



**DEBRA BOWEN** | SECRETARY OF STATE  
STATE OF CALIFORNIA | ELECTIONS

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September 16, 2008

County Clerk/Registrar of Voters (CC/ROV) Memorandum #08277

TO: All County Clerks/Registrars of Voters

FROM:

Lisa Alvis

Candidates & Elections, Elections Analyst

RE: November General: Election Night Reporting Guides and Instructions

**—ATTENTION VOTE RESULTS REPORTING STAFF—**

Enclosed are the Election Night Reporting User Guides and Reporting Instructions for the three vote results reporting methods. All guides and instructions have been updated for the November 4, 2008, General Election. Please review the reporting guide your county will be using to become familiar with the process.

- Auto County Certification will begin on Monday, September 22, 2008. If you would like to switch to auto county reporting, please contact Steven or Jenny at the numbers below.
- Key Data Entry (KDE) training can be provided. Please contact our office to schedule.
- FAX Reporting Instructions reference election night reporting forms. The election night reporting forms will be delivered by Friday, September 19, 2008. Please contact our office if you do not receive the forms.

System testing occurs on the Wednesdays listed below. All counties, regardless of vote reporting method, are encouraged to participate in at least one of the systems test dates. Our office will call and schedule the date that works best for you.

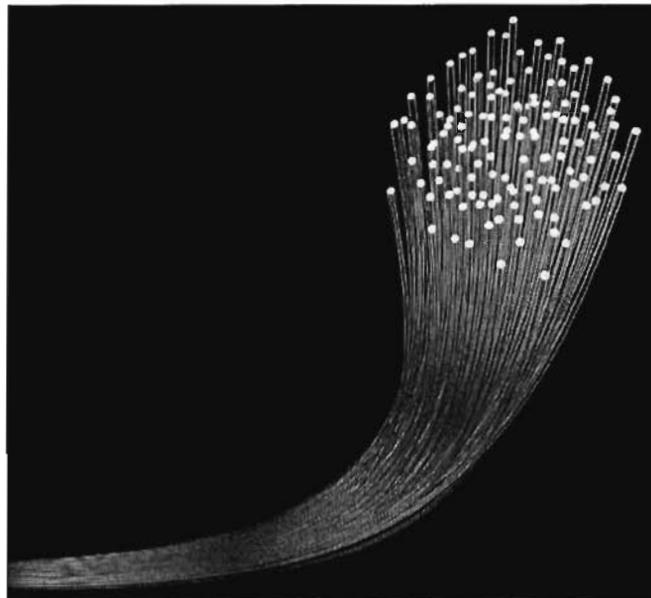
October 15, 22, and 29

If at anytime your county would like to change its vote results reporting method after reviewing the guides, please feel free to call or email us with any questions.

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Jenny Chernis	(916) 657-2080	<a href="mailto:jenny.chernis@sos.ca.gov">jenny.chernis@sos.ca.gov</a>
CalVoter Help	1-888-868-3225	<a href="mailto:calvoterhelp@sos.ca.gov">calvoterhelp@sos.ca.gov</a>

Attachments (4)

# **Automated County Certification Users Guide and Semi-Official Canvass Reporting Instructions**



November 4, 2008  
**GENERAL ELECTION**

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## 1. WHOM TO CONTACT AT THE SECRETARY OF STATE'S OFFICE

For automated reporting questions, call 1-888-VOTECAL (1-888-868-3225).

## 2. PROCESSING OVERVIEW

### CalVoter workstation

Counties pre-certified to submit election night vote reports (hereafter referred to as 'REPORT') using electronic files will put the ballots cast file in the c:\

 Candidates-Elections  
 Outbox

folder on the Calvoter workstation. The Secretary of State's Calvoter II system will retrieve the report, transfer the data to the database, and process the information into the elections reporting system.

Once the report has been retrieved and processed, a message will be stored on the SOSWAN indicating the status of the report. Access to the log files will be through the Calvoter II system on the Calvoter workstation.

## 3. PREPARATION CHECKLIST

### **a. Prepare Three Layers for Processing Information at the County Site**

- Tabulation System: To count votes, ballots, precincts; i.e., the county system.
- County template file: To format the votes, ballots, and precinct totals into the REPORT.
- Transmission/Reception System: To send REPORTS to the Secretary of State for tabulation of the state vote. This is the CALVOTER II application.

### **b. Receive the Template File from the SOS**

SOS will place a file that contains the template file in the c:\Candidates-Elections\Inbox folder. The PC file name is '##08PG.txt' where ## indicates the county number, and PG is the election type (Presidential General). The template is also available on the Secretary of State's county/vendor website at <http://county.sos.ca.gov>; call Steven Carda for your county's logon and password.

## 4. AUTOMATED REPORTING PROCESS

### **a. Mapping to Template File**

Map county system output file to SOS template file.

**b. Send the REPORT to Calvoter Workstation**

Put the PC file containing the REPORT in the c:\Candidates-Elections\Outbox folder. The PC file **must** be named ‘##08PG.txt’ where ## indicates the county number, and PG is the election type (Presidential General).

The Secretary of State’s Calvoter II application will look in the c:\Candidates-Elections\Outbox folder and the /outbox directory approximately every 5 minutes. If it finds a file in the folder, the application processes it into the Calvoter II database.

**c. Receive Messages**

The system stores the county messages about the most recent REPORT submitted in the Calvoter II application. Counties may track error reports via the error log file on the Calvoter II Election Reporting application.

If a **fatal** error is found in the data-stream, a message identifying the incorrect data and the reason for the error is stored in the Calvoter II error log file. The elections database is not updated.

If a **warning** error is found in the data-stream, a message identifying the incorrect data and the reason for the error is stored in the Calvoter II error log file. The elections database is updated with the vote data.

If no errors are found, the elections database is updated with the vote data. A message indicating that there were no errors is created. The messages are stored in the Calvoter II application. To view error messages:

1. Select "Vote Reporting" menu;
2. Select "View Error/Log File" menu item; and
3. Select the county and election from dialog box.

**5. REPORT**

**a. Template File**

**“VOTE TOTALS” Record Format:** There is one “VOTE TOTALS” record for each candidate for each race for the county.

**Assumptions:**

1. File is tab-delimited, allowing variable length data. Padding of vote result fields with zeros will not be required.
2. SOS assumes that counties are responsible for mapping to SOS ID fields (contest and candidate).
3. For each vote submission submitted, the system expects the entire structured file to be submitted, omitting no records. If a “zero value” is found in a modifiable field, the system will assume that the last submission is unchanged.

