
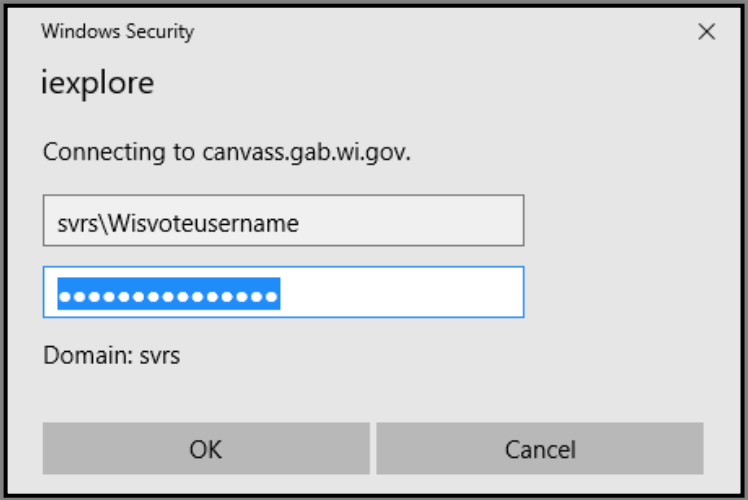


November 6, 2018 General Election Canvass Reporting System (CRS)

This checklist is designed to assist county clerks in preparing their canvass utilizing the “old” Canvass system.

Please contact the WEC at (608) 266-8005 or elections@wi.gov with any questions.

1. Accessing the Canvass Reporting System – Logging In

Step 1	<p>Login to CRS from your web browser from the Canvass Button on the Clerks Page of the WEC website https://elections.wi.gov/clerks</p> <p>Note: A WisVote FIDO key is not required for CRS logins</p> <p>Click the Canvass button </p> <p>Or access CRS directly at http://canvass.gab.wi.gov/</p>
Step 2	<p>A Security pop-up will appear, enter your user name and password in the following Format: svrs\your username</p> <p>Enter your password – this is your WisVote password; Click OK</p> 


2. Pre-Election Verification - Deadline October 25, 2018

*****Attention!*****

ALL COUNTIES ARE REQUIRED to send a Confirmation Email to the WEC confirming the reporting units in CRS are correct. Please attach a copy of the Pre-Canvass Reporting Unit List with your confirmation email. Send your confirmation email to: elections.canvass@wi.gov

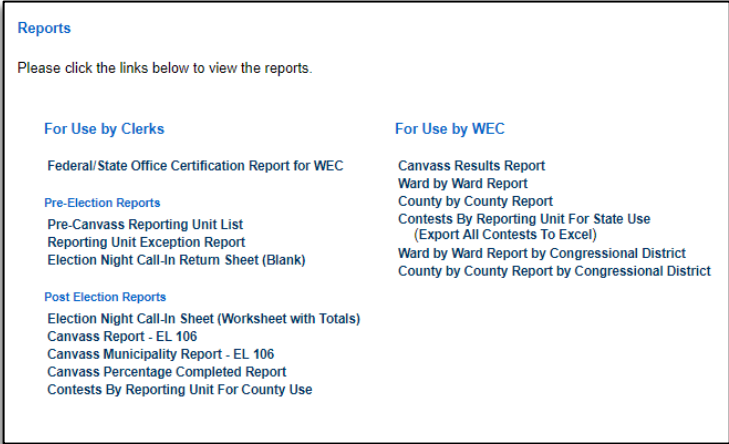
Report 1: Pre-Canvass Reporting Unit List report

After logging in to Canvass, click on the word **“Reports”** located on the left side of the screen.



Step 1

A list of reports will load on the right side of the screen.



Step 2

Under the **For Use by Clerks** section, click **Pre-Canvass reporting Unit List**

For Use by Clerks

Federal/State Office Certification Report for WEC

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 - EL 106

Canvass Municipality Report - EL 106

Canvass Percentage Completed Report

Contests By Reporting Unit For County Use

Step 3

Select the **Election:** 2018 General Election, Select the **County:** Your County, Click **View Report**

Election: 2018 General Election County: CLARK View Report

Select a format Export

WEC Canvass Reporting System
Pre-Canvass Reporting Unit List
2018 General Election - 10/8/2018

County: CLARK

Municipality Name & Wards

Town of BEAVER Ward 1

Town of BUTLER Ward 1

Town of COLBY Wards 1-3

Town of DEWHURST Ward 1

Town of EATON Wards 1-2

Town of FOSTER Ward 1

Town of FREMONT Wards 1-2

Select PDF or Word and click **Export**

Select a format Export

XML file with report data

CSV (comma delimited)

PDF

MHTML (web archive)

Excel

TIFF file

Word

<p>Step 4</p>	<p>If the reporting units are different in CRS than in your equipment contact the municipality to confirm the correct reporting unit configuration</p> <p>Note: a reporting unit cannot contain more than one Congressional, State Senate, or Assembly District and cannot be in more than one County</p>
<p>Step 5</p>	<p>If you and your municipality determine that the reporting units programmed in the voting equipment do not match the reporting units in CRS, contact the WEC immediately</p>
<p>Step 6</p>	<p style="text-align: center;">***ATTENTION***</p> <p>Send a confirmation email to the WEC confirming the reports were verified; please attach a copy of the Pre-Canvass Reporting Unit List with your confirmation email. Send your confirmation email to: elections.canvass@wi.gov</p>

Report 2: Election Night Call-In Return Sheet (Blank)

Click on the word **“Reports”** located on the left side of the screen.



A list of reports will load on the right side of the screen.

Reports

Please click the links below to view the reports.

<p>For Use by Clerks</p> <p>Federal/State Office Certification Report for WEC</p> <p>Pre-Election Reports</p> <p>Pre-Canvass Reporting Unit List Reporting Unit Exception Report Election Night Call-In Return Sheet (Blank)</p> <p>Post Election Reports</p> <p>Election Night Call-In Sheet (Worksheet with Totals) Canvass Report - EL 106 Canvass Municipality Report - EL 106 Canvass Percentage Completed Report Contests By Reporting Unit For County Use</p>	<p>For Use by WEC</p> <p>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</p>
---	--

Step 2 Under the **For Use by Clerks** section, click **Election Night Call-In Return Sheet (Blank)**

For Use by Clerks

Federal/State Office Certification Report for WEC

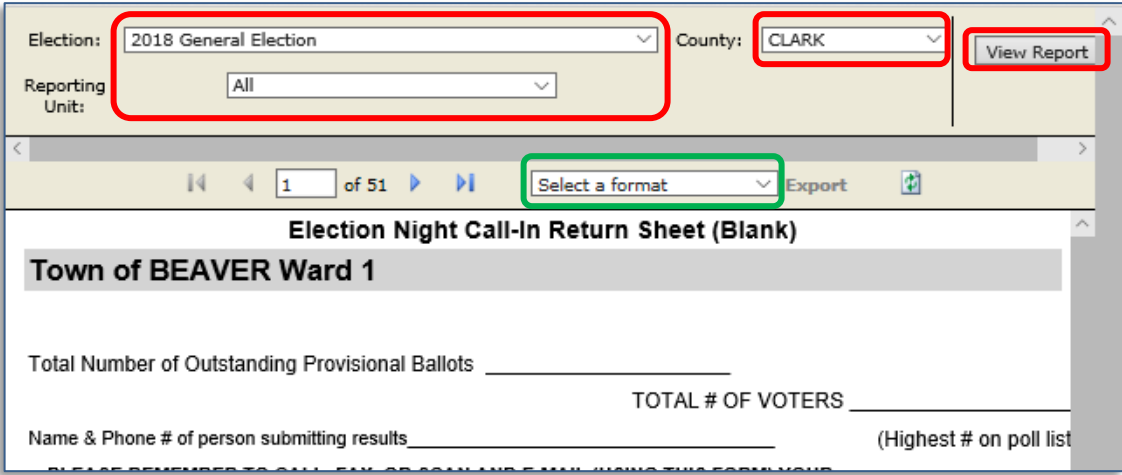
Pre-Election Reports

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

Post Election Reports

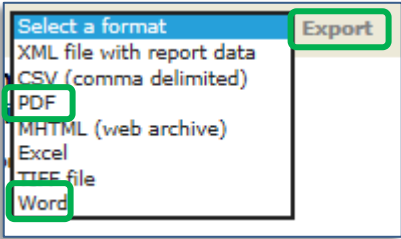
Election Night Call-In Sheet (Worksheet with Totals)
 Canvass Report - EL 106
 Canvass Municipality Report - EL 106
 Canvass Percentage Completed Report
 Contests By Reporting Unit For County Use

