
Connecticut Election Management System

Registrar User Manual

Version 1.0

March 11, 2016





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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

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

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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.**

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**



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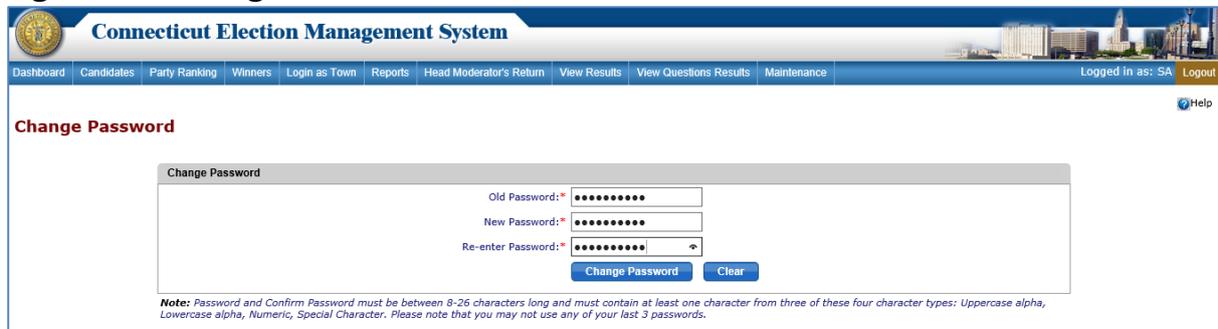
How to Log In

1. Enter the URL "CTEMS.SOS.CT.GOV" 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.

NOTES: _____

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).

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

Report a Problem

Subject:

Town:

Name: *

Phone Number: *

Attachment:

Please enter your name, phone number and email address so we may contact you

Message: *

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.

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



1. The Dashboard will display two sections: “Active Elections” and “Office 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. The offices which have been requested by the Town Clerk will be displayed under the “Office Requests” section.

NOTES: _____

4. MAINTAIN POLLING PLACE

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

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

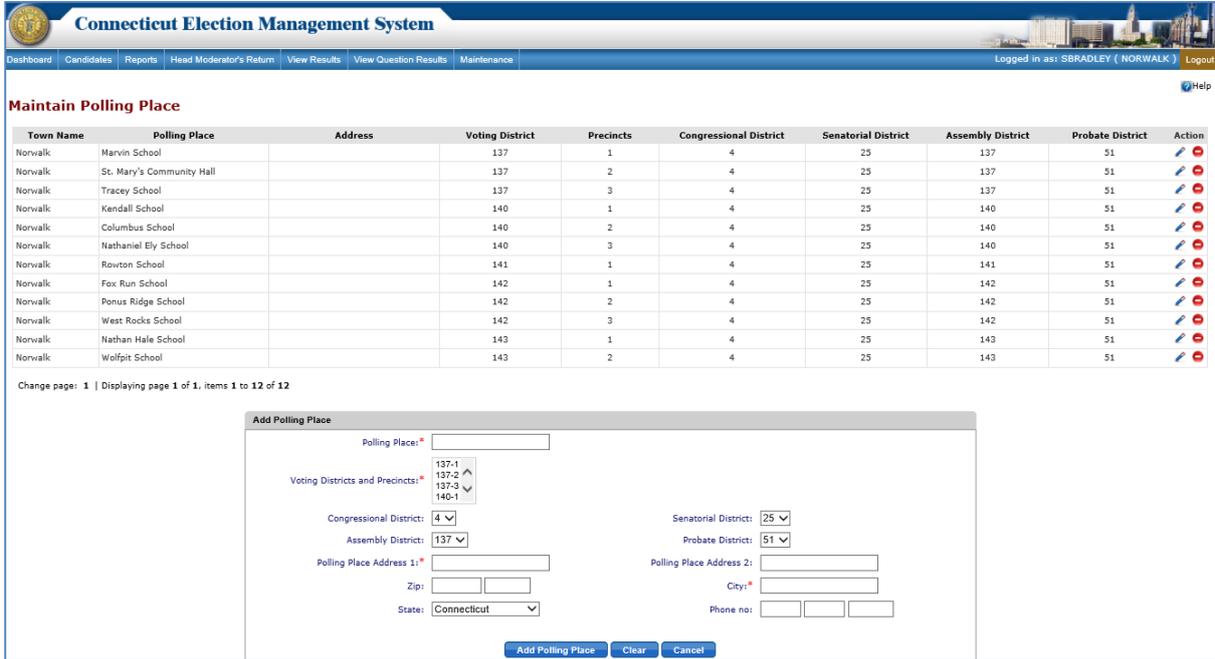
1. From the Dashboard, select the “Maintenance” tab and click on “Maintain Polling Place” to display the **Maintain Polling Place** screen (Fig. 4-1).

