Connecticut Election Management System

Head Moderator/Data Entry User Manual

Version 3.1

Contents

1. SYSTEM REQUIREMENTS

- Windows Operating Systems 7 or higher
- Connecticut EMS is fully supported on the following browsers:
    - Internet Explorer: Version 9.0 or higher
    - Firefox: Version 4.0 or higher
    - Safari: 4.0 or higher
    - Google Chrome: 28.0 or higher
- Minimum screen resolution 1280 x 758 to 1266 x 768
- **TURN OFF YOUR POPUP BLOCKER**

2. HEAD MODERATOR/DATA ENTRY LOGIN

Purpose: To allow the Head Moderator/Data Entry User to log in to the election management system with permissions assigned to the respective role. To allow the user to change the password.

Figure 2-1 Login screen

Connecticut Election Management System

How to Log In

1   Enter the URL in the browser's address bar and click Enter.
2   Select "Head Moderator" or "Data Entry" from the "Select Role" dropdown and enter the Username and Password (Fig. 2-1).
3   Click the "***Login"*** button.
4   The Registrar in your town will provide you with a Username and Password.

NOTES:_____

_____

_____

How to Change a Password

1.   To change your password, click on the "Change Password" tab to display the **Change Password** screen (Fig. 2-2).

Figure 2-2 Change Password screen

2.   Enter the Old Password, enter the New Password, and re-enter the New Password. Click the "***Change Password***" button. The system will display an alert message.
3.   Passwords expire in 90 days, at which time the user is prompted to enter a new password. The prompt for the password change will begin 10 days prior to the expiration date. ***Please note that you may not use any of your last 3 passwords.***

Note: ***Passwords must be between 8-26 characters long and must contain at least one character from three of these four-character types:***
*   ***Uppercase alpha***
*   ***Lowercase alpha***
*   ***Numeric***
*   ***Special character***

3. HEAD MODERATOR'S RETURN

Purpose: TO ALLOW THE HEAD MODERATOR/DATA ENTRY USER TO ENTER AND SAVE RESULTS. THE HEAD MODERATOR CAN ALSO SUBMIT RESULTS FOR ALL DISTRICTS, CERTIFY THE HEAD MODERATOR'S RETURN, AND REQUEST STATE ADMIN TO UNLOCK THE RETURNS FOR AN AMENDMENT.
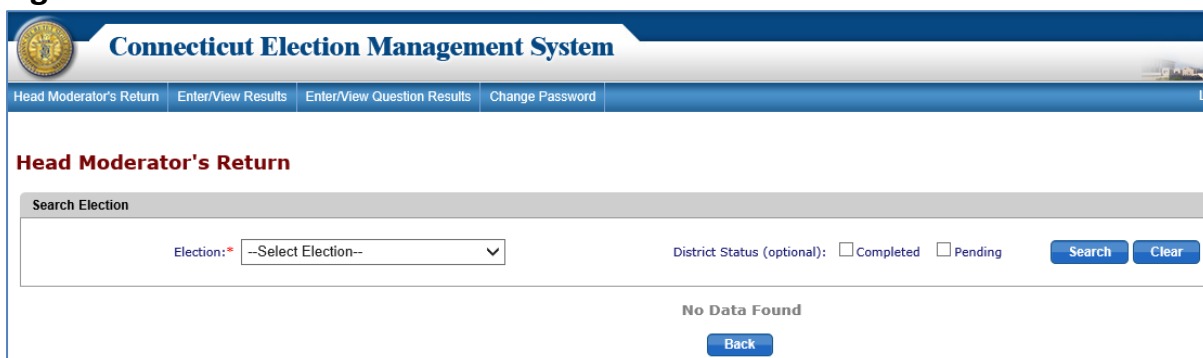
How to Enter Candidate Vote Results