Step 3 Select the **Election:** 2018 General Election, Select the **County:** Your County, Select **Reporting Unit.** Click view report:



Note: You may select **All** or a single reporting unit

Select PDF or Word and click Export



Step 4 Confirm the correct contests are listed for the reporting unit

Step 5	Confirm all candidates are included in the correct order <i>Note: Registered Write-in candidates will appear when they have been entered in WisVote</i>
Step 6	If any contests or candidates, including registered write-in candidates, are not in CRS call the WEC immediately If all contests and candidate are listed, no further action is needed for this report This report does <u>not</u> need to be emailed to WEC

3. Entering Results

These instructions apply to entering results on Election Night and to entering official results for the County Board of Canvassers. Counties are not required to enter results in CRS on Election Night. All counties are required to enter results in CRS for official results for all federal and state contests.

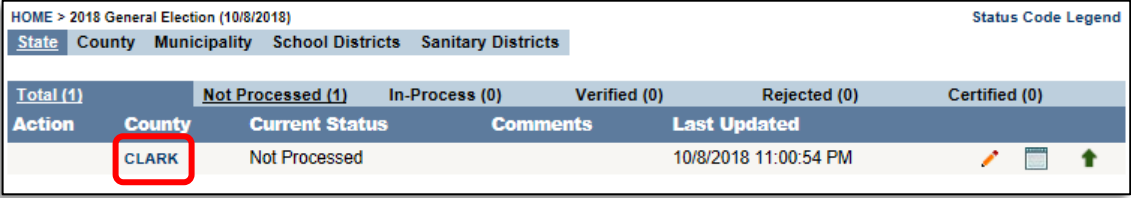
The votes for federal, state and county write-in candidates need not be listed on the canvass report by individual candidate, unless the write-in candidate has registered as such. Votes for write-in candidates who have not registered may be compiled into one scattering column for each office.

If the Wisconsin Elections Commission has registered write-in candidates for state or federal office, WEC staff will notify the affected counties and enter the name of the registered write-in candidate into WisVote. The name will appear in a separate column on the applicable county/counties canvass reports. Votes attributed to these write-in candidates must be listed under the candidate's name.

If the county has registered write-in candidates, the votes for those candidates should be recorded separately. The county can enter registered write-in county candidates into WisVote so that the candidate's name appears as a separate column on the county canvass report.

For additional guidance please Review the [Suggested Procedures for County Board of Canvassers](#) found in the Publications Index on the WEC website.

(Manual Data Entry by Contest)

Step 1	Log into the Canvass System and select 2018 General Election from the left menu																																	
Step 2	Click on the name of your county in the County column  <table border="1" data-bbox="430 1276 1555 1472"><thead><tr><th colspan="5">HOME > 2018 General Election (10/8/2018)</th><th>Status Code Legend</th></tr><tr><th colspan="5">State</th><th>County</th><th>Municipality</th><th>School Districts</th><th>Sanitary Districts</th></tr><tr><th>Total (1)</th><th>Not Processed (1)</th><th>In-Process (0)</th><th>Verified (0)</th><th>Rejected (0)</th><th>Certified (0)</th></tr><tr><th>Action</th><th>County</th><th>Current Status</th><th>Comments</th><th>Last Updated</th><th></th></tr></thead><tbody><tr><td></td><td>CLARK</td><td>Not Processed</td><td></td><td>10/8/2018 11:00:54 PM</td><td></td></tr></tbody></table>	HOME > 2018 General Election (10/8/2018)					Status Code Legend	State					County	Municipality	School Districts	Sanitary Districts	Total (1)	Not Processed (1)	In-Process (0)	Verified (0)	Rejected (0)	Certified (0)	Action	County	Current Status	Comments	Last Updated			CLARK	Not Processed		10/8/2018 11:00:54 PM	
HOME > 2018 General Election (10/8/2018)					Status Code Legend																													
State					County	Municipality	School Districts	Sanitary Districts																										
Total (1)	Not Processed (1)	In-Process (0)	Verified (0)	Rejected (0)	Certified (0)																													
Action	County	Current Status	Comments	Last Updated																														
	CLARK	Not Processed		10/8/2018 11:00:54 PM																														

The **Contests** screen will load and list of all Reporting Units in your municipality or county.

Step 3

The screenshot shows the 'Contests' interface. At the top, there are navigation tabs: 'State', 'County', 'Municipality', 'School Districts', and 'Sanitary Districts'. Below these, the election details are: 'Election: 2018 General Election (10/8/2018)', 'County: CLARK', 'Status: Not Processed', and 'Result Set: Original'. A dropdown menu is open, showing 'Contests 1 of 11' and 'GOVERNOR/LIEUTENANT GOVERNOR'. Below the dropdown are buttons for 'Save', 'Save & Next', and 'Download'. The main table has columns for 'Reporting Unit' and candidates: Scott Walker / Rebecca Kleefisch (REP), Tony Evers / Mandela Barnes (DEM), Phillip Anderson / Patrick Baird (LIB), Michael J. White / Tiffany Anderson (IND), Maggie Turnbull / Wil Losch (IND), and Arnie E... / No Candida (IND). The first row of data is for 'Town of BEAVER Ward 1'.

The click on governmental level in top header. This will set the governmental level of the contests available in the **Contests** drop-down menu in the middle of the page; select the contest you are entering results for from the menu.

Note: State-level contests **must** be entered; County and Municipal-level offices are optional.

The default view is 10 reporting units per page, this can be increased to allow up-to all reporting units to be visible (optional, but recommended).

Step 4

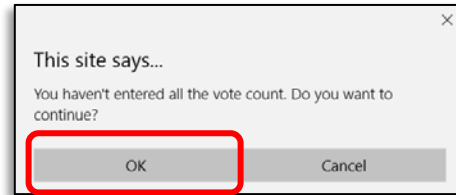
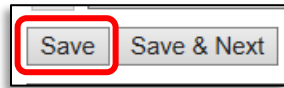
The screenshot shows a table with reporting units and a dropdown menu for 'Results per page'. The table has columns for candidates: Scott Walker / Rebecca Kleefisch (REP), Tony Evers / Mandela Barnes (DEM), Phillip Anderson / Patrick Baird (LIB), Michael J. White / Tiffany Anderson (IND), Maggie Turnbull / Wil Losch (IND), and Arnie E... / No Candida (IND). The first row of data is for 'Town of GREEN GROVE Wards 1-2' and the second for 'Town of HENDREN Ward 1'. The 'Results per page' dropdown menu is open, showing options: 10, 15, 20, 25, 50, 100, and ALL.

Place the cursor in the first open field and begin entering results, use **Tab** to move to the next field.

	Total	155	155	6	9	0
Town of BEAVER Ward 1	120	120	5	6	0	
Town of BUTLER Ward 1	35	35	1	3		

As you type, the **Total** line will update for each column.

As results are entered, you can save your progress by clicking the **Save** button.



Enter all votes cast in the **Reporting Unit**. **Do not** leave any fields blank; enter a zero where zero votes were cast

When all results have been entered, click **Save & Next** to move to the next page. This button will be disabled if you are on the final page of reporting units for a contest or you chose to view **All** reporting units.

