



Charlie Daniels
Secretary of State

Election Night Reporting (ENR)

www.arelections.org/admin

A County Guide for reporting election results

2010 General & Nonpartisan Judicial Runoff Election

Enclosed you will find instructions regarding the election results upload utility that will be used for the November 2nd General & Nonpartisan Judicial Runoff Election.

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Election Night Reporting Website (<http://www.arelections.org/admin>) User Guide

- Overview
- County Administrative Toolkit
 - Upload L&A Test Results
 - Step 1: Upload Results
 - Step 2: Certify Election
 - Step 3: Complete SBEC Form

Overview

The Election Night Reporting System is a website for providing real-time access to election results immediately following an election. It is also used to certify an election with the Secretary of State. The County Administrative Toolkit has additional features designed to make Election Night Reporting more efficient. ***Among these features is an automatic Upload Feature that allows Polling Location returns to be uploaded automatically, with no manual entry. You will also have the ability to separate votes for contests containing multiple write-in candidates.***

Prior to Election Night

- ***County users upload L&A results to the staging website***

On Election Night

- ***County users log into the Election Night Reporting website (<http://www.arelections.org/admin>) with a username and password. The login information has not changed.***
- ***County users upload the XML file containing election results.***

At Least 48 Hours After the Election

If your election results have changed since your initial upload, you will need to upload the new results before certifying the election.

- ***County users certify the election results by printing the Abstract report and mailing it to the Secretary of State's office. The report is to be sent no earlier than forty-eight (48) hours after the election and no later than fifteen(15) calendar days after the election [§ 7-5-701(a)(1)] and must be signed by the County Election Commission.***

Please note that you will upload election results at least three different times...

- 1. After L&A Testing you will upload results using the L&A tab at www.arelections.org/admin**
- 2. On Election Night you will upload your unofficial uncertified results to www.arelections.org/admin**
- 3. After official results are determined you will upload your official certified results to www.arelections.org/admin**

Revised 10/7/2010

County Administrative Toolkit

The County Administrative Toolkit is the county official's tool for accessing their election information.

Go to: <http://www.arelections.org/admin> to begin.

Enter your username and password that you have used for previous elections and click 'Login'.

Note: All pictures are similar and not exact to the ones you will see for this election.

You will see a page similar to the one below:

The screenshot shows a web browser window titled "Arkansas Election Results Website - Windows Internet Explorer". The address bar contains the URL: https://dev.ark.org/arelections/admin/index.php?ina_sec_csrf=4835157e4a9bc0904f76a37fb0ee19e2&ac:show:hc. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and utility. The main content area features the Arkansas Secretary of State logo and a "vote Naturally" banner. Below the banner, the page is titled "County Administration Toolkit" and includes a "Welcome, SOS - Log Out" link. A dropdown menu is set to "Ashley County" with a "Set County" button. A red warning message states: "** DEV AREA ** - changes are NOT visible to the public". At the bottom of the page, there are four navigation tabs: "Home", "Current Election", "Preferences", and "Help". The main text reads: "Welcome to the County Administration Toolkit for Election Night Reporting". It provides links for "Begin working on: 2010 Karl Test (11/02/2010)" and "Begin working on: 2010 General & Non Partisan Judicial Runoff Election (11/02/2010)". A final instruction says: "Please use the 4 tabs at the top of the page to navigate." followed by a bullet point: "• If you need help, please click the [Help](#) tab."

Please notice:

- 1.** The 4 tabs: **Home, Current Election, Preferences and Help**
- 2.** The Log Out link can be used to log out of the web site
- 3.** The Public Site link will take you to the public web site

County Administrative Toolkit

You may click on a tab to view different parts of the web site.

Home: shows the current election and other helpful information

Current Election: takes you directly to the current election

Preferences: Contains optional features you may use in the system

Help: if you need help, click the Help tab for contact numbers and email addresses.

Click the “Current Election” tab to begin working on the current election. You will see a page similar to the one below:

Arkansas Election Results Website - Windows Internet Explorer

https://dev.ark.org/arelections/admin/index.php?ina_sec_csrf=4835157e4a9bc0904f76a37fb0ee19e28&

File Edit View Favorites Tools Help

Links Add to Wish List Customize Links Free Hotmail Windows Windows Marketplace Windows Media Log Out

Arkansas Election Results Website

Arkansas Secretary of State Presents

Vote Naturally Are you ready to be heard?

