-ins and the "Enable Write-ins" option is unchecked the [Equipment Type] media will not work on the tabulators. This option is to enable the printing of sample ballots without Write-ins only.	Warning Message	In order to correct the issue, return to the Capture module and enable write-ins.
10230138	Warning: System Generated [Number] options are turned on, so ignoring the [Item Name] in the import file.	Warning Message	Click OK to continue.
10330001	Warning: There [Number of Choices]	Warning Message	Click OK to continue.
10330002	Warning: There [Number of Choices]	Warning Message	Click OK to continue.
10330003	Warning: There [Number of Choices]	Warning Message	Click OK to continue.
10330004	Warning: There [Number of Choices]	Warning Message	Click OK to continue.
10630008	Warning: You have already created Results Media Validation File. If you create new election media you must recreate the Results Server Media Validation file. If you don't re-create the validation file, you will not be able to transmit results. Do you want to continue?	Warning Message	Click Yes to complete the action. Note however that if you proceed, the Media Validation file must be recreated.
10730045	Warning: You have selected the Reserve Panel for Write-in Recognition option in Paper Ballot, but have not selected the Detect unmarked write-ins option for the [Item Name] or [Item Name]. Unmarked write-ins will not be detected unless you select that option on the [Item Name] and [Item Name] settings screens. Do you want to continue?	Warning Message	Click Yes to complete the action. Note however that write-in recognition will not function unless the options in the warning message have been activated.
10520001	Welcome Page Link Error [Error Code]	Error Message	Contact ES&S Customer Support.
10010014	Write to Primary Log failed: [Log ID].	Critical Error Message	Contact ES&S Customer Support.
10650006	Writing header file	Verbose Message	No action required.

Message ID	Message	Message Type	Solution
10220086	You can only have up to [Number] [Item Name].	Error Message	Verify the information, and then retry the action.
10220185	You cannot add another [Item Name] to the Group: [Group Name] because this will cause the number of [Item Name] in the Group to exceed the Vote-For-Number: [Number]. Please change the Vote-For-Number to match the number of [Item Name] in the Group.	Error Message	Verify that the number of items is equal to or less than the Vote For number of the group.
10421020	You cannot change your own Login ID.	Error Message	Contact your Electionware administrator.
10420007	You cannot inactivate yourself.	Error Message	Contact your Electionware administrator.
10020026	You entered an invalid order number. Please enter a number between [Number] and [Number].	Error Message	Enter a value within the specified range, and then retry the action.
10730016	You have already created accessible equipment media. If you change codes you should recreate all of the election media. Do you want to continue?	Warning Message	Click Yes to complete the action. Note however that if you proceed, you will have to recreate all accessible equipment media.
10730012	You have already created accessible equipment media. If you generate election data again you should recreate all of the election media. Do you want to continue?	Warning Message	Click Yes to complete the action. Note however that if you proceed, you will have to recreate all election media.
10730014	You have already created DS election media and/or reporting key media. If you generate election data again you should recreate your reporting key media and all of the election media. Do you want to continue?	Warning Message	Click Yes to complete the action. Note however that if you proceed, you will have to recreate all election media.
10730018	You have already created DS qualification media, election media and/or reporting key media. If you change codes, you should recreate your qualification media, reporting key media, and all of the election media. If you have prepared any ballot scanners with the qualification media and/or election media, you will have to repeat that process. Do you want to continue?	Warning Message	Click Yes to complete the action. Note however that if you proceed, all equipment media will have to be recreated, and that any machines already qualified for the election will have to be requalified to continue.