1. Once the user has logged in successfully, the system will display the **Head Moderator's Return** screen. The user can access the Head Moderator/Data Entry functions by clicking the tabs across the top of the screen.
2. Until a Head Moderator's Return has been entered, the system displays "No Data Found" (Fig. 3-1).
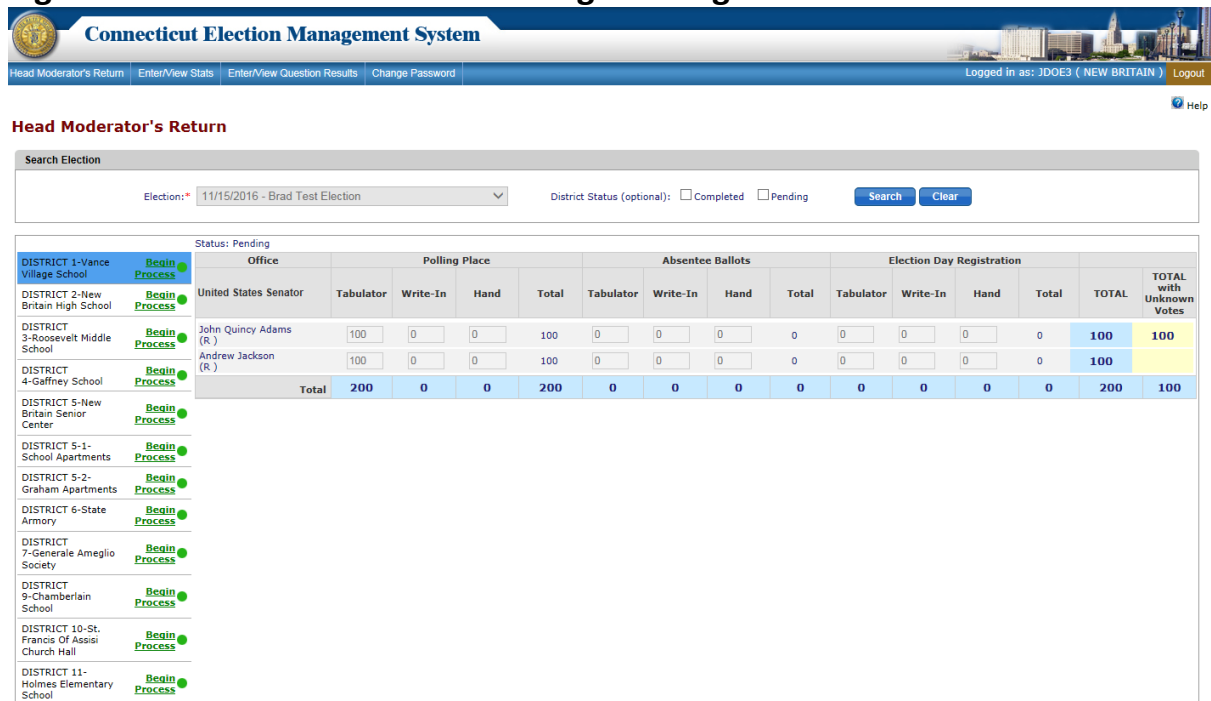
Figure 3-1 Head Moderator's Return screen
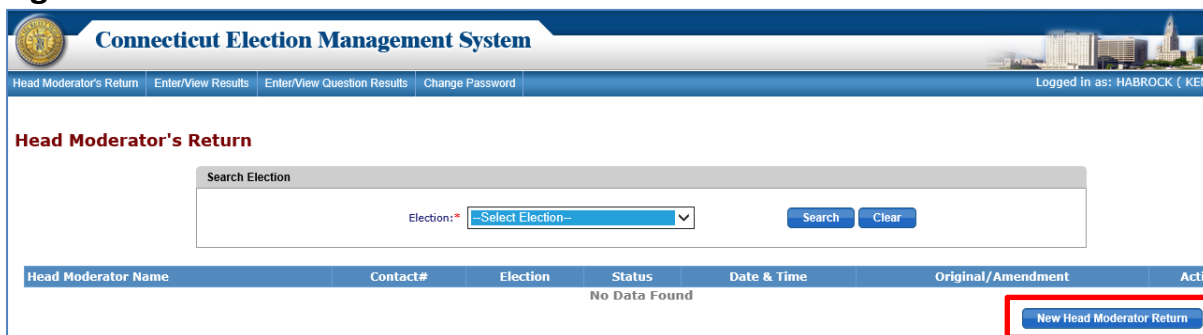
3. To filter returns by election, if returns have been previously entered, select the election/primary from the Election dropdown and click the "*Search*" button. The system will display returns for the selected election.
4. To enter a new Head Moderator Return, click the "*New Head Moderator Return*" button to display the **Search Election** screen (Fig. 3-2).

Figure 3-2 Head Moderator's Return screen - Search Election

5. Select an election from the Election dropdown. Click the "*Search*" button to display the Head Moderator's Return grid for candidate vote results. On the left side of the screen, each voting district/polling place is displayed. If no polling places have been assigned the system will display "No Data Found" (Fig. 3-3).

Figure 3-3 Head Moderator's Return grid – Begin Process

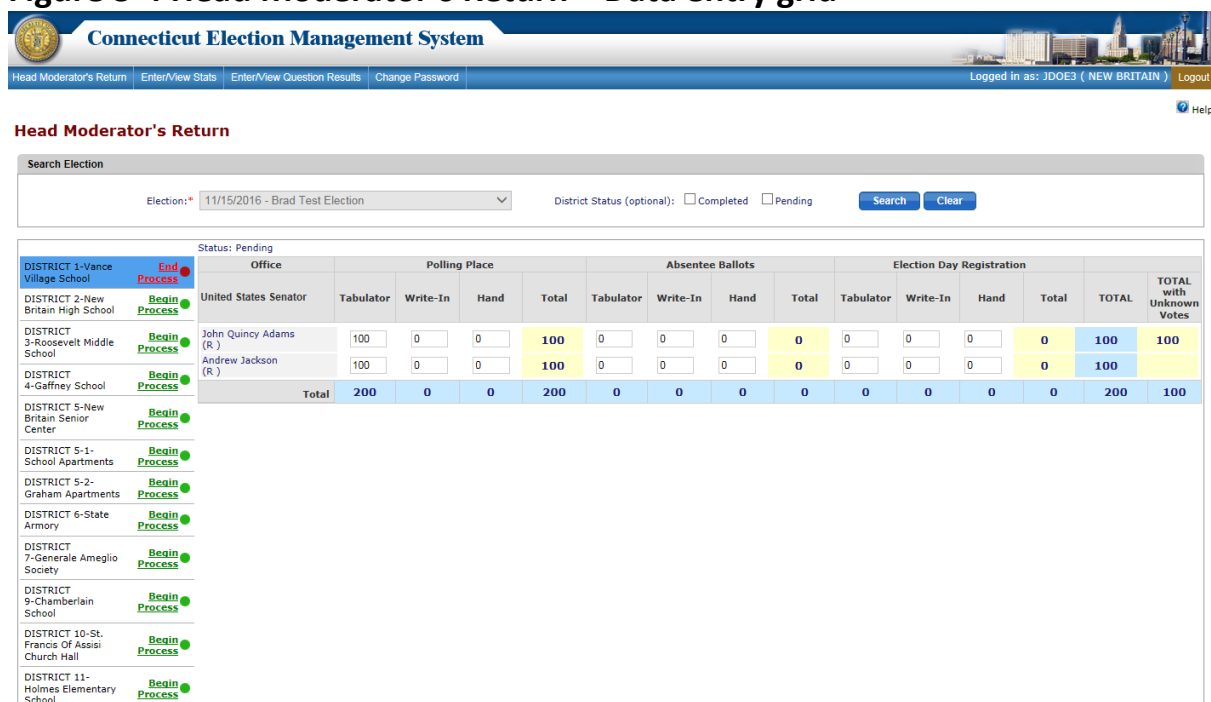6. To enter candidate, vote results by voting district/polling place, click on "***Begin Process***" (Green, to the right of the voting district name).