Step 5

Contests 1 of 11

< GOVERNOR/LIEUTENANT GOVERNOR >

Save Save & Next Download

Results saved successfully

Reporting Unit	Scott Walker / Rebecca Kleefisch (REP)	Tony Evers / Mandela Barnes (DEM)	Phillip Anderson / Patrick Baird (LIB)	Michael J. White / Tiffany Anderson (IND)	Maggie Turnbull / Wil Losch (IND)
Total	432,599	432,599	15	18	2
Town of BEAVER Ward 1	120	120	5	6	0
Town of BUTLER Ward 1	35	35	1	3	0

Use the arrow buttons to move to the next **Contest** or click the drop-down arrow to choose a specific **Contest**.

Step 6

Election: 2018 General Election (10/8/2018)
County: CLARK
Status: In Process
Result Set: Original

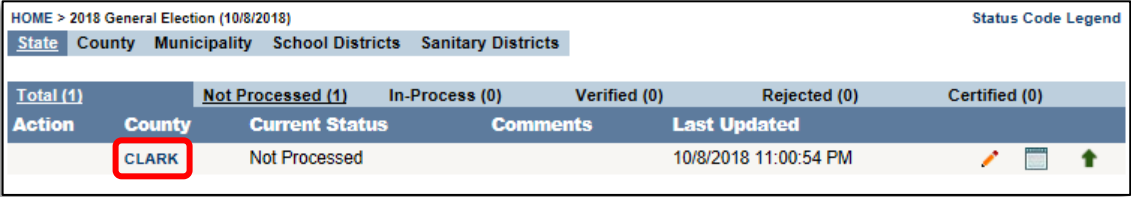
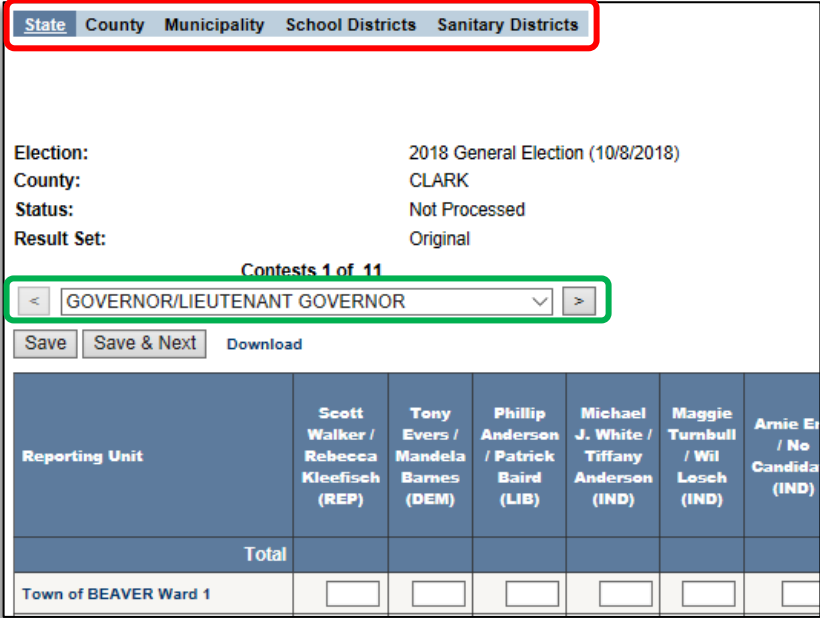
Contests 2 of 11

< ATTORNEY GENERAL >

Save Save & Next Download

Repeat steps 4 & 5 until all results are entered and correct; Click **Save** after you have finished entering vote totals.

(Manual Data Entry by Reporting Unit)

<p>Step 1</p>	<p>Log into the Canvass System and select 2018 General Election from the left menu.</p>														
<p>Step 2</p>	<p>Click on the name of your county in the County column</p>  <p>HOME > 2018 General Election (10/8/2018) Status Code Legend</p> <p>State County Municipality School Districts Sanitary Districts</p> <p>Total (1) Not Processed (1) In-Process (0) Verified (0) Rejected (0) Certified (0)</p> <table border="1"> <thead> <tr> <th>Action</th> <th>County</th> <th>Current Status</th> <th>Comments</th> <th>Last Updated</th> </tr> </thead> <tbody> <tr> <td></td> <td>CLARK</td> <td>Not Processed</td> <td></td> <td>10/8/2018 11:00:54 PM</td> </tr> </tbody> </table>	Action	County	Current Status	Comments	Last Updated		CLARK	Not Processed		10/8/2018 11:00:54 PM				
Action	County	Current Status	Comments	Last Updated											
	CLARK	Not Processed		10/8/2018 11:00:54 PM											
<p>Step 3</p>	<p>The Contests screen will load and list of all Reporting Units in your municipality or county.</p>  <p>State County Municipality School Districts Sanitary Districts</p> <p>Election: 2018 General Election (10/8/2018) County: CLARK Status: Not Processed Result Set: Original</p> <p>Contests 1 of 11</p> <p>< GOVERNOR/LIEUTENANT GOVERNOR ></p> <p>Save Save & Next Download</p> <table border="1"> <thead> <tr> <th>Reporting Unit</th> <th>Scott Walker / Rebecca Kleefisch (REP)</th> <th>Tony Evers / Mandela Barnes (DEM)</th> <th>Phillip Anderson / Patrick Baird (LIB)</th> <th>Michael J. White / Tiffany Anderson (IND)</th> <th>Maggie Turnbull / Wil Losch (IND)</th> <th>Amie E... / No Candida... (IND)</th> </tr> </thead> <tbody> <tr> <td>Town of BEAVER Ward 1</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>The click on governmental level in top header. This will set the governmental level of the contests available in the Contests drop-down menu in the middle of the page; select the contest you are entering results for from the menu.</p> <p>Note: State-level contests <u>must</u> be entered; County and Municipal-level offices are optional.</p>	Reporting Unit	Scott Walker / Rebecca Kleefisch (REP)	Tony Evers / Mandela Barnes (DEM)	Phillip Anderson / Patrick Baird (LIB)	Michael J. White / Tiffany Anderson (IND)	Maggie Turnbull / Wil Losch (IND)	Amie E... / No Candida... (IND)	Town of BEAVER Ward 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reporting Unit	Scott Walker / Rebecca Kleefisch (REP)	Tony Evers / Mandela Barnes (DEM)	Phillip Anderson / Patrick Baird (LIB)	Michael J. White / Tiffany Anderson (IND)	Maggie Turnbull / Wil Losch (IND)	Amie E... / No Candida... (IND)									
Town of BEAVER Ward 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>									

Step 4

Click on a **Reporting Unit** in the grid from the picture above, and the screen will open to show all contests for the governmental level selected in the top header in the November 6, 2018 Election for that reporting unit .

Place your cursor in the first open field and begin entering results, use **Tab** to move between fields.

Enter all votes cast in the **Reporting Unit**. **Do not** leave any fields blank; enter a zero where zero votes were cast.

Reporting Unit 1 of 51
< Town of BEAVER Ward 1 > Elect

Save Save & Next

Result Set: Original

GOVERNOR/LIEUTENANT GOVERNOR

Candidate Name	Vote
Scott Walker / Rebecca Kleefisch (REP)	120
Tony Evers / Mandela Barnes (DEM)	120
Phillip Anderson / Patrick Baird (LIB)	5
Michael J. White / Tiffany Anderson (IND)	6
Maggie Turnbull / Will Losch (IND)	0
Arnie Enz / No Candidate (IND)	
Ryan Cason (write-in) (REP)	
Paul Boucher (write-in) (DEM)	
Mark S. Grimek (write-in) (CON)	
Jared William Landry (write-in) (DEM)	
Robbie Hoffman (write-in) (IND)	
Corban Gehler (write-in) (DEM)	
William Henry Davis III (write-in) (DEM)	
SCATTERING	

ATTORNEY GENERAL

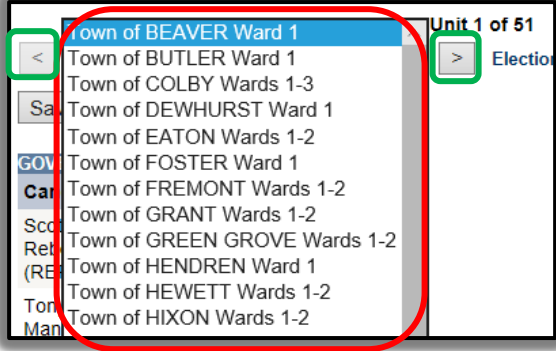
Candidate Name	Vote
Brad Schimel (REP)	
Josh Kaul (DEM)	

Step 6

As results are entered, you can save your progress by clicking the **Save** button.

