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# Connecticut Election Management System

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## Registrar User Manual

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### Version 3.1

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SEPTEMBER, 2018



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# Connecticut Election Management System

## 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 POP-UP BLOCKER**

## 2. REGISTRAR LOGIN

**Purpose:** TO ALLOW THE REGISTRAR TO LOG IN WITH ASSIGNED PERMISSIONS, CHANGE A PASSWORD, AND REPORT A PROBLEM TO OR GET HELP FROM STATE ADMIN (SOTS).

Figure 2-1 Login screen



Figure 2-2 First Time User Registration screen

## How to Create First Time User - Registrar

1. The **Login** page will be displayed in the browser (Fig. 2-1).
2. Click on the “**First Time Logging In?**” link in the “Login Information” section.
3. The system will display the **First Time User Registration** screen (Fig. 2-2).
4. Select the town from the “Town” dropdown and “Registrar” from the “Select Role” dropdown. Enter information. Required fields are marked with a red asterisk.
5. Click the “**Submit**” button. The system will display an alert message. Select **OK** to close the pop-up.
6. The system will send a request to State Admin for approval of the new user.
7. Once State Admin has approved the user, the system will send a notification email to the Registrar’s email address that was entered on the **First Time User Registration** screen.
8. The Registrar will now be able to log in from the **Login** page (Fig. 2-1). In the “Login Information” section, select “Registrar” from the “Select Role” dropdown, enter Username and Password, and click the “**Login**” button.
9. 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 password expiration date. **Please note that you may not use any of your last 3 passwords.**

When the user tries to login after 90 days with an expired password the system will navigate to the **Change Password** screen.

**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**

## How to Log In

1. SOTS will send Registrars the URL for the live system. Enter the URL in the browser's address bar and click Enter.
2. Select "Registrar" from the "Select Role" dropdown and enter the Registrar Username and Password on the **Login** Screen (Fig. 2-1). If logging in for the first time, see *Section 2 How to Create a First Time User - Registrar*.
3. Click the "**Login**" button.

## How to Change a Password

1. From the Dashboard, select the "Maintenance" tab and click on "Change Password" to display the **Change Password** screen (Fig. 2-3).
2. Enter the Old Password, enter the New Password, and re-enter the New Password. Click the "**Change Password**" button. The system displays an alert message.

**Figure 2-3 Change Password screen**

**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.**

**Please note that you may not use any of your last 3 passwords.**

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## How to Report a Problem or Get Help - from the Login Screen

1. From the **Login** page, click on the "**Report a Problem or Get Help**" link (Fig. 2-4).



# Connecticut Election Management System

Figure 2-4 Login screen



2. System displays the **Report a Problem or Get Help** screen (Fig. 2-5).

Figure 2-5 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.

## 3. REGISTRAR DASHBOARD

**Purpose:** TO ALLOW THE REGISTRAR TO ACCESS THE FUNCTIONALITY OF THE CONNECTICUT ELECTION MANAGEMENT SYSTEM.



# Connecticut Election Management System

## The Dashboard Basics

Once the user has logged in successfully, the system will display the Dashboard (Fig. 3.1), with the following tabs across the top of the screen that allow the user to access the Connecticut Election Management System functions:

- Dashboard
- Candidates
- Reports
- Head Moderator’s Return
- View Stats
- View Question Results
- Maintenance

**Figure 3-1 Registrar Dashboard**

**Connecticut Election Management System**

Dashboard Candidates Reports Head Moderator's Return View Stats View Question Results Maintenance Logged in as: HCROMER ( BERLIN ) Logout Help

**Dashboard**

Active Elections			
Election Name	Election Type	Election Category	View
11/21/2016 - test 2	General	State Election	<a href="#">Offices List</a> <a href="#">List of Nominees</a> <a href="#">Grids Report</a> <a href="#">Winners Report</a>
11/14/2016 - Test Election	General	State Election	<a href="#">Offices List</a> <a href="#">List of Nominees</a> <a href="#">Grids Report</a> <a href="#">Winners Report</a>
11/08/2016 - November Presidential Election	General	State Election	<a href="#">Offices List</a> <a href="#">List of Nominees</a> <a href="#">Grids Report</a> <a href="#">Winners Report</a>

Office Requests					
Election Name	Office Name	User Name	Role	Town Name	Action
No Data Found					

Ballot Ordered Requests					
Name	Role	File Status	Election	Polling Place Name	Action
No Data Found					

Question Requests						
Question	ElectionName	Yes	No	No too High	No too Low	Action
No Data Found						

1. The Dashboard will display four sections: “Active Elections,” “Office Requests,” “Ballot Ordered Requests” and “Question Requests” (Fig. 3-1). The system will display Active Elections only for the town in which the Registrar is logged in.
2. The Registrar can view the *Offices List*, *List of Nominees*, *Grids Report*, and *Winners Report* for an election by clicking the respective link in the “Active Elections” section.
3. Offices which have been requested by the Town Clerk will be displayed under the “Office Requests” section, with Action status of “Requested,” “Accepted” or “Rejected.”
4. Ballot Ordered records which have been created by the Town Clerk or Registrar or their Counterpart and are pending review by the Registrar will be displayed under the “Ballot Ordered Requests” section. *(This will be explained in detail in Section 9.)*
5. Questions which have been submitted for state approval by the Town Clerk will be displayed under the “Question Requests” section, with Action status of “Requested,” “Accepted” or “Rejected.”

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## How to Create Notification of Number of Electors and Polling Places Report

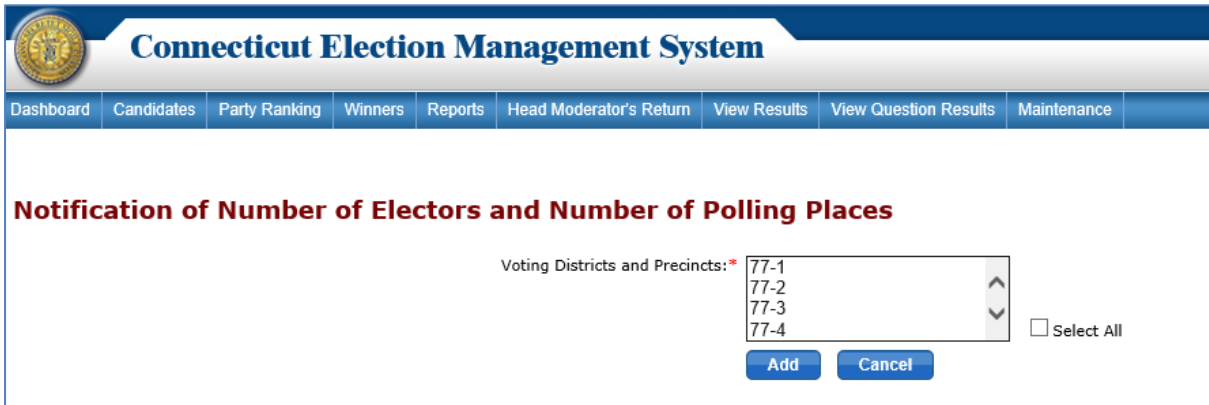
1. From the Dashboard, select the “Maintenance” tab and click on “Notification of # Electors and # Polling Places” to display the **Notification of Number of Electors and Number of Polling Places** screen (Fig. 3-2).

