

Table of Contents

Introduction to the Canvass Reporting System.....	2
Key Terms	2
Logging In and Basic Navigation	3
Pre-Election Reports	4
Pre-Canvass Reporting Unit List	4
Reporting Unit Exception Report.....	5
Election Night Call In Return Sheets	7
Data Maintenance	8
Data Entry and Upload	9
Canvass Status Screen.....	9
Manual Data Entry.....	13
Entry by Contest.....	13
Downloading a File for Data Entry.....	15
Uploading a File	18
Uploading an LST or XPS File	18
Uploading a TXT File	21
Uploading a CSV File.....	23
Filling in the missing zeros	25
Verification and Certification of Results	26
Canvass Report – GAB 106	26
Election Night Call-In Sheet (Worksheet with Totals)	28
Verification.....	29
Federal/State Office Certification Report for the G.A.B.	30
Certification	33
Post-Election Reports	34
Contests By Reporting Unit For County Use	34
Canvass Results Report	36
Ward by Ward Report	37
County by County Report	38
Contests By Reporting Unit for State Use	39
Print or Export a Report.....	40
Add a Military Amendment or Recount Results Set.....	42

Canvass Reporting System

The G.A.B. Canvass Reporting System is an online database where county clerks enter their canvass results after each election. After Election Day, when the official canvass has been completed, county clerks may upload electronic results from a file generated by their voting machines, or they may enter canvass results by hand. Clerks may also export files from the G.A.B. Canvass Reporting System if desired. A signed Certification Report printed from the Canvass System must be delivered to the G.A.B. by 5:00 pm, one week after Election Day.

This chapter is meant to be an in-depth description of all of the available features in the G.A.B. Canvass Reporting System. However, for county clerks who enter the canvass results, the process boils down to three major steps:

- 1) Run the Pre-Election reports to discover any errors in the election setup. Fix those errors.
- 2) Enter canvass results manually or upload them from a file. Verify those results.
- 3) Print the Federal/State Office Certification Report for the G.A.B., have it signed, and send it to the G.A.B.

Key Terms

Reporting Unit: Following each election, municipal clerks report the results of the election to their county clerk. These results need to be reported by a specific ward or group of wards. The ward or combination of wards by which clerks report their election results to the county are called reporting units. Some municipalities' reporting unit is the entire municipality. Some municipalities have multiple reporting units made up of different combinations of wards. All municipalities with a population of over 35,000 have one reporting unit for each ward.

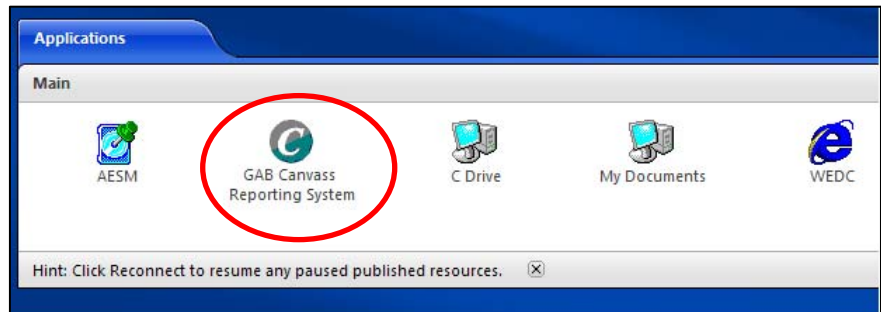
Reporting units are entered into SVRS, and must match the reporting units programmed into a municipality's voting machines. This will allow any results imported into the Canvass System to be correctly matched up with the corresponding reporting unit. For information on setting up reporting units in SVRS, see the Election Setup chapter.

Upload means to import or bring in data. For example, you may upload a results file from your voting equipment into the Canvass System.

Download means to export or print out data. For example, after you have uploaded a file or manually entered canvass results, you may choose to produce an Excel spreadsheet containing that data, and print it out or post it on your website.

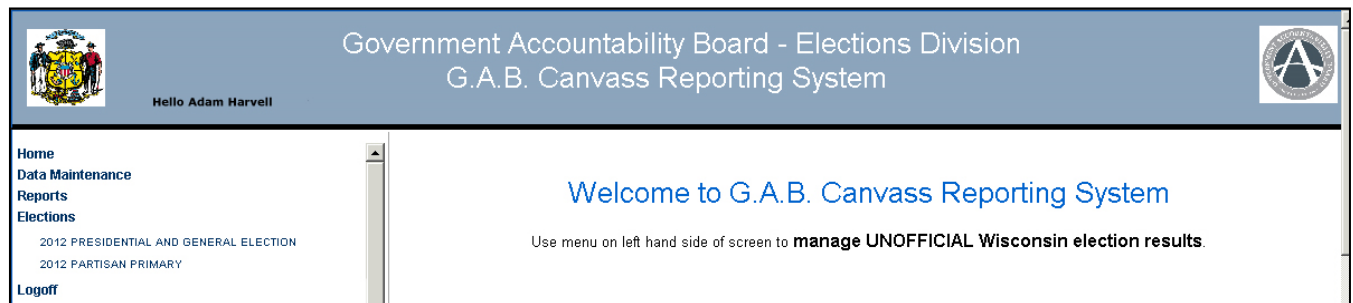
Logging In and Basic Navigation

1. To log in to the Canvass System, log into the Citrix Web Interface screen, just as if you were logging into **SVRS**. You will see an icon called **GAB Canvass Reporting System**.
2. Double-click the **GAB Canvass Reporting System** icon to open the Canvass System.



*If you or someone in your office cannot see the **GAB Canvass Reporting System** icon when they log into the Citrix Metaframe page, you must call the GAB Help Desk and have them update that user's Security profile.*

3. When the Canvass System opens, you will see the **Home** page.



- a. You may click on **Home** at any time to return to this page.
- b. **Data Maintenance** allows you to make changes to Elections, Reporting Units, Contests or Candidates in SVRS and instantly make those changes visible in the Canvass System, rather than having to wait for nightly updates. **It is only available to state-level users.**
- c. **Reports** lets you verify your data and print or export it in a variety of formats.
- d. **Elections** lets you select the current election, see the results entered so far, and upload or enter data.
- e. Click **Logoff** when you wish to exit the system.



*These results are **Unofficial**. Canvass results do not become official until they are certified by the G.A.B. The G.A.B. must have the Federal/State Office Certification Report for the G.A.B. generated out of the Canvass System and signed by the board of canvassers in each county before results are certified. The deadline for certification is two weeks after Election Day.*

Pre-Election Reports



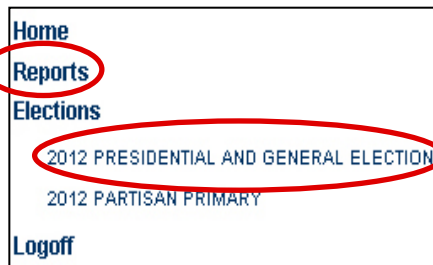
Before you upload or enter any data, first verify your election, reporting units, contests and candidates are set up correctly. First, use the [Pre-Canvass Reporting Unit List](#) and the [Reporting Unit Exception Report](#) to verify that the reporting units in the Canvass System are correct. Then use one of the [Election Night Call-In Sheet](#) reports or the [Contests By Reporting Unit For County Use](#) report to verify the contests and candidates.

Pre-Canvass Reporting Unit List

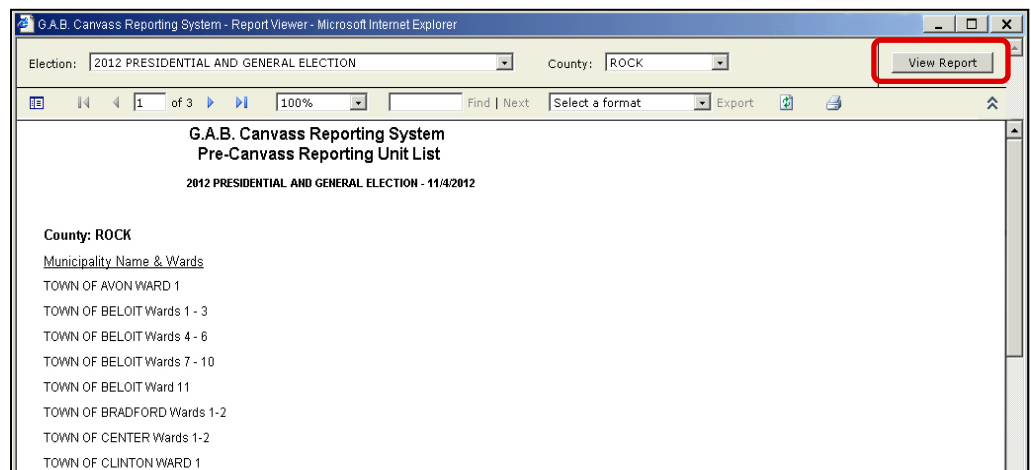


Before working with an election in the Canvass System, the state, county, and municipality must be set to Milestone #2 in SVRS. See the [Election Setup](#) chapter for more information on milestones.

- Under **Elections**, verify the correct election listed. If you do not see the election and you have checked Milestone #2 for your county and municipalities, contact the G.A.B. Help Desk.



- Click on **Reports**.
- Select the **Pre-Canvass Reporting Unit List**.
- Select the correct election from the **Election** drop-down list.
- Select the correct county from the **County** drop-down list.
- Click the **View Report** button.




Expand the screen or use the scroll bar at the bottom of the screen to see the **View Report** button.

- This report shows a list of reporting units as they were entered into SVRS for this particular election. Verify that the reporting units listed are correct for your county. If the reporting units are incorrect, you will have to fix them in SVRS. See the [Election Setup](#) chapter for more information.
- Once you have updated the information, your data must be refreshed in the Canvass System. You can wait overnight for this to happen, or contact the G.A.B. Help Desk to get it refreshed manually. If all of the information is correct, continue to the next page.

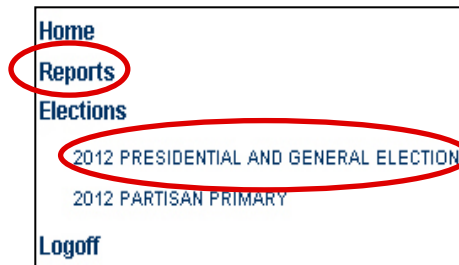


You may choose to print or export this report – see the [Print or Export a Report](#) section of this chapter for more details.

Reporting Unit Exception Report

-  Even if all of the reporting units are present and grouped into the correct wards, you should still check to verify they do not cross district lines (for example, you may not have two State Assembly districts in the same reporting unit.)

- Under **Elections**, verify the correct election listed. If you do not see the election and you have checked Milestone #2 for your county and municipalities, contact the G.A.B. Help Desk.



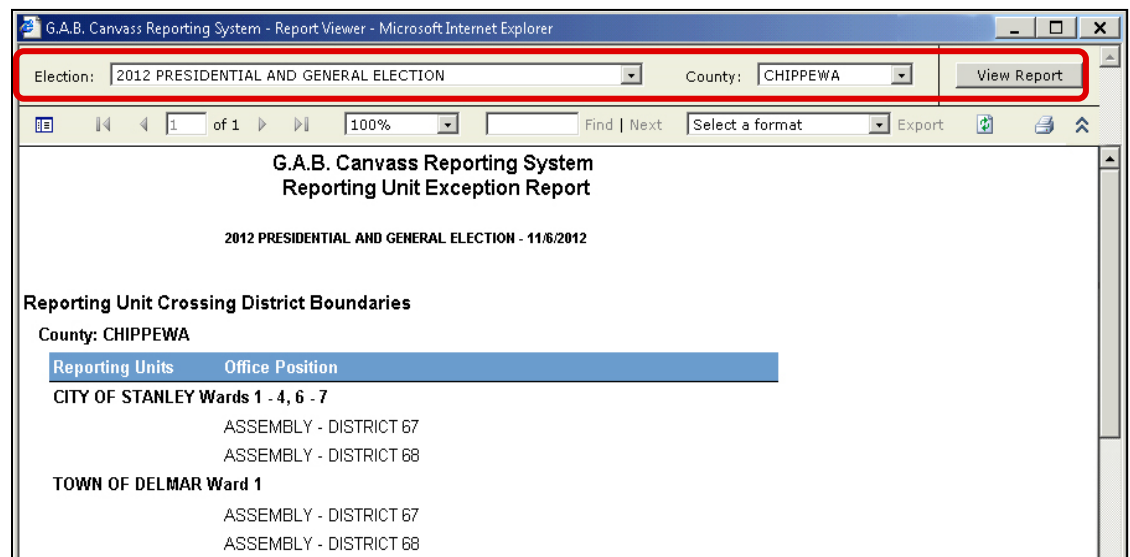
- Click on **Reports**.
- Select the **Reporting Unit Exception Report**.



- Select the correct election from the **Election** drop-down list.

- Select the correct county from the **County** drop-down list.

- Click the **View Report** button.



Expand the screen or use the scroll bar at the bottom of the page to see the **View Report** button.

- Examine the report for problems.
 - Reporting units will violate the rules if they contain more than one Assembly District, as shown above. **Federal-level or state-level district types like Congressional, State Senate or State Assembly districts should never have more than one district included in a single reporting unit or poll book.**



If the reporting units are incorrect, you will have to fix them in SVRS. See the [Election Setup](#) chapter for more information.

- b. Reporting Units may also be displayed on this page if all of the districts have not been added into the **Reporting Unit Plan** in SVRS. You must recruit those districts following the directions in the Election Setup chapter.

- c. Reporting units may also be displayed if the title of the reporting unit is in the wrong format. Note that as of September 2010, reporting unit names must NOT include the municipality name. For example, **Wards 1-3** is acceptable, but **Town of Lincoln Wards 1-3** is incorrect. You may rename the reporting units in the reporting unit plan, or select a different plan with the names in the correct format. Again, see the Election Setup chapter.


Wards Missing Reporting Units	
County: CALUMET	
SVRS Municipality Name & Wards	
TOWN OF HARRISON Town of Harrison - Ward 1	
TOWN OF HARRISON Town of Harrison - Ward 2	
TOWN OF HARRISON Town of Harrison - Ward 3	
TOWN OF HARRISON Town of Harrison - Ward 4	
TOWN OF HARRISON Town of Harrison - Ward 5	
TOWN OF HARRISON Town of Harrison - Ward 6	
TOWN OF HARRISON Town of Harrison - Ward 7	
TOWN OF HARRISON Town of Harrison - Ward 8	
VILLAGE OF HILBERT Village of Hilbert - Ward 1	
VILLAGE OF HILBERT Village of Hilbert - Ward 2	
VILLAGE OF HILBERT Village of Hilbert - Ward 3	

Reporting Unit Discrepancies with Naming Standards	
County: CALUMET	
SVRS Municipality Name & Wards	
VILLAGE OF HILBERT VILLAGE OF HILBERT WARDS 1&2	

Run 8/27/2010 5:15:18 PM

Page 1 of 2

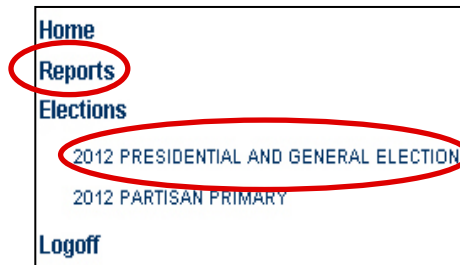
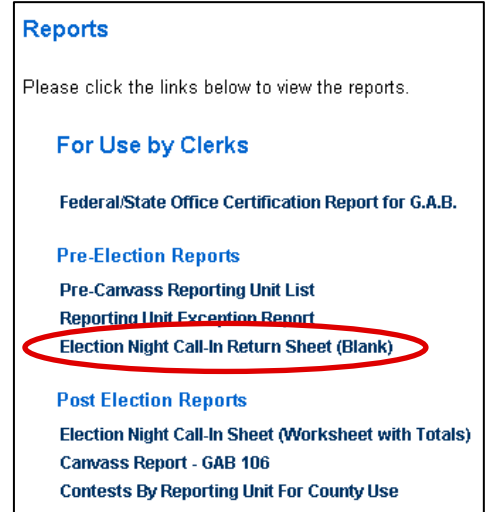
8. Once you have updated the information in SVRS, you can wait overnight for the data to be refreshed in the Canvass System. If you need the data refreshed immediately, contact the G.A.B. Help Desk.

