eSlate™ Electronic Voting System

BOSS Administrative Databases

Operations Manual

BOSS V. 2.5

Hart InterCivic

Election Solutions Group

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6000-097 Rev. A
Hart InterCivic, Election Solutions Group is committed to election integrity and customer satisfaction. All products, components, and services provided to our customer shall be safe, secure, and effective for their intended use, and they shall meet or exceed the quality and reliability levels expected by the marketplace.
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Appendix A State-Specific Behavior

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Overview

This manual describes how to use the Ballot Origination Software System software application (referred to as BOSS throughout this manual) to create administrative databases for:

- A general election
- A primary election

Since the bulk of the information contained in administrative databases does not change between elections, an election-specific BOSS Election database can be created from an administrative database for use with the Hart InterCivic, Election Solutions Group's eSlate™ Electronic Voting System by customizing a copy of an administrative database.

Each BOSS administrative database includes definitions for:

- Name of the jurisdiction
- Political parties
- Precinct and polling place names
- Precincts in polling places
- Contest names, options, and instructions in English and Spanish for the ballots

From each BOSS administrative election database you can:

- Generate ballot styles
- View and print reports
- Create an election-specific BOSS database by copying the administrative database, then:
  - define the Election name
  - define the date of the election
  - define the type of election
  - remove unnecessary contests, precincts, or polling places.
  - define candidate names and proposition text in contests
  - record audio for DAU 5000 voting units
  - generate ballot formats
  - view and print reports
  - write MBBs (Mobile Ballot Boxes)
  - lock the BOSS database for Tally
This eSlate™ BOSS Administrative Databases Operations Manual describes how to use BOSS to create administrative databases for general elections and for primary elections, which can then be copied and customized to create an election-specific database during preparation for an election.

SECTION A begins on page 11 and describes how to create a new BOSS database file and populate it with basic information that is appropriate for general election and primary election administrative databases. (See Chapters 1 through 3.)

SECTION B begins on page 27 and describes how to define the administrative database for a general election. The Chapters in SECTION B describe how to define the title and general ballot instructions for the top of the ballot, precincts, ballot rotation, contests names, polling places, rules, precincts in polling places, options and instructions for contests, and how to generate ballot formats. Where appropriate, the Chapters in SECTION B describe how to review reports to check the accuracy of the data. (See Chapters 4 through 12.)

SECTION C begins on page 121 and describes how to define the administrative database for a primary election. The Chapters in SECTION C describe how to define the title and general ballot instructions for the top of the ballot, precincts, ballot rotation, contests names, polling places, rules, precincts in polling places, options and instructions for contests, and how to generate ballot formats. Where appropriate, the Chapters in SECTION C describe how to review reports to check the accuracy of the data. (See Chapters 13 through 21.)

Additional manuals for the eSlate™ Electronic Voting System software and equipment from Hart InterCivic, Election Solutions Group include the following:

**eSlate™ Ballot Origination Software System™ Operations Manual**
This manual describes how to use the Ballot Origination Software System™ software application, referred to as BOSS, to create an Election database from which you can create MBBS (Mobile Ballot Box™) for use with the eSlate Electronic Voting System.

**eSlate™ Precinct Voting System Election Day Manual**
This manual describes how to set up and use the eSlate™ Precinct Voting System (PVS) equipment in a polling place on Election Day.

**eSlate™ Precinct Voting System Early Voting Manual**
This manual describes how to set up and use the PVS equipment in Early Voting polling places.

**eSlate™ Precinct Voting System DAU 5000 Voting Unit Setup Manual**
This manual describes how to set up and use the DAU 5000™ voting units.

**eSlate™ Tally™ System Operations Manual**
This manual describes how to use the Tally™ application software to read and tally the votes on MBBS that were used during an election.

**Ballot Now™ Operations Manual**
This manual describes how to manage paper ballots for an election created from the eSlate Electronic Voting System.

**eSlate™ Electronic Voting System Product Description**
This manual describes how the various software and equipment components of the eSlate Electronic Voting System are used to run an election.
SECTION A

Getting Started

SECTION A contains the following Chapters:

- Chapter 1 Creating a Database, page 13
- Chapter 2 Defining Election Type, page 19
- Chapter 3 Defining Political Parties, page 23

Administrative databases are created by copying the Default BOSS database to a new database name.

- The General Election administrative database serves as a basis for creating a BOSS General Election database for an election.
- The Primary Election administrative database serves as a basis for creating a BOSS Primary Election database for an election.

Both administrative databases contain definitions for:

- The database description, which should describe the database as a version of an administrative database. For example, Admin DB General Elections V. 1.0 Nov. 16, 2001.
- The Election's Type, Date, and Title. You can use General as the Election type, use some future date as the Date, and a Title that describes the database as an administrative database. These definitions can be customized when the database is copied to create a database for a real election.
- Political parties. These definitions usually do not need to be customized when the database is copied to create a database for a real election.

Detailed information is provided in the eSlate™ Ballot Origination Software System™ Operations Manual 6000-019.
SECTION A - Getting Started

- From Black Box Voting Document Archives -
Chapter 1

Creating a Database

Starting the BOSS Application

The BOSS application may be installed for the first time or maintained by:

- Hart InterCivic, Election Solutions Group personnel, or
- an authorized customer System Administrator with a valid User ID and password.

A User ID and password are required to start the BOSS (Ballot Origination Software System) application. If you do not know your User ID and/or password, contact your System Administrator.

It is recommended that the user currently logged in:

- stay at the computer while running the BOSS application
- exit the BOSS application if they step away from the system

Steps for: BOSS Logon

To start the BOSS (Ballot Origination Software System) application:

1. Click the Start button on the Windows task bar.
2. From the Start menu, choose Programs->BOSS.
   The splash screen for BOSS appears, followed by the BOSS Logon window (see Figure 1-1).
3. In the User ID field, type your user ID.
   NOTE: The letters you type will all appear as capital letters.
4. In the Password field, type your password.
   Click .

The Open Database window appears inside the BOSS application window (see Figure 1-8 on page 16).
Creating a New Database File

An Administrator with ALL authority (superuser privileges) can create a new database.

You will use the Create Database command in the Administration menu (see Figure 1-2) to create a new database for use as an administrative database for:

- A general election
- OR -
- A primary election

This procedure involves:

- selecting the default BOSS database to copy from
- defining a description for the new database

Steps for: Creating a new database file

To create a new database for use in the BOSS application:

1. Login to BOSS as an Admin user with ALL authority (privileges).
2. Close any open BOSS windows, if necessary.
3. From the Administration menu, select Non-Election Tasks (see Figure 1-3).
4. From the Administration menu, select Create Database (see Figure 1-2).
   The Create Database window appears (see Figure 1-4).
5. From the **Copy Database From** list box, select the default BOSS database (see Figure 1-5). As soon as you have selected the default BOSS database to copy from, the path to the database you are copying from displays in the **Copied Database Path** field (see Figure 1-6).

![Create Database window with the default BOSS database selected in the Copy Database From field.](image)

6. Verify that the correct path for the default BOSS database is displayed in the **Copied Database Path** field.

7. In the **New Database Description** field, type a description for the new database. For example:
   - If Nov. 16, 2001 is the day you begin creating a new administrative database for General Elections, type: *Admin DB General Elections V. 1.0 Nov. 16, 2001*
   - If Nov. 16, 2001 is the day you begin creating a new administrative database for Primary Elections, type: *Admin DB Primary Elections V. 1.0 Nov. 16, 2001*

   **Maximum characters allowed:** 50

   **NOTE:** The description you enter in the **New Database Description** field:
   - appears in the **Database** field of the Open Database window (see Open Database window on page 16)
   - appears as the **Database Name** in BOSS report headings.

![Create Database window showing a database ready for copying.](image)

8. Click **OK**.
   - When the database has been copied successfully, the message shown in Figure 1-7 appears and the Create Database window closes.

9. Click **OK** to close the message dialog box.

![Create Database dialog box.](image)

10. See **Opening an Election Database** on page 16 for how to open the new database.
Opening an Election Database

In order to view and/or modify an Election database, you must select the database you want to work with from the Open Database window.

Open Database window

The Open Database window lists the names and paths to the BOSS Election databases.

![Figure 1-8 Open Database window.]

The Open Database window has the fields described in Table 1-1.

| Database | Displays the database description that was defined in the New Database Description field when the database was created in the Create Database window (see Creating a New Database File on page 14). |
| Filepath | Displays the pathname for the database. The first six characters of the folder name represent the year (YY), month (MM), and day (DD) the database was created. |

The Open Database window has the buttons described in Table 1-2.

| Delete | Click this button to delete a selected database (see Deleting a Database on page 18). |
| OK | Click this button to open the selected database. |
| Cancel | Click this button to close the Open Database window without opening the selected database. |
Steps for: Selecting a database to work with

You must open a BOSS database in order to work in the BOSS (Ballot Origination Software System) application.

✓ To select the database you want to work with:
1. Start the BOSS application as described on page 13.
2. From the File menu, select Open Database (see Figure 1-9).
3. In the Open Database window click the database.
4. Click [Open].
   • The name of the database you selected appears in the title bar of the BOSS application window.
   • The BOSS application window is now empty, waiting for you to select a menu item. (If you are working with a new election, you will be prompted as described in Notes about opening a database below.)

![Figure 1-9 Open Database choice on the File menu.](image)

Notes about opening a database

✓ If you try to open a database that you just created using the Create Database window, the message shown in Figure 1-10 appears.
1. Click [Open].
   The Election Definition window appears.
2. Follow the steps in Chapter 2, Defining Election Type, which begins on page 19, to define the election for the database.

![Figure 1-10 No election has yet been defined dialog box.](image)
Deleting a Database

If necessary, an Administrator with ALL authority (superuser privileges) can delete a database completely.

Steps for: Deleting an Election database from the computer

To completely delete the actual database and its log files from the computer, as well as delete the database from the list of Election databases displayed in the Open Database window:

1. Close all open windows except the BOSS application window.
2. From the File menu, select Open Database (see Figure 1-9 on page 17).
   The Open Database window appears (see Figure 1-8 page 16).
3. In the Open Database window, click the database you want to delete completely from the computer.
4. Click in the Open Database window.
   The Warning: Delete Database Entry dialog box appears (see Figure 1-11).
5. Click in the Warning: Delete Database Entry dialog box.
   The actual database and its log files are deleted from the computer.
6. The Deleted dialog box appears (see Figure 1-12).
7. Click in the Deleted dialog box.
   - The name of the database you deleted no longer appears in the list of Election databases displayed in the Open Database window.
   - The actual database and its log files are deleted from the computer.

Figure 1-12 Deleted dialog box.

SECTION A — Getting Started
18 Chapter 1 Creating a Database Deleting a Database
Chapter 2

Defining Election Type

Overview

Each BOSS Election database must have definitions for:
- Election Type
- Election Date
- Election Title:
  - Primary language (the title in English)
  - Secondary language (the title in Spanish)

These are defined in the Election Definition window (see Figure 2-2 on page 20).

You will use the Election Definition command in the Election menu (see Figure 2-1) to open the Election Definition window.

![Figure 2-1 Election menu.](image)
Election Definition window

To open the Election Definition window:

1. From the Election menu, select Election Definition.
   The Election Definition window appears (see Figure 2-2).

![Election Definition window](image)

Figure 2-2 Election Definition window showing no election defined.

The Election Definition window has the fields described in Table 2-1.

<table>
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<tr>
<td><strong>Election Type</strong></td>
</tr>
<tr>
<td>o General Election – Select this type if you are defining a general election that will have candidates from all parties and possibly non-partisan candidates.</td>
</tr>
<tr>
<td>o Special Election – Select this type if the election is non-partisan, or if none of the other election types in the list box describe the election you are defining.</td>
</tr>
<tr>
<td><strong>Election Date</strong></td>
</tr>
<tr>
<td><strong>Election Title</strong></td>
</tr>
</tbody>
</table>

The Election Definition window has the buttons described in Table 2-2.

<table>
<thead>
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<th>Table 2-2 Election Definition window - Buttons.</th>
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<tr>
<td><img src="image" alt="Save" /> Save</td>
</tr>
<tr>
<td><img src="image" alt="Close" /> Close</td>
</tr>
</tbody>
</table>

SECTION A — Getting Started

20 Chapter 2 Defining Election Type
Setting the Election's Type, Date, and Title

You will use the Election Definition window to define the election's type, date, and title.

**Steps for: Creating the name and date for a new Election**

1. Open the Election Definition window as described on page 20.
2. From the Election Type list box of the Election Definition window (see Figure 2-2 on page 20), select the type of election. The choices are described in Table 2-1 on page 20.
3. In the Election Date field of the Election Definition window, enter today's date or some date in the future. You can type the date of the election, or click the arrows to set the date.
4. In the Election Title: Primary field of the Election Definition window, type the title of the election in the primary language (see Figure 2-3).
   **Maximum characters allowed: 100**
5. In the Election Title: Secondary field of the Election Definition window, type the title of the election in the second language used in the election.
   You may leave this field blank if the election does not require a title in a second language.
   **Maximum characters allowed: 100**
6. Click **Save** to save your changes to the Election Definition window.

![Figure 2-3 Election Definition window showing the election defined.](image)

Customizing the Data for an Election

When the General Election administrative database is copied to create a BOSS General Election database or the Primary Election administrative database is copied to create a BOSS Primary Election database, refer to the eSlate™ Ballot Origination Software System™ Operations Manual to perform the following tasks.

In the Election Definition window:
- Set the date for the election.
- Define the title for the election.
SECTION A — Getting Started
Chapter 2: Defining Election Type

Customizing the Data for an Election

FROM BLACK BOX VOTING DOCUMENT ARCHIVES
Chapter 3

Defining Political Parties

Overview

You will use the Party Maintenance command in the Administration menu to define political parties for use in election definitions. (See Figure 3-1).

For each political party you can define:
- A 2- or 3-character abbreviation code for the party
- The primary language name of the party
- The secondary language name of the party

Figure 3-1 Administration menu.
Steps for: Adding political party definitions

You can add political party definitions in the Party Maintenance window.

✓ To define political parties for use in the current database:

1. From the Administration menu, select Party Maintenance.
   The Party Maintenance window appears (see Figure 3-2).

2. Click [Add].
   A new row appears for entering a new political party definition (see Figure 3-3 on page 24).

3. In the Code field, type a 2- or 3-character abbreviation for the party (see Figure 3-4 on page 25).
   Maximum characters allowed: 3

4. In the English Party Name field, type the name of the party in English.
   Maximum characters allowed: 50

5. In the Spanish Party Name field, type the name of the party in Spanish.
   Maximum characters allowed: 50
A new political party definition added to the Party Maintenance window.

6 Click the 'Add' button.
7 Click the 'Add' button to add another party definition.
8 Click the 'Save' button.
   The Party Maintenance window closes.

Steps for: Deleting a political party definition

You can delete a political party definition from the BOSS database in the Party Maintenance window.

✓ To delete a political party definition from the database:
1 Open the Party Maintenance window as described on page 24.
2 Click the Code you want to remove from the database.
3 Click the 'Delete' button.
   The Party Maintenance dialog box appears (see Figure 3-5).

Figure 3-5 Party Maintenance dialog box.

4 Click the 'Delete' button.
   The selected party definition disappears from the Party Maintenance window.
5 Click the 'Save' button in the Party Maintenance window.
6 Click the 'Save' button.
   The Party Maintenance window closes.

Notes about deleting political party definitions

✓ Deleting a party code will not delete the candidates already associated with that party.
✓ Deleting a party code will not delete that party code from candidates that already had that party code assigned.
Customizing the Data for an Election

When the General Election administrative database is copied to create a BOSS General Election database or the Primary Election administrative database is copied to create a BOSS Primary Election database, refer to the eSlate™ Ballot Origination Software System™ Operations Manual to perform the following tasks.

In the Party Maintenance window:

- Add or delete political party definitions.
SECTION B

Administrative Databases for General Elections

SECTION B contains the following Chapters:
- Chapter 4 Defining the Jurisdiction, page 29
- Chapter 5 Defining Precincts, page 35
- Chapter 6 Defining Ballot Rotation, page 53
- Chapter 7 Defining Contest Names, page 61
- Chapter 8 Defining Polling Places, page 75
- Chapter 9 Defining Rules, page 83
- Chapter 10 Assigning Precincts to Polling Places, page 87
- Chapter 11 Options for Active Contests, page 95
- Chapter 12 Generating Ballot Formats, page 111
The General Election administrative database serves as a basis for creating a BOSS General Election database.

An overview of the recommended order for performing the procedures to create a General Election in BOSS from the General Election administrative database is given below.

Detailed information is provided in the eSlate™ Ballot Origination Software System™ Operations Manual 6000-019.

1. Create an Election database by copying the General Election administrative database.
2. Open the Election database.
3. Define the Election's Type, Date, and Title.
4. Make necessary modifications to the jurisdiction information:
   a. Jurisdiction name
   b. Precincts
   c. Type of ballot rotation
   d. Contest names in English and the second language, and which precincts will use them
   e. Polling places
   f. Rules
5. Make the necessary modifications to the precincts assigned to polling places.
6. Define candidates, delegates, proposition text, and voting options for contests, and set column and page breaks.
7. Proofread the available ballot reports.
8. Generate ballot formats (choose a paper ballot format if you need them for Ballot Now).
9. Record the audio strings for the DAU eSlate.
10. Create TEST MBBs.
11. Lock the BOSS Election database for tallying TEST MBBs in Tally.
12. Verify that the TEST MBBs contain the required information.
13. If the test procedures indicate that changes need to be made to the BOSS database, copy the BOSS database and make the necessary modifications to it.
15. Record the additional audio strings for the DAU eSlate.
16. Create ELECTION MBBs.
17. Lock the BOSS Election database for Tally.
18. Copy the BOSS Election database to CD-R.

SECTION B — Administrative Databases for General Elections
Overview

The title and general ballot instructions for the top of the ballot are defined in the Jurisdiction form of the Jurisdiction window. The title usually includes the name of the Jurisdiction. These definitions appear at the top of the ballot when it is displayed on the eSlate voting units in the eSlate Precinct Voting System and on the top of paper ballots printed with the Ballot Now application.

NOTE: The title may need to be changed when the General Election administrative database is copied to create a BOSS General Election database to reflect the name of the election.

In addition, you must define the state in which the election occurs. This state definition enables state-specific functionality in BOSS.

Jurisdiction window – Jurisdiction tab

The Jurisdiction form in the Jurisdiction window has fields for defining:

- the title for the top of the ballot,
- the state the jurisdiction is in, and
- general instruction text for the top of the ballot.

To display the Jurisdiction form in the Jurisdiction window:

1. From the Election menu, select Jurisdiction (Figure 4-1).

The Jurisdiction window appears with the Jurisdiction form displayed (see Figure 4-2 on page 30).
The Jurisdiction form in the Jurisdiction window has the fields described in Table 4-1.

Table 4-1 Jurisdiction window — Jurisdiction form fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballot Title in English</td>
<td>This field defines the ballot title as it will appear on the ballot in English.</td>
</tr>
<tr>
<td>Ballot Title in Spanish</td>
<td>This field defines the ballot title as it will appear on the ballot in Spanish.</td>
</tr>
<tr>
<td>State</td>
<td>This field defines the two-character abbreviation for the state the jurisdiction is in.</td>
</tr>
<tr>
<td>NOTE: Text definitions saved in any of the Ballot Instructions fields, described below, automatically adds one contest with the name Instruction Notes to the list of contest names in the Contests form of the Jurisdiction window and to the list of contest names in the Active Contests window, where it is a Ballot Instructions contest type.</td>
<td></td>
</tr>
<tr>
<td>PVS Ballot Instructions in English</td>
<td>This field defines general instructions that will appear at the top of the English language ballot on eSlate voting units.</td>
</tr>
<tr>
<td>PVS Ballot Instructions in Spanish</td>
<td>This field defines general instructions that will appear at the top of the Spanish language ballot on eSlate voting units.</td>
</tr>
<tr>
<td>Ballot Now Ballot Instructions in English</td>
<td>This field defines general instructions that will appear in the English language at the top of printed ballots created with the Ballot Now application.</td>
</tr>
<tr>
<td>Ballot Now Ballot Instructions in Spanish</td>
<td>This field defines general instructions that will appear in the Spanish language at the top of printed ballots created with the Ballot Now application.</td>
</tr>
</tbody>
</table>
The **Jurisdiction** window has the buttons described in Table 4-2

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
</table>
| Clear Ballot Instructions | Click this button to erase the instructions in these fields:  
  - PVS Ballot Instructions in English  
  - PVS Ballot Instructions in Spanish  
  - Ballot Now Ballot Instructions in English  
  - Ballot Now Ballot Instructions in English |
| Save         | Click this button to save your changes to the database.                     |
| Close        | Click this button to close the current window.                              |
Steps for: Defining ballot title and ballot instructions

You will use the Jurisdiction tab in the Jurisdiction window to create or modify the following definitions that will appear on the top of the ballot:

- **Ballot Title**
- **State name abbreviation**
- **Ballot Instructions**

**NOTE:** These definitions populate the Audio window so that the text can be recorded for the DAU 5000 voting unit.

Definition of text in any or all of the Ballot Instructions fields adds one Ballot Instructions contest type to the Active Contests window, where you can define heading text for the instructions that will appear in the heading of the ballot (see Defining headings for the Ballot Instructions contest on page 105).

✓ To define the information that will appear on the top of the ballot:

1. From the Election menu, select Jurisdiction.
2. Click the Jurisdiction tab in the Jurisdiction window.
   - The Jurisdiction form appears (see Figure 4-3).

![Figure 4-3 Definitions in the Jurisdiction form of the Jurisdiction window.](image)
3 In the Ballot Title in English field, type the English language name of the jurisdiction that will be printed on the ballot. 
**Maximum characters allowed:** 50

4 In the Ballot Title in Spanish field, type the Spanish language name of the jurisdiction that will be printed on the ballot. 
**Maximum characters allowed:** 50

5 In the State field list box, select the two-character abbreviation for the state that will be printed on the ballot.

**NOTE:** The two-character abbreviation for the state is required to satisfy individual state's requirements.

6 In the PVS Ballot Instructions in English field, type the instructions that will appear at the top of the English language ballot on eSlate voting units. 
**Maximum characters allowed:** 2000

7 In the PVS Ballot Instructions in Spanish field, type the instructions that will appear at the top of the Spanish language ballot on eSlate voting units. 
**Maximum characters allowed:** 2000

8 In the PVS Ballot Instructions in English field, type the instructions that will appear in the English language at the top of printed ballots created with the Ballot Now application. 
**Maximum characters allowed:** 2000

9 In the PVS Ballot Instructions in Spanish field, type the instructions that will appear in the Spanish language at the top of printed ballots created with the Ballot Now application. 
**Maximum characters allowed:** 2000

10 Click **[Save]** to save your changes.
   - If you defined text in any of the Ballot Instructions fields, one contest with the name Instruction Notes: is automatically added to the list of contest names in the Contests form of the Jurisdiction window and to the list of contest names in the Active Contests window, where it is a Ballot Instructions contest type.
   - The Jurisdiction window stays open.

11 Click a different tab in the Jurisdiction window, or click **[Close]** to close the window.

---

**Verifying the Data in a Report**

When the steps in Chapters 4 through 12 have been completed, you can review the data entered in the Jurisdiction form of the Jurisdiction window in the following reports:

- Ballot Content Proof report
- Entire Ballot Slate report

---

**Customizing the Data for an Election**

When the General Election administrative database is copied to create a BOSS General Election database, refer to the eSlate Ballot Origination Software System Operations Manual to perform the following tasks.

In the Jurisdiction form in the Jurisdiction window:

- Define the title for the ballot.
Chapter 5

Defining Precincts

Overview

You must define all the possible precinct and split precinct names in the jurisdiction, as well as the number of registered voters in each, in the Precincts form of the Jurisdiction window. Precinct names and split names can be defined in both English and Spanish.

NOTE: The number of characters allowed in the Precinct Name and the Split Name fields combined is 15.

The precinct names and split names will appear at the top of the ballots for their respective precinct. These names also populate the Audio window so that the text can be recorded for the DAU 5000 voting unit.

NOTE: The Administrator can import precinct definitions to populate the Precincts form in the Jurisdiction window (see Importing Precincts on page 56).

DETAILED instructions for defining precincts are contained in the eSlate Ballot Origination Software System Operations Manual.

Jurisdiction window – Precincts tab

The Precincts form in the Jurisdiction window has fields for defining:

- names of precincts that will be included in the election,
- names of split precincts that will be included in the election, and
- the number of voters in each precinct and split precinct.

To display the Precincts form in the Jurisdiction window:
1. From the Election menu, select Jurisdiction (see Figure 5-1).
   The Jurisdiction window appears with the Jurisdiction form displayed.
2 Click the Precincts tab in the Jurisdiction window.

The Precincts form appears (see Figure 5-2).