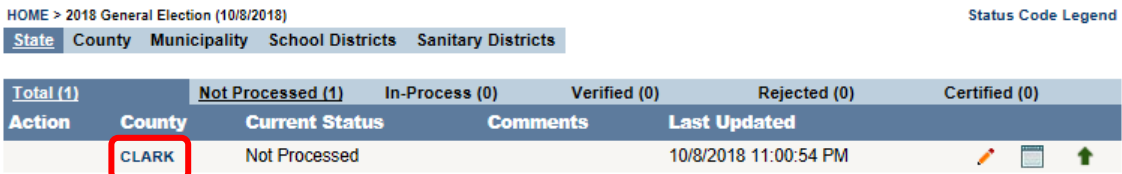
If you leave any fields blank, a message will appear asking if you wish to continue; Click OK to save your progress and continue entering results.

When all results have been entered, click **Save**; you will see a message confirming a successful update.

<p>Step 8</p>	<p>Select the next Reporting Unit where you wish to enter results from the dropdown at the top of the screen under the Election Name and Total Number of Reporting Units.</p>  <p>Or by using the left/right arrows next the reporting unit name</p>
<p>Step 9</p>	<p>Continue entering results and saving for each Reporting Unit until all reporting units are complete.</p>

(Results File Upload – XML or HTML format)

Important! Counties that upload a results file from election management software please send a test file to ann.oberle@wisconsin.gov by October 29, 2018.

<p>Step 1</p>	<p>Log in to the Canvass System and select the 2018 General Election</p>
<p>Step 2</p>	<p>Click on the name of your county in the County column</p> 

Click the **Browse** button on the upper right, a **Choose file** pop-up will appear

HOME > 2018 General Election (9/17/2018) > DANE Status Code Legend

State County Municipality School Districts Sanitary Districts

Upload: Browse... Upload

Election: 2018 General Election (9/17/2018)
County: DANE
Status: Not Processed
Result Set: Original

Contests 1 of 22
< GOVERNOR/LIEUTENANT GOVERNOR >

Save Save & Next Download Result Set: Original

Reporting Unit	Scott Walker / Rebecca	Tony Evers / Mandela	Phillip Anderson / Patrick	Michael J. White / Tiffany	Maggie Turnbull / WI	Arnie Enz / No	Ryan Cason (write-	Paul Boucher (write-	Mark S. Grimek	Jared William Landry	Robbie Hoffman (write-	Corban Gehler (write-	William Henry Davis III	SCATTERING
----------------	------------------------	----------------------	----------------------------	----------------------------	----------------------	----------------	--------------------	----------------------	----------------	----------------------	------------------------	-----------------------	-------------------------	------------

Step 3

Step 4 From the **Choose file** screen, click on the drive where your upload file is located. You can also select from a USB Flash drive if one is inserted in your computer.

Click on the correct file, the file name will appear in the **File name** field; click the open button.

Name	Date modified	Type	Size
18G2SAUK_Results_WI	10/5/2018 11:15 AM	XML Document	142 B
18G2WOOD_Results_WI	10/10/2018 4:48 PM	XML Document	120 B
18GEDANE_Results_WI - Copy	9/27/2018 3:39 PM	XML Document	569 B
18GEDANE_Results_WI	9/25/2018 10:03 AM	XML Document	569 B
18KENOSHA_FG_Results_WI	10/11/2018 12:17 ...	XML Document	319 B
2018 General Election Results Import test ...	10/10/2018 4:50 PM	Microsoft Excel W...	20 B
BROWNtest20181106_Results_WI	9/28/2018 9:11 AM	XML Document	254 B
Columbia Test Results	10/5/2018 11:15 AM	XML Document	105 B
EAUCLAIRE2018FALL_Results	10/10/2018 10:08 ...	XML Document	232 B
Jefferson 18FALLGN_Results_WI	10/5/2018 11:14 AM	XML Document	106 B
LACROSSE18NOVGEN_Results_WI	9/28/2018 9:37 AM	XML Document	157 B
Marathon_20181106_Results_WI	10/3/2018 12:53 PM	XML Document	266 B

Name: 18GEDANE_Results_WI All files

Open Cancel

Step 5

The chosen file will now appear in the **Upload** field on the main Canvass System screen; click **Upload**

Step 6



It may take a few minutes for the upload process to complete, do not close your browser or re-click the button during this time. If you get any error message while uploading a file, contact the WEC Helpdesk immediately.

Review the list for any contests that are not offices or referenda in your county. Click the delete button to the left of the contest name.

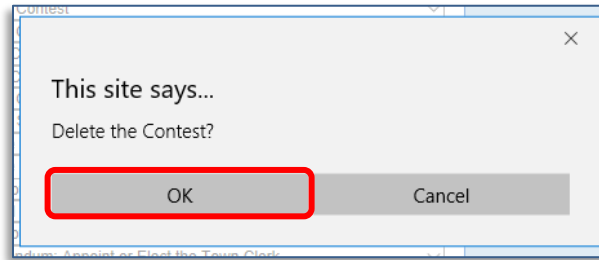
Step 7

NEW!

	Contest Uploaded	Contest in Canvass
Delete	Governor / Lieutenant Governor	GOVERNOR/LIEUTENANT GOVERNOR
Delete	Representative in Congress District 5 Jefferson County	Select Contest
Delete	Sheriff	Select Contest
Delete	Clerk of Circuit Court	Dane County Clerk of Circuit Court
Delete	Sheriff Green County	Select Contest
Delete	Coroner Green County	Select Contest
Delete	Clerk of Circuit Court Green County	Select Contest
Delete	Sheriff Jefferson County	Select Contest
Delete	Clerk of Circuit Court Jefferson County	Select Contest
Delete	County Referendum re: tax loopholes	Dane County Referendum - Question I
Delete	County Referendum re: legalize marijuana	Dane County Referendum - Question II
Delete	Green County Referendum Green County	Select Contest
Delete	City of Sun Prairie Referendum re: tax loopholes	City of Sun Prairie Referendum
Delete	Village of DeForest Referendum re: tax loopholes	Village of DeForest Referendum
Delete	Village of Mt. Horeb Referendum re: animal research	Village of Mount Horeb Referendum Question
Delete	Town of Black Earth Referendum re: appointed clerk	Referendum: Appoint or Elect the Town Clerk

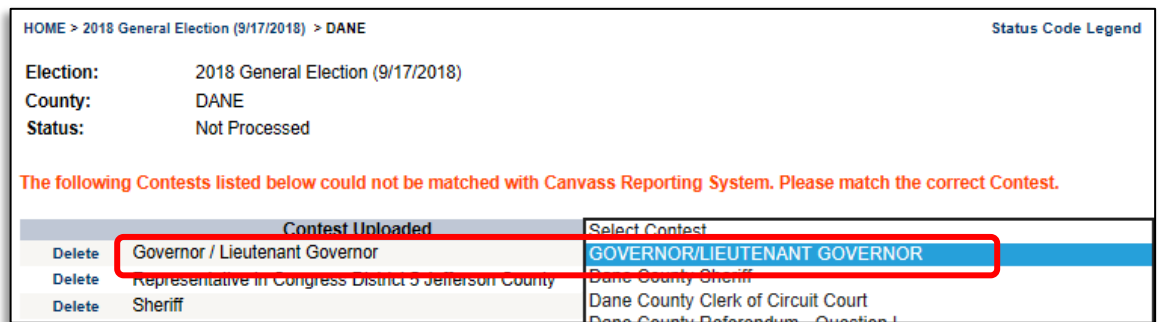
Step 8
NEW!

