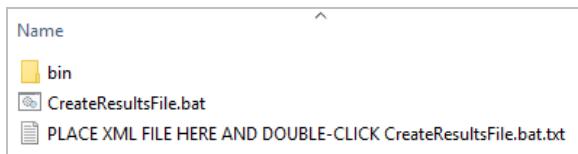


## XML Report Conversion Tool

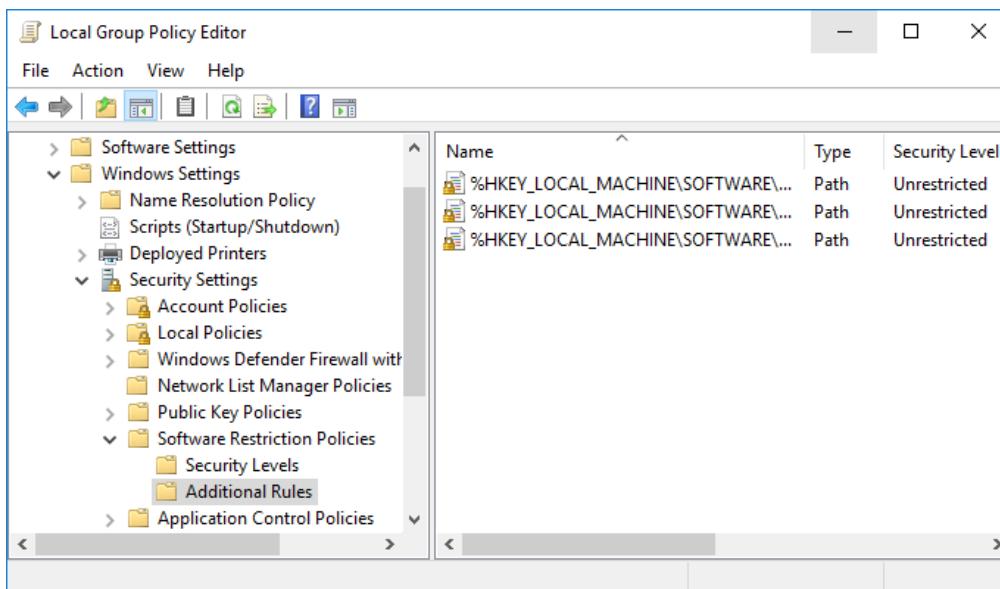
The XML Report Conversion Tool lets you quickly convert an exported ClearCount XML Results file into a comma-separated values (CSV) file that can be used for election night reporting.

### A. Setting up the tool

1. As an administrator, log in to a computer outside of the ClearCount system that is running the Microsoft Windows 10 operating system and is not connected to the Internet.
2. Insert the ClearVote Tools DVD into the disc drive, navigate to the XML Report Conversion Tool folder on the DVD, and copy the XML Report Conversion Tool.zip file to the computer's desktop.
3. Right-click the XML Report Conversion Tool.zip file, select **Extract All** from the pop-up menu, and click **Extract** to create an XML Report Conversion Tool folder on the desktop.
4. Double-click the folder to view its contents.

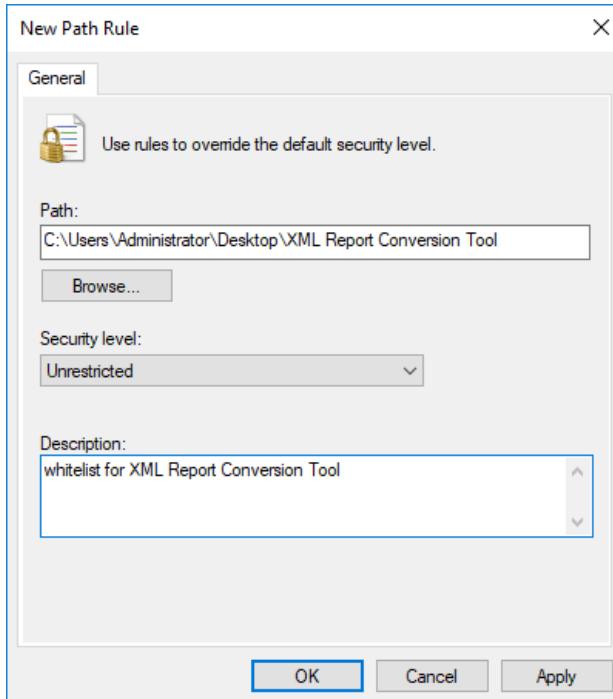


5. From the Windows task bar, type *gpedit* into the Search field and select **Edit group policy** from the search results. The Local Group Policy Editor appears.
6. From the navigation pane, select **Computer Configuration> Windows Settings> Security Settings> Software Restriction Policies> Additional Rules**.



7. Create a path to the XML Report Conversion tool:

- Right-click **Additional Rules** and select **New Path Rule**.



- Click the **Browse** button, navigate to the XML Report Conversion Tool folder, select it and click **OK** to enter *C:\Users\Administrator\Desktop\XML Report Conversion Tool* into the Path field.
- Select the **Unrestricted** option from the **Security level** drop-down list.
- Enter a description for the rule.
- Click **OK**.

8. Close the Group Policy Editor.

## B. Adding the XSLT File

Place the `xml-converter.xslt` file supplied by Clear Ballot (or created by the jurisdiction) in the `XML Report Conversion Tool\bin` folder on the computer. This is the XSLT (Extensible Stylesheet Language Transformations) file that the Microsoft Command Line Transformation Utility needs to change the `ClearCount XML Results` file into a CSV file.



If there is an existing XSLT file in the bin folder, you can replace it or save it with a different name. The `xml-converter.xslt` file does not need to be updated unless the desired output file format changes.



## C. Exporting the XML Results file

1. Log in to a ClearCount election administration station computer. The Election Index appears.
2. From the Election column, select the election you want to export. The Dashboard appears.
3. Click the **Reports for *ElectionName*** drop-down menu located in the title bar of the Dashboard and select the **Generate XML Results File** option. The Server Background Jobs page appears in a new browser tab. The XML Results file is topmost in the table and its job type (in the Job column) is `xml_export`.
4. Wait until the Status column says *Completed* and the XML results for `<electionName>.xml` file appears in the Final Result column.
5. Click the filename. A dialog appears at the bottom of the screen.
6. Insert a USB drive into a USB port on the election administration station computer.



Clear Ballot recommends encrypted USB drives. See the *ClearVote Approved Parts List* for approved drives.

7. Click **Save as**, navigate to the USB drive and click **Save**.

## D. Creating the CSV file

1. Insert the USB drive into a port of the standalone Microsoft Windows computer and save the ClearCount XML file to the XML Report Conversion Tool folder.
2. Navigate to the XML Report Conversion Tool folder and double-click the `CreateResultsFile.bat` file. The XML Report Conversion Tool performs two tasks:
  - It processes the XML Results file and places into a folder named `ProcessedXMLFiles`.
  - It creates a CSV file and places into a folder named `Results`.
3. Navigate to the `Results` folder to obtain the CSV file for your election report.