![Figure 5-2 Precincts form in the Jurisdiction window.](image)
The **Precincts** form in the **Jurisdiction** window has five columns for data entry (see Table 5-1).

<table>
<thead>
<tr>
<th><strong>Table 5-1</strong> Jurisdiction window — Precinct form columns.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Precinct Name</strong></td>
</tr>
<tr>
<td><strong>English Split Name</strong></td>
</tr>
<tr>
<td><strong>Spanish Precinct Name</strong></td>
</tr>
<tr>
<td><strong>Spanish Split Name</strong></td>
</tr>
<tr>
<td><strong>Number of Voters</strong></td>
</tr>
</tbody>
</table>

The **Precincts** form in the **Jurisdiction** window has the displayed text shown in Table 5-2.

<table>
<thead>
<tr>
<th><strong>Table 5-2</strong> Jurisdiction window — Precinct form displayed text.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Precincts:</strong></td>
</tr>
</tbody>
</table>

The **Precincts** form in the **Jurisdiction** window has the buttons shown in Table 5-3.

<table>
<thead>
<tr>
<th><strong>Table 5-3</strong> Jurisdiction window — Precinct form buttons.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Add</strong></td>
</tr>
<tr>
<td><strong>Delete</strong></td>
</tr>
<tr>
<td><strong>Split</strong></td>
</tr>
<tr>
<td><strong>Consolidate</strong></td>
</tr>
<tr>
<td><strong>Move Up</strong></td>
</tr>
<tr>
<td><strong>Move Down</strong></td>
</tr>
<tr>
<td><strong>Save</strong></td>
</tr>
<tr>
<td><strong>Close</strong></td>
</tr>
</tbody>
</table>
Steps for: Adding a new precinct

You can add the following precinct definitions to the BOSS database in the Precincts form in the Jurisdiction window:
- names of precincts that will be included in the election
- names of split precincts that will be included in the election
- number of voters in each precinct and split precinct

The definitions for precincts and split precincts can contain:
- letters of the alphabet
- numbers,
- spaces,
- hyphens

Do not use any other characters in these definitions, such as ",', !, %, and so forth.

✓ To add a precinct to the database:
1. From the Election menu, select Jurisdiction.
2. Click the Precincts tab.
3. Click Add.

The cursor appears at the bottom of the list in the Precinct Name column of the Precincts form in the Jurisdiction window (see Figure 5-3).

![Figure 5-3 Precincts form showing a blank English Precinct Name field ready for typing a precinct name.](image-url)
4 In the **English Precinct Name** field, type the English name of the new precinct.

**NOTE:** The number of characters allowed in the **English Precinct Name** and the **English Split Name** fields combined is 15.

- **Maximum characters allowed:** 15 if no **Split Name** is defined.
- You do not need to enter the word “Precinct” in the **English Precinct Name** field.

5 Press the Tab key to move the cursor to the **English Split Name** field.

6 If you want the new precinct to be split, in the **English Split Name** field, type the English name of the split (see **Steps for: Splitting an existing precinct** on page 42).

- **Maximum characters allowed:** The number of characters allowed in the **English Precinct Name** and the **English Split Name** fields combined is 15.
- You do not need to enter the word “Precinct” in the **Split Name** field.

7 Press the Tab key to move the cursor to the **Spanish Precinct Name** field.

8 In the **Spanish Precinct Name** field, type the Spanish name of the new precinct.

**NOTE:** The number of characters allowed in the **Spanish Precinct Name** and the **Spanish Split Name** fields combined is 15.

- **Maximum characters allowed:** 15 if no **Split Name** is defined.
- You do not need to enter the word “Precinct” in the **Spanish Precinct Name** field.

9 Press the Tab key to move the cursor to the **Spanish Split Name** field.

10 If you want the new precinct to be split, in the **Spanish Split Name** field, type the Spanish name of the split.

- **Maximum characters allowed:** The number of characters allowed in the **Spanish Precinct Name** and the **Spanish Split Name** fields combined is 15.
- You do not need to enter the word “Precinct” in the **Split Name** field.

11 Press the Tab key to move the cursor to the **Number of Voters** field.

12 In the **Number of Voters** field, type the number of voters in the precinct or split precinct (see **Figure 5-4**).

---

![Figure 5-4 Precincts form showing an entry in the Number of Voters field.](image-url)
Press the Enter key to add another precinct row.

Click to save your changes.

Steps for: Rearranging precinct definitions

- If you want to move the newly added precinct to a different position in the list:
  1. Select the precinct (see Figure 5-5).
  2. Click to move the precinct up in the list,
     - OR -
     click to move the precinct down in the list (see Figure 5-5).

![Figure 5-5 Precincts form showing a precinct selected for a move.](image)
Steps for: Deleting an existing precinct

You can delete a precinct definition from the BOSS database in the Precincts form in the Jurisdiction window.

1. From the Election menu, select Jurisdiction.
2. Click the Precincts tab.
3. Scroll through the list of Precinct Names to locate the precinct you want to delete.
4. Click the precinct you want to delete so that the precinct is highlighted.
5. Click [ ].

The Precinct Dependencies window appears (see Figure 5-6).

6. In the Precinct Dependencies window, review the contests and polling places that were associated with the precinct:
   - If you are sure you want to delete the selected precinct definition, click [X] in the Precinct Dependencies window.
     The precinct definition will be removed from the database and the Precincts form in the Jurisdiction window will remain displayed.
     OR
   - If you decide not to delete the selected precinct definition, click [ ] in the Precinct Dependencies window to return to the Precincts form in the Jurisdiction window without removing the precinct definition from the database.

7. Click [ ] in the Precincts form of the Jurisdiction window to save your changes.
   The Precincts form of the Jurisdiction window stays open.
Steps for: Splitting an existing precinct

You can create splits for an existing precinct definition in the **Precincts** form in the Jurisdiction window.

**NOTE:** Splitting an existing precinct changes the total number of precincts displayed in Total Precincts at the bottom of the Precincts form in the Jurisdiction window. That is, for each subdivision of a precinct, the total number of precincts increases by one.

1. To create one or more splits for a precinct:
   1. From the Election menu, select Jurisdiction.
   2. Click the Precincts tab.
   3. Scroll through the list of precincts to locate the precinct you want to split.
   4. Click the precinct you want to split so that the precinct's row is highlighted (see Figure 5-7).

![Figure 5-7 Precincts form showing a precinct row highlighted, ready to split.](image-url)
5 Click in the **English Split Name** field for that precinct so you can type a name for the first split (see **Figure 5-8**).

6 Type a name for the first split in the **English Split Name** field (see **Figure 5-9**).
7 Click **Split**.

A new row appears with the cursor active in the English Split Name field so you can type the name of the second split (see Figure 5-10). Notice that the English Precinct Name fields for the new row and the first split are identical and the Total Precincts increased by one.

![Figure 5-10 Precincts form showing the second English Split Name field ready for typing.](image)

8 Type a name for the second split in the English Split Name field (see Figure 5-11).

![Figure 5-11 Precincts form showing the second split's name in the English Split Name field.](image)
9 You may add another split by clicking [Split].

10 Adjust the number of voters in each split precinct by clicking in the Number of Voters field, then typing the new number of voters (see Figure 5.12).

**NOTE:** Be sure the sum of the Number of Voters fields for the split precincts is equal to the total number of voters in that precinct.

![Figure 5-12 Precincts form showing adjusted numbers of voters in the Number of Voters fields for split precincts.](image)

11 If the split precincts need Spanish language names, click in the Spanish name fields and type the names in Spanish.

12 Click [Save] to save your changes.

The Precincts form of the Jurisdiction window stays open.
Steps for: Consolidating precincts

You can consolidate two or more precincts into one precinct when necessary. This is appropriate when you have previously split a precinct into two or more splits.

The new, consolidated precinct must be named different from any of the precincts you are consolidating.

- Use the steps beginning on this page in 1. Consolidating precincts into a new precinct with a unique name under if you want to give the consolidated precincts a new, unique name.
- Use the steps in 2. Consolidating precincts using the name of one of the precincts being consolidated on page 47 if you want to give the consolidated precinct one of the names already used in one of the precincts you are consolidating.

1. Consolidating precincts into a new precinct with a unique name

These steps can be used when you want to give consolidated precincts a new, unique name.

✔ To consolidate one or more splits into one precinct with a unique name:

1. From the Election menu, select Jurisdiction.
2. Click the Precincts tab.
3. Scroll through the list of precincts to locate the precincts you want to consolidate.
4. Click the first precinct you want to consolidate so that the precinct is highlighted, then hold down the Ctrl key and click the next precinct in the group. Continue holding down the Ctrl key and clicking precincts until the entire group is highlighted (see Figure 5-13).

![Figure 5-13 Precincts form showing three split precincts ready to consolidate.](image)

SECTION B — Administrative Databases for General Elections

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5 Click ..

The New Precinct Name dialog box appears (see Figure 5-14).

![New Precinct Name dialog box for naming the consolidated precinct.](image)

6 In the New Precinct Name dialog box, type the new, unique name for the consolidated precinct (see Figure 5-15).

![New Precinct Name dialog box with a new precinct name.](image)

7 Click ..

- The split precincts disappear from the Precincts form of the Jurisdiction window and the new precinct appears.
- The Number of Voters field automatically adjusts the number of voters for the new precinct to the sum of the numbers of voters that previously existed in the precincts you consolidated.

8 Click .. to save your changes.

The Precincts form of the Jurisdiction window stays open.

2. Consolidating precincts using the name of one of the precincts being consolidated

These steps can be used when you want to give the consolidated precinct one of the names already used in one of the precincts you are consolidating. You will need to change any existing names that match the name you want to define for the consolidated precinct, i.e., give them "dummy" names.

To consolidate one or more splits into one precinct using the name of one of the precincts being consolidated:

1. From the Election menu, select Jurisdiction.
2. Click the Precincts tab.
3. Scroll through the list of precincts to locate the precincts you want to consolidate.
4. Click in the English Precinct Name field of first precinct that currently has the name you want to use for the final, consolidated precinct and type a new "dummy" name for that precinct. For example, type xxxx (see Figure 5-16 on page 48).
5. Click in the English Precinct Name field of the next precinct that currently has the name you want to use for the final, consolidated precinct, if any, and type a different new "dummy" name for that precinct. For example, type xxx (see Figure 5-16 on page 48).
Click the first precinct in the group of precincts with the "dummy" names so that the precinct is highlighted, then hold down the Ctrl key and click the rest of the precincts in the group of precincts with "dummy names (see Figure 5-17).

**Figure 5-16 Precincts form showing three precincts with "dummy" names.**

**Figure 5-17 Precincts form showing the three precincts with "dummy" names selected for consolidating.**

SECTION B — Administrative Databases for General Elections

Chapter 5 Defining Precincts

Consolidating precincts
7 Click [Submit].
The New Precinct Name dialog box appears (see Figure 5-18).
8 In the New Precinct Name dialog box, type the name for the consolidated precinct (see Figure 5-18).

![Figure 5-18 New Precinct Name dialog box with the name for the precinct.](image)

9 Click [Submit].
- The split precincts disappear from the Precincts form of the Jurisdiction window and the new precinct appears (see Figure 5-19).
- The Number of Voters field automatically adjusts the number of voters for the new precinct to the sum of the numbers of voters that previously existed in the precincts you consolidated.

![Figure 5-19 Precincts form showing the consolidated precinct with the number of voters adjusted.](image)

10 Click [Submit] to save your changes.
The Precincts form of the Jurisdiction window stays open.
Importing Precincts

You will use the **Import Precincts** command in the **Administration** menu to import precinct definitions (names and number of registered voters) into the current database from a tab-delimited ASCII text file that was created from another database, such as a voter registration database. (See Figure 5-20).

The imported precinct definitions will be added to the list of precincts in the **Precincts** form of the **Jurisdiction** window and the **Precincts for Polling Places** window.

This task automatically generates sequentially a unique precinct ID for each precinct. The application will check for duplicates by precinct name. If there are duplicates, it will update only the registered voters information.

A message will be displayed to indicate import success or failure. The information will only be saved if the whole import procedure is successful.

**Contents of a Precinct List import file**

An example of the contents in a Precinct List import file is shown in Figure 5-21.

A Precinct List import file must have the following format:

- each record has three tab-delimited fields
- the fields appear in the order given in Table 5-4
- the field definitions contain the data described in Table 5-4
- the file is an ASCII file with a .txt filename extension

**Table 5-4** Field definitions for **Precinct List** import files.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Data in Field</th>
<th>Description of Data in Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Precinct Name</td>
<td>16 characters enclosed in quotation marks. <strong>Example</strong>: &quot;Valley&quot;</td>
<td>The name of a precinct.</td>
</tr>
<tr>
<td>2</td>
<td>Split Name</td>
<td>7 characters enclosed in quotation marks, or null enclosed in quotation marks. <strong>Example</strong>: &quot;A&quot;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Example</strong>: &quot; &quot;</td>
<td>The name of the split that belongs to the Precinct Name.</td>
</tr>
<tr>
<td>3</td>
<td># Voters</td>
<td>6 numeric characters, or blank. <strong>Example</strong>: 1089</td>
<td>The number of voters in the precinct or the split precinct.</td>
</tr>
</tbody>
</table>

**Figure 5-20** Administration menu.

**Figure 5-21** Example Precinct List ASCII text import file.
Steps for: Importing precinct data

This task adds precinct and precinct split definitions to the current Election database to populate the Precincts form of the Jurisdiction window with precinct and precinct split names, number of registered voters in the precinct/splits, and automatically generates sequential, unique precinct IDs for the precincts.

✔ To import tab-delimited data for precinct definitions into the current database:

1. From the Administration menu, select Import Precincts.
   
The Import Precincts window appears (see Figure 5-22).

2. Navigate to the location of the precincts import file. This file will have a .txt filename extension in its filename.

3. Select Tab separated file (.txt) in the Files of type field of the Select Import File window to display available .txt files.

4. Click the .txt filename you want to import so that it appears in the File name field of the Import Precincts window (see Figure 5-22).

5. Click in the Import Precincts window.
   
The information dialog box shown in Figure 5-23 appears.

6. Click to close the message dialog box and continue with the import of precinct definitions.
   • The precincts list will be imported into the current database.

7. As soon as the precincts list has finished importing, the information dialog box shown in Figure 5-24 appears.

8. Click to close the message dialog box.

NOTE: If an error message appears, follow the instructions in the eSlate™ Ballot Origination Software System™ Operations Manual.
Verifying the Data in a Report

Review the data entered in the Precincts form of the Jurisdiction window in the following report:

- Precinct List report

Customizing the Data for an Election

When the General Election administrative database is copied to create a BOSS General Election database, refer to the eSlate™ Ballot Origination Software System™ Operations Manual to perform the following tasks.

In the Precincts form of the Jurisdiction window:

- Delete all unnecessary precincts.
Chapter 6

Defining Ballot Rotation

Overview

Some states require that the order of choices for a contest be rotated from ballot to ballot to ensure fair advantage for each candidate.

Definition: One (a single) iteration of rotation is where candidates in all races identified for rotation move one position, that is, the candidate in the first position moves to the bottom of the list and all other candidates move up one position within a race.

- If your state does not require rotation, you will set the No Rotation option in the Rotation form of the Jurisdiction window (see Disabling rotation of choices on ballots on page 56).
- If your state does require rotation, you will set the type of rotation in the Rotation form of the Jurisdiction window, AND select the Enable Rotation check box for that contest in the Active Contest Maintenance window for the contest (see Changing the definition of the ballot structure for the contest on page 100).
  - To set equal-time rotation, see Enabling equal-time rotation (ETR) on page 57.
  - To set rotation on a precinct-by-precinct basis, see Enabling rotation by precinct on page 58.

Jurisdiction window – Rotation tab

The Rotation form in the Jurisdiction window has options for:

- No Rotation
- Equal Time Rotation (ETR)
- Rotation by Precinct (including levels for the number of rotation iterations)

✓ To display the Rotation form in the Jurisdiction window so you can select how the order of choices in contests will appear on the ballots:
  1. From the Election menu, select Jurisdiction (see Figure 6-1).
  2. The Jurisdiction window appears with the Jurisdiction form displayed.

Figure 6-1 Election menu.
2 Click the Rotation tab in the Jurisdiction window. The Rotation form appears (see Figure 6-2).

The Rotation form in the Jurisdiction window has the options listed in Table 6-1.

Table 6-1 Jurisdiction window — Rotation form options.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Rotation</td>
<td>Select this option if there will be no ballot rotation for any contest in the election.</td>
</tr>
<tr>
<td>Equal Time Rotation (ETR)</td>
<td>Select this option to present each choice in a contest in the first position, as nearly as possible, an equal number of times on the ballots when compared to the other choices' appearances in the first position for the contest. NOTE: The choices will only rotate if the contest has been marked for rotation in the Enable Rotation check box of either the Active Contest Maintenance window or the Activate Contest window.</td>
</tr>
<tr>
<td>Rotation by Precinct</td>
<td>Select this option to rotate the order of choices so they are in a fixed position in each precinct. This option allows you to: ▶ Set a value for how many iterations of rotation will appear in a given precinct. ▶ Assign the same iteration of rotation to multiple precincts in order to cluster them for demographic leveling among precincts.</td>
</tr>
</tbody>
</table>
The Rotation form in the Jurisdiction window has the data entry fields listed in Table 6-2.

**Table 6-2** Jurisdiction window – Rotation form data entry fields.

<table>
<thead>
<tr>
<th>Rotation Index</th>
<th>Defines the value for how many iterations will appear in a given precinct. Examples of Rotation Index values and their results are:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Equivalent to no rotation and gives the candidates in the prime or &quot;first order&quot; of rotation. The choices for the contests will appear in the order defined in the Active Contests window.</td>
</tr>
<tr>
<td>2</td>
<td>The ballot will be presented with one iteration of rotation. This is the &quot;second order&quot; of rotation where all candidates have undergone one iteration of rotation.</td>
</tr>
<tr>
<td></td>
<td>The presentation will show Choice 1 moved to the bottom of the list of choices, Choice 2 moved to the top of the list of choices, and the remaining choices below Choice 2 in the order they were defined in the Active Contests window.</td>
</tr>
<tr>
<td>3</td>
<td>There will be two iterations of rotation:</td>
</tr>
<tr>
<td></td>
<td>The presentation will show Choice 1 moved to next to the bottom of the list of choices, Choice 2 moved to the bottom of the list of choices, Choice 3 moved to the top of the list, and the remaining choices below Choice 3 in the order they were defined in the Active Contests window.</td>
</tr>
<tr>
<td></td>
<td>NOTE: if there are only two choices in a race, the candidate order will be the same as the first order – as in 1, above.</td>
</tr>
</tbody>
</table>

The Rotation form in the Jurisdiction window has the display text shown in Table 6-3.

**Table 6-3** Jurisdiction window – Rotation form displayed text.

| Precincts | The Precincts column displays the precincts in the order they were defined for the database in the Precincts form of the Jurisdiction window (see Jurisdiction window – Precincts tab on page 35). |

The Precincts form in the Jurisdiction window has the buttons shown in Table 6-4.

**Table 6-4** Jurisdiction window – Rotation form buttons.

<table>
<thead>
<tr>
<th>Auto Sequence Rotation Index</th>
<th>When the Rotation by Precinct option is selected, click this button to populate the Rotation Index fields with sequential values beginning with the number 1.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NOTE: This button is only enabled when the Rotation by Precinct option is selected. Examples of the automatic assignment of Rotation Index values are given below.</td>
</tr>
<tr>
<td></td>
<td>1 — Assigned to the first precinct in the list.</td>
</tr>
<tr>
<td></td>
<td>2 — Assigned to the second precinct in the list.</td>
</tr>
<tr>
<td></td>
<td>3 — Assigned to the third precinct in the list.</td>
</tr>
<tr>
<td></td>
<td>...</td>
</tr>
<tr>
<td></td>
<td>23 — Assigned to the 23rd precinct in the list.</td>
</tr>
<tr>
<td></td>
<td>n — Assigned to the last precinct in the list, where n represents the total number of precincts defined for the database.</td>
</tr>
<tr>
<td></td>
<td>NOTE: This button is only enabled when the Rotation by Precinct option is selected.</td>
</tr>
</tbody>
</table>
Table 6-4 Jurisdiction window – Rotation form buttons.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Rotation Index</td>
<td>Click this button to clear all entries from the Rotation Index fields. NOTE: This button is only enabled when the Rotation by Precinct option is selected.</td>
</tr>
<tr>
<td>Save</td>
<td>Click this button to save your changes to the database.</td>
</tr>
<tr>
<td>Close</td>
<td>Click this button to close the current window.</td>
</tr>
</tbody>
</table>

Steps for: Disabling rotation of choices on ballots

If your state does not require the order of the choices for a contest to be rotated on the ballots, you will set the No Rotation (the default) option in the Rotation form of the Jurisdiction window.

✓ To disable rotation of contest choices on the ballots:
1. Open the Rotation form of the Jurisdiction window as described on page 53.
2. Select the No Rotation option (see Figure 6-3).
3. Click ✅.
4. If the Rotation Option Changed dialog box appears, click ✅ in the dialog box to close it.
Steps for: Enabling equal-time rotation (ETR)

Equal Time Rotation (ETR) applies the principle of candidate rotation in its purest sense. ETR will rotate candidates for every instance that a ballot style is assigned to a voter, so that each candidate appears in the first position an equal number of times when compared to other candidates in the race, as nearly as statistically possible.

If your state permits ETR, you will perform two tasks:

1. Set the Equal Time Rotation (ETR) option in the Rotation form of the Jurisdiction window.
2. For each contest that will rotate, place a check mark in the Enable Rotation check box in the Active Contest Maintenance window for the contest (see Changing the definition of the ballot structure for the contest on page 100).

NOTE: To set rotation by precinct (see the steps on page 58).

1. Enabling equal-time rotation of contest choices on the ballots:
   1. Open the Rotation form of the Jurisdiction window as described on page 53.
   2. Select the Equal Time Rotation option (see Figure 6-4).

![Figure 6-4 Equal Time Rotation option selected in the Rotation form of the Jurisdiction window.](image)

3. Click on the Equal Time Rotation option.
4. If the Rotation Option Changed dialog box appears, click on Close in the dialog box to close it.
5. Go to Defining rotation structure for contests that will have choices rotate on the ballots below.

2. Defining rotation structure for contest that will have choices rotate on the ballots:
   1. Use the Active Contest Maintenance window or the Activate Contest window to place a check mark in the Enable Rotation check box for each contest that need the choices to rotate on the ballots.
**Steps for: Enabling rotation by precinct**

If your state *requires* the type of rotation that rotates the order of choices based on precincts, you will perform three tasks:

- Set the Rotation by Precinct option in the Rotation form of the Jurisdiction window.
- Set the Rotation Index (the number of rotated ballot presentations) for each precinct in the Rotation form of the Jurisdiction window.
- For each contest that will rotate, place a check mark in the Enable Rotation check box in the Active Contest Maintenance window for the contest (see Changing the definition of the ballot structure for the contest on page 100).

The Rotation by Precinct option also allows you to assign the same number of rotation iterations to multiple precincts so that the order of candidates is identical for those precincts. This allows you to create clusters of precincts to demographically level the number of times a candidate is found in the first position.

1. **Enabling rotation of contest choices on the ballots on a precinct-by-precinct basis:**
   1. Open the Rotation form of the Jurisdiction window as described on page 53.
   2. Select the Rotation by Precinct option (see Figure 6-5).
      - The Rotation Index fields appear enabled.
      - The **[New]** and **[Edit]** buttons appear enabled.

   ![Figure 6-5 Rotation by Precinct option selected in the Rotation form of the Jurisdiction window.](image)

   3. Go to Setting the Rotation Index for each precinct on page 59.
2. Setting the Rotation Index for each precinct:
   1. To set the Rotation Index for each precinct, you use one of the following methods:
      - Type the Rotation Index value for each precinct (see Figure 6-6), or
      - Click to populate the Rotation Index fields with sequential values beginning with the number 1 and ending with the number that is equal to the total number of precincts defined for the database (see Figure 6-7 on page 60).
   2. Click.
   3. Go to Defining rotation structure for contests that will have choices rotate on the ballots: on page 60.

![Figure 6-6 Rotation Index values defined manually in the Rotation form of the Jurisdiction window.](image)
3. Defining rotation structure for contests that will have choices rotate on the ballots:
   1. Use the Active Contest Maintenance window or the Activate Contest window to place a check mark in the Enable Rotation check box for each contest that need the choices to rotate on the ballots.

Customizing the Data for an Election

When the General Election administrative database is copied to create a BOSS General Election database, refer to the eSlate™ Ballot Origination Software System™ Operations Manual to perform the following tasks.

In the Rotation form of the Jurisdiction window:
- Adjust rotation definitions, if necessary.

In the Active Contest Maintenance window:
- Set the Enable Rotation check box for each contest where appropriate (see Changing the definition of the ballot structure for the contest on page 100).
Chapter 7

Defining Contest Names

Overview

The English names of all possible contests for the database and the precincts that need each contest on their ballots are defined in the Contests form of the Jurisdiction window.