 9. If there are no reporting units displayed on this report, you may continue on to the next page.
-  You may choose to print or export this report – see the Print or Export a Report section of this chapter for more details (pg. 42).

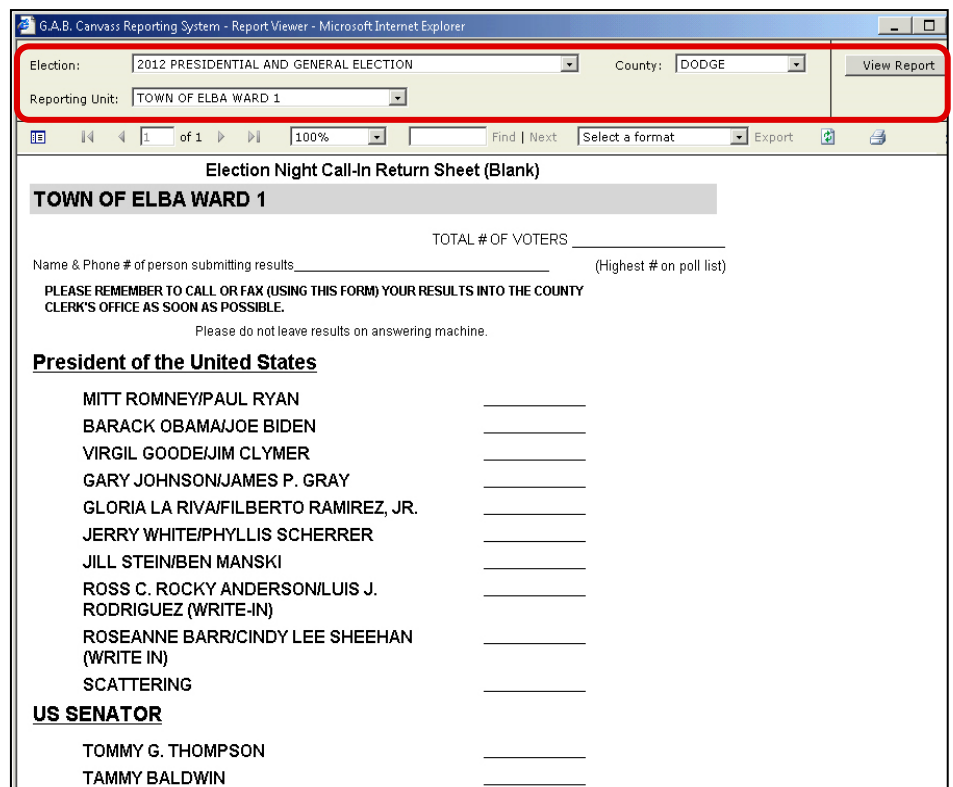
Election Night Call In Return Sheets

If your municipalities report their results to you by phone, you may wish to print the Election Night Call In Return Sheet (Blank) for each reporting unit and send it along with their poll lists or other documents you give to the municipal clerk. You may also wish to print a copy to keep in your office.

- Under **Elections**, verify the correct election listed. If you do not see the election and you have checked Milestone #2 for your county and municipalities, contact the G.A.B. Help Desk.
- Click on **Reports**.
- Click on **Election Night Call in Return Sheet**.
- Select the correct election from the **Election** drop-down list.
- Select the **County**.
- In the **Reporting Unit** drop-down list, select a reporting unit. You may select **ALL** if you wish.
- Click the **View Report** button.
- A sample of the report is shown at the right. It is designed so you may collect results by phone or fax quickly and accurately.


You may choose to print or export this report – see the Print or Export a Report section of this chapter for more details. If you wish to change this report, you may export it to an Excel file and make changes there.



Election Night Call-In Return Sheet (Blank)

TOWN OF ELBA WARD 1

NAME & PHONE # OF PERSON SUBMITTING RESULTS _____ TOTAL # OF VOTERS _____ (Highest # on poll list)

PLEASE REMEMBER TO CALL OR FAX (USING THIS FORM) YOUR RESULTS INTO THE COUNTY CLERK'S OFFICE AS SOON AS POSSIBLE.

Please do not leave results on answering machine.

President of the United States

MITT ROMNEY/PAUL RYAN	_____
BARACK OBAMA/JOE BIDEN	_____
VIRGIL GOODE/JIM CLYMER	_____
GARY JOHNSON/JAMES P. GRAY	_____
GLORIA LA RIVA/FILBERTO RAMIREZ, JR.	_____
JERRY WHITE/PHYLLIS SCHERRER	_____
JILL STEIN/BEN MANSKI	_____
ROSS C. ROCKY ANDERSON/LUIS J. RODRIGUEZ (WRITE-IN)	_____
ROSEANNE BARR/CINDY LEE SHEEHAN (WRITE IN)	_____
SCATTERING	_____

US SENATOR

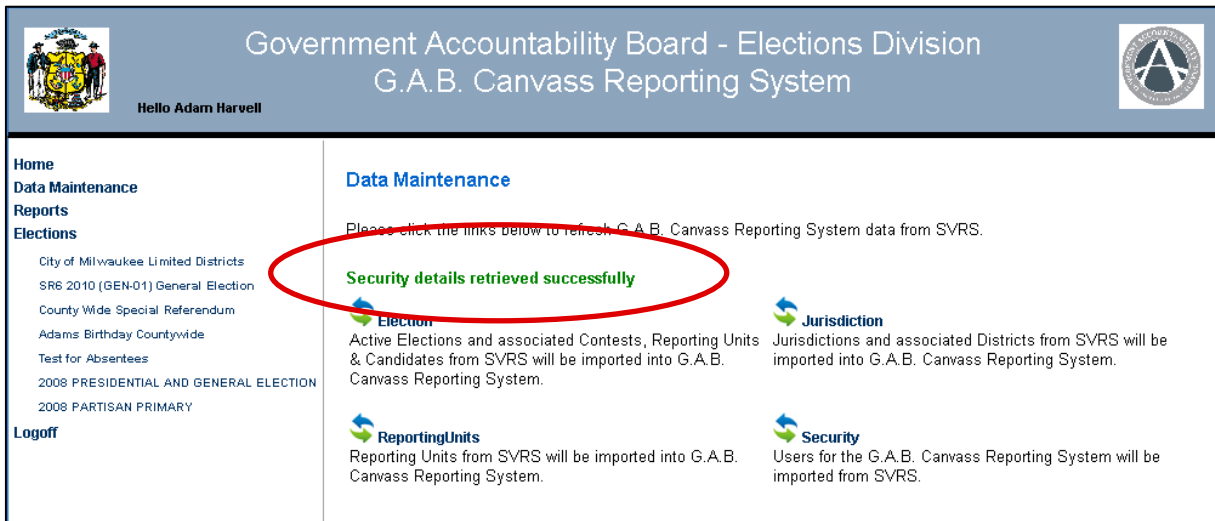
TOMMY G. THOMPSON	_____
TAMMY BALDWIN	_____



The Election Night Call-In Sheet (Worksheet with Totals) is meant for use after the canvass numbers have been entered into the system. You may use it to print or export canvass results organized by municipality in the format above.

Data Maintenance (State-Level Access)

1. If your election displays correctly, and you have verified your reporting units, contests, and candidates are correct, and all necessary users in your jurisdiction have access to the Canvass System, you may skip this section and proceed to the [Data Entry and Upload](#) section.
2. If the Canvass System is not showing the correct data, you will need to make any necessary changes to SVRS first. See the [Pre-Election Reports](#) section above for directions on finding data problems and fixing them.



Government Accountability Board - Elections Division
G.A.B. Canvass Reporting System

Hello Adam Harvell

Data Maintenance

Please click the links below to refresh G.A.B. Canvass Reporting System data from SVRS.

Security details retrieved successfully

Election
Active Elections and associated Contests, Reporting Units & Candidates from SVRS will be imported into G.A.B. Canvass Reporting System.

Jurisdiction
Jurisdictions and associated Districts from SVRS will be imported into G.A.B. Canvass Reporting System.

ReportingUnits
Reporting Units from SVRS will be imported into G.A.B. Canvass Reporting System.

Security
Users for the G.A.B. Canvass Reporting System will be imported from SVRS.



Before Election Day, you may use the **Election** option to update contests and candidates after they have been changed in SVRS. However, if it is after Election Day, and you have changed contests or candidates in SVRS, you must use the **Contests/Candidates** option instead.



Contests/Candidates

Contests and Candidates from SVRS will be imported into G.A.B. Canvass Reporting System.

3. Changes in SVRS will not instantly appear in the Canvass System. The information will be refreshed nightly, so any updates will show when you log in the next morning. If you do not see the updates you expect, or if you need to see your updates immediately, you may call the GAB Help Desk at 608-261-2028 and have a state-level user refresh the data for you.
Only state-level users will be able to see the Data Maintenance screen, and only state-level users will be able to immediately refresh the data in the G.A.B. Canvass Reporting System.
 - a. The state-level user will click on **Data Maintenance** in the main menu. They will see the screen displayed above.
 - b. Depending on the changes that were made, the state-level user will click **Election**, **Jurisdiction**, **ReportingUnits**, or **Security** to update that information in the Canvass System.
 - c. When the changes are successfully uploaded, the state-level user will see a green message that says "...details retrieved successfully."
4. The state-level user will let you know when your data has been refreshed and you can continue on to enter or upload canvass information.

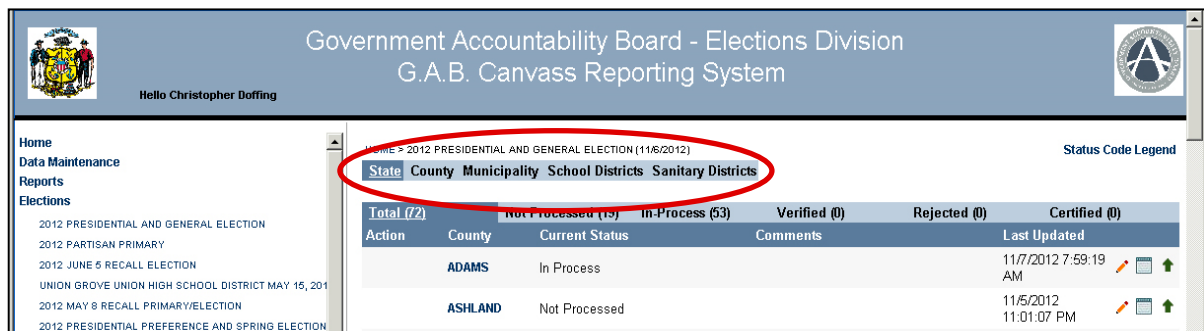
Data Entry and Upload



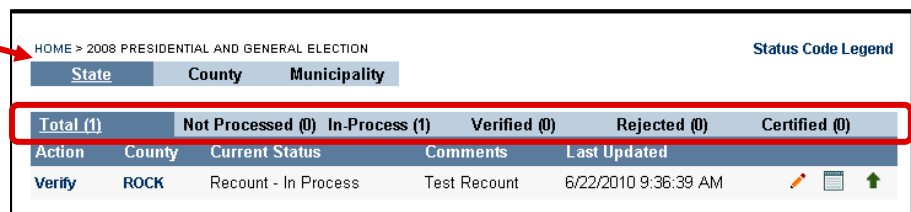
The G.A.B. Canvass Reporting System will allow for multiple ways of reporting canvass results. Some counties will manually type results into the Canvass System. Others will export the reporting units, contests, and candidates from the Canvass System into an Excel spreadsheet and enter results there, then upload those results into the Canvass System. Others will report results using an LST file or a TXT file produced by their voting machines. The Canvass System is able to accommodate all these methods.

Canvass Status Screen

- Under **Elections**, click on the correct election. If the election is missing, make sure you have inherited the election and checked Milestone #2 in SVRS for your county and municipalities. Contact the G.A.B. Help Desk if you need further assistance.
- You can control the level of contests you see by clicking **State**, **County**, or **Municipality**.
 - State** shows only state and federal level contests like Governor, Congressperson, State Senate and State Assembly.
 - County** shows county level contests like County Clerk, County Supervisor, and School Board Members.
 - Municipality** shows contests like Mayor, Village Trustee, or Town Supervisor.
 - School Districts** shows contests like School Board Officers
 - Sanitary Districts** shows contests like Sanitary Board Trustees or Officers



- The **Status Bar** tells you where each jurisdiction is in the canvass process.



- The **Total** will include all your eligible jurisdictions. State-level users will see all 72 counties. County users should see only the counties they have access to in SVRS.
- Not Processed** means no results have been entered. Your canvass will start out here.
- In Process** means some results have been entered, but data entry is not yet complete.
- Verified** means your jurisdiction has finished entering the results and has sent them for state review.




- e. **Certified** means the state has reviewed and certified the results. (Counties and municipalities are able to mark county-level and municipal-level contests as **Certified**.)
- f. **Rejected** means if a “results set” is listed here, the G.A.B. has found a problem and is sending the file back to the county for further review.



You may also click the **Status Code Legend** to see a list of what the various statuses mean.

HOME > 2008 PRESIDENTIAL AND GENERAL ELECTION

[Status Code Legend](#)

State		County		Municipality	
Total (1)	Not Processed (0)	In-Process (1)	Verified (0)	Rejected (0)	Certified (0)
Action	County	Current Status	Comments	Last Updated	
Verify	ROCK	Recount - In Process	Test Recount	6/22/2010 9:36:39 AM	  

Status Codes - Microsoft Internet Explorer

CANVASS SYSTEM STATUS CODES




- Not Processed - Results are not yet entered.
- In Process - In the process of entering results.
- Verified - County has approved the results.
- Certified - State has reviewed and certified the results.
- Rejected - State rejected the results. Check diary for explanation.

4. The **Canvass Record** shows information on the status of the canvass. It also allows you to produce reports, see notes, and verify your results.

- a. Under **Action**, you may “verify” or “certify” your results. See the Verification and Certification of Results section for further information.


HOME > 2008 PRESIDENTIAL AND GENERAL ELECTION

[Status Code Legend](#)

State		County		Municipality	
Total (1)	Not Processed (0)	In-Process (1)	Verified (0)	Rejected (0)	Certified (0)
Action	County	Current Status	Comments	Last Updated	
Verify	ROCK	Recount - In Process	Test Recount	6/22/2010 9:36:39 AM	  

- b. Under **County**, the county is listed. State-level users will see all 72 counties. A County will see only counties they have permissions for in SVRS.
- c. **Current Status** gives the type of canvass record (**Original**, **Military Amendment**, or **Recount**) along with the **Status**.
- d. **Comments** are added by the user when they create a canvass record or change its status.
- e. The **Last Updated** date is displayed.

- f. Finally, three icons are available:


- i. The **Pencil Icon**  allows you to open the **Reports** screen. From here, you can run various reports for that specific election and county.

Government Accountability Board - Elections Division

Reports

Election: 2011 PRESIDENTIAL AND GENERAL ELECTION

County: CLARK



For Use by Clerks

HOME >

State

Total Action

For Use by Clerks

Federal/State Office Certification Report for G.A.B.

