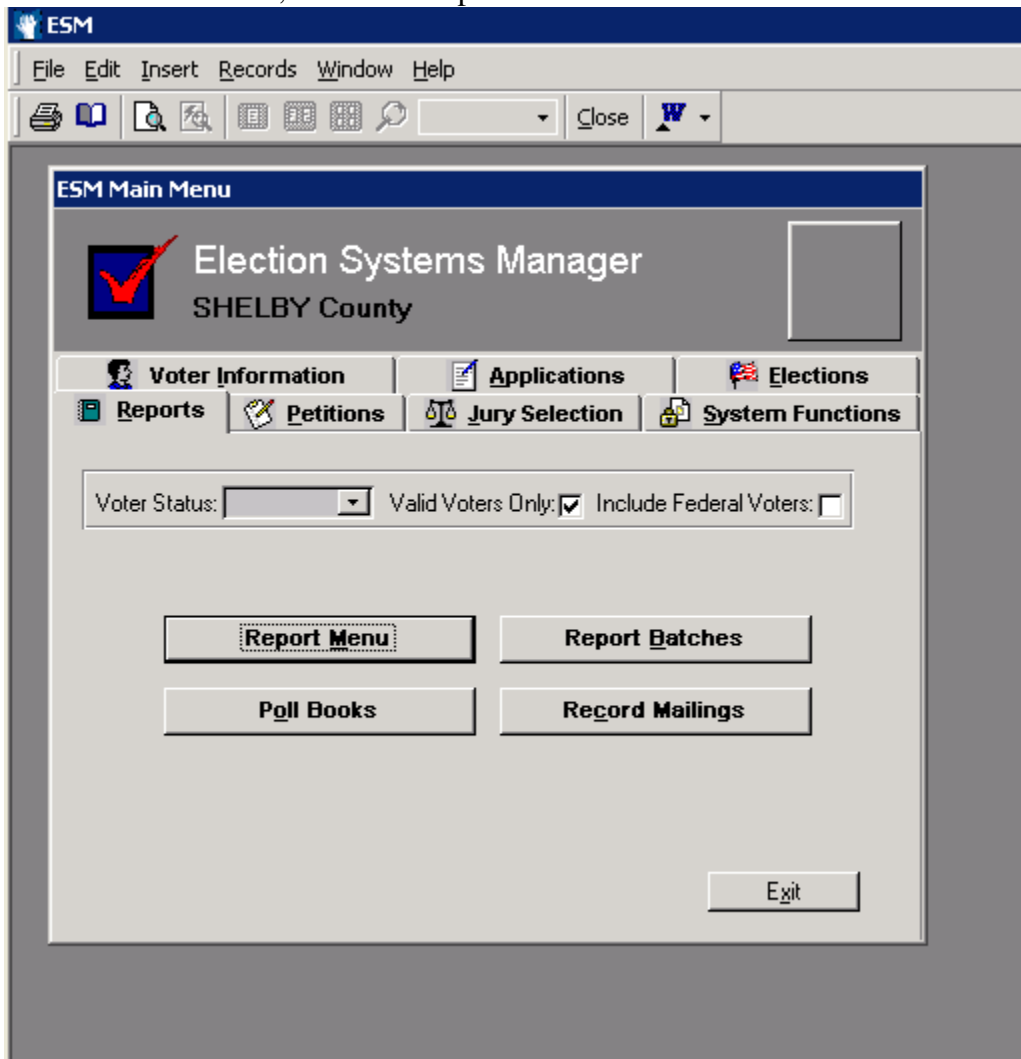


To Export correspondences from ESM to MS Word Format

From the Main Menu, select the Reports tab in ESM



Select the Report Menu option button on the Reports tab.

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

The screenshot shows a software window titled "Reports Menu". At the top, there is a dropdown menu labeled "Select Report Type:" with "Poll Workers" selected. Below this, there are two tabs: "Reports" and "Options". The "Reports" tab is active, showing a list of report types. The "TN - Letter to Officers" report is selected. To the right of the list, there are two sub-tabs: "Poll Options" and "Correspondence Options". The "Poll Options" sub-tab is active, showing several fields: "Election" (dropdown), "Poll Worker Status" (dropdown), "Poll Worker Active" (checkbox), "Poll Worker Confirmed" (checkbox), and "Election Precinct" (dropdown). Below these fields, the "Report Name" is "TN - Letter to Officers" and the "Report Description" is "(Custom Local Report) (47157-POW-005-L) Letter to Election Officer regarding upcoming election." There is also a checkbox labeled "Use Options (On Options Tab)" which is unchecked. At the bottom of the window, there are buttons for "Preview", "Print", "Save", "Export", "Submit", "Delete", and "Close".

