
Connecticut Election Management System

Registrar User Manual

Version 1.3

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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

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

Connecticut Election Management System

Login Information

Select Role:

Username:

Password:

Remember me!

[First time logging in?](#)
[Report a Problem or get help](#)

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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**



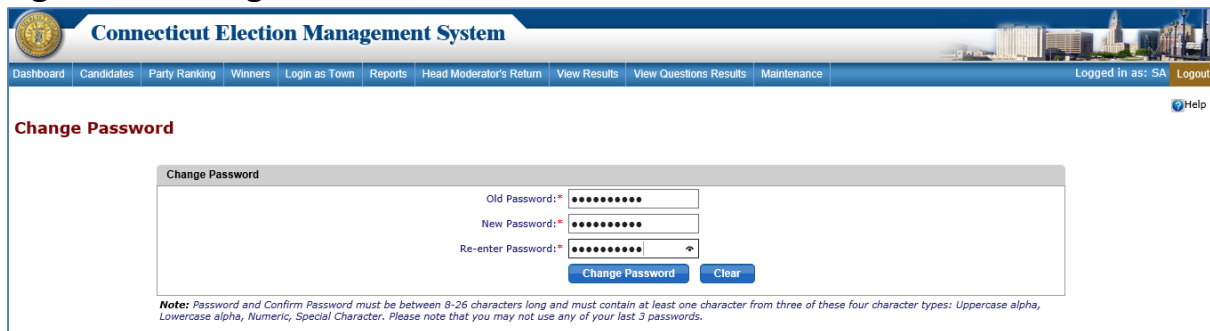
How to Log In

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.

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).



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.



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	Offices List List of Nominees Grids Report Winners Report
11/14/2016 - Test Election	General	State Election	Offices List List of Nominees Grids Report Winners Report
11/08/2016 - November Presidential Election	General	State Election	Offices List List of Nominees Grids Report Winners Report

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 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.”

NOTES: _____



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

[Archive](#) [Add Polling Place](#) [Un-Archive](#)

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	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: *

Congressional District: 4

Senatorial District: 25

Assembly District: 137

Probate District: 51

Polling Place Address 1: *

Polling Place Address 2:

Zip: *

City: *

State: Connecticut

Phone no:

[Add Polling Place](#) [Clear](#) [Cancel](#)

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).

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.

NOTES: _____

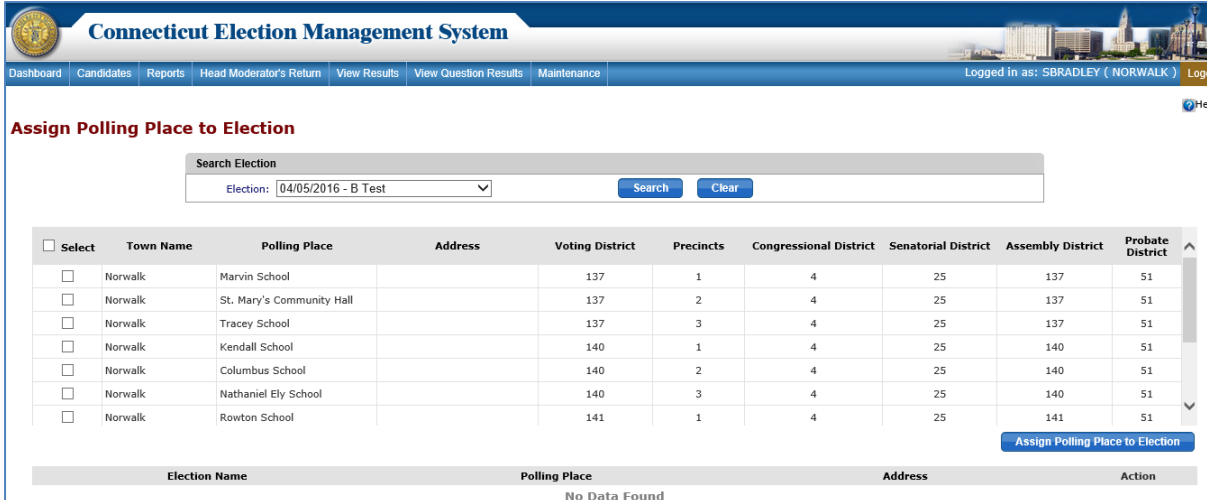
5. ASSIGN POLLING PLACE TO ELECTION

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).