**Figure 3-2 Notification of # of Electors and # of Polling Places screen**



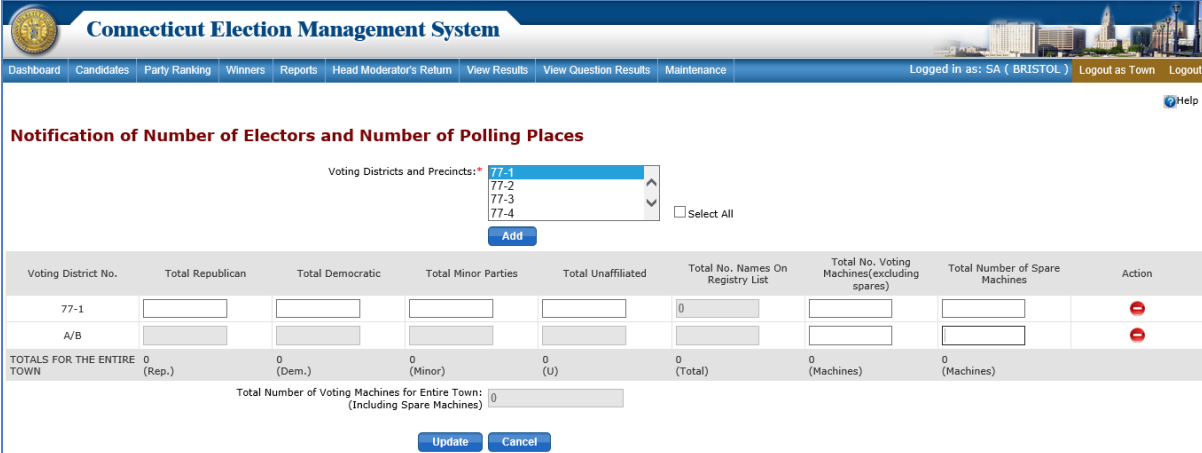
2. The system displays “No Data Found” until *Notification* data has been entered.
3. Click the “**Notification of Number of Electors and Number of Polling Places**” button to display the **Notification of Number of Electors and Number of Polling Places** screen with Voting Districts and Precincts (Fig. 3-3).

**Figure 3-3 Notification of # of Electors and # of Polling Places screen with Voting Districts and Precincts.**



4. Select the Voting District(s) and click the “**Add**” button. The system displays an alert message. Select **OK** to display the Notification grid for the selected Voting District(s) (Fig. 3-4).

**Figure 3-4 Notification Grid**



Voting District No.	Total Republican	Total Democratic	Total Minor Parties	Total Unaffiliated	Total No. Names On Registry List	Total No. Voting Machines(excluding spares)	Total Number of Spare Machines	Action
77-1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>	
A/B	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>TOTALS FOR THE ENTIRE TOWN</b>	0 (Rep.)	0 (Dem.)	0 (Minor)	0 (U)	0 (Total)	0 (Machines)	0 (Machines)	

Total Number of Voting Machines for Entire Town: (Including Spare Machines)

- Each town will have an A/B (central absentee counting) precinct available as an optional selection in the dropdown menu. Select the A/B precinct if the town uses centralized absentee counting. Note that only the “Total No. Voting Machines” and “Total Number of Spare Machines” data entry fields will be enabled for the A/B precinct.
- Enter the data into the fields. As you enter the data, the system will calculate the “Number on the Registry List” and “Total Number of Machines” and populate those fields.
- Click the “*Save*” button.
- The system will save the data entered and return to the previous screen, where a summary row of the *Notification* record created will be displayed (Fig. 3-5).

**Figure 3-5 Notification of # of Electors and # of Polling Places screen - with Summary Row**



S No	Town Clerk Name	Town Clerk Contact Number	Created Date/Time	Modified Date/Time	Original/Amendment	Action
1	Tanner Scott	555-555-5555	2/7/2016 6:57:36 PM		Original	

Change page: 1 | Displaying page 1 of 1, items 1 to 1 of 1

- To edit a *Notification* report, click the “*Edit*” icon. The system displays an alert message. Select **OK** to continue to the **Notification** grid or select **Cancel** to close the pop-up without taking any action.
- After updating the details, click the “*Update*” button. The system displays an alert message. Click **OK** to update the *Notification* report.
- The system will save the data entered and return to the previous screen. A summary row for the amended *Notification* report will display. The original *Notification* summary row, and a summary row for any previous amendments, will also display.



12. To delete a *Notification* report, click the “**Delete**” icon. The system displays an alert message. Select **OK** to delete the report or select **Cancel** to close the message without taking any action.
13. To print the most recent *Notification* report, select the “Reports” tab from the Dashboard to display the **Reports** screen. Click the radio button next to “Notification of Number of Electors and Number of Polling Places.” Click the “**Generate Report**” button to generate the *Notification* report. (*More information about reports in Section 5. Reports.*)

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## 4. MAINTAIN POLLING PLACE

**Purpose:** TO ALLOW THE REGISTRAR TO ADD, EDIT, DELETE AND ARCHIVE POLLING PLACE(S).

### How to Maintain (Add/Edit/Delete/Archive) Polling Places

1. From the Dashboard, select the “Maintenance” tab and click on “Maintain Polling Place” to display the **Maintain Polling Place** screen (Fig. 4-1).

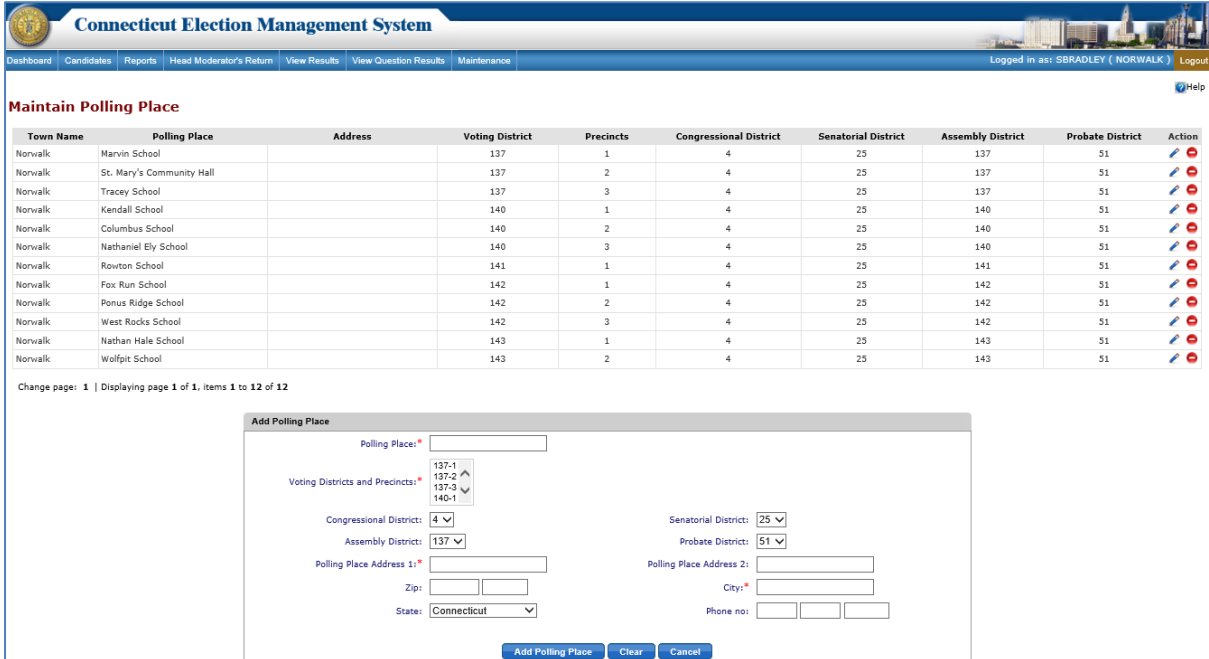
**Figure 4-1 Maintain Polling Place**

























Archive	Town Name	Polling Place	Address	Voting District	Precincts	Congressional District	Senatorial District	Assembly District	Probate District	Action
<input type="checkbox"/>	Kent	Town Hall	41 Kent Green Boulevard, Kent, CT , 06757	1	0	5	30	64	24	

Change page: 1 | Displaying page 1 of 1, items 1 to 1 of 1

2. To add a polling place, click the “**Add Polling Place**” button. The system will display data entry fields in the “Add Polling Place” section (Fig. 4-2).