4. Counties will not, in any manner, change or modify fields other than report\_type, total\_county\_ballots\_counted, precincts\_reporting, contest\_ballots\_counted, and votes\_cast.

### **Header Format**

This record will be the first record in the file and will contain only summary information. It will be used to identify the county, the report submission type, and to capture the total number of ballots counted in a county for the particular election.

### **Data Records**

The data records capture contest/candidate information. Counties will substitute the vote results into the appropriate field. SOS expects each record provided to the county to be submitted as part of the auto-county process. For regular and update reports only, SOS will not require every vote result to be updated with new information. For the election night final, SOV, and SSOV reports, SOS will require every vote result field to be updated with non-zero data.

## **b. Report Types**

### The Regular Report (report type = REGL)

The regular report is used to update the elections database on a periodic basis. The county should only send a regular report if there is a change in the ballots cast.

### The Final Report (report type = FINL)

The final report must include all precincts within the county and contain data for every contest/category and ballot measure in the election. Successful submission of a final report indicates the completion of the election night reporting process by the county.

### The Update Report (report type = UPDT)

Update reports are used only after a successful final report has been submitted by the county. Update reports are considered as part of the semi-official canvass process. Counties only need to submit updates for contests/candidates or ballot measures that have changed.

If this report is not processed successfully, the county is not considered to have completed its election night process.

**c. Record Format**

*Total Ballots Cast Record Format – Header Record*

NOTE: Shaded areas indicate non-editable fields in the template file

Field	Attribute Name	Edit Style	Notes
1	Record Number	Numeric	<ul style="list-style-type: none"> <li>This value identifies the record number assigned to each record in the file.</li> <li>Fixed by Secretary of State's office.</li> <li><b>NOT MODIFIABLE BY COUNTIES</b></li> </ul>
2	County ID	Numeric	<ul style="list-style-type: none"> <li>This value is the number assigned to each county.</li> <li>Fixed by Secretary of State's office.</li> <li><b>NOT MODIFIABLE BY COUNTIES</b></li> </ul>
3	Report Type	Alpha	<ul style="list-style-type: none"> <li>The value must be one of the following types. This type applies to all vote records submitted as part of the report.</li> <li>Report Type values:               <ul style="list-style-type: none"> <li>- REGL – Regular election night report</li> <li>- FINL – Final election night report</li> <li>- UPDT – Post-election night report</li> <li>- SOV – Certified statement of vote report</li> <li>- SSOV – Statewide results by political subdivision</li> </ul> </li> </ul>
4	Total County Ballots Counted	Numeric 000000000-999999999	<ul style="list-style-type: none"> <li>This value represents the total number of ballots counted by the county for the entire election. This total should only reflect ballots that have valid votes cast, and excludes unprocessed ballots.</li> <li>This value must be greater than zero.</li> <li>This value cannot exceed the total number of registered voters for the county.</li> </ul>

*Vote Total Record Format – Detail Record*

Field	Attribute Name	Edit Style	Notes
1	Record Number	Numeric	<ul style="list-style-type: none"> <li>This value identifies the record number assigned to each record in the file.</li> <li>Fixed by Secretary of State's office.</li> <li><b>NOT MODIFIABLE BY COUNTIES</b></li> </ul>
2	County ID	Numeric	<ul style="list-style-type: none"> <li>This field represents the unique identifier for a county (values 01 – 58).</li> <li>Fixed by Secretary of State's office.</li> <li><b>NOT MODIFIABLE BY COUNTIES</b></li> </ul>
3	Contest Category	Alpha	<ul style="list-style-type: none"> <li>This value identifies the type of contest the record is associated with. There will be one contest type: BLLT</li> <li>Fixed by Secretary of State's office.</li> <li><b>NOT MODIFIABLE BY COUNTIES</b></li> </ul>
4	Contest ID	Numeric	<ul style="list-style-type: none"> <li>This field represents the standard contest identifier for contests. For contests that repeat (e.g. Governor, SCO, US Senate, etc.) this number will remain across elections. For ballot measures, this number will be new for each election.</li> <li>Fixed by Secretary of State's office.</li> <li><b>NOT MODIFIABLE BY COUNTIES</b></li> </ul>
5	Candidate ID	Numeric	<ul style="list-style-type: none"> <li>This number represents the unique number used by SOS. This number is unique for each candidate/contest/election combination.</li> <li>Fixed by Secretary of State's office.</li> <li><b>NOT MODIFIABLE BY COUNTIES</b></li> </ul>
6	Yes/No Indicator	Text	<ul style="list-style-type: none"> <li>This field will be used only when a YES or NO vote result is necessary to be captured. For any contest with YES/NO or FOR/AGAINST results, the YES/FOR record will always be first, with the NO/AGAINST record second. The value will be either an "Y" or a "N".</li> <li>Fixed by Secretary of State's office.</li> <li><b>NOT MODIFIABLE BY COUNTIES</b></li> </ul>

Field	Attribute Name	Edit Style	Notes
7	Jurisdiction ID	Numeric	<ul style="list-style-type: none"> <li>This field is used only for SSOV reports and identifies the county/contest and jurisdiction the votes cast should be captured for. For non-SSOV reports this field will contain a null value.</li> <li>Fixed by Secretary of State's office.</li> <li><b>NOT MODIFIABLE BY COUNTIES</b></li> </ul>
8	Precincts Reporting	Numeric	<ul style="list-style-type: none"> <li>The value represents the total number of precincts reporting for the <b>contest</b>, cumulative to the point in time of the submission.</li> </ul>
9	Total Contest Ballots Counted	Numeric 000000000- 999999999	<ul style="list-style-type: none"> <li>The value represents the total number of ballots counted for a particular contest, cumulative to the point in time of the submission.</li> </ul>
10	Votes Cast	Numeric 000000000- 999999999	<ul style="list-style-type: none"> <li>The total (cumulative) number of ballots cast for a ballot measure for the report submission.</li> </ul>
11	Contest Name	Alpha	<ul style="list-style-type: none"> <li>Fixed by Secretary of State's office.</li> <li><b>NOT MODIFIABLE BY COUNTIES</b></li> </ul>
12	District Number	Numeric	<ul style="list-style-type: none"> <li>Fixed by Secretary of State's office.</li> <li><b>NOT MODIFIABLE BY COUNTIES</b></li> </ul>
13	Division Number	Numeric	<ul style="list-style-type: none"> <li>Fixed by Secretary of State's office.</li> <li><b>NOT MODIFIABLE BY COUNTIES</b></li> </ul>
14	Ballot Name	Alpha	<ul style="list-style-type: none"> <li>Fixed by Secretary of State's office.</li> <li><b>NOT MODIFIABLE BY COUNTIES</b></li> </ul>

## 6. CERTIFICATION PROCESS

### a. System Availability

County certification begins on **September 22, 2008**. The election system is available for county certification Monday through Friday from 8:00 a.m. to 5:00 p.m. with the exception of System Test days.

