Enhanced Results – Election Night and Post-Election Quick Guide (rev. 10/18/24)

<mark>A version of this Quick Guide with screenshots can be found in the Enhanced Results Training Materials Course in LMS</mark>

On Election Night, the following election data must be entered:

Note: When entering data on a page, **do not leave the page until you see a green "Success" bar at the top.** If, after saving, you see a red "Error" bar at the top, you **must** resolve the errors and save again. **If you leave a page with a red "Error" bar at the top, nothing you entered will be saved.**

1. Enter Election Day results manually on the **Detailed Results Entry precinct pages** for each precinct.
   - You will enter both the precinct's overall ballots cast at the top of the page and each office's ballots cast for that precinct. While this will be redundant data entry most of the time, it will provide for accurate reporting and prevent validation errors when a precinct has multiple ballot styles (for example, split precincts and federal only ballots).
   - **Note for multi seat (vote for more than one) offices:** if your tapes report write-ins broken down by ballot Write-In line, on election night, you must add all the office's write-in votes together and report the total on the one Write-In "bucket" line.
   - Once you have entered your Election Day results for a precinct, before saving:
     - Update the precinct's reporting status to "Election Night Complete" in the Election Day Reporting Status drop down menu.
     - Select "Initial Entry" from the Change Reason drop down menu.
   - **Note:** You are **not** required to enter your Early Voting and Mailed Absentee *by precinct* results on election night. If you chose to enter these results on election night, do so **AFTER** completing all election night requirements.

   OR

   Enter Election Day results using the Export Fillable Excel.
   - The **Export Fillable Excel page** allows you to export an Excel file on which to enter/update your Detailed Results Entry precinct results. You will then import those results into your Detailed Results Entry precinct pages using the Import File page.
   - Select "Manual Entry" as the Results Source and uncheck all groups except Election Day.
   - Click "Export". (May take a couple minutes to download, depending on file size.)
   - You will enter each office's ballots cast for each precinct. While this will be redundant data entry most of the time, it will provide for accurate reporting and prevent validation errors when a precinct has multiple ballot styles (for example, split precincts and federal only ballots).
   - **Note**: Importing a spreadsheet will overwrite the data currently in the corresponding boxes in the Detailed Results Entry precinct pages.

2. On the **Reporting Status page**, once all Election Day results have been entered for all precincts:
   - In the Status by Voting Method section, update the Election Day status to "Election Night Complete".

- o In the Status by Precinct section, if they aren't already, change all precinct statuses to "Election Night Complete".

Note: When entering data on a page, **do not leave the page until you see a green "Success" bar at the top.** If, after saving, you see a red "Error" bar at the top, you **must** resolve the errors and save again. **If you leave a page with a red "Error" bar at the top, nothing you entered will be saved.**

3. Manually enter summary results for Early Voting and Mailed Absentee on the **Summary Entry page**.

   - o The Election Day results entered in the Detailed Results Entry precinct pages will automatically be combined and rolled up to the Summary Entry page.

4. On the **Reporting Status page**, once all Early Voting and Mailed Absentee summary results have been entered, update the Early Voting and Mailed Absentee statuses to "Election Night Complete" in the Status by Voting Method section.

5. Enter your Election Night Provisional Counts on the **Statistics Entry page**.

   - o You must enter "0" if you did not have any, as these boxes will remain blank until data is entered. This will help ELECT distinguish between an incomplete entry and a true "0" as the count. ELECT staff will call localities with blank boxes on election night to require completion of the page.

6. ELECT requests that localities email ea@elections.virginia.gov once you have entered all Election Night required data so we can confirm you are done before you leave the office.

During Canvass, the following election data must be entered:

Note: When entering data on a page, **do not leave the page until you see a green "Success" bar at the top.** If, after saving, you see a red "Error" bar at the top, you **must** resolve the errors and save again. **If you leave a page with a red "Error" bar at the top, nothing you entered will be saved.**

1. If you have any write-in winners, you must make them a candidate. Dashboard > Election Definition > # Contests.

   - o You will subtract their votes from the write-in bucket and enter them for this new candidate.

   - o **For more detailed information on this process, refer to the Write-Ins Quick Guide w Screenshots found in the Enhanced Results Training Materials Course in LMS.**

2. On the Detailed Results Entry precinct pages, manually enter Early Voting, Mailed Absentee, and Post-Election precinct results, and revise Election Day precinct results if necessary.

