

Elections Management System Handbook

NOVEMBER 2012 EDITION

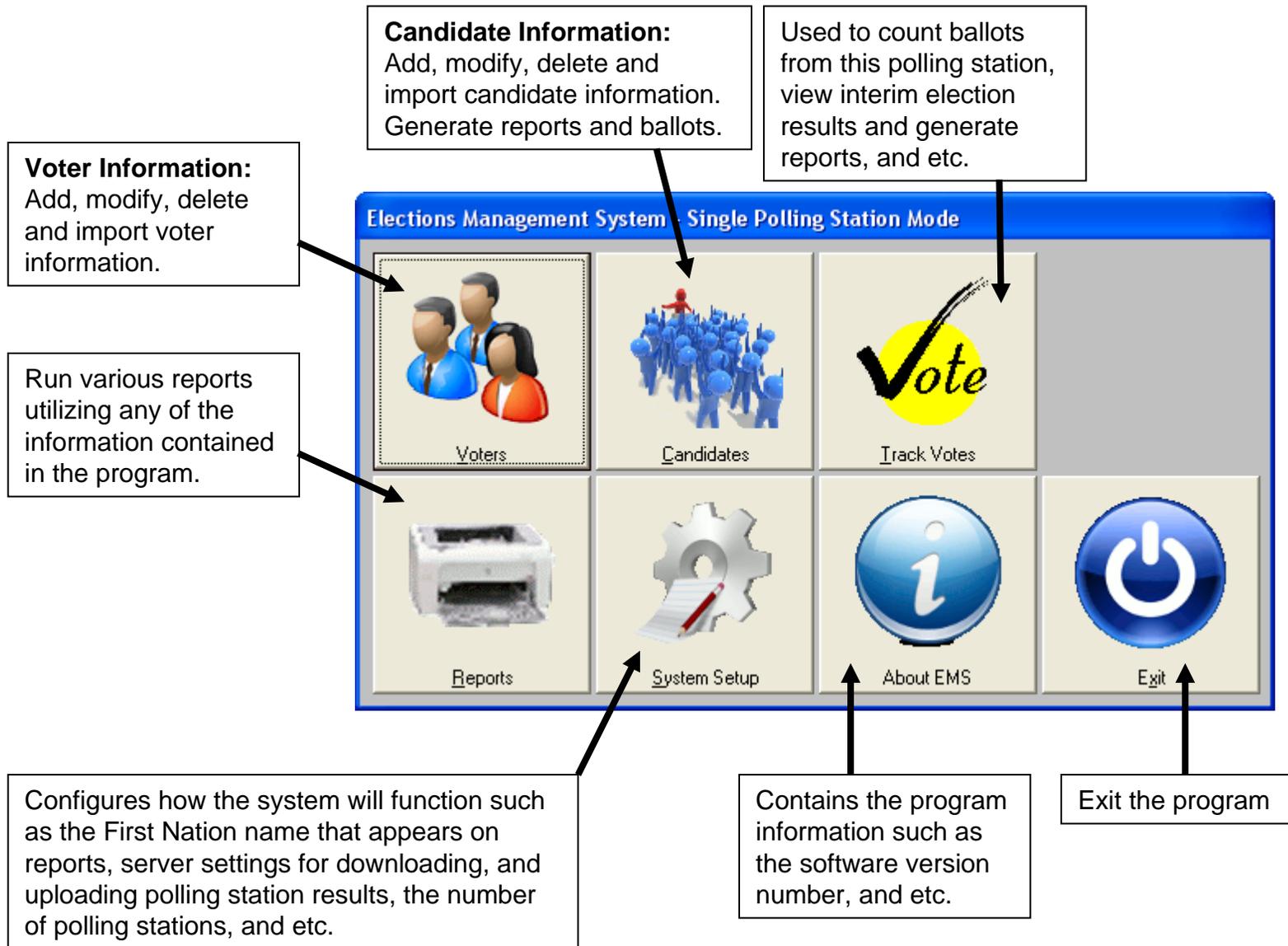
Security

Access to the system is controlled through a password that grants you access to the program. There is a password for “Master” mode and different password for “Polling Station” mode which will enable and/or disable certain features of the program.



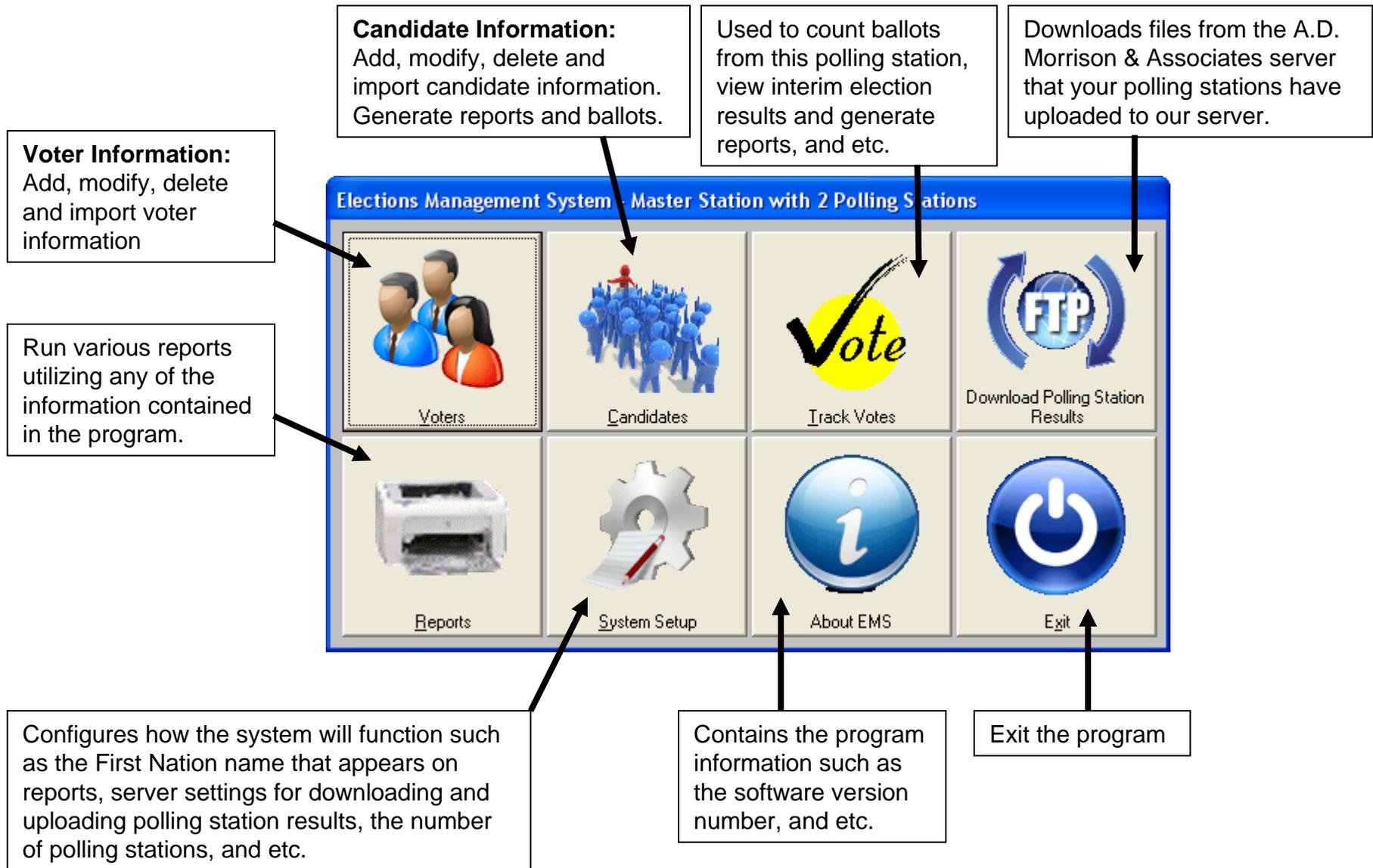
Main Screen – Single Polling Station Mode

The main screen contains all the functions that you can use based on the password you used to log in to the system.