### b. System Test Days

The following dates are reserved for System Test days and the election system is **not** available for county certification:

**October 15, 22, and 29**

Although the election system is not available for county certification on System Test days, the Secretary of State's office encourages counties to participate in the System

Tests by submitting REPORTS between the hours of 8:00 a.m. and 12:00 noon. If a county encounters problems during these hours, ITD and Elections staff are available for assistance by calling 1-888-VOTECAL (1-888-868-3225).

**c. Certification Criteria**

Certification must be completed by 4:00 p.m. on **October 31, 2008**. If this deadline is *not* met, the county is not certified for automated reporting and **must FAX or KDE** election results on election night.

To be certified for election night automated reporting, the county must submit at least four successful REPORTS in succession. Successful reports are those reports that contain no fatal errors and update the election database with each transmission. (See Error Message Descriptions, pg. 11 et seq.) The four REPORTS must be submitted on the same day because the elections database is reset each morning. The REPORTS must meet the following criteria:

1. The first report must be a regular report (REPORT TYPE – REGL) and contain vote data for all contests.
2. The second report must be a regular report (REPORT TYPE – REGL) and contain data for all contests.
3. The third report must be a final report (REPORT TYPE – FINL) and all contests/candidate vote fields must be completed.
4. The fourth report must be an update report (REPORT TYPE – UPDT) and must be submitted only after a successful final report has been submitted.

The county may test as often as it wishes before and after certification. However, if a final report is submitted successfully, the county can only submit update REPORTS thereafter, on the same day. If the county wishes to submit any subsequent REPORT other than an update report, please contact CALVOTER staff at 1-888-VOTECAL (1-888-868-3225).

Testing for electronic submission of SOV and SSOV will allow a pattern similar to that for testing CVII submissions. The county will submit a full SOV/SSOV report and will be certified upon successful submission of the report. Counties must be certified prior to submitting their official SOV report on or before E+35 (December 9), but need not be certified prior to Election Day.

**d. Continue Testing Until Your Preparations Are Completed**

After certification, the county should continue to test to ensure smooth and accurate automated reporting on election night. If precinct counts are changed after certification, the Secretary of State's office encourages the county to test the new precinct counts by submitting REPORTS.

## 7. ELECTION NIGHT REPORTING

### a. Reporting Times

The first report should be submitted by 9:00 p.m. and no later than 10:00 p.m.

Thereafter, REPORTS should be submitted on a two-hour basis until the canvass is completed. **There is no limitation on the number of reports submitted per hour, even if the vote totals have not changed.**

### b. Final Report

The NUMBER OF PRECINCTS REPORTING in the "TOTAL BALLOTS CAST" record must equal the total precincts for the county in the final report. It is expected that all counties will submit a final report for the Semi-Official Canvass within 28 hours of the closing of the polls.

**IMPORTANT:** Along with the transmittal of your FINAL Report to the Secretary of State, please FAX a summary of the final vote results from your system and call the CalVoter Helpline at 1-(888) 868-3225. Prior to County Staff departure after the fax has been sent, SOS staff will review the final reporting numbers with County staff and confirm all final numbers reported have been received and processed.

### c. Problems Submitting a REPORT on Election Night

If the county is unable to transmit REPORTS successfully, the Calvoter II System Administrator will do whatever is possible to help the county correct the problem(s).

If the Calvoter II System Administrator and/or SOS ITD determine the problem cannot be resolved in a timely manner, the Secretary of State's Elections Division will request that the county submit the election results via fax or use the KDE screens on the Calvoter workstation.

## 8. SEMI-OFFICIAL CANVASS

The Semi-Official Canvass extends from the time the polls close until every precinct has been counted and reported to the SOS.

## 9. OFFICIAL CANVASS

The Official Canvass begins no later than **November 6, 2008**, and continues until completed. The Official Canvass must be certified and sent to the Secretary of State within 28 days of the General Election, December 2, 2008. The last day to send the Official Canvass to the Secretary of State is December 9, 2008 (E+35).

### a. System Availability

The election system is available Monday through Friday from 8:00 a. m. to 5:00 p.m. between November 6 and December 9, 2008, for updating election results.

The county **must** notify the CalVoter System Administrator (1-888-VOTECAL) **prior** to submitting a REPORT.

All REPORTS submitted must be Updates (REPORT-TYPE = UPDT). To complete the official canvass, counties may submit an electronic Statement of Vote (SOV) or Supplement to the Statement of Vote (SSOV).

If a county needs to submit REPORTS after **December 9, 2008**, the county must contact the Elections Division for approval.

## 10. REPORT STATUS MESSAGES

For each election night or post-election night REPORT, a message describing the success, warnings, or fatal errors is stored in the Calvoter II system. When a fatal error is found, the elections database is **not** updated. If a county needs assistance with the messages, please call 1-888-VOTECAL (1-888-868-3225).

The table on the following pages lists tally edits and validations to be used for each voter report submitted for tests, election night and post-election night.

## 11. ERROR MESSAGE DESCRIPTIONS

There are two types of errors: fatal and warning.

**Fatal Errors**—Errors such as a missing county ID that causes the vote report to be entirely rejected and not processed into the system. These errors cause the validity of the entire submission to be questioned and therefore force rejection of the entire report. This applies to both KDE and auto-county vote reports.

**Warnings**—These errors are the result of “unusual” scenarios that need to be addressed by SOS and/or county vote officials. There are occasions when a county’s vote reporting system accurately reports data that is on the surface illogical, but is nevertheless being accurately reported. These errors would be only allowed for election night regular reports. For a final or any post-election report, the errors listed below will be “fatal” and cause the file to be entirely rejected.