Figure 4-1 Maintain Polling Place



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	Rovton School		141	1	4	25	141	51	 
Norwalk	Fox Run School		142	1	4	25	142	51	 
Norwalk	Penus 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:

Congressional District:

Senatorial District:

Assembly District:

Probate District:

Polling Place Address 1:

Zip:

State:

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.

NOTES: _____

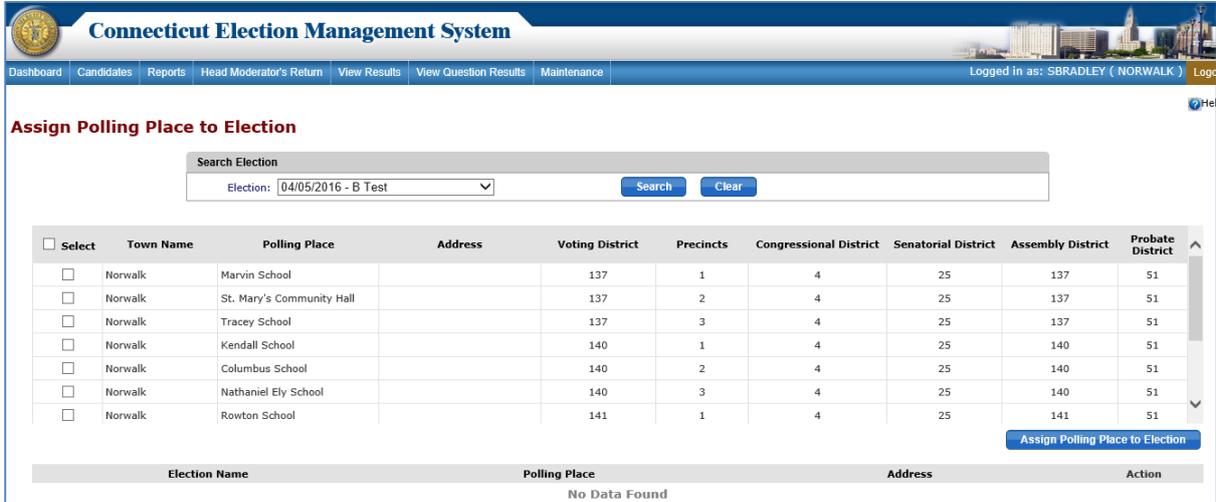
5. ASSIGN POLLING PLACE TO ELECTION

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

How to Assign Polling Places to an Election

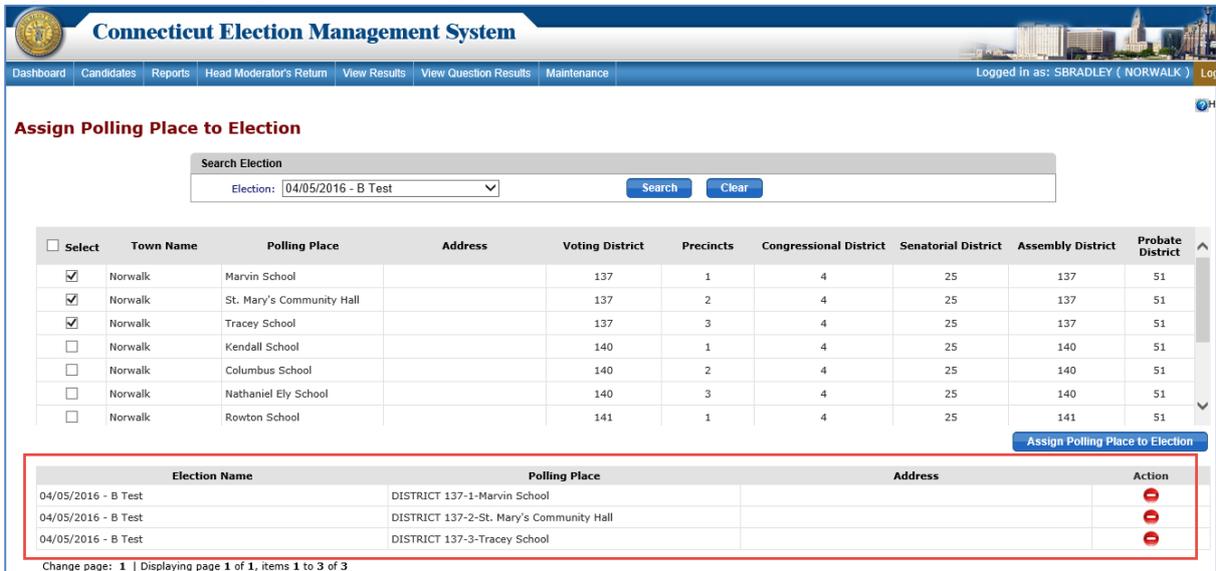
1. From the Dashboard, select the “Maintenance” tab and click on “Assign Polling Place to Election” to display the **Assign Polling Place to Election** screen (Fig. 5-1).