7. The system will enable the data entry fields for the selected voting district. The selected voting district/polling place will be highlighted in dark blue, and "***End Process***" (Red) will display next to the voting district name (Fig. 3-4).

Figure 3-4 Head Moderator's Return – Data entry grid

8. A row with data entry fields is displayed for each candidate. If a candidate is cross-endorsed, the system displays multiple rows for the candidate, one for each party for which that candidate is cross endorsed. For cross-endorsed candidates, there is also an additional row with the candidate's name and "unknown" following the candidate's name.

9. Enter the votes for tabulator vote results, write-in vote results, and hand count vote results in the appropriate columns for each category of votes:
   - Polling Place
   - Absentee Ballots
   - Election Day Registration.

10. Navigate from box to box using the mouse, the tab key, or the up, down, left, right arrow keys on the keypad.

11. The system will calculate the total votes for each vote category as votes are entered for that category and populate the total vote result for each category in the respective "Total" column (highlighted in yellow).

12. The unknown vote total for a cross endorsed candidate will appear in red on the far right in the light blue highlighted "**TOTAL**" column.

13. To allocate the unknown votes to a candidate, click the "*Calculate*" link in the "TOTAL with Unknown Votes" column (Fig. 3-5). The system will allocate the unknown votes.

Figure 3-5 Unknown Vote Total

14. **NOTE:** If the unknown vote result is updated, you **MUST** select "Calculate" again to reallocate the unknown votes. In the event that you forget the calculation is done automatically by clicking the Save button.

15. To view the calculation and allocation of the unknown votes to each candidate/party, select the "***Preview***" link. The system will display the calculation and final allocation of the unknown votes (Fig. 3-6).

Figure 3-6 Unknown Votes Allocation for Cross Endorsed Candidates

Connecticut Election Management System

Unknown Votes Calculation for Cross Endorsed Candidates

Candidate: Nina Walters   Unknown Number of Votes: 6

Party	# of Votes	% of Votes	Unknown Votes Allocated based on % of Votes	Final Allocation
G	59	50.86	3.05	3
D	31	26.72	1.60	2
WF	26	22.41	1.34	1
Total Votes:	116		6	6

Print   Close Window

∘ Check the numbers in the "Final Allocation" column for each party
∘ Click the "Print" button to print the output in the printer

16. Once the unknown votes are allocated, the grand total vote result for each candidate is shown in the "***TOTAL with Unknown Votes***" column, highlighted in yellow. (Refer to next subsection, *Unknown Votes Calculation for Cross Endorsed Candidates,* for more detail about how unknown votes are allocated.)

17. Once votes are entered for a district, click the "***Save***" button at the bottom of the page. The system will save the data. The system will display an alert message. **Note:** The Submit functionality is only available to the Head Moderator role. The Data Entry role will save the results entered.

18. Click the "***End Process***" link to unlock the voting district once results are saved. If results have not been saved the system will display an alert message. Select ***OK*** to continue without saving data entered or select ***Cancel*** to return to the Head Moderator's Return data entry grid and save/submit results.

19. If "***Begin Process***" has been selected, then that voting district will be locked for users other than the user that began the process. No other user can enter data for the locked voting district until "***End Process***" has been selected by the user who began the process.

Additional Information:

• The Registrar will be able to print blank Head Moderator Returns in PDF format for the selected election.

NOTES:_____

_____

_____

Unknown Votes Calculation for Cross Endorsed Candidates

The system will allocate unknown votes to cross-endorsed candidates using the rules below.

Rule 1:

If the **Unknown Votes Allocated based on Vote Percentage** is less than 1 for any one party, and if the number of parties is more than the unknown votes, then the system will allocate all unknown votes to the majority party (Fig. 3-7).

Figure 3-7 Example 1

Party	Candidate	No. of Votes	Vote Percentage (No. of Votes/ Total Votes)	Unknown Votes Allocated (Based on Vote Percentage)	Final Allocation as per Rule#1
Dem	Dan Malloy	750	98.94%	1.98	2
Green	Dan Malloy	3	0.40%	0.01	0
WF	Dan Malloy	5	0.66%	0.01	0
Unknown	Dan Malloy	2			
	Total Votes	**758**	**100%**	**2**	**2**

Total Votes = Sum of Number of Votes except "Unknown"

Votes Percentage = (Number of Votes / Total Votes) x 100
In **Example 1**, Votes Percentage for Dem = (750/758) x 100 = 98.94%

Unknown Votes Allocated = Number of Unknown Votes x Vote Percentage
In **Example 1**, Unknown Votes Allocated for Dem = 2 x 98.94% = 1.98

Rule 2:

If the **Unknown Votes Allocated based on Votes Percentage** value is less than 1 for any one party, and if the number of parties is less than the unknown votes, then the system will allocate at least one vote to the party that has a value less than 1 (Fig. 3-8).

Figure 3-8 Example 2

Party	Candidate	No. of Votes	Votes Percentage (No. of Votes/ Total Votes)	Unknown Votes Allocated based on Votes Percentage	Final Allocation as per Rule#2
Dem	Dan Malloy	750	98.94%	3.96	2
Green	Dan Malloy	3	0.40%	0.02	1
WF	Dan Malloy	5	0.66%	0.03	1
Unknown	Dan Malloy	4			
	Total Votes	**758**	**100.00%**	**4**	**4**

_____

However, if the **Unknown Votes Allocated based on Votes Percentage** is greater than unknown votes, then the system will allocate the unknown votes as follows (Fig. 3-9):

    a. Allocate at least one vote to the party that has a percentage less than 1. In Example 3, that party is Independent.

    b. Calculate the remaining unknown votes. In Example 3, the number of remaining unknown votes is 21.

    c. Allocate the remaining unknown votes again based on the percentage for the parties that have a percentage greater than or equal to 1. In Example 3, those parties are Dem, Green, and WF.

    d. Allocate the remaining votes to the majority party. In Example 3, the remaining vote is allocated to the Democrat party.