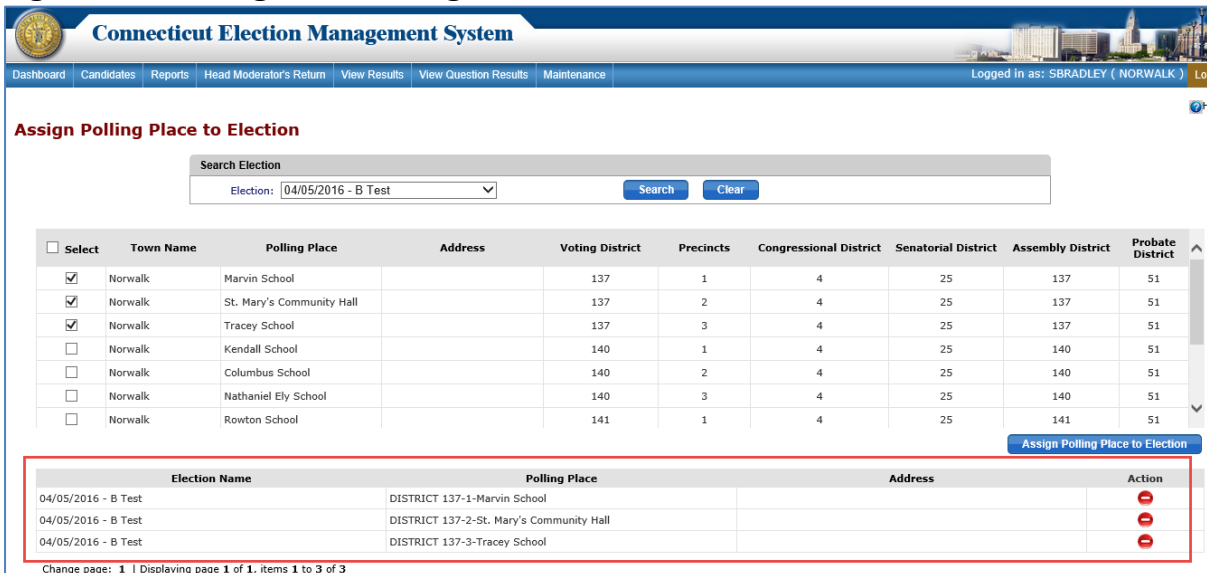
Figure 5-1 Assign Polling Place to Election screen



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

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



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

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		-

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.
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.

