



*Election Reporting Manager
Training Manual*

*Unity Version 3.0
Release Date: January 2006*



**ES&S Model 650
ERM Supplement**


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Clearing All Model 650 Results

This procedure clears all previous Model 650 results in files saved to the C:\elecdata folder.

 **Best Practice Suggestion:** When beginning a new election process, it is extremely helpful to start with a clean database. It is typically helpful to make this step a habit and thereby avoiding incorrect election totals and results.

1. Select Tabulators → 650 Scanners → Clear all 650 Results; and
2. Click OK.

Collecting Totals from the ES&S Model 650 Tabulator

The Election Reporting Manager (ERM) is efficient when importing election results directly from the Model 650 Zip disk.

1. Select Tabulators → 650 Scanners → Import 650 Election Files;



The Import 650 Election Files window appears –

2. Enter the letter of the drive where the Zip Disk is installed – often this is E:\ - in the Specify Disk Drive: pull-down menu;
3. Confirm the current election name is displayed in the Election Name text box;
 - a. If this is different than the ERM election definition files, highlight the name and type in the correct election name;
4. Click **OK**;
5. As the program runs, the Importing 650 Election Files message displays; and
6. When the Import is complete, the message 'Import 650 650 Election Files Complete1' message displays.

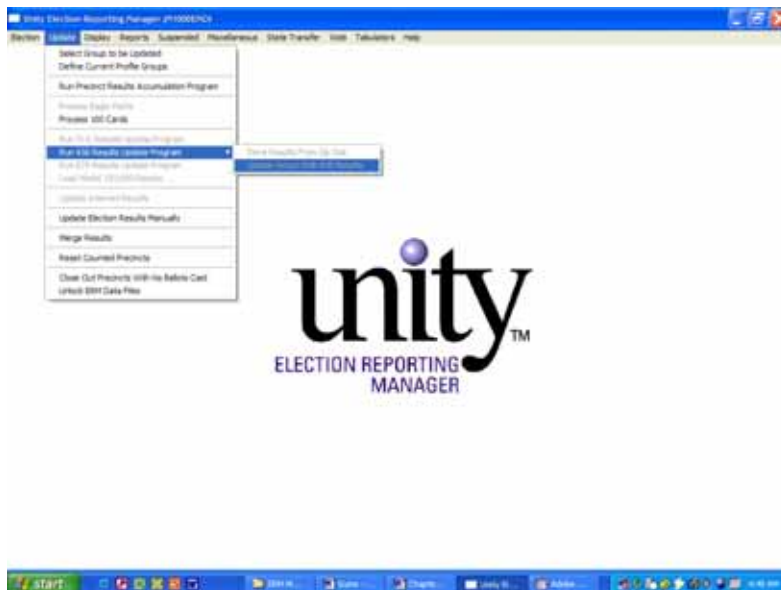


Note: ERM typically reads the entire ZIP disk in a matter of seconds, making Election Night processing as efficient as possible.

Update ERM Group with Model 650 Results

Once the ZIP Disk is read, the proper ERM group must be updated. This will allow you to include Model 650 results in all reporting done on Election Night.

1. Select **Update** → **Run 650 Results Update Program** → **Update Group with 650 Results**;



Notes

NOTE...in New Mexico: Provisional Vote totals will be updated through the State's ECanvass web application.

The Select Current Group to be Updated window appears -

1	ELECTION TOTALS	
2	Election Day	(100) (Current)
3	Absentee Mail	(100)
4	In Person Absentee	(100)
5	Election Day	(650)
6	Manual Provisional	(100)

Update precincts counted Change current group to:

2. Double left click on the category which represents the Model 650 results – in our example, this is Election Day, 650, category number 5;
3. Click OK;

The Update Group with 650 Results window appears -



Note: Typically, the standardized election name will display in the Election Name text box. If it doesn't, you may – and should – overwrite the displayed text and enter the identifying name yourself.

Election Name:

Change 650 Election Name if different than current Election Name.

4. Confirm the proper Election Name is in the Election Name text box; and
5. Click OK.

When ERM finishes updating the results, the 'Updating of results database is complete!' message displays.