Figure 3-9 Example 3

Party	Candidate	No. of Votes	Votes Percentage (No. of Votes/ Total Votes)	Unknown Votes Allocated based on Votes Percentage	Allocation as per Rule #2a	Unknown Votes Allocated based on Votes Percentage recalculated for the remaining unknown votes (21)	Allocation as per Rule #2c	Final Allocation as per Rule #2d (Allocate the remaining vote to majority party)
Dem	Dan Malloy	700	63.75%	14.03	14	13.39	13	14
Green	Dan Malloy	300	27.32%	6.01	6	5.74	6	6
WF	Dan Malloy	75	6.83%	1.5	2	1.43	1	1
Independent	Dan Malloy	23	2.09%	0.46	1	1	1	1
Unknown	Dan Malloy	22						
	Total Votes	**1098**		**22**	**23**		**21**	**22**

Rule 3:

If the **Unknown Votes Allocated based on Votes Percentage** value is greater than or equal to 1 for all parties, then the system will round the value to the nearest integer, as in Example 4 (Fig 3.-10).

NOTE: After allocating Unknown votes, if there are any Unknown votes remaining, then the remaining Unknown votes are allocated to the majority party.

_____

Figure 3-10 Example 4

Party	Candidate	No. of Votes	Votes Percentage (No. of Votes/ Total Votes)	Unknown Votes Allocated (Based on Vote Percentage)	Final Allocation as per Rule#3
Dem	Dan Malloy	250	45.45%	1.82	2
Green	Dan Malloy	150	27.27%	1.09	1
WF	Dan Malloy	150	27.27%	1.09	1
Unknown	Dan Malloy	4			
	Total Votes	**550**	**100.00%**	**4**	**4**

How to Submit and Certify Candidate Vote Results

1. Once the results for all districts have been entered, click the "***Submit All Districts to State***" button to submit the candidate vote results for all districts.
2. If all the polling places are unlocked, the system will display the **Certify Head Moderator's Return** screen (Fig. 3-11).

Figure 3-11 Certify Head Moderator's Return screen
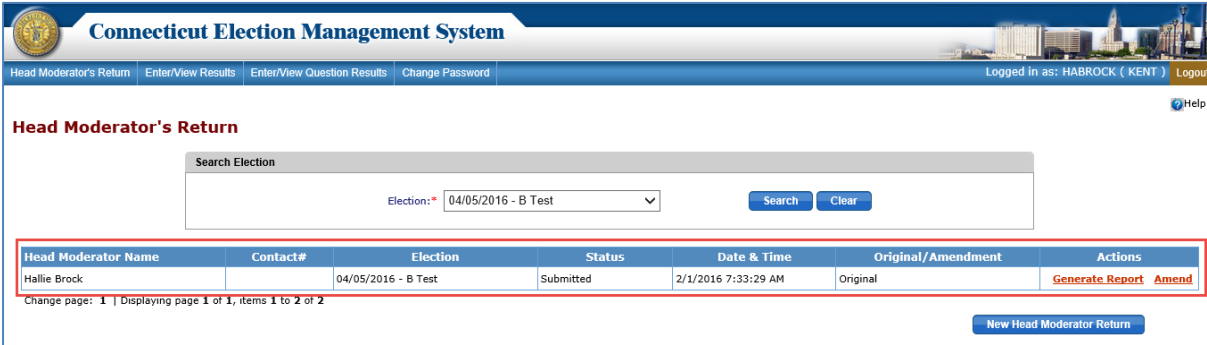
3. Check the box "I hereby electronically sign and certify the Head Moderator's Return."
4. Click on the "***Certify and submit to State***" button. An alert message will display.
5. Select ***OK*** to submit all the voting district totals to the state. The system returns to the **Head Moderator's Return** screen, where a summary row for the Head Moderator's Return will be displayed (Fig. 3-12).

Figure 3-12 Head Moderator's Return screen – with summary row
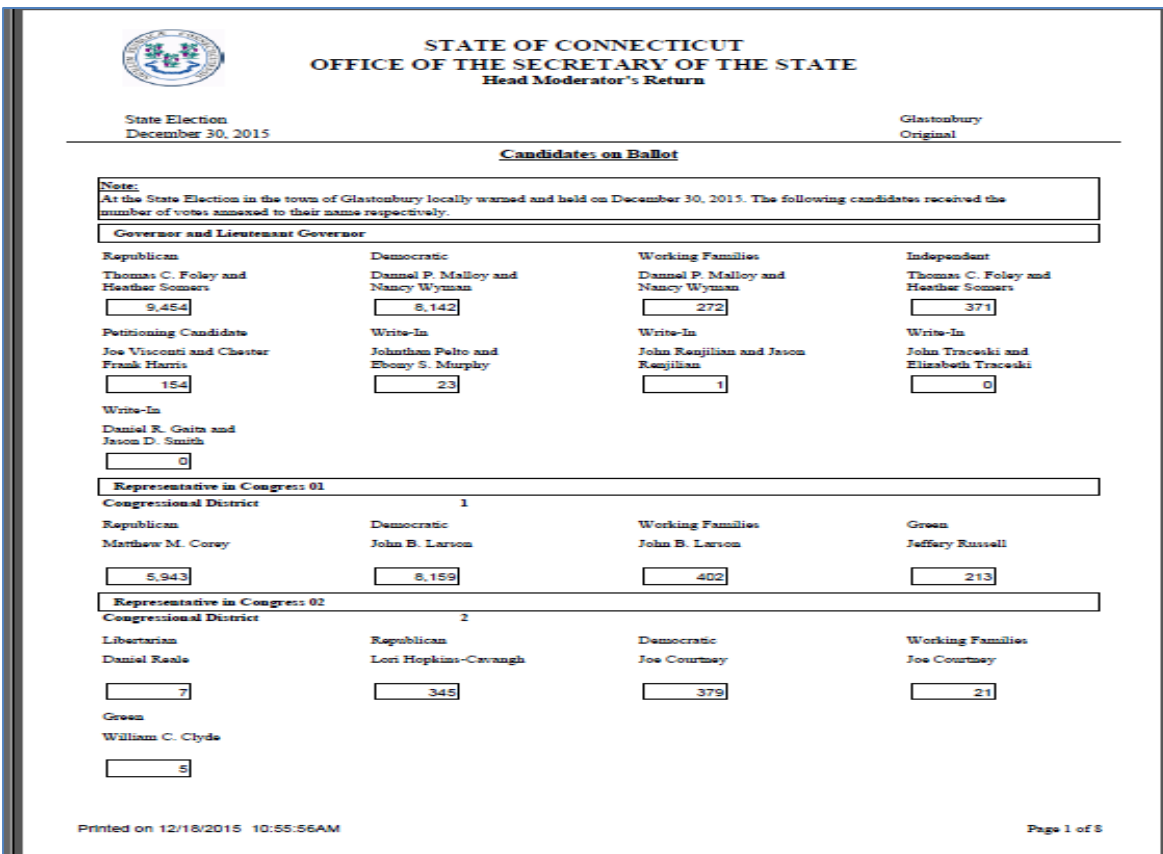
6. If any polling place is locked when the Head Moderator clicks the "**Submit All Districts to State**" button, the system will display an alert message.
7. Only the role of Head Moderator can submit all districts and certify vote results.
8. To generate the Head Moderator's Return in a PDF format (Fig 3-13), click "**Generate Report**" under the "Actions" column.