**Error Message Processing**—Refer to section 6 for details on how errors are managed and communicated between SOS and county systems.

The following table lists only the election night and post-election night vote tally edits and validations. Another element not addressed in this document is the testing procedure to be used for certifying auto-counties to participate in electronic submittal of the vote report. Please refer to the test plan and the Votechnology test team/plan for more details regarding auto-county certification.

## Regular Report Errors

Message ID	Message UID	KDE Edit Only?	Severity	Report Type	Message Text
ER-00001	311	N	FATAL	REGL	No vote records found - please re-submit report
ER-00002	312	N	FATAL	REGL	County number %1 is not the same as your county number %2.
ER-00003	313	N	FATAL	REGL	County number %1 is invalid - valid county numbers are 01 thru 58
ER-00004	314	Y	FATAL	REGL	Total votes cast (%1) for %3 contest cannot exceed total county ballots cast (%2)
ER-00005	315	N	FATAL	REGL	Report type received (%1) is invalid
ER-00006	316	N	FATAL	REGL	More than one header record found - please re-submit report (submission %1)
ER-00007	317	Y	FATAL	REGL	Precincts reporting must be numeric for contest %1
ER-00008	318	Y	FATAL	REGL	Precincts reported (%1) must be less than or equal to the total reportable precincts (%3) for the %2 contest.
ER-00010	320	Y	FATAL	REGL	County ballots counted (%1) must be numeric (Submission ID: %2)
ER-00011	321	Y	FATAL	REGL	Total ballots counted (%1) must be greater than zero for %2 contest
ER-00012	322	N	FATAL	REGL	Total ballots counted (%1) for contest %2 is greater than registered voters (%3)
ER-00013	323	Y	FATAL	REGL	Votes cast (%1) for %3 contest are greater than registered voters (%2)
ER-00014	324	Y	FATAL	REGL	Ballots counted (%3) for the %1 contest is greater than total ballots counted for county (%2)
ER-00016	326	N	WARNING	REGL	Ballots counted (%1) must be greater than zero for contest %2 when precincts are reported
ER-00017	327	N	FATAL	REGL	County number must be numeric (Value received: %1)
ER-00018	328	N	FATAL	REGL	Invalid candidate id (%1) for contest %2
ER-00019	329	N	FATAL	REGL	Invalid contest id (%1)
ER-00020	330	Y	FATAL	REGL	Districts precincts reporting must be numeric (Value received: %1)
ER-00024	334	Y	FATAL	REGL	District ballots counted (%1) must be numeric for contest %2
ER-00026	336	Y	FATAL	REGL	District votes cast (%1) for contest %2 must be less than or equal to total districts ballots counted (%3)
ER-00038	348	Y	FATAL	REGL	Final election night report has already been submitted

Message ID	Message UID	KDE Edit Only?	Severity	Report Type	Message Text
ER-00043	353	N	FATAL	REGL	Header record missing

Note: %1, %2, and %3 are placeholders for specific data provided by the system associated with an error. Such as: "Total votes cast (1250) for contest (AD-07) exceed total county ballots cast (1249)."

### Final Report Errors

Message ID	Message UID	KDE Edit Only?	Severity	Report Type	Message Text
ER-00001	311	N	FATAL	FINL	No vote records found - please re-submit report
ER-00002	312	N	FATAL	FINL	County number %1 is not the same as your county number %2.
ER-00003	313	N	FATAL	FINL	County number %1 is invalid - valid county numbers are 01 thru 58
ER-00004	314	Y	FATAL	FINL	Total votes cast (%1) for %3 contest cannot exceed total county ballots cast (%2)
ER-00005	315	N	FATAL	FINL	Report type received (%1) is invalid
ER-00006	316	N	FATAL	FINL	More than one header record found - please re-submit report (submission %1)
ER-00007	317	Y	FATAL	FINL	Precincts reporting must be numeric for contest %1
ER-00008	318	Y	FATAL	FINL	Precincts reported (%1) must be less than or equal to the total reportable precincts (%3) for the %2 contest.
ER-00009	319	Y	FATAL	FINL	Precincts reporting (%1) must equal total reportable precincts (%2) on an election night final report
ER-00010	320	Y	FATAL	FINL	County ballots counted (%1) must be numeric (Submission ID: %2)
ER-00011	321	Y	FATAL	FINL	Total ballots counted (%1) must be greater than zero for %2 contest
ER-00012	322	N	FATAL	FINL	Total ballots counted (%1) for contest %2 is greater than registered voters (%3)
ER-00013	323	Y	FATAL	FINL	Votes cast (%1) for %3 contest are greater than registered voters (%2)
ER-00014	324	Y	FATAL	FINL	Ballots counted (%3) for the %1 contest is greater than total ballots counted for county (%2)
ER-00016	326	N	FATAL	FINL	Ballots counted (%1) must be greater than zero for contest %2 when precincts are reported
ER-00017	327	N	FATAL	FINL	County number must be numeric (Value received: %1)
ER-00018	328	N	FATAL	FINL	Invalid candidate id (%1) for contest %2
ER-00019	329	N	FATAL	FINL	Invalid contest id (%1)

Message ID	Message UID	KDE Edit Only?	Severity	Report Type	Message Text
ER-00020	330	Y	FATAL	FINL	Districts precincts reporting must be numeric (Value received: %1)
ER-00024	334	Y	FATAL	FINL	District ballots counted (%1) must be numeric for contest %2
ER-00026	336	Y	FATAL	FINL	District votes cast (%1) for contest %2 must be less than or equal to total districts ballots counted (%3)
ER-00028	338	N	FATAL	FINL	Missing contest data for contest %1 in final report, all contests must be submitted
ER-00029	339	N	FATAL	FINL	Missing candidate (%1) in contest %2 for final report
ER-00038	348	Y	FATAL	FINL	Final election night report has already been submitted
ER-00043	353	N	FATAL	FINL	Header record missing