County Administration Toolkit Welcome, SOS - [Log Out](#)

Ashley County Set County ** DEV AREA ** - changes are NOT visible to the public

(go to the [SOS Toolkit](#))

Home Current Election Preferences Help

2010 General & Non Partisan Judicial Runoff Election (Uncertified) - [Instructions & Election Status](#)

L & A Testing 1. Upload Election Data 2. Certification 3. SBEC Form

Election Status	
Step 1: Upload Election Data	✗ Incomplete
Step 2: Certify Election	✗ Incomplete
Step 3: SBEC Form	✗ Incomplete

This page lists the steps required to complete the election night reporting process and your status for each step.

The tabs under the election name correspond to the Election Status steps at the bottom of the page. You may proceed through each tab to complete that step. You can move freely from tab to tab.

County Administrative Toolkit **L&A Testing**

Upon completion of your county's Logic & Accuracy testing you will need to upload the L&A XML file using the L&A Testing tab. L&A testing is typically completed by the County Board of Election Commissioners or the Election Coordinator for each county. Once these individuals have created the XML file containing L&A results, they will provide the results to the county clerk's office via flash drive.

At this point the county clerk's office will upload the L&A results using the L&A Testing tab. The L&A Testing tab will re-direct you to a development website (https://www.ark.org/arelections_stage/admin/index.php) that is used specifically for testing and will have no effect on the results that are uploaded on election night. **Please remember to upload L&A results using the L&A Testing tab only.**

Arkansas Election Results Website - Windows Internet Explorer

https://dev.ark.org/arelections/admin/index.php?ina_sec_csrft=4835157e4a9bc0904f76a37fb0ee19e2&

File Edit View Favorites Tools Help

Links Add to Wish List Customize Links Free Hotmail Windows Windows Marketplace Windows Media Log Out

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L & A Testing 1. Upload Election Data 2. Certification 3. SBEC Form

Election Status	
Step 1: Upload Election Data	✗ Incomplete
Step 2: Certify Election	✗ Incomplete
Step 3: SBEC Form	✗ Incomplete