A confirmation pop-up will appear. Click Okay to remove the contest from your list.

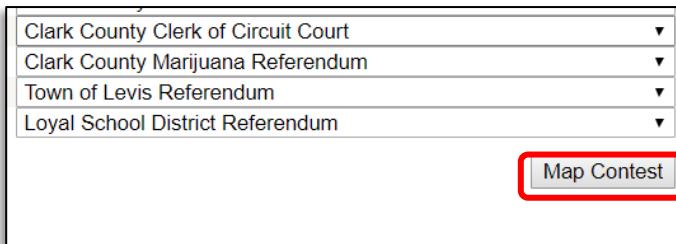


Step 9

If a contest name in the upload file does not match the contest name in Canvass, you will have to manually select the matching contest(s) from the **Contest in Canvass** drop-down list.

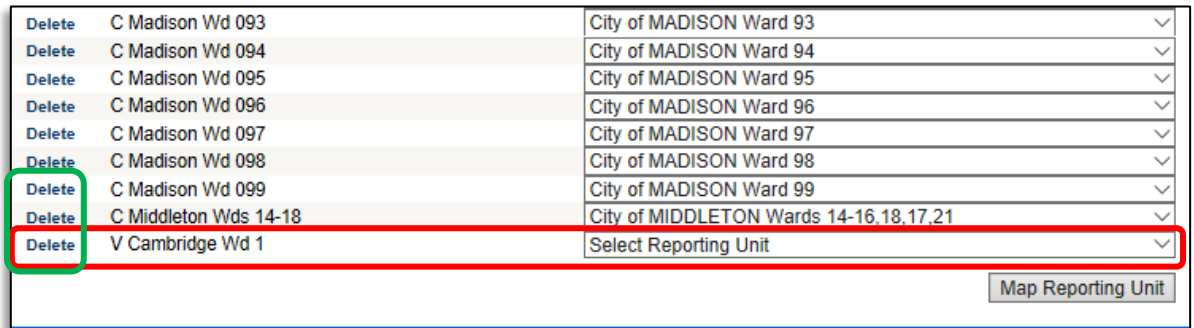


When all desired contests have been correctly matched, click the **Map Contest** button.



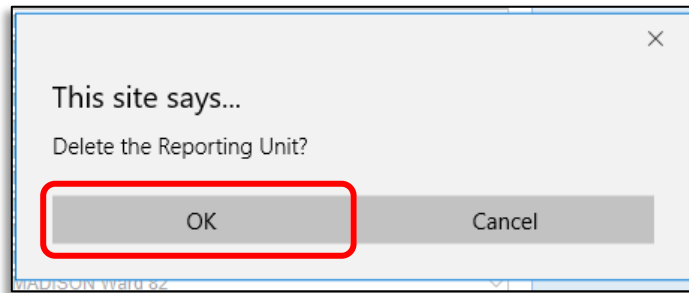
Step 10
New!

Review the list of reporting units for any reporting units not located in your county. Click the Delete button to the left of the reporting unit name.



A confirmation pop-up will appear. Click Okay to remove the reporting unit from your list.

Step 11
New!



If the reporting unit names in the upload file do not match the reporting unit names in Canvass, you will have to manually select the matching reporting units from the **Reporting Unit in Canvass** drop-down list

Step 12

HOME > 2018 General Election (9/17/2018) > DANE Status Code Legend

Election: 2018 General Election (9/17/2018)
 County: DANE
 Status: Not Processed

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

	Reporting Unit Uploaded	Reporting Unit in Canvass
Delete	T Cottage Grove Wds 1-2, 4-5,	Town of COTTAGE GROVE Wards 1-2,4-5,7
Delete	T Verona Wd 2-4	Town of VERONA Wards 2-4
Delete	V Cross Plains Wd 5-6	Village of CROSS PLAINS Wards 5-6
Delete	V DeForest Wds 13, 19	Village of DEFOREST Wards 13,19,22
Delete	V Windsor 6-10	Village of Windsor Wards 6-10
Delete	C Madison Wd 001	City of MADISON Ward 1
Delete	C Madison Wd 002	City of MADISON Ward 2
Delete	C Madison Wd 003	City of MADISON Ward 3
Delete	C Madison Wd 004	City of MADISON Ward 4
Delete	C Madison Wd 005	City of MADISON Ward 5
Delete	C Madison Wd 006	City of MADISON Ward 6
Delete	C Madison Wd 007	City of MADISON Ward 7
Delete	C Madison Wd 008	City of MADISON Ward 8
Delete	C Madison Wd 009	City of MADISON Ward 9
Delete	C Madison Wd 010	City of MADISON Ward 10

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

Step 13

Town of HEWETT Wards 1-2	▼
Town of MAYVILLE Wards 1-2	▼
Town of LEVIS Wards 1-2	▼
Town of LYNN Wards 1-2	▼
Town of MEAD Ward 1	▼

Map Reporting Unit

After you have mapped the last reporting unit, your results will upload into the Canvass System and **The results from the uploaded file saved successfully** message will appear.

Step 14

State County Municipality School Districts Sanitary Districts

Upload: Browse... Upload

Election: 2018 General Election (9/17/2018)
 County: DANE
 Status: In Process
 Result Set: Original

Contests 1 of 22

< GOVERNOR/LIEUTENANT GOVERNOR >

Save Save & Next Download Result Set: Original

The results from the uploaded file saved successfully.

Reporting Unit	Scott Walker / Rebecca Kleefisch (REP)	Tony Evers / Mandela Barnes (DEM)	Phillip Anderson / Patrick Baird (LIB)	Michael J. White / Tiffany Anderson (IND)	Maggie Turnbull / Wil Loesch (IND)	Amie Enz / No Candidate (IND)	Ryan Cason (write-in) (REP)	Paul Boucher (write-in) (DEM)	Mark S. Grimek (write-in) (CON)	Jared William Landry (write-in) (DEM)	Robbie Hoffman (write-in) (IND)	Corban Gehler (write-in) (DEM)	William Henry Davis III (write-in) (DEM)	SCATTERING
Total	0	0	0	0	0	0								0
Town of ALBION Wards 1-2	0	0	0	0	0	0								0
Town of BERRY Wards 1-2	0	0	0	0	0	0								0
Town of BLACK EARTH Ward 1	0	0	0	0	0	0								0
Town of BLOOMING GROVE Wards 1-3	0	0	0	0	0	0								0
Town of BLUE MOUNDS Ward 1	0	0	0	0	0	0								0
Town of BRISTOL Wards 1-4	0	0	0	0	0	0								0
Town of BURKE Wards 1-4	0	0	0	0	0	0								0
Town of CHRISTIANA Wards 1-2	0	0	0	0	0	0								0
Town of COTTAGE GROVE Wards 1-2,4-5,7	0	0	0	0	0	0								0
Town of COTTAGE GROVE Wards 3,6	0	0	0	0	0	0								0
Total	0	0	0	0	0	0								0

Save Save & Next Results per page 10 1 2 3 4 5 ... 25 >>

*****AFTER ENTERING IN TOTALS*****

Proofing data entry and entering votes for write-in candidates

After you have entered or uploaded your results, follow the directions below to proof your canvass numbers.


Whether results are uploaded from a result file from election management software, or entered by hand, it is important to proof the vote counts entered in CRS. Before posting any reports exported from CRS and before the meeting of County Board of Canvassers, at least two staff members shall print and proof the Canvass Report – EL-106 from CRS and compare the returns received from each municipality. See the *Process of Conducting the Canvass* section of the [Suggested Procedures for County Board of Canvassers](#).