NOTES: _____

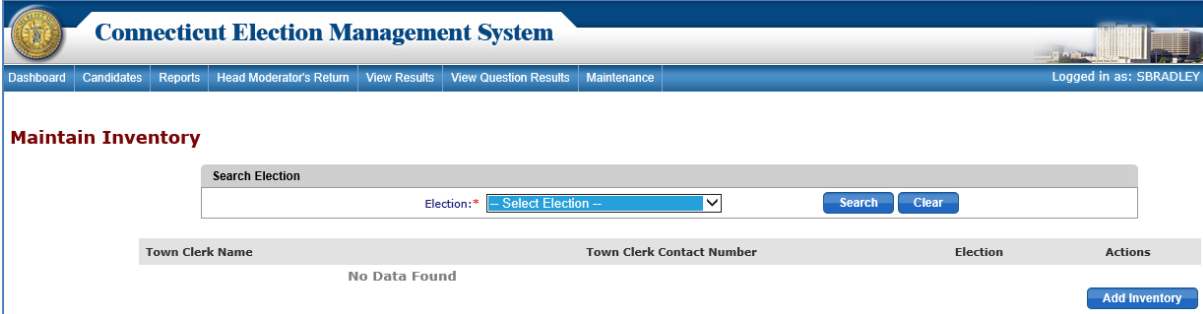
6. MAINTAIN INVENTORY

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

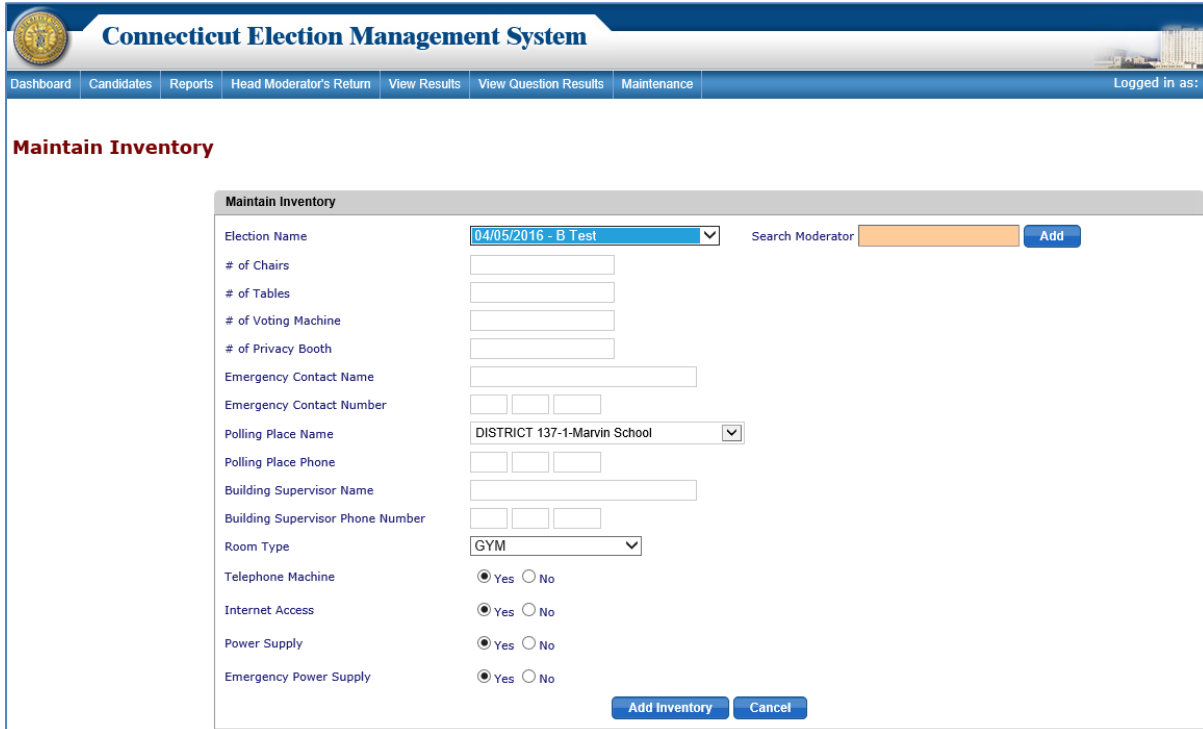
1. From the Dashboard, select the “Maintenance” tab and click on “Maintain Inventory” to display the **Maintain Inventory** screen. Until inventory has been added, the system displays “No Data Found” (Fig. 6-1).

Figure 6-1 Maintain Inventory screen



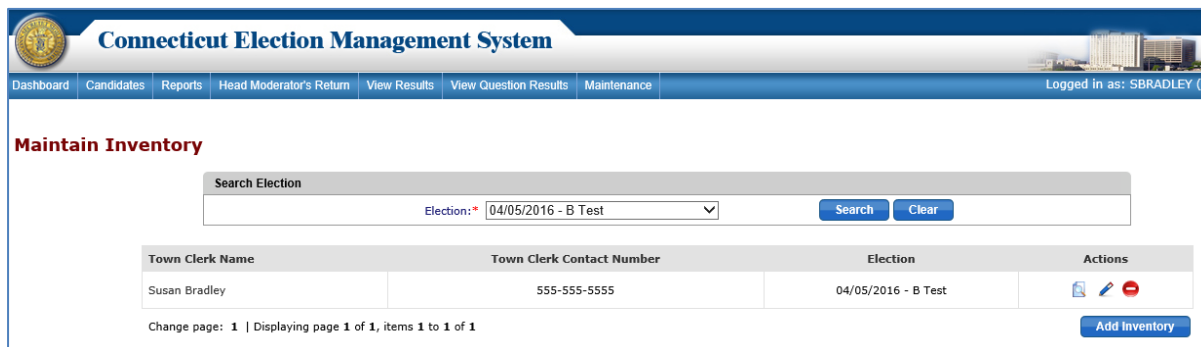
2. To display inventory previously entered, select the election and click the **“Search”** button. The system displays any inventory matching the search criteria.
3. Click the **“Add Inventory”** button to display the **Maintain Inventory** data entry screen (Fig. 6-2).