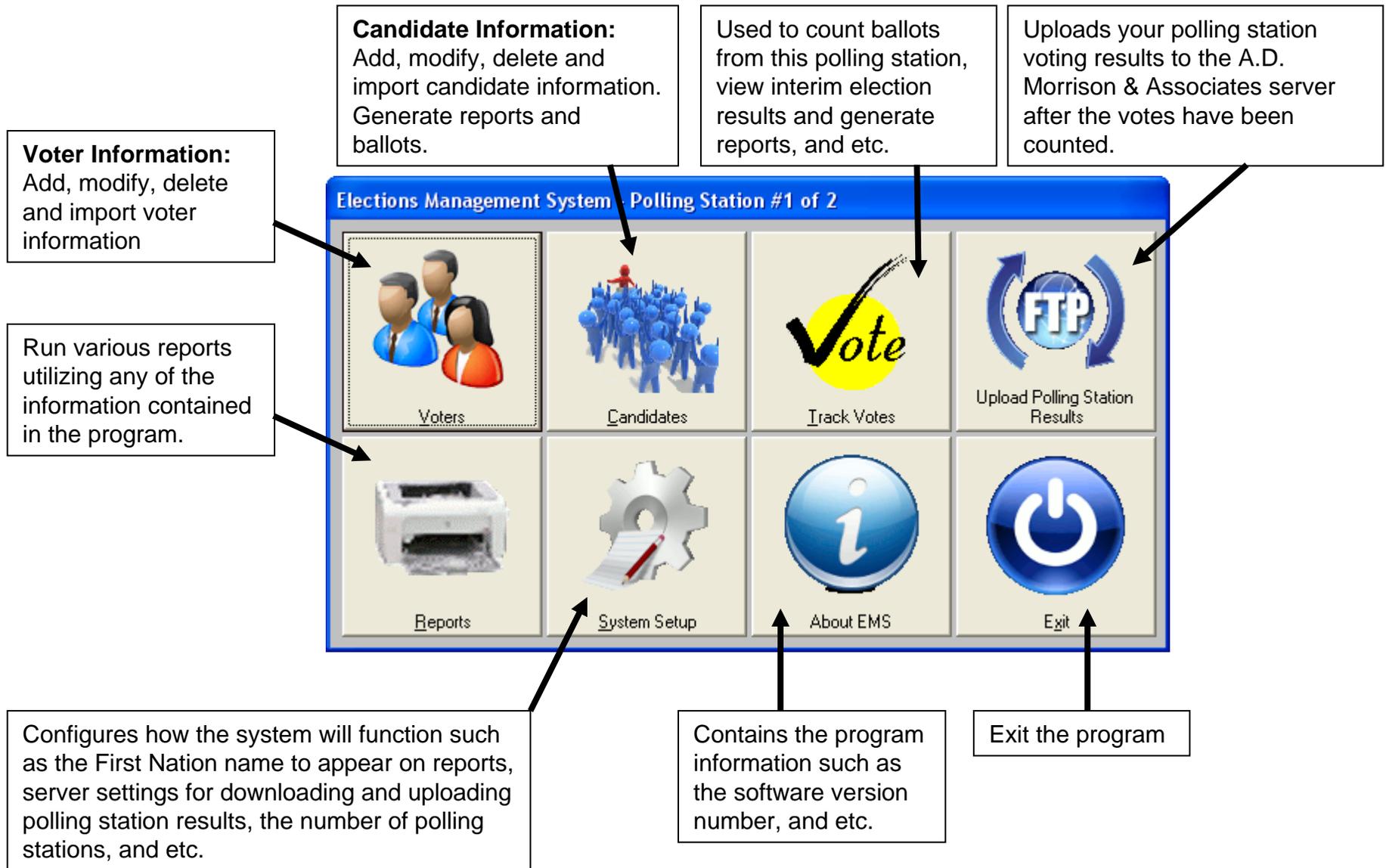
Main Screen – Master Station Mode (for sites with at least two polling stations)

The main screen contains all the functions that you can use based on the password you used to login to the system.



Main Screen – Polling Station Mode

The main screen contains all the functions that you can use based on the password you used to login to the system.



Voters

This screen allows you to manually add, edit, or delete voters, make a voter a candidate, produce mailing labels for voters, import voters from an external source, reset the flags that keep track of who has voted, and activate the barcode scanner for scanning voter information cards.

The screenshot shows the 'Voters List' application window. At the top is a table listing voters. Below the table is a 'Voter's Details' form for the selected voter, Mavis Wanda Apple. To the right of the details are several action buttons: Add New Record, Edit This Record, Delete Record, Add To Candidates, Mailing Labels, Import Data, Reset Voters, and Activate. A 'Close' button is at the bottom left.

Callout boxes provide the following descriptions:

- Voter information details:** Points to the 'Voter's Details' form.
- List of all the voters on file:** Points to the table of voters.
- Add, Edit or Delete Voters:** Points to the 'Add New Record', 'Edit This Record', and 'Delete Record' buttons.
- Add the highlighted voter to the Candidates list:** Points to the 'Add To Candidates' button.
- Activate the optional barcode scanner to scan voter information cards to track who has voted:** Points to the 'Activate' button.
- Reset the "Has Voted" flag for every voter:** Points to the 'Reset Voters' button.
- Import voters from various external sources:** Points to the 'Import Data' button.
- Produce mailing labels for voters:** Points to the 'Mailing Labels' button.

	First Name	Middle Name	Last Name	Address Line 1	Address Line 2	City	Province	Postal Code	Date Of Birth	Region
▶	Mavis	Wanda	Apple	123 Sugar Lane		Anywhere	ON	A1A 1A1	Mar 16, 1955	A1A 1A1
	Fred		Bird	1 Sesame St.		Anywhere	ON	A1A 1A1	Jul 30, 1970	A1A 1A1
	Joey		Bird	1 Sesame St.		Anywhere	ON	A1A 1A1	Feb 16, 1990	A1A 1A1
	Alex		Cheap	1 Penny Pinch Place		Anywhere	ON	A1A 1A1	Dec 25, 1943	A1A 1A1
	Aline		Chretien	R.R. #1000		Anywhere	ON	A1A 1A1	Mar 16, 1943	A1A 1A1
	Jean		Chretien	R.R. #1000		Anywhere	ON	A1A 1A1	Jan 03, 1940	A1A 1A1
	Bill		Clinton	R.R. #3		Arkona	ON	P1A 0G2	Feb 07, 1948	P1A 0G2
	Chelsea		Clinton	R.R. #3		Arkona	ON	P1A 0G2	Aug 21, 1980	P1A 0G2

Voter's Details

First Name: Mavis
Middle Name: Wanda
Last Name: Apple
Mailing Address: 123 Sugar Lane
City: Anywhere
Province: ON **Postal Code:** A1A 1A1
Telephone: 888-888-8888
Date Of Birth: 16/03/1955
 57 year(s) 7 month(s) 19 day(s) old.
Region Code: A1A 1A1
Band Number: 14600
Off Reserve: **Has Voted:**

Buttons: Add New Record, Edit This Record, Delete Record, Add To Candidates, Mailing Labels, Import Data, Reset Voters, Activate, Close

Voters – Add/Edit Entry Screen

This screen is where you will enter or update voter information.

The screenshot shows a window titled "Voters List" with a form for entering or editing voter information. The form is titled "Voter's Details" and contains the following fields and controls:

- First Name:** Mavis
- Middle Name:** Wanda
- Last Name:** Apple
- Mailing Address:** 123 Sugar Lane
- City:** Anywhere
- Province:** ON
- Postal Code:** A1A 1A1
- Telephone:** 888-888-8888
- Date Of Birth:** 16/03/1955 (57 year(s) 7 month(s) 19 day(s) old)
- Region Code:** A1A 1A1
- Band Number:** 14600
- Off Reserve:**
- Has Voted:**

At the bottom right of the form are two buttons: "Save Changes" (with a floppy disk icon) and "Abort Changes" (with a red X icon).

Annotations on the left side of the image explain the purpose of various fields:

- Name and address details for each voter.** (points to the name and address fields)
- Date of birth which is used to ensure that voters are at least 18 years of age.** (points to the Date Of Birth field)
- Region codes are used to determine which polling station voters should use.** (points to the Province and Region Code fields)
- Band/ID Number is used to generate barcodes on the voter information cards.** (points to the Band Number field)
- Used to keep track of those members who reside off reserve.** (points to the Off Reserve checkbox)
- Used to keep track of who has already voted.** (points to the Has Voted checkbox)

Annotations at the bottom right explain the buttons:

- Saves any changes you have made to this voter.** (points to the Save Changes button)
- Undo any changes you have made to this voter.** (points to the Abort Changes button)

Voters – Barcode Scanning

This screen allows you to manually add, edit, or delete voters, make a voter a candidate, produce mailing labels for voters, import voters from an external source, reset the flags that keep track of who has voted, and activate the barcode scanner for scanning voter information cards.

	First Name	Middle Name	Last Name	Address Line 1	Address Line 2	City	Province	Postal Code	Date Of Birth	Region
▶	Mavis	Wanda	Apple	123 Sugar Lane		Anywhere	ON	A1A 1A1	Mar 16, 1955	A1A 1A1
	Fred		Bird	1 Sesame St.		Anywhere	ON	A1A 1A1	Jul 30, 1970	A1A 1A1
	Joey		Bird	1 Sesame St.		Anywhere	ON	A1A 1A1	Feb 16, 1990	A1A 1A1
	Alex		Cheap	1 Penny Pinch Place		Anywhere	ON	A1A 1A1	Dec 25, 1943	A1A 1A1
	Aline		Chretien	R.R. #1000		Anywhere	ON	A1A 1A1	Mar 16, 1943	A1A 1A1
	Jean		Chretien	R.R. #1000		Anywhere	ON	A1A 1A1	Jan 03, 1940	A1A 1A1
	Bill		Clinton	R.R. #3		Arkona	ON	P1A 0G2	Feb 07, 1948	P1A 0G2
	Chelsea		Clinton	R.R. #3		Arkona	ON	P1A 0G2	Aug 27, 1980	P1A 0G2

Voter's Details

First Name: Mavis
Middle Name: Wanda
Last Name: Apple
Mailing Address: 123 Sugar Lane
City: Anywhere
Province: ON **Postal Code:** A1A 1A1
Telephone: 888-888-8888
Date Of Birth: 16/03/1955
57 year(s) 7 month(s) 19 day(s) old.
Region Code: A1A 1A1
Band Number: 14600
Off Reserve: **Has Voted:**

Buttons: Add New Record, Edit This Record, Delete Record, Add To Candidates, Mailing Labels, Import Data, Reset Voters, Disable Scanner, Close