Printing and proofing the Canvass EL-106 Report

You may NOT use the Canvass Report – EL 106 to certify state or federal-level offices, DO NOT send this report to the WEC

Click on the word **“Reports”** located on the left side of the screen. You will see a list of reports to choose in the right side of the screen.

Step 1

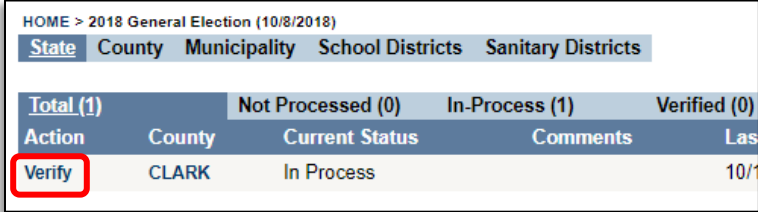
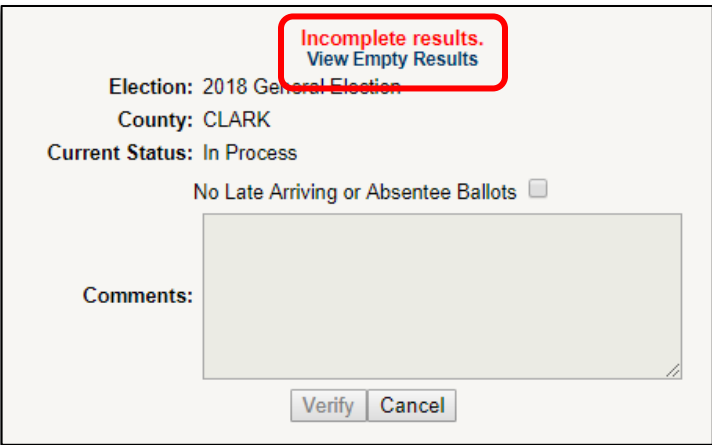


<p>Step 2</p>	<p>Under Post Election Reports, highlight and click Canvass Report EL-106</p> <div data-bbox="667 247 1198 716" style="border: 1px solid black; padding: 10px;"> <p>For Use by Clerks</p> <p>Federal/State Office Certification Report for WEC</p> <p>Pre-Election Reports</p> <p>Pre-Canvass Reporting Unit List Reporting Unit Exception Report Election Night Call-In Return Sheet (Blank)</p> <p>Post Election Reports</p> <p>Election Night Call-In Sheet (Worksheet with Totals) Canvass Report - EL 106 Canvass Municipality Report - EL 106 Canvass Percentage Completed Report Contests By Reporting Unit For County Use</p> </div>
<p>Step 3</p>	<p>The report window will open.</p> <p>Select the Election: 2018 General Election, Select the Jurisdiction: Federal/State</p> <div data-bbox="354 919 1357 1073" style="border: 1px solid black; padding: 5px;"> </div> <p>Select the County: Your County, Select Contest: All, Select Election Result Set: Original</p>
<p>Step 4</p>	<p>Click the View Report button</p>
<p>Step 5</p>	<p>Select a format dropdown and select a format (PDF or Excel) to export</p>
<p>Step 6</p>	<p>The Canvass Report – EL 106 contains 3 separate sections: the Tabular Statement of Votes Cast, the Summary Statement, and the Certification – for county and municipal offices only. DO NOT send a copy this report to the WEC for Federal and State contests</p> <p>Have two staff members proof each section of the Canvass Report-EL 106 against the returns from each municipality. If any additions or corrections have been made in CRS by the County Board of Canvassers, confirm that CRS and the Canvass Report EL-106 contain the corrections.</p> <p>If any discrepancies are found, correct the information in CRS and reprint the report. If you are unable to correct any discrepancy, contact the WEC Help Desk immediately.</p>

4. Completing the Canvass in CRS and Verifying Results

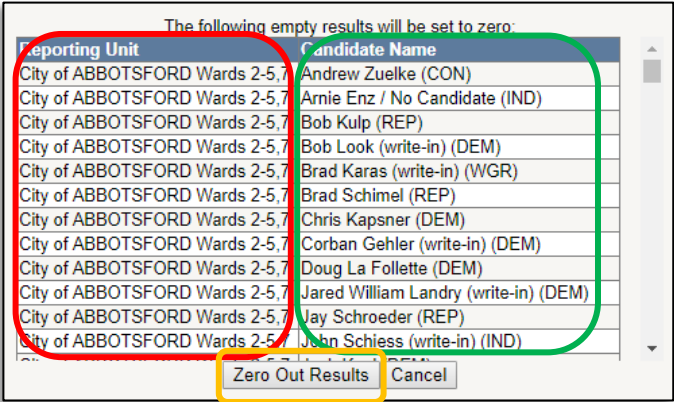
The board of canvassers shall file one complete statement in the office of the county clerk or board of election commissioners. The certification must be signed by the three members of the County Board of Canvassers. For federal and state contest the County Board of Canvassers must sign the Federal/State Certification Report for WEC. Do not sign and send the Canvass Report EL-106. Immediately after the CBOS signs the Federal/State Certification Report for WEC, scan the signed document and email it to elections.canvass@wi.gov. Deliver or send by 1st class mail, the signed original copy of the Federal/State Certification Report for WEC to the WEC. Retain a copy of the document for your files.

Print the Federal/State Office Certification Report for WEC

<p>Step 1</p>	<p>After all results for federal and state contests have been proofed, and you are ready to have the Board of Canvassers sign the Federal/Certification Report for WEC</p> <p>Under the Action section there will be a Verify option, click the Verify link</p>  <p>The screenshot shows a web interface for the 2018 General Election (10/8/2018) in Clark County. It features a navigation menu with 'State', 'County', 'Municipality', 'School Districts', and 'Sanitary Districts'. Below this is a summary table:</p> <table border="1"> <thead> <tr> <th>Total (1)</th> <th>Not Processed (0)</th> <th>In-Process (1)</th> <th>Verified (0)</th> </tr> </thead> <tbody> <tr> <td>Action</td> <td>County</td> <td>Current Status</td> <td>Comments</td> </tr> <tr> <td>Verify</td> <td>CLARK</td> <td>In Process</td> <td>10/</td> </tr> </tbody> </table>	Total (1)	Not Processed (0)	In-Process (1)	Verified (0)	Action	County	Current Status	Comments	Verify	CLARK	In Process	10/
Total (1)	Not Processed (0)	In-Process (1)	Verified (0)										
Action	County	Current Status	Comments										
Verify	CLARK	In Process	10/										
<p>Step 2</p>	<p>If any candidate or contest vote count is blank, an Incomplete Results pop-up will appear and must be resolved before verifying your results: No results can be left blank.</p> <p>If all candidate and contest vote counts have totals, skip to step #</p> <p>Canvass can fill in zero vote totals for candidates that are not uploaded or were not entered during manual entry.</p>  <p>The screenshot shows a pop-up dialog box titled 'Incomplete results. View Empty Results'. It contains the following information: Election: 2018 General Election, County: CLARK, Current Status: In Process, and a checkbox for 'No Late Arriving or Absentee Ballots'. There is a large text area for 'Comments' and 'Verify' and 'Cancel' buttons at the bottom.</p> <p>Click View Empty Results.</p>												

Step 3

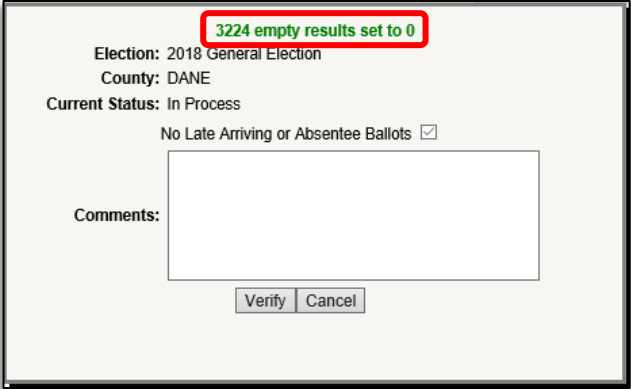
A list of all candidates with no vote totals will appear, identified by **Reporting Unit** and **Candidate Name**



Review the list to confirm these entries should be zero, click the **Zero Out Results** button

Note: You can still update candidate numbers if you enter zeros using this method, edit options are not locked out

The number of empty results set to zero will appear at the top of the pop-up



Important! Do not click verify unless your Canvass Board has approved all results. Click **Cancel** if you want to continue to edit or print reports before locking your results by clicking the Verify Button. Clicking the **Verify** button on this screen will lock your results, and you will need to call the WEC to have WEC staff reject your results if you need to make a change.