Pre-Election Reports

Pre-Canvass Reporting Unit List

Reporting Unit Exception Report

Election Night Call-In Return Sheet (Blank)

Post Election Reports

Election Night Call-In Sheet (Worksheet with Totals)

Canvass Report - GAB 106

Canvass Municipality Report - GAB 106


Canvass Percentage Completed Report

Contests By Reporting Unit For County Use

Status Code Legend

Certified (0)	Rejected (0)	Certified (0)
Last Updated		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		
10/31/2012 11:01:43 PM		

Close

- ii. The **Diary Icon**  allows you to view all current and past **Comments**, the user, and the date entered.

Government Accountability Board - Elections Division

G.A.B. Canvass Reporting System



Diary


County: WAUKESHA

Details	Comments	User Name	Date
File Uploaded		David Meyer	11/6/2012 10:29:12 PM
Results Updated		Janice Moyer	11/5/2012 5:59:20 PM
Results Updated		David Meyer	11/5/2012 5:56:20 PM
Results Updated		Janice Moyer	11/5/2012 5:52:43 PM
Results Updated		Janice Moyer	11/5/2012 5:50:29 PM
File Uploaded		David Meyer	11/4/2012 5:51:30 PM
File Uploaded		David Meyer	11/4/2012 4:58:52 PM
File Uploaded		David Meyer	11/4/2012 4:50:46 PM

Close

Code Legend

Code	Description
1	File Uploaded
2	Results Updated
3	File Uploaded
4	Results Updated
5	File Uploaded
6	Results Updated
7	File Uploaded
8	Results Updated
9	File Uploaded
10	Results Updated
11	File Uploaded
12	Results Updated
13	File Uploaded
14	Results Updated
15	File Uploaded
16	Results Updated
17	File Uploaded
18	Results Updated
19	File Uploaded
20	Results Updated
21	File Uploaded
22	Results Updated
23	File Uploaded
24	Results Updated
25	File Uploaded
26	Results Updated
27	File Uploaded
28	Results Updated
29	File Uploaded
30	Results Updated
31	File Uploaded
32	Results Updated
33	File Uploaded
34	Results Updated
35	File Uploaded
36	Results Updated
37	File Uploaded
38	Results Updated
39	File Uploaded
40	Results Updated
41	File Uploaded
42	Results Updated
43	File Uploaded
44	Results Updated
45	File Uploaded
46	Results Updated
47	File Uploaded
48	Results Updated
49	File Uploaded
50	Results Updated
51	File Uploaded
52	Results Updated
53	File Uploaded
54	Results Updated
55	File Uploaded
56	Results Updated
57	File Uploaded
58	Results Updated
59	File Uploaded
60	Results Updated
61	File Uploaded
62	Results Updated
63	File Uploaded
64	Results Updated
65	File Uploaded
66	Results Updated
67	File Uploaded
68	Results Updated
69	File Uploaded
70	Results Updated
71	File Uploaded
72	Results Updated
73	File Uploaded
74	Results Updated
75	File Uploaded
76	Results Updated
77	File Uploaded
78	Results Updated
79	File Uploaded
80	Results Updated
81	File Uploaded
82	Results Updated
83	File Uploaded
84	Results Updated
85	File Uploaded
86	Results Updated
87	File Uploaded
88	Results Updated
89	File Uploaded
90	Results Updated
91	File Uploaded
92	Results Updated
93	File Uploaded
94	Results Updated
95	File Uploaded
96	Results Updated
97	File Uploaded
98	Results Updated
99	File Uploaded
100	Results Updated


- iii. The **Upload Icon**  allows you to open the **Upload Details** screen for information on files that have been imported into the canvass record. For directions on how to upload a file, see the [Uploading a File](#) section.

Upload Details				
Election:	2012 PRESIDENTIAL AND GENERAL ELECTION			
County:	SHAWANO			
Contest	Reporting Unit Mappings			
Mappings				
File Name	Status	Comments	User Name	Date
VOMF EL52 - 11-06-2012.txt	Loaded		David Meyer	11/6/2012 10:28:59 PM
TEST WITH NEW HEADING EL52.txt	Loaded		David Meyer	11/4/2012 5:51:22 PM
TEST WITH NEW HEADING EL52.txt	Loaded		David Meyer	11/4/2012 4:58:48 PM
TEST WITH NEW HEADING EL52.txt	In Process		David Meyer	11/4/2012 4:50:43 PM

Close



If you have started to upload a file, and not finished, the **Upload Details** screen will show a file name **In Process**. If you click the **Upload Icon**, it will resume uploading the file where you left off.

Upload Details				
Election: 2012 PRESIDENTIAL AND GENERAL ELECTION				
County: RUSK				
Contest Mappings Reporting Unit Mappings				
File Name	Status	Comments	User Name	Date
 VOMF EL52 - 11-06-2012.txt	In Process		David Meyer	11/6/2012 10:28:59 PM

Manual Data Entry

Entry by Contest

1. Log in to the Canvass System and select the correct election under **Elections**.
2. Click on the name of your county in the **County** column.
3. Once you have selected the county, you will see the screen displayed above. On the top line, listing **State**, **County**, and **Municipality**, select the level of contest you wish to see.
 - **State** shows only state and federal level contests like Governor, Congressperson, State Senate and State Assembly.
 - **County** shows county level contests like County Clerk, County Supervisor, and School Board Member.
 - **Municipality** shows contests like Mayor, Village Trustee, or Town Supervisor.

HOME > 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012)

State County Municipality School Districts Sanitary Districts

Total (72)	Not Processed (0)	In-Process (1)	Verified (0)
Action	County	Current Status	Comments
	BURNETT	Not Processed	

HOME > 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012) > BURNETT

State County Municipality School Districts Sanitary Districts

Election: 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012)
County: BURNETT
Status: Not Processed
Result Set: Original

Contests 1 of 8

< President of the United States >

Save Save & Next Download

Reporting Unit	MITT ROMNEY/PAUL RYAN (REP)	BARACK OBAMA/JOE BIDEN (DEM)	VIRGIL GOODE/JIM CLYMER (CON)	GARY JOHNSON/JAMES P. GRAY (IND)	GLORIA LA RIVA/FILBERTO RAMIREZ, JR. (IND)
Total	0	0	0	0	0
TOWN OF ANDERSON WARD 1					
TOWN OF BLAINE WARD 1					



You must report **State**-level contests, **County** and **Municipality**-level offices may also be canvassed using this system, but that is optional.

4. In the **Contests** drop-down, select the contest you want to edit. This will display all the reporting units in rows and the candidates in columns. You may click in the first open field and begin typing results. Hit **Tab** to move to the next field.
5. As you type, the **Total** displayed on the top and bottom will update.
6. Click the **Save** button whenever you wish to save your work.
7. Click **Save & Next** when you are done entering all data for all the reporting units on one page. You will move to the next blank page. The **Save & Next** button will be disabled when you are on the last screen of reporting units.

CITY OF MONROE Wards 1 - 10	70	65	87	82	43	32	93	63	72	9
Total	1,341	1,104	1,476	1,432	1,414	1,468	1,405	1,331	1,230	125

Save Save & Next Results per page ALL

- At the bottom of the screen, you will see a **Total** of the votes cast for each candidate. You may also change the number of **Results** per page. You may display between **10** reporting units and **ALL** of them.

- You may use the arrow buttons next to the **Contest** drop-down to move to the next or previous contest.

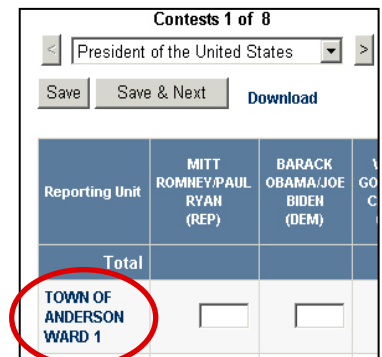


- Repeat the steps above until all results are entered and correct. Click **Save** after you are finished entering the vote totals. You may move on to the Verification and Certification of Results section.

Save

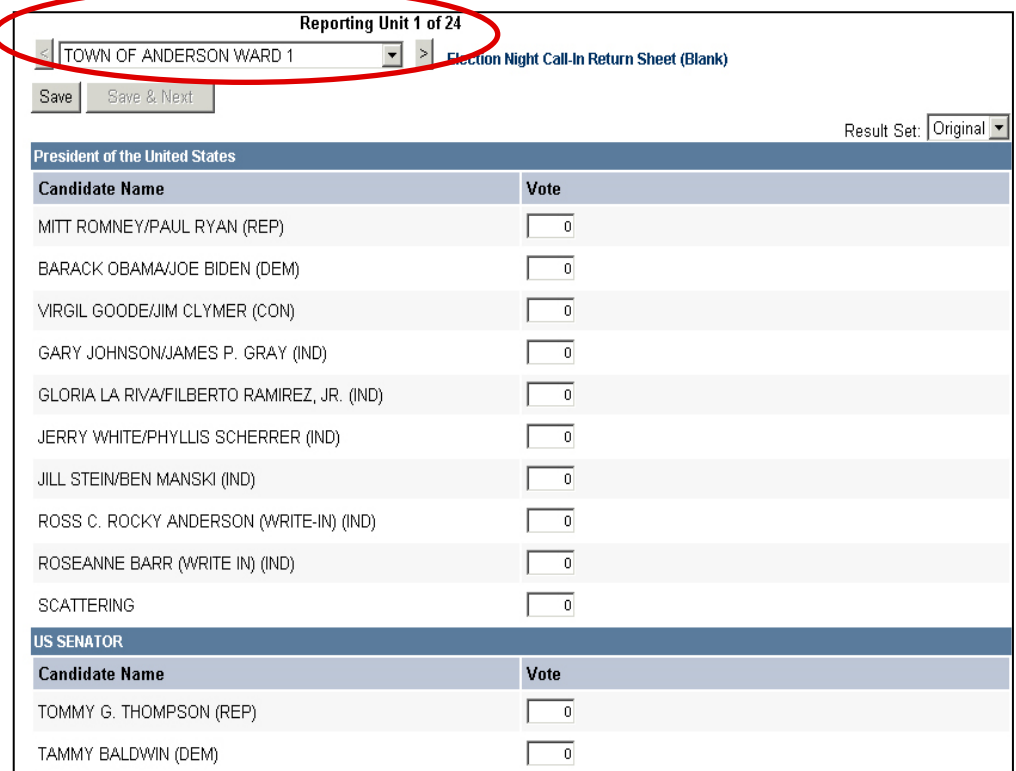
Entry by Reporting Unit

- If you wish to enter results for all contests in one reporting unit, instead of results for all reporting units in one contest, follow Steps 1-3 in the previous section to open the **Contests** screen. Then click on the desired **Reporting Unit** name.
- This will open the **Reporting Unit** screen. All contests and candidates will be listed in rows. You may click into the first open field and begin entering vote totals for all candidates. Use the **Tab** key to move to the next field.



- When you have finished entering results for the reporting unit, click the **Save** button. If there are multiple screens for this reporting unit, you may click **Save & Next** to save one screen and move to another.

- When you have finished with one reporting unit, choose the next reporting unit out of the **Reporting Unit** drop-down list, or use the **arrow buttons** to move to the next or previous reporting unit.

- Repeat the steps above until all results are entered and correct. Click **Save** after you are finished entering the vote totals. You may move on to the Verification and Certification of Results section.

Save

Downloading a File for Data Entry

In the past, some counties have pasted canvass results into an Excel spreadsheet and sent that file to the G.A.B. as part of their canvass totals. If you wish, you may download a file from the Canvass System and open it in Excel. All of the contests, candidates, and reporting units will appear, so you may type or paste the canvass results there. Then you can upload the file back into the canvass system so your results will be available to the G.A.B. Please note that you may only download one contest at a time, so this method requires multiple repetitions of downloading a file, pasting the results, and uploading the file.

1. Log in to the Canvass System and select the correct election under **Elections**.
2. Click on the name of your county in the **County** column.

Home Data Maintenance Reports Elections 2012 PRESIDENTIAL AND GENERAL ELECTION 2012 PARTISAN PRIMARY Logoff		HOME > 2012 PRESIDENTIAL AND GENERAL ELECTION (11/6/2012) <table> <tr> <th>State</th><th>County</th><th>Municipality</th><th>School Districts</th><th>Sanitary Districts</th></tr> <tr> <td>Total (72)</td><td>Not Processed (19)</td><td>In-Process (53)</td><td></td><td></td></tr> <tr> <th>Action</th><th>County</th><th>Current Status</th><td></td><td></td></tr> <tr> <td></td><td>ASHLAND</td><td>Not Processed</td><td></td><td></td></tr> </table>			State	County	Municipality	School Districts	Sanitary Districts	Total (72)	Not Processed (19)	In-Process (53)			Action	County	Current Status				ASHLAND	Not Processed		
State	County	Municipality	School Districts	Sanitary Districts																				
Total (72)	Not Processed (19)	In-Process (53)																						
Action	County	Current Status																						
	ASHLAND	Not Processed																						

3. Select the level of contest. **State** is the default. Canvassing county level and municipal level contests is optional – you do not have to pick **County** or **Municipality** if you are not canvassing those offices.
4. Under **Contests**, select the desired contest name.
5. Click **Download**.

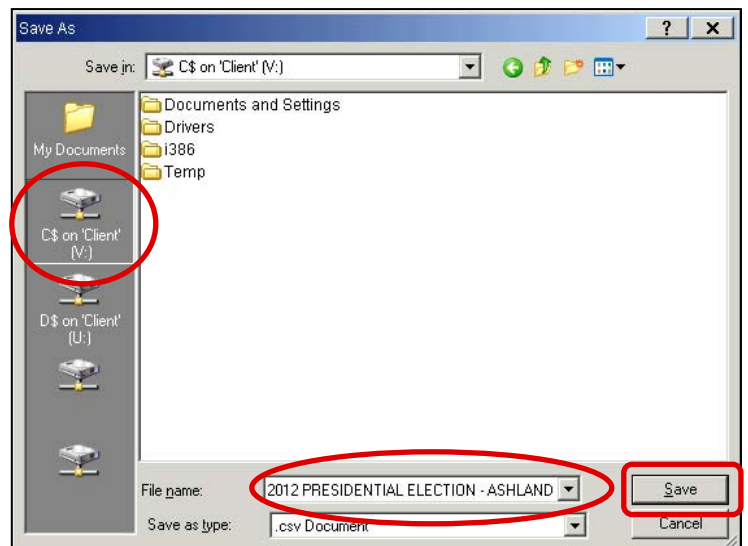
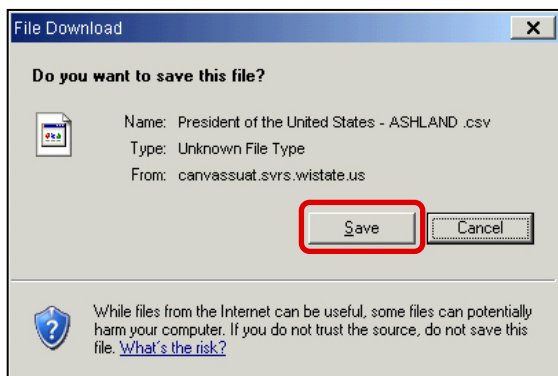
HOME > 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012) > ASHLAND

State	County	Municipality	School Districts	Sanitary Districts
-----------------------	------------------------	------------------------------	----------------------------------	------------------------------------

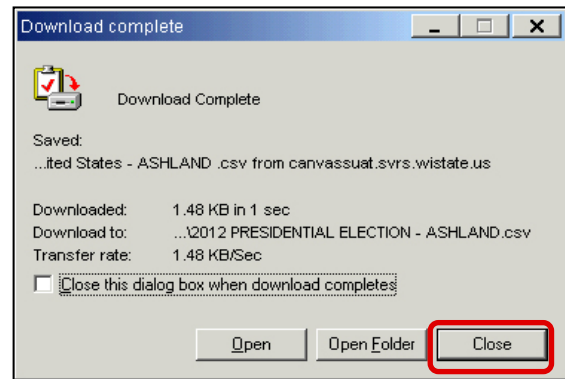
Election: 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012)
County: ASHLAND
Status: Not Processed
Result Set: Original