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: _____

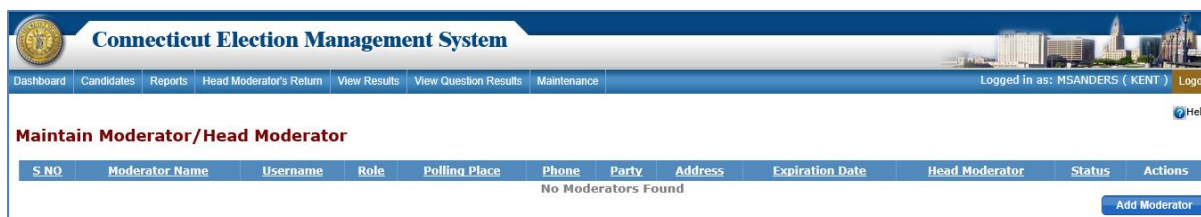
7. MAINTAIN HEAD MODERATOR/MODERATOR/DATA ENTRY USER

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

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	  

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.

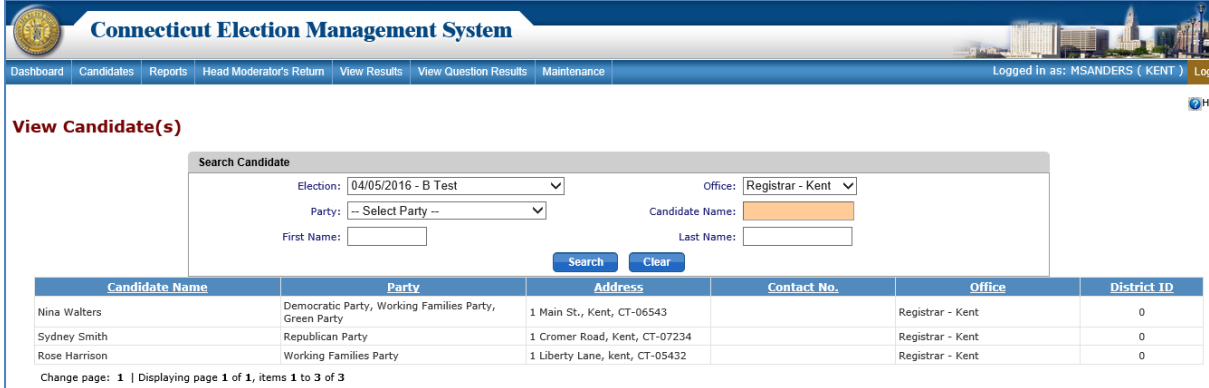
How to View Candidates

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



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

NOTES: _____

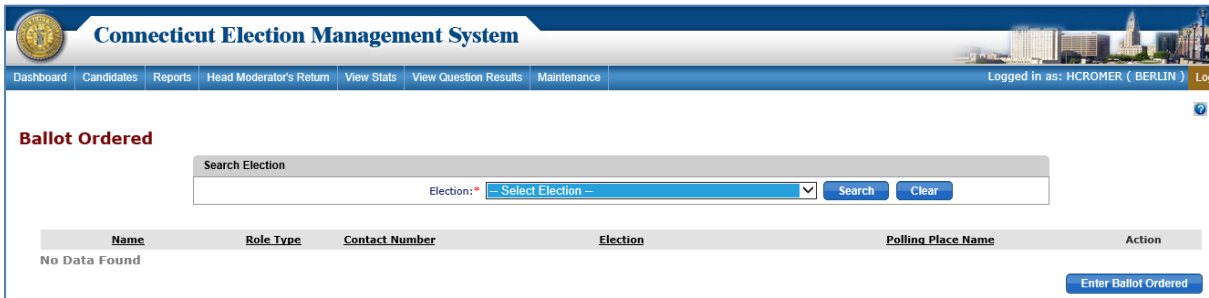
9. BALLOT ORDERED

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

- 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. 9-1).

