To Export correspondences from ESM to MS Word Format

From the Main Menu, select the Reports tab in ESM

Select the Report Menu option button on the Reports tab.
When the Reports Menu window opens, select the “Poll Workers” report type from the dropdown at the top of the screen. Once selected, in the left most window select the “TN – Letter to Officers” correspondence.

Specify pertinent options on the Poll Options tab shown on the front screen. Additional options can be specified on the Options tab. In this example we will generate a single correspondence for a specific Poll Worker as shown below.
When all options have been specified, select to “Preview” the correspondence.

After your preview has opened, you can then select the blue “W” at the top of the menu bar. (This may appear greyed out or as a green “X” depending on what was last used. Just select the dropdown arrow next to the icon to select the blue “W” option).
Select to publish it with MS Word by selecting the blue “W” on the menu bar.
Once published, you will be able to modify the text contained within the new MS Word document. Save your modifications and close out of the preview.

You will receive a confirmation message asking if you would like to indicate the correspondence sent. If you intend on sending the modified MS Word document to an end recipient, select to mark the correspondence sent. If marked, when the correspondence is returned you will be able to use ESM to handle the return correspondence.