Specify pertinent options on the Poll Options tab shown on the front screen. Additional options can be specified on the Options tab. In this example we will generate a single correspondence for a specific Poll Worker as shown below.

Reports Menu

Select Report Type: Poll Workers

Reports Options

Report Item:	Starting With:	Ending With:	Sorted By:	Exclude:
PollWorkerID (N)	5423	5423	(Unsorted)	<input type="checkbox"/>
			(Unsorted)	<input type="checkbox"/>
			(Unsorted)	<input type="checkbox"/>
			(Unsorted)	<input type="checkbox"/>
			(Unsorted)	<input type="checkbox"/>
			(Unsorted)	<input type="checkbox"/>

Hide Item Choices

Sort Alphabetically by Name Sort By Zip Code
 Before Above Criteria
 After Above Criteria

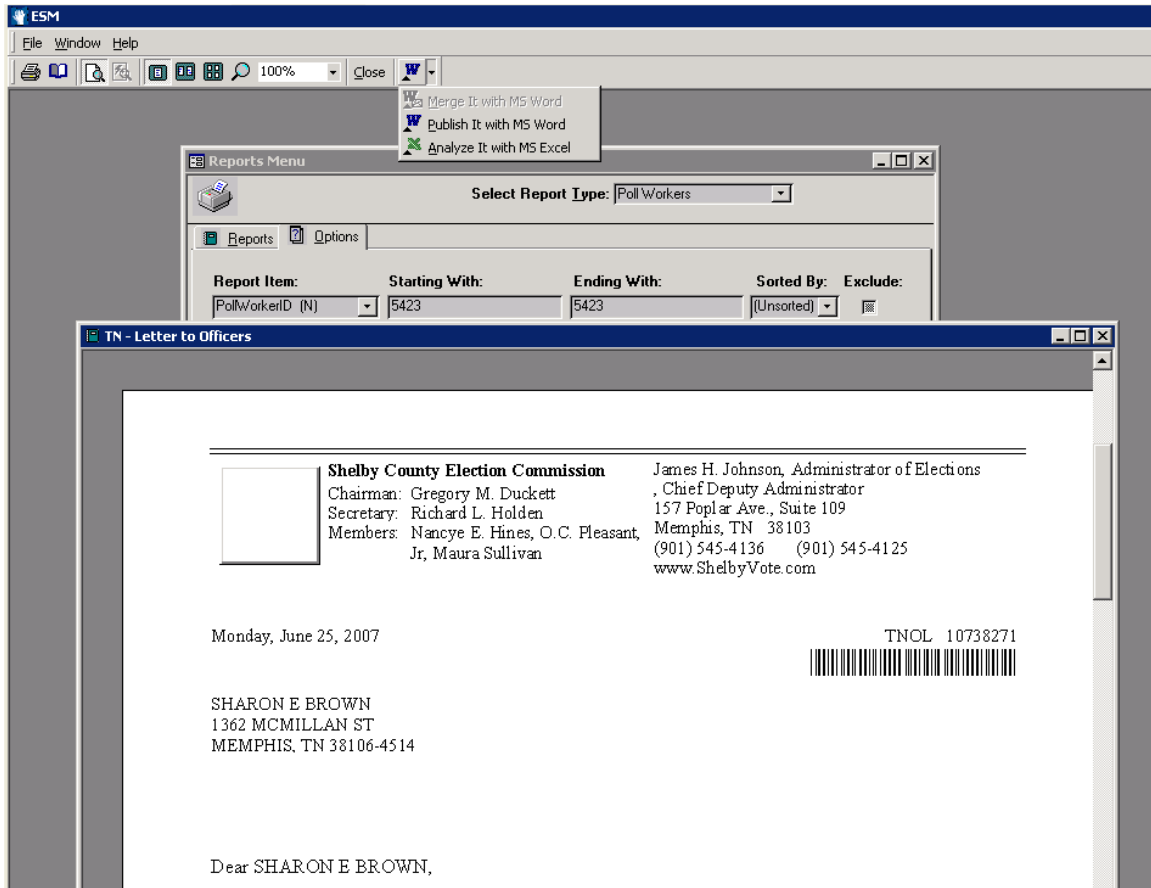
Clear Options