**Figure 4-2 Maintain Polling Place screen– Add Polling Place**



Town Name	Polling Place	Address	Voting District	Precincts	Congressional District	Senatorial District	Assembly District	Probate District	Action
Norwalk	Marvin School		137	1	4	25	137	51	 
Norwalk	St. Mary's Community Hall		137	2	4	25	137	51	 
Norwalk	Tracey School		137	3	4	25	137	51	 
Norwalk	Kendall School		140	1	4	25	140	51	 
Norwalk	Columbus School		140	2	4	25	140	51	 
Norwalk	Nathaniel Ely School		140	3	4	25	140	51	 
Norwalk	Rowton School		141	1	4	25	141	51	 
Norwalk	Fox Run School		142	1	4	25	142	51	 
Norwalk	Ponus Ridge School		142	2	4	25	142	51	 
Norwalk	West Rocks School		142	3	4	25	142	51	 
Norwalk	Nathan Hale School		143	1	4	25	143	51	 
Norwalk	Wolfpit School		143	2	4	25	143	51	 

Change page: 1 | Displaying page 1 of 1, items 1 to 12 of 12

**Add Polling Place**

Polling Place: \*

Voting Districts and Precincts: \*  
 137-1  
 137-2  
 137-3  
 140-1

Congressional District: 4  
 Senatorial District: 25  
 Assembly District: 137  
 Probate District: 51

Polling Place Address 1: \*  
 Zip: \*  
 State: Connecticut

Polling Place Address 2:  
 City: \*  
 Phone no:

3. Enter the polling place information. A red asterisk indicates a required field.
4. Click the **“Add Polling Place”** button to save the polling place.
5. The system displays an alert message. Select **OK** to add the polling place and return to the **Maintain Polling Place** screen.
6. To edit a polling place, click the **“Edit”** icon next to the polling place to edit. The system will display data entry fields populated with the current polling place information.
7. Make any desired changes to polling place information and click the **“Update”** button. The system displays an alert message.
8. To delete a polling place, click the **“Delete”** icon next to the polling place to be deleted. The system displays an alert message. Select **OK** to delete the polling place or select **Cancel** to go back to the **Maintain Polling Place** screen.
9. To archive a polling place, select the checkbox next to the polling place to archive and click the **“Archive”** button. The system displays an alert message. Click **OK** to archive the polling place.
10. To unarchive a polling place, select the **“Un-Archive”** button. The system displays an alert message. Click **OK** to display a pop-up with archived polling places (Fig. 4-3).



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Figure 4-3 Maintain Polling Place – Un-Archive Polling Place

Archive	Town Name	Polling Place	Address	Voting District	Precincts	Congressional District	Senatorial District	Assembly District	Probate District
<input type="checkbox"/>	Kent	Town Hall	41 Kent Green Boulevard, Kent, CT, 06757	1	0	5	30	64	24

Change page: 1 | Displaying page 1 of 1, items 1 to 1 of 1

[Un-Archive](#) [Cancel](#)

11. Select the checkbox next to the polling place to un-archive and click the “*Un-Archive*” button. An alert message will display. Click **OK** to un-archive the polling place.

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## 5. ASSIGN POLLING PLACE TO ELECTION

**Purpose:** TO ALLOW THE REGISTRAR TO ASSIGN POLLING PLACES TO ELECTIONS.

### How to Assign Polling Places to an Election

1. From the Dashboard, select the “Maintenance” tab and click on “Assign Polling Place to Election” to display the **Assign Polling Place to Election** screen (Fig. 5-1).

Figure 5-1 Assign Polling Place to Election screen

Search Election

Election: 04/05/2016 - B Test [Search](#) [Clear](#)

<input type="checkbox"/> Select	Town Name	Polling Place	Address	Voting District	Precincts	Congressional District	Senatorial District	Assembly District	Probate District
<input type="checkbox"/>	Norwalk	Marvin School		137	1	4	25	137	51
<input type="checkbox"/>	Norwalk	St. Mary's Community Hall		137	2	4	25	137	51
<input type="checkbox"/>	Norwalk	Tracey School		137	3	4	25	137	51
<input type="checkbox"/>	Norwalk	Kendall School		140	1	4	25	140	51
<input type="checkbox"/>	Norwalk	Columbus School		140	2	4	25	140	51
<input type="checkbox"/>	Norwalk	Nathaniel Ely School		140	3	4	25	140	51
<input type="checkbox"/>	Norwalk	Rowton School		141	1	4	25	141	51

[Assign Polling Place to Election](#)

Election Name      Polling Place      Address      Action

No Data Found

2. To assign polling places, select the election from the dropdown.
3. Select one or multiple polling places to assign by checking the checkbox(es) next to the polling places to be assigned.
4. To select all polling places, use the “Select” checkbox.



5. Click the “**Assign Polling Place to Election**” button. The system displays an alert message.
6. Select **OK** to assign polling place(s) or select **Cancel** to return to the screen without taking any action. If **OK** is selected, the system adds the polling place(s) and displays the information in a grid below the polling place list (Fig. 5-2).

**Figure 5-2 Polling Places Assigned to Election**

**Assign Polling Place to Election**

Search Election: Election: 04/05/2016 - B Test [Search] [Clear]

<input type="checkbox"/> Select	Town Name	Polling Place	Address	Voting District	Precincts	Congressional District	Senatorial District	Assembly District	Probate District
<input checked="" type="checkbox"/>	Norwalk	Marvin School		137	1	4	25	137	51
<input checked="" type="checkbox"/>	Norwalk	St. Mary's Community Hall		137	2	4	25	137	51
<input checked="" type="checkbox"/>	Norwalk	Tracey School		137	3	4	25	137	51
<input type="checkbox"/>	Norwalk	Kendall School		140	1	4	25	140	51
<input type="checkbox"/>	Norwalk	Columbus School		140	2	4	25	140	51
<input type="checkbox"/>	Norwalk	Nathaniel Ely School		140	3	4	25	140	51
<input type="checkbox"/>	Norwalk	Rowton School		141	1	4	25	141	51

**Assign Polling Place to Election**

Election Name	Polling Place	Address	Action
04/05/2016 - B Test	DISTRICT 137-1-Marvin School		
04/05/2016 - B Test	DISTRICT 137-2-St. Mary's Community Hall		
04/05/2016 - B Test	DISTRICT 137-3-Tracey School		

Change page: 1 | Displaying page 1 of 1, items 1 to 3 of 3

7. To unassign a polling place, click the “**Delete**” icon. The system displays an alert message. Select **OK** to unassign the polling place or select **Cancel** to go back to the **Assign Polling Place to Election** screen without taking any action.

### Additional Information:

1. The Registrar can Edit/Delete a polling place if it is NOT assigned to any election.
2. If a polling place is assigned to an election & NO Candidate vote results and stats are entered for that election, then
  - a. Registrar can edit the polling place details.
  - b. Registrar can delete the polling place by first un-assigning it from the election.
3. If a polling place is assigned to an election and the Candidate Results, Questions Results and Stats are entered and saved by Head Moderator for that election, then
  - a. Registrar can edit the polling place name & address only.
  - b. Registrar can delete the polling place by first un-assigning it from the election.
  - c. Note: The un-assignment of polling place will delete the saved stats.
4. If a polling place is assigned to an election & Candidate Results, Questions Results and the Stats are submitted by HM for that election, then
  - a. Registrar CANNOT edit the Polling place details. (See #5 below.)
  - b. Registrar CANNOT delete the polling place.
  - c. Registrar CANNOT un-assign the polling place.