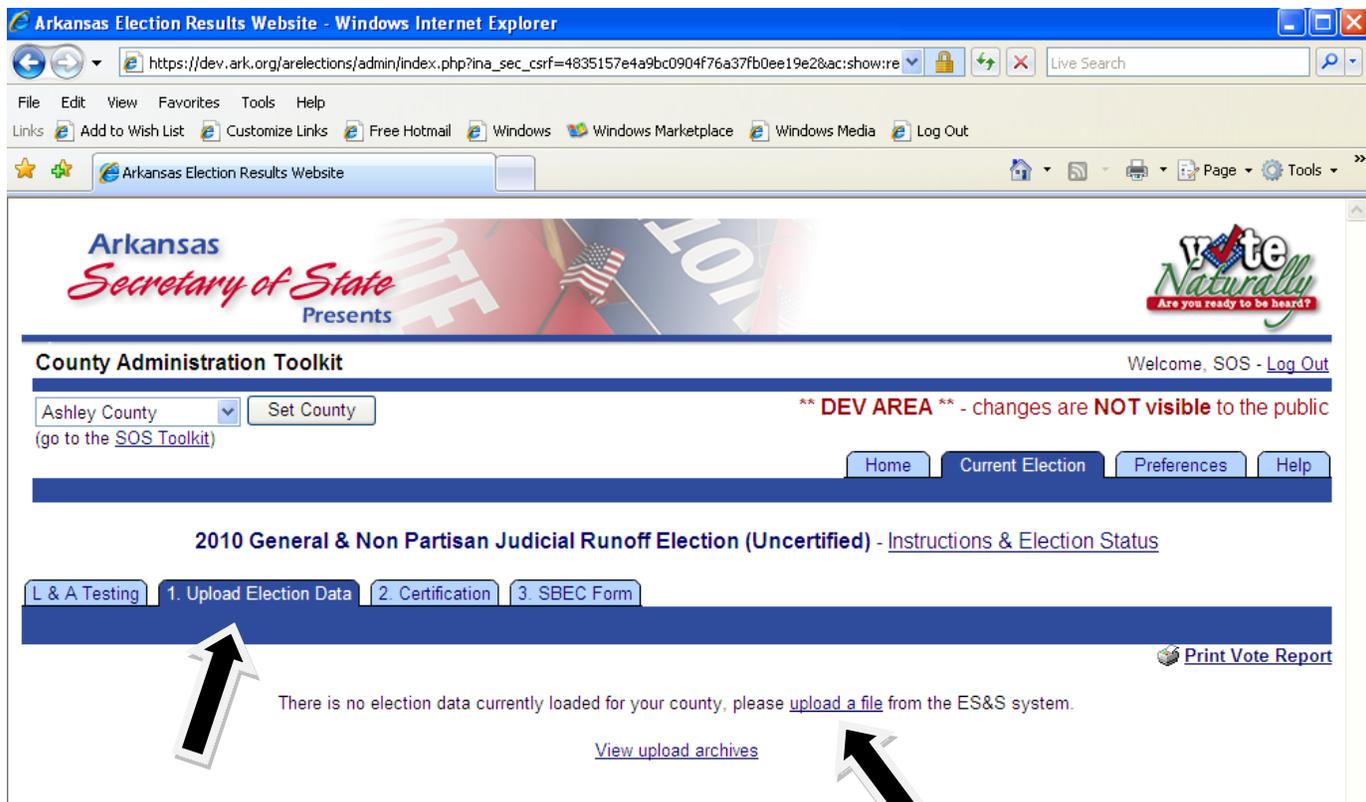
County Administrative Toolkit

Step 1: Enter Returns – *Upload a new file*

Recent enhancements have made it possible for election results to be uploaded or automatically entered into the election night reporting site. You will no longer have to manually enter countywide or polling location results in order to certify your election. This process is quick, easy, efficient, and reliable.

Please refer to the following steps to upload your election results:

- 1.** Click the **“Upload Election Data”** Tab.
- 2.** Choose the **“upload a file”** option.



The following page will appear:

2010 General & Non Partisan Judicial Runoff Election (Uncertified) - [Instructions & Election Status](#)

[L & A Testing](#) | [1. Upload Election Data](#) | [2. Certification](#) | [3. SBEC Form](#)

 [Print Vote Report](#)

WARNING: Using this option will delete all vote counts in the system and replace with data from the uploaded file.

Instructions

Step 1. Create and save State Transfer File to transferable media according to *ES&S ERM Results Export Program (EXP) State Of Arkansas System Operations Procedures Chapter 4: Election Day - Create a State Results File*

Step 2. Insert the flash drive into the computer connected to the arelections.org web site.

Step 3. Click the Browse button below and locate the elec_data.txt file on the "Removable Disc" drive of your computer.

Step 4. Click the Upload button below to confirm the totals in the file.

[View upload archives](#)

3. Insert the flash drive from your ERM computer into the computer that is being used to enter election results.

4. Click the **Browse** button and locate the **XML file for the current election** located on the "Removable Disk" drive of your computer.

Note...the "Removable Disk" drive of your computer can be found by going to "My Computer" and then double-clicking on "Removable Disc".

5. Click/Highlight the **XML file for the current election** and click **Open**

2010 General & Non Partisan Judicial Runoff Election (Uncertified) - [Instructions & Election Status](#)

[L & A Testing](#) | [1. Upload Election Data](#) | [2. Certification](#) | [3. SBEC Form](#)

 [Print Vote Report](#)

WARNING: Using this option will delete all vote counts in the system and replace with data from the uploaded file.

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[View upload archives](#)

Click "Upload File"

6. The file name will appear in the box to the left of the "**Browse**" button. Once it appears, click the **Upload File** button.

- Once the file is finished loading, you will be able to review the results. After the results are reviewed, click the **Publish Results To Web Site** button.

The contents of the file have been prepared for your review. Please review the results below carefully before loading this file.

WARNING: Loading this file will delete all information loaded previously for this election.