Figure 5-1 Assign Polling Place to Election screen



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. Click the **“Assign Polling Place to Election”** button. The system displays an alert message.
5. 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



6. 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.
5. 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 in order to maintain its previous election history.

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6. 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

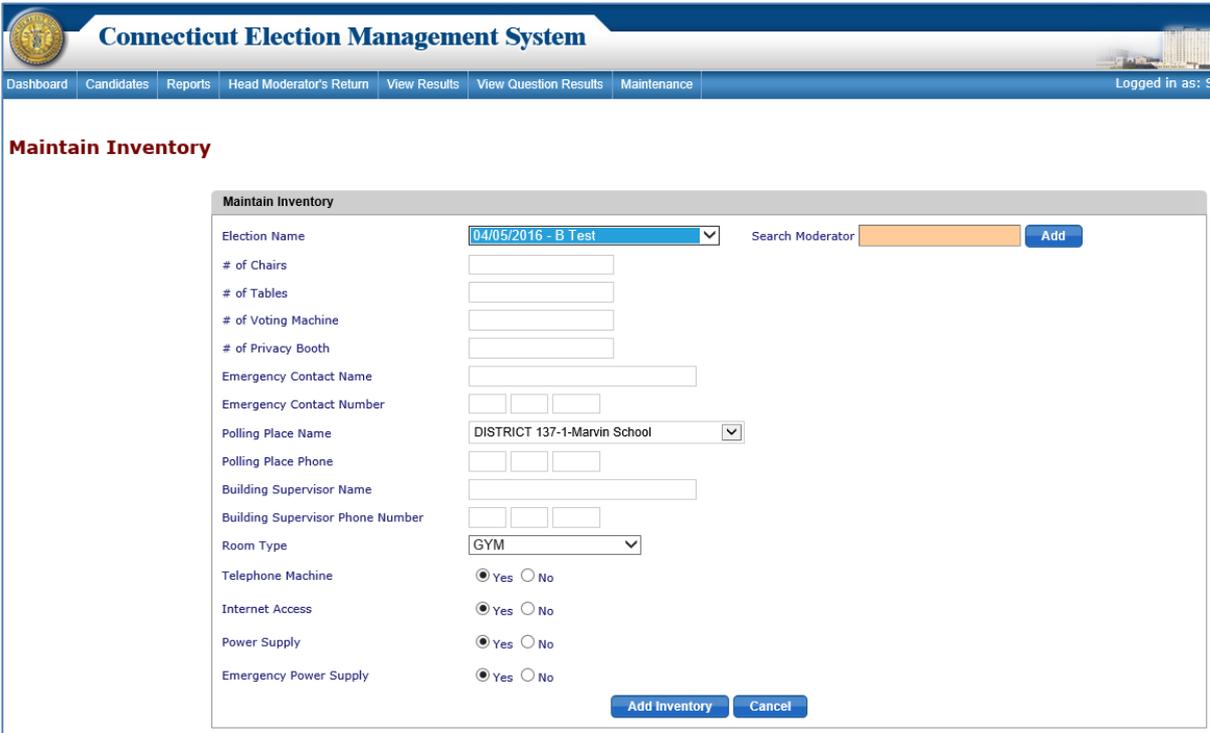
1. From the Dashboard, select the “Maintenance” tab and click on “Maintain Inventory” to display the **Maintain Inventory** screen. Until inventory has been added, the system displays “No Data Found” (Fig. 6-1).