Figure 3-13 Head Moderator's Return - PDF

NOTES:_____

_____

_____

Connecticut Election Management System

_____

How to Request State Admin to Unlock Head Moderator's Return for Amendment

1. To request the state to unlock the Head Moderator's Return, click on the "***Request for Amendment***" link in the "Actions" column. The system will send a request to State Admin to unlock the Head Moderator's Return.
2. State Admin will unlock the **Head Moderator's Return** data entry grid and "Request Granted" will display in the "Original/ Amendment" column (Fig. 3-14).

Figure 3-14 Head Moderator's Return screen – Request Granted

3. Click the "***Amend***" link in the "Actions" column and enter any changes into the Return.
4. Once data entry for the amended return is complete, click the "**Submit All Districts to State**" button; if amendment was Recanvas check the recanvas box and recertify the Head Moderator's Return. (Fig. 3-15).

Figure 3-15 Certify Head Moderator's Return screen
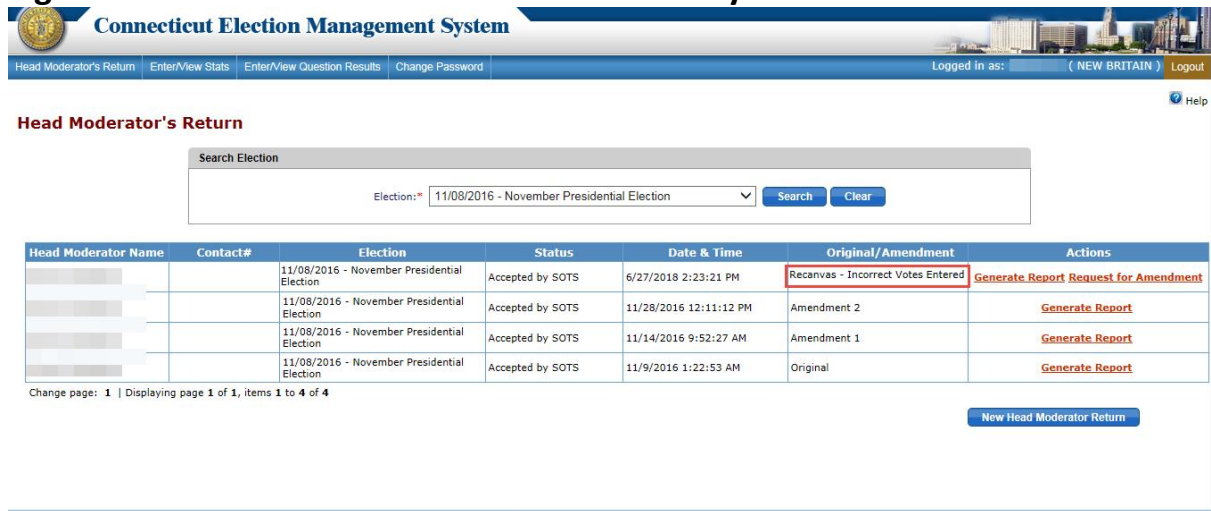
5. The system will create an Amended Head Moderator's Return and return to the **Head Moderator's Return** screen.   The system will display a summary row for each Head Moderator Return submitted for that election, with the date and time stamp for each Return. If the amendment was Recanvas the reason entered for Recanvas will appear in the grid. (Fig. 3-16).

_____

Figure 3-16 Head Moderator's Return Summary screen

This application is best viewed with screen resolution of 1024x768 or higher.

6. Amendments to the returns and vote results will be allowed from Election Day until a date and time set by the state.
7. To submit an amendment after the Returns are locked, the Head Moderator must request the state to unlock the Return.
8. Only a user with the role of Head Moderator can request the state to unlock Head Moderator's Return for an amendment.
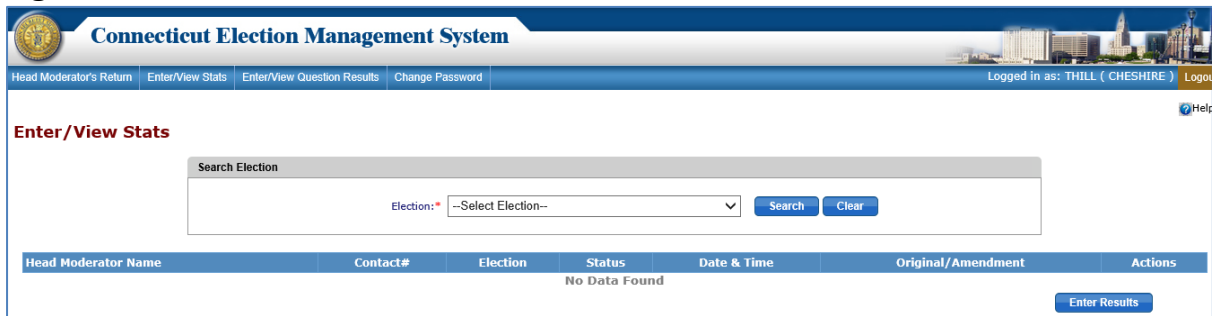
NOTES:_____