Contents of uploaded file: 0GARMILX46.XML

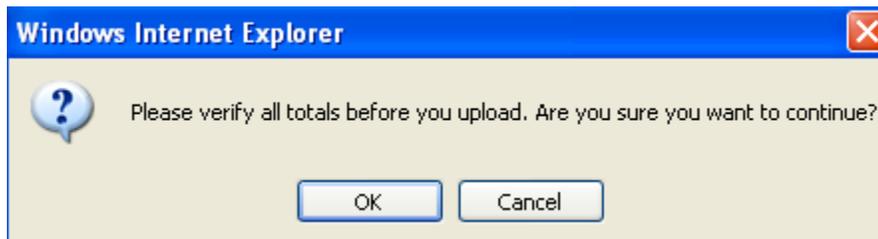
Publish Results To Web Site

Polling locations	Results by Polling Location		Total results
BRADFIELD	BRADFIELD1	Votes	U.S. Senate
COLLEGE HILL	U.S. Senate		Gray - John Laney Gray, III (G) 1,954
WASHINGTON	Gray - John Laney Gray, III (G)	109	Drown - Trevor Drown (I) 1,856
OZAN INGHAM	Drown - Trevor Drown (I)	120	Lincoln - U.S. Senator Blanche Lambert Lincoln (D) 1,894
SANDFLAT	Lincoln - U.S. Senator Blanche Lambert Lincoln (D)	119	Boozman - Congressman John Boozman (R) 1,928
HICKORY STREET	Boozman - Congressman John Boozman (R)	112	Write-In - Write-In (W) 54
GRAND	Write-In - Write-In (W)	2	Over Votes 42
ARKANSAS BLVD	Over	0	Under Votes 270
NORTH HEIGHTS	Under	0	U.S. Congress District 04
TRICE	U.S. Congress District 04		Drake - Josh Drake (G) 2,618
FOUKE	Drake - Josh Drake (G)	151	Rankin - Beth Anne Rankin (R) 2,596
FT. LYNN	Rankin - Beth Anne Rankin (R)	147	Ross - Mike Ross (D) 2,493
BOYD	Ross - Mike Ross (D)	155	Over Votes 40
CENTRAL	Over	1	Under Votes 251
GENOA	Under	8	Governor
PLEASANT HILL	Governor		Beebe - Governor Mike Beebe (D) 2,545
GREENWICH VLG	Beebe - Governor Mike Beebe (D)	152	Keet - Jim Keet (R) 2,530
MANDEVILLE	Keet - Jim Keet (R)	149	Lendall - Jim Lendall (G) 2,525
RONDO	Lendall - Jim Lendall (G)	137	Write-In - Write-In (W) 78
SHILOH	Write-In - Write-In (W)	8	Over Votes 44
UNION	Over	4	Under Votes 276
GARLAND	Under	12	Lieutenant Governor
BRIGHT STAR	Lieutenant Governor		Broadway - Senator Shane Broadway (D) 3,867
DODDRIDGE	Broadway - Senator Shane Broadway (D)	230	Darr - Mark Darr (R) 3,807
SUGAR HILL	Darr - Mark Darr (R)	229	Over Votes 64
	Over	2	Under Votes 260
	Under	1	Attorney General
	Attorney General		Kennedy - Rebekah Kennedy (G) 3,884
	Kennedy - Rebekah Kennedy (G)	226	McDaniel - Attorney General Dustin McDaniel (D) 3,834
	McDaniel - Attorney General Dustin McDaniel (D)	224	Over Votes 46
	Over	3	Under Votes 234



After reviewing the election results, click "Publish Results To Web Site"

- A final pop-up box will appear asking if you are sure that you want to continue. Click **OK** to confirm that you wish to publish the results to the public website.