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- When the Registrar edits a polling place as in #4(a) above, then the system will create a new polling place with the updated information and must keep the old polling place details as-is to maintain its previous election history.

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## 6. MAINTAIN HEAD MODERATOR/MODERATOR/DATA ENTRY USER

**Purpose:** TO ALLOW THE REGISTRAR TO MAINTAIN (ADD/EDIT/DELETE) THE ROLES OF HEAD MODERATOR, MODERATOR, AND DATA ENTRY AS ELECTION MANAGEMENT SYSTEM USERS.

### How to Add, Edit and Delete Moderator and Data Entry Roles

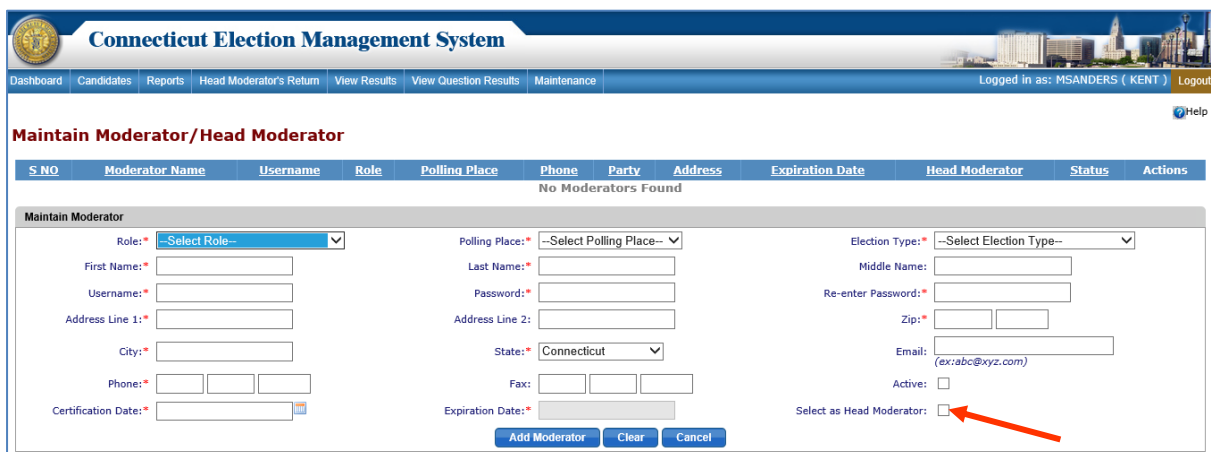
- From the Dashboard, select the “Maintenance” tab and click on “Maintain Moderator/Head Moderator” to display the **Maintain Moderator/Head Moderator** screen. The system displays “No Moderators Found” until a Moderator has been added (Fig. 6-1).

Figure 6-1 Maintain Moderator/Head Moderator screen



- To add a moderator, click the “**Add Moderator**” button.
- The **Maintain Moderator/Head Moderator** data entry screen will display (Fig. 6-2).

Figure 6-2 Maintain Moderator/Head Moderator – Data Entry screen





4. The following roles are available from the “Role” dropdown:
  - Head Moderator
  - Regular Moderator
  - Regular or Absentee Moderator
  - Absentee Moderator
  - Data Entry.
5. Select a role and enter the new user’s information. Required information is indicated by a red asterisk.
6. To indicate that a Regular Moderator or Absentee Moderator has Head Moderator permissions, check the “Select as Head Moderator” checkbox (indicated by arrow in Fig. 6-2).
7. Click the “**Add Moderator**” button. The system displays an alert message. Select **OK** to add the moderator and to display the Moderator grid (Fig. 6-3).

**Figure 6-3 Moderator Grid**

S NO	Moderator Name	Username	Role	Polling Place	Phone	Party	Address	Expiration Date	Head Moderator	Status	Actions
1	Hallie Brock	HAbrock	Regular or Absentee Moderator	Town Hall	555-555-5555	General	1 Main Street, Kent, CT-06757	01/03/2018	true	A	

Change page: 1 | Displaying page 1 of 1, items 1 to 1 of 1

[Add Moderator](#)

8. Username and password are required for Head Moderator and Data Entry, but not for Regular Moderator or Absentee Moderator.
9. If Head Moderator, Absentee Moderator, or Data Entry is selected, the “Polling Place” dropdown is disabled.
10. The Regular Moderators created for one Party-based Election type cannot be used for another Party based-Election type.
11. To edit a Moderator, click the “**Edit**” icon. The system displays an alert message. Select **OK** to continue to the data entry screen for that moderator or select **Cancel** to close the pop-up without taking any action.
12. After updating the details, click the “**Update**” button. The system displays an alert message. Click **OK** to update the moderator’s information.
13. To delete a moderator, click the “**Delete**” icon. The system displays an alert message. Select **OK** to delete the record or select **Cancel** to close the message without taking any action.

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## 7. VIEW CANDIDATE(S)

**Purpose:** TO ALLOW THE REGISTRAR TO VIEW CANDIDATES. INFORMATION FROM THIS SCREEN WILL FLOW INTO PRE- AND POST-ELECTION REPORTS.

### How to View Candidates

1. From the Dashboard, select the “Candidates” tab and click on the “View Candidate(s)” menu item to display the **View Candidate(s)** screen (Fig. 7-1).

**Figure 7-1 View Candidate(s)**

**Search Candidate**

Election:

Office:

Party:

Candidate Name:

First Name:

Last Name:

2. To search for a candidate, select an election and enter information in one or more of the following fields: Office, Party, Name on Ballot, First Name, and Last Name. Partial names may be entered.
3. The “Name on Ballot” uses type ahead search - begin typing the candidate name, and the dropdown will display a list of candidates whose names begin with those letters.
4. Click the “**Search**” button to display the search results in a grid below the “Search Candidate” section (Fig. 7-2).

**Figure 7-2 View Candidates – Search Results**

**Search Candidate**

Election:

Office:

Party:

Candidate Name:

First Name:

Last Name:

Candidate Name	Party	Address	Contact No.	Office	District ID
Nina Walters	Democratic Party, Working Families Party, Green Party	1 Main St., Kent, CT-06543		Registrar - Kent	0
Sydney Smith	Republican Party	1 Cromer Road, Kent, CT-07234		Registrar - Kent	0
Rose Harrison	Working Families Party	1 Liberty Lane, kent, CT-05432		Registrar - Kent	0

Change page: 1 | Displaying page 1 of 1, items 1 to 3 of 3

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## 8. BALLOT ORDERED

**Purpose:** TO ALLOW THE REGISTRAR (AND TOWN CLERK) TO CERTIFY THE NUMBER OF BALLOTS ORDERED FOR A POLLING PLACE/DISTRICT.

### How to Create and Submit Ballot Ordered

1. From the Dashboard, select the “Maintenance” tab and click on “Ballot Ordered” to display the **Ballot Ordered** screen. Until a Ballot Ordered record has been created, the system displays “No Data Found” (Fig. 8-1).

**Figure 8-1 Ballot Ordered**

2. To create Ballot Ordered for a polling place, click the “*Enter Ballot Ordered*” button to display the **Ballot Ordered** data entry screen (Fig. 8-2).