_____

_____

4. ENTER/VIEW STATS

Purpose: TO ALLOW THE HEAD MODERATOR TO ENTER AND SUBMIT STATS BY DISTRICT ASSIGNED TO AN **ELECTION.** THE HEAD MODERATOR CAN ALSO SUBMIT RESULTS FOR ALL DISTRICTS, CERTIFY THE STATS, AND REQUEST STATE ADMIN TO UNLOCK THE STATS FOR AN AMENDMENT TO BE PROCESSED.

How to Enter Stats
1. Click on "Enter/View Stats" tab from the Menu Bar to display the **Enter/View Stats** screen. Until stats have been entered, the system displays "No Data found" (Fig. 4-1).

_____

Figure 4-1 Enter/View Stats screen

Connecticut Election Management System						
Head Moderator's Return	Enter/View Stats	Enter/View Question Results	Change Password		Logged in as: THILL (CHESHIRE)	Logout

Enter/View Stats

Search Election

Election:* --Select Election-- [Search] [Clear]

Head Moderator Name	Contact#	Election	Status	Date & Time	Original/Amendment	Actions
			No Data Found			

[Enter Results]

2. To search for stats by election, if stats have been previously entered, select the election/primary from the Election dropdown and click the "**Search**" button. Stats for the selected election will be displayed.

3. To enter new stats, select an election from the dropdown and click the "**Enter Stats**" button. The system will display an alert message.

4. Select **OK** to display the Enter/View Stats data entry screen (Fig. 4-2). To display the **Enter/View Stats** data entry screen for a different election, select the desired election from the dropdown and click the "**Search**" button.

Figure 4-2 Enter/View Stats – Data Entry screen
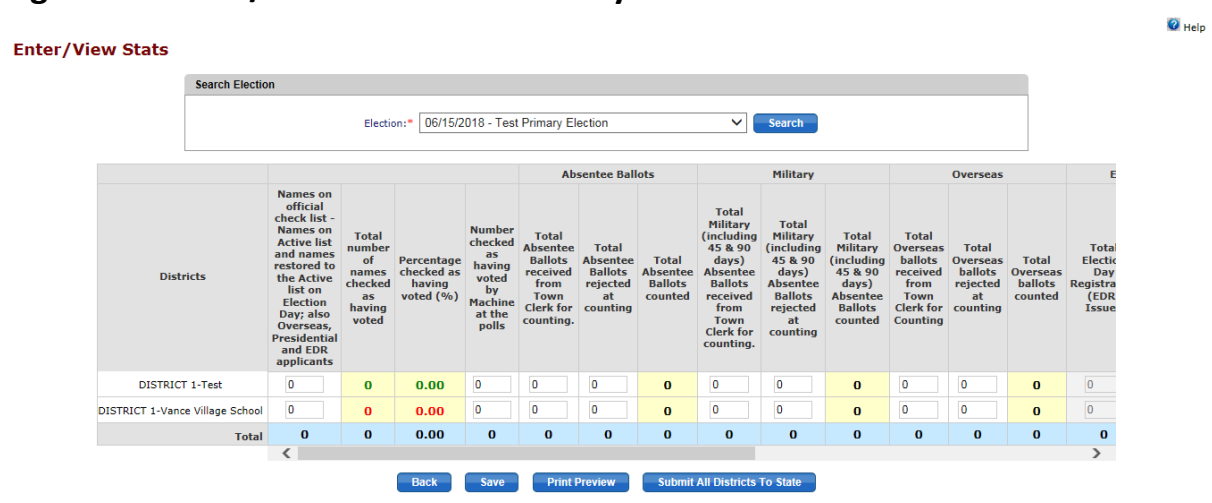
5. The stats data entry fields by category are
   - Names on the Official Check List (Active List, Names Restored to active list on election day, EDR applicant and Overseas, Presidential)
   - Number Checked as Having Voted at the polls
   - Absentee Ballots - Total received from Town Clerk for counting and Total Rejected at counting.
   - Military Ballots (includes 45 & 90 days)- Total received from Town Clerk for counting and Total Rejected at counting.
   - Overseas Ballots total – Total received from Town Clerk for counting and Total Rejected at counting.

_____

- Election Day Registration – Total Issued and Total Rejected at counting
- Presidential Ballots - Total Issued by Town Clerk and Total Rejected
- Provisional Ballots - Total Issued and Total Rejected

6. Enter the stats by voting district/polling place. Use the scroll bar at the bottom of the screen to view and enter stats into each category. As data is entered, the system will calculate "Percentage" and "Total Counted" and populate the yellow highlighted columns.

7. The Head Moderator submit the stats for all polling places to State Admin.

8. Before submitting notice, the "Total number of names checked as having voted" column. If the totals are equal to Head Moderator's return the total will display in green. If the total is less than the Head Moderator's return then the total will display in blue. If the total is greater than the Head Moderator's return then the total will display in green.

9. Only the role of Head Moderator is able to submit stats.

How to Submit and Certify Stats

1. Once the stats are entered for every district/polling place, click the "***Submit All districts to State***" button to submit the stats for all districts. Only the role of Head Moderator can submit all districts and certify to State Admin. (Fig 4-3)

## Figure 4-3 Submit Stats for District

2. The system will display the **Certify Stats** screen (Fig. 4-4).

_____

Figure 4-4 Certify Stats screen

3. Check the box, "I hereby electronically sign and certify the Stats."
4. Click the "***Certify and submit to State***" button. The system will display an alert message.
5. Select ***OK*** to certify and submit the stats to the state. The system returns to the **Enter/View Stats** screen, where a summary row for the Head Moderator's Stats will be displayed (Fig. 4-5).