Contests 1 of 5

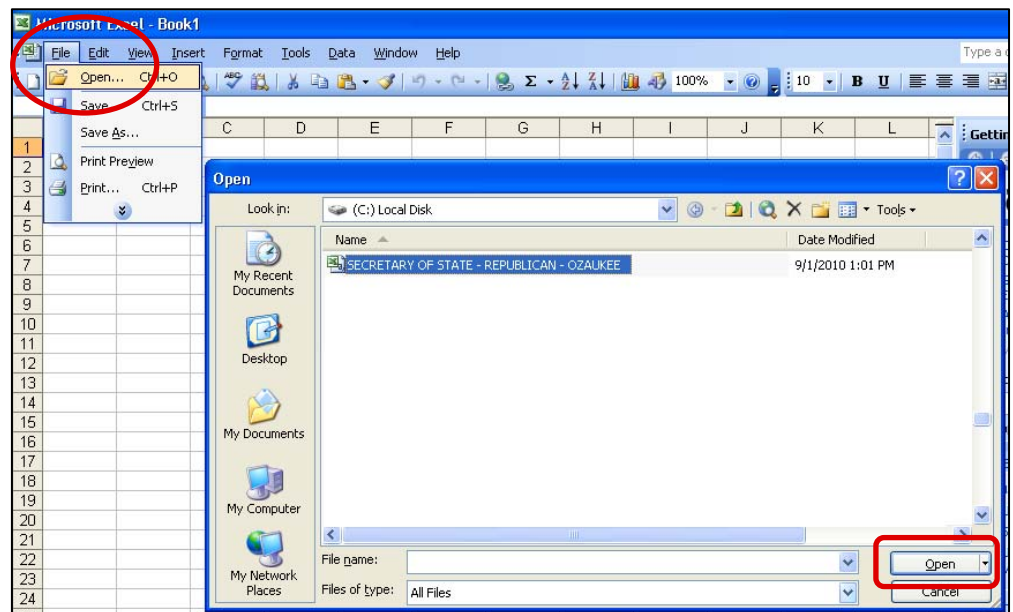
6. The **File Download** dialog box will appear asking you **Do you want to save this file?** Click the **Save** button.
7. The **Save As** dialog box will then appear. Select the desired drive in the **Save In** drop-down list. You may accept the **File name** or edit it. Then click the **Save** button.



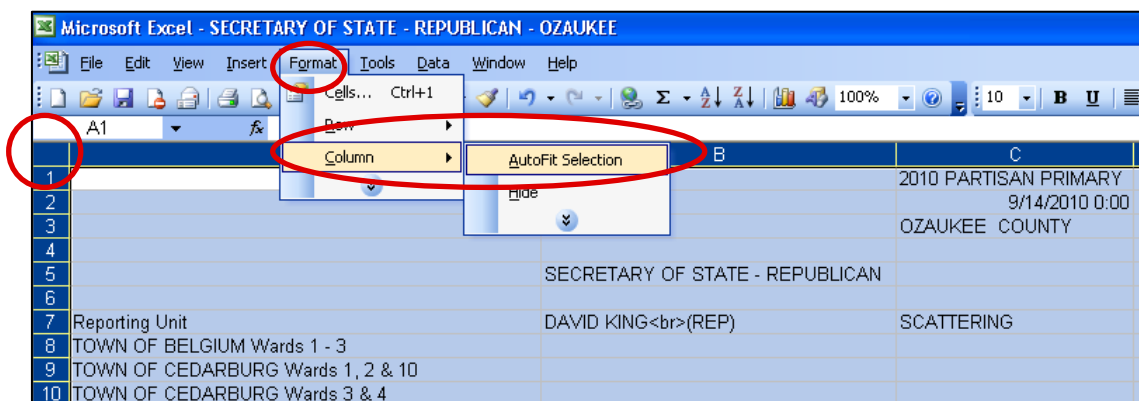
8. The **Download complete** dialog box will appear. If you click **Open**, you will see a file in the **Notepad** viewer in CSV format that the Canvass System has created. Since you will open this in an Excel spreadsheet later anyway, you can click **Close**.



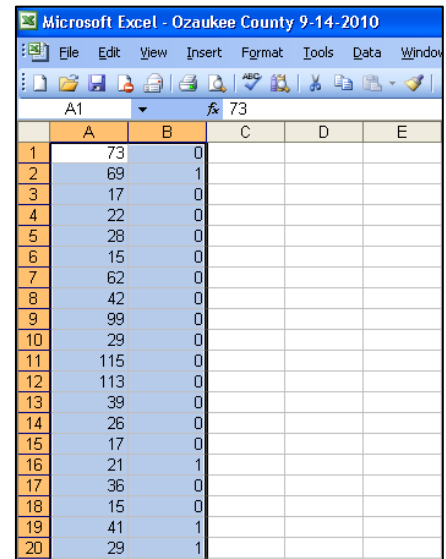
9. Open a blank Excel spreadsheet and choose **File** and **Open**.
10. When the **Open** dialog box appears, browse to find your file, click on it, and click on the **Open** button.



11. When the file opens, the columns will all be pushed together on the left hand side. To fix this:
- First click on the corner between **Column A** and **Row 1**. The entire sheet will be selected and turn light blue.
 - Then go to the **Format** menu and chose **Column** and **AutoFit Selection**.



12. Open your file with raw numbers in another Excel spreadsheet. Select the correct numbers for this contest. Use **Control-C** or **Edit** and **Copy** to copy those results.

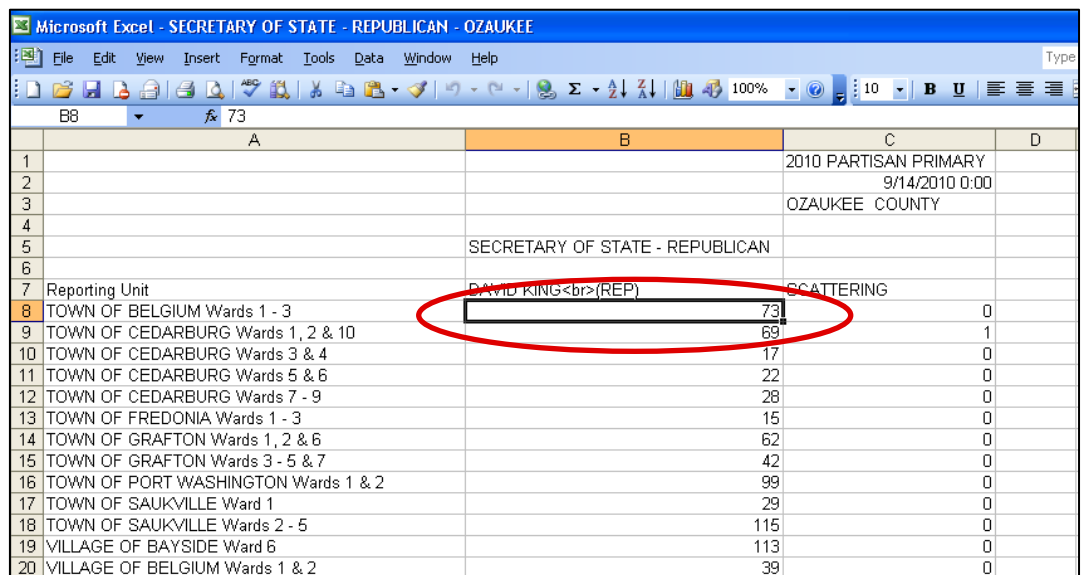


	A	B	C	D	E
1	73	0			
2	69	1			
3	17	0			
4	22	0			
5	28	0			
6	15	0			
7	62	0			
8	42	0			
9	99	0			
10	29	0			
11	115	0			
12	113	0			
13	39	0			
14	26	0			
15	17	0			
16	21	1			
17	36	0			
18	15	0			
19	41	1			
20	29	1			

13. In the file with contests and reporting units, click in the proper cell and use **Control-V** or **Edit** and **Paste** to paste in the raw numbers.



You may also choose to enter the numbers directly into the Excel spreadsheet.



	A	B	C	D
1			2010 PARTISAN PRIMARY	
2			9/14/2010 0:00	
3			OZAUKEE COUNTY	
4				
5			SECRETARY OF STATE - REPUBLICAN	
6				
7	Reporting Unit	DAVID KING (REP)	SCATTERING	
8	TOWN OF BELGIUM Wards 1 - 3	73		0
9	TOWN OF CEDARBURG Wards 1, 2 & 10	69		1
10	TOWN OF CEDARBURG Wards 3 & 4	17		0
11	TOWN OF CEDARBURG Wards 5 & 6	22		0
12	TOWN OF CEDARBURG Wards 7 - 9	28		0
13	TOWN OF FREDONIA Wards 1 - 3	15		0
14	TOWN OF GRAFTON Wards 1, 2 & 6	62		0
15	TOWN OF GRAFTON Wards 3 - 5 & 7	42		0
16	TOWN OF PORT WASHINGTON Wards 1 & 2	99		0
17	TOWN OF SAUKVILLE Ward 1	29		0
18	TOWN OF SAUKVILLE Wards 2 - 5	115		0
19	VILLAGE OF BAYSIDE Ward 6	113		0
20	VILLAGE OF BELGIUM Wards 1 & 2	39		0

14. Once you have verified that the results correctly match up with the candidates and reporting units, **Save** the file.
15. You will follow the directions in the [Uploading a CSV File](#) section to bring these results back into the Canvass System.

Uploading a File

Different types of voting machine software will produce files that you can upload into the Canvass System. The LST can be produced directly by voting software. If you use GEMS software, you can download and install XPS printer software that will print GEMS results to an XPS file. Either an LST or an XPS file can be uploaded by following the directions below.

There are certain options you have when setting up the LST or XPS file. Make sure that only include vote totals only for contests and candidates that you will be canvassing.

- You may have an option to include the total number of votes cast for all contests. Eliminate that line from your file.
- Also eliminate any straight-party totals for partisan elections.
- If you are not canvassing municipal-level offices, or using the canvass system to report the results, you should not include municipal-level offices in your file.
- If you are not canvassing county-level offices, or using the canvass system to report the results, you should not include county-level offices.

Uploading an LST or XPS File

1. First, you must obtain the LST or XPS file produced by your tabulating machine. You may save the file to the C: drive on your local computer, or save it to a USB Flash Drive and plug that into your computer instead. If you use a USB Flash Drive, you should plug it into your computer before you log into the Citrix Login screen to ensure that the Canvass System will be able to see the correct drive.

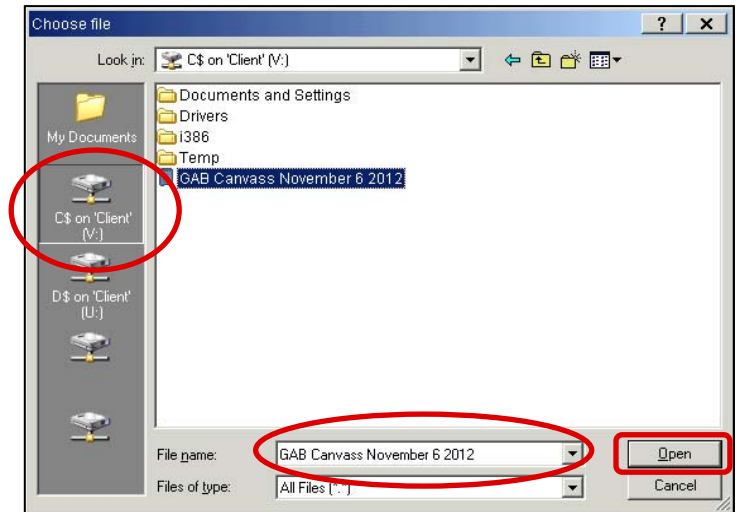
2. Log in to the Canvass System and select the correct election under **Elections**.
3. Click on the name of your county in the **County** column.

HOME > 2012 PRESIDENTIAL AND GENERAL ELECTION (11/6/2012)				
State	County	Municipality	School Districts	Sanitary Districts
Total (72)		Not Processed (19)		In-Process (53)
Action	County	Current Status		
	DUNN	Not Processed		

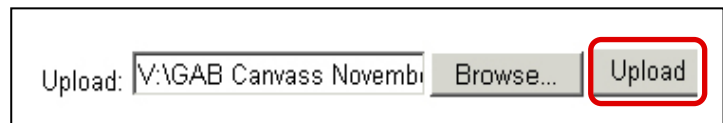
4. Click the **Browse** button in the upper right. That will open the **Choose file** screen (see next page)

HOME > 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012) > DUNN		Status Code Legend	
State County Municipality School Districts Sanitary Districts			
		Upload: <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	
Election:	2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012)		
County:	DUNN		
Status:	In Process		
Result Set:	Original		

5. In the **Choose file** screen, first click on the correct drive on the left side of the screen. In this example, the file was saved to the C: drive, so **C\$ on 'Client' (V:)** was selected. You can also select from the CD ROM drive (**D\$** in this example). A USB Flash drive might be labeled **E\$**.
6. Click once to select the correct file. It will appear in the **File name** field.
7. Click the **Open** button. The **Choose file** screen will disappear and the file will appear in the **Upload** field on the main Canvass System screen.



8. Click the **Upload** button.



9. Sometimes contests will not have the same name in SVRS that they have in the LST or XPS file you uploaded. In that case, you will have to manually select the matching contests from the **Contest in Canvass** drop-down list.

HOME > 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012) > DUNN Status Code Legend

Election: 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012)
County: DUNN
Status: In Process

The following Contests listed below could not be matched with Canvass Reporting System. Please match the correct Contest.

Contests Uploaded	Contests In Canvass
STATE SENATE DISTRICT 10	DISTRICT 10 STATE SENATE
ASSEMBLY DISTRICT 93	Select Contest

Map Contest

10. When all of the desired contests have been correctly matched, click the **Map Contest** button.



You must map all state-level contests, but since county and municipality-level offices are optional, you do not have to map them if you are not going to canvass them using this system.

- Sometimes reporting units will not have the same name in SVRS that they have in the LST or XPS file. In that case, you will have to manually select the matching reporting units from the **Reporting Unit in Canvass** drop-down list.

The following Reporting Units listed below could not be matched with Canvass Reporting System. Please match the correct Reporting Unit.

Reporting Units Uploaded	Reporting Units In Canvass
Town of Dunn Wards 1 - 2	TOWN OF DUNN WARD 1-2
Town of Eau Galle Ward 1	TOWN OF EAU GALLE WARD 1
Town of Elm Mound Wards 1 - 3	TOWN OF ELK MOUND WARD 1-3
Town of Grant Wards 1 - 2	TOWN OF GRANT WARDS 1-2

Map Reporting Unit

- When all of the reporting units have been correctly matched, click the **Map Reporting Unit** button.



You must map all reporting units in order for the canvass to work properly. Note they do not have to be map tall together. You may select a single or a few reporting units, and then click **Map Reporting Unit**. The ones you matched will disappear and you will have a smaller list.

- After you have mapped your last reporting unit, the results will upload into the Canvass System. You should see a message **The results from the uploaded file saved successfully**. You should spot check your totals and a few reporting units. If your numbers look correct, click **Save**. You can move on to the Verification and Certification of Results section.

Election: 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012)
 County: DUNN
 Status: In Process
 Result Set: Original

Contests 8 of 9

< ASSEMBLY - DISTRICT 93 >

Save Save & Next Download

The results from the uploaded file saved successfully.