**Figure 8-2 Ballot Ordered – Data Entry screen**

3. Select an “Election/Primary Date” and “Polling Place Name” from the respective dropdown.  
Note: The “Polling Place Name” dropdown defaults to ‘Select Polling Place’ option.
4. Enter the “Number of Ballots Ordered” and “Percentage of Ballots per Voter Ordered.”



# Connecticut Election Management System

5. Enter Historical Information for the last 4 similar elections. As the “Number of Registered Voters” and “Number Checked as Having Voted” are entered, the system will calculate the “Turnout Percentage.” To add rows, click the “+” icon.
6. Once data is entered, click the “**Certify**” button. The system displays an alert message. Select **OK** to save Ballot Ordered details and return to the previous screen, where a summary row will be displayed for the Ballot Ordered record created.
7. To view Ballot Ordered records that have previously been entered for an election, select the election from the dropdown and click the “**Search**” button. The system displays the Ballot Ordered summary rows for that election.
8. To edit a Ballot Ordered record, click the “**Edit**” icon next to the record to be edited. The system will display an alert message. Select **OK** to continue to the **Ballot Ordered** grid, which will be populated with the Ballot Ordered details.
9. After updating the Ballot Ordered details, click the “**Update Certification**” button. The system will display an alert message.
10. To delete a Ballot Ordered record, click the “**Delete**” icon. The system displays an alert message. Select **OK** to delete the record or select **Cancel** to close the pop-up without taking any action.
11. Both the Registrar and the Town Clerk must certify the Ballot Ordered. Either may create the initial Ballot Ordered record for a polling place.
12. If the Town Clerk initially creates and certifies the Ballot Ordered, the system will display a summary row for the Ballot Ordered on the Registrar’s dashboard under “Ballot Ordered Requests” (Fig. 8. 3).

**Figure 8-3 Dashboard - Ballot Ordered Requests**

The screenshot shows the Connecticut Election Management System dashboard. The top navigation bar includes 'Dashboard', 'Candidates', 'Reports', 'Head Moderator's Return', 'View Stats', 'View Question Results', and 'Maintenance'. The user is logged in as 'HCRomer (BERLIN)'. The main content area is titled 'Dashboard' and contains three sections: 'Active Elections', 'Office Requests', and 'Question Requests'. The 'Active Elections' section lists three elections with links for 'Offices List', 'List of Nominees', 'Grids Report', and 'Winners Report'. The 'Office Requests' section is currently empty. The 'Ballot Ordered Requests' section is highlighted with a red box and contains one entry for Mike Sanders, Town Clerk, with a 'View' link. The 'Question Requests' section is also empty.

Election Name	Election Type	Election Category	View
11/21/2016 - test 2	General	State Election	<a href="#">Offices List</a> <a href="#">List of Nominees</a> <a href="#">Grids Report</a> <a href="#">Winners Report</a>
11/14/2016 - Test Election	General	State Election	<a href="#">Offices List</a> <a href="#">List of Nominees</a> <a href="#">Grids Report</a> <a href="#">Winners Report</a>
11/08/2016 - November Presidential Election	General	State Election	<a href="#">Offices List</a> <a href="#">List of Nominees</a> <a href="#">Grids Report</a> <a href="#">Winners Report</a>

Name	Role	File Status	Election	Polling Place Name	Action
Mike Sanders	Town Clerk	Submit to Town	07/26/2016 - Berlin Test	American Legion	<a href="#">View</a>

13. To certify the Ballot Ordered and submit to the state, click “**View.**” Click **OK** to close the alert message and display a pop-up window with the Ballot Ordered that has been certified by the Town Clerk (Fig. 8-4).



Figure 8-4 Ballot Ordered – Submit to State

**Ballot Ordered**

Town: Berlin  
 Election/Primary Date: 07/26/2016 - Berlin Test  
 Polling Place Name: DISTRICT 2-American Legion  
 Number of Ballots Ordered for this Polling Place: 100  
 Percentage of Ballots / Per Voter Ordered for this Polling Place: 50

HISTORICAL INFORMATION			
Year	Number of Registered Voters	Number Checked as Having Voted	Turnout Percentage(%)
2014	200	50	25.00
Other Relevant Factors:			

14. Click the “**Submit to State**” button. An alert message will display. Click **OK** to certify and submit the Ballot Ordered to the state.
15. If the Registrar has initially created and certified the Ballot Ordered, the record will display on the Town Clerk dashboard. The Town Clerk will review, certify, and submit to the state.
16. Either the Registrar or the Town Clerk can edit the most recent Ballot Ordered, regardless of the user who initially created it. Any edit will send an updated record to the appropriate dashboard.
17. To print the *Ballot Ordered* report, select “Ballot Ordered” from the “Reports” screen and click the “**Generate Report**” button. The system will generate a *Ballot Ordered* report.
18. The Registrar of Voters must have assigned at least one polling place to the primary/election before a Ballot Ordered can be created for that election.

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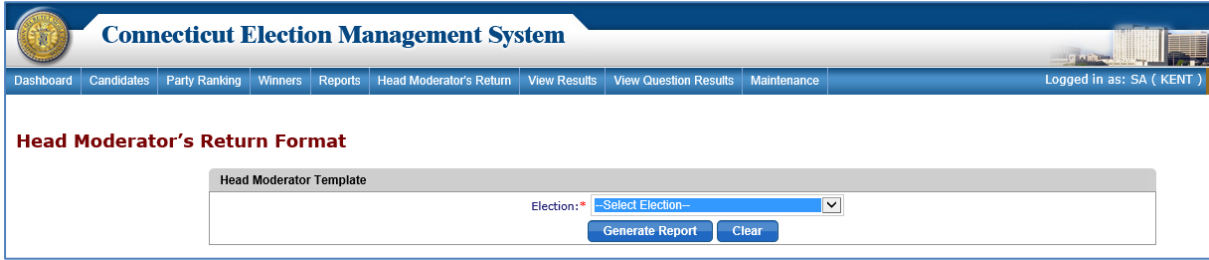
## 9. HEAD MODERATOR’S RETURN BY TOWN FORMAT

**Purpose:** TO ALLOW THE REGISTRAR OF VOTERS OR TOWN CLERK TO GENERATE A HEAD MODERATOR’S RETURN BY TOWN FORMAT. THIS FORM IS A PAPER COPY OF THE HEAD MODERATOR’S RETURN.