Figure 4-5 Enter/View Stats screen – with Statistics Report summary row

NOTES:_____

_____

_____
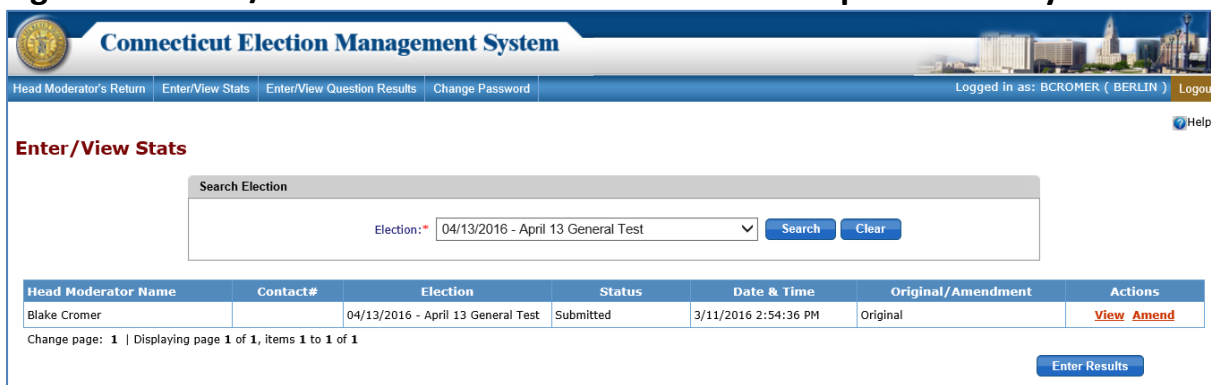
How to Request State Admin to Unlock Stats for an Amendment

1. To request the state to unlock the Stats Return, click on "***Request Amendment***" in the "Original/ Amendment" column. The system will send a request to State Admin to unlock the Stats Return. The State Admin will unlock the Stats Return and "Request Granted" will display in the "Original/Amendment" column.
2. Click the "***Amend***" link in the "Actions" column and enter any changes.

_____

3. Click the "**Submit All Districts to State**" button and recertify the Stats Return.
4. The system will create an Amended Stats Return and return the user to the Enter/View Stats page.   The system will display a summary row for each Stats Return submitted for that election, with the date and time stamp for each Return (Fig. 4-6).

Figure 4-6 Enter/View Stats screen – with summary rows

5. Amendments to the Stats Returns will be allowed from Election Day until a time and date set by the state. At that point the Stats Returns will be locked.
6. To submit an amendment after the Stats Returns are locked, the Head Moderator must request the state to unlock the Stats Return.
7. Only a user with the role of Head Moderator can request the state to unlock the Stats Return for an amendment.

NOTES:_____

_____

_____

5. ENTER/VIEW QUESTIONS RESULTS

Purpose: TO ALLOW THE HEAD MODERATOR/DATA ENTRY USER TO ENTER AND SAVE QUESTIONS VOTE RESULTS BY DISTRICT ASSIGNED TO AN ELE**CTION.** THE HEAD MODERATOR CAN ALSO SUBMIT RESULTS FOR ALL DISTRICTS, CERTIFY THE QUESTIONS RESULTS, AND REQUEST STATE ADMIN TO UNLOCK THE QUESTIONS RESULTS RETURN FOR AN AMENDMENT TO BE PROCESSED.

How to Enter Questions Results
1. Click on the "Enter/View Question Results" tab from the Menu. The system displays the **Enter/View Questions Results** screen. Until Questions Results have been entered, the system displays "No Data found."

Connecticut Election Management System

2. To search for Questions Results by election, if results have been previously entered, select the election from the Election dropdown and click the "**Search**" button. Questions Results for the selected election will be displayed (Fig. 5-1).

Figure 5-1 Enter/View Questions Results

3. To enter Questions Results, click the "**Enter Questions Results**" button to display the **Search Election** screen (Fig. 5-2).

Figure 5-2 Enter/View Question Results – Search Election screen

4. Select an election from the Election dropdown. Click the "**Search**" button to display the **Enter/View Questions Results** grid. On the left side of the screen, each voting district/polling place is displayed (Fig. 5-3).

Figure 5-3 Enter/View Question Results grid – Begin Process

5. To enter the questions, vote results by voting district/polling place, click on "**Begin Process**" (Green, to the right of the voting district/polling place name).

6. The system will display the data entry grid for the selected voting district. The selected voting district/polling place will be highlighted in dark blue, and "**End Process**" (Red) will display next to the voting district name (Fig. 5-4).

Figure 5-4 Enter/View Question Results –Data Entry grid

7. Enter the votes for tabulator vote results, write-in vote results, and hand count vote results for totals in the appropriate columns for each category of votes:
   - Polling Place
   - Absentee Ballots
   - Election Day Registration.

8. Navigate from box to box using the mouse, the tab key, or the up, down, left, right arrow keys in the keypad.

9. The system will calculate the total votes for each vote category as votes are entered for that category and will populate the total vote result for the category in the "Total"

_____

columns (highlighted in yellow). The system will calculate the total of all categories and populate the "Grand TOTAL" column (highlighted in light blue).

10. Once votes are entered for a voting district, click the "***Save***" button. The system will save the data that voting district only. **Note:** The Submit functionality is only available to the Head Moderator role. The Data Entry role will save the results.

11. Click on "***End Process***" to unlock the voting district once results are saved. If results have not been saved the system will display an alert message. Select ***OK*** to continue without saving data entered or select ***Cancel*** to return to the data entry screen and save results.

12. If "***Begin Process***" has been selected, then that voting district will be locked for all users other than the user that began the process. No other user can enter data for the voting district until "***End Process***" has been selected by the user who began the process.