### Update Error Reports

Message ID	Message UID	KDE Edit Only?	Severity	Report Type	Message Text
ER-00001	311	N	FATAL	UPDT	No vote records found - please re-submit report
ER-00002	312	N	FATAL	UPDT	County number %1 is not the same as your county number %2.
ER-00003	313	N	FATAL	UPDT	County number %1 is invalid - valid county numbers are 01 thru 58
ER-00004	314	Y	FATAL	UPDT	Total votes cast (%1) for %3 contest cannot exceed total county ballots cast (%2)
ER-00005	315	N	FATAL	UPDT	Report type received (%1) is invalid
ER-00006	316	N	FATAL	UPDT	More than one header record found - please re-submit report (submission %1)
ER-00007	317	Y	FATAL	UPDT	Precincts reporting must be numeric for contest %1
ER-00008	318	Y	FATAL	UPDT	Precincts reported (%1) must be less than or equal to the total reportable precincts (%3) for the %2 contest.
ER-00010	320	Y	FATAL	UPDT	County ballots counted (%1) must be numeric (Submission ID: %2)
ER-00011	321	Y	FATAL	UPDT	Total ballots counted (%1) must be greater than zero for %2 contest
ER-00012	322	N	FATAL	UPDT	Total ballots counted (%1) for contest %2 is greater than registered voters (%3)
ER-00013	323	Y	FATAL	UPDT	Votes cast (%1) for %3 contest are greater than registered voters (%2)
ER-00014	324	Y	FATAL	UPDT	Ballots counted (%3) for the %1 contest is greater than total ballots counted for county (%2)

Message ID	Message UID	KDE Edit Only?	Severity	Report Type	Message Text
ER-00016	326	N	FATAL	UPDT	Ballots counted (%1) must be greater than zero for contest %2 when precincts are reported
ER-00017	327	N	FATAL	UPDT	County number must be numeric (Value received: %1)
ER-00018	328	N	FATAL	UPDT	Invalid candidate id (%1) for contest %2
ER-00019	329	N	FATAL	UPDT	Invalid contest id (%1)
ER-00020	330	Y	FATAL	UPDT	Districts precincts reporting must be numeric (Value received: %1)
ER-00024	334	Y	FATAL	UPDT	District ballots counted (%1) must be numeric for contest %2
ER-00026	336	Y	FATAL	UPDT	District votes cast (%1) for contest %2 must be less than or equal to total districts ballots counted (%3)
ER-00039	349	Y	FATAL	UPDT	Post-election night update report cannot be submitted until election night FINAL report has been received and validly processed
ER-00043	353	N	FATAL	UPDT	Header record missing

### SOV Report Errors

Message ID	Message UID	KDE Edit Only?	Severity	Report Type	Message Text
ER-00001	311	N	FATAL	SOV	No vote records found – please re-submit report
ER-00002	312	N	FATAL	SOV	County number %1 is not the same as your county number %2.
ER-00003	313	N	FATAL	SOV	County number %1 is invalid - valid county numbers are 01 thru 58
ER-00004	314	Y	FATAL	SOV	Total votes cast (%1) for %3 contest cannot exceed total county ballots cast (%2)
ER-00005	315	N	FATAL	SOV	Report type received (%1) is invalid
ER-00006	316	N	FATAL	SOV	More than one header record found - please re-submit report (submission %1)
ER-00008	318	Y	FATAL	SOV	Precincts reported (%1) must be less than or equal to the total reportable precincts (%3) for the %2 contest.
ER-00010	320	Y	FATAL	SOV	County ballots counted (%1) must be numeric (Submission ID: %2)
ER-00011	321	Y	FATAL	SOV	Total ballots counted (%1) must be greater than zero for %2 contest
ER-00012	322	N	FATAL	SOV	Total ballots counted (%1) for contest %2 is greater than registered voters (%3)
ER-00013	323	Y	FATAL	SOV	Votes cast (%1) for %3 contest are greater than registered voters (%2)

Message ID	Message UID	KDE Edit Only?	Severity	Report Type	Message Text
ER-00014	324	Y	FATAL	SOV	Ballots counted (%3) for the %1 contest is greater than total ballots counted for county (%2)
ER-00016	326	N	FATAL	SOV	Ballots counted (%1) must be greater than zero for contest %2 when precincts are reported
ER-00017	327	N	FATAL	SOV	County number must be numeric (Value received: %1)
ER-00018	328	N	FATAL	SOV	Invalid candidate ID (%1) for contest %2
ER-00019	329	N	FATAL	SOV	Invalid contest ID (%1)
ER-00024	334	Y	FATAL	SOV	District ballots counted (%1) must be numeric for contest %2

### SSOV Report Errors

Message ID	Message UID	KDE Edit Only?	Severity	Report Type	Message Text
ER-00001	311	N	FATAL	SSOV	No vote records found - please re-submit report
ER-00002	312	N	FATAL	SSOV	County number %1 is not the same as your county number %2.
ER-00003	313	N	FATAL	SSOV	County number %1 is invalid - valid county numbers are 01 thru 58
ER-00004	314	Y	FATAL	SSOV	Total votes cast (%1) for %3 contest cannot exceed total county ballots cast (%2)
ER-00005	315	N	FATAL	SSOV	Report type received (%1) is invalid
ER-00006	316	N	FATAL	SSOV	More than one header record found - please re-submit report (submission %1)
ER-00010	320	Y	FATAL	SSOV	County ballots counted (%1) must be numeric (Submission ID: %2)
ER-00013	323	Y	FATAL	SSOV	Votes cast (%1) for %3 contest are greater than registered voters (%2)
ER-00017	327	N	FATAL	SSOV	County number must be numeric (Value received: %1)
ER-00018	328	N	FATAL	SSOV	Invalid candidate id (%1) for contest %2
ER-00019	329	N	FATAL	SSOV	Invalid contest id (%1)
ER-00033	343	N	FATAL	SSOV	SSOV jurisdiction id (Value received: %1) must be numeric for contest %2
ER-00035	345	N	FATAL	SSOV	SSOV jurisdiction id (%1) for contest %2 is not valid
ER-00042	352	Y	WARNING	SSOV	SSOV cannot be submitted until the SOV report has been validly received and processed

# **Semi-Official Canvass Reporting Instructions**



**For Key Data Entry (KDE)  
Counties**

November 4, 2008  
**GENERAL ELECTION**

# GENERAL ELECTION

## PHONE NUMBERS

For reporting vote results by KDE:

Evelyn Mendez (916) 653-9155	Stephanie Golka (916) 657-2189	Jennifer Luckie – Bratt (916) 651-3734
Steven Carda (916) 657-2305	Lisa Alvis (916) 651-8190	Jenny Chernis (916) 657-2080

To report any other election day/night problems, please call: **1-888-VOTECAL**

## ELECTION NIGHT REPORTING SCHEDULE

You may submit your first report immediately upon the closing of the polls at 8:00 p.m.