### How to Generate the Head Moderator’s by Town Format

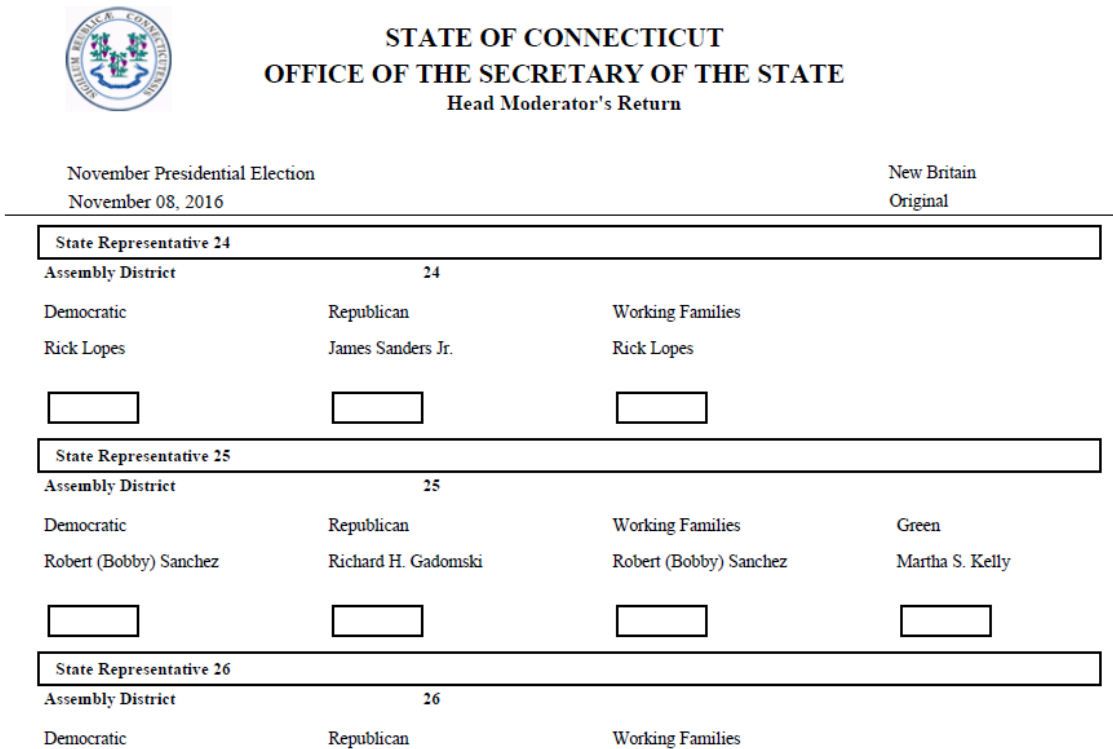
1. From the Dashboard, select the “Reports” tab and click on “Head Moderator’s Return by Town Format” to display the **Head Moderator’s Return Format** screen (Fig. 9-1).

**Figure 9-1 Head Moderator’s Return by Town Format**



2. Select the election and click the “**Generate Report**” button to generate the blank *Head Moderator Return* template with all the Candidates and Offices listed for the selected election in PDF format (Fig.9-2).

**Figure 9-2 Head Moderators Return by Town Format – PDF**



STATE OF CONNECTICUT OFFICE OF THE SECRETARY OF THE STATE Head Moderator's Return			
November Presidential Election		New Britain	
November 08, 2016		Original	
<b>State Representative 24</b>			
Assembly District		24	
Democratic	Republican	Working Families	
Rick Lopes	James Sanders Jr.	Rick Lopes	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>State Representative 25</b>			
Assembly District		25	
Democratic	Republican	Working Families	Green
Robert (Bobby) Sanchez	Richard H. Gadowski	Robert (Bobby) Sanchez	Martha S. Kelly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>State Representative 26</b>			
Assembly District		26	
Democratic	Republican	Working Families	

3. The report can be printed from a configured printer.

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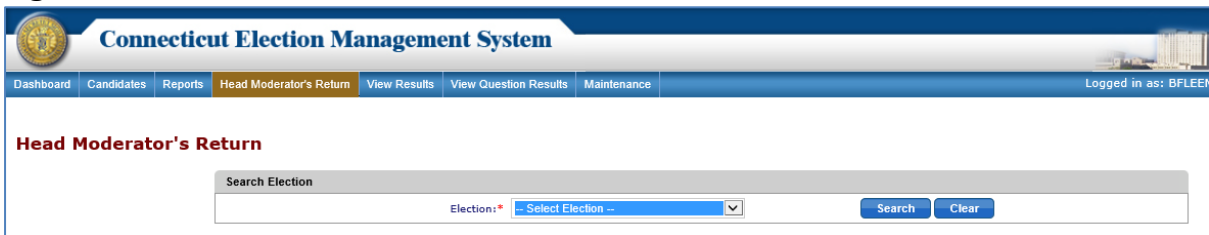
## 10. HEAD MODERATOR'S RETURN

**Purpose:** TO ALLOW THE REGISTRAR TO VIEW THE HEAD MODERATOR'S RETURN.

### How to View the Head Moderator's Return

1. From the Dashboard, select the "Head Moderator's Return" tab to display the **Head Moderator's Return** screen (Fig. 10-1).

**Figure 10-1** Head Moderator's Return screen



2. If returns have previously been entered, a summary row for each return will be displayed. To filter returns by election, select an election from the dropdown and click the "**Search**" button to display the results for the selected election that have been submitted by Head Moderator. Each original and amended return that has been submitted for the selected election will be displayed and available to View (Fig. 10-2).

**Figure 10-2** Returns for a Selected Election



3. To view the results, click on the "**View**" link in the "Actions" section to display a pop-up window that shows the results submitted by the Head Moderator (Fig. 10-3).
4. Click the "**Close**" button to close the pop-up window.



# Connecticut Election Management System

Figure 10-3 Head Moderator's Return Results

**Head Moderator's Return**  
Election: 04/05/2016 - B Test

Status: Pending

DISTRICT 1-Town Hall	Office		Polling Place				Absentee Ballots				Election Day Registration				TOTAL	TOTAL with Unknown Votes
	Registrar - Kent	Tabulator	Write-In	Hand	Total	Tabulator	Write-In	Hand	Total	Tabulator	Write-In	Hand	Total			
Nina Walters (G)	50				50	6			6	3			3	59	62	
Nina Walters (D)	25				25	6			6				0	31	33	
Nina Walters (WF)	20				20	6			6				0	26	27	
Nina Walters (unknown)	6				6				0				0	6	Preview	
Sydney Smith (R)	50				50	6			6				0	56	62	
Sydney Smith (unknown)	6				6				0				0	6	Preview	
Rose Harrison (WF)	50				50				0				0	50		
<b>Total</b>	<b>207</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>207</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>234</b>	<b>279</b>	

Close

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## 11. VIEW STATS

**Purpose:** TO ALLOW THE REGISTRAR TO VIEW AND PRINT THE STATS SUBMITTED BY HEAD MODERATOR.

### How to View and Print Municipal Stats submitted by Head Moderator

1. From the Dashboard, select the "View Stats" tab from Menu Bar to display the **View Stats** screen (Fig. 11-1).

Figure 11-1 View Stats

**View Stats**

Search Election: Election: 03/21/2016 - Berlin Train [Search] [Clear]

Head Moderator Name	Town	Contact#	Election	Status	Date & Time	Original/Amendment	Actions
Blake Cromer	Berlin		03/21/2016 - Berlin Train	Submitted	3/6/2016 3:12:48 PM	Amendment 1	<a href="#">View</a>
Blake Cromer	Berlin		03/21/2016 - Berlin Train	Approved by SOTS	3/6/2016 1:02:54 AM	Original	<a href="#">View</a>

Change page: 1 | Displaying page 1 of 1, items 1 to 3 of 3





# Connecticut Election Management System

2. Select the election and click the **“Search”** button to display the results submitted by the Head Moderator for the selected election.
3. Click the **“View”** link in the **“Actions”** section to display a pop-up window that shows the stats submitted by the Head Moderator (Fig. 11-2).

**Figure 11-2 Stats**

Enter/View Stats



Search Election

Election: \* 06/15/2018 - Test Primary Election

Districts	Names on official check list - Names on Active list and names restored to the Active list on Election Day; also Overseas, Presidential and EDR applicants	Total number of names checked as having voted	Percentage checked as having voted (%)	Number checked as having voted by Machine at the polls	Absentee Ballots			Military			Overseas			Total Electric Day Registra (EDR Issue)	
					Total Absentee Ballots received from Town Clerk for counting.	Total Absentee Ballots rejected at counting	Total Absentee Ballots counted	Total Military (including 45 & 90 days) Absentee Ballots received from Town Clerk for counting.	Total Military (including 45 & 90 days) Absentee Ballots rejected at counting	Total Military (including 45 & 90 days) Absentee Ballots counted	Total Overseas ballots received from Town Clerk for Counting	Total Overseas ballots rejected at counting	Total Overseas ballots counted		
DISTRICT 1-Test	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0
DISTRICT 1-Vance Village School	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

4. The stats may be printed from this screen by right clicking and selecting **“Print.”** Use the scroll bars to view all stats.