NOTE: The Administrator can import contest definitions to populate the Contests form in the Jurisdiction window (see Importing State Contests on page 71).

DETAILED instructions for defining contest names are contained in the eSlate™ Ballot Origination Software System™ Operations Manual.

If the contest names will also be printed on the ballot in Spanish, go to Defining Second Language Contest Names on page 70 to define the Spanish contest names.

Jurisdiction window – Contests tab

The Contests form in the Jurisdiction window has fields for:

• defining the contests for an election's ballots (see Adding a new contest on page 64),
• assigning the precincts that will have a particular contest on their ballots (see Assigning precincts to a contest on page 67), and
• deleting a contest from the database (see Deleting an existing contest on page 66).

✓ To display the Contests form so you can define the contests that will appear on the ballot:

1 From the Election menu, select Jurisdiction (see Figure 7-1).

2 The Jurisdiction window appears with the Jurisdiction form displayed.
2 Click the **Contests** tab in the **Jurisdiction** window.

The Contests form appears (see Figure 7-2).

**Figure 7-2 Contests form in the Jurisdiction window with defined contests.**
The **Contests** form in the **Jurisdiction** window has one column for data entry (see Table 7-1).

### Table 7-1  Jurisdiction window – Contests form column for data entry.

| Contests, Ballot Instructions and Ballot Texts | Here you can enter the name of the contest as it will appear on the ballot.  
| | • To add a contest to the database, see Adding a new contest on page 64.  
| | • To delete a contest from the database, see Deleting an existing contest on page 66.  
| | The contest names are displayed in alphabetical order in the Contests column after a Save. The order the contests will appear on the ballot can be defined in the Active Contests window when an election-specific database is created.  |

The **Contests** form in the **Jurisdiction** window has two columns that list precincts already defined in the database. Each precinct appears in either the **Assigned Precincts** list or the **Available Precincts** list, but never in both lists (see Table 7-2).

### Table 7-2  Jurisdiction window – Contests form displayed lists.

| Assigned Precincts | Here you see the list of precincts that will have the contest (currently highlighted in the Contests column) on their ballots.  
| | • To assign more precincts to the Assigned Precincts list, see Selecting and assigning all available precincts to a contest on page 68 and Selecting a few precincts and assigning them to a contest on page 68.  
| | • To remove precincts from the Assigned Precincts list, see Removing assigned precincts from contests on page 69.  |

| Available Precincts | Here you see the list of precincts that will not have the contest (currently highlighted in the Contests column) on their ballots.  |

The **Contests** form in the **Jurisdiction** window has the buttons shown in Table 7-3.

### Table 7-3  Jurisdiction window – Contests form buttons.

| Right Arrow | After you have selected an item in the list, click this button to move the item to the next list on the right.  |
| Double Right Arrow | Click this button to move all the items from the list on the left to the list on the right.  |
| Left Arrow | After you have selected an item in the list, click this button to move the item to the next list on the left.  |
| Double Left Arrow | Click this button to move all the items from the list on the right to the list on the left.  |
| Add Contest | Click this button to add a new contest to the database. (See Adding a new contest on page 64.)  |
| Add Ballot Text | Click this button to add a new Ballot Text contest type to the database. (See Adding a new contest on page 64.) (See also 4. Defining instruction text for a Ballot Text contest on page 102.)  |
| Delete Contest or Ballot Text | Select an existing contest that you want to delete from the database, then click this button. (See Deleting an existing contest on page 66 and Notes about deleting contests on page 66.)  |
| Save | Click this button to save your changes to the database.  |
| Close | Click this button to close the current window.  |
Steps for: Adding a new contest

You can add new contest definitions to the election in the Contests form in the Jurisdiction window. Contests will be further defined as to their type in the Active Contests window (see Active Contests window on page 96). Contest types include:

- the votable types: Office, Proposition, Straight Party
- ballot text types: Ballot Text, Ballot Instructions

To add a contest name:
1. From the Election menu, select Jurisdiction.
2. Click the Contests tab.
3. Click [ADD Contest].

The cursor jumps to the bottom of the list of contests in the Contests column of the Contests form in the Jurisdiction window (see Figure 7-3).

4. In the Contests field, type the name of the new contest (see Figure 7-4 on page 65).

Maximum characters allowed: 100
5 Click OK.

The new contest is added to the database as an active contest with Office as its type.

6 Assign the precincts to the new contest in the Contests form in the Jurisdiction window as described in Assigning precincts to a contest on page 67.

Notes about adding contests

✓ To cause text in a field to go to a new line on the ballot, type a | (pipe character) at the place you want the new line to start.

For example, to get the contest name shown below printed in two lines:

State Representative
District 14

type: State Representative | District 14
Steps for: Deleting an existing contest

You can delete a contest definition from the election, even if options have been assigned to the contest in the Active Contests window.

To delete a contest definition from the database:
1. From the Election menu, select Jurisdiction.
2. Click the Contests tab.
3. Highlight the contest you want to delete from the database.
4. Click . The Contest Assignments window appears (see Figure 7-5).

5. In the Contest Assignments window, review the description of the contest you selected for deleting, then if you are sure you want to delete the contest, click . The contest will be removed from the database and the Jurisdiction window will remain displayed.

(Otherwise, click to return to the Jurisdiction window without deleting the contest definition from the database.)

6. Click in the Jurisdiction window to save your changes to the database.

Notes about deleting contests

You cannot delete the Ballot Instructions contest from the Contests form of the Jurisdiction window. The Ballot Instructions contest was automatically added as a contest when text was defined in the Ballot Instructions fields in the Jurisdiction form of the Jurisdiction window (described in Defining ballot title and ballot instructions on page 32), and so it can only be deleted from there.
Steps for: Assigning precincts to a contest

When you want a contest to appear on ballots in the election, you must decide which precincts' ballots will have that contest, then assign those precincts to the contest.

NOTE: Only precincts that are saved will be listed in the Contests form of the Jurisdiction window. If you have entered new precincts in the Precincts form of the Jurisdiction window and did not press Save before viewing the Contests form, the unsaved precincts will not appear in the Available Precincts list on the Contests form.

Contests are assigned to precincts in the Contests form of the Jurisdiction window.

To display the Contests form so you can select the precincts that will have a particular contest on the ballot:
1. From the Election menu, select Jurisdiction.
2. Click the Contests tab. The Contests form appears.

Viewing precincts already assigned to a contest

To see which precincts have already been assigned to have a particular contest on their ballots:
1. From the Election menu, select Jurisdiction.
2. Click the Contests tab.
3. In the Contests list, click on the contest you want to work with.
   - The precincts that will have that contest on their ballots are listed in the Assigned Precincts list.
   - The precincts that will not have that contest on their ballots are listed in the Available Precincts list.

Figure 7-6 Contests form with some precincts already assigned to a contest.
Selecting and assigning all available precincts to a contest

1. In the Contests list, highlight the contest you want to work with.
2. Click.
   All the precincts that appeared in the Available Precincts list appear at the bottom of the Assigned Precincts list and disappear from the Available Precincts list.
3. Click to save your changes to the database.

Selecting a few precincts and assigning them to a contest

1. In the Contests list, highlight the contest you want to work with.
2. In the Available Precincts list, click a precinct name to highlight it.
3. Click to select multiple, but non-consecutive precincts in the list, hold down the Ctrl key while you click the rest of the precincts you want to assign (see Figure 7-7).
4. Click to save your changes to the database.

The Contests form of the Jurisdiction window stays open.

Each precinct assigned to a contest must be also be assigned to a polling place (see Chapter 10 Assigning Precincts to Polling Places on page 90).
Notes about assigning precincts to contests

✓ When you select precincts that are displayed for the selected contest in the Available Precincts list and then move them to the Assigned Precincts list by clicking , the selected precincts appear at the bottom of the Assigned Precincts list and are not automatically sorted alpha/numerically.

If you want the precincts to appear in an alpha/numeric order in the Assigned Precincts list, they must be selected from the Available Precincts list in that alpha/numeric order, then moved to the Assigned Precincts list by clicking .

Steps for: Removing assigned precincts from contests

✓ To remove one precinct from the Assigned Precincts list:
1 Highlight the precinct you want to remove from the Assigned Precincts list.
2 Click .
   The highlighted precinct disappears from the Assigned Precincts list and appears at the bottom of the Available Precincts list.
3 Click to save your changes to the database.

✓ To remove all precincts from the Assigned Precincts list:
1 Click .
   All the precincts disappear from the Assigned Precincts list and appear in the Available Precincts list.
2 Click to save your changes to the database.
Defining Second Language Contest Names

You will use the Second Language for Contests command in the Administration menu to define the second language text for names of contests. (See Figure 7-8).

NOTE: If contests with Spanish language names were imported using the State Import feature (described in Importing Stale Contests on page 71), the Spanish contest names will be listed in the Secondary Language for Contests window.

Steps for: Defining the Spanish name for contests

✓ To define the Spanish name for contests:
  1. From the Administration menu, select Second Language for Contests.
     The Secondary Language for Contests window appears (see Figure 7-9).

   2. Click in the Contest Name in Spanish field you want to work with.
   3. Type the Spanish language name of the contest.
   4. When you are finished entering all the Spanish language contest names, click Save.
     The Secondary Language for Contests window closes.

Figure 7-9 Secondary Language for Contests window.
### Importing State Contests

If the state-wide and/or national contest definitions are available in an ASCII file, you can import the definitions for those contests into the **Active Contests** window. After such contests are imported:

- The precincts must be assigned to the contests in the **Contests** form of the **Jurisdiction** window (see page 57).
- Additional definitions can be added to the contests in the **Active Contests** window.

**NOTE:** An import of state-wide and/or national contest definitions into the **Active Contests** window **Contests** form of the **Jurisdiction** window makes changes to your database. It is recommended that you make a backup copy of your working database before you import contest definitions into it.

### Contents of a State Import List import file

An example of the contents in a State Import List import file is shown in **Figure 7-10**.

<table>
<thead>
<tr>
<th>Office of the Governor, Office of the Lieutenant Governor</th>
<th>Vote for One Pair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harry Kelly, Bill Dedio</td>
<td></td>
</tr>
<tr>
<td>Office of the Governor, Office of the Lieutenant Governor</td>
<td>Vote for One Pair</td>
</tr>
<tr>
<td>Jill Leader, Frank Fulton</td>
<td></td>
</tr>
<tr>
<td>Secretary of State</td>
<td>Vote For One</td>
</tr>
<tr>
<td></td>
<td>Carlos Martinez</td>
</tr>
<tr>
<td>Secretary of State</td>
<td>Vote For One</td>
</tr>
<tr>
<td></td>
<td>Linda Martin</td>
</tr>
<tr>
<td>Attorney General</td>
<td>Vote For One</td>
</tr>
<tr>
<td></td>
<td>Laura Tompkins</td>
</tr>
<tr>
<td>Attorney General</td>
<td>Vote For One</td>
</tr>
<tr>
<td></td>
<td>Leland Howe</td>
</tr>
<tr>
<td>State Treasurer</td>
<td>Vote For One</td>
</tr>
<tr>
<td></td>
<td>Eric Hollis</td>
</tr>
<tr>
<td>State Treasurer</td>
<td>Vote For One</td>
</tr>
<tr>
<td></td>
<td>Grant McNeil</td>
</tr>
<tr>
<td>No.3, &quot;Prop. 3&quot;</td>
<td>&quot;The constitutional amendment to eliminate duplicative, executed, obsolete, archaic, and ineffective provisions of the Colorado Constitution.&quot;</td>
</tr>
<tr>
<td>&quot;No&quot; &quot;Prop. 3&quot;</td>
<td>&quot;Yes&quot;</td>
</tr>
</tbody>
</table>

**NOTE:** A **State Import List** import file can contain **Office** and **Proposition** contest types, but cannot contain a **Straight Party** contest type.

If the election will have a **Straight Party** contest type:

- Define a contest named **Straight Party** in the **Contests** form of the **Jurisdiction** window.
- Assign that contest as a Straight Party contest type in the **Active Contests Maintenance** window (see **Maintenance of Active Contests** on page 99).
- Add the parties that will be available for straight-party voting (see **Straight Party Contests** on page 109).
A State Import List import file must meet the following requirements:

- A separate record is required for each option in a contest. For example, if an Office contest has three candidates, there would be one record in the .txt file for each of the candidates.
- Each record must contain 11 tab-delimited fields, all further delimited by quotation marks.
- The fields must appear in the order given in Table 7-4.
- The field definitions must contain the data described in Table 7-4.
- The file must be in ASCII file format, with a .txt filename extension.

The contest information that can be imported is from a State Import List import file is listed in Table 7-4.

**Table 7-4** Field definitions for the records in State Import List import files.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Data in Field</th>
<th>Description of Data in Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contest, in English</td>
<td>100 characters (maximum).</td>
<td>Contest name in English.</td>
</tr>
<tr>
<td>2</td>
<td>Contest, in Spanish</td>
<td>100 characters (maximum).</td>
<td>Contest name in Spanish.</td>
</tr>
<tr>
<td>3</td>
<td>Instruction Text, in English</td>
<td>500 characters (maximum).</td>
<td>Instruction text in English.</td>
</tr>
<tr>
<td>4</td>
<td>Instruction Text, in Spanish</td>
<td>500 characters (maximum).</td>
<td>Instruction text in Spanish.</td>
</tr>
<tr>
<td>5</td>
<td>Proposition Text, in English</td>
<td>2,000 characters (maximum).</td>
<td>Proposition text in English.</td>
</tr>
<tr>
<td>6</td>
<td>Proposition Text, in Spanish</td>
<td>2,000 characters (maximum).</td>
<td>Proposition text in Spanish.</td>
</tr>
<tr>
<td>7</td>
<td>Number of Write-Ins</td>
<td>numeric</td>
<td>Number of write-in candidates for the contest.</td>
</tr>
<tr>
<td>8</td>
<td>Include in Straight Party</td>
<td>1 character (maximum).</td>
<td>Include the contest in straight-party voting, Y (yes) or N (no).</td>
</tr>
<tr>
<td>9</td>
<td>Candidate Name or YES/NO, in English</td>
<td>50 characters (maximum).</td>
<td>Name of candidate or YES/NO in English.</td>
</tr>
<tr>
<td>10</td>
<td>Candidate Name or YES/NO, in Spanish</td>
<td>50 characters (maximum).</td>
<td>Name of candidate or YES/NO in Spanish.</td>
</tr>
<tr>
<td>11</td>
<td>Incumbent</td>
<td>1 character (maximum).</td>
<td>Candidate is the incumbent, Y (yes) or N (no).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Y - Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>N - No</td>
<td></td>
</tr>
</tbody>
</table>
Steps for: Importing definitions for state contests

To import state contest definitions into the Active Contests window:

1. Be sure the ASCII file that contains the state contest definitions is accessible on the hard drive of the computer or from a disk inserted into a floppy or CD-ROM drive.

2. From the Election menu, select Active Contests. The Active Contests window appears.

3. In the Active Contests window, click Import State.

   The State Import window appears (see Figure 7-11).

4. Navigate to the location of the state import file. This file will have a .txt filename extension in its filename.

5. Select Text Files (*.TXT) in the Files of type list box of the State Import window to display available .txt files.

6. Click the .txt filename you want to import so that it appears in the File name field of the State Import window (see Figure 7-12).
7 Click in the State Import window.
The information dialog box shown in Figure 7-13 appears.

![State Import dialog box](image)

Figure 7-13 State Import The report will not be printed ... dialog box.

8 Click to close the window.
As soon as the state database information has finished importing, the information dialog box shown in Figure 7-14 appears.

9 Click to close the window.

![State Import dialog box](image)

Figure 7-14 State Import Import succeeded dialog box.

Verifying the Data in a Report

Review the data entered in the Contests form of the Jurisdiction window in the following reports:
- Contest List - Summary report
- Contest List with Details report

Customizing the Data for an Election

When the General Election administrative database is copied to create a BOSS General Election database, refer to the eSlate™ Ballot Origination Software System™ Operations Manual to perform the following tasks.

In the Contests form of the Jurisdiction window:
- Delete all unnecessary contests.
- Review the Assigned Precincts list to assign or remove precincts to/from contests.


Chapter 8

Defining Polling Places

Overview

You must define all the possible polling place names and descriptions for the database in the Polling Places form of the Jurisdiction window so that you can assign precincts to polling places in the Precincts for Polling Places window (see Assigning Precincts to Polling Places on page 90).

NOTE: The Administrator can import polling place definitions to populate the Polling Places form in the Jurisdiction window (see Importing Polling Places on page 80).

DETAILED instructions for defining polling places are contained in the eSlate™ Ballot Origination Software System™ Operations Manual.

Jurisdiction window – Polling Places tab

The Polling Places tab in the Jurisdiction window has fields to create or modify the following definitions for polling places:

- Polling Place names and
- Polling Place descriptions.

To display the Polling Places form in the Jurisdiction window:

1. From the Election menu, select Jurisdiction (see Figure 8-1).  
The Jurisdiction window appears with the Jurisdiction form displayed.
1 Click the **Polling Places** tab in the **Jurisdiction** window. 

The **Polling Places** form appears (see Figure 8-2). The form will appear blank if no polling place information exists in the database you are working with.

![Figure 8-2 Polling Places form in the Jurisdiction window.](image-url)
The Polling Places form in the Jurisdiction window has two columns for data entry (see Table 8-1).

**Table 8-1  Jurisdiction window – Polling Places form columns for data entry.**

<table>
<thead>
<tr>
<th>Polling Place Name</th>
<th>Here you can enter either numbers and/or letters to define the name of the polling place.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polling Place Description</td>
<td>Here you can enter either numbers and/or letters to define a description of the Polling Place Name.</td>
</tr>
</tbody>
</table>

The Polling Places form in the Jurisdiction window has the displayed text shown in Table 8-2.

**Table 8-2  Jurisdiction window – Polling Places form displayed text.**

<table>
<thead>
<tr>
<th>ID</th>
<th>Display only. The ID displayed here is automatically assigned by BOSS and never re-used in the current database. This ID is for use during polling place set up with the JBC 1000 Judges Booth Controller in the Precinct Voting System.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Polling Places:</td>
<td>Here you will see the total number of polling places that have been defined in the database you are working with.</td>
</tr>
</tbody>
</table>

The Polling Places form in the Jurisdiction window has the buttons shown in Table 8-3.

**Table 8-3  Jurisdiction window – Polling Places form buttons.**

<table>
<thead>
<tr>
<th>Add</th>
<th>Click this button to add a new polling place to the database. (See Adding a new polling place on page 78.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>Select an existing polling place that you want to delete, then click this button. (See Deleting an existing polling place on page 79.)</td>
</tr>
<tr>
<td>Save</td>
<td>Click this button to save your changes to the database.</td>
</tr>
<tr>
<td>Close</td>
<td>Click this button to close the current window.</td>
</tr>
</tbody>
</table>
Steps for: Adding a new polling place

You can add polling place definitions to the BOSS database in the Polling Places form in the Jurisdiction window.

To add a polling place to the database:
1. From the Election menu, select Jurisdiction.
2. Click the Polling Places tab.
3. Click Add.
   A new ID row is added at the bottom of the list and the cursor appears in the Polling Place Name field of the Polling Places form in the Jurisdiction window (see Figure 8-3).

   ![Figure 8-3 Polling Places form showing the Polling Place Name field ready for typing a new polling place name.]

4. In the Polling Place Name field, type the name of the new polling place.
   Maximum characters allowed: 60
5. In the Polling Place Description field, type a description of the new polling place.
   Maximum characters allowed: 60
6. Press the Enter key to add another ID row.
7. Click Save to save your changes to the database.
   The Polling Places form of the Jurisdiction window stays open.

Notes about adding a polling place

The Ballot Now Polling Place is automatically added by BOSS when a ballot format for paper ballots is selected in the Create New Ballot Format window (see Creating a ballot format on page 115).
Steps for: Deleting an existing polling place

You can delete a polling place definition from the BOSS database in the Polling Places form in the Jurisdiction window.

To delete a polling place from the database:
1. From the Election menu, select Jurisdiction.
2. Click the Polling Places tab.
3. Scroll through the Polling Place Name list to locate the polling place you want to delete.
4. Click the polling place you want to delete so that the polling place is highlighted. (To select multiple polling places, hold down the Ctrl key and click.)
5. Click the delete button. The Polling Dependencies window appears (see Figure 8-4).

Figure 8-4 Polling Dependencies window.

6. In the Polling Dependencies window, review the description of the polling place you selected for deleting, then if you are sure you want to delete the polling place, click the delete button. The polling place will be removed from the database and the Jurisdiction window will remain displayed. (Otherwise, click the cancel button to return to the Jurisdiction window without deleting the polling place definition from the database.)
7. Click the save button in the Jurisdiction window to save your changes to the database.

Notes about deleting polling place definitions

When a polling place is deleted, the ID that BOSS automatically assigned to it no longer appears in the Polling Places form in the Jurisdiction window.
Importing Polling Places

You will use the Import Polling Places command in the Administration menu to import polling place definitions into the current database from a tab-delimited ASCII text file. (See Figure 8-5).

The imported polling place definitions will be added to the list of polling places in the Polling Places form of the Jurisdiction window and the Precincts for Polling Places window.

This task automatically generates sequentially a unique polling place ID for each polling place. The application will check for duplicates by names. If there are duplicates, the application will update only the description name.

A message will be displayed to indicate import success or failure (see Figure 8-9). The information will only be saved if the whole import procedure is successful.

Contents of a Polling Place List import file

An example of the contents in a Polling Place List import file is shown in Figure 8-6.

A Polling Place List import file must have the following format:

- each record has two tab-delimited fields
- the fields appear in the order given in Table 8-4
- the field definitions contain the data described in Table 8-4
- the file is an ASCII file with a .txt filename extension

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Data in Field</th>
<th>Description of Data in Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Polling Place Name</td>
<td>60 characters enclosed in quotation marks. Example: &quot;Legion Hall&quot;</td>
<td>The name of a polling place. The name must be unique.</td>
</tr>
<tr>
<td>2</td>
<td>Polling Place Description</td>
<td>60 characters enclosed in quotation marks. Example: &quot;American Legion, VFW Post 309&quot;</td>
<td>The description of the polling place. Duplicates are allowed.</td>
</tr>
</tbody>
</table>
Steps for: Importing polling place data

This task adds polling place definitions to the current Election database to populate the Polling Places form of the Jurisdiction window with polling place names and descriptions, and automatically generates sequential, unique polling place IDs for the polling places.

To import tab-delimited data for polling place definitions into the current database:

1. From the Administration menu, select Import Polling Places.
   The Import Polling Places window appears (see Figure 8-7).
2. Navigate to the location of the polling places import file that has a .txt filename extension.
3. Select Tab separated file (.txt) in the Files of type field of the Import Polling Places window to display available .txt files.
4. Click the .txt filename you want to import so that it appears in the File name field of the Import Polling Places window (see Figure 8-7).
5. Click 🔄 in the Import Polling Places window. The information dialog box shown in Figure 8-8 appears.
6. Click 🔄 to close the message dialog box and continue with the import of polling places definitions.
   - The polling places list will be imported into the current database.
7. As soon as the polling places list has finished importing, the information dialog box shown in Figure 8-9 appears.
8. Click 🔄 to close the message dialog box.

Figure 8-7 Import Polling Places window showing a .txt polling places file selected.

Figure 8-8 Import Polling Places information dialog box.

Figure 8-9 Import Polling Places dialog box.
Verifying the Data in a Report

Review the data entered in the Polling Places form of the Jurisdiction window in the following reports:

- Polling Place List - Election Day - Summary report
- Polling Place List - Election Day - Detailed report
- Polling Place List - Early Voting - Summary report
- Polling Place List - Early Voting - Detailed report
- Polling Place List - Absentee Voting - Summary report
- Polling Place List - Absentee Voting - Detailed report

Customizing the Data for an Election

When the General Election administrative database is copied to create a BOSS General Election database, refer to the eSlate™ Ballot Origination Software System™ Operations Manual to perform the following tasks.

In the Polling Places form of the Jurisdiction window:

- Delete all unnecessary polling places.
Chapter 9

Defining Rules

Overview

Rules that govern how some of BOSS's features can be defined in the Rules form of the Jurisdiction window.

Jurisdiction window – Rules tab

The Rules tab in the Jurisdiction window has fields to create or modify the following definitions for the database:

- use the full name of the political party or the abbreviation of the party,
- include or not include text in a second language,
- include or not include indicators for incumbents,
- include or not include delegate definitions,
- primary language text for Write-in ballot items,
- second language text for Write-in ballot items,
- The number of minutes the Access Code issued to a voter will remain active,
- telephone number for the PVS Judges Booth Controller (JBC 1000) to dial for sending results to Election Headquarters via a modem, and
- passwords to be entered by Election Judges for using the MBBs installed in the JBC 1000 (PVS Judges Booth Controller). These passwords are for configuration, opening the polls, closing the polls, and special for use on Election Day and Early Voting days.