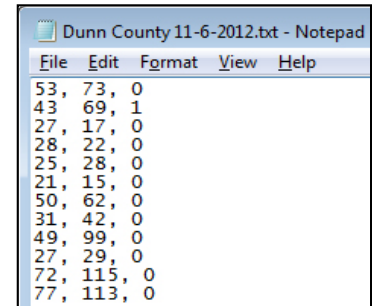
Result Set: Original

Reporting Unit	WARREN PETRYK (REP)	JEFF SMITH (DEM)	SCATTERING
Total	417	252	0
TOWN OF DUNN WARDS 1-2	76	51	0
TOWN OF EAU GALLE WARD 1	59	29	0
TOWN OF PERU WARD 1	162	100	0
TOWN OF ROCK CREEK WARD 1	120	72	0

Uploading a TXT File

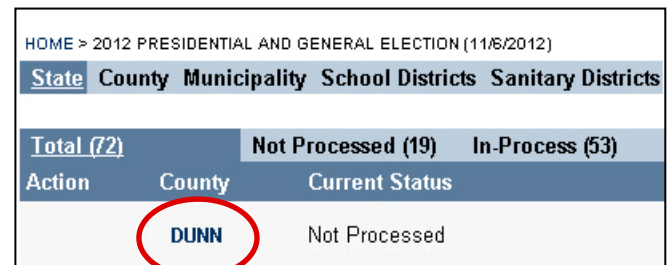
Uploading a TXT file does not immediately import your results into the Canvass System. Instead, the Canvass System takes your raw numbers and combines them together with the contests, candidates, and reporting units in a CSV file. You will then upload the CSV file into the Canvass System.

1. First, you must obtain the TXT file produced by your tabulating machine. A TXT file is nothing but raw numbers separated by commas, and should look like the sample file at the right. You may save the file to the C: drive on your local computer, or save it to a USB Flash Drive and plug that into your computer instead. If you use a USB Flash Drive, you should plug it into your computer before you log into the Citrix Login screen to ensure that the Canvass System will be able to see the correct drive.



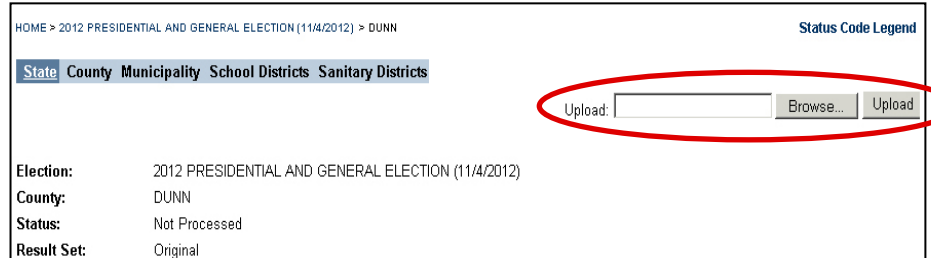
File	Edit	Format	View	Help
53, 73, 0				
43, 69, 1				
27, 17, 0				
28, 22, 0				
25, 28, 0				
21, 15, 0				
50, 62, 0				
31, 42, 0				
49, 99, 0				
27, 29, 0				
72, 115, 0				
77, 113, 0				

2. Log in to the Canvass System and select the correct election under **Elections**.
3. Click on the name of your county in the **County** column.



HOME > 2012 PRESIDENTIAL AND GENERAL ELECTION (11/6/2012)		
State	County	Municipality School Districts Sanitary Districts
Total (72)	Not Processed (19)	In-Process (53)
Action	County	Current Status
	DUNN	Not Processed

4. Click the **Browse** button in the upper right. That will open the **Choose file** screen displayed below.



HOME > 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012) > DUNN

Status Code Legend

State County Municipality School Districts Sanitary Districts

Upload: Browse... Upload

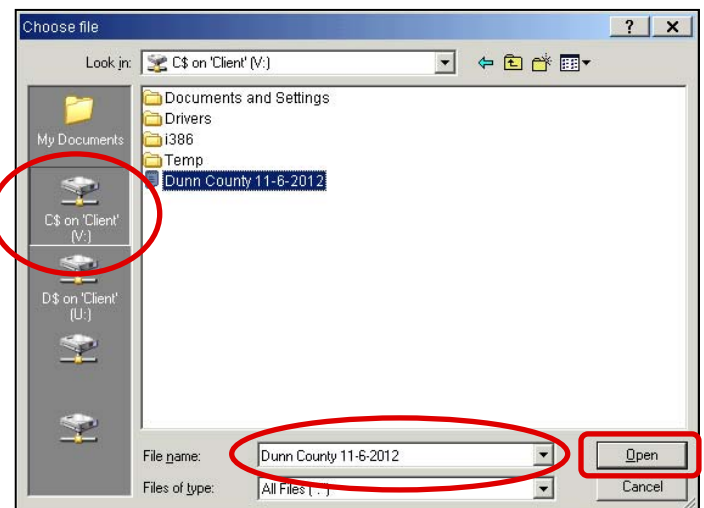
Election: 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012)

County: DUNN

Status: Not Processed

Result Set: Original

5. In the **Choose file** screen, first click on the correct drive on the left side of the screen. In this example, the file was saved to the C: drive, so **C\$ on 'Client' (V:)** was selected. You can also select from the CD ROM drive (**D\$** in this example). A USB Flash drive might be labeled **E\$**.
6. Click on the correct file. It will appear in the **File name** field.
7. Click the **Open** button. The **Choose file** screen will disappear and the file will appear in the **Upload** field on the main Canvass System screen.



Choose file

Look in: C\$ on 'Client' (V:)

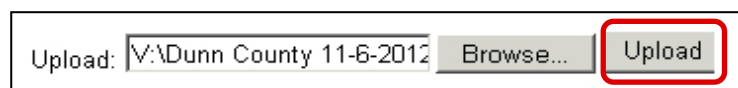
My Documents Documents and Settings Drivers i386 Temp Dunn County 11-6-2012

C\$ on 'Client' (V:) D\$ on 'Client' (U:)

File name: Dunn County 11-6-2012 Open Cancel

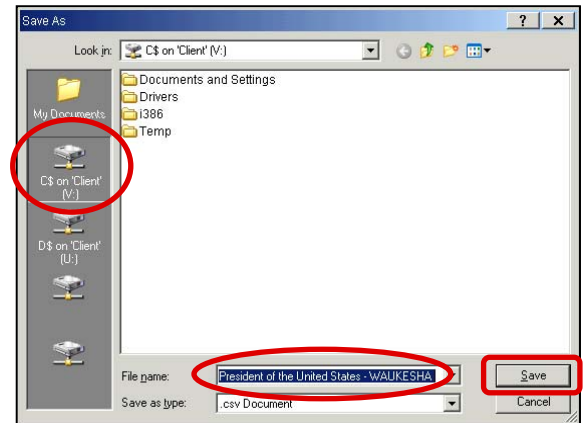
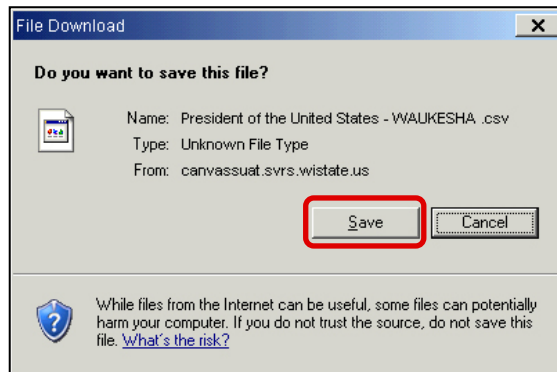
Files of type: All Files (*.*)

8. Click the **Upload** button.



Upload: V:\Dunn County 11-6-2012 Browse... Upload

9. The **File Download** dialog box will appear asking you **Do you want to save this file?** Click the **Save** button.

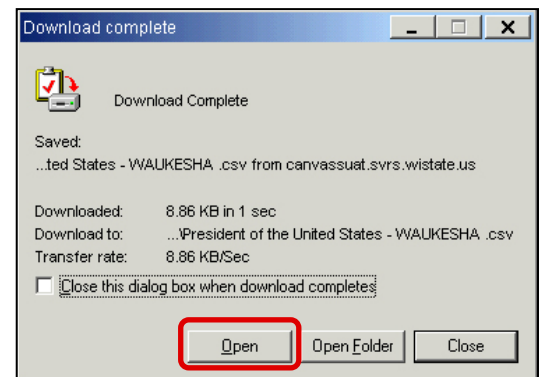


10. The **Save As** dialog box will then appear. Select the desired drive in the **Save In** drop-down list. You may accept the **File name** or edit it. Then click the **Save** button.

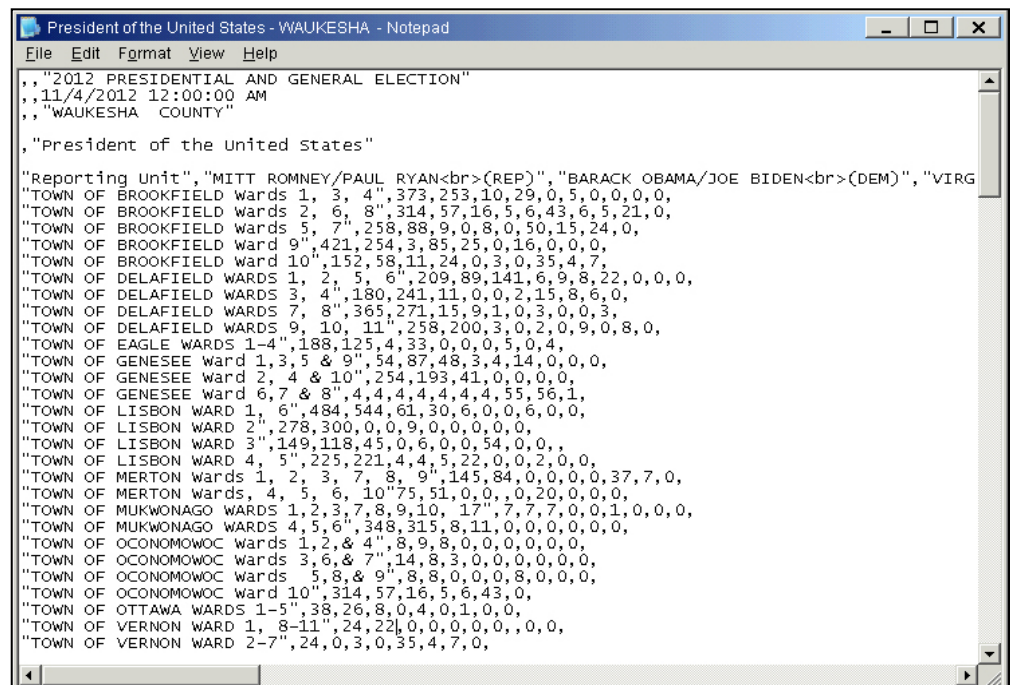
11. The **Download complete** dialog box will appear. If you click **Open**, you will see a file in CSV format that the Canvass System has created.



A sample file is shown below. Note that the raw numbers have been matched up with the contests, candidates and reporting units from the Canvass System. You should spot check this file and verify that the correct results have been matched with each contest and reporting unit.



12. Once you have verified that the CSV file has correctly matched the raw numbers with the contests and reporting units, you may proceed to upload the CSV file into the Canvass System. Continue on to the next section, [Uploading a CSV File](#).



Uploading a CSV File

1. First, you must create the CSV file. You may download a file from the Canvass System which will give you the candidates and reporting units for one contest, and then paste the results into that file to create a CSV. You may also upload a TXT file first, and convert those raw numbers into a CSV file with contests and reporting units listed. The file should be saved on your local computer.



If you are uploading a converted TXT file, you may upload results for multiple contests at once. If you are uploading a CSV file you created yourself, you may only upload results for one contest at a time.

2. Log in to the Canvass System and select the correct election under **Elections**.
3. Click on the name of your county in the **County** column.

HOME > 2012 PRESIDENTIAL AND GENERAL ELECTION (11/6/2012)

State	County	Municipality	School Districts	Sanitary Districts
Total (72)	Not Processed (19)	In-Process (53)		
Action	County	Current Status		
	DUNN	Not Processed		

4. Click the **Browse** button in the upper right. That will open the **Choose file** screen displayed below.

HOME > 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012) > DUNN

Status Code Legend

State	County	Municipality	School Districts	Sanitary Districts
-------	--------	--------------	------------------	--------------------

Upload: Browse... Upload

Election: 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012)
 County: DUNN
 Status: In Process
 Result Set: Original

5. In the **Choose file** screen, first click on the correct drive on the left side of the screen. In this example, the file was saved to the C: drive, so **C\$ on 'Client' (V:)** was selected. You can also select from the CD ROM drive (**D\$** in this example). A USB Flash drive might be labeled **E\$**.
6. Click on the correct file. It will appear in the **File name** field.
7. Click the **Open** button. The **Choose file** screen will disappear and the file will appear in the **Upload** field on the main Canvass System screen.

Choose file

Look in: C\$ on 'Client' (V:)

My Documents
 Documents and Settings
 Drivers
 I386
 Temp
 Dunn County 11-6-2012

C\$ on 'Client' (V:)
 D\$ on 'Client' (U:)

File name: Dunn County 11-6-2012
 Files of type: All Files (*.*)

Open Cancel

8. Click the **Upload** button.

Upload: V:\Dunn County 11-6-2012 Browse... Upload

9. You should see a message that **The results from the uploaded file saved successfully.** The contest(s) in the CSV file should have results appear in the lower grid.

HOME > 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012) > DUNN Status Code Legend

[State](#)
[County](#)
[Municipality](#)
[School Districts](#)
[Sanitary Districts](#)

Upload:

Election: 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012)
County: DUNN
Status: In Process
Result Set: Original

Contests 8 of 9

< ASSEMBLY - DISTRICT 93 >

The results from the uploaded file saved successfully.

Result Set:

Reporting Unit	WARREN PETRYK (REP)	JEFF SMITH (DEM)	SCATTERING
Total	417	252	0
TOWN OF DUNN WARDS 1-2	76	51	0
TOWN OF EAU GALLE WARD 1	59	29	0
TOWN OF PERU WARD 1	162	100	0
TOWN OF ROCK CREEK WARD 1	120	72	0

10. Repeat the steps above with additional files if necessary. When all contests have results, you should spot check your totals and a few reporting units. If your numbers look correct, click **Save**. You can move on to the Verification and Certification of Results section.

Filling in the missing zeros

There is a new method clerks can use to fill in zeros for candidates (like registered write-ins) that aren't uploaded, or have been missed.

1. First you will click **Verify**.

Total (2)	Not Processed (0)	In-Process (2)	Verify
Action	County	Current Status	Comments
Verify	DANE	In Process	

2. You will see the notice **"Incomplete results."** at the top of the screen. You will click the **View Empty Results** link.

Incomplete results.
[View Empty Results](#)

Election: 2012 PRESIDENTIAL AND GENERAL ELECTION
County: DANE
Current Status: In Process
No Late Arriving or Absentee Ballots ☐

Comments:

3. Any empty fields will be identified by the name of the **Reporting Unit** and the **Candidate Name**. Once you have looked through the list and verified that all of these entries should be zero, you may click the **Zero Out Results** button. Note that you may still update those candidate numbers after you enter zeros this way.