Report Name: TN - Letter to Officers

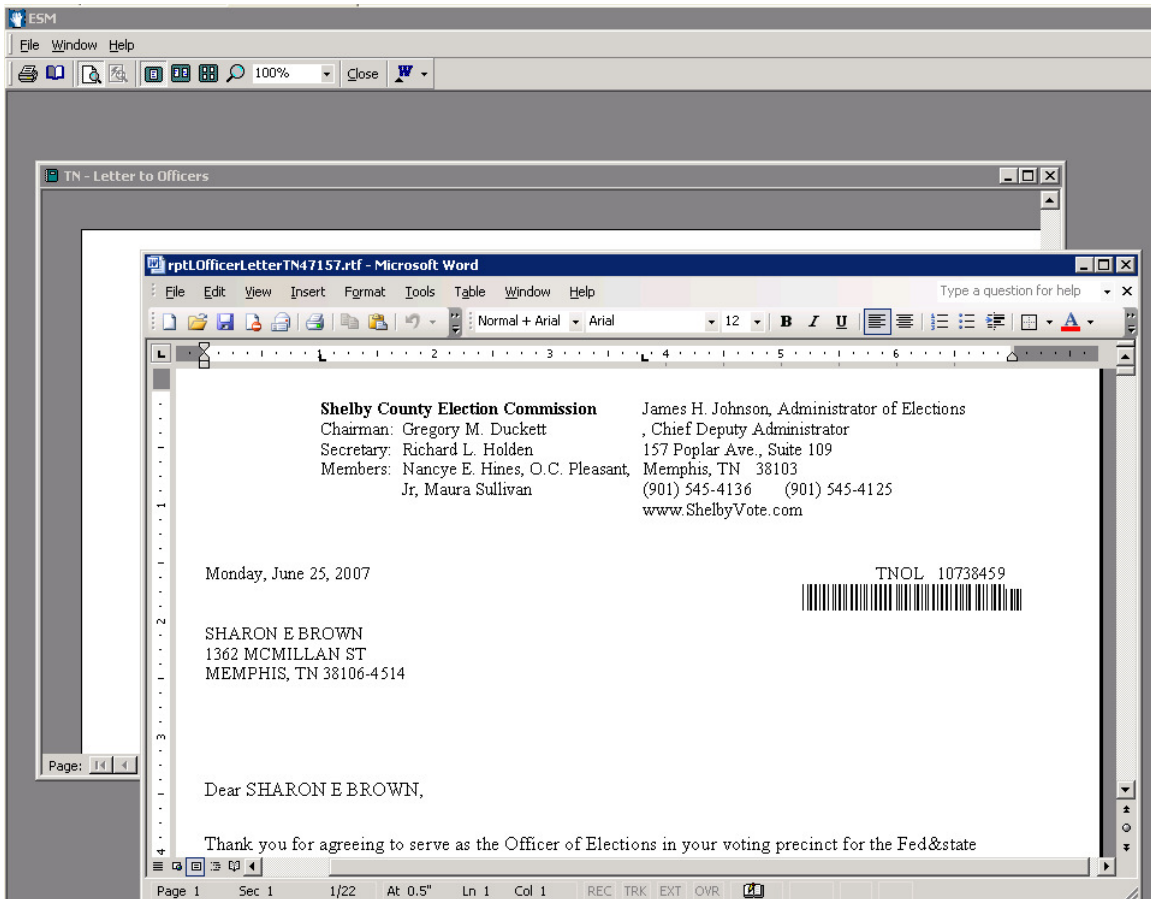
Preview Print Save Export Submit Delete Close

When all options have been specified, select to “Preview” the correspondence.

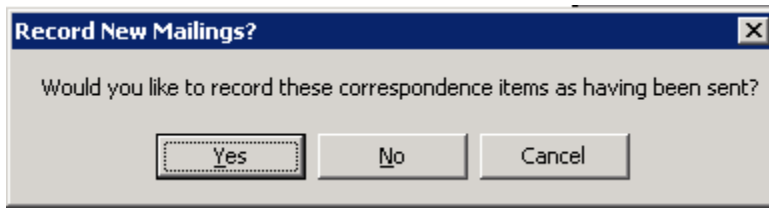
After your preview has opened, you can then select the blue “W” at the top of the menu bar. (This may appear greyed out or as a green “X” depending on what was last used. Just select the dropdown arrow next to the icon to select the blue “W” option).



Select to publish it with MS Word by selecting the blue “W” on the menu bar.



Once published, you will be able to modify the text contained within the new MS Word document. Save your modifications and close out of the preview.



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