Figure 9-1 Ballot Ordered



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

[Enter Ballot Ordered](#)

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



Figure 9-2 Ballot Ordered – Data Entry screen

Town: Berlin

Election/Primary Date: -- Select Election --

Polling Place Name: --Select Polling Place--

Number of Ballots Ordered for this Polling Place:

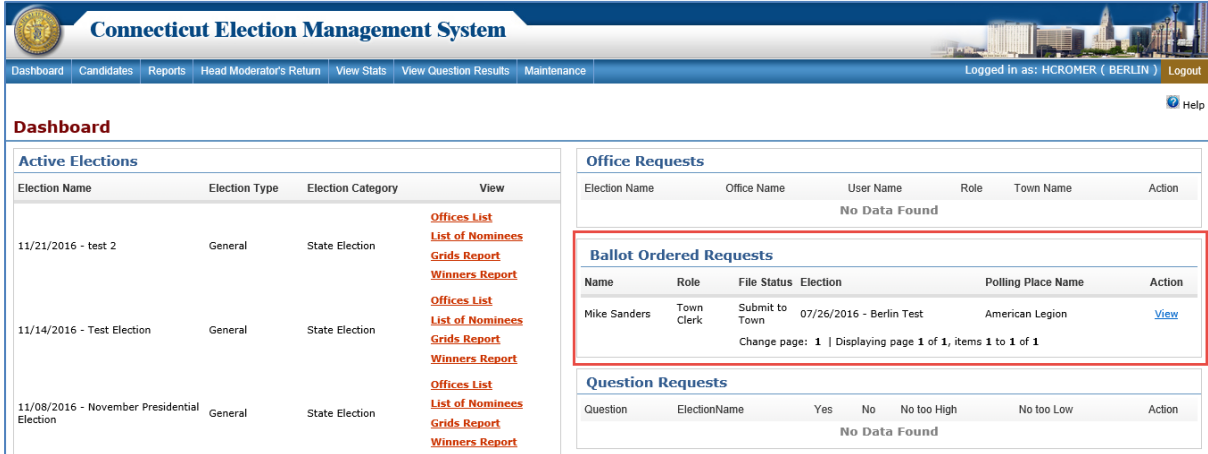
Percentage of Ballots / Per Voter Ordered for this Polling Place:

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" 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. 9. 3).

Figure 9-3 Dashboard - Ballot Ordered Requests



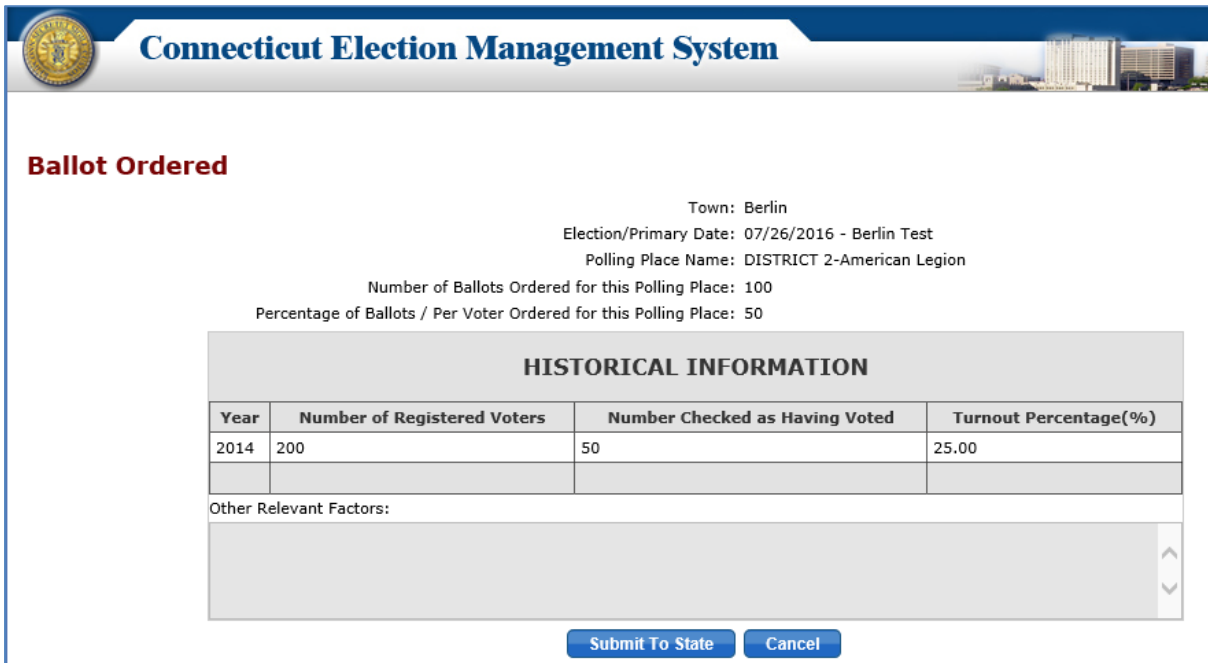
The screenshot shows the dashboard with several sections. The 'Ballot Ordered Requests' section is highlighted with a red border. It contains the following data:

Name	Role	File Status	Election	Polling Place Name	Action
Mike Sanders	Town Clerk	Submit to Town	07/26/2016 - Berlin Test	American Legion	View

Below the table, it says: "Change page: 1 | Displaying page 1 of 1, items 1 to 1 of 1"

- 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. 9-4).

Figure 9-4 Ballot Ordered – Submit to State



The 'Ballot Ordered' window displays the following information:

- 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:

At the bottom, there are two buttons: **Submit To State** and **Cancel**.

- Click the “**Submit to State**” button. An alert message will display. Click **OK** to certify and submit the Ballot Ordered to the state.
- 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.
- 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.

NOTES: _____

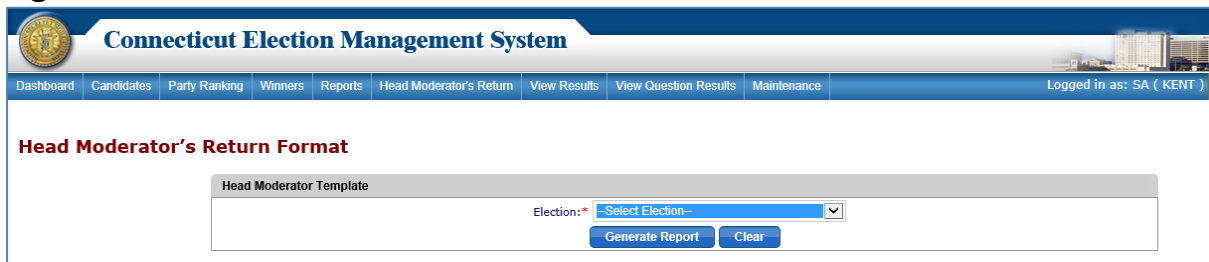
10. HEAD MODERATOR’S RETURN TEMPLATE

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

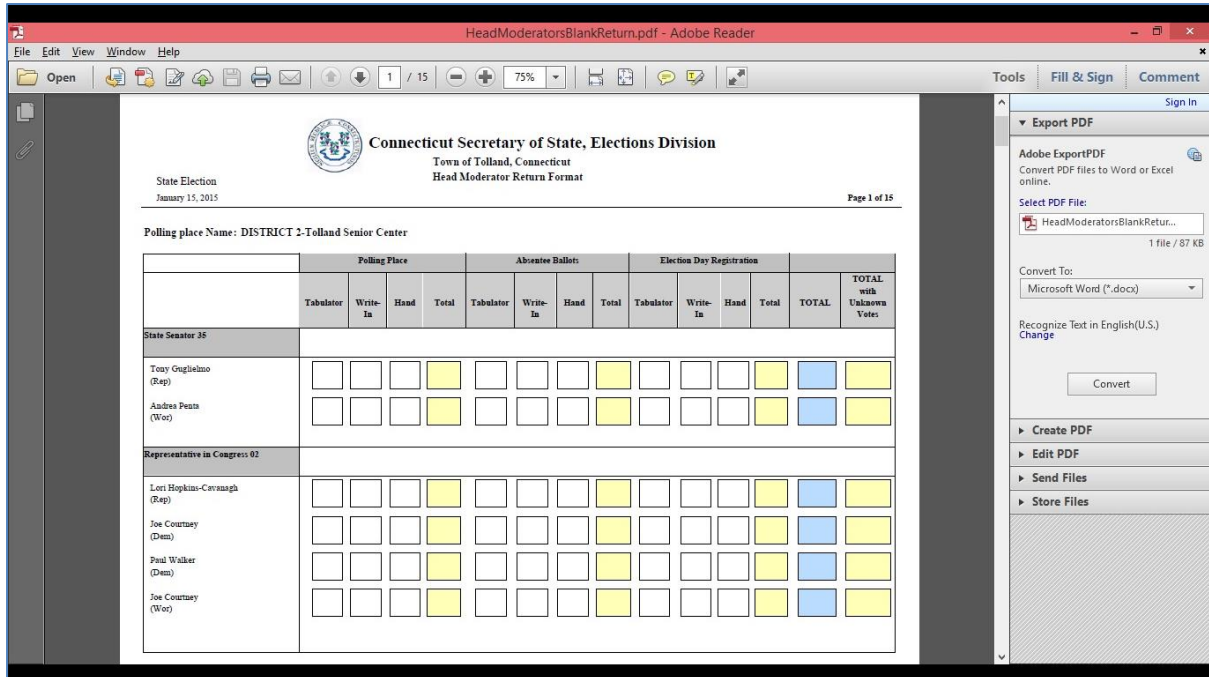
1. From the Dashboard, select the “Reports” tab and click on “Head Moderator’s Return Format” to display the **Head Moderator’s Return Format** screen (Fig. 10-1).