To display the Rules form in the Jurisdiction window:
1. From the Election menu, select Jurisdiction (see Figure 9-1).
2. The Jurisdiction window appears with the Jurisdiction form displayed.
1. Click the **Rules** tab in the **Jurisdiction** window. The **Rules** form appears (see Figure 9-2).

![Figure 9-2 Rules form in the Jurisdiction window.](image)

The **Rules** form in the **Jurisdiction** window has the data entry fields listed in Table 9.1.

<table>
<thead>
<tr>
<th><strong>Table 9.1</strong> Jurisdiction window - Rules form fields for data entry.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Party Name or Abbreviation</strong></td>
</tr>
<tr>
<td><strong>Write-in Text</strong></td>
</tr>
<tr>
<td><strong>Secondary Language Write-in Text</strong></td>
</tr>
<tr>
<td><strong>Minutes Access Code is Active</strong></td>
</tr>
<tr>
<td><strong>Remote Phone Number</strong></td>
</tr>
</tbody>
</table>
Table 9-1 Jurisdiction window – Rules form fields for data entry. (Continued)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Config</td>
<td>Defines the password that must be entered to start up the JBC 1000 (PVS Judges Booth Controller).</td>
</tr>
<tr>
<td>Election Day - Open</td>
<td>Defines the password that must be entered to open the polls at the JBC 1000 (PVS Judges Booth Controller) on Election Day.</td>
</tr>
<tr>
<td>Election Day - Close</td>
<td>Defines the password that must be entered to close the polls at the JBC 1000 (PVS Judges Booth Controller) on Election Day.</td>
</tr>
<tr>
<td>Election Day - Special</td>
<td>Defines the password that must be entered to perform special operations at the voting equipment (such as authorizing replacement equipment).</td>
</tr>
<tr>
<td>Early Voting - Open</td>
<td>Defines the password that must be entered to open the polls at the JBC 1000 (PVS Judges Booth Controller) on Early Voting Day.</td>
</tr>
<tr>
<td>Early Voting - Close</td>
<td>Defines the password that must be entered to close the polls at the JBC 1000 (PVS Judges Booth Controller) on Early Voting Day.</td>
</tr>
<tr>
<td>Early Voting - Special</td>
<td>Defines the password that must be entered to perform special operations at the voting equipment (such as authorizing replacement equipment).</td>
</tr>
</tbody>
</table>

The Rules form in the Jurisdiction window has the check boxes listed in Table 9-2.

Table 9-2 Jurisdiction window – Rules form check boxes.

<table>
<thead>
<tr>
<th>Check Box</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include Second Language Text</td>
<td>Place a check mark in this check box if you want to print ballot text in a second language under the primary language text.</td>
</tr>
<tr>
<td>Include Incumbent Indicators</td>
<td>Place a check mark in this check box if you want to print a mark next to the names of incumbent candidates on the ballots.</td>
</tr>
<tr>
<td>Include Delegates</td>
<td>Place a check mark in this check box if you want to print the delegates for a candidate on the ballots.</td>
</tr>
</tbody>
</table>

The Rules form in the Jurisdiction window has the buttons shown in Table 9-3.

Table 9-3 Jurisdiction window – Rules form buttons.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="save.png" alt="Save" /></td>
<td>Click this button to save your changes to the database.</td>
</tr>
<tr>
<td><img src="close.png" alt="Close" /></td>
<td>Click this button to close the current window.</td>
</tr>
</tbody>
</table>
Steps for: Adding rules for the database

You can add a number of rules to the election in the Rules form in the Jurisdiction window.

1. From the Election menu, select Jurisdiction, then click the Rules tab.
2. In the Party Name or Abbreviation list box:
   - select Name if you want the full name of a party to be used on the ballot, or
   - select Abbreviation if you want to print only the abbreviation for a party on the ballot.
3. Place a check mark in the Include Second Language Text check box if you want to print ballot text in a second language under the primary language text.
4. Place a check mark in the Include Incumbent Indicators check box if you want to print a mark next to the names of incumbent candidates on the ballots.
5. Place a check mark in the Include Delegates check box if you want to print the delegates for a candidate on the ballots.
6. In the Write-in Text field, type the text you want used next to all write-in choices on the ballots. Maximum characters allowed: 30
7. In the Secondary Language Write-in Text field, type the text you want used next to all second language write-in choices on the ballots. Maximum characters allowed: 30
8. In the Minutes Access Code Is Active field, type the number of minutes you want the Access Code issued to a voter to remain usable in the voting equipment. 30 minutes is recommended.
9. In the Remote Phone Number field, type the modem command or the telephone number the PVS Controller's modem will dial to effect the transfer of ballot images from the Controller to the receiving Election Headquarters computer. No special formatting of the telephone number is required.
10. In the Config field, type the password that must be entered to configure the voting equipment. Otherwise, leave this field empty so that no Start Up password will be required to start up the JBC 1000 (PVS Judges Booth Controller) (appropriate for testing purposes).
11. In the Open fields for Election Day and Early Voting, type the passwords that must be entered to open the polls at the voting equipment. Otherwise, leave this field empty so that no Open Polls password will be required at the JBC 1000 (PVS Judges Booth Controller) to open the polls (appropriate for testing purposes).
12. In the Close fields for Election Day and Early Voting, type the passwords that must be entered to close the polls at the voting equipment. Otherwise, leave this field empty so that no Close Polls password will be required at the JBC 1000 (PVS Judges Booth Controller) to close the polls (appropriate for testing purposes).
13. In the Special fields for Election Day and Early Voting, type the passwords that must be entered to perform special operations at the voting equipment (such as authorizing replacements).
14. Click to save your changes to the database.

Customizing the Data for an Election

When the General Election administrative database is copied to create a BOSS General Election database, refer to the eSlate Ballot Origination Software System Operations Manual to perform the following tasks.

In the Rules form in the Jurisdiction window:

- Review the rules for the election.
Chapter 10

Assigning Precincts to Polling Places

Overview

BOSS will automatically create the necessary ballot styles for an election. This is accomplished by automatic linking of the precincts that were assigned to a contest with the precincts that were assigned to polling places.

You will use the Precincts for Polling Places window to select the precincts you want to assign to each polling place you defined in the Polling Places form of the Jurisdiction window (see Adding a new polling place on page 78).

NOTE: These associations are defined separately in the database for Election Day and for Early Voting.

When you are working with Election Day, the precincts you assign to a polling place become unavailable for assignment to any other polling place.

Alternatively, when you are working with Early Voting, all precincts are available for assignment to all polling places.

You will use the Precincts for Polling Places command in the Election menu (see Figure 10-1) to associate precincts with polling places.

Figure 10-1 Election menu.
Precincts for Polling Places window

To open the Precincts for Polling Places window:
1. From the Election menu, select Precincts for Polling Places.
   The Precincts for Polling Places window appears (see Figure 10-2).

Notice the following in the Precincts for Polling Places window shown in Figure 10-2:

- One polling place is selected in the Select a Polling Place list, the Assigned Precincts for Polling Place is empty, and the Available Precincts for Polling Place list shows precincts available for assigning to the selected polling place. (Figure 10-3 on page 90 shows precinct assignments to a polling place.)
- The Election Day option is selected so the precinct assignments for the polling place for Election Day are listed.
The **Precincts for Polling Places** window has two option buttons (see **Table 10-1**).

**Table 10-1 Precincts for Polling Places window — Election Day and Early Voting viewing options.**

<table>
<thead>
<tr>
<th>Election Day</th>
<th>Click this option button when you want to work with the Election Day precinct assignments for polling places.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Voting</td>
<td>Click this option button when you want to work with the Early Voting day(s) precinct assignments for polling places.</td>
</tr>
</tbody>
</table>

The **Precincts for Polling Places** window has three lists (see **Table 10-2**).

**Table 10-2 Precincts for Polling Places window — Lists.**

<table>
<thead>
<tr>
<th>Select a Polling Place</th>
<th>This list shows the polling places that have been defined in the <strong>Polling Places</strong> form of the <strong>Jurisdiction</strong> window.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned Precincts for Polling Place</td>
<td>This list shows the precincts that have been assigned to the polling place that is currently selected (see <strong>Figure 10-3</strong> on page 90).</td>
</tr>
<tr>
<td>Available Precincts for Polling Place</td>
<td>This list shows the precincts that have not been assigned to any polling place (see <strong>Figure 10-3</strong> on page 90).</td>
</tr>
</tbody>
</table>

The **Precincts for Polling Places** window has the buttons listed in **Table 10-3**.

**Table 10-3 Precincts for Polling Places window — Buttons.**

<table>
<thead>
<tr>
<th>Right Arrow</th>
<th>After you have selected an item in the list, click this button to move the item to the next list on the right.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Right Arrow</td>
<td>Click this button to move all the items from the list on the left to the list on the right.</td>
</tr>
<tr>
<td>Left Arrow</td>
<td>After you have selected an item in the list, click this button to move the item to the next list on the left.</td>
</tr>
<tr>
<td>Double Left Arrow</td>
<td>Click this button to move all the items from the list on the right to the list on the left.</td>
</tr>
<tr>
<td>Save</td>
<td>Click this button to save your changes to the database.</td>
</tr>
<tr>
<td>Close</td>
<td>Click this button to close the current window.</td>
</tr>
</tbody>
</table>
Assigning Precincts to Polling Places

You will use the Precincts for Polling Places window to associate precincts with each of the polling places you defined in the Polling Places form of the Jurisdiction window (see Adding a new polling place on page 78). This association is the basis for building ballot styles, since each contest has been previously associated with the precincts that need the contest on their ballot (see Assigning precincts to a contest on page 57).

Steps for: Viewing precincts already assigned to a polling place

✓ To see which precincts have already been assigned to have a polling place:

1. Open the Precincts for Polling Places window as described on page 88.
2. Select the appropriate option at the top of the Precincts for Polling Places window.
   - Election Day option - Select this option to view polling place assignments for Election Day.
   - Early Voting option - Select this option to view polling place assignments for Early Voting.
3. Scroll through the Select a Polling Place list to locate the polling place you want to view, then click on the polling place.
   - The name of the selected polling place is displayed above the two right columns.
   - The precincts that are not assigned to any polling place are displayed in the Available Precincts for Polling Place list (see Figure 10-3).
   - The precincts already assigned to the polling place are displayed in the Assigned Precincts for Polling Place list (see Figure 10-3).

Figure 10-3 Precincts for Polling Places window showing precincts assigned to Acadia Ct polling place.

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Assigning Precincts to Polling Places
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Steps for: Assigning precincts to a polling place

To select precincts to assign to a polling place:

1. Select the polling place you want to work with, as described in Viewing precincts already assigned to a polling place on page 90.
2. In the Available Precincts for Polling Place list, click on the precinct you want to assign to the polling place.
   To select multiple, but non-consecutive precincts in the list, hold down the Ctrl key while you click the rest of the precincts you want to assign.
3. Click 'Add'.
   The selected precinct moves into the Assigned Precincts for Polling Place list and disappears from the Available Precincts for Polling Place list (see Figure 10-4).

4. Click 'Save' to save your changes.
   The Precincts for Polling Places window stays open.
   - Click 'Add' if you want to save the changes you made in the Precincts for Polling Places window.
   - Click 'Save' to close the Precincts for Polling Places window without saving your changes.
   - Click 'Cancel' to return to the Precincts for Polling Places window without saving your changes.

Figure 10-4 Precincts for Polling Places window with another precinct assigned to a polling place.
Steps for: Removing assignments from polling places

To remove one or more precincts assigned to a polling place:
1. Open the Precincts for Polling Places window as described on page 88.
2. Scroll through the Select a Polling Place list to locate the polling place you want to remove a precinct assignment from.
3. Click the polling place to highlight it.
   You see the precincts already assigned to the highlighted polling place displayed in the Assigned Precincts for Polling Place list (see Figure 10-5). You also see the name of the selected polling place displayed above the two right columns.
4. Follow the steps on page 93 for selecting and removing multiple precincts assigned to the polling place.

Selecting all precincts to remove from a polling place

To remove all the precincts assigned to a polling place:
1. In the Select a Polling Place list, highlight the polling place you want to work with as described in Removing assignments from polling places on page 92.
2. Click .
   All the precincts that appeared in the Assigned Precincts for Polling Place list appear in the Available Precincts for Polling Place list and disappear from the Assigned Precincts for Polling Place list.
3. Click Save to save your changes to the database.
Selecting a few precincts to remove from a polling place

- To remove a few precincts from the polling place:
  1. In the Select a Polling Place list, highlight the polling place you want to work with as described in Removing assignments from polling places on page 92.
  2. In the Assigned Precincts for Polling Place list, click a precinct name to highlight it.
  - To select multiple, but non-consecutive precincts in the list, hold down the Ctrl key while you click the rest of the precincts you want to remove (see Figure 10-6).

- Click .
  - The selected precincts appear in the Available Precincts for Polling Place list and disappear from the Assigned Precincts for Polling Place list.
- Click to save your change to the database.
  - The Precincts for Polling Places window stays open.

Verifying the Data in a Report

Review the data entered in the Precincts for Polling Places window in the following reports:
- Polling Place List - Election Day - Detailed report
- Polling Place List - Early Voting - Detailed report
- Polling Place List - Absentee Voting - Detailed report
Customizing the Data for an Election

When the General Election administrative database is copied to create a BOSS General Election database, refer to the eSlate™ Ballot Origination Software System™ Operations Manual to perform the following tasks:

In the Precincts for Polling Places window:
◆ Review precincts assigned to polling places.
Chapter 11

Options for Active Contests

Overview

You will use the Active Contests window to define all the options for the contests and the text for the Ballot Instructions contest type. You will not define candidate names, delegate names, or dependent status for Office type contests. You will not define text for Proposition type contests.

The contest names appear in the Active Contests window as they were defined in the Contests form of the Jurisdiction window (see Jurisdiction window - Contests tab on page 61).

Options for active contests that can be included in the administrative database are:

- enabling rotation on the ballot
- contest type (Office, Proposition, Straight Party)
- number of valid choices
- number of write-ins allowed
- whether votes for the contest are cumulative
- whether an Office type contest is included in straight party voting
- instructions for the contests

You will use the Active Contests command in the Election menu (see Figure 11-1) to define the options (details) for the contests.

Figure 11-1 Election menu.
Active Contests window

To open the Active Contests window:
1. From the Election menu, select Active Contests.

The Active Contests window appears (see Figure 11-2).

The top section in the Active Contests window lists the contests that are currently active for the election (see Table 11-1).

<table>
<thead>
<tr>
<th>Active Contests</th>
<th>This column shows the name of the active contests that will appear on the ballot. Each contest name appears as it was defined in the Contests form of the Jurisdiction window (see Jurisdiction window - Contests tab on page 61).</th>
</tr>
</thead>
</table>
| Type            | This column shows the type for the contest, which determines the types of choices or the ballot text that will be available on the ballot for that contest. A contest can have one of the following types:  
  - votable types: Office, Proposition, Straight Party  
  - ballot text types: Ballot Text, Ballot Instructions |

**Figure 11-2 Active Contests window.**
The bottom section in the **Active Contests** window shows the definitions for the contest currently selected in the top section of the window (see **Table 11-2**).

<table>
<thead>
<tr>
<th><strong>Office Type contest</strong></th>
<th>The default contest type. For an administrative database, you will not place any definitions in these fields.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposition Type contest</strong></td>
<td>For an administrative database, you will not place any definitions in these fields.</td>
</tr>
<tr>
<td><strong>Straight Party Type contest</strong></td>
<td>Only one contest with the <strong>Straight Party</strong> is possible for an election. For the contest with the type <strong>Straight Party</strong>, you can define which party choices will appear on the ballot.</td>
</tr>
<tr>
<td><strong>Ballot Text Type contest</strong></td>
<td>For contests that require custom instructions printed on the ballot, you can define the instruction text in English and Spanish. Usually a <strong>Ballot Text contest</strong> is placed immediately above its related contest in the <strong>Activate Contest</strong> list. See 4. Defining instruction text for a <strong>Ballot Text contest</strong> on page 102.</td>
</tr>
<tr>
<td><strong>Ballot Instructions Type contest</strong></td>
<td>For instructions printed at the top of the ballot, you can define the heading for this instruction text in English and Spanish (see 5. Defining headings for the <strong>Ballot Instructions contest</strong> on page 105). Only one <strong>Ballot Instructions contest</strong> is available for the election. The body of the ballot instructions are defined in the <strong>Jurisdiction</strong> tab in the <strong>Jurisdiction</strong> window. See Defining ballot title and ballot instructions on page 32.</td>
</tr>
</tbody>
</table>

The option button selected in the **Ballot Position** area of the **Active Contests** window determines whether a contest will flow to the next position, be forced to the top of a column, or be forced to the top of a page on the ballot (see **Table 11-3**).

<table>
<thead>
<tr>
<th><strong>No Force</strong></th>
<th>For an administrative database, you will not need to change the setting.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Force New Column</strong></td>
<td>For an administrative database, you will not need to change the setting.</td>
</tr>
<tr>
<td><strong>Force New Page</strong></td>
<td>For an administrative database, you will not need to change the setting.</td>
</tr>
</tbody>
</table>
The **Active Contests** window has the buttons listed in **Table 11-4**.

**Table 11-4 Active Contests window – Buttons.**

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activate Contest</strong></td>
<td>For an administrative database, you will not need to use this button.</td>
</tr>
<tr>
<td><strong>NOTE</strong>: This button is not enabled if there are no contests available to activate.</td>
<td></td>
</tr>
<tr>
<td><strong>Edit Active Contest</strong></td>
<td>Click this button to view the <strong>Active Contest Maintenance</strong> window where you can make modifications to the options for the contest currently selected in the top section of the <strong>Active Contests</strong> window. (See <strong>Active contest maintenance</strong> on page 99.)</td>
</tr>
<tr>
<td><strong>NOTE</strong>: This button is not enabled for the <strong>Ballot Instructions</strong> text contest type.</td>
<td></td>
</tr>
<tr>
<td><strong>Deactivate Contest</strong></td>
<td>For an administrative database, you will not need to use this button.</td>
</tr>
<tr>
<td><strong>Move Contest Up</strong></td>
<td>For an administrative database, you will not need to use this button.</td>
</tr>
<tr>
<td><strong>Move Contest Down</strong></td>
<td>For an administrative database, you will not need to use this button.</td>
</tr>
<tr>
<td><strong>Import State</strong></td>
<td>Click this button to view the <strong>State Import</strong> window from which you can select the database file you want to use for importing contest definitions. (See <strong>Importing State Contests</strong> on page 71.)</td>
</tr>
<tr>
<td><strong>Add</strong></td>
<td>Click this button to add definitions to the bottom section of the <strong>Active Contests</strong> window for the Straight Party contest type (see <strong>Straight Party Contests</strong> on page 109).</td>
</tr>
<tr>
<td><strong>Delete</strong></td>
<td>For an administrative database, you will not need to use this button.</td>
</tr>
<tr>
<td><strong>Move Candidate Up</strong></td>
<td>For an administrative database, you will not need to use this button.</td>
</tr>
<tr>
<td><strong>Move Candidate Down</strong></td>
<td>For an administrative database, you will not need to use this button.</td>
</tr>
<tr>
<td><strong>Delegates</strong></td>
<td>For an administrative database, you will not need to use this button.</td>
</tr>
<tr>
<td><strong>Save</strong></td>
<td>Click this button to save your changes to the database.</td>
</tr>
<tr>
<td><strong>Close</strong></td>
<td>Click this button to close the current window.</td>
</tr>
</tbody>
</table>
Maintenance of Active Contests

You can modify the options for an active contest in the Active Contest Maintenance window.

Steps for: Active contest maintenance

1. Opening the Active Contest Maintenance window to modify options for a specific contest
   ✓ To open the Active Contest Maintenance window:
     1. Open the Active Contests window as described on page 96.
     2. In the Active Contests column of the Active Contests window, click the contest you want to work with.
     3. Click Edit Contest Options.

   The Active Contest Maintenance window appears showing the current ballot structure options for the selected contest (see Figure 11-3).

   ![Active Contest Maintenance window](image)

   Figure 11-3 Active Contest Maintenance window for the Referendum A contest.

   NOTE: Office type is the default contest type. The Include in Straight Party check box is only available for Office type contests.
2. **Changing the definition of the ballot structure for the contest**

1. Select the type for the contest from the **Type** list box (see Figure 11-4).
   - Choose **Office** if the contest will have candidates running.
   - Choose **Proposition** if the contest is to be a referendum or proposition that contains text such as "yes" and "no" choices.
   - Choose **Straight Party** if the contest is being used to place straight party choices on the ballot.

![Figure 11-4 Active Contest Maintenance window showing available contest types.]

- If you change the type for the contest from **Office** to **Proposition**, the message shown in Figure 11-5 appears.

![Figure 11-5 Active Contests dialog box.]

- If you are sure you want to assign the **Proposition** contest type to the contest, click **[OK]** in the dialog box.
- Click **OK** in the **Active Contest Maintenance** window.

The **Proposition** contest type will be assigned to the contest and the contest options that are not available for the **Proposition** contest type will be disabled in the Active Contest Maintenance window (see Figure 11-6).

![Figure 11-6 Active Contest Maintenance window showing available options for Proposition contest type.]

2. Place a check mark in the **Enable Rotation** check box if the choices for the contest need to rotate on the ballots.

**NOTE:** One of the options for rotating contest choices must be enabled in the **Rotation** form of the **Jurisdiction** window in order to effect rotation of the contest's choices on the ballots (see **Jurisdiction window – Rotation tab** on page 53).
3 Place a check mark in the **Include in Straight Party** check box if the *Office* contest will automatically be voted on when a voter selects a straight-party choice (see Figure 11-7).

**NOTE:** The *Include in Straight Party* check box is only available for contests with the *Office* type.

![Figure 11-7 Active Contest Maintenance window showing example definitions for a contest with the Office type.](image)

4 Place a check mark in the **Cumulative** check box if the contest is a "vote for N of M," which allows the voter to cast multiple votes for a single candidate, or distribute a single vote each to multiple candidates, or any combination of these two options where the total number of votes cast in the contest is equal to N.

**NOTE:** The **Cumulative** check box is not available for contests with the *Proposition* type (see Figure 11-6 on page 100).

5 In the **Number of Valid Choices** field, type the number of choices the voter is allowed to choose in the contest (see Figure 11-7).

6 In the **Number of Write-Ins** field, type the number of write-in choices you want placed on the ballot for the contest.

**NOTE:** The number of write-ins must not be greater than the number of valid choices for the contest.

7 Click **Save** to save your changes to the database.

The **Active Contest Maintenance** window closes.

- See **Defining instruction text for a contest** on page 102 to define instruction text.
3. **Defining instruction text for a contest**

The instruction text that will be included on the ballot for a contest can be defined in the Instruction Text window.

✓ **To open the Instruction Text window to enter the instruction text that will be included on the ballot for a contest:**

1. Open the Active Contests window as described on page 96.
2. In the Active Contests column of the Active Contests window, click the contest for which you want to define instruction text.
3. Click **Instruction Text**.
   - The Active Contest Maintenance window appears showing the current ballot structure options for the selected contest.
4. Click **Instruction Text**.
   - The Instruction Text window appears (see Figure 11-8).

![Instruction Text Window](image)

5. In the Primary Language Text text box, type the primary language instruction text for the contest as you want it to appear on the ballot.
   - **Maximum characters allowed:** 500
6. In the Second Language Text text box, type the second language instruction text for the contest as you want it to appear on the ballot.
   - **Maximum characters allowed:** 500
7. Click **Instruction Text** in the Instruction Text window to save your changes to the database.
8. Click **Instruction Text** in the Instruction Text window to close it.

4. **Defining instruction text for a Ballot Text contest**

Custom text that will be included on the ballot for a contest can be defined for a Ballot Text contest type in the bottom of the Active Contests window.

✓ **To enter the custom text that will be associated with a contest on the ballot:**

1. Open the Active Contests window as described on page 96.
2. In the Active Contests column of the Active Contests window, click the Ballot Text contest for which you want to define custom text.
   - The text field for adding instruction text for the Ballot Text contest appears in the bottom of the Active Contests window containing the words “Custom Ballot Text” (see Figure 11-9).
Figure 11-9 Active Contests window with a Ballot Text contest type selected.

3 Click in the English Ballot Text field (see Figure 11-10).

Figure 11-10 The English Ballot Text field active for a Ballot Text contest.
4 Backspace over the words "Custom Ballot Text" and then type the instruction text for the contest (see Figure 11-11).

![Figure 11-11 Instruction text typed in the English Ballot Text field for a Ballot Text contest.](image)

5 Click . The first portion of the text you typed appears in the Active Contests list for the Ballot Text contest (see Figure 11-12).

![Figure 11-12 Text in the Active Contests list for a Ballot Text contest.](image)
6. If necessary, move the Ballot Text contest to the position above the contest it is associated with in the Active Contests list by clicking or (see Figure 11-13).