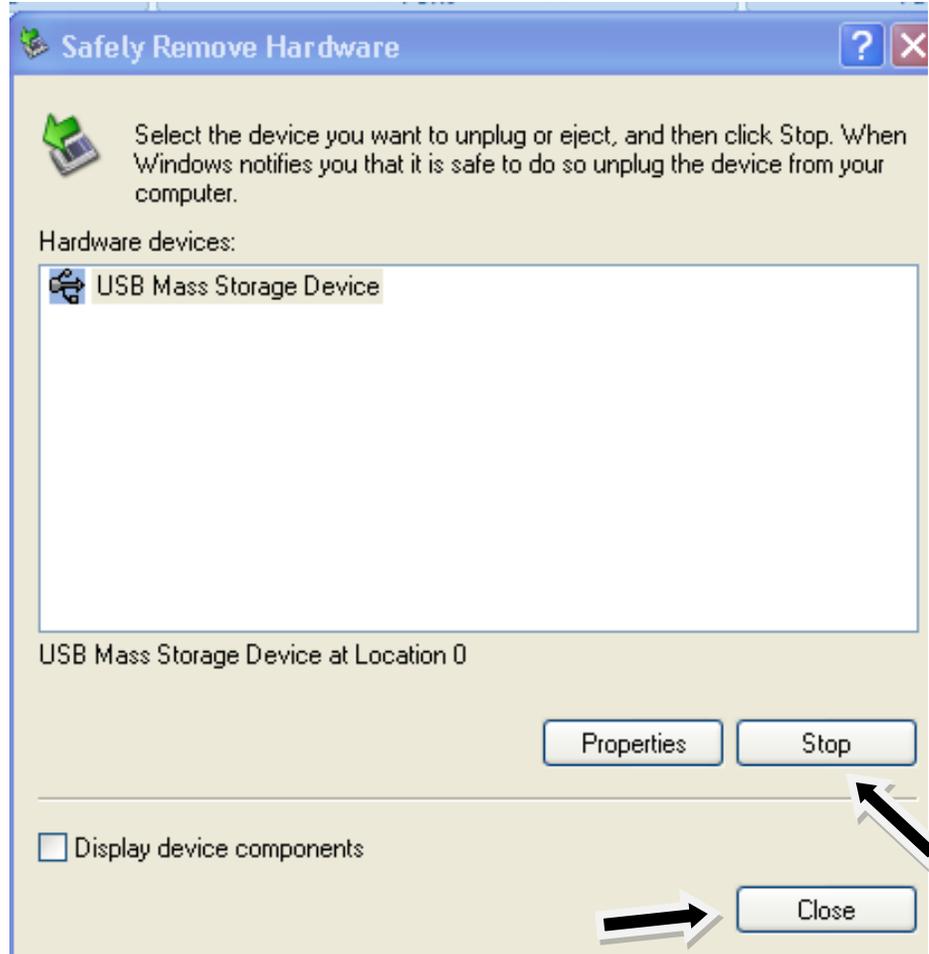


Click "OK" to publish election results to the public website.

Note: *Please contact the Secretary of State’s office if you experience any problems with your ERM or with uploading the XML file.**

**9. Once your results are uploaded you can eject your flash drive.
To safely eject your flash drive, follow these additional steps:**

- **Double click the Green Arrow Icon located on the toolbar in the lower right hand corner of your computer screen.**
- **The window on the following page will appear:**



- **Highlight the USB Mass Storage Device**
- **Click Stop**
- **Click Close**

You should get a “pop-up” message on the toolbar in the lower right and corner of your computer screen stating that it is now safe to remove hardware. At this point you can physically remove the flash drive from your computer.

County Administrative Toolkit

Step 2: Certification

Once you have uploaded and published your official election results you are ready to certify your election results.

After clicking on the “Certification” tab, you will be prompted to manually enter some additional information. (See screenshot on the next page for additional information.)

Election Statistics:

Enter the total number of Early and Absentee ballots that were cast as well as any outstanding OVERSEAS Absentee ballots.

Write-In Votes:

These fields were created to manually separate the votes cast for each certified write-in candidate within one particular contest.

- **Please enter the individual write-in candidate’s votes accordingly for each contest containing more than one write-in candidate.**
- **For contests containing only one write-in candidate, please enter 0.**
- **If no votes were tabulated for a particular write-in candidate in your county, please enter 0.**

Please remember that write-in candidates must notify in writing the county board of election commissioners of each county in which the candidate seeks election [§7-5-205(1)]. If a write-in candidate has failed to properly notify your county and therefore no votes were tabulated for the candidate, the following message may appear:



Certification

When you certify the election for your county the public web site will reflect this. Once you certify you will not be able to change any of your vote counts.

• **Warning: Some polling locations do not have write-in votes reported for the following contest(s). If this is correct, please continue to certify your election. If this is not correct please [click here to enter write-in votes](#):**
Attorney General

This election for your county is ready to be certified. Click the button below to certify this election.

You will not be able to make any changes to this election after you certify.

Continue with your election certification by clicking “Certify Election” if no votes were tabulated for the candidate. If votes were omitted for a candidate, select the “click here to enter write-in votes” link to enter votes for the appropriate candidate.

Election Statistics

* Total number of early ballots:	<input type="text" value="250"/>
* Total number of absentee ballots:	<input type="text" value="150"/>
* Total Outstanding Overseas Absentee Ballots:	<input type="text" value="50"/>

* required field

Enter the total number of early and absentee ballots cast as well any outstanding overseas absentee ballots. This information can be entered before you actually certify the election.

Write-In Votes

Please enter the votes for each write-in candidate:

Governor	
*Elvis D. Presley	<input type="text" value="50"/>
*Billy Roper	<input type="text" value="10"/>
*David E. Dinwiddie	<input type="text" value="8"/>
Attorney General	
*Marc Rosson	<input type="text" value="0"/>
U.S. Senate	
*Stephan "Troublemaker" Hercher	<input type="text" value="0"/>

* required field

- Separate the total number of votes for each write-in candidate within one particular contest. The sum of write-in votes for each candidate should equal the number of write-in votes from the XML upload for the same contest. Contact ES&S or your state election coordinator regarding instructions on manually updating votes for certified write-in candidates in ERM.
- For contests containing only one write-in candidate, please enter 0.
- Enter 0 for any uncertified write-in candidates that your county did not tabulate votes for.