   - o You will enter both the precinct's overall ballots cast at the top of the page and each office's ballots cast for that precinct. While this will be redundant data entry most of the time, it will provide for

accurate reporting and prevent validation errors when a precinct has multiple ballot styles (for example, split precincts and federal only ballots).

o **Post-Election** ballots cast and results are **accepted/counted only**. Do not include rejected post-election ballots.

o **Results from HAND-COUNTED ballots must be reported in Enhanced Results.** If you hand-counted ballots, they must be included in your **Detailed Results Entry** precinct pages by-precinct in the respective category (Early Voting, Election Day, Mailed Absentee, Provisional, Post-Election), just as you would any other result.

o **Note:** All Early Voting, Mailed Absentee, and Post-Election data entered/updated in the Detailed Results Entry precinct pages **must also be entered/updated in the Summary Entry page**.

o After entering/updating results for each precinct, change the Reporting Status to "Fully Reported".

o Following completion of the provisional ballot meeting, **accepted/counted provisional ballots cast and votes** are to be recorded together in the Detailed Results Entry **Provisional precinct page.**

   ▪ Do **not** report provisional data within the regular precinct pages.

   ▪ Do **not** include rejected provisional ballots.

OR

Enter/Update all precinct results, including the provisional precinct, using the Export Fillable Excel.

o The Export Fillable Excel page allows you to export an Excel file on which to enter/update your Detailed Results Entry precinct results. You will then import those results into your Detailed Results Entry precinct pages using the Import File page.

o Select "Manual Entry" as the Results Source and uncheck all groups except Election Day.

o Click "Export". (May take a couple minutes to download, depending on file size.)

o You will enter each office's ballots cast for each precinct. While this will be redundant data entry most of the time, it will provide for accurate reporting and prevent validation errors when a precinct has multiple ballot styles (for example, split precincts and federal only ballots).

o **Do NOT enter provisional results within the regular precinct rows.** Enter **provisional** results **only** in the Provisional precinct, and **only** in the Provisional column.

o **Post-Election and Provisional** ballots cast and results are **accepted/counted only**. Do not include rejected post-election or provisional ballots.

o **Results from HAND-COUNTED ballots must be reported in Enhanced Results.** If you hand-counted ballots, they must be included in your **Detailed Results Entry** precinct pages by-precinct in the respective category (Early Voting, Election Day, Mailed Absentee, Provisional, Post-Election), just as you would any other result.

o **Note:**

   ▪ Importing an updated spreadsheet will <u>replace all data</u> already in the Detailed Results Entry page <u>for the Group(s) included in the spreadsheet</u>, making it imperative that you only select the group(s) for which you need to make changes.

- All Early Voting, Mailed Absentee, and Post-Election data entered/updated in the Detailed Results Entry precinct pages **must also be entered/updated in the Summary Entry page**.
- Only your precinct results (Detailed Results Entry page) can be imported. All other data (Summary Entry, Statistics Entry, and Voter Turnout Entry) must be entered manually into Enhanced Results.

3. On the Reporting Status page, once all results have been entered for all precincts, including the provisional precinct, update all precinct statuses to "Full Reported" in the Status by Precinct section.

Note: When entering data on a page, **do not leave the page until you see a green "Success" bar at the top.** If, after saving, you see a red "Error" bar at the top, you **must** resolve the errors and save again. **If you leave a page with a red "Error" bar at the top, nothing you entered will be saved.**

4. Manually update/enter summary results for Early Voting, Mailed Absentee, and Post-Election on the Summary Entry page.
   - **Post-Election** ballots cast and results are accepted/counted only. Do not include rejected post-election ballots.
   - Election Day and Provisional results are automatically rolled up to the Summary Entry page after you enter these results by precinct on the Detailed Results Entry precinct pages; the Provisional precinct being the last precinct in the drop down list.

5. On the Reporting Status page, once all results have been entered for all groups update all group statuses to "Fully Reported" in the Status by Voting Method section.

6. Complete the Curbside and Provisional Turnout Totals Statistics Entry pages.
   - You **must enter a "0"** if you did not have any, as these boxes will remain blank until data is entered. This will help ELECT distinguish between an incomplete entry and a true "0" as the count.
   - **Curbside** is reported for the locality as a whole for each election.
   - **Provisional Turnout Totals** are reported on two separate pages: Statistics Entry and Voter Turnout Entry. On the Statistics Entry page, you will report the provisional turnout total for the locality broken down by reason code as shown below.

7. Enter voter turnout on the Voter Turnout Entry page.
   Remember:
   - Turnout for all groups (Early Voting, Election Day, Mailed Absentee, Provisional, and Post-Election) is reported by precinct.
   - Precinct turnout is not reported by precinct splits.
   - **Provisional** turnout totals are reported on two separate pages: Statistics Entry and Voter Turnout Entry. You will report provisional turnout totals by precinct on the Voter Turnout Entry page.