Pursuant to Elections Code § 15151 you must submit your first precinct report no later than 10:00 p.m.

After your first report, please report updated totals as soon as they are available. At least every hour until all precincts are accounted for and you make your final report to this office. It is not necessary to report a “no change” status.

Remember that county precinct numbers in your final report must match the number of reportable precincts in CALVOTER before your semi-official canvass can be considered completed and final.

## INSTRUCTIONS FOR REPORTING ELECTION NIGHT RETURNS

Please refer to the Calvoter II Election Reporting Module KDE Cliffnotes for instructions on how to use the Calvoter II application to key election night vote results into the database. You may use the format of the enclosed election night reporting forms as a guide to report all figures to the Secretary of State. Be sure to report precinct counts for each specific district for which votes are being reported; do not report countywide precinct counts for district reports.

**IMPORTANT: After transmitting your final report to the Secretary of State, please call 1-888-VOTECAL or (916) 651-6499 and SOS staff will review the final results with you and confirm that the report has been received and processed.**

## **REPORT TYPES**

### Regular Report

Report a “Regular Report” on all reports, including the first one. If you have a final report on one or more races but not all contests in your county, report this as a “Regular Report” and continue to report the same figures for that race until all contests are final for your county.

### Final Report

Report as a “Final Report” only if all contests you are reporting to the Secretary of State are final in your county.

### Update Report

If you discover an error in your final report after you have submitted it, report the new numbers as a “Update Report.”

## **WRITE-IN VOTES**

1. Do not report write-in votes of any kind on election night.
2. Write-in canvass forms will be sent to you after election night to report any write-in votes in your official canvass submission.

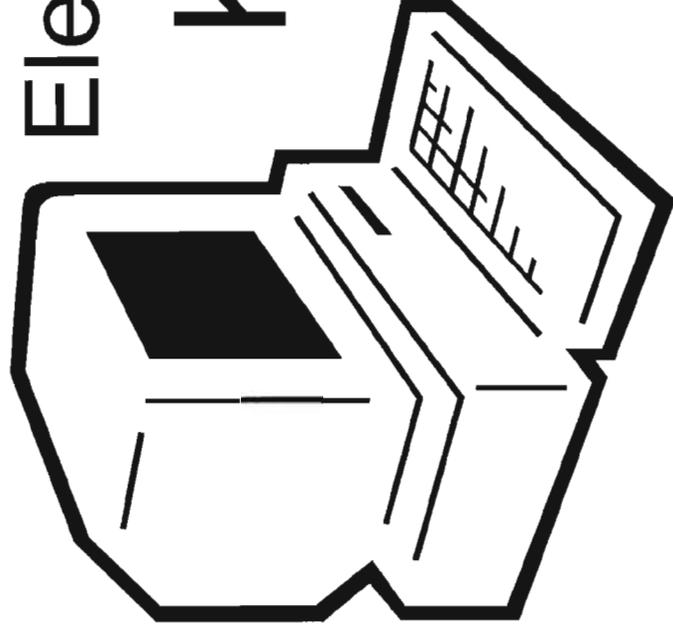
## **DISASTER PREPAREDNESS**

In case of a disaster that forces the Secretary of State to relocate to another facility, the Calvoter Election Reporting application will roll over to the new location. There may be a brief interruption in service, but you may continue to key in your results.