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## 12. VIEW QUESTIONS RESULTS

**Purpose:** TO ALLOW THE REGISTRAR TO VIEW THE QUESTIONS RESULTS SUBMITTED BY THE HEAD MODERATOR.

### How to View Questions Results

1. From the Dashboard, select the **“View Question Results”** tab to display **View Questions Results** screen (Fig. 12-1).





# Connecticut Election Management System

Figure 12-1 View Questions Results screen

2. Select the election and click the **“Search”** button to display the Questions Results submitted by Head Moderator in the grid below the “Search Election” section.
3. Click the **“View”** link in the “Actions” section to display a pop-up window that shows the Question Results submitted by Head Moderator (Fig. 12-2).
4. Click the **“Close”** button to close the pop-up.
5. Click on **“Generate Report”** to display a report in PDF format that shows the Questions Results information. The **“Generate Report”** link will not be available until the Head Moderator has submitted results.

Figure-12-2 Question Results

DISTRICT	Polling Place				Absentee Ballots				Election Day Registration				Grand TOTAL
	Tabulator	Write-In	Hand	Total	Tabulator	Write-In	Hand	Total	Tabulator	Write-In	Hand	Total	
DISTRICT 1-District 1 - Smith Middle School													
DISTRICT 2-District 2 - Hebron Avenue School													
DISTRICT 3-District 3 - Hebron Avenue School													
DISTRICT 4-District 4 - Gideon Welles School													
DISTRICT 5-District 5 - Nayaug Elementary School													
DISTRICT 7-District 7 - Academy Building													
DISTRICT 9-District 9 - Hopewell School													
<b>Total</b>	<b>2787</b>	<b>0</b>	<b>0</b>	<b>2787</b>	<b>101</b>	<b>0</b>	<b>0</b>	<b>101</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>2911</b>

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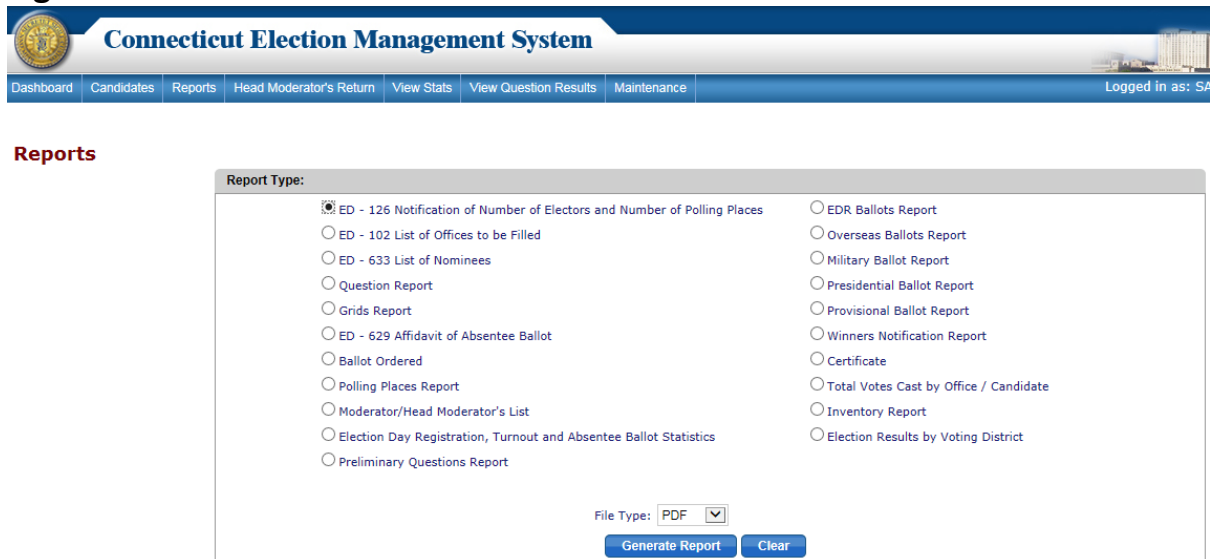
## 13. REPORTS

**Purpose:** TO ALLOW THE REGISTRAR TO GENERATE REPORTS BASED ON THE SELECTION OF ELECTION AND OFFICE. ALL THE REPORTS CAN BE GENERATED IN PDF AND EXCEL FORMAT AND DOWNLOADED TO ANOTHER DEVICE OR PRINTED FROM A CONFIGURED PRINTER.

### How to Generate Reports

1. From the Dashboard, select the “Reports” tab to display the **Reports** screen (Fig. 13-1).

**Figure 13-1**



Below is the list of reports:

- ED – 126 Notification of Number of Electors and Number of Polling Places
- ED – 102 List of Offices to be Filled
- ED – 633 List of Nominees
- Question Report
- Grids Report
- ED – 629 Affidavit of Absentee Ballot
- Ballot Ordered
- Polling Place Report
- Moderator/Head Moderator’s List
- Election Day Registration, Turnout and Absentee Ballot Statistics
- Preliminary Questions Report
- EDR Ballots Report
- Overseas Ballots Report
- Military Ballot Report
- Presidential Ballot Report
- Provisional Ballot Report
- Winners Notification Report
- Certificate
- Total Votes Cast by Office / Candidate
- Inventory Report
- Election Results by Voting District

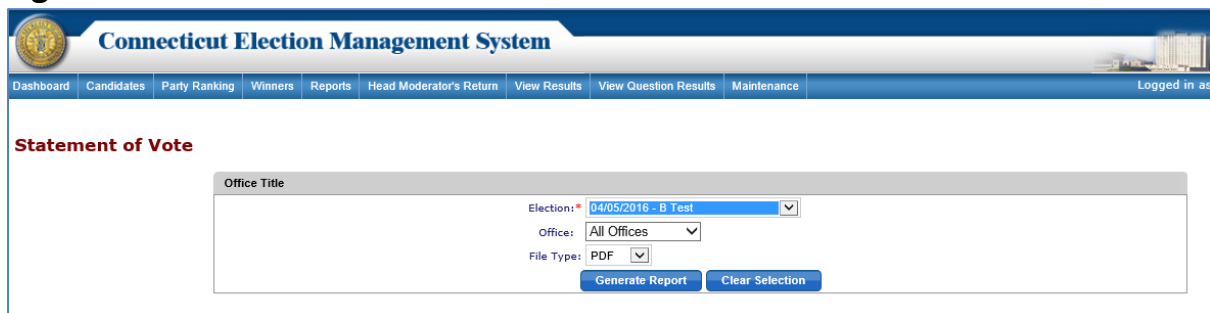


2. In order to generate the reports related to results, the Head Moderator’s Return, Stats and Question Results must have been approved/accepted.
3. In order to generate the reports related to the winners, the winners must have been announced.
4. Select the report by clicking the radio button beside the desired report. If the report selected is specific to election or office, dropdowns will be enabled to select the election and/or offices.
5. Click the “**Generate Report**” button to generate the report.
6. Reports can be generated only for the statistics/results for the town in which the Registrar is logged in.

### How to Generate a *Statement of Vote*

1. To generate a *Statement of Vote*, select the “Reports” tab from the Dashboard and click on “Statement of Vote.” The **Statement of Vote** screen will display (Fig. 13-2).