Message ID	Message	Message Type	Solution
10431016	You have already entered election codes for this election. You must enter new election codes for [Code Type] and [Code Type] for the new security level to be implemented. If you have generated election data or created media you must also repeat those steps for the new security level to be implemented. If you do not repeat these steps, your election codes will not incorporate the new security level. Do you want to continue?	Warning Message	Click Yes to complete the action. Note however that if you proceed, all election data has to be regenerated, all equipment media will have to be recreated, and that any machines already qualified for the election will have to be requalified to continue.
10730038	You have already generated election files or created media. If you change [Equipment Type] settings you will need to generate election files again and re-create all media. Do you want to continue?	Warning Message	Click Yes to complete the action. Note however that if you proceed, all election data has to be regenerated, and all equipment media will have to be recreated to continue.
11030017	You have already generated the Accessible Equipment election data. If you change screen definitions you must re-generate the Accessible Equipment election data and re-create the media for [Equipment Type]. Do you want to continue?	Warning Message	Click Yes to complete the action. Note however that if you proceed, all accessible equipment election data has to be regenerated, and all accessible equipment media will have to be recreated to continue.
10730020	You have already generated the Accessible Equipment election data. If you change equipment settings you should re-generate the Accessible Equipment election data. Do you want to continue?	Warning Message	Click Yes to complete the action. Note however that if you proceed, all accessible equipment election data should be regenerated to continue.
10730022	You have already generated the DS election data. If you change equipment settings you should re-generate the DS election data. Do you want to continue?	Warning Message	Click Yes to complete the action. Note however that if you proceed, all DS election data has to be regenerated.
10230144	You have entered more write-ins than it is possible to vote for, based on the vote for number entered.	Warning Message	Correct either the Vote For number, or the number of write-ins. The number of write-ins must be equal to or less than the Vote For responses.
10520031	You have insufficient permissions to perform this operation because of your Electionware license and/or your login role.	Error Message	Contact your Electionware Administrator.

Message ID	Message	Message Type	Solution
10220184	You have not selected any equipment. You must have at least one Election Day or Absentee/Early equipment selected.	Error Message	Select at least one Election Day or Absentee piece of equipment, and then retry the action.
10230145	You have selected [Equipment Type]. You must also select the equipment of that type.	Warning Message	Select the appropriate equipment type and then retry the action.
10620031	You must select [Poll Place] to create election media	Error Message	Select a poll place (or jurisdictional entity) to create election media.
10220136	You must select a [Item Name] for [Item Name].	Error Message	Select the appropriate item association, and retry the action.
10220137	You must select at least one [Item Name].	Error Message	Select the specified item and retry the action.
10220152	You must select at least one [Item Name] and one [Item Name].	Error Message	Select the specified items and retry the action.
10220154	You need to have at least one rotation exception to save.	Error Message	Create at least one rotation exception to save your data.
11021019	You need to make sure a [File Name] is selected for import. Verify you have a valid file selected to import so that you can select a [Item Name].	Error Message	Verify that a file name is selected, and then retry the action.
10520051	You need to select [Item Name] to delete.	Error Message	Select an item to delete it.
11530017	Your password has expired. You must change your password now.	Warning Message	Change your password as instructed.
10640017	Zipping the ballot style files.	Informational Message	Click OK to continue.

Chapter 24: Revision History

Electionware Module 1: Administrator
Document Version 4.0
April 24, 2014

Chapter	Version	Description	Project
2,11	3.0	Removed references to viewer software.	5.2.0.0

Electionware Module 1: Administrator
Document Version 3.0
February 21, 2014

Chapter	Version	Description	Project
23	3.0	Removed all modem messages from System Messages table.	5.2.0.0

Electionware Module 1: Administrator
Document Version 2.0
February 7, 2014

Chapter	Version	Description	Project
9	2.0	Clarified note text regarding password lock function.	5.2.0.0
9	2.0	Corrected software version in instructions.	5.2.0.0
11	2.0	Deleted section "DS200 Results Transmission." Deleted unsupported languages. Deleted section "Regional Sending." Deleted section "Import DS200 Modem Configuration." Deleted section "SFTP User Accounts."	5.2.0.0

Electionware Module 1: Administrator
Document Version 1.3
January 31, 2014

Chapter	Version	Description	Project
11, 16	1.3	Clarified Chapter 16 instructions & referenced them from Chapter 11.	5.2.0.0
11	1.3	Distinguished currently supported languages.	5.2.0.0
11,17	1.3	Added notes to Vacuum Analyze and Vacuum Full options, clarifying when they are available for use.	5.2.0.0

Chapter	Version	Description	Project
Entire Book	1.0	New book based upon FLEVS 4.5.0.0.	5.2.0.0
2	1.2	Add free Microsoft Excel Viewer to System Requirements	5.2.0.0
11	1.2	Add Important note that Excel Viewer is required to view/print exported spreadsheets.	5.2.0.0
11	1.2	Add Important note that exported spreadsheets must be saved to a computer w/ Excel in order to edit them.	5.2.0.0

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