Figure 6-1 Maintain Inventory screen



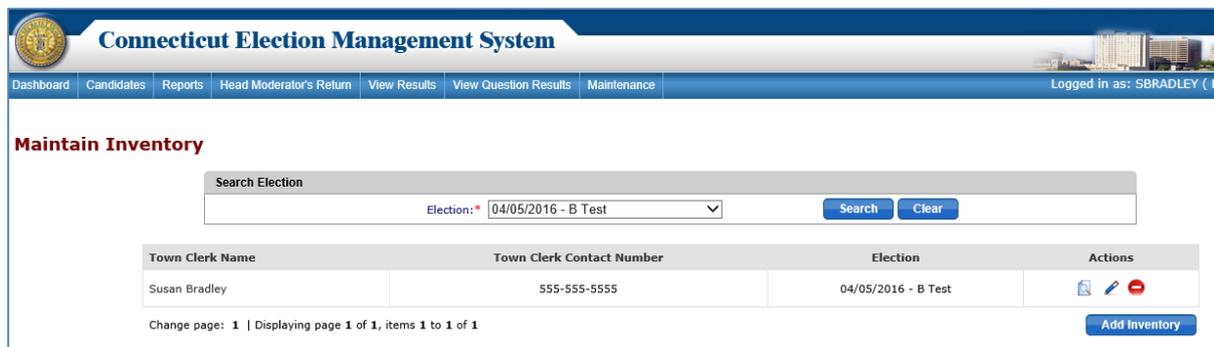
2. To display inventory previously entered, select the election and click the **“Search”** button. The system displays any inventory matching the search criteria.
3. Click the **“Add Inventory”** button to display the **Maintain Inventory** data entry screen (Fig. 6-2).

Figure 6-2 Maintain Inventory – Data Entry screen



4. 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.
5. Enter the inventory details and click the **“Add Inventory”** button. An alert message will display.
6. Select **OK** to add the inventory record and display the **Maintain Inventory** screen (Fig. 6-3).

Figure 6-3 Maintain Inventory screen - with Summary Row



7. To view the inventory, click the **“View”** icon.
8. 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.
9. After updating the details, click the **“Update”** button. The system will display an alert message.
10. 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.