![Figure 11-13 Ballot Text contest moved to the position above the contest it is associated with.]

7. Click \[...\].

5. Defining headings for the Ballot Instructions contest

Custom heading text that will appear above the ballot instructions at the top of the ballots for the election can be defined for the Ballot Instructions contest type in the bottom of the Active Contests window when the Ballot Instructions contest type is selected.

NOTE: Text for the instructions for the top of the ballot are defined in the Jurisdiction tab of the Jurisdiction window (see Jurisdiction window – Jurisdiction tab on page 29).

When you define new text for the Ballot Instructions contest type, that text will replace the default Instruction Note text in:

- the Active Contests column of the Active Contests window and
- the Contests column of the Contests form of the Jurisdiction window.

To enter the heading text that will appear above the ballot instructions at the top of the ballots:
1. Open the Active Contests window as described on page 96.
2. In the Active Contests column of the Active Contests window, click the Ballot Instructions contest.

The text field for adding heading text for the Ballot Instructions contest appears in the bottom of the Active Contests window containing the words “Instruction Note:” (see Figure 11-14).
3 Click in the English Ballot Text field (see Figure 11-15).

Figure 11-15 The English Ballot Text field active for the Ballot Instructions contest.
4 Backspace over the words "Instruction Note" and then type the heading text for the ballot instructions (see Figure 11-16).

5 Click [Save].

The text you typed appears in the Active Contests list for the Ballot Instructions contest (see Figure 11-17) and in the list of contest names in the Contests form of the Jurisdiction window (see Figure 11-18).

---

**Figure 11-16** New text entered for the Ballot Instructions contest in the English Ballot Text field.

**Figure 11-17** Text in the Active Contests list for the Ballot Instructions contest.
SECTION B — Administrative Databases for General Elections

Chapter 11 Options for Active Contests

Figure 11-18 Ballot Instructions contest name changed in the Contests form of the Jurisdiction window.
Steps for: Adding parties for the Straight Party contest

The contest of **Straight Party** type must have definitions for the parties that will have straight party voting on the ballot.

To define the parties for the **Straight Party** contest in the **Active Contests** window:

1. Open the **Active Contests** window as described on page 96.
2. In the **Active Contests** list, click the **Straight Party** contest.
   - The parties already defined for the **Straight Party** contest appear in the bottom section of the **Active Contests** window.
3. Click **Add**.
   - A new **Party** field with a list button appears in the bottom section of the **Active Contests** window for selecting a party.
4. From the **Party** field list box, select the name of a party that will be added as a straight party choice on the ballot (see **Figure 11-19**).
5. To define the name of another party that will be added as a straight party choice on the ballot, repeat Steps 3 and 4.
6. Click **Add** to save your changes to the database.
   - The **Active Contests** window remains open.

**Figure 11-19** Active Contests window showing the new party defined in the **Party** fields.
Steps for: Deleting a party from Straight Party contest

You can delete a party that has been added to the Straight Party contest's choices in the Active Contests window.

To delete the name of a party from the Straight Party contest's list of parties defined for straight-party voting:
1. Open the Active Contests window as described on page 96.
2. Click the name of the Straight Party contest you want to work with.
   The parties defined for the Straight Party contest you selected appear in the bottom section of the Active Contests window (see Figure 11-2 on page 96).
3. Click the party you want to delete.
4. Click Delete.
   A message appears asking if you are sure you want to delete the selected text.
5. Click Yes in the message dialog box.
   The party you selected is now deleted from the contest in the database.

Verifying the Data in a Report

Review the data entered in the Active Contests window in the following reports:
- Active Contest List report
- Active Contest Option List report

Customizing the Data for an Election

When the General Election administrative database is copied to create a BOSS General Election database, refer to the eSlate Ballot Origination Software System Operations Manual to perform the following tasks.

In the Contests form of the Jurisdiction window:
- Delete all unnecessary contests.

In the Active Contests window:
- To Office type contests, add candidate names, party affiliation, incumbent status, dependencies, include in straight party, and delegates.
- To Proposition type contests, add the option text and the proposition text.
- Arrange the contests in the order you want them to appear on the ballot.
- Set column breaks and page breaks.
Overview

The Ballot Formats window is used to create the ballots and the MBBs for an election.

You will use the Ballot Formats command in the Election menu (see Figure 12-1) to open the Ballot Formats window.

When you create a ballot format for the database, BOSS will generate the ballot styles based on the information in the current BOSS Election database.

You will not need to write those formats to MBBs.

NOTE: Creating a new ballot format updates the Ballot Content Proof report and the Entire Ballot Slate report.

BOSS always creates one ballot format for writing MBBs to use with the eSlate Precinct Voting System (PVS) equipment. In addition, BOSS can create a ballot format for writing MBBs for eSlate paper ballots that will be printed and processed using the Ballot Now application. These two types of ballot formats are described in Table 12-1 on page 112.
Table 12-1 Ballot formats.

<table>
<thead>
<tr>
<th>Ballot Format</th>
<th>Purpose</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PVS (Precinct Voting System)</td>
<td>To write MBBS that will be:</td>
<td>BOSS always create the PVS ballot format.</td>
</tr>
<tr>
<td></td>
<td>• used with the eSlate Precinct Voting System equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• tallied with the Tally System application</td>
<td></td>
</tr>
<tr>
<td>eSlate paper ballot format</td>
<td>To write MBBS so that paper ballots can be:</td>
<td>Creating the paper ballot format is optional.</td>
</tr>
<tr>
<td></td>
<td>• printed and processed using the Ballot Now application</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• tallied with the Tally System application</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Both of these ballot formats can be created at the same time so that you can review the outcome in the Ballot Content Proof report and the Entire Ballot Slate report.

Because the ballot format for either PVS or paper ballots is created only once for an election, it is important that you keep several concepts in mind when you are ready to create the ballot format.

Before you create ballot formats, you should:

- Be finished defining or modifying the election definitions in the current database.
- Have decided if your election will need BOSS to generate paper ballots and, if so, what size paper they would be printed to.
- Be ready to type a description of the ballot format you are creating.

After the ballot styles have been written to the ballot format you will:

- Review the Ballot Content Proof report and the Entire Ballot Slate report.
- If modifications need to be made to the administrative database, you will need to copy the database to a new name (see Creating a new database file on page 14 and copy from the administrative database, not the Default database), open the copy, and then make the modifications in the copy.
Ballot Format window

✓ To open the Ballot Formats window:
1 From the Election menu, select Ballot Formats.

The Ballot Formats window appears (see Figure 12-2).

The Ballot Formats window shown in Figure 12-2 shows no ballot formats have been created from the current Election database.

The Ballot Formats window in Figure 12-7 on page 117 shows that only the PVS ballot format has been created for writing MBBs to use with the eSlate Precinct Voting System (PVS) equipment.

The Ballot Formats window in Figure 12-8 on page 118 shows that both the PVS ballot format and the paper ballot format have been created for writing MBBs to use for:
- the eSlate Precinct Voting System (PVS) equipment and
- eSlate paper ballots.
The **Ballot Formats** window has the display text heading described in **Table 12-2**.

**Table 12-2 Ballot Formats window – Heading text.**

| election title | Displays the name of the Jurisdiction as it was defined in the Ballot Title in English field of the Jurisdiction form in the Jurisdiction window and the election name as it was defined in the Election Title - Primary field of the Election Definition window. |

The **Ballot Formats** window has the display text columns described in **Table 12-3**.

**Table 12-3 Ballot Formats window – Columns.**

| ID | After a ballot format is generated, displays the ballot format ID assigned by BOSS. |
| Description | After a ballot format is generated, displays the description of the ballot format.  
- For the ballot format that is generated to write MBBs for use with eSlate Precinct Voting System equipment, BOSS automatically inserts the words "Precinct Voting System" in the Description field, as well as a colon ":" and the description defined in the Create New Ballot Format window.  
- For the ballot format that is generated to write MBBs for paper ballots (a paper ballot format is selected in the Create New Ballot Format window), the Description field contains the description defined in the Create New Ballot Format window. |
| Template | After a ballot format is generated, displays the name of the template used to create the ballot format. Templates include:  
- PVS — Ballot format created for the eSlate Precinct Voting System voting units.  
- Standard 2 Column — Paper ballot format for 2 columns on 8.5x11 inch paper.  
- Legal 2 Column — Paper ballot format for 2 columns on 8.5x14 inch paper.  
- Large 4 Column — Paper ballot format for 4 columns on 11x17 inch paper.  
- Standard 3 Column — Paper ballot format for 3 columns on 8.5x11 inch paper.  
- Legal 3 Column — Paper ballot format for 3 columns on 8.5x14 inch paper. |
| Create Date | After a ballot format is generated, displays the date the ballot format was created. |
| Create User | After a ballot format is generated, displays the User ID of the user who created the ballot format. |

The **Ballot Formats** window has the buttons listed in **Table 12-4**.

**Table 12-4 Ballot Formats window – Buttons.**

| Create New Format | Click this button to open the Create New Ballot Format window for creating a new ballot format. |
| Write to Ballot Medium | After you have selected a Ballot Format ID from the list, click this button to open the Write to Ballot Medium window for writing a ballot format to an MBB. |
| Close | Click this button to close the current window. |
Creating Ballot Formats

When you have finished defining or modifying the election definitions in the current database, you will need to create the ballot format(s) with all the ballot styles needed for running the election with the PVS on eSlate voting units and/or with Ballot Now paper ballots, then

Steps for Creating a ballot format

✓ To create a new ballot format:
1 Open the Ballot Formats window as described on page 113.
2 Click. The Create New Ballot Format window appears (see Figure 12-3).
3 Verify that the correct Jurisdiction name is displayed at the top of the Create New Ballot Format window.

NOTE: If the Jurisdiction name displayed is not the one you want to use to create a ballot format:
• Click and open the correct database before continuing with ballot format creation as described in Opening an Election Database on page 16.
4 In the Description field, type an explanation of what this ballot format represents.
   NOTE: You do not need to enter today's date, because BOSS will automatically assign today's date as the creation date of the new ballot format.
5 You can create just a PVS version of the ballot format or both a PVS version of the ballot format and a paper ballot version:
   a. If you do not want to create a paper ballot format, leave the Generate Paper Ballot check box unchecked.
   b. If you want to create both a PVS version of the ballot format and a paper ballot version, click in the Generate Paper Ballot check box to place a check mark in it (see Figure 12-4).
   c. From the Select Paper Template list box, select the size of paper you want to use to print the paper ballots. The choices are shown in Figure 12-5.
   d. Record the paper size you selected so that you will know what size paper to load in the printer you will use to print the ballots with the Ballot Now application.

6 Click [Generate].
   • The Generate Ballot progress window appears (see Figure 12-6).
   • If you selected to generate paper ballots, the generation process occurs twice. That is, the Generate Ballot window appears for the PVS ballots, and appears again if you selected to generate the paper ballots.

   NOTE: If your election contains Spanish language text in addition to English text, but not all Spanish text strings have been defined when you click [Generate] in the Create New Ballot Format window, the Ballot Origination Software System window appears showing which Spanish text strings are not defined (see Notes about missing Spanish text strings on page 119).
7 After the ballot format has been generated:
- The Create New Ballot Format window closes.
- The new ballot formats appear in the Ballot Formats window (see Figure 12-7 and Figure 12-8 on page 118).

NOTE: If you generated paper ballots, the Ballot Now polling place is automatically added to the list of polling places in the Polling Places form of the Jurisdiction window and to the Precincts for Polling Places window.

8 Review the ballot formats (see Reviewing Ballot Formats on page 120).

List of ballot formats in the Ballot Formats window

Figure 12-7 shows the Ballot Formats window after one ballot format was created for the eSlate Precinct Voting System. Notice that the button has remained enabled because no paper ballot format was defined in the Create New Ballot Format window when was clicked to generate the ballot format. The information in the columns of the Ballot Formats window is described in Table 12-3 on page 114.
Figure 12-8 shows the Ballot Formats window after two ballot formats were created: one for the Precinct Voting System and one for paper ballots (defined in the Create New Ballot Format window). Notice that the button is disabled because a paper ballot format was defined in the Create New Ballot Format window when was clicked to generate the ballot format. The information in the columns of the Ballot Formats window is described in Table 12-3 on page 114.

![Ballot Formats window showing ballot formats created for the Precinct Voting System and for paper ballots.](image)
Notes about missing Spanish text strings

If your election contains Spanish language text in addition to English text, but not all Spanish text strings have been defined when you click [ ] in the Create New Ballot Format window, the Ballot Origination Software System window appears showing which Spanish text strings are not defined (see Figure 12-9).

![Figure 12-9 Ballot Origination Software System window.](image)

When the Ballot Origination Software System window appears you can go ahead and generate the ballot without the missing Spanish text strings or halt ballot generation and go to the appropriate BOSS windows and define the Spanish text strings.

**NOTE:** If you did not intend to define Spanish language text strings for the database, go to the Rules form in the Jurisdiction window and uncheck the Include Second Language Text check box (see Jurisdiction window – Rules tab on page 83).

✔ To generate the ballot without the missing Spanish text strings:
   1. Click [ ] in the Ballot Origination Software System window.
      The ballot will be generated.

✔ If you want to halt ballot generation and go to the appropriate BOSS windows so you can define the Spanish language text strings:
   1. Make a list of the text strings that have not been defined in Spanish.
   2. Click [ ] in the Ballot Origination Software System window.
   3. Go to the appropriate BOSS windows and define the missing Spanish text strings (see Table 12-5 on page 120 for a list of the BOSS windows for defining Spanish language text strings).
   4. When all the missing Spanish text strings have been defined, return to the Create New Ballot Format window to generate the ballot (see Creating a ballot format on page 115).
Table 12-5 BOSS windows for defining Spanish language text strings.

<table>
<thead>
<tr>
<th>Ballot Title</th>
<th>Jurisdiction tab in the Jurisdiction window.</th>
<th>See Jurisdiction window – Jurisdiction tab on page 29.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballot Instructions</td>
<td>Contests tab in the Jurisdiction window.</td>
<td>See Jurisdiction window – Contests tab on page 61.</td>
</tr>
<tr>
<td>Contests</td>
<td>Contests tab in the Jurisdiction window.</td>
<td>See Defining instruction text for a contest on page 102.</td>
</tr>
<tr>
<td>Contest Instructions</td>
<td>Active Contests window.</td>
<td>See Jurisdiction window – Precincts tab on page 35.</td>
</tr>
<tr>
<td>Election</td>
<td>Election Definition window.</td>
<td>See Creating the name and date for a new Election on page 21.</td>
</tr>
<tr>
<td>Party</td>
<td>Party Maintenance window.</td>
<td>See Adding political party definitions on page 24.</td>
</tr>
<tr>
<td>Precinct</td>
<td>Precincts tab in the Jurisdiction window.</td>
<td>See Jurisdiction window – Precincts tab on page 35.</td>
</tr>
<tr>
<td>Proposition Text</td>
<td>Active Contests window.</td>
<td>See the eSlate™ Ballot Origination Software System™ Operations Manual, Adding wording for a Proposition contest’s choices.</td>
</tr>
</tbody>
</table>

Reviewing Ballot Formats

Review the following reports to verify the correctness of the ballot styles:
- **Ballot Content Proof** report to review the ballot styles in the new ballot format
- **Entire Ballot Slate** report to review the text for the ballot slate.

Customizing the Data for an Election

When the General Election administrative database is copied to create a BOSS General Election database, refer to the eSlate™ Ballot Origination Software System™ Operations Manual to perform the following tasks.

In the **Ballot Formats** window:
- Generate the required ballot formats.

In the **Write Ballot Media - MBB** window, select the mode for writing MBBs:
- **Test** — a test version of the MBB for testing the ballot styles in that ballot format, or
- **Election** — an election-ready version of the MBB

For either the above modes, create the appropriate types of MBB cards:
- **Ballots** — for the PVS eSlate 3000 voting units and Ballot Now paper ballots, or
- **DAU** — for the PVS DAU 5000 voting units

SECTION B — Administrative Databases for General Elections
Chapter 12 Generating Ballot Formats
SECTION C

Administrative Databases for Primary Elections

SECTION C contains the following Chapters:

- Chapter 13 Defining the Jurisdiction, page 123
- Chapter 14 Defining Precincts, page 129
- Chapter 15 Defining Ballot Rotation, page 139
- Chapter 16 Defining Contest Names, page 147
- Chapter 17 Defining Polling Places, page 159
- Chapter 18 Defining Rules, page 167
- Chapter 19 Assigning Precincts to Polling Places, page 171
- Chapter 20 Options for Active Contests, page 177
- Chapter 21 Generating Ballot Formats, page 187
The Primary Election administrative database serves as a basis for creating a BOSS Primary Election database.

An overview of the recommended order for performing the procedures to create a Primary Election in BOSS from the Primary Election administrative database is given below.

Detailed information is provided in the eSlate™ Ballot Origination Software System™ Operations Manual 6000-019.

1. Create an Election database by copying the Primary Election administrative database.
2. Open the Election database.
3. Define the Election’s Type, Date, and Title.
4. Make necessary modifications to the jurisdiction information:
   a. Jurisdiction name
   b. Precincts
   c. Type of ballot rotation
   d. Contest names in English and the second language, and which precincts will use them
   e. Polling places
   f. Rules
5. Make the necessary modifications to the precincts assigned to polling places.
6. Define candidates, delegates, and voting options for contests, and set column and page breaks.
7. Proofread the available ballot reports.
8. Generate ballot formats (choose a paper ballot format if you need them for Ballot Now).
9. Record the audio strings for the DAU eSlate.
10. Create TEST MBBS.
11. Lock the BOSS Election database for tallying TEST MBBS in Tally.
12. Verify that the TEST MBBS contain the required information.
13. If the test procedures indicate that changes need to be made to the BOSS database, copy the BOSS database and make the necessary modifications to it.
15. Record the additional audio strings for the DAU eSlate.
16. Create ELECTION MBBS.
17. Lock the BOSS Election database for Tally.
18. Copy the BOSS Election database to CD-R.

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Chapter 13

Defining the Jurisdiction

Overview

The title and general ballot instructions for the top of the ballot are defined in the Jurisdiction form of the Jurisdiction window. The title usually includes the name of the Jurisdiction. These definitions appear at the top of the ballot when it is displayed on the eSlate voting units in the eSlate Precinct Voting System and on the top of paper ballots printed with the Ballot Now application.

NOTE: The title may need to be changed when the Primary Election administrative database is copied to create a BOSS Primary Election database to reflect the name of the election.

In addition, you must define the state in which the election occurs. This state definition enables state-specific functionality in BOSS.

Jurisdiction window – Jurisdiction tab

The Jurisdiction form in the Jurisdiction window has fields for defining:

- the title for the top of the ballot,
- the state the jurisdiction is in, and
- general instruction text for the top of the ballot.

To display the Jurisdiction form in the Jurisdiction window:

1. From the Election menu, select Jurisdiction (Figure 13-1).

   The Jurisdiction window appears with the Jurisdiction form displayed (see Figure 13-2 on page 124).
The **Jurisdiction** form in the **Jurisdiction** window has the fields described in **Table 13-1**.

**Table 13-1  Jurisdiction window – Jurisdiction form fields**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ballot Title in English</strong></td>
<td>This field defines the ballot title as it will appear on the ballot in English.</td>
</tr>
<tr>
<td><strong>Ballot Title in Spanish</strong></td>
<td>This field defines the ballot title as it will appear on the ballot in Spanish.</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>This field defines the two-character abbreviation for the state the jurisdiction is in.</td>
</tr>
</tbody>
</table>

**NOTE:** Text definitions saved in any of the **Ballot Instructions** fields, described below, automatically adds one contest with the name **Instruction Notes** to the list of contest names in the **Contests** form of the **Jurisdiction** window and to the list of contest names in the **Active Contests** window, where it is a **Ballot Instructions** contest type.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PVS Ballot Instructions in English</strong></td>
<td>This field defines general instructions that will appear at the top of the English language ballot on eSlate voting units.</td>
</tr>
<tr>
<td><strong>PVS Ballot Instructions in Spanish</strong></td>
<td>This field defines general instructions that will appear at the top of the Spanish language ballot on eSlate voting units.</td>
</tr>
<tr>
<td><strong>Ballot Now Ballot Instructions in English</strong></td>
<td>This field defines general instructions that will appear in the English language at the top of printed ballots created with the Ballot Now application.</td>
</tr>
<tr>
<td><strong>Ballot Now Ballot Instructions in Spanish</strong></td>
<td>This field defines general instructions that will appear in the Spanish language at the top of printed ballots created with the Ballot Now application.</td>
</tr>
</tbody>
</table>
The **Jurisdiction** window has the buttons described in **Table 13-2**

**Table 13-2** Jurisdiction window -- Jurisdiction form buttons.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Ballot Instructions</td>
<td>Click this button to erase the instructions in these fields:</td>
</tr>
<tr>
<td></td>
<td>- PVS Ballot Instructions in English</td>
</tr>
<tr>
<td></td>
<td>- PVS Ballot Instructions in Spanish</td>
</tr>
<tr>
<td></td>
<td>- Ballot Now Ballot Instructions in English</td>
</tr>
<tr>
<td></td>
<td>- Ballot Now Ballot Instructions in English</td>
</tr>
<tr>
<td>Save</td>
<td>Click this button to save your changes to the database.</td>
</tr>
<tr>
<td>Close</td>
<td>Click this button to close the current window.</td>
</tr>
</tbody>
</table>
Steps for: Defining ballot title and ballot instructions

You will use the Jurisdiction tab in the Jurisdiction window to create or modify the following definitions that will appear on the top of the ballot:

- Ballot Title
- State name abbreviation
- Ballot Instructions

**NOTE:** These definitions populate the Audio window so that the text can be recorded for the DAU 5000 voting unit.

Definition of text in any or all of the Ballot Instructions fields adds one Ballot Instructions contest type to the Active Contests window, where you can define heading text for the instructions that will appear in the heading of the ballot (see Defining headings for the Ballot Instructions contest on page 183).

1. To define the information that will appear on the top of the ballot:
   1. From the Election menu, select Jurisdiction.
   2. Click the Jurisdiction tab in the Jurisdiction window.

   The Jurisdiction form appears (see Figure 13-3).

![Figure 13-3 Definitions in the Jurisdiction form of the Jurisdiction window](image-url)

SECTION C — Administrative Databases for Primary Elections  Defining ballot title and ballot instructions

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3 In the **Ballot Title in English** field, type the English language name of the jurisdiction that will be printed on the ballot.  
**Maximum characters allowed:** 50  
4 In the **Ballot Title in Spanish** field, type the Spanish language name of the jurisdiction that will be printed on the ballot.  
**Maximum characters allowed:** 50  
5 In the **State** field list box, select the two-character abbreviation for the state that will be printed on the ballot.  
**NOTE:** The two-character abbreviation for the state is required to satisfy individual state's requirements.  
6 In the **PVS Ballot Instructions in English** field, type the instructions that will appear at the top of the English language ballot on eSlate voting units.  
**Maximum characters allowed:** 2000  
7 In the **PVS Ballot Instructions in Spanish** field, type the instructions that will appear at the top of the Spanish language ballot on eSlate voting units.  
**Maximum characters allowed:** 2000  
8 In the **PVS Ballot Instructions in English** field, type the instructions that will appear in the English language at the top of printed ballots created with the Ballot Now application.  
**Maximum characters allowed:** 2000  
9 In the **PVS Ballot Instructions in Spanish** field, type the instructions that will appear in the Spanish language at the top of printed ballots created with the Ballot Now application.  
**Maximum characters allowed:** 2000  
10 Click **[Save]** to save your changes.  
• If you defined text in any of the **Ballot Instructions** fields, one contest with the name **Instruction Notes** is automatically added to the list of contest names in the **Contests** form of the **Jurisdiction** window and to the list of contest names in the **Active Contests** window, where it is a **Ballot Instructions** contest type.  
• The **Jurisdiction** window stays open.  
11 Click a different tab in the **Jurisdiction** window, or click **[Close]** to close the window.

**Verifying the Data in a Report**

When the steps in Chapters 13 through 21 have been completed, you can review the data entered in the **Jurisdiction** form of the **Jurisdiction** window in the following reports:

- **Ballot Content Proof** report  
- **Entire Ballot Slate** report

**Customizing the Data for an Election**

When the Primary Election administrative database is copied to create a BOSS Primary Election database, refer to the **eSlate Ballot Origination Software System Operations Manual** to perform the following tasks.

In the **Jurisdiction** form in the **Jurisdiction** window:  
- Define the title for the ballot.
Customizing the Data for an Election

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Chapter 14

Defining Precincts

Overview

You must define all the possible precinct names in the jurisdiction, as well as the number of registered voters in each, in the Precincts form of the Jurisdiction window. Precinct names can be defined in both English and Spanish.