Certification

When you certify the election for your county the public web site will reflect this. Once you certify you will not be able to change any of your vote counts.

This election for your county is ready to be certified. Click the button below to certify this election.

You will not be able to make any changes to this election after you certify.

When all votes have been appropriately entered you may click the Certify Election button. Once you click the "Certify Election" button you WILL NOT be able to modify your returns.

County Administrative Toolkit

Step 2: Certification (cont)

Note: You may receive a message indicating that you are missing results for some polling locations. This is because some candidates may not have appeared on a ballot within some polling locations. You may continue with your election certification by clicking “Certify Election” if no votes were tabulated at the given polling location for the candidate. However, if votes were omitted for a candidate or polling location, select the link to enter votes for the appropriate polling location.

When you have certified the election for your county, a link will appear for the Abstract report.

Certification

When you certify the election for your county the public web site will reflect this. Once you certify you will not be able to change any of your vote counts.

This election has been certified.

NOTICE: If you are filing an amended report, please use the [AMENDED Abstract](#).

If you are certifying for the first time please print and sign the election [Abstract](#).

You must print the Abstract of Certified Results and all three of the County Board of Election Commission members must sign it. The complete Abstract of Certified Results (including the signature page and election results for all state & district races) must then be delivered to the Secretary of State no earlier than forty-eight (48) hours after the election and no later than fifteen (15) calendar days after the election [§ 7-5-701(a)(1)].

Any counties that have not certified the election on the election night reporting website AND mailed the abstract by November 17, 2010 will be considered late. In addition, the Secretary of State’s Office recommends that each county mail the abstract report to our office via Priority Mail with delivery confirmation. Mailing the abstract to the Secretary of State’s Office using Priority Mail with delivery confirmation will help ensure that certified election results are not lost in the mail or sent to an incorrect address.

You may mail the complete Abstract of Certified Results to:

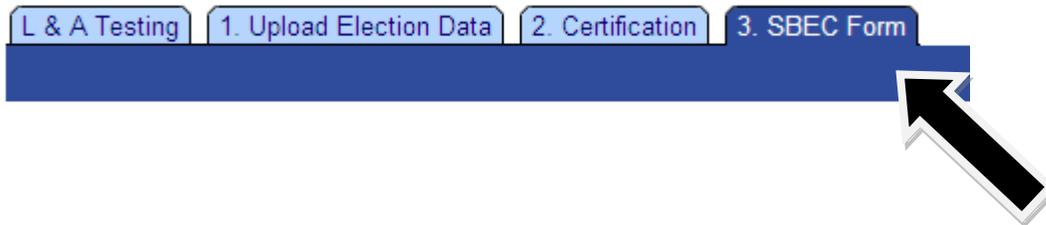
Arkansas Secretary of State
Attn: Election Division
State Capitol
Room 026
Little Rock, AR 72201-1094

You should also keep a copy of the abstract for your election records.

County Administrative Toolkit

Step 3: SBEC Form

New functionality now allows your county to enter the Ballot Accounting Form information online through the Election Night Reporting website. After completing the certification step click on **“Step 3: SBEC Form”** to complete the Ballot Accounting Form online. You may contact the State Board of Election Commissioners regarding instructions for completing this form or refer to pages 273-276 of the *County Board of Election Commissioners Procedures Manual*.



Ballot Accounting Reporting Form

(Read instructions carefully before completing this form)

A. Total number of persons presenting themselves to vote this election

B. Absentee Ballots (Non-Provisional)

B1. Total number of non-provisional absentee ballots cast

C. Early Votes Cast (Non-Provisional)

C1. Total number of early votes cast by voting machine

C2. Total number of non-provisional early paper ballots cast

C3. Total number of non-provisional early votes cast by paper and voting machine [C(1) + (2) = (3)]

D. Votes Cast on Election Day (Non-Provisional)

D1. Total number of votes cast by voting machine

D2. Total number of non-provisional paper ballots cast

D3. Total number of non-provisional votes cast by paper and voting machine [D(1) + (2) = (3)]

Enter totals for ALL fields and then click “Save Answers” at the bottom of the page. Once this information is saved, it will automatically be made available to the State Board of Election Commissioners office.

Please note that these fields do not auto-calculate so you will be required to enter a total for each field.



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