NOTES: _____

7. 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

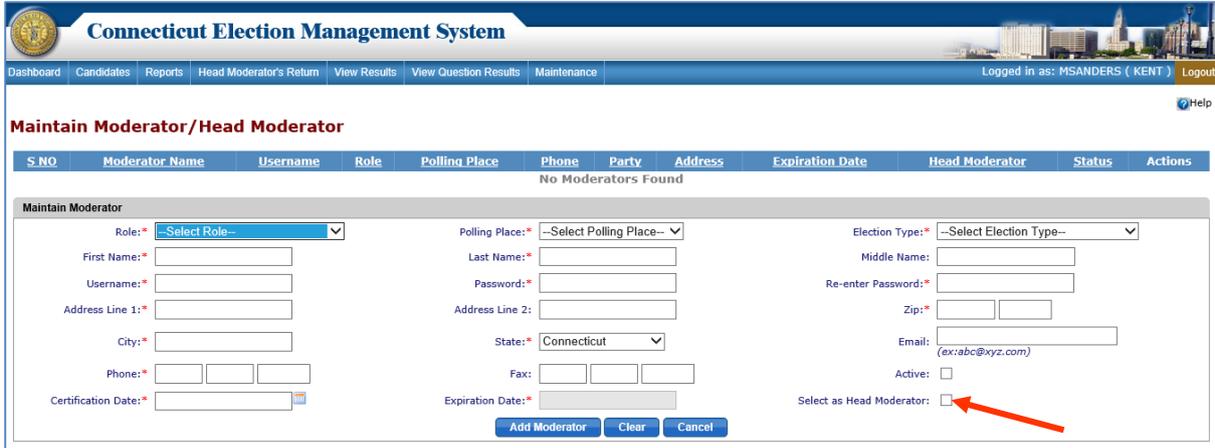
1. From the Dashboard, select the **“Maintenance”** tab and click on **“Maintain Moderator/Head Moderator”** to display the **Maintain Moderator/Head Moderator** screen. The system displays **“No Moderators Found”** until a Moderator has been added (Fig. 7-1).

Figure 7-1 Maintain Moderator/Head Moderator screen



2. To add a moderator, click the “**Add Moderator**” button.
3. The **Maintain Moderator/Head Moderator** data entry screen will display (Fig. 7-2).

Figure 7-2 Maintain Moderator/Head Moderator – Data Entry screen



No Moderators Found

Maintain Moderator

Role: *
 Polling Place: *
 Election Type: *

First Name: *
 Last Name: *
 Middle Name:

Username: *
 Password: *
 Re-enter Password: *

Address Line 1: *
 Address Line 2:
 Zip: *

City: *
 State:
 Email:

Phone: *
 Fax:
 Active:

Certification Date: *
 Expiration Date: *
 Select as Head Moderator:

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. 7-2).
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. 7-3).

Figure 7-3 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

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.

NOTES: _____

8. 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. 8-1).

Figure 8-1 View Candidate(s)

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. 8-2).

Figure 8-2 View Candidates – Search Results

View Candidate(s)

Search Candidate

Election: 04/05/2016 - B Test Office: Registrar - Kent

Party: -- Select 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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9. CERTIFICATION OF 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 a Certification of Ballot Ordered

1. From the Dashboard, select the “Maintenance” tab and click on “Certification of Ballot Ordered” to display the **Certification of Ballot Ordered** screen. Until a Certification of Ballot Ordered has been created, the system displays “No Data Found” (Fig. 9-1).

Figure 9-1 Certification of Ballot Ordered

Certification of Ballot Order

Search Election

Election: * -- Select Election --

Name	Role Type	Contact Number	Election	Polling Place Name	Action
No Data Found					

2. To create a Certification of Ballot Ordered, click the “**Enter Certification of Ballot Ordered**” button to display the **Certification of Ballot Ordered** data entry screen (Fig. 9-2).



Figure 9-2 Certification of Ballot Ordered – Data Entry screen

Certification of Ballot Order

Town: Norwalk

Election/Primary Date:

Polling Place Name:

Number of Ballots Ordered for this Polling Place:

Percentage of Ballots / Per Voter Ordered for this Polling Place:

HISTORICAL INFORMATION				
Year	Number of Registered Voters	Number Checked as Having Voted	Turnout Percentage(%)	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Other Relevant Factors:

3. Select an “Election/Primary Date” and “Polling Place Name” from the respective dropdown.
4. Enter the “Number of Ballots Ordered” and “Percentage of Ballots per Voter Ordered.”
5. Enter Historical Information for the last 4 similar elections. As the “Number of Registered Voters” and “Number Checked as Having Voted” is 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 the Ballot Ordered record details, or select **Cancel** to go back to the previous screen without taking any action.
7. To view a Ballot Ordered record that has previously been entered for an election, select the election and click the “**Search**” button. The system displays the Certification of Ballot Ordered summary row for that election.
8. To edit the 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 **Certification of Ballot Ordered** grid.
9. After updating the Ballot Ordered details, click the “**Update**” button. The system will display an alert message. Select **OK** to update the Ballot Ordered details.
10. To print the *Certification of Ballot Ordered* report, select “Certification of Ballot Ordered” from the “Reports” tab and click the “**Generate Report**” button. The system will generate a *Certification of Ballot Ordered* report.
11. 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.
12. The Registrar of Voters must have assigned at least one polling place to the primary/election before this form can be created.
13. Both the Registrar and the Town Clerk must certify the Ballot Ordered.



NOTES: _____

10. HEAD MODERATOR'S RETURN TEMPLATE

Purpose: TO ALLOW THE REGISTRAR OF VOTERS OR TOWN CLERK TO GENERATE A HEAD MODERATOR'S TEMPLATE. THIS FORM IS A PAPER COPY OF THE HEAD MODERATOR'S RETURN. NAMES OF CANDIDATES WILL BE IN THE SAME ORDER AS THE TAPES FOR EASY DATA ENTRY.

How to Generate the Head Moderator's Template

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

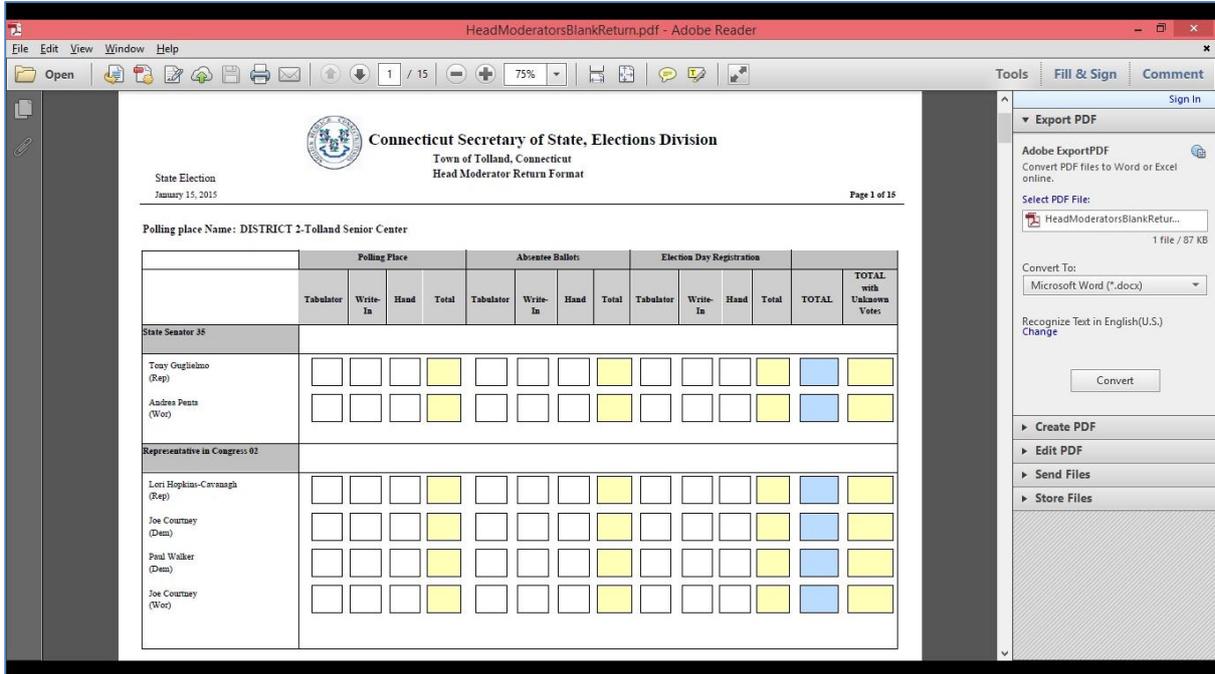
Figure 10-1 Head Moderator's Return Format screen

The screenshot shows the 'Head Moderator's Return Format' screen. At the top, there is a navigation bar with the following tabs: Dashboard, Candidates, Party Ranking, Winners, Reports, Head Moderator's Return, View Results, View Question Results, and Maintenance. The user is logged in as 'SA (KENT)'. The main content area is titled 'Head Moderator's Return Format' and contains a form with the following elements:

- A label 'Head Moderator Template' above a large empty text area.
- A dropdown menu labeled 'Election: *' with the text '--Select Election--' and a downward arrow.
- Two buttons: 'Generate Report' and 'Clear'.