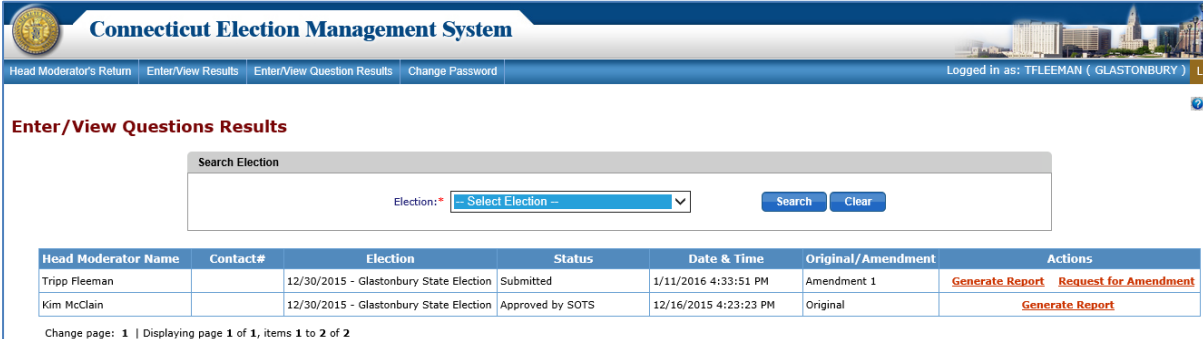## How to Submit and Certify Questions Results

1. Once results for all districts are entered, click the "***Submit All districts to State***" button to submit the question results for all districts.

2. If all the districts are unlocked, the system will display the **Certify Questions Results** screen (Fig. 5-5).

Figure 5-5 Enter/View Questions Results – Certify Questions Results screen

3. Check the box, "I hereby electronically sign and certify the Questions Results."
4. Click on the "***Certify and submit to State***" button. An alert message will display.
5. Select ***OK*** to submit all the voting district/polling place totals to state. The system will return to the **Questions Results** screen, where a summary row for the Questions Results will be displayed (Fig. 5-6).

_____

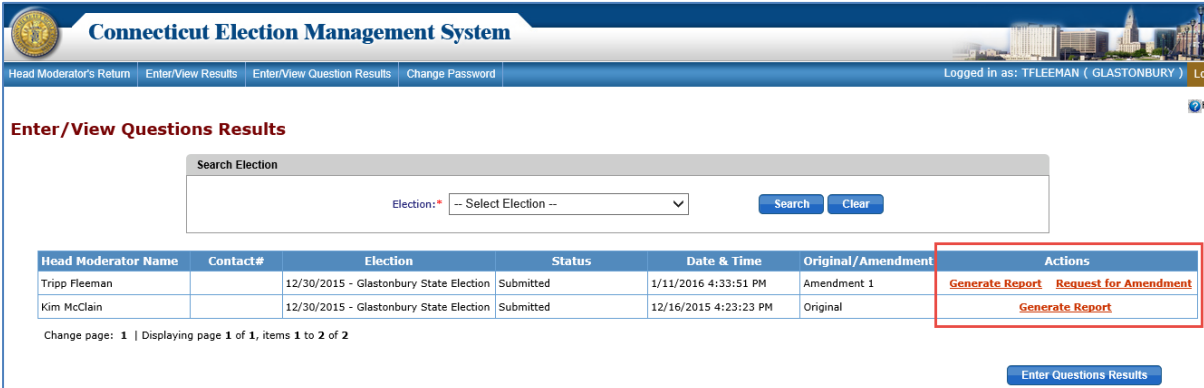## Figure 5-6 Enter/View Question Results screen – with summary row

6. If any voting district is locked when the Head Moderator clicks the "**Submit All Districts to State**" button, the system will display an alert message.
7. Only the role of Head Moderator can submit all districts to State Admin and certify Questions Results.
8. To generate the Questions Results in PDF format, click "**Generate Report**" under the "Actions" column. The system will display an alert message.
9. Select *OK* to generate the report in a PDF format. You can save the report or print the report to a configured printer.

NOTES:_____

_____

_____

How to Request State Admin to Unlock Questions Results for Amendment
1. To request State Admin to unlock the Questions Results, click the "**Request for Amendment**" link in the "Actions" column. The system will send a request to State Admin to unlock the Questions Result Return for the town.
2. State Admin will unlock the Questions Results Return and "Request Granted" will display in the "Original/Amendment" column.
3. Click the "**Amend**" link in the "Actions" column and enter any changes.
4. Click the "**Submit All Districts to State**" and recertify the Questions Results Return.
5. The system will create an Amended Questions Results Return and return the user to the **Questions Results** screen, where a summary row for each Questions Results Return submitted for that election will be displayed with the date and time stamp for each Return (Fig. 5-7).

_____

Figure 5-7 Enter/View Question Results screen – with summary rows

6. Amendments to the Questions Results will be allowed from Election Day until a date and time set by the state. At that point, the Questions Results will be locked.
7. To submit an amendment after the Questions Results Returns are locked, the Head Moderator must request State Admin to unlock the Returns.
8. Only a user with the role of Head Moderator can request the state to unlock the Questions Results Returns for an amendment.

NOTES:_____

_____

_____

6. REPORT A PROBLEM OR GET HELP

Purpose: TO ALLOW THE HEAD MODERATOR/DATA ENTRY USER TO REPORT A PROBLEM TO OR GET HELP FROM STATE ADMIN (SOTS).

1. From the Login page, click on the "***Report a Problem or Get Help***" link (Fig. 6-1).

Figure 6-1 Login screen

2. The system will display the **Report a Problem or Get Help** screen (Fig. 6-2).

Figure 6-2 Report a Problem or Get Help screen

3. Enter information and summarize your problem or question in the Message section. Be sure to include your email address. You may attach a file using the "Browse" feature.
4. Click the "***Send Message"*** button. Your message, attachments, and contact information will be sent to the State Admin EMS dashboard.

NOTES:_____

_____

_____