# CALVOTER II

November 4, 2008

Election Reporting Module  
KDE Cliffnotes

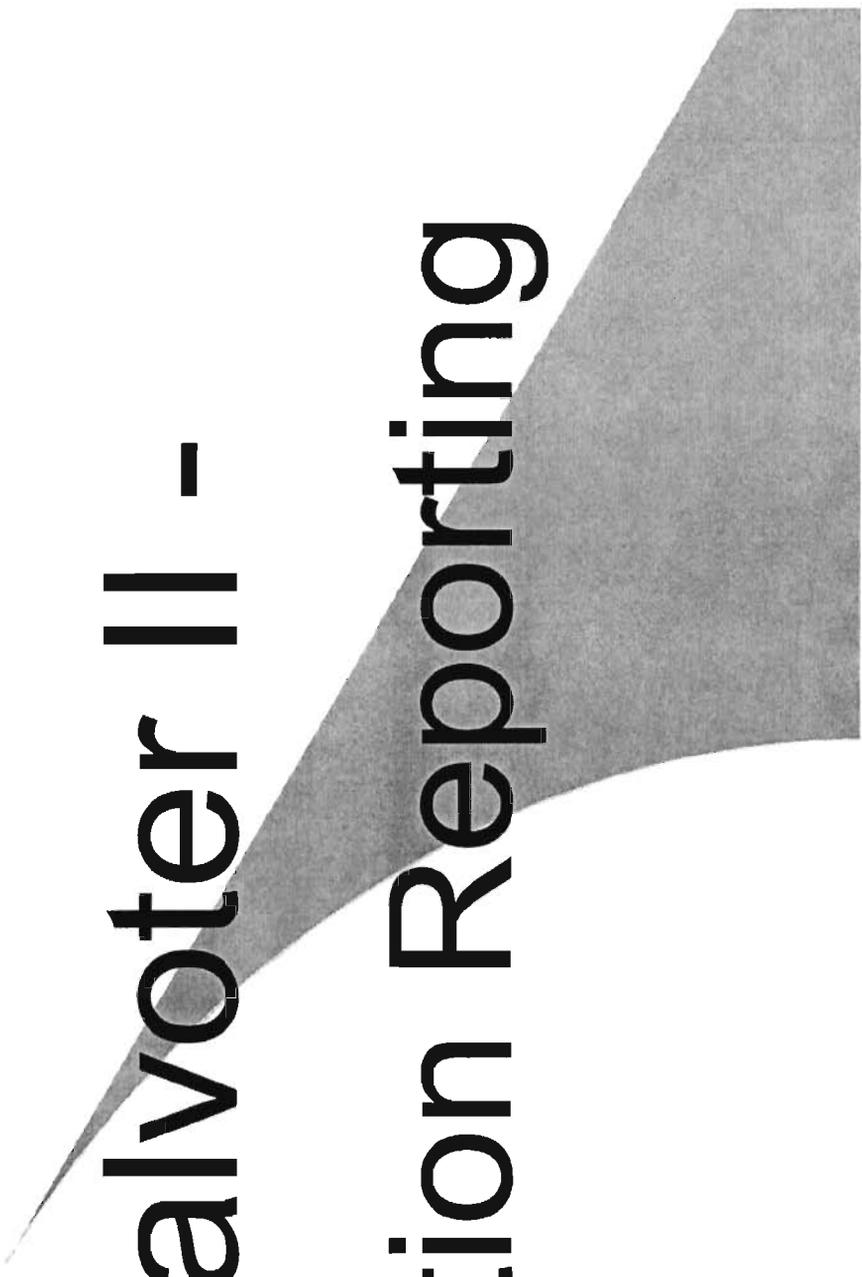


# When to Report

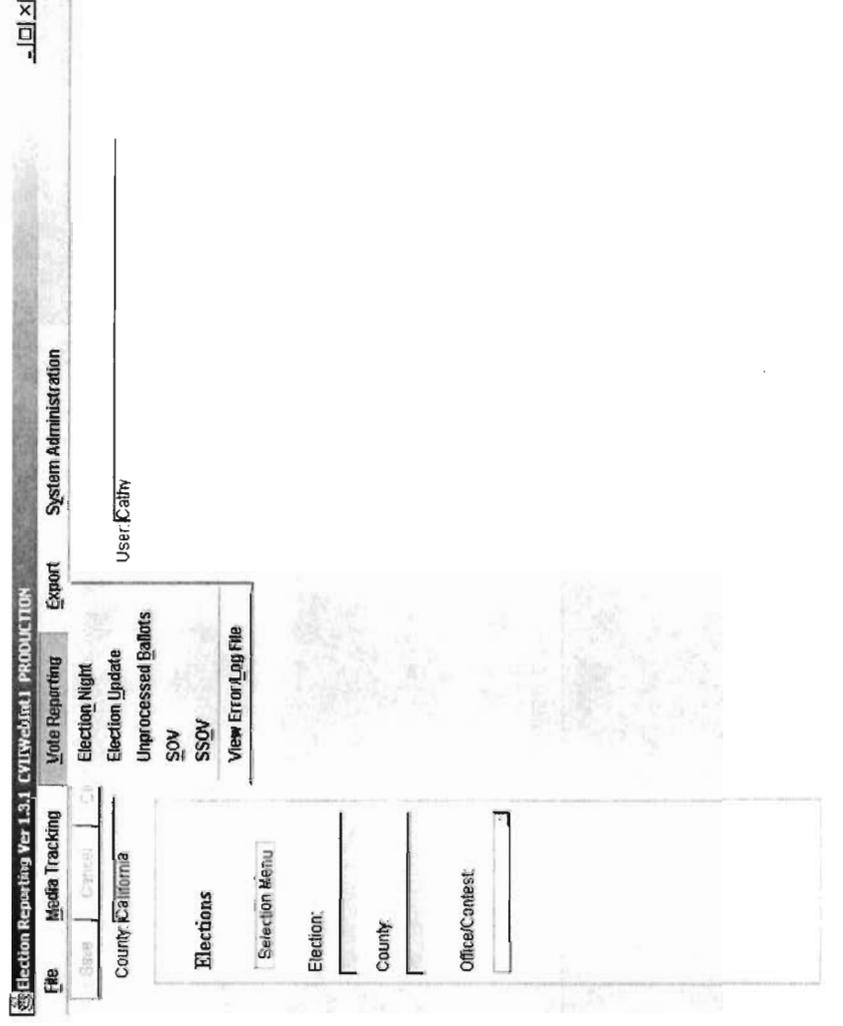
- First regular report no later than 9:00 p.m.
- Report Regular Results at least once every 2 until final
- Final Results at completion of your semi-official canvass

# Review

## Calvoter II - Election Reporting

A decorative grey curved shape, resembling a stylized arrow or a swoosh, pointing from the top right towards the bottom left, positioned behind the text.

# Election Night Vote Reporting Menu Options



- Election Night
- Election Update
- Unprocessed Ballots
- SOV
- SSOV
- View Error Log

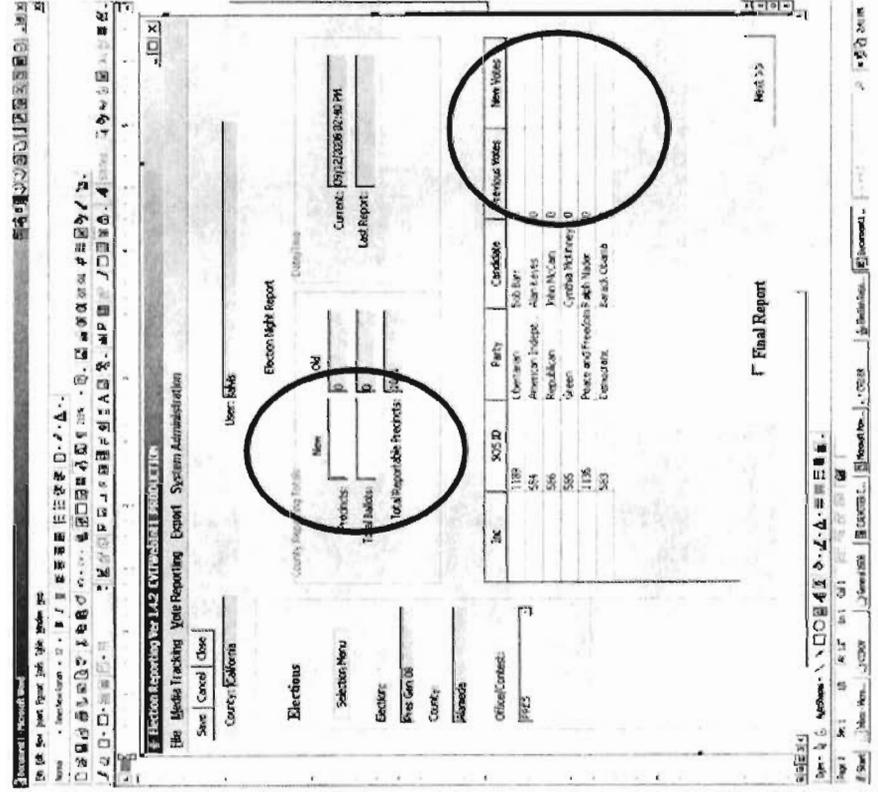
# Select County



- For each type of Vote Results entry, a County and Election must first be selected
- Both fields are drop down boxes for easy selection