The following empty results will be set to zero:

Reporting Unit	Candidate Name
CITY OF EDGERTON Ward 7	ANDY JORGENSEN (DEM)
CITY OF EDGERTON Ward 7	BARACK OBAMA/JOE BIDEN (DEM)
CITY OF EDGERTON Ward 7	CHAD LEE (REP)
CITY OF EDGERTON Ward 7	DIANE E. LORBIECKI (WRITE-IN) (IND)
CITY OF EDGERTON Ward 7	EVAN WYNN (REP)
CITY OF EDGERTON Ward 7	GARY JOHNSON/JAMES P. GRAY (IND)
CITY OF EDGERTON Ward 7	GLORIA LA RIVA/FILBERTO RAMIREZ, JR. (IND)
CITY OF EDGERTON Ward 7	ISMAEL OZANNE (DEM)
CITY OF EDGERTON Ward 7	JERRY WHITE/PHYLLIS SCHERRER (IND)
CITY OF EDGERTON Ward 7	JILL STEIN/BEN MANSKI (IND)
CITY OF EDGERTON Ward 7	JOE KOPICKI (WRITE-IN) (IND)

4. The number of empty results set to 0 will be displayed at the top of the screen. Usually, you will click **Cancel**, because your Canvass Board has not yet approved the results. If your results have already been approved, you may click **Verify**.

99 empty results set to 0

Election: 2012 PRESIDENTIAL AND GENERAL ELECTION
County: DANE
Current Status: In Process
No Late Arriving or Absentee Ballots ☐

Comments:

Verification and Certification of Results

After you have entered or uploaded your results, follow the directions below to verify your canvass numbers. These rules must be followed for state and federal-level offices. For county-level offices, you may choose whether or not to use the G.A.B. Canvass System.

- 1) When you have completed the entry of election results, you may print the Canvass Report – GAB 106. This will give a tabular statement of all votes cast for each contest of candidate, along with a summary sheet of vote totals. The canvassing board can use this report to verify vote totals and make adjustments. **You MAY NOT use the Canvass Report – GAB 106 to report results to the G.A.B.**
- 2) Once all necessary amendments have been made, click the **Verify** option in the Canvass System, and print the Federal/State Office Certification Report for G.A.B. for your Board of Canvassers to sign. Please note: **You MUST report results to the G.A.B. using the Federal/State Office Certification Report for G.A.B.**
- 3) Once it is signed, scan the entire document (summary statement and certification) and email it to the G.A.B. at gabcanvass@wisconsin.gov.
- 4) Immediately send the original signed document (summary statement and signed certification) to the G.A.B. at P.O. Box 7984, Madison, WI 53707-7984.
- 5) Print the Canvass Report – GAB 106 (or the Election Night Call-In Sheet (Worksheet with Totals), if your canvass board reviewed results by reporting unit, instead of by contest) and retain with your copy of the Summary Statement and Certification.

Canvass Report – GAB 106

The Canvass Report – GAB 106 report is meant to provide canvassing boards a breakdown of vote totals by contest and candidate. It can be used by your canvassing board to verify vote totals before you officially verify them in the system. You may also use this report to certify county-level and municipal-level offices, using the signature space on the last page. **This report cannot be used to certify state or federal-level offices, so there will be no signature area when you print the report for those offices. To certify results to the G.A.B., you must use the Federal/State Office Certification Report for G.A.B.**

1. Click on **Reports**.



2. Select the **Canvass Report**.

Reports

Please click the links below to view the reports.

For Use by Clerks

[Federal/State Office Certification Report for G.A.B.](#)

Pre-Election Reports

[Pre-Canvass Reporting Unit List](#)

[Reporting Unit Exception Report](#)

[Election Night Call-In Return Sheet \(Blank\)](#)

Post Election Reports

[Election Night Call-In Sheet \(Worksheet with Totals\)](#)

[Canvass Report - GAB 106](#)

[Canvass Municipality Report - GAB 106](#)

[Canvass Percentage Completed Report](#)

[Contests By Reporting Unit For County Use](#)

3. Select the correct election from the **Election** drop-down list.

4. Select the jurisdiction level from the **Jurisdiction** drop-down.

5. Select the **County**.

6. Select the desired contest(s) from the **Election Contest** list. In the example, the user has selected **ALL**.

7. Select the correct **Election Result Set**. You may choose between **Original**, **Military Amendment**, and **Recount**.

8. Click the **View Report** button.

A sample of the report is shown. The report begins with a list of each contest, followed by the number of votes each candidate received in each reporting unit. The report is concluded by a summary statement showing the total votes for each candidate.

9. Print or export the report, and provide copies to your canvassing board. See the [Print or Export a Report](#) section of this chapter if you need help.

10. As the canvassing board reviews results, make corrections on this report, or enter them directly into the canvassing system. When all results are correct, proceed to the next section to **Verify** your results.

Certification of the Board of Canvassers

We, the undersigned, certify that we are the members of the Board of Canvassers for DANE County.

We certify that the attached tabular statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the DANE County Clerk.

BOARD OF CANVASSERS

(1) _____ (2) _____

(3) _____

(Date) Thursday, November 15, 2012

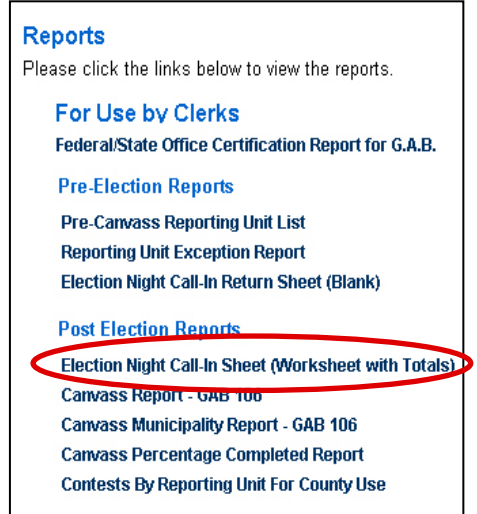


If you choose **County** or **Municipality** from the **Jurisdiction** dropdown list, you will see a certification section at the end of the report. You may use this report to certify county-level and municipality-level contests only.

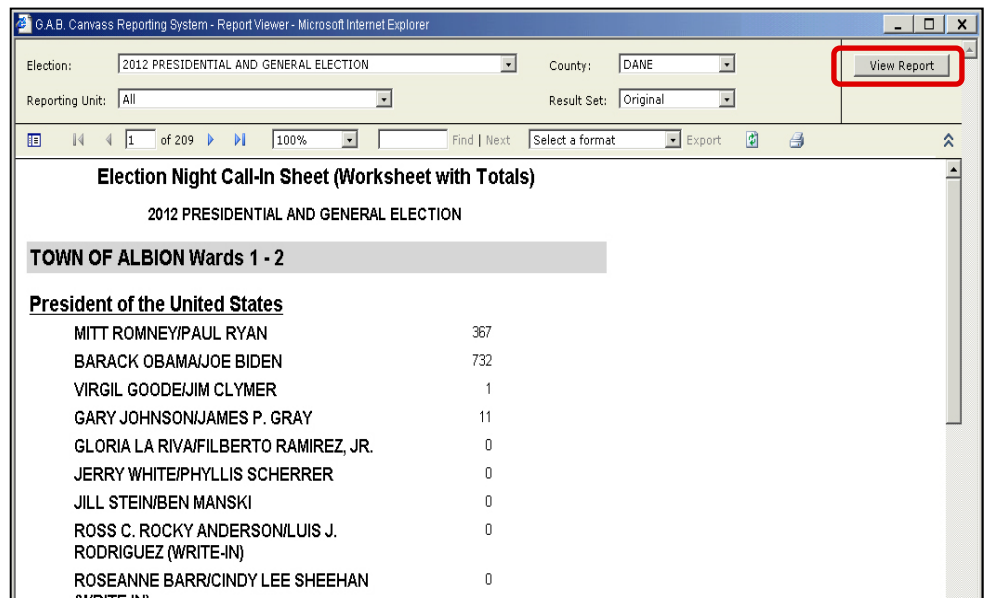
Election Night Call-In Sheet (Worksheet with Totals)

(Optional) If your canvassing board would like to review results organized by reporting unit, instead of by contest, you may choose to print the Election Night Call-In Sheet (Worksheet with Totals) report. You may also export this report if you wish to post your election results online in a format that is organized by reporting unit.

1. Click on **Reports**.
2. Click on **Election Night Call-in Sheet (Worksheet with Totals)**.



3. Select the correct election from the **Election** drop-down list.
4. Select the **County**.
5. In the **Reporting Unit** drop-down list, select a reporting unit. You may select **ALL** if you wish.
6. Select the correct **Result Set**. You may choose from **Original**, **Military Amendment**, and **Recount**.
7. Click the **View Report** button.



8. A sample of the report is shown. It is designed so you may verify results for each reporting unit before moving on to the next reporting unit's results.
9. If your canvassing board is reviewing results by reporting unit, print or export the report, and provide copies to your canvassing board. See the [Print or Export a Report](#) section of this chapter if you need help.
10. As the canvassing board reviews results, make corrections on this report, or enter them directly into the canvassing system. When all results are correct, proceed to the next section to **Verify** your results.

Verification

1. After you have entered all state level election results and saved, and after your canvassing board has verified those results, return to the **Election** screen. Under the **Action** column, you will now see the option to **Verify** your results. Click **Verify**. This will alert the G.A.B. your canvass is ready for review, and allow you to print the Federal/State Office Certification Report for G.A.B. that you must send in to the state. The **Verify** option is visible only to county-level users (or municipality-level users for **Municipal** offices).

- a. In the **Comments** field, enter information about the canvass verification. Note that the username and date are saved automatically, so you are not required to enter those details.
- b. Click **Verify**.



If you have Outstanding Late Arriving Absentee Ballots or Provisional Ballots, you should leave the check box unchecked and verify your results. After verifying your results, contact the G.A.B. and G.A.B. staff will assist you in moving into the Late Arriving and Provisional Result Set

If you have any questions contact the G.A.B. Help Desk at 608-261-2028.



*Once you have clicked **Verify**, you will be unable to change your canvass results. If you find an error in a state level contest, you must contact the G.A.B. and get them to reject the results.*

HOME > 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012)

State	County	Municipality	School Districts	Sanitary Districts
Total (1)	Not Processed (0)	In-Process (1)		
Action	County	Current Status	Com	
Verify	DANE	In Process		

[View Empty Results](#)

Election: 2012 PRESIDENTIAL AND GENERAL ELECTION
County: DANE
Current Status: In Process

No Late Arriving or Absentee Ballots ☐

Comments:

Verify Cancel

[View Empty Results](#)

Election: 2012 PRESIDENTIAL AND GENERAL ELECTION
County: DANE
Current Status: In Process

No Late Arriving or Absentee Ballots ☒

Comments:

Verify Cancel

HOME > 2012 PRESIDENTIAL AND GENERAL ELECTION (11/4/2012)

State	County	Municipality	School Districts	Sanitary Districts
Total (1)	Not Processed (0)	In-Process (1)		
Action	County	Current Status	Com	
Certify/Reject	ASHLAND	Verified		

2. After the results have been verified, the **Certify/Reject** option will be available to the correct users. For state- level offices, only state-level users will be able to **Certify/Reject** results. County-level users can **Certify/Reject** county-level offices, and municipal-level users can **Certify/Reject** municipal-level offices.

Federal /State Office Certification Report for the G.A.B.



Before running this report, final data should be entered into the Canvass System. You may not print the Federal/State Office Certification Report for G.A.B. before you verify results. This is only a certification report and does not show vote totals for individual reporting units. If you need a report to help you verify vote totals, you should print the Canvass Report – GAB 106 or the Election Night Call-In Sheet (Worksheet with Totals). **Only the Federal/State Office Certification Report for the G.A.B. will be accepted by the state as certification of your canvass results.**



Once you **Verify** your results, you may also print this report from the data entry screen by clicking the **Certification Report** link. However, from that screen, you may only print the **Certification Report** for one **Contest** at a time. You may print the certification for all contests using the directions below.

Election:	2012 PRESIDENTIAL AND GENERAL ELECTION (11/6/2012)
County:	DANE
Status:	Certified
Result Set:	Original
Contests 1 of 20	
<input type="button" value="President of the United States"/> <input type="button" value="Allow ReCount"/>	
<input type="button" value="Save"/> <input type="button" value="Save & Next"/> <input type="button" value="Certification Report"/>	

- From the Main Menu screen, click **Reports**.

Home
Reports
Elections
2012 PRESIDENTIAL AND GENERAL ELECTION
2012 PARTISAN PRIMARY
Logoff

- Select the **Federal/State Office Certification Report for G.A.B.**

<p>Reports</p> <p>Please click the links below to view the reports.</p> <p>For Use by Clerks</p> <p>Federal/State Office Certification Report for G.A.B.</p> <p>Pre-Election Reports</p> <p>Pre-Canvass Reporting Unit List</p> <p>Reporting Unit Exception Report</p> <p>Election Night Call-In Return Sheet (Blank)</p> <p>Post Election Reports</p> <p>Election Night Call-In Sheet (Worksheet with Totals)</p> <p>Canvass Report - GAB 106</p> <p>Canvass Municipality Report - GAB 106</p> <p>Canvass Percentage Completed Report</p> <p>Contests By Reporting Unit For County Use</p>
--

- Select the correct election from the **Election** drop-down list.

G.A.B. Canvass Reporting System - Report Viewer - Microsoft Internet Explorer			
Election:	2012 PRESIDENTIAL AND GENERAL ELECTION	Jurisdiction:	Federal / State
County:	DANE	Contest:	ALL
Election Result Set:	Original	<input type="button" value="View Report"/>	
<p>1 of 1 100% Find Next Select a format Export</p>			

- Under **Jurisdiction**, select the level of contests you want to print out. You are required to print this report for **Federal/State** contests and submit it to the G.A.B. Canvassing for county-level and municipality-level contests is optional.
- Select the correct county from the **County** drop-down list.
- Select the **Contest**. In this example, we will choose **ALL**.
- For the **Election Result Set**, choose between **Original**, **Military Amendment**, and **Recount** results.
- Click the **View Report** button.


- a. The **Summary Statement** section will display the total number of votes cast and the total each candidate received.

FOR INTERNAL USE ONLY - NOT TO BE USED FOR G.A.B. CERTIFICATION			
SUMMARY STATEMENT OF THE BOARD OF CANVASSERS			
The total number of votes cast for the		President of the United States	
was		1,114	
of which			
	MITT ROMNEY/PAUL RYAN	received	367
	BARACK OBAMA/JOE BIDEN	received	732
	VIRGIL GOODE/JIM CLYMER	received	1
	GARY JOHNSON/JAMES P. GRAY	received	11
	GLORIA LA RIVA/FILBERTO RAMIREZ, JR.	received	0
	JERRY WHITE/PHYLLIS SCHERRER	received	0
	JILL STEIN/BEN MANSKI	received	0
	ROSS C. ROCKY ANDERSON/LUIS J. RODRIGUEZ (WRITE-IN)	received	0
	ROSEANNE BARR/CINDY LEE SHEEHAN (WRITE-IN)	received	0
	SCATTERING	received	3
The total number of votes cast for the		US SENATOR	
was		1,104	
of which			
	TOMMY G. THOMPSON	received	382
	TAMMY BALDWIN	received	698
	JOSEPH KEVEL	received	40

- b. The **Certification of the Board of Canvassers** section will display the county and have places for the Board of Canvassers to sign. If a county user is certifying county-level offices, they will also see a section identifying the **Highest Candidate**.

Certification of the Board of Canvassers	
We, the undersigned, certify that we are the members of the Board of Canvassers for DANE County.	
We certify that the attached tabular statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the DANE County Clerk.	
BOARD OF CANVASSERS (1) _____ (2) _____ (3) _____ (Date) Thursday, November 15, 2012	

- For federal and state offices, you must print this report and have the Board of Canvassers sign it. Once signed, scan the entire document (summary statement and certification) and email it to the G.A.B. at gabcanvass@wisconsin.gov.
- Immediately send the original signed document (summary statement and signed certification) to the G.A.B. at P.O. Box 7984, Madison, WI 53707-7984.
- Print by what your canvass board used in the review (by wards/ Canvass Report – GAB 106 or by reporting units/ Election Night Call-In Sheet (Worksheet with Totals) and retain this with your copy of the Summary Statement and Certification from the Federal/State Office Certification Report for G.A.B.