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.10-2).

Figure 10-2 Head Moderators Return Format - PDF



3. The report can be printed from a configured printer.
4. The votes will be manually entered by the Polling Place Moderator and duly signed.

NOTES: _____

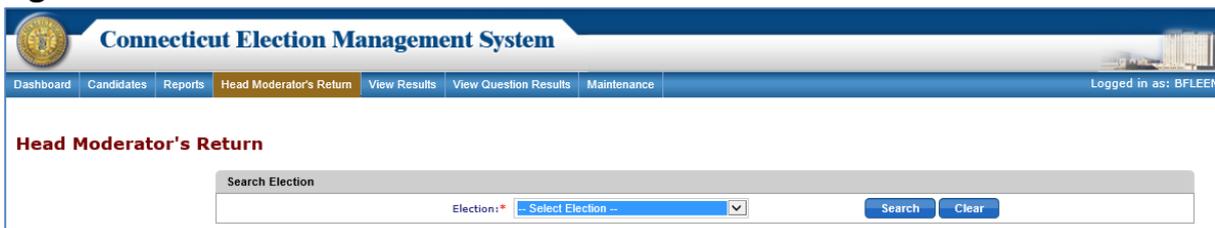
11. HEAD MODERATOR'S RETURN

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. 11-1).

Figure 11-1 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



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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. 11-2).

Figure 11-2 Returns for a Selected Election

Head Moderator's Return

Search Election: Election: 12/30/2015 - Glastonbury State Election [Search] [Clear]

Results by Town:

Head Moderator Name	Town	Contact#	Election	Status	Date & Time	Original/Amendment	Actions
[Redacted]	Glastonbury		12/30/2015 - Glastonbury State Election	Requested	1/18/2016 1:52:22 PM	Request Granted	
[Redacted]	Glastonbury		12/30/2015 - Glastonbury State Election	Submitted	1/11/2016 4:32:02 PM	Amendment 2	View Generate Report
[Redacted]	Glastonbury		12/30/2015 - Glastonbury State Election	Submitted	1/9/2016 6:16:19 PM	Amendment 1	View Generate Report
[Redacted]	Glastonbury		12/30/2015 - Glastonbury State Election	Approved by SOTS	12/16/2015 1:36:05 PM	Original	View Generate Report

Change page: 1 | Displaying page 1 of 1, items 1 to 4 of 4

Results by District:

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

- 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. 11-3).
- Click the “**Close**” button to close the pop-up window.

Figure 11-3 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	
Total	207	0	0	0	207	24	0	0	24	3	0	0	3	234	279

[Close](#)



Connecticut Election Management System

NOTES: _____

12. 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. 12-1).

Figure 12-1 View Stats

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	View
Blake Cromer	Berlin		03/21/2016 - Berlin Train	Approved by SOTS	3/6/2016 1:02:54 AM	Original	View

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. 12-2).