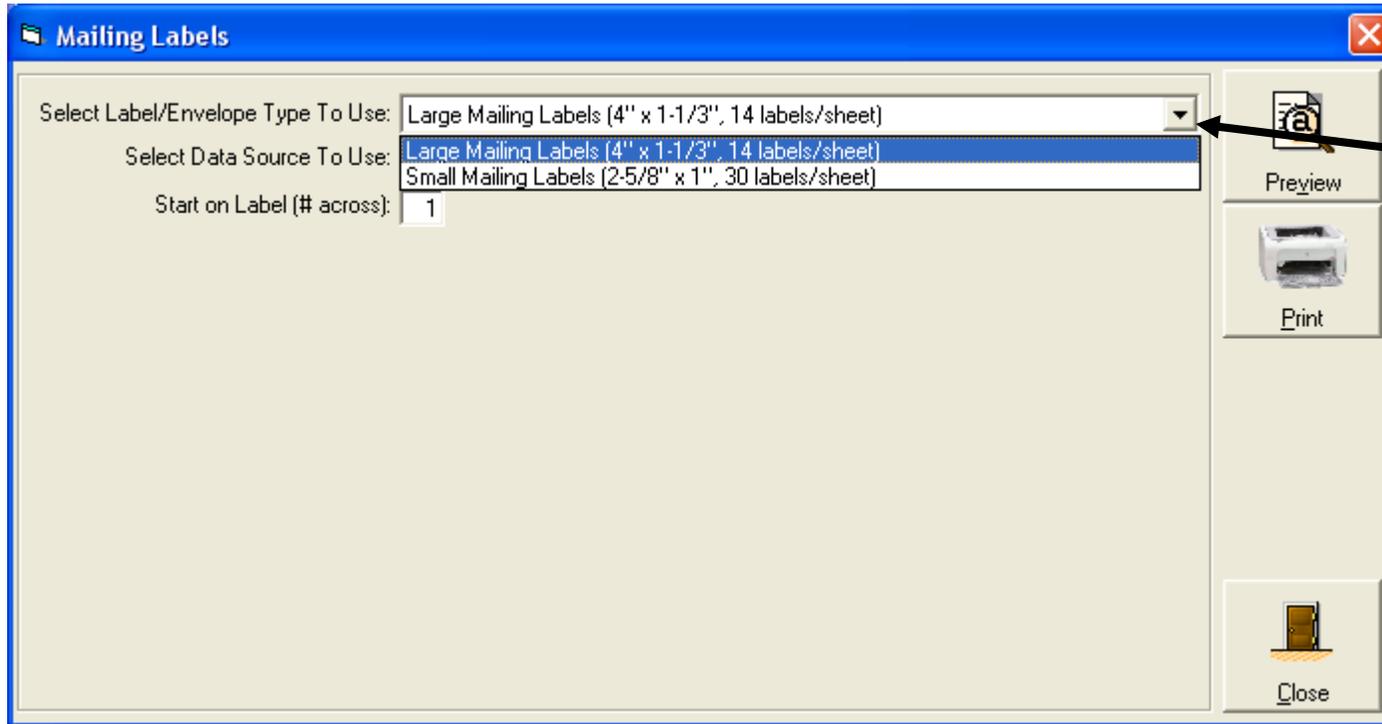
Once the "Enable Scanner" button has been clicked, the picture and text will change to read "Disable Scanner".

This is where each barcode is scanned, decrypted, and then matched up with a voter. It will then reset this field.

Every time a barcode is scanned, it will find that voter in the system and set his/her "Has Voted" flag to checked.

Voters – Mailing Labels

This screen allows you to produce mailing labels for all voters, on reserve voters, off reserve voters, multiple voters and return address labels.



Mailing Labels

Select Label/Envelope Type To Use: Large Mailing Labels (4" x 1-1/3", 14 labels/sheet)

Select Data Source To Use: Large Mailing Labels (4" x 1-1/3", 14 labels/sheet)
Small Mailing Labels (2-5/8" x 1", 30 labels/sheet)

Start on Label (# across): 1

Preview

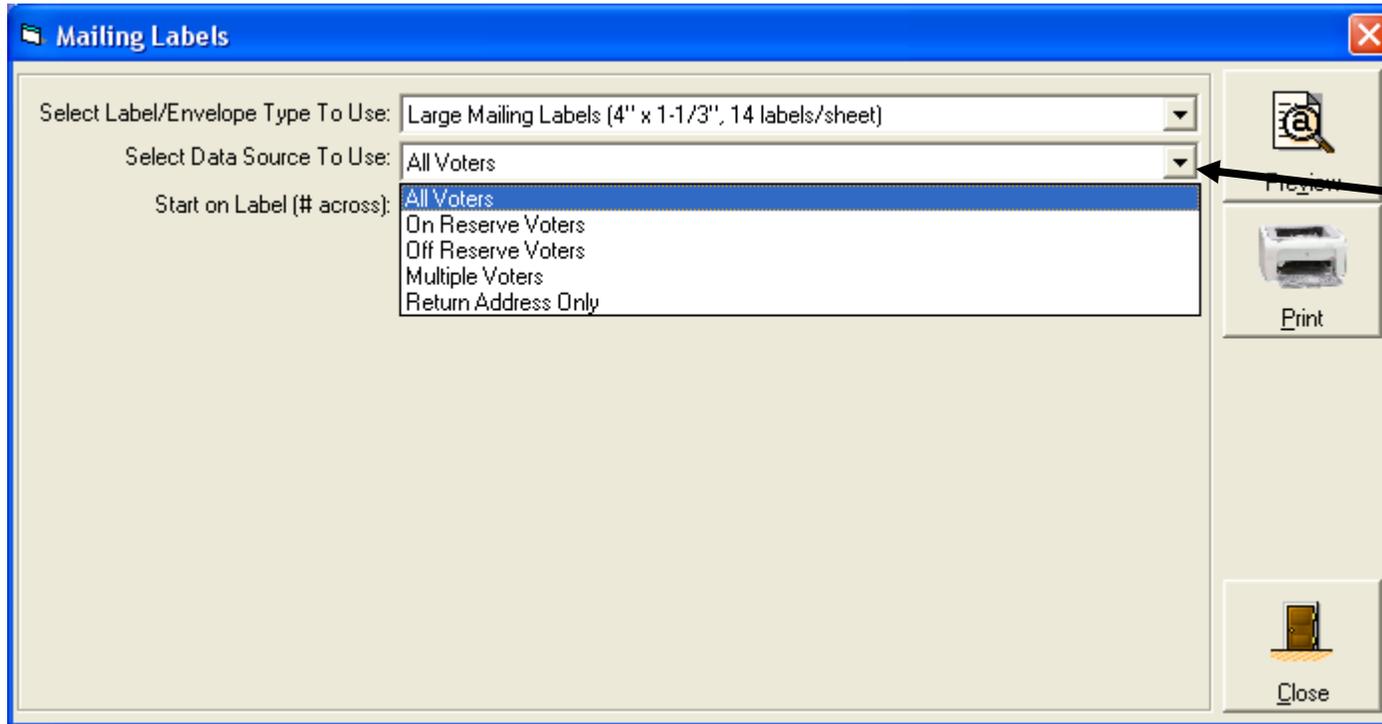
Print

Close

Select the size of labels you want to use. The measurements required are identified for you to ensure that you are using the correct label size.

Voters – Mailing Labels

This screen allows you to produce mailing labels for all voters, on reserve voters, off reserve voters, multiple voters and return address labels.



The screenshot shows a software window titled "Mailing Labels". It features three dropdown menus on the left side:

- Select Label/Envelope Type To Use:** Set to "Large Mailing Labels (4" x 1-1/3", 14 labels/sheet)".
- Select Data Source To Use:** Set to "All Voters".
- Start on Label (# across):** A list box with "All Voters" selected, and other options: "On Reserve Voters", "Off Reserve Voters", "Multiple Voters", and "Return Address Only".

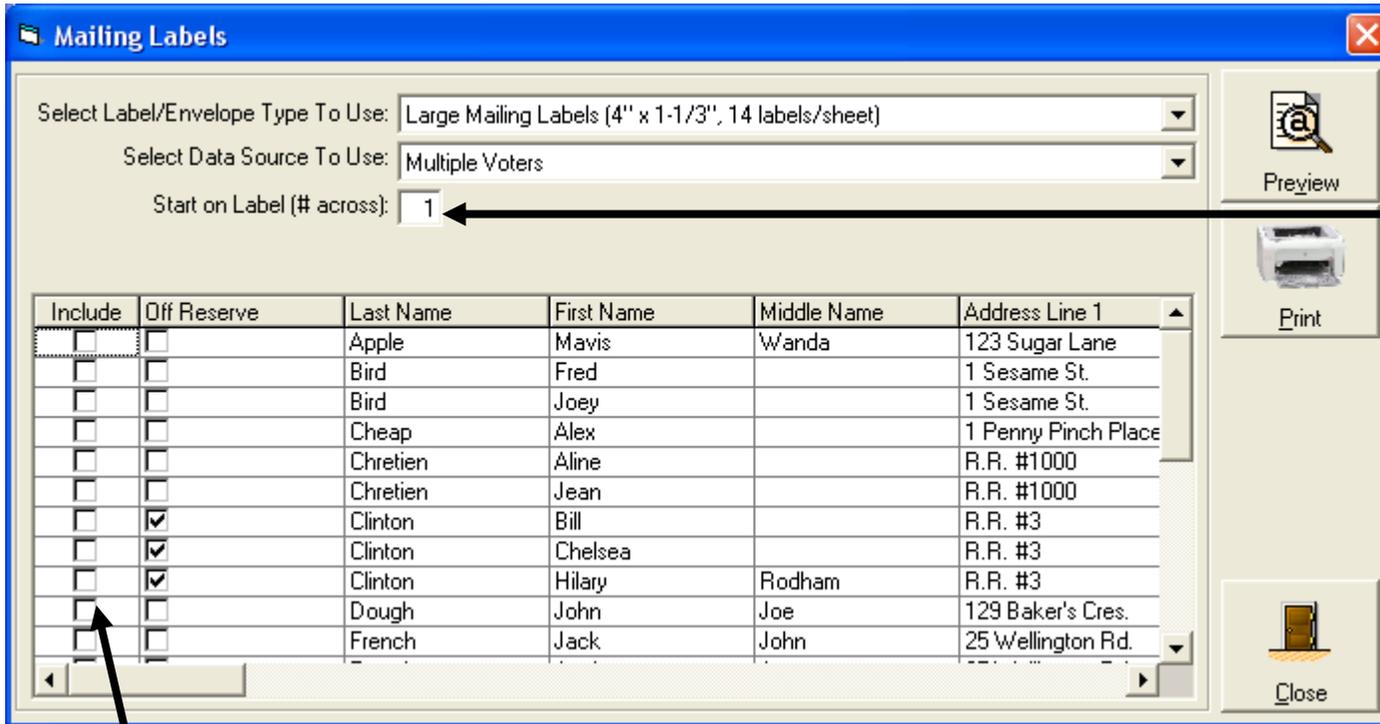
On the right side of the window, there are three buttons:

- Preview:** Represented by a magnifying glass icon over a document.
- Print:** Represented by a printer icon.
- Close:** Represented by a door icon.