 See the Print or Export a Report section of this chapter for more details on how to print or export.



If you canvass **County** or **Municipal**-level offices using the Canvass System, you may use the Canvass Report – GAB 106 report to certify your results, since it includes a certification statement for county and municipal-level offices. **You may NOT use the Canvass Report – GAB 106 to certify state or federal-level offices.**

Certification

1. Before certifying the results, the user must confirm that the date and time the Certification Report was printed is after the date and time any updates were made to the results.

- a. Check the **date/time** at the bottom of the Certification Report.

Report Generated - 11/15/2012 3:51:24 PM

- b. Click the **Diary Icon** on the right side of the screen.



- c. Confirm that the date and time the Certification Report was printed is after the last update made to the results. **Results Verified** cannot be dated after the Federal/State Office Certification Report for G.A.B. was printed.

Diary			
Election: 2012 PRESIDENTIAL AND GENERAL ELECTION			
County: DANE			
Details	Comments	User Name	Date
Results Updated		Julie Hanewall	11/15/2012 3:50:56 PM
Results Updated		Julie Hanewall	11/15/2012 3:50:56 PM
Results Updated		Julie Hanewall	11/15/2012 2:49:44 PM

2. If the results are correct and can be certified, click **Certify/Reject**.

- a. In the **Comments** field, enter information about the certification. Note that the username and date are saved automatically, so you are not required to enter those details.

- b. Click **Certify**.

Election: 2012 PRESIDENTIAL AND GENERAL ELECTION

County: DANE

Current Status: Verified

Comments:

Certified - DL


3. If the results are incorrect, click **Certify/Reject**.

- a. In the **Comments** field, enter details about why the results were rejected and the user rejecting the results.

- b. Click **Reject**.

4. When results are rejected, the county (or for municipal-level offices, the municipality) will be able to change their canvass. When results are corrected, users must click **Verify** again.

Post-Election Reports

-  You may print or export a variety of reports from the Canvass System after all data has been entered,

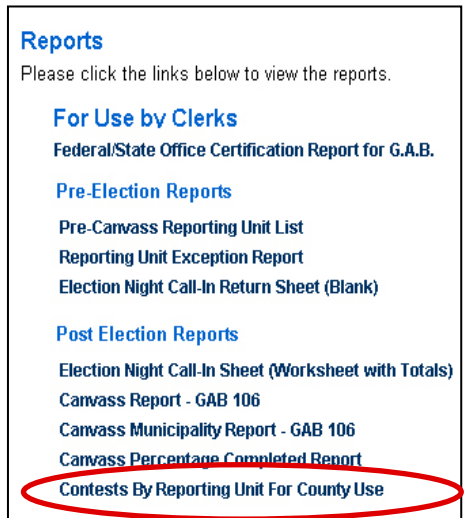
Contests By Reporting Unit For County Use

You can use this report to get a list of vote totals for each candidate or referendum, and then export results to an Excel spreadsheet. You can alter that spreadsheet as necessary before posting the results to your website. You may also use this report before Election Day to verify that all of the contests and candidates are correctly entered into SVRS.

1. Click on **Reports**.
2. Click on **Contests By Reporting Unit for County Use**.
3. Select the correct election from the **Election** drop-down list.
4. Select the correct **Jurisdiction Type**.
5. Select the **County**.
6. In **Election Contest**, select **ALL**.
7. In the **Election Results Set** drop-down, select **Original**, **Military Amendment**, or **Recount**.
8. Click the **View Report** button.



Home
Reports
 Elections
 2012 PRESIDENTIAL AND GENERAL ELECTION
 2012 PARTISAN PRIMARY
 Logoff



Reports
 Please click the links below to view the reports.

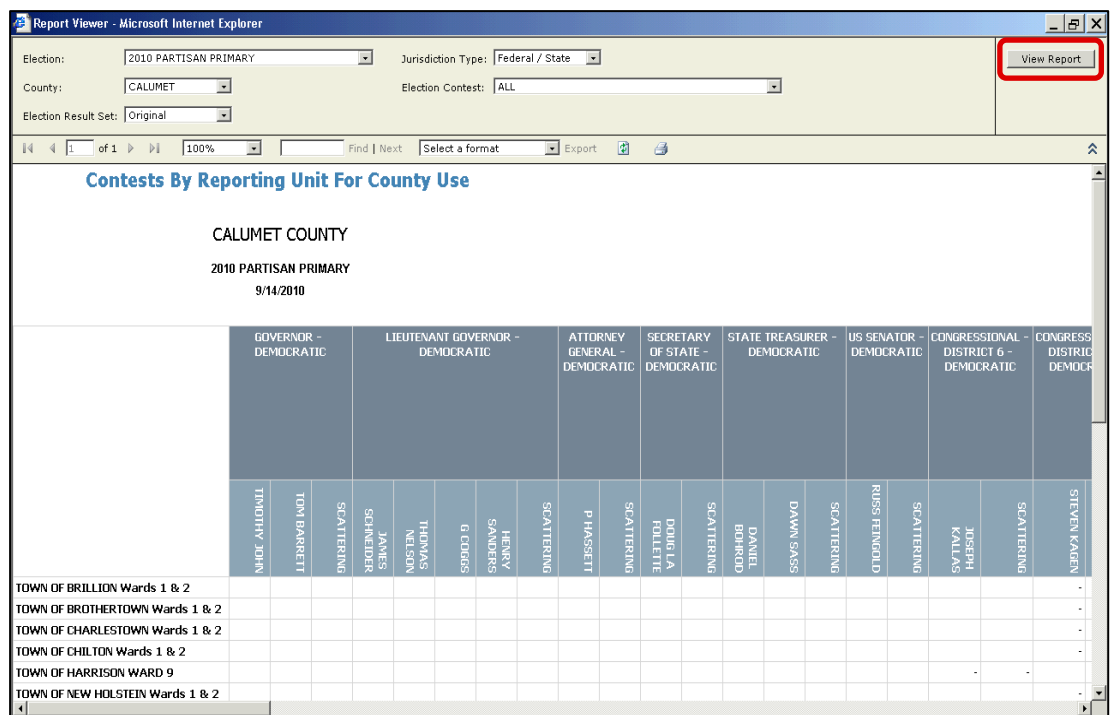
For Use by Clerks
 Federal/State Office Certification Report for G.A.B.

Pre-Election Reports
 Pre-Canvass Reporting Unit List
 Reporting Unit Exception Report
 Election Night Call-In Return Sheet (Blank)

Post Election Reports
 Election Night Call-In Sheet (Worksheet with Totals)
 Canvass Report - GAB 106
 Canvass Municipality Report - GAB 106
 Canvass Percentage Completed Report
Contests By Reporting Unit For County Use



You may have to expand your screen or use the scroll bar at the bottom of the screen to see the **View Report** button.



Report Viewer - Microsoft Internet Explorer

Election: 2010 PARTISAN PRIMARY Jurisdiction Type: Federal / State
 County: CALUMET Election Contest: ALL
 Election Result Set: Original

Contests By Reporting Unit For County Use

CALUMET COUNTY
 2010 PARTISAN PRIMARY
 9/14/2010

	GOVERNOR - DEMOCRATIC	LIEUTENANT GOVERNOR - DEMOCRATIC	ATTORNEY GENERAL - DEMOCRATIC	SECRETARY OF STATE - DEMOCRATIC	STATE TREASURER - DEMOCRATIC	US SENATOR - DEMOCRATIC	CONGRESSIONAL - DISTRICT 6 - DEMOCRATIC	CONGRESS DISTRICT DEMOCR
TOWN OF BRILLION Wards 1 & 2	TIMOTHY JOHN	TOM BARRETT	SCATTERING	JAMES SCHNEIDER	THOMAS NELSON	G COGGES	HENRY SANDERS	SCATTERING
TOWN OF BROTHERTOWN Wards 1 & 2								
TOWN OF CHARLESTOWN Wards 1 & 2								
TOWN OF CHILTON Wards 1 & 2								
TOWN OF HARRISON WARD 9								
TOWN OF NEW HOLSTEIN Wards 1 & 2								



You may choose to print or export this report – see the Print or Export a Report section of this chapter for more details.



If you are running this report before Election Day to verify your contests and candidates, check each contest is listed and all candidates' names are listed and spelled correctly. If changes need to be made, you will have to change the contests and candidates in SVRS. See the Election Setup chapter for more information. After you have made your changes, you can wait overnight for the data to be refreshed in the Canvass System. If you need the data refreshed immediately, contact the G.A.B. Help Desk.

Canvass Results Report

The Canvass Results Report is meant to provide state-level users a summary of the canvass results from all counties. Usually county and municipal users will not print this report. **This report will only be available for state-level offices.**

1. From the main menu, click on **Reports**.

2. Select the **Canvass Results Report**.

Reports

Please click the links below to view the reports.

For Use by Clerks

Federal/State Office Certification Report for G.A.B.

Pre-Election Reports

Pre-Canvass Reporting Unit List
Reporting Unit Exception Report
Election Night Call-In Return Sheet (Blank)

Post Election Reports

Election Night Call-In Sheet (Worksheet with Totals)
Canvass Report - GAB 106
Canvass Municipality Report - GAB 106
Canvass Percentage Completed Report
Contests By Reporting Unit For County Use

For Use by G.A.B.

Canvass Results Report
Ward by Ward Report
County by County Report
Contests By Reporting Unit For State Use (Export All Contests To Excel)
Ward by Ward Report by Congressional District
County by County Report by Congressional District

3. Select the correct election from the **Election** drop-down list.

4. Click the **View Report** button.

G.A.B. Canvass Reporting System - Report Viewer - Microsoft Internet Explorer

Election: 2012 PRESIDENTIAL AND GENERAL ELECTION

View Report

1 of 19
100%
Find | Next
Select a format
Export

G.A.B. Canvass Reporting System

Canvass Results for 2012 PRESIDENTIAL AND GENERAL ELECTION - 11/6/2012

Office	Number of Votes Received	Percent of Total Votes	Candidate	Party
President of the United States				Total Votes: 1,779,480
	834,895	46.92%	MITT ROMNEY/PAUL RYAN 585 COMMERCIAL ST BOSTON MA 021091024	Republican
Winner	922,729	51.85%	BARACK OBAMA/JOE BIDEN 233 N MICHIGAN AVE STE 1720 CHICAGO IL 60601	Democrat
	2,841	.16%	VIRGIL GOODE/JIM CLYMER 90 E CHURCH ST ROCKY MOUNT VA 241511556	CON

A sample of the report is shown above. For each contest, the report displays the total number of votes casts, and the number of votes cast for each candidate. The winner is labeled. Note that this report only shows state and federal-level contests – you cannot use this report at the county or municipal level.

 You may choose to print or export this report – see the Print or Export a Report section of this chapter for more details.

Ward by Ward Report

The Ward by Ward Report provides state-level users a summary of the canvass results from all counties broken down by individual reporting units. **This report will only be available for state-level offices.**

1. Click on **Reports**.
2. Select **Ward by Ward Report**.

Reports

Please click the links below to view the reports.

For Use by Clerks

Federal/State Office Certification Report for G.A.B.
Pre-Election Reports
Pre-Canvass Reporting Unit List
Reporting Unit Exception Report
Election Night Call-In Return Sheet (Blank)
Post Election Reports
Election Night Call-In Sheet (Worksheet with Totals)
Canvass Report - GAB 106
Canvass Municipality Report - GAB 106
Canvass Percentage Completed Report
Contests By Reporting Unit For County Use

For Use by G.A.B.

Canvass Results Report
Ward by Ward Report
County by County Report
Contests By Reporting Unit For State Use (Export All Contests To Excel)
Ward by Ward Report by Congressional District
County by County Report by Congressional District

3. Select the correct election from the **Election** drop-down list.

G.A.B. Canvass Reporting System - Report Viewer - Microsoft Internet Explorer

Election: 2012 PRESIDENTIAL AND GENERAL ELECTION

Type: Election Contest

View Report

Office Type or Election Contest: US SENATOR, CONGRESSIONAL

1 of 29

100%

Find | Next

Select a format

Export

G.A.B. Canvass Reporting System

Ward by Ward Report


2012 PRESIDENTIAL AND GENERAL ELECTION

US SENATOR

	REP	DEM	IND	IND	CON	IND	
	TOMMY G. THOMPSON	TAMMY BALDWIN	JOSEPH KEKEL	YUL ALLEN III	MARKUS HOOD (WRITE-IN)	RILEY J. LORRECK (WRITE-IN)	DIANE E. SCATTERGOOD
ADAMS TOWN OF ADAMS WARDS 1-3	604	259	335	8	2	0	0
TOWN OF BIG FLATS WARDS 1 & 2	487	180	261	21	5	0	0
TOWN OF COLBURN WARD 1	117	45	69	3	0	0	0
TOWN OF DELL PRAIRIE WARDS 1-3	826	408	406	7	4	0	1

4. From the **Type** dropdown list, you may select **Election Contest** to see a list of individual contests (like **Columbia County Circuit Court Judge, Branch 2**) that you may choose to display on the report. Select **Office Type** to choose from a list of office types (like all **Circuit Court Judge** races) to display on the report.
5. Expand the **Office Type or Election Contest** dropdown list and check off the individual offices or office types you wish to display on the report. You may check one contest, multiple contests, or all contests as desired.
6. Click the **View Report** button.

A sample of the report is shown above. Note that for this statewide contest, each contest and candidate is given vote totals for each reporting unit, then for the county.

 You may choose to print or export this report – see the Print or Export a Report section of this chapter for more details.

County by County Report

The County by County Report provides state-level users a summary of the canvass results from all counties broken down by individual reporting units. **This report will only be available for state-level offices.**

1. Click on **Reports**.
2. Select **County by County Report**.

Reports

Please click the links below to view the reports.

For Use by Clerks

Federal/State Office Certification Report for G.A.B.

Pre-Election Reports

Pre-Canvass Reporting Unit List
Reporting Unit Exception Report
Election Night Call-In Return Sheet (Blank)

Post Election Reports

Election Night Call-In Sheet (Worksheet with Totals)
Canvass Report - GAB 106
Canvass Municipality Report - GAB 106
Canvass Percentage Completed Report
Contests By Reporting Unit For County Use

For Use by G.A.B.

Canvass Results Report
Ward by Ward Report
County by County Report
Contests By Reporting Unit For State Use (Export All Contests To Excel)
Ward by Ward Report by Congressional District
County by County Report by Congressional District

3. Select the correct election from the **Election** drop-down list.
4. From the **Type** dropdown list, you may select **Election Contest** to see a list of individual contests (like **Columbia County Circuit Court Judge, Branch 2**) that you may choose to display on the report. Select **Office Type** to choose from a list of office types (like all **Circuit Court Judge** races) to display on the report.

G.A.B. Canvass Reporting System - Report Viewer - Microsoft Internet Explorer

Election: 2012 PRESIDENTIAL AND GENERAL ELECTION Type: Election Contest

Office Type or Election Contest: President of the United States

View Report

1 of 2 100% Find | Next Select a format Export

G.A.B. Canvass Reporting System

County by County Report


2012 PRESIDENTIAL AND GENERAL ELECTION

President of the United States

	REP	DEM	CON	IND	IND	IND	IND	IND	IND	
County	PAUL RYAN	MITT ROMNEY	BARACK OBAMA	JOE BIDEN	VIRGIL GOODE	JIM CLYMER	GARY JOHNSON	JAMES P. GRAY	GLORIA I.A. RIVA	FILBERTO RAMIREZ, JR.
ADAMS	10,280	4,643	5,537	15	51	2	5	10	0	2
ASHLAND	0	0	0	0	0	0	0	0	0	0
BARRON	22,661	11,413	10,883	53	169	5	6	54	15	23
BAYFIELD	0	0	0	0	0	0	0	0	0	0
BROWN	128,726	64,738	62,433	204	801	21	16	301	0	0

5. Expand the **Office Type or Election Contest** dropdown list and check off the individual offices or office types you wish to display on the report.
6. Click the **View Report** button.