Under the **Action** section there will be a **Verify** option, click the **Verify** link

HOME > 2018 General Election (10/8/2018)					
State County Municipality School Districts Sanitary Districts					
Total (1)	Not Processed (0)		In-Process (1)		Verified (0)
Action	County	Current Status		Comments	Last Updated
Verify	CLARK	In Process			10/12/2018 9:37:45 AM

Step 2

A verification pop-up window will appear

3224 empty results set to 0

Election: 2018 General Election
 County: DANE
 Current Status: In Process

No Late Arriving or Absentee Ballots

Comments:

Verify Cancel

In **Comments**, provide any information about the verified results and check the **No Late Arriving or Absentee Ballots** box. This means all vote counts for provisional ballots have been included in your results. Your username and date will be saved automatically and do not need to be entered

Step 3

Click **Verify**

HOME > 2018 General Election (10/8/2018)					
State County Municipality School Districts Sanitary Districts					
Total (1)	Not Processed (0)		In-Process (0)		Verified (1)
Action	County	Current Status		Comments	Last Updated
	CLARK	Verified			10/12/2018 9:37:45 AM

Once you have clicked **Verify**, canvass results **cannot** be changed, if there is an error in a state-level contest you must contact WEC to have the verified results rejected

Step 4

Continue to the **Print the Federal/State Office Certification Report for WEC** section

Step 1

Return to the Canvass Home screen and click **Reports** in the Main Menu

Home
Data Maintenance
Reports
Elections

- 2018 General Election
- 2018 Partisan Primary
- 2018 Special Election State Senate District 1
- 2018 Special Election Assembly District 42
- 5/15/2018 Special Partisan Primary Senate District 1
- 5/15/2018 Special Partisan Primary Assembly District 42
- 2018 Spring Election

Step 2

Select the **Federal/State Office Certification Report for WEC**

Reports

Please click the links below to view the reports.

<p>For Use by Clerks</p> <p style="border: 2px solid red; padding: 2px;">Federal/State Office Certification Report for WEC</p> <p>Pre-Election Reports</p> <ul style="list-style-type: none"> Pre-Canvass Reporting Unit List Reporting Unit Exception Report Election Night Call-In Return Sheet (Blank) <p>Post Election Reports</p> <ul style="list-style-type: none"> Election Night Call-In Sheet (Worksheet with Totals) Canvass Report - EL 106 Canvass Municipality Report - EL 106 Canvass Percentage Completed Report Contests By Reporting Unit For County Use 	<p>For Use by WEC</p> <ul style="list-style-type: none"> 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
--	--

Step 3

Select **Election**: 2018 General Election, **Jurisdiction Type**: Federal/State, **County**: Your County

Election:	2018 General Election	Jurisdiction:	Federal / State	View Report
County:	CLARK	Contest:	ALL	
Election Result Set:	Original			

Election Contest: All, **Election Result Set**: Original

Step 4	<p>Click View Report</p> <p>The report will include a Summary Statement and Certification of the Board of Canvassers section</p> <p>Note: If you have not verified your results, you cannot print the certification report</p> <div style="border: 1px solid black; padding: 5px; text-align: center; color: red; font-weight: bold;"> Can not run this report, results are not verified </div>
Step 5	Have the Board of Canvassers sign the certification statement
Step 6	Scan the signed Federal\State certification report
Step 7	Immediately Email the signed, scanned copy of the entire report (summary statement and certification) to the WEC at election.canvass@wi.gov The statement may also be faxed to 608-257-0500
Step 8	Mail the original signed document (summary statement and certification) to the WEC at P.O. Box 7984, Madison, WI, 53707-7984
Step 9	If you discover a material mistake in the canvass of an election for the state or federal office, contact the WEC immediately. See Page 8 of the Suggested Procedures for County Board of Canvassers

5. Reporting Results

This section provides instructions for printing reports from CRS and proofing vote counts and vote totals in CRS generated reports. The instructions apply to Unofficial Election Night Results and to Official Results entered during the meeting of the County Board of Canvassers.

Reporting and Posting Election Night Unofficial Results

The county clerk's office must remain open to receive and post all results on election night.

Wis. Stat. § 7.60. Clerks may use CRS reports for Election Night Reporting, but clerks are not required to enter results into CRS on Election Night.

- The county clerk should develop and document systematic procedures for making results public. The procedures should include a detailed method of proof reading which includes double checks by more than one person. This will help to ensure that publicized returns, though unofficial, accurately and completely reflect the returns as received from the municipalities.
- The method by which municipalities transmit results to the county will vary, but they are required by Wis. Stat. § 7.51(4)(c) to report the returns, by ward or reporting unit, to the county clerk no later

than two hours after votes are tabulated. Regardless of the method of delivery results by *reporting unit* must be posted to the county website no later than two hours after receiving them.

- The county clerk must post returns to their website and may also post the results publicly using other methods.


Other suggestions for making results public:

- Post returns outside of the county clerk’s office or in a media area. This can be done by
 - posting tally sheets and machine tapes for each reporting unit,
 - printing results from compilation software, if applicable, and posting printouts periodically,
 - Uploading or entering election night results into the Canvass Reporting System (CRS) and posting updates periodically.
 - Transferring returns to a continuously updated spreadsheet.

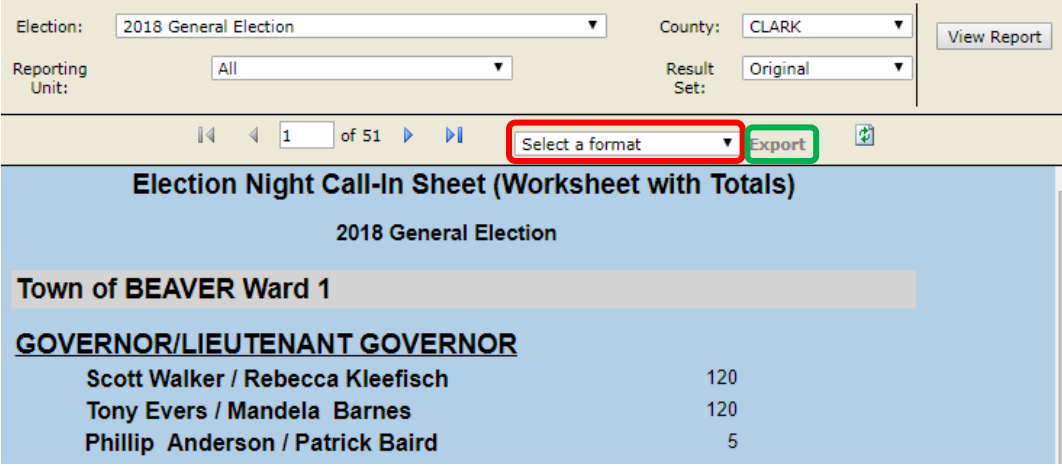
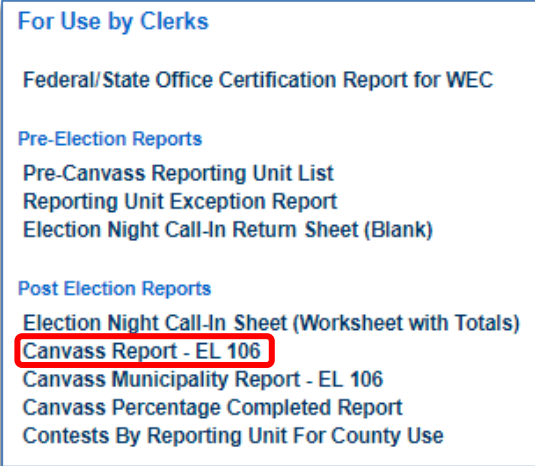
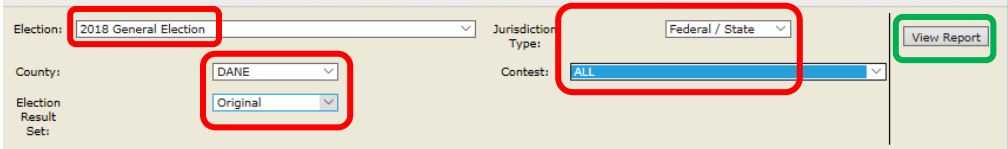
CRS Report Options for Counties