Select the criteria for the labels. You can choose all voters, on or off reserve voters, multiple voters or your return mailing address as your label data.

Voters – Mailing Labels – Multiple Voters Option

This screen allows you to produce mailing labels for all voters, on reserve voters, off reserve voters, multiple voters and return address labels.



Select Label/Envelope Type To Use: Large Mailing Labels (4" x 1-1/3", 14 labels/sheet)

Select Data Source To Use: Multiple Voters

Start on Label (# across): 1

Include	Off Reserve	Last Name	First Name	Middle Name	Address Line 1
<input type="checkbox"/>	<input type="checkbox"/>	Apple	Mavis	Wanda	123 Sugar Lane
<input type="checkbox"/>	<input type="checkbox"/>	Bird	Fred		1 Sesame St.
<input type="checkbox"/>	<input type="checkbox"/>	Bird	Joey		1 Sesame St.
<input type="checkbox"/>	<input type="checkbox"/>	Cheap	Alex		1 Penny Pinch Place
<input type="checkbox"/>	<input type="checkbox"/>	Chretien	Aline		R.R. #1000
<input type="checkbox"/>	<input type="checkbox"/>	Chretien	Jean		R.R. #1000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clinton	Bill		R.R. #3
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clinton	Chelsea		R.R. #3
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Clinton	Hilary	Rodham	R.R. #3
<input type="checkbox"/>	<input type="checkbox"/>	Dough	John	Joe	129 Baker's Cres.
<input type="checkbox"/>	<input type="checkbox"/>	French	Jack	John	25 Wellington Rd.

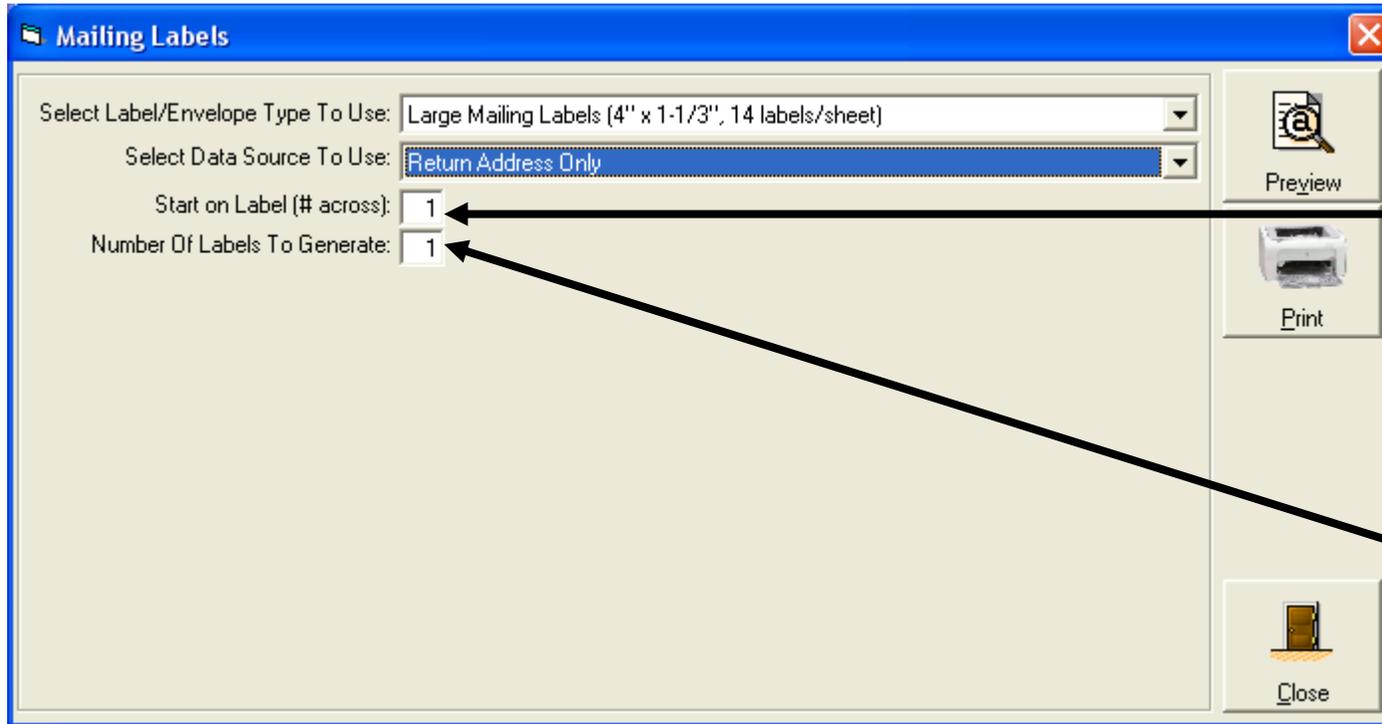
Buttons: Preview, Print, Close

You can use partially used sheets of labels by selecting the label you want to start printing on. This will only happen for the first sheet of labels, after that they will start printing on the first label for the second and subsequent pages.

When using the "Multiple Voters" data source, you can select which voters you want to produce mailing labels for. This could be one or multiple voters. Simply put a check under the "Include" column beside each voter you want to produce mailing labels for.

Voters – Mailing Labels – Return Address Only Option

This screen allows you to produce mailing labels for all voters, on reserve voters, off reserve voters, multiple voters and return address labels.



The screenshot shows a dialog box titled "Mailing Labels". It has a blue title bar with a close button. The main area contains three dropdown menus: "Select Label/Envelope Type To Use:" set to "Large Mailing Labels (4" x 1-1/3", 14 labels/sheet)", "Select Data Source To Use:" set to "Return Address Only", and "Start on Label (# across):" set to "1". Below this is a "Number Of Labels To Generate:" field set to "1". On the right side, there are three buttons: "Preview" (with a magnifying glass icon), "Print" (with a printer icon), and "Close" (with a door icon). Two black arrows point from the text boxes on the right to the "Start on Label" and "Number Of Labels" fields.

You can use partially used sheets of labels by selecting the label you want to start printing on. This will only happen for the first sheet of labels, after that they will start printing on the first label for the second and subsequent pages.

You can specify how many return address labels you want to produce by entering your choice here.

Voters – Import Data

You can use this function to import your voters list from an external file source. With some files you will have the ability to map which fields contain what information in order to ensure that it is put into the appropriate fields in the voters database.

Once you have selected the file to import and have mapped all the fields (where required), you can click this button to begin the import process.

File To Be Imported: E:\Woters.csv

Date Of Election: November 30, 2012 Only Import People Who Are 18+

Fields In Our Database:		Field Data In Your Database:
First Name	<input type="button" value="Map Selected Fields"/>	Field 001: Mark
Middle Name		Field 002: Wolfgang
Last Name		Field 003: Korn
Address Line 1	<input type="button" value="Unmap Highlighted Field"/>	Field 004: Address1a
Address Line 2		Field 005: Address1b
City	<input type="button" value="Map Fields Row By Row"/>	Field 006: MyCity
Province		Field 007: MyProvince
Postal Code		Field 008: XXX 0X0
Region		Field 009: Region1
Birth Date		Field 010: 19691008
Telephone		Field 011: 5196792403
Band Number		Field 012: 992388238
Off Reserve		

Check this box to have the program verify each birth date field and only import those who are 18+ as of the date of the election.

Select the file you want to import by clicking this button.

Click this to return to the voter screen

If you selected a CSV file, these are the field numbers and a sample of what each field contains so that you can properly map it to one of our voter fields

Voters – Import Data – Mapping Fields

Mapping fields can be done either one field at a time or you can do a row by row match up if you have exported your data from another program in the same field order as our voters database (see “Fields In Our Database” section below).

Step 4:
Once you have mapped all the fields, click the “Import” button to import the fields you have selected into the voters database. This will ERASE all of the voters you have in your current database and replace them with the imported voters.

Step 3:
Click the “Map Selected Fields” button to map the field you selected on the right to the field on the left. You will see the field numbers you matched now appear in the list on the left side. For example: First Name::Field 001

Step 1:
Select a field from the left side that you want to map.

Step 2:
Select a field from the right side that matches the content from the left, for example “First Name” would be matched with “Field 001” as this is the first name field in your external file.

Candidates

This screen allows you to manually add, edit, or delete candidates, and import candidates from an external source.

Candidate information details

List of all the candidates on file.

Add, Edit or Delete Candidates

Import candidates from any CSV (Comma Separated Value) file.

First Name	Middle Name	Last Name	Address Line 1	Address Line 2	City	Province	Postal Code	Date Of Birth	Posit
Anne-Marie		Achneepineskum	123 Amway Road		My City	ON	Y0Y 0Y0	Mar 05, 1975	CHIE
Mavis	Wanda	Apple	123 Sugar Lane		Anywhere	ON	A1A 1A1	Mar 16, 1955	CHIE
James		Bond	R.R. # 007		Anyva	ON	N0R 0E7	Jan 05, 1952	COU
Jonas	Michael	Jocko	213 Amway Road		MyCity	ON	Z0Z 0Z0	May 06, 1971	COU
Samuel	L.	Johnson	231 Amway Road	Apt 3	MyCity	ON	W0W 0w0	Jun 07, 1973	COU
Joe	Wiseguy	Moose	321 Amway Road		MyCity	MY	X0X 0X0	Oct 08, 1969	CHIE

Candidate's Details

First Name: Anne-Marie

Middle Name:

Last Name: Achneepineskum

Mailing Address: 123 Amway Road

City: MyCity

Province: ON Postal Code: Y0Y 0Y0

Telephone: 5196792403

Date Of Birth: 05/03/1975
37 year(s) 8 month(s) 0 day(s) old.