Figure 10-1 Head Moderator’s Return Format screen



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: _____

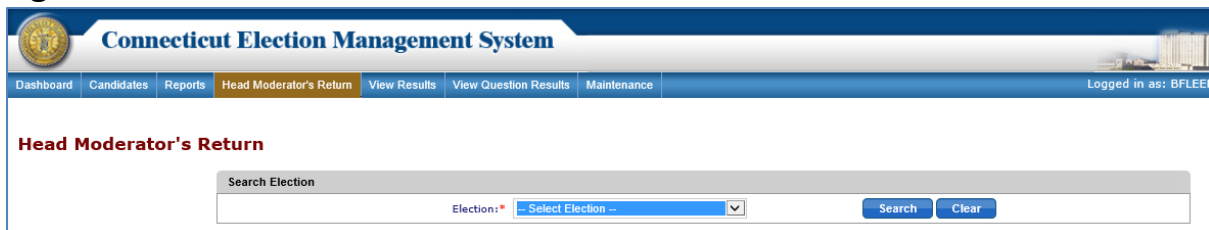
11. HEAD MODERATOR'S RETURN

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



Connecticut Election Management System

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](#)



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			Total Issued	Total Rejected
				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

View Questions Results

Search Election

Election: * [- Select Election -] Search Clear

Results by Town:

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

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 [Help](#)

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	
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													
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 Reports Head Moderator's Return View Stats View Question Results Maintenance Logged in as:

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
- Ballot Ordered
- 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
- 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).

How to Generate a *Head Moderator's Return Format*

1. To generate a *Head Moderator's Return Format*, which can be printed and used for manual data entry at polling places, select the "Reports" tab from the Dashboard and click on "Head Moderator's Return Format." The **Head Moderator's Return Format** screen will display (Fig. 14-3).

Figure 14-3 Head Moderator's Return Format screen

Head Moderator's Return Format

Head Moderator Template

Election: -Select Election-

Generate Report Clear

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



Connecticut Election Management System

3. 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. 14-4).

Figure 14-4 Head Moderator Return Format – sample output

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 16

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		
State Senator 35														
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"/>
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"/>
Representative in Congress 02														
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"/>
Joe Courtney (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"/>
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"/>
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"/>

How to Generate a Moderator's Return form

1. 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. 14-5).
2. 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 14-5 Moderator's Return – p. 1 of 25

1 / 25

MODERATOR'S
RETURN

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

Town Name:	<input type="text"/>	Moderator's Return Type:	<input type="radio"/> Central Count Return <input type="radio"/> Polling Place Return (No Absentees) <input checked="" type="radio"/> Polling Place Return (With Absentees)
Voting District:	<input type="text"/>	Delivery of Tabulator and Ballots:	<input type="radio"/> Delivered by Registrars <input checked="" type="radio"/> Delivered by Election Officials <input type="radio"/> Delivered by Police Officer
Polling Place:	<input type="text"/>	Pollworker Sheets:	<input checked="" type="radio"/> Use Recommended Form <input type="radio"/> Prefer to make own sheets for training and oath (must be filed separately with Town Clerk)
Election Date:	<input type="text"/>	Election Type:	<input type="text" value="Election - Presidential"/>

1

NOTES: _____