Counties may use CRS reports to post Election Night Results to their websites or they may use their own customized reports. WEC advises that before posting any results to your website, two staff members must proof the document prior to posting

Election Night Call-In Sheet (Worksheet with Totals)

Step 1	<p>Click on the word Reports located on the left side of the screen. You will see a list of reports to choose in the right side of the screen. Contests with empty results will not appear on this report. If you want to use this report, you must enter numbers or zeros.</p>
	

<p>Step 2</p>	<p>Under Post Election Reports, highlight and click on the Election Night Call-In Sheet (Worksheet with Totals)</p> <div data-bbox="586 317 1188 842" style="border: 1px solid blue; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="color: blue; margin: 0;">For Use by Clerks</p> <p style="margin: 5px 0;">Federal/State Office Certification Report for WEC</p> <p style="color: blue; margin: 10px 0;">Pre-Election Reports</p> <p style="margin: 5px 0;">Pre-Canvass Reporting Unit List</p> <p style="margin: 5px 0;">Reporting Unit Exception Report</p> <p style="margin: 5px 0;">Election Night Call-In Return Sheet (Blank)</p> <p style="color: blue; margin: 10px 0;">Post Election Reports</p> <div style="border: 2px solid red; padding: 2px; margin: 5px 0;">Election Night Call-In Sheet (Worksheet with Totals)</div> <p style="margin: 5px 0;">Canvass Report - EL 106</p> <p style="margin: 5px 0;">Canvass Municipality Report - EL 106</p> <p style="margin: 5px 0;">Canvass Percentage Completed Report</p> <p style="margin: 5px 0;">Contests By Reporting Unit For County Use</p> </div> <p>Note: This report will not show any information until after numbers are entered into the Canvass System.</p>										
<p>Step 3</p>	<p>The report window will open.</p> <p>Select the Election: 2018 General Election, Select the County: Your County,</p> <div data-bbox="396 1159 1386 1327" style="border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Election:</td> <td style="width: 35%; border: 2px solid red;">2018 General Election</td> <td style="width: 10%;">County:</td> <td style="width: 15%; border: 2px solid red;">CLARK</td> <td style="width: 15%;"></td> </tr> <tr> <td>Reporting Unit:</td> <td style="border: 2px solid red;">All</td> <td>Result Set:</td> <td style="border: 2px solid red;">Original</td> <td style="border: 2px solid green; text-align: center;">View Report</td> </tr> </table> </div> <p>Select Reporting Unit: All, Select Result Set: Original</p>	Election:	2018 General Election	County:	CLARK		Reporting Unit:	All	Result Set:	Original	View Report
Election:	2018 General Election	County:	CLARK								
Reporting Unit:	All	Result Set:	Original	View Report							
<p>Step 4</p>	<p>Click View Report</p>										
<p>Step 5</p>	<p>The Election Night Call-In Sheet will appear with the data that you entered.</p>										

<p>Step 6</p>	<p>Click on the select a format dropdown and select a format (PDF or Excel) to export</p>  <table border="1"> <thead> <tr> <th colspan="2">Election Night Call-In Sheet (Worksheet with Totals)</th> </tr> <tr> <th colspan="2">2018 General Election</th> </tr> <tr> <th colspan="2">Town of BEAVER Ward 1</th> </tr> <tr> <th colspan="2"><u>GOVERNOR/LIEUTENANT GOVERNOR</u></th> </tr> </thead> <tbody> <tr> <td>Scott Walker / Rebecca Kleefisch</td> <td>120</td> </tr> <tr> <td>Tony Evers / Mandela Barnes</td> <td>120</td> </tr> <tr> <td>Phillip Anderson / Patrick Baird</td> <td>5</td> </tr> </tbody> </table>	Election Night Call-In Sheet (Worksheet with Totals)		2018 General Election		Town of BEAVER Ward 1		<u>GOVERNOR/LIEUTENANT GOVERNOR</u>		Scott Walker / Rebecca Kleefisch	120	Tony Evers / Mandela Barnes	120	Phillip Anderson / Patrick Baird	5
Election Night Call-In Sheet (Worksheet with Totals)															
2018 General Election															
Town of BEAVER Ward 1															
<u>GOVERNOR/LIEUTENANT GOVERNOR</u>															
Scott Walker / Rebecca Kleefisch	120														
Tony Evers / Mandela Barnes	120														
Phillip Anderson / Patrick Baird	5														
<p>Step 7</p>	<p>Under Post Election Reports, highlight and click Canvass Report EL-106</p>  <ul style="list-style-type: none"> For Use by Clerks <ul style="list-style-type: none"> Federal/State Office Certification Report for WEC Pre-Election Reports <ul style="list-style-type: none"> Pre-Canvass Reporting Unit List Reporting Unit Exception Report Election Night Call-In Return Sheet (Blank) Post Election Reports <ul style="list-style-type: none"> Election Night Call-In Sheet (Worksheet with Totals) Canvass Report - EL 106 Canvass Municipality Report - EL 106 Canvass Percentage Completed Report Contests By Reporting Unit For County Use 														
<p>Step 8</p>	<p>The report window will open.</p> <p>Select the Election: 2018 General Election, Select the Jurisdiction: Federal/State</p>  <p>Select the County: Your County, Select Contest: All, Select Election Result Set: Original</p>														
<p>Step 9</p>	<p>Click the View Report button</p>														

Step 10	Select a format dropdown and select a format (PDF or Excel) to export
Step11	<p>Under Post Election Reports, highlight and click Contests by Reporting Unit for County Use</p> <div data-bbox="634 312 1174 783" style="border: 1px solid black; padding: 5px;"> <p>For Use by Clerks</p> <p>Federal/State Office Certification Report for WEC</p> <p>Pre-Election Reports</p> <p>Pre-Canvass Reporting Unit List Reporting Unit Exception Report Election Night Call-In Return Sheet (Blank)</p> <p>Post Election Reports</p> <p>Election Night Call-In Sheet (Worksheet with Totals) Canvass Report - EL 106 Canvass Municipality Report - EL 106 Canvass Percentage Completed Report Contests By Reporting Unit For County Use</p> </div>
Step 12	<p>The report window will open.</p> <p>Select the Election: 2018 General Election, Select the Jurisdiction: Federal/State</p> <div data-bbox="415 989 1463 1125" style="border: 1px solid black; padding: 5px;"> <p>Election: 2018 General Election Jurisdiction Type: Federal / State View Report</p> <p>County: DANE Election Contest: ALL</p> <p>Election Result Set: Original</p> </div> <p>Select the County: Your County, Select Election Contest: All, Select Election Result Set: Original</p>
Step 13	Click the View Report button.
Step 14	Select a format dropdown and select a format (PDF or Excel) to export.

WEC advises that before posting any results to your website, two staff members must proof the document prior to posting. Proofing includes checking totals on reports against the screen and any other reports created during the County Board of Canvass process that do not come from CRS

If you discover an issue with vote counts or totals, contact the WEC immediately and DO NOT POST ANY reports from CRS until the issue is resolved!