Position: CHIEF

Band Number: 3985822312

Add New Record Edit This Record Delete Record Import Data

Close

Candidates – Add/Edit Entry Screen

This screen is where you will enter or update candidate information.

The screenshot shows a window titled "Candidates List" with a form for "Candidate's Details". The form contains the following fields:

- First Name:** Anne-Marie
- Middle Name:** (empty)
- Last Name:** Achneepineskum
- Mailing Address:** 123 Amway Road
- City:** MyCity
- Province:** ON
- Postal Code:** Y0Y 0Y0
- Telephone:** 5196792403
- Date Of Birth:** 05/03/1975 (37 year(s) 8 month(s) 0 day(s) old)
- Position:** CHIEF
- Band Number:** 3985822312

At the bottom right of the form are two buttons: "Save Changes" (with a floppy disk icon) and "Abort Changes" (with a red X icon).

Callout boxes provide the following explanations:

- Name and address details for each candidate.** (points to the name and address fields)
- Date of birth which is used to ensure that candidates are at least 18 years of age.** (points to the Date Of Birth field)
- The position that this candidate is running for; only one position can be selected per election.** (points to the Position dropdown)
- Band/ID Number is a unique identifier used to generate the barcodes on the ballots to facilitate faster vote counting.** (points to the Band Number field)
- Saves any changes you have made to this candidate.** (points to the Save Changes button)
- Undo any changes you have made to this candidate.** (points to the Abort Changes button)

Candidates – Import Data

You can use this function to import your candidates using a CSV (Comma Separated Value) file. You then have the ability to map which fields contain what information in order to ensure that it is put into the appropriate fields in the candidate database.

The screenshot shows the 'Import Data' dialog box with the following components:

- File To Be Imported:** E:\Candidates.csv
- Buttons:** Browse, Import, Close
- Fields In Our Database:**
 - First Name::Field 001
 - Middle Name::Field 002
 - Last Name::Field 003
 - Address Line 1::Field 004
 - Address Line 2::Field 005
 - City::Field 006
 - Province::Field 007
 - Postal Code::Field 008
 - Position::Field 009
 - Birth Date::Field 010
 - Telephone::Field 011
 - Band Number::Field 012
- Field Data In Your Database:**
 - Field 001: Joe
 - Field 002: Wiseguy
 - Field 003: Moose
 - Field 004: Address1a
 - Field 005: Address1b
 - Field 006: MyCity
 - Field 007: MyProvince
 - Field 008: XXX 0X0
 - Field 009: Chief
 - Field 010: 19691008
 - Field 011: 5196792403
 - Field 012: 2932223249
- Mapping Buttons:** Map Selected Fields, Unmap Highlighted Field, Map Fields: Row By Row

Step 1: Select the file you want to import by clicking this button.

Step 2: Select a field from the left side that you want to map.

Step 3: Select a field from the right side that matches the content from the left; for example "First Name" would be matched to "Field 001" as this is the first name field in your external file.

Step 4: Click the "Map Selected Fields" button to map the field you selected on the right to the field on the left. You will see the field numbers you matched now appear in the list on the left side. For example: First Name::Field 001

Step 5: Click the "Import" button to import the fields you have mapped into the candidates database. This will ERASE all of the candidates you have in your current database and replace them with the imported candidates.

Return to voter screen

These are the field numbers and a sample of what each field contains so that you can properly map it to one of our candidate fields

Track Votes

This screen allows you to tally the ballots after the voting period has ended.

The screenshot shows the 'Vote Tracker' application window. It features a table with columns for Candidate, Position, Votes, Vote, and Unvote. Below the table are three buttons: 'Reset Vote Count', 'Activate', and 'Close'. Callout boxes provide instructions for each element.

These are all of the candidates in the current election that votes can be counted for.

This button is used when starting a new election or if you have to do a recount of the ballots. This will ERASE all of your election results so use with caution!

This is the position that the candidate is running for.

This is the number of votes that have been tallied for this person.

Clicking this button casts one vote towards that particular candidate.

Clicking this button removes one vote from that particular candidate.

This will activate the barcode scanner to allow for faster ballot counting.

Candidate	Position	Votes	Vote	Unvote
▶ Anne-Marie Achneepineskum	CHIEF	21	Vote	Unvote
Mavis Wanda Apple	CHIEF	9	Vote	Unvote
Joe Wiseguy Moose	CHIEF	10	Vote	Unvote
James Bond	COUNCILLOR	16	Vote	Unvote
Jonas Michael Jocko	COUNCILLOR	21	Vote	Unvote
Samuel L. Johnson	COUNCILLOR	12	Vote	Unvote

Reset Vote Count Activate Close

Track Votes – Using The Barcode Scanner

This screen allows you to tally the ballots after the voting period has ended.

The screenshot shows the 'Vote Tracker' application window. It features a table with columns for Candidate, Position, and Votes. Below the table are three buttons: 'Reset Vote Count', 'Disable Scanner', and 'Close'. Callout boxes provide instructions for each element.

This is the position that the candidate is running for.

This is the number of votes that have been tallied for this person. Every time a barcode is scanned, it will find that candidate and apply one vote to their results.

These are all of the candidates in the current election that votes can be counted for.

This button is used when starting a new election or if you have to do a recount of the ballots. This will ERASE all of your election results so use with caution!

When in barcode scanning mode, this button will change to allow you to turn off the barcode scanner.

Candidate	Position	Votes
▶ Anne-Marie Achneepineskum	CHIEF	21
Mavis Wanda Apple	CHIEF	9
Joe Wiseguy Moose	CHIEF	10
James Bond	COUNCILLOR	16
Jonas Michael Jocko	COUNCILLOR	21
Samuel L. Johnson	COUNCILLOR	12

Reset Vote Count

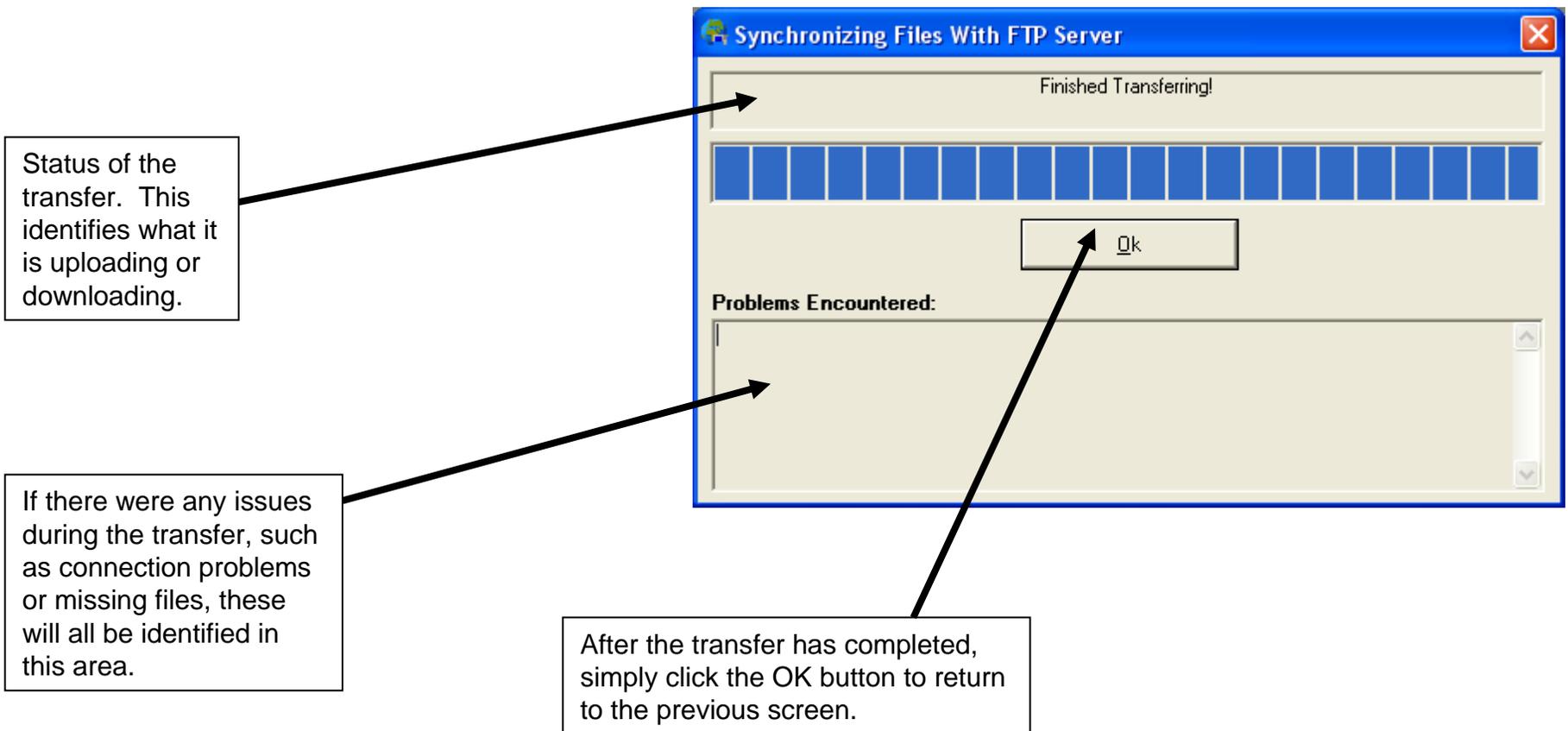
Disable Scanner

Close

Upload / Download Polling Station Results

Depending on the mode that the software is configured to run in, clicking this button will:

- Master Mode** - Download/retrieve all of the polling station results from the server.
- Polling Station Mode** - Upload/send this polling station's results to the server.



Reports

This screen allows you to select from a variety of reports and forms available to be previewed on the screen and/or printed out.