NOTE: The number of characters allowed in the Precinct Name is 15 (the Split Name field is not applicable to Primary Election administrative databases).

The precinct names will appear at the top of the ballots for their respective precinct. These names also populate the Audit window so that the text can be recorded for the DAU 5000 voting unit.

NOTE: The Administrator can import precinct definitions to populate the Precincts form in the Jurisdiction window (see Importing Precincts on page 136).

DETAILED instructions for defining precincts are contained in the eSlate™ Ballot Origination Software System™ Operations Manual.

Jurisdiction window – Precincts tab

The Precincts form in the Jurisdiction window has fields for defining:

- names of precincts that will be included in the election,
- names of split precincts (not applicable to Primary Election administrative databases), and
- the number of voters in each precinct (number of voters in each split precinct is not applicable to Primary Election administrative databases).

✓ To display the Precincts form in the Jurisdiction window:
   1. From the Election menu, select Jurisdiction (see Figure 14-1).
   2. The Jurisdiction window appears with the Jurisdiction form displayed.

Figure 14-1 Election menu.
2 Click the **Precincts** tab in the **Jurisdiction** window. The **Precincts** form appears (see **Figure 14-2**).
The Precincts form in the Jurisdiction window has five columns for data entry (see Table 14-1).

<table>
<thead>
<tr>
<th>Table 14-1 Jurisdiction window – Precinct form columns.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Precinct Name</td>
</tr>
<tr>
<td>English Split Name</td>
</tr>
<tr>
<td>Spanish Precinct Name</td>
</tr>
<tr>
<td>Spanish Split Name</td>
</tr>
<tr>
<td>Number of Voters</td>
</tr>
</tbody>
</table>

The Precincts form in the Jurisdiction window has the displayed text shown in Table 14-2.

<table>
<thead>
<tr>
<th>Table 14-2 Jurisdiction window – Precinct form displayed text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Precincts: Here you will see the total number of precincts that have been defined in the database you are working with.</td>
</tr>
</tbody>
</table>

The Precincts form in the Jurisdiction window has the buttons shown in Table 14-3.

<table>
<thead>
<tr>
<th>Table 14-3 Jurisdiction window – Precinct form buttons.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
</tr>
<tr>
<td>Delete</td>
</tr>
<tr>
<td>Split</td>
</tr>
<tr>
<td>Consolidate</td>
</tr>
<tr>
<td>Move Up</td>
</tr>
<tr>
<td>Move Down</td>
</tr>
<tr>
<td>Save</td>
</tr>
<tr>
<td>Close</td>
</tr>
</tbody>
</table>
Steps for: Adding a new precinct

You can add the following precinct definitions to the BOSS database in the Precincts form in the Jurisdiction window:
- names of precincts that will be included in the election
- names of split precincts are not applicable to Primary Election administrative databases
- number of voters in each precinct

The definitions for precincts can contain:
- letters of the alphabet,
- numbers,
- spaces,
- hyphens

Do not use any other characters in these definitions, such as ",", ",", !, and so forth.

To add a precinct to the database:
1. From the Election menu, select Jurisdiction.
2. Click the Precincts tab.
3. Click [Add].

The cursor appears at the bottom of the list in the Precinct Name column of the Precincts form in the Jurisdiction window (see Figure 14-3).

![Figure 14-3 Precincts form showing a blank English Precinct Name field ready for typing a precinct name.](image)
4 In the English Precinct Name field, type the English name of the new precinct.  
Maximum characters allowed: 15 if no Split Name is defined.  
- You do not need to enter the word “Precinct” in the English Precinct Name field.

5 Press the Tab key twice to move the cursor to the Spanish Precinct Name field.

6 In the Spanish Precinct Name field, type the Spanish name of the new precinct.  
Maximum characters allowed: 15 if no Split Name is defined.  
- You do not need to enter the word “Precinct” in the Spanish Precinct Name field.

7 Press the Tab key twice to move the cursor to the Number of Voters field.

8 In the Number of Voters field, type the number of voters in the precinct (see Figure 14-4).

9 Press the Enter key to add another precinct row.

10 Click  to save your changes.

The Precincts form of the Jurisdiction window stays open.
**Steps for: Rearranging precinct definitions**

- If you want to move the newly added precinct to a different position in the list:
  1. Select the precinct (see Figure 14-5).
  2. Click **Move Up** to move the precinct up in the list,
     — OR —
  3. click **Move Down** to move the precinct down in the list.

*Figure 14-5 Precincts* form showing a precinct selected for a move.
Steps for: Deleting an existing precinct

You can delete a precinct definition from the BOSS database in the Precincts form in the Jurisdiction window.

To delete a precinct from the database:
1. From the Election menu, select Jurisdiction.
2. Click the Precincts tab.
3. Scroll through the list of Precinct Names to locate the precinct you want to delete.
4. Click the precinct you want to delete so that the precinct is highlighted.
5. Click Delete.

The Precinct Dependencies window appears (see Figure 14-6).

6. In the Precinct Dependencies window, review the contests and polling places that were associated with the precinct:
   - If you are sure you want to delete the selected precinct definition, click [Continue] in the Precinct Dependencies window.
     The precinct definition will be removed from the database and the Precincts form in the Jurisdiction window will remain displayed.
     — OR —
   - If you decide not to delete the selected precinct definition, click [Cancel] in the Precinct Dependencies window to return to the Precincts form in the Jurisdiction window without removing the precinct definition from the database.

7. Click [Save] in the Precincts form of the Jurisdiction window to save your changes.
   The Precincts form of the Jurisdiction window stays open.
Importing Precincts

You will use the Import Precincts command in the Administration menu to import precinct definitions (names and number of registered voters) into the current database from a tab-delimited ASCII text file that was created from another database, such as a voter registration database. (See Figure 14-7).

The imported precinct definitions will be added to the list of precincts in the Precincts form of the Jurisdiction window and the Precincts for Polling Places window.

This task automatically generates sequentially a unique precinct ID for each precinct. The application will check for duplicates by precinct name. If there are duplicates, it will update only the registered voters information.

A message will be displayed to indicate import success or failure. The information will only be saved if the whole import procedure is successful.

Contents of a Precinct List import file

An example of the contents in a Precinct List import file is shown in Figure 14-8.

A Precinct List import file must have the following format:

- each record has three tab-delimited fields
- the fields appear in the order given in Table 14-4
- the field definitions contain the data described in
  Table 14-4
- the file is an ASCII file with a .txt filename extension

Table 14-4 Field definitions for Precinct List import files.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Data in Field</th>
<th>Description of Data in Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Precinct Name</td>
<td>16 characters enclosed in quotation marks. Example: &quot;Valley&quot;</td>
<td>The name of a precinct.</td>
</tr>
<tr>
<td>2</td>
<td>Split Name</td>
<td>7 characters enclosed in quotation marks, or null enclosed in quotation marks. Example: &quot;A&quot; Example: &quot; &quot;</td>
<td>Not applicable to Primary Election administrative databases.</td>
</tr>
<tr>
<td>3</td>
<td># Voters</td>
<td>6 numeric characters, or blank. Example: 1089</td>
<td>The number of voters in the precinct.</td>
</tr>
</tbody>
</table>
Steps for: Importing precinct data

This task adds precinct definitions to the current Election database to populate the Precincts form of the Jurisdiction window with precinct, number of registered voters in the precincts, and automatically generates sequential, unique precinct IDs for the precincts.

To import tab-delimited data for precinct definitions into the current database:

1. From the Administration menu, select Import Precincts.
   The Import Precincts window appears (see Figure 14-9).

2. Navigate to the location of the precincts import file. This file will have a .txt filename extension in its filename.

3. Select Tab separated file(.txt) in the Files of type field of the Select Import File window to display available .txt files.

4. Click the .txt filename you want to import so that it appears in the File name: field of the Import Precincts window (see Figure 14-9).

5. Click [Import] in the Import Precincts window.
   The information dialog box shown in Figure 14-10 appears.

6. Click [Close] to close the message dialog box and continue with the import of precinct definitions.
   - The precincts list will be imported into the current database.

7. As soon as the precincts list has finished importing, the information dialog box shown in Figure 14-11 appears.

8. Click [Close] to close the message dialog box.

NOTE: If an error message appears, follow the instructions in the eSlate™ Ballot Origination Software System™ Operations Manual.
Verifying the Data in a Report

Review the data entered in the Precincts form of the Jurisdiction window in the following report:
- Precinct List report

Customizing the Data for an Election

When the Primary Election administrative database is copied to create a BOSS Primary Election database, refer to the eSlate™ Ballot Origination Software System™ Operations Manual to perform the following tasks.
In the Precincts form of the Jurisdiction window:
- Delete all unnecessary precincts.
Chapter 15

Defining Ballot Rotation

Overview

Some states require that the order of choices for a contest be rotated from ballot to ballot to ensure fair advantage for each candidate.

Definition: One (a single) iteration of rotation is where candidates in all races identified for rotation move one position, that is, the candidate in the first position moves to the bottom of the list and all other candidates move up one position within a race.

- If your state does not require rotation, you will set the No Rotation option in the Rotation form of the Jurisdiction window (see Disabling rotation of choices on ballots on page 142).
- If your state does require rotation, you will set the type of rotation in the Rotation form of the Jurisdiction window, AND select the Enable Rotation check box for that contest in the Active Contest Maintenance window for the contest (see Changing the definition of the ballot structure for the Office contest on page 181).

- To set equal-time rotation, see Enabling equal-time rotation (ETR) on page 143.
- To set rotation on a precinct-by-precinct basis, see Enabling rotation by precinct on page 144.

Jurisdiction window – Rotation tab

The Rotation form in the Jurisdiction window has options for:

- No Rotation
- Equal Time Rotation (ETR)
- Rotation by Precinct (including levels for the number of rotation iterations)

✓ To display the Rotation form in the Jurisdiction window so you can select how the order of choices in contests will appear on the ballots:
  1. From the Election menu, select Jurisdiction (see Figure 15-1).
  2. The Jurisdiction window appears with the Jurisdiction form displayed.

Figure 15-1 Election menu.
2 Click the Rotation tab in the Jurisdiction window. The Rotation form appears (see Figure 15-2).

The Rotation form in the Jurisdiction window has the options listed in Table 15-1.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No Rotation</strong></td>
<td>Select this option if there will be no ballot rotation for any contest in</td>
</tr>
<tr>
<td></td>
<td>the election.</td>
</tr>
<tr>
<td><strong>Equal Time Rotation (ETR)</strong></td>
<td>Select this option to present each choice in a contest in the first</td>
</tr>
<tr>
<td></td>
<td>position, as nearly as possible, an equal number of times on the ballots</td>
</tr>
<tr>
<td></td>
<td>when compared to the other choices' appearances in the first position for</td>
</tr>
<tr>
<td></td>
<td>the contest. NOTE: The choices will only rotate if the contest has been</td>
</tr>
<tr>
<td></td>
<td>marked for rotation in the Enable Rotation check box of either the Active</td>
</tr>
<tr>
<td></td>
<td>Contest Maintenance window or the Activate Contest window.</td>
</tr>
<tr>
<td><strong>Rotation by Precinct</strong></td>
<td>Select this option to rotate the order of choices so they are in a fixed</td>
</tr>
<tr>
<td></td>
<td>position in each precinct. This option allows you to:</td>
</tr>
<tr>
<td></td>
<td>◆ Set a value for how many iterations of rotation will appear in a given</td>
</tr>
<tr>
<td></td>
<td>precinct.</td>
</tr>
<tr>
<td></td>
<td>◆ Assign the same iteration of rotation to multiple precincts in order to</td>
</tr>
<tr>
<td></td>
<td>cluster them for demographic leveling among precincts.</td>
</tr>
</tbody>
</table>
The Rotation form in the Jurisdiction window has the data entry fields listed in Table 15-2.

**Table 15-2 Jurisdiction window – Rotation form data entry fields.**

<table>
<thead>
<tr>
<th>Rotation Index</th>
<th>Defines the value for how many iterations will appear in a given precinct. Examples of Rotation Index values and their results are:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>◆ 1 — Equivalent to no rotation and gives the candidates in the prime or “first order” of rotation. The choices for the contests will appear in the order defined in the Active Contests window.</td>
</tr>
<tr>
<td></td>
<td>◆ 2 — The ballot will be presented with one iteration of rotation. This is the “second order” of rotation where all candidates have undergone one iteration of rotation.</td>
</tr>
<tr>
<td></td>
<td>◆ The presentation will show Choice 1 moved to the bottom of the list of choices, Choice 2 moved to the top of the list of choices, and the remaining choices below Choice 2 in the order they were defined in the Active Contests window.</td>
</tr>
<tr>
<td></td>
<td>◆ 3 — There will be two iterations of rotation:</td>
</tr>
<tr>
<td></td>
<td>◆ The presentation will show Choice 1 moved to next to the bottom of the list of choices, Choice 2 moved to the bottom of the list of choices, Choice 3 moved to the top of the list, and the remaining choices below Choice 3 in the order they were defined in the Active Contests window.</td>
</tr>
<tr>
<td></td>
<td>NOTE: if there are only two choices in a race, the candidate order will be the same as the first order - as in 1, above.</td>
</tr>
</tbody>
</table>

The Rotation form in the Jurisdiction window has the display text shown in Table 15-3.

**Table 15-3 Jurisdiction window – Rotation form displayed text.**

| Precincts | The Precincts column displays the precincts in the order they were defined for the database in the Precincts form of the Jurisdiction window (see Jurisdiction window – Precincts tab on page 129). |

The Precincts form in the Jurisdiction window has the buttons shown in Table 15-4.

**Table 15-4 Jurisdiction window – Rotation form buttons.**

<table>
<thead>
<tr>
<th>Auto Sequence Rotation Index</th>
<th>When the Rotation by Precinct option is selected, click this button to populate the Rotation Index fields with sequential values beginning with the number 1.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NOTE: This button is only enabled when the Rotation by Precinct option is selected.</td>
</tr>
<tr>
<td></td>
<td>Examples of the automatic assignment of Rotation Index values are given below.</td>
</tr>
<tr>
<td></td>
<td>◆ 1 — Assigned to the first precinct in the list.</td>
</tr>
<tr>
<td></td>
<td>◆ 2 — Assigned to the second precinct in the list.</td>
</tr>
<tr>
<td></td>
<td>◆ 3 — Assigned to the third precinct in the list.</td>
</tr>
<tr>
<td></td>
<td>◆ 4 — Assigned to the fourth precinct in the list.</td>
</tr>
<tr>
<td></td>
<td>◆ 5 — Assigned to the fifth precinct in the list.</td>
</tr>
<tr>
<td></td>
<td>◆ 23 — Assigned to the 23rd precinct in the list.</td>
</tr>
<tr>
<td></td>
<td>◆ n — Assigned to the last precinct in the list, where n represents the total number of precincts defined for the database.</td>
</tr>
<tr>
<td></td>
<td>NOTE: This button is only enabled when the Rotation by Precinct option is selected.</td>
</tr>
</tbody>
</table>
Steps for: Disabling rotation of choices on ballots

If your state does not require the order of the choices for a contest to be rotated on the ballots, you will set the No Rotation (the default) option in the Rotation form of the Jurisdiction window.

1. To disable rotation of contest choices on the ballots:
   1. Open the Rotation form of the Jurisdiction window as described on page 139.
   2. Select the No Rotation option (see Figure 15-3).

3. Click the No Rotation button.
4. If the Rotation Option Changed dialog box appears, click Yes in the dialog box to close it.
Steps for: Enabling equal-time rotation (ETR)

Equal Time Rotation (ETR) applies the principle of candidate rotation in its purest sense. ETR will rotate candidates for every instance that a ballot style is assigned to a voter, so that each candidate appears in the first position an equal number of times when compared to other candidates in the race, as nearly as statistically possible.

If your state permits ETR, you will perform two tasks:
- Set the Equal Time Rotation (ETR) option in the Rotation form of the Jurisdiction window.
- For each contest that will rotate, place a check mark in the Enable Rotation check box in the Active Contest Maintenance window for the contest (see Changing the definition of the ballot structure for the Office contest on page 181).

NOTE: To set rotation by precinct (see the steps on page 144).

1. Enabling equal-time rotation of contest choices on the ballots:
   1. Open the Rotation form of the Jurisdiction window as described on page 139.
   2. Select the Equal Time Rotation option (see Figure 15-4).

   ![Figure 15-4 Equal Time Rotation option selected in the Rotation form of the Jurisdiction window.](image)

   3. Click [ ].
   4. If the Rotation Option Changed dialog box appears, click [ ] in the dialog box to close it.
   5. Go to Defining rotation structure for contests that will have choices rotate on the ballots below.

2. Defining rotation structure for contest that will have choices rotate on the ballots:
   1. Use the Active Contest Maintenance window or the Activate Contest window to place a check mark in the Enable Rotation check box for each contest that need the choices to rotate on the ballots.
Steps for: Enabling rotation by precinct

If your state requires the type of rotation that rotates the order of choices based on precincts, you will perform three tasks:

- Set the Rotation by Precinct option in the Rotation form of the Jurisdiction window.
- Set the Rotation Index (the number of rotated ballot presentations) for each precinct in the Rotation form of the Jurisdiction window.
- For each contest that will rotate, place a check mark in the Enable Rotation check box in the Active Contest Maintenance window for the contest (see Changing the definition of the ballot structure for the Office contest on page 181).

The Rotation by Precinct option also allows you to assign the same number of rotation iterations to multiple precincts so that the order of candidates is identical for those precincts. This allows you to create clusters of precincts to demographically level the number of times a candidate is found in the first position.

1. Enabling rotation of contest choices on the ballots on a precinct-by-precinct basis:
   1. Open the Rotation form of the Jurisdiction window as described on page 139.
   2. Select the Rotation by Precinct option (see Figure 15-5).
      - The Rotation Index fields appear enabled.
      - The [Add Rotation Index] and [Reduce Rotation Index] buttons appear enabled.

   Figure 15-5 Rotation by Precinct option selected in the Rotation form of the Jurisdiction window.

   3. Go to Setting the Rotation Index for each precinct: on page 145.
2. Setting the Rotation Index for each precinct:
   1. To set the Rotation Index for each precinct, you use one of the following methods:
      • Type the Rotation Index value for each precinct (see Figure 15-6), or
      • Click to populate the Rotation Index fields with sequential values beginning with the number 1 and ending with the number that is equal to the total number of precincts defined for the database (see Figure 15-7 on page 146).
   2. Click.
   3. Go to Defining rotation structure for contests that will have choices rotate on the ballots on page 146.

![Figure 15-6 Rotation Index values defined manually in the Rotation form of the Jurisdiction window.](image)
3. Defining rotation structure for contests that will have choices rotate on the ballots:
   1. Use the Active Contest Maintenance window or the Activate Contest window to place a check mark in the Enable Rotation check box for each contest that need the choices to rotate on the ballots.

Customizing the Data for an Election

When the Primary Election administrative database is copied to create a BOSS Primary Election database, refer to the eSlate™ Ballot Origination Software System™ Operations Manual to perform the following tasks.

In the Rotation form of the Jurisdiction window:
   ◆ Adjust rotation definitions, if necessary.

In the Active Contest Maintenance window:
   ◆ Set the Enable Rotation check box for each contest where appropriate (see Changing the definition of the ballot structure for the Office contest on page 181).
Chapter 16

Defining Contest Names

Overview

The English names of all possible contests for the database and the precincts that need each contest on their ballots are defined in the Contests form of the Jurisdiction window.

For each race in a Primary Election administrative database, define a separate contest for each political party.

For example, if your jurisdiction allows primaries for two parties, you would use the following names to define the contests for the office of Senator:

- Senator - DEM
- Senator - REP

If, in addition to the two parties, your jurisdiction also allows non-partisan candidates in a primary, you would use the following names to define the contests for the office of Senator:

- Senator - DEM
- Senator - REP
- Senator - NP

where NP is a political party definition for Non-Partisan

DETAILED instructions for defining contest names are contained in the eSlate™ Ballot Origination Software System™ Operations Manual.

If the contest names will be also be printed on the ballot in Spanish, go to Defining Second Language Contest Names on page 156 to define the Spanish contest names.
Jurisdiction window – Contests tab

The **Contests** form in the **Jurisdiction** window has fields for:

- defining the contests for an election’s ballots (see *Adding a new contest* on page 150),
- assigning the precincts that will have a particular contest on their ballots (see *Assigning precincts to a contest* on page 153), and
- deleting a contest from the database (see *Deleting an existing contest* on page 152).

To display the **Contests** form so you can define the contests that will appear on the ballot:

1. From the **Election** menu, select **Jurisdiction** (see Figure 16-1).
   
   The **Jurisdiction** window appears with the **Jurisdiction** form displayed.

2. Click the **Contests** tab in the **Jurisdiction** window.
   
   The **Contests** form appears (see Figure 16-2).
The Contests form in the Jurisdiction window has one column for data entry (see Table 16-1).

**Table 16-1 Jurisdiction window – Contests form column for data entry.**

<table>
<thead>
<tr>
<th>Contests, Ballot Instructions and Ballot Texts</th>
<th>Here you can enter the name of the contest as it will appear on the ballot.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• To add a contest to the database, see Adding a new contest on page 150.</td>
<td></td>
</tr>
<tr>
<td>• To delete a contest from the database, see Deleting an existing contest on page 152.</td>
<td></td>
</tr>
</tbody>
</table>

The contest names are displayed in alphabetical order in the Contests column after a Save. The order the contests will appear on the ballot can be defined in the Active Contests window when an election-specific database is created.

The Contests form in the Jurisdiction window has two columns that list precincts already defined in the database. Each precinct appears in either the Assigned Precincts list or the Available Precincts list, but never in both lists (see Table 16-2).

**Table 16-2 Jurisdiction window – Contests form displayed lists.**

<table>
<thead>
<tr>
<th>Assigned Precincts</th>
<th>Here you see the list of precincts that will have the contest (currently highlighted in the Contests column) on their ballots.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• To assign more precincts to the Assigned Precincts list, see Selecting and assigning all available precincts to a contest on page 154 and Selecting a few precincts and assigning them to a contest on page 154.</td>
<td></td>
</tr>
<tr>
<td>• To remove precincts from the Assigned Precincts list, see Removing assigned precincts from contests on page 155.</td>
<td></td>
</tr>
</tbody>
</table>

| Available Precincts | Here you see the list of precincts that will not have the contest (currently highlighted in the Contests column) on their ballots. |

The Contests form in the Jurisdiction window has the buttons shown in Table 16-3.

**Table 16-3 Jurisdiction window – Contests form buttons.**

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Right Arrow" /></td>
<td>After you have selected an item in the list, click this button to move the item to the next list on the right.</td>
</tr>
<tr>
<td><img src="image" alt="Double Right Arrow" /></td>
<td>Click this button to move all the items from the list on the left to the list on the right.</td>
</tr>
<tr>
<td><img src="image" alt="Left Arrow" /></td>
<td>After you have selected an item in the list, click this button to move the item to the next list on the left.</td>
</tr>
<tr>
<td><img src="image" alt="Double Left Arrow" /></td>
<td>Click this button to move all the items from the list on the right to the list on the left.</td>
</tr>
<tr>
<td><img src="image" alt="Add Contest" /></td>
<td>Click this button to add a new contest to the database. (See Adding a new contest on page 150.)</td>
</tr>
<tr>
<td><img src="image" alt="Add Ballot Text" /></td>
<td>Click this button to add a new Ballot Text contest type to the database. (See Adding a new contest on page 150.)</td>
</tr>
<tr>
<td><img src="image" alt="Delete Contest or Ballot Text" /></td>
<td>Select an existing contest that you want to delete from the database, then click this button. (See Deleting an existing contest on page 152 and Notes about deleting contests on page 152.)</td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Click this button to save your changes to the database.</td>
</tr>
<tr>
<td><img src="image" alt="Close" /></td>
<td>Click this button to close the current window.</td>
</tr>
</tbody>
</table>
Steps for: Adding a new contest

You can add new contest definitions to the election in the Contests form in the Jurisdiction window. Contests will be further defined as to their type in the Active Contests window (see Active Contests window on page 178). Contest types include:

- the votable types: Office, Proposition, Straight Party
  NOTE: Proposition and Straight Party types are not applicable to a Primary Election database
- ballot text types: Ballot Text, Ballot Instructions

1. To add a contest name:
   1. From the Election menu, select Jurisdiction.
   2. Click the Contests tab.
   3. Click New Contest.

   The cursor jumps to the bottom of the list of contests in the Contests column of the Contests form in the Jurisdiction window (see Figure 16-3).

4. In the Contests field, type the name of the new contest (see Figure 16-4 on page 151).

   Maximum characters allowed: 100

   For each race, define a separate contest for each political party.

   For example:
   
   Senator - DEM
   Senator - REP

   NOTE: BOSS does not allow two contests to have exactly the same name, however you can add extra spaces after a contest name to make it different to BOSS. For example Senator(space) and Senator(space)(space) are different contests to BOSS.
5 Click [Add Contest].