A sample of the report is shown above. Note for this statewide contest, each contest and candidate is given vote totals for each county.

 You may choose to print or export this report – see the Print or Export a Report section of this chapter for more details.

Contests By Reporting Unit for State Use

The Contests By Reporting Unit for State Use report provides state-level users a list of vote totals by contest, candidate, and reporting unit. Contests and candidates are listed horizontally, and reporting units are listed vertically.

1. Click on **Reports**.
2. Select **Canvass Result Report**.

Reports

Please click the links below to view the reports.

For Use by Clerks

Federal/State Office Certification Report for G.A.B.

Pre-Election Reports

Pre-Canvass Reporting Unit List

Reporting Unit Exception Report

Election Night Call-In Return Sheet (Blank)

Post Election Reports

Election Night Call-In Sheet (Worksheet with Totals)

Canvass Report - GAB 106

Canvass Municipality Report - GAB 106

Canvass Percentage Completed Report

Contests By Reporting Unit For County Use

For Use by G.A.B.

Canvass Results Report

Ward by Ward Report

County by County Report

Contests By Reporting Unit For State Use
(Export All Contests To Excel)

Ward by Ward Report by Congressional District

County by County Report by Congressional District

3. Select the correct election from the **Election** drop-down list.
4. Select the jurisdiction level from the **Jurisdiction Type** drop-down.
5. Select the **County**. You may select one county, multiple counties, or all counties.
6. Select the **Election Contest**. You may select one contest, or **All**.
7. Click the **View Report** button.

G.A.B. Canvass Reporting System - Report Viewer - Microsoft Internet Explorer

Election: 2012 PRESIDENTIAL AND GENERAL ELECTION
Jurisdiction Type: Federal / State
County: ASHLAND, BROWN, COLUMBIA
Election Contest: ALL
View Report

1 of 4
100%
Find | Next
Select a format
Export


Contests By Reporting Unit For State Use

MULTIPLE COUNTIES

2012 PRESIDENTIAL AND GENERAL ELECTION

		President of the United States											
		REP	DEM	CON	IND	IND	IND	IND	IND	IND	IND	REP	DEM
ASHLAND	TOWN OF AGENDA Ward 1 (02002)	136	101	0	1	0	0	0	0	0	0	128	103
	TOWN OF ASHLAND Ward 1 (02004)	105	211	4	2	0	0	6	0	0	0	204	218
	TOWN OF CHIPPEWA Ward 1 (02006)	111	105	1	3	0	0	2	0	0	1	107	111
	TOWN OF CHIPPEWA Ward 1 (02006)	143	378	2	1	0	0	5	0	0	0	148	380

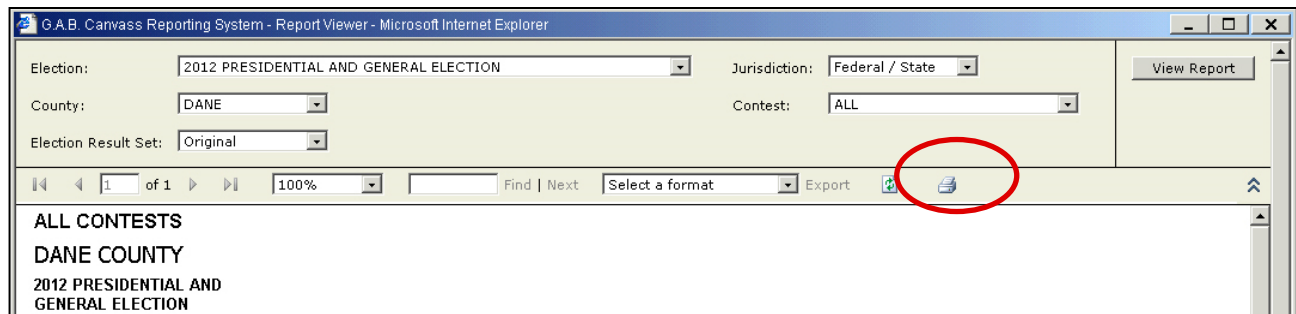
A sample of the report is shown above.

 You may choose to print or export this report – see the Print or Export a Report section of this chapter for more details.

Print or Export a Report

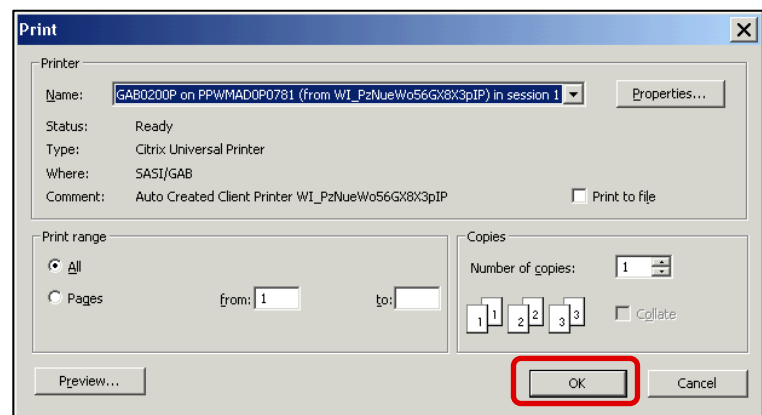
All reports can be printed or exported from the Canvass System, and all reports work the same way. This section shows how to print and export a sample report.

1. Follow the directions for the specific report to display a preview of that report.



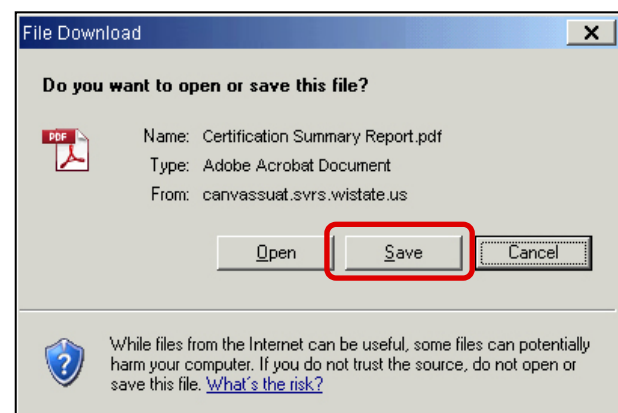
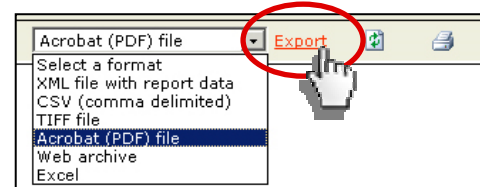
2. To **Print** the report:

- a. Click on the **Printer Icon** displayed on the menu bar above the text of the report.
- b. In the **Name** drop-down, select the desired printer.
- c. You may choose to print **All** pages, or just selected page numbers. Also, you may choose to print one or more copies.
- d. Click **OK** when you are finished.



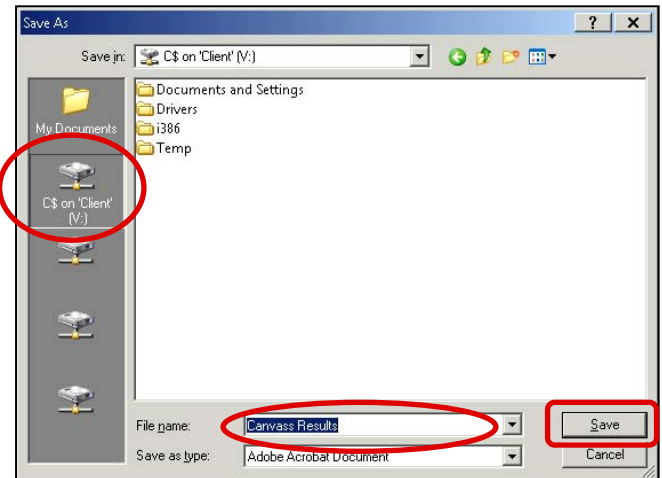
3. To **Export** the report:

- a. In the **Select a format** drop-down list, pick a file type (usually **Acrobat (PDF) file** or **Excel**.)
- b. Click **Export**.
- c. You will see the **File Download** dialog box. Click **Save** to export your file.

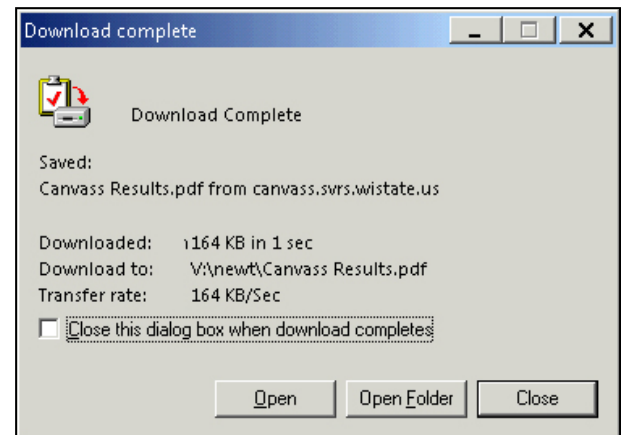


You may choose to **Open** this report and view it immediately. However, the file will open in an Excel Viewer or Acrobat Viewer and will be read-only. You will not be able to save it.

- d. The **Save As** dialog box will appear.
 - i. Click the drive that you wish to save the file to. Here, the **C\$ on Client (V:)** is selected, meaning the file will paste to the C: drive on the user's computer. You may also select a CD drive (usually the **D\$** drive) or a USB Flash drive (which may be listed under **E\$** or some other drive).
 - ii. In the **File name** field, you may rename the file, or leave the name as is.
 - iii. Click the **Save** button.



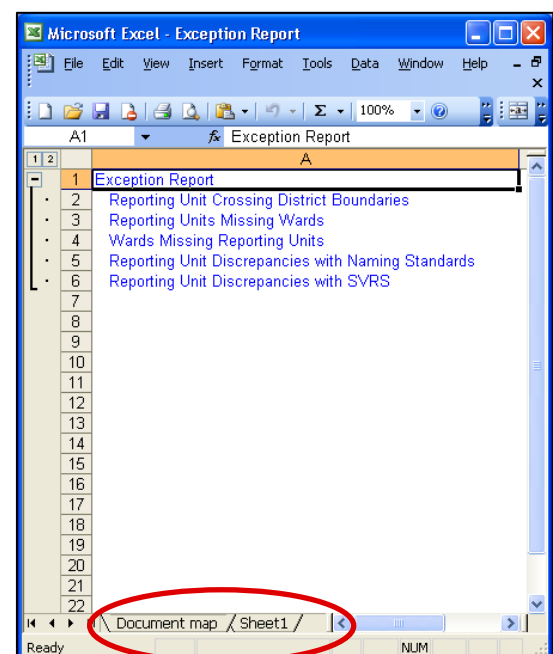
- e. When the file has been exported, you will see the **Download Complete** dialog box.
 - i. If you wish to view the file immediately, click **Open**.
 - ii. Otherwise, click **Close**. The file will be saved on the drive you selected.



A sample of a file is shown to the right.



*If you export a report to an Excel file, the **Document map** portion of the document may end up as a separate worksheet. You must click **Sheet 1** (or other sheets) to see the main body of the document.*



Add a Military Amendment or Recount Results Set

After the original canvass results have been certified, another results set may have to be created for Military Amendment, to count votes from Military voters who are allowed to return their ballots after Election Day. If there is a Recount, another result set will have to be created to record any changes found when the votes are recounted.

1. To create a **Military Amendment** results set:
 - a. First, all of the canvass results for that election must be entered, verified, and certified.
 - b. For state-level contests, only the state will be able to create the **Military Amendment** results set. For county and municipal-level contests, the county or municipality may initiate the **Military Amendment** process.

HOME > 2009 SPRING ELECTION (4/7/2009)

Status Code Legend

State	County	Municipality
-------	--------	--------------

Allow Military Amendment

Total (72)	Not Processed (0)	In-Process (0)	Verified (0)	Rejected (0)	Certified (72)
Action	County	Current Status	Comments	Last Updated	
	ADAMS	Certified		9/7/2010 12:44:46 PM	
	ASHLAND	Certified		9/2/2010 11:46:24 AM	
	BARRON	Certified		9/3/2010 2:15:14 PM	
	BAYFIELD	Certified		9/1/2010 1:37:45 PM	

- c. When the original results are certified, the words **Allow Military Amendment** will appear in the election above the status bar. Click **Allow Military Amendment**.
- d. When the **Military Amendment** dialog box appears, enter any necessary comments in the **Comments** field and click the **Military Amendment** button.
- e. In the data entry screen under each county, the **Results Set** will now show **Military Amendment** and **Original**.
- f. The **Original** results will be locked and ineditable.

Military Amendment:

Election: 2009 SPRING ELECTION
Jurisdiction: State

Comments:

Military Amendment Cancel

- g. The **Military Amendment** results will be filled in with the **Original** results that were certified. You may enter changes manually or upload a new file. Follow the same steps you did for the original canvass to enter results, verify, and certify your **Military Amendment** results.

Election: 2009 SPRING ELECTION (4/7/2009)
County: ADAMS
Status: In Process
Result Set: Original

Contests 1 of 3
State Superintendent of Public Instruction

Save Save & Next Download

Reporting Unit	ROSE FERNANDEZ (NP)	TONY EVERS (NP)	Result Set: Military Amendment
Total	1,111	1,033	5
TOWN OF ADAMS Wards 1 & 2	55	68	0
TOWN OF BIG FLATS Ward 1	38	19	1

2. To add a **Recount** results set:

- a. First, all of the canvass results for that election must be entered, verified, and certified, including any **Military Amendment**.
- b. For state-level contests, only the state will be able to create the **Recount** results set. For county and municipal-level contests, the county or municipality may initiate the **Recount** process.
- c. When the original results are certified, the words **Allow ReCount** will appear in the data entry screen next to each contest. If you have a recount for more than one office, you will click **Allow ReCount** for each contest. State-level users may initiate this process from any county, and it will create a **Recount** results set for all counties in the district being recounted.

Election: 2009 SPRING ELECTION (4/7/2009)
County: GRANT
Status: Certified
Result Set: Original

Contests 1 of 3
 < State Superintendent of Public Instruction > **Allow ReCount**
 Save Save & Next Certification Report

- d. The **Contest ReCount** screen will appear. Enter any desired comments in the **Comments** field and click the **ReCount** button.
- e. In the data entry screen under each county, the **Results Set** will now show **Recount** and **Original. Military Amendment** may be displayed as well.
- f. The **Original** results will be locked and ineditable.

Contest ReCount:
Election: 2009 SPRING ELECTION
Jurisdiction: State
Contest: State Superintendent of Public Instruction
Comments:
 ReCount Cancel

- g. The **Recount** results will be filled in with the **Original** results that were certified. You may enter changes manually or upload a new file. Follow the same steps you did for the original canvass to enter results, verify, and certify your **Recount** results.

Election: 2009 SPRING ELECTION (4/7/2009)
County: MARQUETTE
Status: Certified
Result Set: Original

Contests 1 of 2
 < State Superintendent of Public Instruction > **Allow ReCount**
 Save Save & Next Certification Report

Reporting Unit	ROSE FERNANDEZ (NP)	TONY EVERS (NP)	Result Set:
Total	1,055	1,200	Recount
TOWN OF BUFFALO Wards 1 & 2	8	26	Recount
TOWN OF CRYSTAL LAKE Ward 1	39	66	Military Amendment
			Original