The screenshot shows a dialog box titled "Select The Reports You Wish To Generate" with a blue title bar and standard window controls. It is divided into three sections: "Voter-based Reports", "Candidate-based Reports", and "Miscellaneous". Each section contains a list of reports with checkboxes. At the bottom, there is a "Number of copies to print" field set to 1. On the right side, there are three buttons: "Preview", "Print", and "Close".

These reports are based on the current voter information stored in the software.

These reports are based on the current candidate information stored in the software.

These are various reports and forms that can be produced at any time.

For the miscellaneous reports you can specify how many copies you want to print of each of the selected reports and/or forms.

Preview

Prints the selected reports on the screen. They can then be printed, or exported as a PDF file, and emailed.

Print

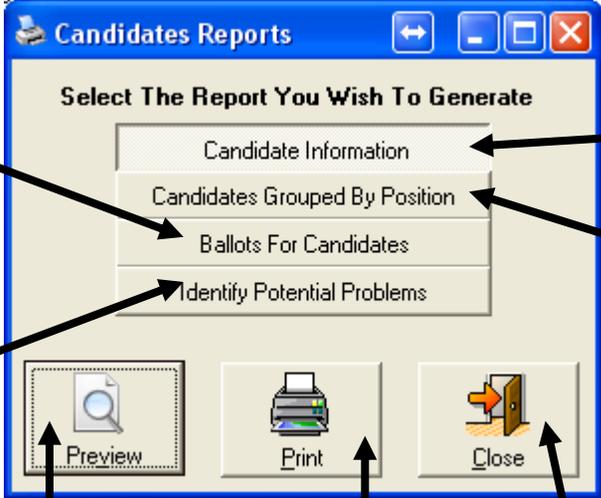
Prints the selected report.

Close

Exit the reports menu.

Candidates – Print Reports

This screen allows you to select a candidate-based report to preview on the screen and/or print out.



The screenshot shows a window titled "Candidates Reports" with a blue header bar. Below the header, the text "Select The Report You Wish To Generate" is displayed. There are five menu items: "Candidate Information", "Candidates Grouped By Position", "Ballots For Candidates", and "Identify Potential Problems". At the bottom of the window are three buttons: "Preview" (with a magnifying glass icon), "Print" (with a printer icon), and "Close" (with a door icon). Six callout boxes with arrows point to these elements, providing detailed descriptions of each function.

This will generate the ballots for each position that eligible voters will receive once they have been confirmed at the polling station. This is what the voters will use to cast their votes and what will be counted once the election closes.

This will generate an alphabetical list of candidates containing all of their details and the positions they are running for.

This will generate an alphabetical list of candidates grouped by the position that each candidate is running for.

This will generate a report identifying any possible issues with the candidates. It should be used prior to generating any candidate-based reports to ensure accuracy. The report can be run after importing data from an external source to verify the information imported is complete.

Previews the selected report on screen. This report can then be printed, exported as a PDF file, and emailed.

Prints the selected report.

Exit the reports menu.

Reports – Voter Information Report

This will generate an alphabetical voters list containing all the voter details required to determine who is eligible to vote and to keep track of who has voted.

Chippewas of the Blue River Voter Information Report

Printed: November 05, 2012 @ 14:39

Page 1 of 1

First Name	Middle Name	Last Name	Birth Date	Age	Telephone	Region / Area	Band Number	Off Res
Mavis	Wanda	Apple	16-Mar-1955	57	888-888-8888	ALA 1A1	14600	<input type="checkbox"/>
Fred		Bird	30-Jul-1970	42	333-3333	ALA 1A1	14668	<input type="checkbox"/>
Joey		Bird	16-Feb-1990	22	333-3333	ALA 1A1	146223	<input type="checkbox"/>
Alex		Cheap	25-Dec-1943	68	1-800-686-5565	ALA 1A1	146445	<input type="checkbox"/>
Aline		Chretien	16-Mar-1943	69	999-9999	ALA 1A1	146987	<input type="checkbox"/>
Jean		Chretien	03-Jan-1940	72	999-9999	ALA 1A1	146236	<input type="checkbox"/>
Bill		Clinton	07-Feb-1948	64	222-2222 ext.	PIA 0G2	14611	<input checked="" type="checkbox"/>
Chelsea		Clinton	27-Aug-1980	32	222-2222 ext.	PIA 0G2	146887	<input checked="" type="checkbox"/>
Hilary	Rodham	Clinton	26-Oct-1950	62	222-2222 ext.	PIA 0G2	14644	<input checked="" type="checkbox"/>
John	Joe	Dough	16-Sep-1975	37	444-4444	ALA 1A1	14200	<input type="checkbox"/>
Jack	John	French	16-Aug-1978	34	444-4444	ALA 1A1	1461234504	<input type="checkbox"/>
Jemima	Jenny	French	20-Dec-1985	26	444-4444	ALA 1A1	1461234505	<input type="checkbox"/>
Jeremiah	Paul	French	30-Jun-1982	30	444-4444	ALA 1A1	1461234503	<input type="checkbox"/>
Jolene	Wanda	French	20-Jan-1950	62	444-4444	ALA 1A1	1461234502	<input type="checkbox"/>
Lucille		French	13-Nov-1928	83	633-3366	ALA 1A1	1461234598	<input type="checkbox"/>
Patrice		French	07-Jul-1927	85	222-3333	ALA 1A1	1461234599	<input type="checkbox"/>
Bill		Jones	06-May-1980	32	222-4444	ALA 1A1	14612	<input type="checkbox"/>
Sarah		Little	16-Apr-1981	31	222-4444	ALA 1A1	14678	<input type="checkbox"/>
Mabel	Missy	Melrose	31-Oct-1971	41	666-5555	ALA 1A1	14604	<input type="checkbox"/>
Mart	Art	Melrose	05-Jun-1946	66	111-1111	ALA 1A1	14603	<input type="checkbox"/>
Merla	Mae	Melrose	08-Aug-1950	62	111-1111	ALA 1A1	146555	<input type="checkbox"/>
Orville		Redenbacher	30-Jun-1925	87	123-1234	ALA 1A1	14655	<input type="checkbox"/>
Smitty	Smithsonian	Smith	22-Aug-1950	62	222-2222	P6R 4E9	14610	<input type="checkbox"/>
Sam		Soup	30-Jul-1972	40	635-4455	ALA 1A1	146789	<input type="checkbox"/>
Wilbur		Ton	11-Nov-1963	48	555-6636	ALA 1A1	146333	<input type="checkbox"/>

Voters Residing On Reserve : 22
 Voters Residing Off Reserve: 3
 Total Number Of ALL Voters : 25

Reports – Voter Information Report Grouped By Region

This will generate an alphabetical voters list grouped by the “Region / Area” code containing all the voter details required to determine who is eligible to vote and to keep track of who has voted.

Chippewas of the Blue River Voters Grouped By Region/Area Report

Printed: November 05, 2012 @ 14:41

Page 1 of 1

Region/Area: A1A 1A1									
First Name	Middle Name	Last Name	Birth Date	Age	Telephone	Region / Area	Band Number	Off	Res
Mavis	Wanda	Apple	16-Mar-1955	57	888-888-8888	A1A 1A1	14600		<input type="checkbox"/>
Fred		Bird	30-Jul-1970	42	333-3333	A1A 1A1	14668		<input type="checkbox"/>
Joey		Bird	16-Feb-1990	22	333-3333	A1A 1A1	146223		<input type="checkbox"/>
Alex		Cheap	25-Dec-1943	68	1-800-686-5565	A1A 1A1	146445		<input type="checkbox"/>
Aline		Chretien	16-Mar-1943	69	999-9999	A1A 1A1	146987		<input type="checkbox"/>
Jean		Chretien	03-Jan-1940	72	999-9999	A1A 1A1	146236		<input type="checkbox"/>
John	Joe	Dough	16-Sep-1975	37	444-4444	A1A 1A1	14200		<input type="checkbox"/>
Jack	John	French	16-Aug-1978	34	444-4444	A1A 1A1	1461234504		<input type="checkbox"/>
Jemima	Jenny	French	20-Dec-1985	26	444-4444	A1A 1A1	1461234505		<input type="checkbox"/>
Jeremiah	Paul	French	30-Jun-1982	30	444-4444	A1A 1A1	1461234503		<input type="checkbox"/>
Jolene	Wanda	French	20-Jan-1950	62	444-4444	A1A 1A1	1461234502		<input type="checkbox"/>
Lucille		French	13-Nov-1928	83	633-3366	A1A 1A1	1461234598		<input type="checkbox"/>
Patrice		French	07-Jul-1927	85	222-3333	A1A 1A1	1461234599		<input type="checkbox"/>
Bill		Jones	06-May-1980	32	222-4444	A1A 1A1	14612		<input type="checkbox"/>
Sarah		Little	16-Apr-1981	31	222-4444	A1A 1A1	14678		<input type="checkbox"/>
Mabel	Missy	Melrose	31-Oct-1971	41	666-5555	A1A 1A1	14604		<input type="checkbox"/>
Mart	Art	Melrose	05-Jun-1946	66	111-1111	A1A 1A1	14603		<input type="checkbox"/>
Merla	Mae	Melrose	08-Aug-1950	62	111-1111	A1A 1A1	146555		<input type="checkbox"/>
Orville		Redenbacher	30-Jun-1925	87	123-1234	A1A 1A1	14655		<input type="checkbox"/>
Sam		Soup	30-Jul-1972	40	635-4455	A1A 1A1	146789		<input type="checkbox"/>
Wilbur		Ton	11-Nov-1963	48	555-6636	A1A 1A1	146333		<input type="checkbox"/>

Total Number Of Voters For This Region/Area: 21 (On Reserve: 21, Off Reserve: 0)

Region/Area: P1A 0G2									
First Name	Middle Name	Last Name	Birth Date	Age	Telephone	Region / Area	Band Number	Off	Res
Bill		Clinton	07-Feb-1948	64	222-2222 ext.	P1A 0G2	14611		<input checked="" type="checkbox"/>
Chelsea		Clinton	27-Aug-1980	32	222-2222 ext.	P1A 0G2	146887		<input checked="" type="checkbox"/>
Hilary	Rodham	Clinton	26-Oct-1950	62	222-2222 ext.	P1A 0G2	14644		<input checked="" type="checkbox"/>

Total Number Of Voters For This Region/Area: 3 (On Reserve: 0, Off Reserve: 3)

Region/Area: P6R 4E9									
First Name	Middle Name	Last Name	Birth Date	Age	Telephone	Region / Area	Band Number	Off	Res
Smitty	Smithsonian	Smith	22-Aug-1950	62	222-2222	P6R 4E9	14610		<input type="checkbox"/>

Total Number Of Voters For This Region/Area: 1 (On Reserve: 1, Off Reserve: 0)

Voters Residing On Reserve : 22
 Voters Residing Off Reserve: 3
 Total Number Of All Voters : 25

Reports – Voter Information Card

These are produced prior to the election so that they may be mailed out or picked up by the eligible voters. Voters must bring the cards with them to the polling station in order to be eligible to vote.