Figure 12-2 Stats

Districts	Names on Official Check List (Active)	Number Checked as Having Voted	Percentage Checked as Having Voted (%)	Absentee Ballots			Military			Presidential			Pr	
				Total Issued	Total Rejected	Total Counted	Total Issued	Total Rejected	Total Counted	Total Issued	Total Rejected	Total Counted		
DISTRICT 1-District 1 - Smith Middle School	4801	3176	66.15	170	9	161	0	0	0	0	0	0	0	0
DISTRICT 2-District 2 - Hebron Avenue School	270	173	64.07	11	0	11	0	0	0	0	0	0	0	0
DISTRICT 3-District 3 - Hebron Avenue School	836	598	71.53	30	0	30	0	0	0	0	0	0	0	0
DISTRICT 4-District 4 - Gideon Welles School	2626	1788	68.09	80	2	78	0	0	0	0	0	0	0	0
DISTRICT 5-District 5 - Nayaug Elementary School	3476	2349	67.58	125	4	121	0	0	0	0	0	0	0	0
DISTRICT 7-District 7 - Academy Building	4516	3174	70.28	235	3	232	0	0	0	0	0	0	0	0
DISTRICT 9-District 9 - Hopewell School	4435	3149	71.00	160	1	159	0	0	0	0	0	0	0	0

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



NOTES: _____

13. 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. 13-1).

Figure 13-1 View Questions Results screen

The screenshot shows the 'View Questions Results' screen. At the top, there is a navigation menu with tabs: Dashboard, Candidates, Party Ranking, Winners, Reports, Head Moderator's Return, View Results, View Question Results, and Maintenance. The user is logged in as SA (GLASTONBURY). Below the navigation is a search bar labeled 'Search Election' with a dropdown menu for 'Election:' and buttons for 'Search' and 'Clear'. The main content area is titled 'Results by Town:' and contains a table with the following data:

Head Moderator Name	Contact#	Election	Status	Date & Time	Original/Amendment	Actions
Kim McClain		12/30/2015 - Glastonbury State Election	Requested	1/11/2016 4:33:51 PM	Request Granted	
Kim McClain		12/30/2015 - Glastonbury State Election	Submitted	12/16/2015 4:23:23 PM	Original	View Generate Report

At the bottom of the page, it says 'Change page: 1 | Displaying page 1 of 1, items 1 to 2 of 2'.

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. 13-2).
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.



Connecticut Election Management System

Figure-13-2 Question Results

Connecticut Election Management System

View Questions Results

Election: 12/30/2015 - Glastonbury State Election

DISTRICT 1-District 1 - Smith Middle School	Polling Place				Absentee Ballots				Election Day Registration				Grand TOTAL
	Tabulator	Write-In	Hand	Total	Tabulator	Write-In	Hand	Total	Tabulator	Write-In	Hand	Total	
Shall the Constitution of the State be amend to remove restrictions concerning absentee ballots and to permit a to vote with appearing at a polling place on the day of an election?													
Yes	1365	0	0	1365	26	0	0	26	6	0	0	6	1397
No	1407	0	0	1407	70	0	0	70	15	0	0	15	1492
Shall the revenue be collected every year?													
Yes	10	0	0	10	3	0	0	3	1	0	0	1	14
No	5	0	0	5	2	0	0	2	1	0	0	1	8
Total	2787	0	0	2787	101	0	0	101	23	0	0	23	2911

Close

NOTES: _____

14. 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. 14-1).



Figure 14-1

Connecticut Election Management System

Dashboard Candidates Party Ranking Winners Reports Head Moderator's Return View Results View Question Results Maintenance Logged in as: SA (K)

Reports

Report Type:

- Notification of Number of Electors and Number of Polling Places
- List of Offices to be Filled
- List of Nominees
- Question Report
- Grids Report
- Affidavit of Absentee Ballot
- Certification of Ballot Order
- Polling Places Report
- Moderator/Head Moderator's List
- Election Day Registration, Turnout and Absentee Ballot Statistics
- 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

File Type: PDF

Generate Report Clear

Below is the list of reports:

- Notification of Number of Electors and Number of Polling Places
- List of Offices to be Filled
- List of Nominees
- Question Report
- Grids Report
- Affidavit of Absentee Ballot
- Certification of Ballot Ordered
- Polling Place Report
- Moderator/Head Moderator's List
- Election Day Registration, Turnout and Absentee Ballot Statistics
- 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. 14-2).

Figure 14-2 Statement of Vote screen

Statement of Vote

Office Title

Election: 04/05/2016 - B Test

Office: All Offices

File Type: PDF

Generate Report Clear Selection

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).

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