

## EMS 4.9 - NEW YORK – January 2016

### FREQUENTLY ASKED SOFTWARE QUESTIONS

**QUESTION:** HOW ARE ED (ELECTION DISTRICT) REGISTRATION VALUES ENTERED INTO EED?

**SOLUTION:** In the ED table for each Election District select the General tab and enter the registration value in the “Number of Electors” field. This information can be entered into EED in any of the project states including READY FOR ELECTION.

**QUESTION:** HOW ARE PARTY REGISTRATION VALUES ENTERED INTO EED FOR A PRIMARY ELECTION?

**SOLUTION:** In the project state Election Project Definition go to the ELECTOR GROUP table and select the party (Elector Group) that you want to enter registration values into. Go to the third tab called “Elector Counts” and CONNECT the EDs that are to contain the registration values for that party and Assign and Close. Perform the same steps for each party (Elector Group). Once the Elector Group tables are setup for party registration the registration values can be entered in EED by going to the Elector Group table and selecting the party (Elector Group). This will list each ED (Election District) – double-click the ED and a window will appear – enter the party registration value into the “Number of Electors” field then Save and Close. Repeat the same steps for each ED and for each party (Elector Group). These party registration values can be entered into EED in any of the project states including READY FOR ELECTION.

**QUESTION:** CONTEST WRAP-AROUND IN PRIMARY ELECTIONS  
In a Primary Election the contests and candidates are going to a new row even though there is enough room to fit on the existing ballot row.

**SOLUTION:** In a Primary Election the contests and candidates are positioned from left to right on the ballot. When a contest does not fit into a row it will wrap-around to the next row. In EMS version 4.9 the wrap-around will occur prematurely if the Paper Dimensions parameter is not set correctly. To set the parameter:

1. In Settings – Ballot Style – General tab – Check the value in “Minimum Ballot Length”
2. .In Settings – Ballot Style – choose the Settings tab and highlight “NY State Ballot Style”.
3. On the right side of the window will be the “Paper Dimensions” parameter – Delete all sizes smaller than the “Minimum Ballot Length” value.

**QUESTION:** WRITE-IN COLUMN MISSING IN MULTIPLE VOTE-FOR CONTEST  
When the Election Type is set to General Election - if there are no candidates in a column of a multiple vote-for contest the entire column including the Write-in will be missing.

**SOLUTION:** A “No Candidate” Choice must be created to produce the missing column. The following describe the steps to be performed:

1. In the Election Definition status -- In the contest create a blank(space) Choice and change the TYPE to “No Candidate”.
2. Do not assign a Political Party.
3. In the Choice – Setting tab – set Contest Index to the missing column number (this is not the actual column number but the column within the contest).
4. In the Choice – Setting tab – set Link to Line to the first Line Number.
5. Save and Close on the blank (space) Choice.
6. In the Ballots Generated status using SwiftTalker create a “Blank” or “No Candidate” WAV file and Add/Change into the Choice Audio for the blank (space) candidate.

**QUESTION:** MY CHOICES ARE NOT IN THE CORRECT ORDER ON THE MACHINE TAPE AND RTR REPORT. HOW CAN THEY BE ORDERED CORRECTLY?

**SOLUTION:** In the project state Election Project Definition go to ELECTION EVENT and select the CONTEST table. In the CONTEST table go to the Choice tab. This will present the order the choices (candidates) will appear on the machine tape and RTR Reports. If this order is not correct use the up-arrow and down- arrow buttons to place the choices (candidates) in the correct order.  
NOTE – It is important to check the order of all information on the RTR Reports prior to creating the cards and iButtons.

**QUESTION:** INSTRUCTION TO VOTER PARTY COLOR RESET (IN PRIMARY ELECTION)  
In a Primary Election – Background Party Color behind Instructions to Voter (Ballot Header) resets back to black on white.

**SOLUTION:** When no change is made in an Instruction to Voter (Ballot Header) Template to the Document Settings the default setting is reset each time a SAVE or SAVE and CLOSE is performed. To avoid the reset do the following:

In Localization --- Templates --Select the “Party” Instructions to Voter (Ballot Header) Template:

1. On the General Tab connect and assign to the party ballots. SAVE
2. On the Template tab make any changes such as change the date then select Document Settings – uncheck the Use transparency box
3. Select the Back Color button, then select Define Custom Color and enter the correct Red, Green and Blue values and press the OK buttons
4. SAVE and CLOSE on the party Instruction to Voter (Ballot Header)
5. If you go back into the Instruction to Voter (Ballot Header) Template to check the color Do Not SAVE or SAVE and CLOSE – just select the X button at the top of the window when exiting.
6. If after the color is established and a change needs to be made to either the General tab or the Template tab - make the change, then in the Template tab select Document Setting and in the Document Settings window press the OK button, then SAVE and CLOSE.
7. Repeat these steps for each party in the Primary Election.

**QUESTION:** CAN ELECTION TYPE = “CLOSED PRIMARY” BALLOT FORMAT BE USED FOR A SCHOOL ELECTION?

In the Closed Primary Election ballot format candidates are positioned from left to right in a horizontal format. The Write-Ins are located directly under the candidates.

**SOLUTION:** Yes. Many counties found this format more desirable than using the General Election format (The Write-Ins are located in the last row above the Instructions to Voter box). The Closed Primary ballot format does support proposals on the back of the ballot. When selecting the “Creating All Contests” button in the OFFICE section, DO NOT place a check mark in the box “Create separate partisan contests”.