**Figure 13-2 Statement of Vote screen**

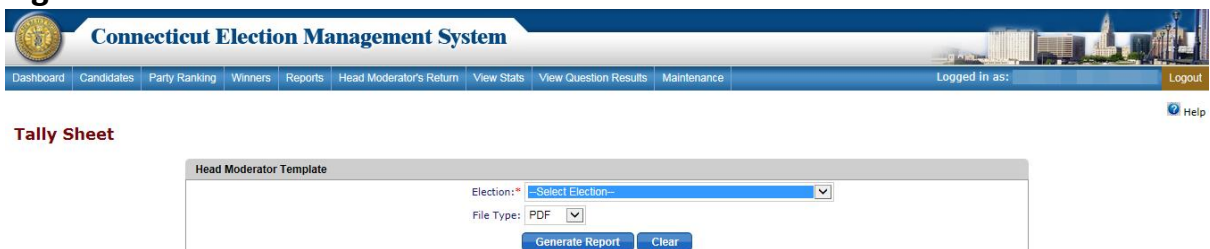


2. Select the Election, Office(s), and File Type from the respective dropdowns and click the “**Generate Report**” button.
3. The system will generate the *Statement of Vote* for the selected election and office(s).

### How to Generate a Tally Sheet

1. To generate a *TALLY SHEET*, which can be printed and used for manual data entry at polling places, select the “Reports” tab from the Dashboard and click on “TALLY SHEET” The **TALLY SHEET** screen will display (Fig. 13-3).

**Figure 13-3 TALLY SHEET**



2. Select the Election from the dropdown and click the “**Generate Report**” button.



# Connecticut Election Management System

- A user may generate the blank Head Moderator Return with all the Candidates & Offices listed for an Election in a PDF; the user will print the form and votes will be manually entered (Fig. 13-3).

## 4. Figure 13-3 – sample output TALLY SHEET

HeadModeratorsBlankReturn.pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 1 / 15 75% [Icons] Tools Fill & Sign Comment

Sign In

▼ Export PDF

Adobe ExportPDF  
Convert PDF files to Word or Excel online.

Select PDF File:  
HeadModeratorsBlankRetur...  
1 file / 87 KB

Convert To:  
Microsoft Word (\*.docx)

Recognize Text in English(U.S.)  
Change

Convert

► Create PDF

► Edit PDF

► Send Files

► Store Files

Connecticut Secretary of State, Elections Division  
Town of Tolland, Connecticut  
Head Moderator Return Format

State Election  
January 15, 2015 Page 1 of 15

Polling place Name: DISTRICT 2-Tolland Senior Center

	Polling Place				Absentee Ballots				Election Day Registration				TOTAL	TOTAL with Unknown Votes	
	Tabulator	Write-In	Hand	Total	Tabulator	Write-In	Hand	Total	Tabulator	Write-In	Hand	Total			
<b>State Senator 35</b>															
Tony Guglielmo (Rep)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Peats (Wor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Representative in Congress 02</b>															
Lori Hopkins-Cavanaugh (Rep)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Courmay (Dem)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paul Walker (Dem)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Courtney (Wor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### How to Generate a Moderator's Return form

- To generate a *Moderator's Return*, select the "Reports" tab from the Dashboard and click on "Moderator's Return." The **Moderator's Return** will display as a fillable PDF (Fig. 13-4).
- Enter the information to prepare the form for printing. The form can be printed and distributed for use in polling places. This is a stand-alone form; that is, when information is entered in the fields on this form, the information does NOT populate any fields in the Election Management System.



Figure 13-4 Moderator's Return

1 / 25

## MODERATOR'S RETURN

Enter your town's information here to prepare the Moderator's Return for printing.

Town Name:

Voting District:

Polling Place:

Election Date:

Election Type:

Moderator's Return Type:  Central Count Return  
 Polling Place Return (No Absentees)  
 Polling Place Return (With Absentees)

Delivery of Tabulator and Ballots:  Delivered by Registrars  
 Delivered by Election Officials  
 Delivered by Police Officer

Pollworker Sheets:  Use Recommended Form  
 Prefer to make own sheets for training and oath (must be filed separately with Town Clerk)

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## 14. MAINTAIN INVENTORY

**Purpose:** TO ALLOW THE REGISTRAR TO ADD/MAINTAIN INVENTORY FOR A TOWN BASED ON THE ELECTION. ONCE SUBMITTED, THE USER CAN GENERATE A MAINTAIN INVENTORY REPORT FROM THE REPORTS TAB.

### How to Maintain Inventory

1. From the Dashboard, select the “Maintenance” tab and click on “Maintain Inventory” to display the **Maintain Inventory** screen. Until inventory has been added, the system displays “No Data Found” (Fig. 14-1).

Figure 14-1 Maintain Inventory screen

The screenshot shows the 'Maintain Inventory' screen in the Connecticut Election Management System. At the top, there is a navigation bar with tabs: Dashboard, Candidates, Reports, Head Moderator's Return, View Results, View Question Results, and Maintenance. The user is logged in as 'SBRADLEY'. Below the navigation bar, the page title is 'Maintain Inventory'. There is a search bar labeled 'Search Election' with a dropdown menu showing 'Election: -- Select Election --' and buttons for 'Search' and 'Clear'. Below the search bar is a table with columns: 'Town Clerk Name', 'Town Clerk Contact Number', 'Election', and 'Actions'. The table contains one row with the text 'No Data Found'. At the bottom right of the table area is an 'Add Inventory' button.

2. To display inventory previously entered, select the election and click the “**Search**” button. The system displays any inventory matching the search criteria.
3. Click the “**Add Inventory**” button to display the Maintain Inventory data entry screen (Fig. 14-2).
4. Figure 14-2 Maintain Inventory – Data Entry screen

The screenshot shows the 'Maintain Inventory' data entry screen. It features a form with the following fields: 'Election Name' (dropdown menu showing '04/05/2016 - B Test'), 'Search Moderator' (text input), and 'Add' button. Below these are several input fields for: '# of Chairs', '# of Tables', '# of Voting Machine', '# of Privacy Booth', 'Emergency Contact Name', 'Emergency Contact Number' (three separate input boxes), 'Polling Place Name' (dropdown menu showing 'DISTRICT 137-1-Marvin School'), 'Polling Place Phone' (three separate input boxes), 'Building Supervisor Name', 'Building Supervisor Phone Number' (three separate input boxes), 'Room Type' (dropdown menu showing 'GYM'), 'Telephone Machine' (radio buttons for Yes/No), 'Internet Access' (radio buttons for Yes/No), 'Power Supply' (radio buttons for Yes/No), and 'Emergency Power Supply' (radio buttons for Yes/No). At the bottom right of the form are 'Add Inventory' and 'Cancel' buttons.



5. Select the Election from the “Election Name” dropdown. Select the Moderator(s), using the type ahead option, and click the “**Add**” button. The system displays the Moderator and contact number below the search field.
6. Enter the inventory details and click the “**Add Inventory**” button. An alert message will display.
7. Select **OK** to add the inventory record and display the **Maintain Inventory** screen (Fig. 14-3).

**Figure 14-3 Maintain Inventory screen - with Summary Row**

Town Clerk Name	Town Clerk Contact Number	Election	Actions
Susan Bradley	555-555-5555	04/05/2016 - B Test	

8. To view the inventory, click the “**View**” icon.
9. To edit the inventory, click the “**Edit**” icon to display the **Maintain Inventory** screen. The data entry fields will be populated with information for the polling place inventory.
10. After updating the details, click the “**Update**” button. The system will display an alert message.
11. To delete the inventory, click the “Delete” icon. The system will display an alert message. Select **OK** to delete the inventory or select **Cancel** to go back to the **Maintain Inventory** screen.

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