The new contest is added to the database as an active contest with Office as its type.

6 Assign the precincts to the new contest in the Contests form in the Jurisdiction window as described in Assigning precincts to a contest on page 153.

Notes about adding contests

✓ To cause text in a field to go to a new line on the ballot, type a | (pipe character) at the place you want the new line to start.

For example, to get the contest name shown below printed in two lines:

State Representative
District 14

type: State Representative | District 14
Steps for: Deleting an existing contest

You can delete a contest definition from the election, even if options have been assigned to the contest in the Active Contests window.

To delete a contest definition from the database:
1. From the Election menu, select Jurisdiction.
2. Click the Contests tab.
3. Highlight the contest you want to delete from the database.
4. Click the contest you want to delete.
   
   The Contest Assignments window appears (see Figure 16-5).

5. In the Contest Assignments window, review the description of the contest you selected for deleting, then if you are sure you want to delete the contest, click the contest. The contest will be removed from the database and the Jurisdiction window will remain displayed.
   
   (Otherwise, click the contest to return to the Jurisdiction window without deleting the contest definition from the database.)

6. Click in the Jurisdiction window to save your changes to the database.

Notes about deleting contests

You cannot delete the Ballot Instructions contest from the Contests form of the Jurisdiction window. The Ballot Instructions contest was automatically added as a contest when text was defined in the Ballot Instructions fields in the Jurisdiction form of the Jurisdiction window (described in Defining ballot title and ballot instructions on page 126), and so it can only be deleted from there.
Steps for: Assigning precincts to a contest

When you want a contest to appear on ballots in the election, you must decide which precincts' ballots will have that contest, then assign those precincts to the contest.

NOTE: Only precincts that are saved will be listed in the Contests form of the Jurisdiction window. If you have entered new precincts in the Precincts form of the Jurisdiction window and did not press Save before viewing the Contests form, the unsaved precincts will not appear in the Available Precincts list on the Contests form.

Contests are assigned to precincts in the Contests form of the Jurisdiction window.

✓ To display the Contests form so you can select the precincts that will have a particular contest on the ballot:
   1. From the Election menu, select Jurisdiction.
   2. Click the Contests tab. The Contests form appears.

Viewing precincts already assigned to a contest

✓ To see which precincts have already been assigned to have a particular contest on their ballots:
   1. From the Election menu, select Jurisdiction.
   2. Click the Contests tab.
   3. In the Contests list, click on the contest you want to work with.
      • The precincts that will have that contest on their ballots are listed in the Assigned Precincts list.
      • The precincts that will not have that contest on their ballots are listed in the Available Precincts list.

![Contests form with some precincts already assigned to a contest.](image-url)

Figure 16-6 Contests form with some precincts already assigned to a contest.
Selecting and assigning all available precincts to a contest

✓ To select all available precincts at once so they will have a particular contest on their ballot:

1. In the Contests list, highlight the contest you want to work with.
2. Click.
   All the precincts that appeared in the Available Precincts list appear at the bottom of the Assigned Precincts list and disappear from the Available Precincts list.
3. Click to save your changes to the database.

Selecting a few precincts and assigning them to a contest

✓ To select a few precincts that will have a particular contest on their ballot:

1. In the Contests list, highlight the contest you want to work with.
2. In the Available Precincts list, click a precinct name to highlight it.
   To select multiple, but non-consecutive precincts in the list, hold down the Ctrl key while you click the rest of the precincts you want to assign (see Figure 16-7).
3. Click to save your changes to the database.

Each precinct assigned to a contest must be also be assigned to a polling place (see Chapter 19 Assigning Precincts to Polling Places on page 171).
Notes about assigning precincts to contests

When you select precincts that are displayed for the selected contest in the Available Precincts list and then move them to the Assigned Precincts list by clicking the button, the selected precincts appear at the bottom of the Assigned Precincts list and are not automatically sorted alpha/numerically.

If you want the precincts to appear in an alpha/numeric order in the Assigned Precincts list, they must be selected from the Available Precincts list in that alpha/numeric order, then moved to the Assigned Precincts list by clicking the button.

Steps for: Removing assigned precincts from contests

To remove one precinct from the Assigned Precincts list:
1 Highlight the precinct you want to remove from the Assigned Precincts list.
2 Click the button.
   The highlighted precinct disappears from the Assigned Precincts list and appears at the bottom of the Available Precincts list.
3 Click the button to save your changes to the database.

To remove all precincts from the Assigned Precincts list:
1 Click the button.
   All the precincts disappear from the Assigned Precincts list and appear in the Available Precincts list.
2 Click the button to save your changes to the database.
Defining Second Language Contest Names

You will use the Second Language for Contests command in the Administration menu to define the second language text for names of contests. (See Figure 16-8).

NOTE: If contests with Spanish language names were imported using the State Import feature, the Spanish contest names will be listed in the Secondary Language for Contests window.

Steps for: Defining the Spanish name for contests

✔ To define the Spanish name for contests:

1. From the Administration menu, select Second Language for Contests.

The Secondary Language for Contests window appears (see Figure 16-9).

2. Click in the Contest Name in Spanish field you want to work with.

3. Type the Spanish language name of the contest.

4. When you are finished entering all the Spanish language contest names, click Close.

The Secondary Language for Contests window closes.
Verifying the Data in a Report

Review the data entered in the Contests form of the Jurisdiction window in the following reports:
- Contest List - Summary report
- Contest List with Details report

Customizing the Data for an Election

When the Primary Election administrative database is copied to create a BOSS Primary Election database, refer to the eSlate Ballot Origination Software System Operations Manual to perform the following tasks.
In the Contests form of the Jurisdiction window:
- Delete all unnecessary contests.
- Review the Assigned Precincts list to assign or remove precincts to/from contests.
Chapter 17

Defining Polling Places

Overview

You must define all the possible polling place names and descriptions for the database in the Polling Places form of the Jurisdiction window so that you can assign precincts to polling places in the Precincts for Polling Places window (see Assigning Precincts to Polling Places on page 174).

NOTE: The Administrator can import polling place definitions to populate the Polling Places form in the Jurisdiction window (see Importing Polling Places on page 164).

DETAILED instructions for defining polling places are contained in the eSlate™ Ballot Origination Software System™ Operations Manual.

Jurisdiction window – Polling Places tab

The Polling Places tab in the Jurisdiction window has fields to create or modify the following definitions for polling places:

- Polling Place names and
- Polling Place descriptions.

✓ To display the Polling Places form in the Jurisdiction window:

1. From the Election menu, select Jurisdiction (see Figure 17-1).
2. The Jurisdiction window appears with the Jurisdiction form displayed.
1 Click the Polling Places tab in the Jurisdiction window.

The Polling Places form appears (see Figure 17-2). The form will appear blank if no polling place information exists in the database you are working with.

Figure 17-2 Polling Places form in the Jurisdiction window.
The **Polling Places** form in the **Jurisdiction** window has two columns for data entry (see **Table 17-1**).

<table>
<thead>
<tr>
<th><strong>Polling Place Name</strong></th>
<th>Here you can enter either numbers and/or letters to define the name of the polling place.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Polling Place Description</strong></td>
<td>Here you can enter either numbers and/or letters to define a description of the <strong>Polling Place Name</strong>.</td>
</tr>
</tbody>
</table>

The **Polling Places** form in the **Jurisdiction** window has the displayed text shown in **Table 17-2**.

<table>
<thead>
<tr>
<th><strong>ID</strong></th>
<th>Display only. The ID displayed here is automatically assigned by BOSS and never re-used in the current database. This ID is for use during polling place set up with the JBC 1000 Judges Booth Controller in the Precinct Voting System.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Polling Places</strong></td>
<td>Here you will see the total number of polling places that have been defined in the database you are working with.</td>
</tr>
</tbody>
</table>

The **Polling Places** form in the **Jurisdiction** window has the buttons shown in **Table 17-3**.

<table>
<thead>
<tr>
<th><strong>Add</strong></th>
<th>Click this button to add a new polling place to the database. (See Adding a new polling place on page 162.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Delete</strong></td>
<td>Select an existing polling place that you want to delete, then click this button. (See Deleting an existing polling place on page 163.)</td>
</tr>
<tr>
<td><strong>Save</strong></td>
<td>Click this button to save your changes to the database.</td>
</tr>
<tr>
<td><strong>Close</strong></td>
<td>Click this button to close the current window.</td>
</tr>
</tbody>
</table>
Steps for: Adding a new polling place

You can add polling place definitions to the BOSS database in the Polling Places form in the Jurisdiction window.

1. To add a polling place to the database:
   1. From the Election menu, select Jurisdiction.
   2. Click the Polling Places tab.
   3. Click Add.

   A new ID row is added at the bottom of the list and the cursor appears in the Polling Place Name field of the Polling Places form in the Jurisdiction window (see Figure 17-3).

4. In the Polling Place Name field, type the name of the new polling place.
   Maximum characters allowed: 60

5. In the Polling Place Description field, type a description of the new polling place.
   Maximum characters allowed: 60

6. Press the Enter key to add another ID row.

7. Click Save to save your changes to the database.

   The Polling Places form of the Jurisdiction window stays open.

Notes about adding a polling place

- The Ballot Now Polling Place is automatically added by BOSS when a ballot format for paper ballots is selected in the Create New Ballot Format window (see Creating a ballot format on page 191).
Steps for: Deleting an existing polling place

You can delete a polling place definition from the BOSS database in the Polling Places form in the Jurisdiction window.

To delete a polling place from the database:
1. From the Election menu, select Jurisdiction.
2. Click the Polling Places tab.
3. Scroll through the Polling Place Name list to locate the polling place you want to delete.
4. Click the polling place you want to delete so that the polling place is highlighted. (To select multiple polling places, hold down the Ctrl key and click.)
5. Click the Polling Dependencies window appears (see Figure 17-4).

6. In the Polling Dependencies window, review the description of the polling place you selected for deleting, then if you are sure you want to delete the polling place, click . The polling place will be removed from the database and the Jurisdiction window will remain displayed. (Otherwise, click to return to the Jurisdiction window without deleting the polling place definition from the database.)
7. Click in the Jurisdiction window to save your changes to the database.

Notes about deleting polling place definitions

✓ When a polling place is deleted, the ID that BOSS automatically assigned to it no longer appears in the Polling Places form in the Jurisdiction window.
Importing Polling Places

You will use the Import Polling Places command in the Administration menu to import polling place definitions into the current database from a tab-delimited ASCII text file. (See Figure 17-5).

The imported polling place definitions will be added to the list of polling places in the Polling Places form of the Jurisdiction window and the Precincts for Polling Places window.

This task automatically generates sequentially a unique polling place ID for each polling place. The application will check for duplicates by names. If there are duplicates, the application will update only the description name.

A message will be displayed to indicate import success or failure (see Figure 17-9). The information will only be saved if the whole import procedure is successful.

Contents of a Polling Place List import file

An example of the contents in a Polling Place List import file is shown in Figure 17-6.

A Polling Place List import file must have the following format:

- each record has two tab-delimited fields
- the fields appear in the order given in Table 17-4
- the field definitions contain the data described in Table 17-4
- the file is an ASCII file with a .txt filename extension

Table 17-4 Field definitions for Polling Place List import files.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Data in Field</th>
<th>Description of Data in Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Polling Place Name</td>
<td>60 characters enclosed in quotation marks. Example: &quot;Legion Hall&quot;</td>
<td>The name of a polling place. The name must be unique.</td>
</tr>
<tr>
<td>2</td>
<td>Polling Place Description</td>
<td>60 characters enclosed in quotation marks. Example: &quot;American Legion, VFW Post 309&quot;</td>
<td>The description of the polling place. Duplicates are allowed.</td>
</tr>
</tbody>
</table>
Steps for: Importing polling place data

This task adds polling place definitions to the current Election database to populate the Polling Places form of the Jurisdiction window with polling place names and descriptions, and automatically generates sequential, unique polling place IDs for the polling places.

To import tab-delimited data for polling place definitions into the current database:

1. From the Administration menu, select Import Polling Places.
   The Import Polling Places window appears (see Figure 17-7).
2. Navigate to the location of the polling places import file that has a .txt filename extension.
3. Select Tab separated file (.txt) in the Files of type field of the Import Polling Places window to display available .txt files.
4. Click the .txt filename you want to import so that it appears in the File name: field of the Import Polling Places window (see Figure 17-7).
5. Click [Import] in the Import Polling Places window.
   The Information dialog box shown in Figure 17-8 appears.
6. Click [Close] to close the message dialog box and continue with the import of polling places definitions.
   The polling places list will be imported into the current database.
7. As soon as the polling places list has finished importing, the Information dialog box shown in Figure 17-9 appears.
8. Click [Close] to close the message dialog box.
Verifying the Data in a Report

Review the data entered in the Polling Places form of the Jurisdiction window in the following reports:

- Polling Place List - Election Day - Summary report
- Polling Place List - Election Day - Detailed report
- Polling Place List - Early Voting - Summary report
- Polling Place List - Early Voting - Detailed report
- Polling Place List - Absentee Voting - Summary report
- Polling Place List - Absentee Voting - Detailed report

Customizing the Data for an Election

When the Primary Election administrative database is copied to create a BOSS Primary Election database, refer to the eSlate™ Ballot Origination Software System™ Operations Manual to perform the following tasks.

In the Polling Places form of the Jurisdiction window:
- Delete all unnecessary polling places.
Overview

Rules that govern how some of BOSS's features can be defined in the Rules form of the Jurisdiction window.

Jurisdiction window – Rules tab

The Rules tab in the Jurisdiction window has fields to create or modify the following definitions for the database:

- use the full name of the political party or the abbreviation of the party,
- include or not include text in a second language,
- include or not include indicators for incumbents,
- include or not include delegate definitions,
- primary language text for Write-in ballot items,
- second language text for Write-in ballot items,
- The number of minutes the Access Code issued to a voter will remain active,
- telephone number for the PVS Judges Booth Controller (JBC 1000) to dial for sending results to Election Headquarters via a modem, and
- passwords to be entered by Election Judges for using the MBBs installed in the JBC 1000 (PVS Judges Booth Controller). These passwords are for configuration, opening the polls, closing the polls, and special for use on Election Day and Early Voting days.

✔ To display the Rules form in the Jurisdiction window:

1. From the Election menu, select Jurisdiction (see Figure 18-1).

The Jurisdiction window appears with the Jurisdiction form displayed.
1 Click the **Rules** tab in the **Jurisdiction** window.

The **Rules** form appears (see Figure 18-2).

The **Rules** form in the **Jurisdiction** window has the data entry fields listed in **Table 18-1**.

| **Party Name or Abbreviation** | From this list box, select **Name** if you want the full name of a party to be used on the ballot, or select **Abbreviation** if you want to print only the abbreviation for a party on the ballot. |
| **Write-in Text** | In this field, type the text you want used next to all write-in choices on the ballots. |
| **Secondary Language Write-in Text** | In this field, type the text you want used next to all second language write-in choices on the ballots. |
| **Minutes Access Code is Active** | In this field, type the number of minutes you want the Access Code issued to a voter from the eSlate™ Precinct Voting System's Judge's Booth Controller™ to remain usable in the voting equipment. 30 minutes is recommended. |
| **Remote Phone Number** | In this field, type the modem command or the telephone number the PVS Controller's modem will dial to effect the transfer of ballot images from the Controller to the receiving Election Headquarters computer. No special formatting of the telephone number is required. |
### Table 18-1 Jurisdiction window – Rules form fields for data entry. (Continued)

<table>
<thead>
<tr>
<th>Passwords</th>
<th>Config</th>
</tr>
</thead>
<tbody>
<tr>
<td>Election Day - Open</td>
<td>Defines the password that must be entered to start up the JBC 1000 (PVS Judges Booth Controller).</td>
</tr>
<tr>
<td>Election Day - Close</td>
<td>Defines the password that must be entered to open the polls at the JBC 1000 (PVS Judges Booth Controller) on Election Day.</td>
</tr>
<tr>
<td>Election Day - Special</td>
<td>Defines the password that must be entered to close the polls at the JBC 1000 (PVS Judges Booth Controller) on Election Day.</td>
</tr>
<tr>
<td>Early Voting - Open</td>
<td>Defines the password that must be entered to perform special operations at the voting equipment (such as authorizing replacement equipment).</td>
</tr>
<tr>
<td>Early Voting - Close</td>
<td>Defines the password that must be entered to open the polls at the JBC 1000 (PVS Judges Booth Controller) on Early Voting Day.</td>
</tr>
<tr>
<td>Early Voting - Special</td>
<td>Defines the password that must be entered to close the polls at the JBC 1000 (PVS Judges Booth Controller) on Early Voting Day.</td>
</tr>
</tbody>
</table>

The Rules form in the Jurisdiction window has the check boxes listed in Table 18-2.

### Table 18-2 Jurisdiction window – Rules form check boxes.

<table>
<thead>
<tr>
<th>Include Second Language Text</th>
<th>Place a check mark in this check box if you want to print ballot text in a second language under the primary language text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include Incumbent Indicators</td>
<td>Place a check mark in this check box if you want to print a mark next to the names of incumbent candidates on the ballots.</td>
</tr>
<tr>
<td>Include Delegates</td>
<td>Place a check mark in this check box if you want to print the delegates for a candidate on the ballots.</td>
</tr>
</tbody>
</table>

The Rules form in the Jurisdiction window has the buttons shown in Table 18-3.

### Table 18-3 Jurisdiction window – Rules form buttons.

| Save | Click this button to save your changes to the database. |
| Close | Click this button to close the current window. |
Steps for: Adding rules for the database

You can add a number of rules to the election in the Rules form in the Jurisdiction window.

To add the rules for the database:
1. From the Election menu, select Jurisdiction, then click the Rules tab.
2. In the Party Name or Abbreviation list box:
   • select Name if you want the full name of a party to be used on the ballot, or
   • select Abbreviation if you want to print only the abbreviation for a party on the ballot.
3. Place a check mark in the Include Second Language Text check box if you want to print ballot text in a second language under the primary language text.
4. Place a check mark in the Include Incumbent Indicators check box if you want to print a mark next to the names of incumbent candidates on the ballots.
5. Place a check mark in the Include Delegates check box if you want to print the delegates for a candidate on the ballots.
6. In the Write-in Text field, type the text you want used next to all write-in choices on the ballots. Maximum characters allowed: 30
7. In the Secondary Language Write-in Text field, type the text you want used next to all second language write-in choices on the ballots. Maximum characters allowed: 30
8. In the Minutes Access Code is Active field, type the number of minutes you want the Access Code issued to a voter to remain usable in the voting equipment. 30 minutes is recommended.
9. In the Remote Phone Number field, type the modem command or the telephone number the PVS Controller's modem will dial to effect the transfer of ballot images from the Controller to the receiving Election Headquarters computer. No special formatting of the telephone number is required.
10. In the Config field, type the password that must be entered to configure the voting equipment. Otherwise, leave this field empty so that no Start Up password will be required to start up the JBC 1000 (PVS Judges Booth Controller) (appropriate for testing purposes).
11. In the Open fields for Election Day and Early Voting, type the passwords that must be entered to open the polls at the voting equipment. Otherwise, leave this field empty so that no Open Polls password will be required at the JBC 1000 (PVS Judges Booth Controller) to open the polls (appropriate for testing purposes).
12. In the Close fields for Election Day and Early Voting, type the passwords that must be entered to close the polls at the voting equipment. Otherwise, leave this field empty so that no Close Polls password will be required at the JBC 1000 (PVS Judges Booth Controller) to close the polls (appropriate for testing purposes).
13. In the Special fields for Election Day and Early Voting, type the passwords that must be entered to perform special operations at the voting equipment (such as authorizing replacements).
14. Click [ ] to save your changes to the database.

Customizing the Data for an Election

When the Primary Election administrative database is copied to create a BOSS Primary Election database, refer to the eSlate™ Ballot Origination Software System™ Operations Manual to perform the following tasks.

In the Rules form in the Jurisdiction window:
• Review the rules for the election.
Chapter 19
Assigning Precincts to Polling Places

Overview

BOSS will automatically create the necessary ballot styles for an election. This is accomplished by automatic linking of the precincts that were assigned to a contest with the precincts that were assigned to polling places.

You will use the Precincts for Polling Places window to select the precincts you want to assign to each polling place you defined in the Polling Places form of the Jurisdiction window (see Adding a new polling place on page 162).

NOTE: These associations are defined separately in the database for Election Day and for Early Voting. When you are working with Election Day, the precincts you assign to a polling place become unavailable for assignment to any other polling place.

Alternatively, when you are working with Early Voting, all precincts are available for assignment to all polling places.

You will use the Precincts for Polling Places command in the Election menu (see Figure 19-1) to associate precincts with polling places.

Figure 19-1 Election menu.
Precincts for Polling Places window

To open the Precincts for Polling Places window:

1. From the Election menu, select Precincts for Polling Places.

The Precincts for Polling Places window appears (see Figure 19-2).

Notice the following in the Precincts for Polling Places window shown in Figure 19-2:

- One polling place is selected in the Select a Polling Place list; the Assigned Precincts for Polling Place is empty, and the Available Precincts for Polling Place list shows precincts available for assigning to the selected polling place. (Figure 19-3 on page 174 shows precinct assignments to a polling place.)

- The Election Day option is selected so the precinct assignments for the polling place for Election Day are listed.

Figure 19-2 Precincts for Polling Places window with Election Day option selected.
The Precincts for Polling Places window has two option buttons (see Table 19-1).

<table>
<thead>
<tr>
<th>Election Day</th>
<th>Click this option button when you want to work with the Election Day precinct assignments for polling places.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Voting</td>
<td>Click this option button when you want to work with the Early Voting day(s) precinct assignments for polling places.</td>
</tr>
</tbody>
</table>

The Precincts for Polling Places window has three lists (see Table 19-2).

<table>
<thead>
<tr>
<th>Select a Polling Place</th>
<th>This list shows the polling places that have been defined in the Polling Places form of the Jurisdiction window.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned Precincts for Polling Place</td>
<td>This list shows the precincts that have been assigned to the polling place that is currently selected (see Figure 19-3 on page 774).</td>
</tr>
<tr>
<td>Available Precincts for Polling Place</td>
<td>This list shows the precincts that have not been assigned to any polling place (see Figure 19-3 on page 174).</td>
</tr>
</tbody>
</table>

The Precincts for Polling Places window has the buttons listed in Table 19-3.

<table>
<thead>
<tr>
<th>Buttons</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right Arrow</td>
<td>After you have selected an item in the list, click this button to move the item to the next list on the right.</td>
</tr>
<tr>
<td>Double Right Arrow</td>
<td>Click this button to move all the items from the list on the left to the list on the right.</td>
</tr>
<tr>
<td>Left Arrow</td>
<td>After you have selected an item in the list, click this button to move the item to the next list on the left.</td>
</tr>
<tr>
<td>Double Left Arrow</td>
<td>Click this button to move all the items from the list on the right to the list on the left.</td>
</tr>
<tr>
<td>Save</td>
<td>Click this button to save your changes to the database.</td>
</tr>
<tr>
<td>Close</td>
<td>Click this button to close the current window.</td>
</tr>
</tbody>
</table>
Assigning Precincts to Polling Places

You will use the Precincts for Polling Places window to associate precincts with each of the polling places you defined in the Polling Places form of the Jurisdiction window (see Adding a new polling place on page 162). This association is the basis for building ballot styles, since each contest has been previously associated with the precincts that need the contest on their ballot (see Assigning precincts to a contest on page 153).

Steps for: Viewing precincts already assigned to a polling place

✓ To see which precincts have already been assigned to have a polling place:

1. Open the Precincts for Polling Places window as described on page 172.
2. Select the appropriate option at the top of the Precincts for Polling Places window.
   - Election Day option - Select this option to view polling place assignments for Election Day.
   - Early Voting option - Select this option to view polling place assignments for Early Voting.
3. Scroll through the Select a Polling Place list to locate the polling place you want to view, then click on the polling place.
   - The name of the selected polling place is displayed above the two right columns.
   - The precincts that are not assigned to any polling place are displayed in the Available Precincts for Polling Place list (see Figure 19-3).
   - The precincts already assigned to the polling place are displayed in the Assigned Precincts for Polling Place list (see Figure 19-3).

Figure 19-3 Precincts for Polling Places window showing precincts assigned to Acadia Ct. polling place.
Steps for: Assigning precincts to a polling place

To select precincts to assign to a polling place:

1. Select the polling place you want to work with, as described in Viewing precincts already assigned to a polling place on page 174.
2. In the Available Precincts for Polling Place list, click on the precinct you want to assign to the polling place.
   To select multiple, but non-consecutive precincts in the list, hold down the Ctrl key while you click the rest of the precincts you want to assign.
3. Click Finish.
   The selected precinct moves into the Assigned Precincts for Polling Place list and disappears from the Available Precincts for Polling Place list (see Figure 19-4).