This is the date of the election that you have configured in your “System Setup” screen.

GENERAL ELECTION: Friday, November 16, 2012

VOTER INFORMATION CARD	IMPORTANT	When you vote, you MUST prove your identity and address.
-------------------------------	------------------	-----------------------------------------------------------------

If your name and address appear on this card, you are registered to vote.

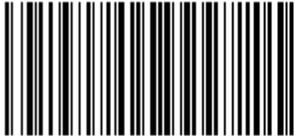
Please take this card when you go to vote.

If this card is not addressed to you or contains errors, please call your elections office.

To vote you must:

- be a member of this First Nation
- be at least 18 years old on election day

Mavis Wanda Apple
123 Sugar Lane
Anywhere, ON, A1A 1A1



Barcode can be used with the optional barcode reader to quickly “check off” people who have voted as an alternative to manually checking off names on a voters list.

Eligible voter’s name and mailing address. This information must match the ID the voter presents in order to be given a ballot.

Reports – Voters – Identify Potential Problems

This report should be viewed prior to using any of the other voter-based reports as it identifies possible issues with the voter information that could cause problems when it comes to processing ballots, etc. The report looks for critical information missing in any part of a voter's name, in the birth date field, or in the region/area code section.

Demo Elections Site
Voters List - Identify Potential Problems

Printed: August 20, 2012 @ 11:37

Page 1 of 2

Fred Bird(Record #1)

- The middle name field has been left blank.
- The birth date field has been left blank.
- The region code field has been left blank.

=====

Joey Bird(Record #2)

- The middle name field has been left blank.

=====

James Bond(Record #3)

- The middle name field has been left blank.

=====

Reports – Candidate Information Report

This will generate an alphabetical list of candidates containing all of their details and the positions they are running for.

Chippewas of the Blue River Candidate Information Report

Printed: November 05, 2012 @ 14:49

Page 1 of 1

First Name	Middle Name	Last Name	Birth Date	Telephone	Position
Anne-Marie		Achneepineskum	05-Mar-1975	5196792403	CHIEF
Mavis	Wanda	Apple	16-Mar-1955	888-888-8888	CHIEF
James		Bond	05-Jan-1952	777-0077	COUNCILLOR
Jonas	Michael	Jocko	06-May-1971	5196796911	COUNCILLOR
Samuel	L.	Johnson	07-Jun-1973	5196796918	COUNCILLOR
Joe	Wiseguy	Moose	08-Oct-1969	5196792403	CHIEF

Total Number Of Candidates On This Report: 6

Reports – Candidate Information Report Grouped By Position

This will generate an alphabetical list of candidates containing all of their details grouped by the position they are running for.

Chippewas of the Blue River Candidates Grouped By Position Report

Printed: November 05, 2012 @ 14:59

Page 1 of 1

Position: CHIEF

First Name	Middle Name	Last Name	Birth Date	Telephone	Position
Anne-Marie		Achneepineskum	05-Mar-1975	5196792403	CHIEF
Mavis	Wanda	Apple	16-Mar-1955	888-888-8888	CHIEF
Joe	Wiseguy	Moose	08-Oct-1969	5196792403	CHIEF

Total Number Of Candidates For This Position: 3

Position: COUNCILLOR

First Name	Middle Name	Last Name	Birth Date	Telephone	Position
James		Bond	05-Jan-1952	777-0077	COUNCILLOR
Jonas	Michael	Jocko	06-May-1971	5196796911	COUNCILLOR
Samuel	L.	Johnson	07-Jun-1973	5196796918	COUNCILLOR

Total Number Of Candidates For This Position: 3

Total Number Of Candidates On This Report: 6

Reports – Candidates – Identify Potential Problems

This report should be viewed prior to using any of the other candidate-based reports as it identifies possible issues with the candidate information that could cause problems when it comes to generating ballots, etc. The report looks for critical information missing in the candidate’s file.

Chippewas of the Blue River
Candidates - Identify Potential Problems

Printed: November 05, 2012 @ 15:05

Page 1 of 1

Anne-Marie Achneepineskum(Record #0)

- The middle name field has been left blank.

=====

James Bond(Record #2)

- The middle name field has been left blank.

=====

Reports – Miscellaneous – Ballots For Candidates

This will generate the ballots for each position that eligible voters will receive once they have been confirmed at the polling station. This is what the voters will use to cast their votes and what will be counted once the election closes.

X
↓
Vote for the desired Candidate running for CHIEF by placing an "X" below their name. You can only vote for one Candidate in this position otherwise the ballot will be invalid.

Anne-Marie Achneepineskum	<input type="radio"/>	
Mavis Wanda Apple	<input type="radio"/>	
Joe Wiseguy Moose	<input type="radio"/>	

Each ballot page consists of the heading identifying what position the voter is casting his/her votes for, and, where applicable, the number of candidates that can be voted for on each ballot.

X
↓
Vote for the desired Candidate running for COUNCILLOR by placing an "X" below their name. You can vote for up to 6 Candidates in this position otherwise the ballot will be invalid.

James Bond	<input type="radio"/>	
Jonas Michael Jocko	<input type="radio"/>	
Samuel L. Johnson	<input type="radio"/>	

Each candidate has an area where voters can place their "X" to cast their vote. The barcode can be used with the optional barcode reader to quickly tally the votes that have been cast.

Reports – Miscellaneous – Mail-In Ballot Check List

This report should be generated for all voters who are mailing in their ballots. This instructs them on what they should have in their mail-in ballot package, and how to cast their vote.

2012 Chippewas of the Blue River Elections Mail-In Ballot Check List - Read This First

As a Chippewas of the Blue River member who ordinarily resides off-reserve (or you have requested this package) you are being provided this Mail-In Ballot package to cast your vote. Included in this package are the documents necessary to vote successfully by mail. Read these instructions carefully and fully BEFORE marking the ballots.

INCLUDED IN THIS PACKAGE ARE THESE DOCUMENTS - IN THE EVENT THAT ANY DOCUMENT IS MISSING OR DAMAGED FROM THE CHECKLIST BELOW, CONTACT THE CHIEF ELECTORAL OFFICER IMMEDIATELY.

- One (1) BALLOT FOR CHIEF.
- One (1) BALLOT FOR COUNCILLOR.
- One (1) SECRECY ENVELOPE.
- One (1) VOTER DECLARATION FORM.
- One (1) pre-addressed envelope addressed to the attention of the Chief Electoral Officer.

COMPLETE THESE STEPS IN THE ORDER LISTED - UNFOLD THE BALLOTS.

1. Place a mark in the space provided on the BALLOT under the name of the Candidate you wish to vote for CHIEF - select only one.
2. Place a mark in the space provided on the BALLOT under the names of the Candidates you wish to vote for as COUNCILLOR. Pay special attention to the number of Candidates that you can vote for identified at the top of the ballot to avoid spoiling your ballot.
3. Fold both BALLOTS in such a manner that they will fit in the SECRECY ENVELOPE and not reveal the manner in which you voted.
4. Place the BALLOTS inside the SECRECY ENVELOPE - seal the envelope.
5. **VERY IMPORTANT** - Complete and sign the VOTER DECLARATION FORM in the presence of a witness at least 18 years of age.
6. Place the sealed SECRECY ENVELOPE and VOTER DECLARATION FORM in the pre-addressed return envelope.
7. Mail, or have caused to be delivered, immediately and without delay.

In the event that you lose or spoil this Mail-In BALLOT you must contact the Chief Electoral Officer immediately and without delay to request another. Mail-In BALLOTS not received by the Chief Electoral Officer before the end of the voting hours (8:00PM) on November 16, 2012 are void and shall not be counted as a vote cast.

For more information please contact:

Fred Sanford, Chief Electoral Officer

Tel: 519-679-2403 Fax: 519-679-6918

Email: mark@admorrison.com Website: www.admorrison.com

123 First Nation Road
London, ON, N6J 1V1

Reports – Miscellaneous – Voter Declaration Form

This report should be generated for all voters who require a declaration form in order to be able to cast their vote.

Voter Declaration Form	
You must complete this form in its entirety - incomplete forms may not be accepted.	
VOTER DECLARATION	
<i>I swear and affirm that I am a registered member of the Chippewas of the Blue River First Nation at the address listed below and understand the nature of the vote and that I make this declaration freely and without compulsion, and do hereby declare that I am an eligible voter:</i>	
Last Name:	
First Name:	Middle Initial:
Date of Birth (dd/mm/yyyy):	
Status Number:	
Residential Street Address:	
Municipality:	On-Reserve: YES / NO
Province:	Postal Code:
Phone Number:	Email:
Mailing Address:	
Municipality:	
Province:	Postal Code:
<input checked="" type="checkbox"/> _____	_____
Voter Signature	Date
WITNESS DECLARATION	
<i>I swear and affirm that I have witnessed the signature above.</i>	
Last Name:	
First Name:	Middle Initial:
Residential Street Address:	
Municipality:	
Province:	Postal Code:
Phone Number:	Email:
<input checked="" type="checkbox"/> _____	_____
Witness Signature	Date

Reports – Miscellaneous – Infirm Or Incapacitated Voter Declaration Form

This report should be generated for all voters who are infirm or incapacitated and require a declaration form in order to be able to cast their vote.

