Procedure Document

ES&S Arkansas State Election Reporting Special Instructions
ERM Results Export Program ERM Group Names
Version # 2.0
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1.1 Arkansas SOS ERM Election Reporting Group Naming Standard:

REQUIREMENTS FOR SETTING UP ARKANSAS ERM GROUPS TO CONFORM WITH STATE REPORTING SOFTWARE
As of October 1, 2010

Election Reporting Manager (ERM) GROUPS NAMING REQUIREMENTS

Standard ES&S Election Reporting Manager (ERM) group names must be utilized by the counties to provide consistent group results accumulation from all the Arkansas counties for the Secretary of State's state results reporting. Please adhere to the following ERM group naming rules.

EARLY VOTE GROUPS
All ERM Early Vote groups' names must begin with "EV " (case sensitive) or "EV-" (case sensitive) as the first three letters or "Early Voting" (case sensitive) as the first two words in the group name field. If desired, additional descriptive wording may be added following the "EV " or the "EV-" or the two words "Early Voting".

ABSENTEE VOTE GROUPS
All ERM Absentee Vote groups' names must begin with "AV " (case sensitive) or "AV-" (case sensitive) as the first three letters or "Absentee" (case sensitive) as the first word in the group name field.
If desired, additional descriptive wording may be added following the "AV " or the "AV-" or the word "Absentee".

PROVISIONAL VOTE GROUPS
All ERM Provisional Vote groups' names must begin with "PV " (case sensitive) or "PV-" (case sensitive) as the first three letters or "Provisional" (case sensitive) as the first word in the group name field.
If desired, additional descriptive wording may be added following the "PV " or the "PV-" the word "Provisional".

ELECTION DAY GROUPS
All ERM Election Day Vote groups' names must begin with "ED " (case sensitive) or "ED-" (case sensitive) as the first three letters or "Election Day" (case sensitive) as the first two words in the group name field. If desired, additional descriptive wording may be added following the "ED " or the "ED-" or the two words "Election Day".

ERM GROUPS NAMING REQUIREMENTS FOR HAND COUNTED BALLOTS
By design, in certain elections there are **hand-counted paper ballots**. These could be absentee ballots, provisional ballots or early voting ballots. The hand-counted results are key data entered into the ERM precinct(s) using the ERM "Update Election Results Manually" menu option. If your county utilizes hand-counted ballot processing for an ERM group (i.e. Early voting, Absentee voting, Provisional voting) your ERM group must be named in accordance with the rules above and the default ERM equipment type for the group must be set to "650".

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