4. Click to save your changes.
   The Precincts for Polling Places window stays open.

- Click Finish if you want to save the changes you made in the Precincts for Polling Places window.
- Click to close the Precincts for Polling Places window without saving your changes.
- Click to return to the Precincts for Polling Places window without saving your changes.
Verifying the Data in a Report

Review the data entered in the Precincts for Polling Places window in the following reports:

- Polling Place List - Election Day - Detailed report
- Polling Place List - Early Voting - Detailed report
- Polling Place List - Absentee Voting - Detailed report

Customizing the Data for an Election

When the Primary Election administrative database is copied to create a BOSS Primary Election database, refer to the eSlate™ Ballot Origination Software System™ Operations Manual to perform the following tasks.

In the Precincts for Polling Places window:

- Review precincts assigned to polling places.
Chapter 20

Options for Active Contests

Overview

You will use the Active Contests window to define all the options for the contests and the text for the Ballot Instructions contest type. You will not define candidate names, delegate names, or dependent status for Office type contests.

The contest names appear in the Active Contests window as they were defined in the Contests form of the Jurisdiction window (see Jurisdiction window – Contests tab on page 148).

Options for active contests that can be included in the administrative database are:

- enabling rotation on the ballot
- contest type (Office)
- number of valid choices
- number of write-ins allowed
- whether votes for the contest are cumulative
- instructions for the contests

You will use the Active Contests command in the Election menu (see Figure 20-1) to define the options (details) for the contests.

Figure 20-1 Election menu.
Active Contests window

To open the Active Contests window:

1. From the Election menu, select Active Contests.

The Active Contests window appears (see Figure 20-2).

The top section in the Active Contests window lists the contests that are currently active for the election (see Table 20-1).

Table 20-1 Active Contests window – Top section.

<table>
<thead>
<tr>
<th>Active Contests</th>
<th>This column shows the name of the active contests that will appear on the ballot. Each contest name appears as it was defined in the Contests form of the Jurisdiction window (see Jurisdiction window – Contests tab on page 148).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>This column shows the type for the contest, which determines the types of choices or the ballot text that will be available on the ballot for that contest. A contest can have one of the following types:</td>
</tr>
<tr>
<td></td>
<td>– votable types: Office, Proposition, Straight Party</td>
</tr>
<tr>
<td></td>
<td>– ballot text types: Ballot Text, Ballot Instructions</td>
</tr>
</tbody>
</table>
The bottom section in the **Active Contests** window shows the definitions for the contest currently selected in the top section of the window (see Table 20-2).

**Table 20-2 Active Contests window – Bottom section.**

<table>
<thead>
<tr>
<th>Contest Type</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Type contest</td>
<td>The default contest type. For an administrative database, you will not place any definitions in these fields.</td>
</tr>
<tr>
<td>Proposition Type contest</td>
<td>For an administrative database, you will not place any definitions in these fields.</td>
</tr>
<tr>
<td>Straight Party Type contest</td>
<td>For a Primary Election administrative database, you will not need the Straight Party contest type on the ballot.</td>
</tr>
<tr>
<td>Ballot Text Type contest</td>
<td>For contests that require custom instructions printed on the ballot, you can define the instruction text in English and Spanish. Usually a Ballot Text contest is placed immediately above its related contest in the Active Contest list.</td>
</tr>
<tr>
<td>Ballot Instructions Type contest</td>
<td>For instructions printed at the top of the ballot, you can define the heading for this instruction text in English and Spanish (see 4. Defining headings for the Ballot Instructions contest on page 183). Only one Ballot Instructions contest is available for the election. The body of the ballot instructions are defined in the Jurisdiction tab in the Jurisdiction window. See Defining ballot title and ballot instructions on page 126.</td>
</tr>
</tbody>
</table>

The option button selected in the **Ballot Position** area of the **Active Contests** window determines whether a contest will flow to the next position, be forced to the top of a column, or be forced to the top of a page on the ballot (see Table 20-3).

**Table 20-3 Active Contests window – Ballot Position option buttons.**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Force</td>
<td>For an administrative database, you will not need to change the setting.</td>
</tr>
<tr>
<td>Force New Column</td>
<td>For an administrative database, you will not need to change the setting.</td>
</tr>
<tr>
<td>Force New Page</td>
<td>For an administrative database, you will not need to change the setting.</td>
</tr>
</tbody>
</table>
The **Active Contests** window has the buttons listed in **Table 20-4**.

### Table 20-4 Active Contests window – Buttons.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activate Contest</strong></td>
<td>For an administrative database, you will not need to use this button. NOTE: This button is not enabled if there are no contests available to activate.</td>
</tr>
<tr>
<td><strong>Edit Active Contest</strong></td>
<td>Click this button to view the <strong>Active Contest Maintenance</strong> window where you can make modifications to the options for the contest currently selected in the top section of the <strong>Active Contests</strong> window. (See <strong>Active contest maintenance</strong> on page 181.) NOTE: This button is not enabled for the <strong>Ballot Instructions</strong> text contest type.</td>
</tr>
<tr>
<td><strong>Deactivate Contest</strong></td>
<td>For an administrative database, you will not need to use this button.</td>
</tr>
<tr>
<td><strong>Move Contest Up</strong></td>
<td>For an administrative database, you will not need to use this button.</td>
</tr>
<tr>
<td><strong>Move Contest Down</strong></td>
<td>For an administrative database, you will not need to use this button.</td>
</tr>
<tr>
<td><strong>Import State</strong></td>
<td>Click this button to view the <strong>State Import</strong> window from which you can select the database file you want to use for importing contest definitions.</td>
</tr>
<tr>
<td><strong>Add</strong></td>
<td>For a Primary Election administrative database, you will not need to use this button.</td>
</tr>
<tr>
<td><strong>Delete</strong></td>
<td>For an administrative database, you will not need to use this button.</td>
</tr>
<tr>
<td><strong>Move Candidate Up</strong></td>
<td>For an administrative database, you will not need to use this button.</td>
</tr>
<tr>
<td><strong>Move Candidate Down</strong></td>
<td>For an administrative database, you will not need to use this button.</td>
</tr>
<tr>
<td><strong>Delegates</strong></td>
<td>For an administrative database, you will not need to use this button.</td>
</tr>
<tr>
<td><strong>Save</strong></td>
<td>Click this button to save your changes to the database.</td>
</tr>
<tr>
<td><strong>Close</strong></td>
<td>Click this button to close the current window.</td>
</tr>
</tbody>
</table>
Maintenance of Active Office Contests

You can modify the options for an active contest in the Active Contest Maintenance window.

Steps for: Active contest maintenance

1. Opening the Active Contest Maintenance window to modify options for a specific contest
   ✓ To open the Active Contest Maintenance window:
   1. Open the Active Contests window as described on page 178.
   2. In the Active Contests column of the Active Contests window, click the contest you want to work with.
   3. Click .
   The Active Contest Maintenance window appears showing Office in the Type field and the current ballot structure options for the selected contest (see Figure 20-3).

2. Changing the definition of the ballot structure for the Office contest
   1. Place a check mark in the Enable Rotation check box if the choices for the contest need to rotate on the ballots.
   NOTE: One of the options for rotating contest choices must be enabled in the Rotation form of the Jurisdiction window in order to effect rotation of the contest's choices on the ballots (see Jurisdiction window – Rotation tab on page 139).
   2. Place a check mark in the Cumulative check box if the contest is a “vote for N of M,” which allows the voter to cast multiple votes for a single candidate, or distribute a single vote each to multiple candidates, or any combination of these two options where the total number of votes cast in the contest is equal to N.
   3. In the Number of Valid Choices field, type the number of choices the voter is allowed to choose in the contest.
   4. In the Number of Write-Ins field, type the number of write-in choices you want placed on the ballot for the contest.
   NOTE: The number of write-ins must not be greater than the number of valid choices for the contest.
   5. Click to save your changes to the database.
   The Active Contest Maintenance window closes.
3. Defining instruction text for a contest

The instruction text that will be included on the ballot for a contest can be defined in the Instruction Text window.

To open the Instruction Text window to enter the instruction text that will be included on the ballot for a contest:
1. Open the Active Contests window as described on page 178.
2. In the Active Contests column of the Active Contests window, click the contest for which you want to define instruction text.
3. Click Edit Active Contest.
   The Active Contest Maintenance window appears showing the current ballot structure options for the selected contest.
4. Click Instruction Text.
   The Instruction Text window appears (see Figure 20-4).

5. In the Primary Language Text text box, type the primary language instruction text for the contest as you want it to appear on the ballot.
   Maximum characters allowed: 500
6. In the Second Language Text text box, type the second language instruction text for the contest as you want it to appear on the ballot.
   Maximum characters allowed: 500
7. Click in the Instruction Text window to save your changes to the database.
8. Click in the Instruction Text window to close it.
4. Defining headings for the Ballot Instructions contest

Custom heading text that will appear above the ballot instructions at the top of the ballots for the election can be defined for the Ballot Instructions contest type in the bottom of the Active Contests window when the Ballot Instructions contest type is selected.

NOTE: Text for the instructions for the top of the ballot are defined in the Jurisdiction tab of the Jurisdiction window (see Jurisdiction window – Jurisdiction tab on page 123).

When you define new text for the Ballot Instructions contest type, that text will replace the default “Instruction Note” text in:

- the Active Contests column of the Active Contests window and
- the Contests column of the Contests form of the Jurisdiction window.

To enter the heading text that will appear above the ballot instructions at the top of the ballots:

1. Open the Active Contests window as described on page 178.
2. In the Active Contests column of the Active Contests window, click the Ballot Instructions contest.

The text field for adding heading text for the Ballot Instructions contest appears in the bottom of the Active Contests window containing the words “Instruction Note:” (see Figure 20-5).
3 Click in the **English Ballot Text** field (see Figure 20-6).

![Figure 20-6](image)

**Figure 20-6** The **English Ballot Text** field active for the **Ballot Instructions** contest.

4 Backspace over the words "Instruction Note" and then type the heading text for the ballot instructions (see Figure 20-7).

![Figure 20-7](image)

**Figure 20-7** New text entered for the **Ballot Instructions** contest the **English Ballot Text** field.
5 Click **Enter**.

The text you typed appears in the **Active Contests** list for the **Ballot Instructions** contest (see **Figure 20-8**) and in the list of contest names in the **Contests** form of the **Jurisdiction** window (see **Figure 20-9**).

**Figure 20-8** Text in the **Active Contests** list for the **Ballot Instructions** contest.

**Figure 20-9** **Ballot Instructions** contest name changed in the **Contests** form of the **Jurisdiction** window.
Verifying the Data in a Report

Review the data entered in the Active Contests window in the following reports:

- Active Contest List report
- Active Contest Option List report

Customizing the Data for an Election

When the Primary Election administrative database is copied to create a BOSS Primary Election database, refer to the eSlate™ Ballot Origination Software System™ Operations Manual to perform the following tasks.

In the Contests form of the Jurisdiction window:

- Delete all unnecessary contests.

In the Active Contests window:

- To Office type contests, add candidate names, party affiliation, incumbent status, dependencies, and delegates.
- Arrange the contests in the order you want them to appear on the ballot.
- Set column breaks and page breaks.
Chapter 21

Generating Ballot Formats

Overview

The **Ballot Formats** window is used to create the ballots and the MBBs for an election.

You will use the **Ballot Formats** command in the **Election** menu (see Figure 21-1) to open the **Ballot Formats** window.

When you create a ballot format for the database, BOSS will generate the ballot styles based on the information in the current BOSS Election database.

You will not need to write those formats to MBBs.

**NOTE:** Creating a new ballot format updates the **Ballot Content Proof** report and the **Entire Ballot Slate** report.

BOSS always creates one ballot format for writing MBBs to use with the eSlate Precinct Voting System (PVS) equipment. In addition, BOSS can create a ballot format for writing MBBs for eSlate paper ballots that will be printed and processed using the Ballot Now application. These two types of ballot formats are described in **Table 21-1** on page **188**.
Table 21-1 Ballot formats.

<table>
<thead>
<tr>
<th>Ballot Format</th>
<th>Purpose</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PVS (Precinct Voting System)</td>
<td>To write MBBs that will be:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- used with the eSlate Precinct Voting System equipment</td>
<td>BOSS always create the PVS ballot format.</td>
</tr>
<tr>
<td></td>
<td>- tallied with the Tally System application</td>
<td></td>
</tr>
<tr>
<td>eSlate paper ballot format</td>
<td>To write MBBs so that paper ballots can be:</td>
<td>Creating the paper ballot format is optional.</td>
</tr>
<tr>
<td></td>
<td>- printed and processed using the Ballot Now application</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- tallied with the Tally System application</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: Both of these ballot formats can be created at the same time so that you can review the outcome in the Ballot Content Proof report and the Entire Ballot Slate report.

Because the ballot format for either PVS or paper ballots is created only once for an election, it is important that you keep several concepts in mind when you are ready to create the ballot format.

Before you create ballot formats, you should:

- Be finished defining or modifying the election definitions in the current database.
- Have decided if your election will need BOSS to generate paper ballots and, if so, what size paper they would be printed to.
- Be ready to type a description of the ballot format you are creating.

After the ballot styles have been written to the ballot format you will:

- Review the Ballot Content Proof report and the Entire Ballot Slate report.
- If modifications need to be made to the administrative database, you will need to copy the database to a new name (see Creating a new database file on page 14 and copy from the administrative database, not the Default database), open the copy, and then make the modifications in the copy.
Ballot Format window

✓ To open the Ballot Formats window:
   1. From the Election menu, select Ballot Formats.
      The Ballot Formats window appears (see Figure 21-2).

The Ballot Formats window shown in Figure 21-2 shows no ballot formats have been created from the current Election database.

The Ballot Formats window in Figure 21-7 on page 193 shows that only the PVS ballot format has been created for writing MBBs to use with the eSlate Precinct Voting System (PVS) equipment.

The Ballot Formats window in Figure 21-8 on page 194 shows that both the PVS ballot format and the paper ballot format have been created for writing MBBs to use for:
   ♦ the eSlate Precinct Voting System (PVS) equipment and
   ♦ eSlate paper ballots.
The **Ballot Formats** window has the display text heading described in **Table 21-2**.

**Table 21-2 Ballot Formats window – Heading text.**

| election title | Displays the name of the jurisdiction as it was defined in the Ballot Title in English field of the Jurisdiction form in the Jurisdiction window and the election name as it was defined in the Election Title - Primary field of the Election Definition window. |

The **Ballot Formats** window has the display text columns described in **Table 21-3**.

**Table 21-3 Ballot Formats window – Columns.**

| ID | After a ballot format is generated, displays the ballot format ID assigned by BOSS. |
| Description | After a ballot format is generated, displays the description of the ballot format. |
| – For the ballot format that is generated to write MBBs for use with eSlate Precinct Voting System equipment, BOSS automatically inserts the words “Precinct Voting System” in the Description field, as well as a colon “:” and the description defined in the Create New Ballot Format window. |
| – For the ballot format that is generated to write MBBs for paper ballots (a paper ballot format is selected in the Create New Ballot Format window), the Description field contains the description defined in the Create New Ballot Format window. |
| Template | After a ballot format is generated, displays the name of the template used to create the ballot format. Templates include: |
| – PVS — Ballot format created for the eSlate Precinct Voting System voting units. |
| – Standard 2 Column — Paper ballot format for 2 columns on 8.5x11 inch paper. |
| – Legal 2 Column — Paper ballot format for 2 columns on 8.5x14 inch paper. |
| – Large 4 Column — Paper ballot format for 4 columns on 11x17 inch paper. |
| – Standard 3 Column — Paper ballot format for 3 columns on 8.5x11 paper. |
| – Legal 3 Column — Paper ballot format for 3 columns on 8.5x14 inch paper. |
| Create Date | After a ballot format is generated, displays the date the ballot format was created. |
| Create User | After a ballot format is generated, displays the User ID of the user who created the ballot format. |

The **Ballot Formats** window has the buttons listed in **Table 21-4**.

**Table 21-4 Ballot Formats window – Buttons.**

| Create New Format | Click this button to open the Create New Ballot Format window for creating a new ballot format. |
| Write to Ballot Medium | After you have selected a Ballot Format ID from the list, click this button to open the Write to Ballot Medium window for writing a ballot format to an MBB. |
| Close | Click this button to close the current window. |
Creating Ballot Formats

When you have finished defining or modifying the election definitions in the current database, you will need to create the ballot format(s) with all the ballot styles needed for running the election with the PVS on eSlate voting units and/or with Ballot Now paper ballots, then

Steps for Creating a ballot format

✓ To create a new ballot format:
  1. Open the Ballot Formats window as described on page 189.
  2. Click Create New.
     The Create New Ballot Format window appears (see Figure 21-3).
  3. Verify that the correct Jurisdiction name is displayed at the top of the Create New Ballot Format window.

NOTE: If the Jurisdiction name displayed is not the one you want to use to create a ballot format:
  - Click and open the correct database before continuing with ballot format creation as described in Opening an Election Database on page 16.

4. In the Description field, type an explanation of what this ballot format represents.
   NOTE: You do not need to enter today's date, because BOSS will automatically assign today's date as the creation date of the new ballot format.
5 You can create just a PVS version of the ballot format or both a PVS version of the ballot format and a paper ballot version:
   e. If you do not want to create a paper ballot format, leave the Generate Paper Ballot check box unchecked.
   f. If you want to create both a PVS version of the ballot format and a paper ballot version, click in the Generate Paper Ballot check box to place a check mark in it (see Figure 21-4).
   g. From the Select Paper Template list box, select the size of paper you want to use to print the paper ballots. The choices are shown in Figure 21-5.
   h. Record the paper size you selected so that you will know what size paper to load in the printer you will use to print the ballots with the Ballot Now™ application.

6 Click [Finish].
   • The Generate Ballot progress window appears (see Figure 21-6).
   • If you selected to generate paper ballots, the generation process occurs twice. That is, the Generate Ballot window appears for the PVS ballots, and appears again if you selected to generate the paper ballots.

NOTE: If your election contains Spanish language text in addition to English text, but not all Spanish text strings have been defined when you click [Generate] in the Create New Ballot Format window, the Ballot Origination Software System window appears showing which Spanish text strings are not defined (see Notes about missing Spanish text strings on page 195).
7. After the ballot format has been generated:
   - The Create New Ballot Format window closes.
   - The new ballot formats appear in the Ballot Formats window (see Figure 21-7 and Figure 21-8 on page 194).

NOTE: If you generated paper ballots, the Ballot Now polling place is automatically added to the list of polling places in the Polling Places form of the Jurisdiction window and to the Precincts for Polling Places window.

8. Review the ballot formats (see Reviewing Ballot Formats on page 196).

List of ballot formats in the Ballot Formats window

Figure 21-7 shows the Ballot Formats window after one ballot format was created for the eSlate Precinct Voting System. Notice that the button has remained enabled because no paper ballot format was defined in the Create New Ballot Format window when Generate was clicked to generate the ballot format. The information in the columns of the Ballot Formats window is described in Table 21-3 on page 190.

Figure 21-7 Ballot Formats window showing ballot formats created for the Precinct Voting System only (no paper ballot format).
Figure 21-8 shows the Ballot Formats window after two ballot formats were created: one for the Precinct Voting System and one for paper ballots (defined in the Create New Ballot Format window). Notice that the button is disabled because a paper ballot format was defined in the Create New Ballot Format window when was clicked to generate the ballot format. The information in the columns of the Ballot Formats window is described in Table 21-3 on page 190.

![Ballot Formats window showing ballot formats created for the Precinct Voting System and for paper ballots.](image-url)
Notes about missing Spanish text strings

If your election contains Spanish language text in addition to English text, but not all Spanish text strings have been defined when you click [ ] in the Create New Ballot Format window, the Ballot Origination Software System window appears showing which Spanish text strings are not defined (see Figure 21-9).

![Figure 21-9 Ballot Origination Software System window.](image)

When the Ballot Origination Software System window appears you can go ahead and generate the ballot without the missing Spanish text strings or halt ballot generation and go to the appropriate BOSS windows and define the Spanish text strings.

**NOTE:** If you did not intend to define Spanish language text strings for the database, go to the Rules form in the Jurisdiction window and uncheck the Include Second Language Text check box (see Jurisdiction window – Rules tab on page 167).

✔ To generate the ballot without the missing Spanish text strings:

1. Click [ ] in the Ballot Origination Software System window.
   The ballot will be generated.

✔ If you want to halt ballot generation and go to the appropriate BOSS windows so you can define the Spanish language text strings:

1. Make a list of the text strings that have not been defined in Spanish.

2. Click [ ] in the Ballot Origination Software System window.

3. Go to the appropriate BOSS windows and define the missing Spanish text strings (see Table 21-5 on page 196 for a list of the BOSS windows for defining Spanish language text strings).

4. When all the missing Spanish text strings have been defined, return to the Create New Ballot Format window to generate the ballot (see Creating a ballot format on page 191).
Table 21-5 BOSS windows for defining Spanish language text strings.

<table>
<thead>
<tr>
<th>Window Type</th>
<th>Jurisdiction tab in the Jurisdiction window.</th>
<th>Election Definition window.</th>
<th>Active Contests window.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballot Title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Instructions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contests</td>
<td>Contests tab in the Jurisdiction window.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contest Instructions</td>
<td>Party Maintenance window.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Election</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Party</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Precinct</td>
<td>Precincts tab in the Jurisdiction window.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposition Text</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See Jurisdiction window – Jurisdiction tab on page 123.
See Jurisdiction window – Contests tab on page 148.
See Defining instruction text for a contest on page 182.
See Creating the name and date for a new Election on page 21.
See Adding political party definitions on page 24.
See Jurisdiction window – Precincts tab on page 129.
See the eSlate™ Ballot Origination Software System™ Operations Manual, Adding wording for a Proposition contest's choices.

Reviewing Ballot Formats

Review the following reports to verify the correctness of the ballot styles:

- **Ballot Content Proof** report to review the ballot styles in the new ballot format
  and
- **Entire Ballot Slate** report to review the text for the ballot slate.

When the Primary Election administrative database is copied to create a BOSS Primary Election database, refer to the eSlate™ Ballot Origination Software System™ Operations Manual to perform the following tasks.

In the Ballot Formats window:

- Generate the required ballot formats.

In the Write Ballot Media - MBB window, select the mode for writing MBBs:

- **Test** — a test version of the MBB for testing the ballot styles in that ballot format, or
- **Election** — an election-ready version of the MBB

For either of the above modes, create the appropriate types of MBB cards:

- **Ballots** — for the PVS eSlate 3000 voting units and Ballot Now paper ballots, or
- **DAU** — for the PVS DAU 5000 voting units

SECTION C — Administrative Databases for Primary Elections

Chapter 21 Generating Ballot Formats

Reviewing Ballot Formats
Appendix A

State-Specific Behavior

Requirements Included

BOSS incorporates state-specific requirements into the Election database. The state-specific requirements are defined to the BOSS Election database by selecting a state in the State field of the Election Definition window. These state-specific requirements affect election behavior in the following ways:

- Minimum number required in the PUBLIC COUNTER on an eSlate Precinct Voting System JBC before a Tally Report can be printed at a Polling Place.
- Handling of dependent contests:
  - 1 = Contest access is dependent on voting a specific contest option in the parent contest.
  - 2 = Contest access is dependent on voting any contest option in the parent contest.

Table A-1 on page 198 lists the values BOSS uses for the state-specific requirements when a state is defined in the Election Definition window.
### Table A-1 State-Specific Behavior

<table>
<thead>
<tr>
<th>State Code</th>
<th>State Name</th>
<th>Minimum Number in Public Counter before Tally Report Can Be Printed from a BRC</th>
<th>Dependent Contest Behavior</th>
<th>State Code</th>
<th>State Name</th>
<th>Minimum Number in Public Counter before Tally Report Can Be Printed from a BRC</th>
<th>Dependent Contest Behavior</th>
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<td>MT</td>
<td>Montana</td>
<td>0</td>
<td>1</td>
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<tr>
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<td>Alabama</td>
<td>0</td>
<td>1</td>
<td>NC</td>
<td>North Carolina</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
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<td>1</td>
<td>NE</td>
<td>Nebraska</td>
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<td>NM</td>
<td>New Mexico</td>
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<td>Nevada</td>
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<td>South Dakota</td>
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<td>1</td>
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<td>TX</td>
<td>Texas</td>
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<td>1</td>
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<td>MA</td>
<td>Massachusetts</td>
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<td>1</td>
<td>UT</td>
<td>Utah</td>
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<td>VA</td>
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<tr>
<td>ME</td>
<td>Maine</td>
<td>0</td>
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<td>VT</td>
<td>Vermont</td>
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</tr>
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<td>Michigan</td>
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<td>1</td>
<td>WA</td>
<td>Washington</td>
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</tr>
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<td>MN</td>
<td>Minnesota</td>
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<td>WI</td>
<td>Wisconsin</td>
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</tr>
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<td>Missouri</td>
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<td>WV</td>
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<tr>
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<td>Wyoming</td>
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<td>1</td>
</tr>
</tbody>
</table>
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