Infirm Or Incapacitated Voter Declaration Form	
STATEMENT OF VOTER	
I, _____ declare that I am infirm or incapacitated and I am unable to attend the polling station on November 16, 2012.	
The following is my reason for not attending:	
_____ _____ _____	
_____ Date Signed	_____ Signature or Mark of Voter
	_____ Poll Clerk / Deputy Returning Officer
_____ Scrutineer	_____ Scrutineer

INSTRUCTIONS:

1. Ballots and the "Infirm or Incapacitated Voter Declaration Form" may be taken to where an infirm or incapacitated voter is living where they can mark their ballots in as much secrecy as possible.
2. The Deputy Returning Office (DRO) and Poll Clerk may take the ballots to the infirm or incapacitated voter, but this must be done prior to the opening of the poll at 8:00AM. Ballots may be taken to the voter by the Poll Clerk and two scrutineers during the voting hours. The voter must sign the "Infirm or Incapacitated Voter Declaration Form", or if the voter is infirm, have a friend or relative do so.
3. The Poll Clerk will have the voter complete an "Infirm or Incapacitated Voter Declaration Form". The completed form shall include the name of the voter, the reason the person could not attend a Polling Station and the signature of the Poll Clerk and Scrutineer.
4. The DRO should ensure their initials are written on each ballot paper and verify their initials when the ballots are returned before inserting the ballots in the ballot box.

NOTE: "Infirm or Incapacitated Voter" shall be recorded by the DRO opposite the person's name in the Poll Book and the "Infirm or Incapacitated Voter Declaration Form" placed in Envelope #2.

Reports – Miscellaneous – Nomination Declaration Form

This form should be generated for anyone wanting to nominate someone for a position in the upcoming election.

Nomination Declaration Form

You must complete this form in its entirety - incomplete forms may not be accepted.

NOMINATION DECLARATION
I swear and affirm that I am a registered member of the Chippewas of the Blue River First Nation at the address listed below and understand the nature of the vote and that I make this declaration freely and without compulsion, AND I FURTHER do hereby declare that I am an eligible elector pursuant to the Chippewas of the Blue River First Nation Election Code 2012 and with regard to this election I make the following Nomination(s):

	Name of Person	Nominate for Chief <u>OR</u> Councillor
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

THIS SECTION TO BE COMPLETED BY THE PERSON MAKING THE NOMINATION DECLARATION

Last Name: _____

First Name: _____ Middle Initial: _____

Date of Birth (dd/mm/yyyy): _____

Status Number: _____

Street Address: _____

City/Town: _____ On-Reserve: YES / NO

Province: _____ Postal Code: _____

Phone Number: _____ Email: _____

X _____
Signature **Date**

INSTRUCTIONS - READ THIS FIRST: To complete a successful mail-in nomination you must complete in full, sign and have witnessed the Voter Declaration Form; complete and sign the Nomination Declaration Form; complete and have signed by the nominee the Nominee Declaration Form (one for each Nominee); AND return the completed forms to the Chief Electoral Officer prior to the start time of the Nomination Meeting.

Voting Results

This report allows you to generate a report showing either the interim or the official election results, depending on the mode the program is configured for (polling station or master mode, respectively).

Chippewas of the Blue River
Official Election Results - Statement of Votes

Printed: November 05, 2012 @ 16:31

Page 1 of 1

Name of Candidate for CHIEF (Total # of Votes: 40)	Total Votes Received
Anne-Marie Achneepineskum	21 (52.5%)
Joe Wiseguy Moose	10 (25.%)
Mavis Wanda Apple	9 (22.5%)
Name of Candidate for COUNCILLOR (Total # of Votes: 49)	Total Votes Received
Jonas Michael Jocko	21 (42.86%)
James Bond	16 (32.65%)
Samuel L. Johnson	12 (24.49%)

This count was diligently conducted in accordance with the Indian Band Election Regulations.

Signature of Electoral Officer

Fred Sanford

Name of Electoral Officer (Print)

Date Signed

Signature of Witness

Name of Witness (Print)

Date Signed

System Setup

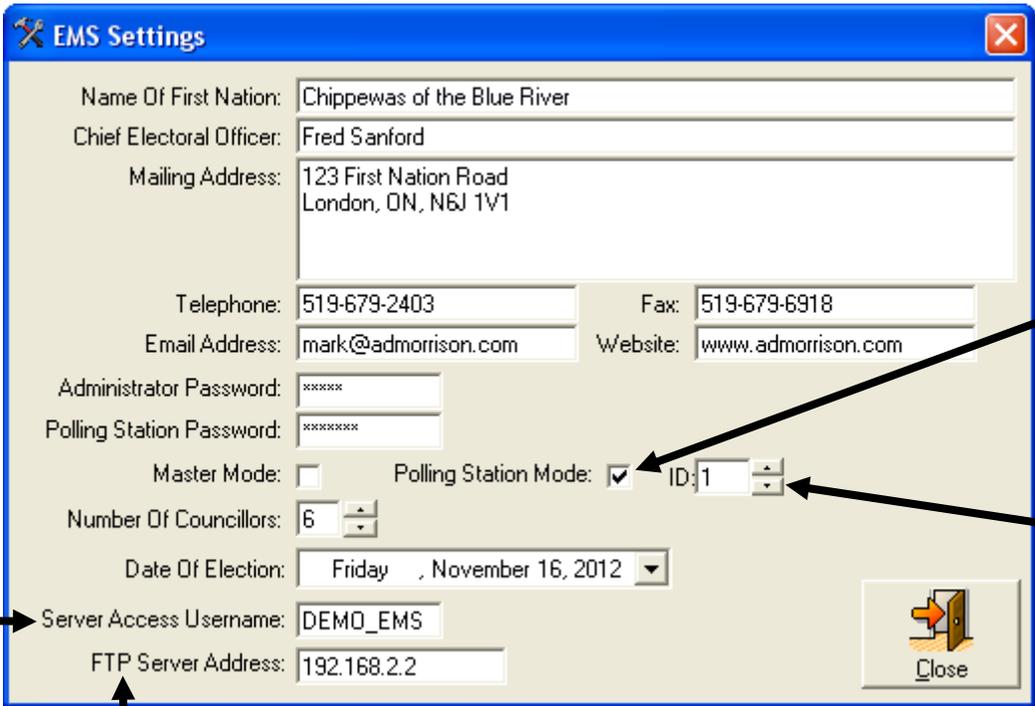
This allows you to configure how your software will function and the pertinent information that will be used on various screens and reports/forms.

The screenshot shows the 'EMS Settings' window with the following fields and callouts:

- Name Of First Nation:** Chippewas of the Blue River. Callout: "This will appear on all of the reports that are generated from the program."
- Chief Electoral Officer:** Fred Sanford. Callout: "The name of your Chief Electoral Officer whose name will appear on various forms."
- Mailing Address:** 123 First Nation Road, London, ON, N6J 1V1. Callout: "Mailing address which is used for return address labels and on various reports and forms."
- Telephone:** 519-679-2403. Callout: "Telephone and fax numbers, email address and website address used on various reports and forms."
- Fax:** 519-679-6918. Callout: "Telephone and fax numbers, email address and website address used on various reports and forms."
- Email Address:** mark@admorrison.com. Callout: "Telephone and fax numbers, email address and website address used on various reports and forms."
- Website:** www.admorrison.com. Callout: "Telephone and fax numbers, email address and website address used on various reports and forms."
- Administrator Password:** *****. Callout: "Passwords for administrator mode and polling station user mode."
- Polling Station Password:** *****. Callout: "Passwords for administrator mode and polling station user mode."
- Master Mode:** . Callout: "A checkmark in this box makes the program run in 'Master' mode which can be a single voting station or the master in a multi-polling station configuration."
- Polling Station Mode:** . Callout: "A checkmark in this box makes the program run in 'Master' mode which can be a single voting station or the master in a multi-polling station configuration."
- Number Of Councillors:** 6. Callout: "The number of councillors that can be voted for in this election."
- Date Of Election:** Friday, November 16, 2012. Callout: "This is the date of your upcoming election and is used on various reports and forms."
- Server Access Username:** DEMO_EMS
- FTP Server Address:** 192.168.2.2

System Setup

This allows you to configure how your software will function and the pertinent information that will be used on various screens and reports/forms.



The screenshot shows the 'EMS Settings' dialog box with the following fields and values:

- Name Of First Nation: Chippewas of the Blue River
- Chief Electoral Officer: Fred Sanford
- Mailing Address: 123 First Nation Road, London, ON, N6J 1V1
- Telephone: 519-679-2403
- Fax: 519-679-6918
- Email Address: mark@admorrison.com
- Website: www.admorrison.com
- Administrator Password: *****
- Polling Station Password: *****
- Master Mode:
- Polling Station Mode: ID: 1
- Number Of Councillors: 6
- Date Of Election: Friday, November 16, 2012
- Server Access Username: DEMO_EMS
- FTP Server Address: 192.168.2.2

Callout boxes provide the following explanations:

- Top-left callout:** The username to access the server where your polling station results are stored. (Points to Server Access Username)
- Bottom callout:** The internet address of the server where polling station results are stored. (Points to FTP Server Address)
- Right callout (top):** A checkmark in this box makes the program run in "Polling Station" mode in a multi-polling station configuration. (Points to Polling Station Mode)
- Right callout (bottom):** Lets you assign the id number for this polling station which is used to keep each polling station's results separate from the other stations. (Points to ID: 1)