- **Provisional** turnout is **all** provisionals; accepted and rejected.
- This is different from provisional ballots cast and results, which is just accepted provisionals.
- This could cause a validation error if you have rejected provisionals, as your provisional ballots cast will be less than your provisional turnout total.

  o **Post-Election** turnout is **all** post-election; accepted and rejected
  - This is different from post-election ballots cast and results, which is just accepted post-election.
  - This could cause a validation error if you have rejected post-election, as your post-election ballots cast will be less than your post-election turnout total.

  o The Voter Turnout report, found on the Reports page, has a Totals row and guidance on how to read the information in the report. This will help localities to use and understand the report.

8. Review and fix or explain the errors found on the Validation Rules page.

  o Data Validation runs on a schedule. You may have to wait up to 15 minutes to see if it identified any issues. If you make changes while a validation is running, it may start over.

  o Clicking on the "# issues" link on the Dashboard page will take you to the Validation Rules page. Click "View Results" for each type of validation error to see all the issues found for that type.

  o There are two types of Validation Errors:

    1. **Check summary, precinct, and precinct group totals in sync. These MUST be reconciled before submitting abstracts as these errors are always due to incorrect data entry and therefore could affect the abstracts.**

    2. **Ballots cast and turnout discrepancies.** These should be reconciled before submitting abstracts. If there is a reason you are unable to resolve an error, you must submit an explanation with your abstracts.

  o On each validation type page, you can export your errors into an Excel spreadsheet.

  o Along with reviewing the Summary Entry, Detailed Results Entry, and Voter Turnout Entry pages, the following reports can be run from the Reports page to help you identify errors.

    - Precinct/District Results by Contest Table
    - Precinct/District Results with Voting Method Details
    - Summary Results by Contest with Voting Method Details
    - Voter Turnout

  o After making the data changes needed to correct the error, click "Schedule Execution" on the Validation Rules page to initiate the validation process, which will provide an updated list of errors.

  o To help you organize your errors, a workflow has been added to the Validation Rules pages. This workflow is optional and mainly for use with the "Ballots cast and turnout discrepancies" errors as there is no situation in which you would have an explainable "Check precinct group results add up to match summary group results" error. These errors are always due to incorrect data entry.

    - **Note**: This feature is optional and does **not** replace the requirement to provide all information

requested in the Abstract Submission Formsite form. Nor does it mean you do not have to provide supporting documentation for errors left unresolved.

- ▪ Category descriptions:
  - • **Locality Use:**
    - i. **Flagged:** This category is for a locality to indicate an error needs to be researched.
    - ii. **Explained:** If an error cannot be resolved, choose Explained. Provide an explanation in the Comment box. If your explanation is longer than one or two sentences, upload a Word document to the Abstract Submission form with your detailed explanation. *As a reminder, this workflow does not replace the requirement to provide all information requested in the Abstract Submission Formsite form. Nor does it mean you do not have to provide supporting documentation for errors left unresolved.*
  - • **ELECT Use:**
    - i. **Accepted:** This category is used when an error has been sufficiently explained and accepted in the abstract review process.
    - ii. **Rejected:** This category is used to indicate an error has not been fully explained. ELECT staff will use the comment box to write a brief note on what data may be incorrect or require more attention. ***Note****: ELECT will provide a more detailed response with the rest of the results from their review via email.*
- ▪ Note: Making changes to numbers related to a validation error will cause validation to run again. If your changes fix the error, it will disappear (even if you have it marked as flagged or explained or entered a comment).
- ▪ Once you have categorized the errors, you can hide Categories to see only the ones you want to.

9. Run the reports detailed below to help reconcile data validation errors.
   - o The reports that will help the most are:
     - ▪ Precinct/District Results by Contest Table
     - ▪ Summary Results by Contest with Voting Method Details
     - ▪ Precinct/District Results with Voting Method Details
     - ▪ Voter Turnout
   - o Note: The Precinct/District Results reports have the option to hide/protect detailed results when ballots cast is under a set amount. **The system auto sets this amount to 10. Change the amount to 0 to show all results.**

10. On the Certification page, locality administrators will be able to declare winners for local offices and print Abstracts of Votes.
    - o Declare Winners: Localities must declare the winners for their local offices before printing the abstracts. (Exception: shared constitutional and shared town winners are declared by ELECT.)

- **ELECT-675 Write-Ins Certifications:** Review the Write-Ins Quick Guide for important information on Write-In Winners and Write-Ins Certifications.

- Generate Certification Report: Creates the Abstract of Votes pdf that must be certified by the Local Electoral Board. You can create each abstract individually or create abstracts of all contests in one PDF.