# Election Night KDE Screen

- Fields highlighted in blue are required
  - Precincts
  - Total Ballots
- Enter vote counts in the New Votes field - TAB to each candidate



# Keying Vote Results

Document1 - Microsoft Word

File Media Tracking Vote Reporting Export System Administration

Save Cancel Close

County: California User: Johns

Election Night Report

County Reporting Totals: New Old Date/Time: 09/15/2006 07:50 AM

Precincts: 0 Total Ballots: 0 Last Report: Total Reportable Precincts: 1041

Precincts Reporting: 0 of 488 with ballots cast: 0

Inc	SOS ID	Party	Candidate/Prop	Previous Votes	New Votes
419		Libertarian	James M. Eyer	0	
438		Republican	Charles Hargrave	0	
429		Democratic	Barbara Lee	0	

Office/Contest: CD-09

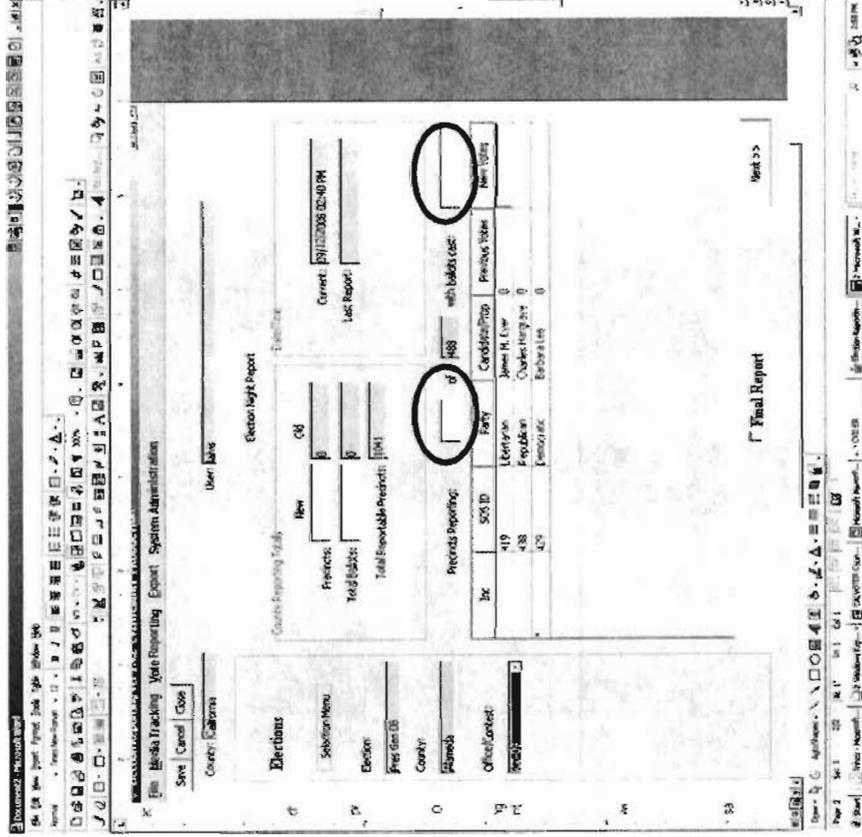
Final Report

Next >>

- Entering results are the same for any set of report type (Regl, Finl, Update, SOV, SSOV)
  - Enter Votes for every candidate
  - Move to the next contest.
    - Select Office/Contest from the drop down box OR Click on Next

# Keying Results for Multiple County Districts

- There are two additional required fields when entering vote results for Office/Contest that is a multiple-county contest
  - Precincts Reporting
  - with ballots cast

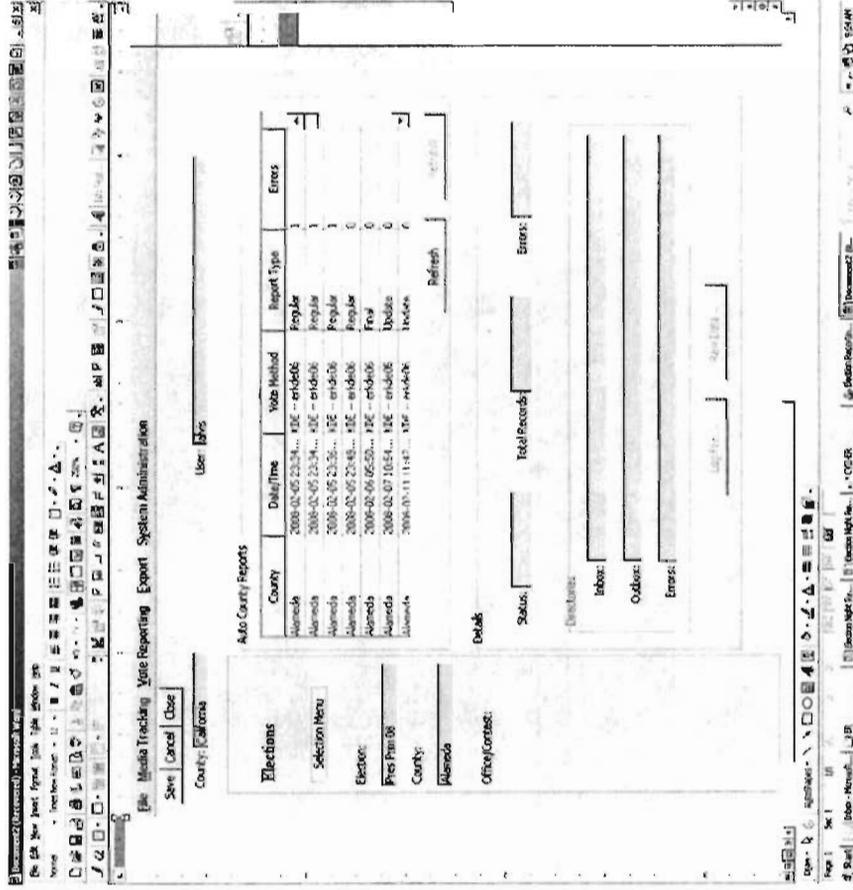






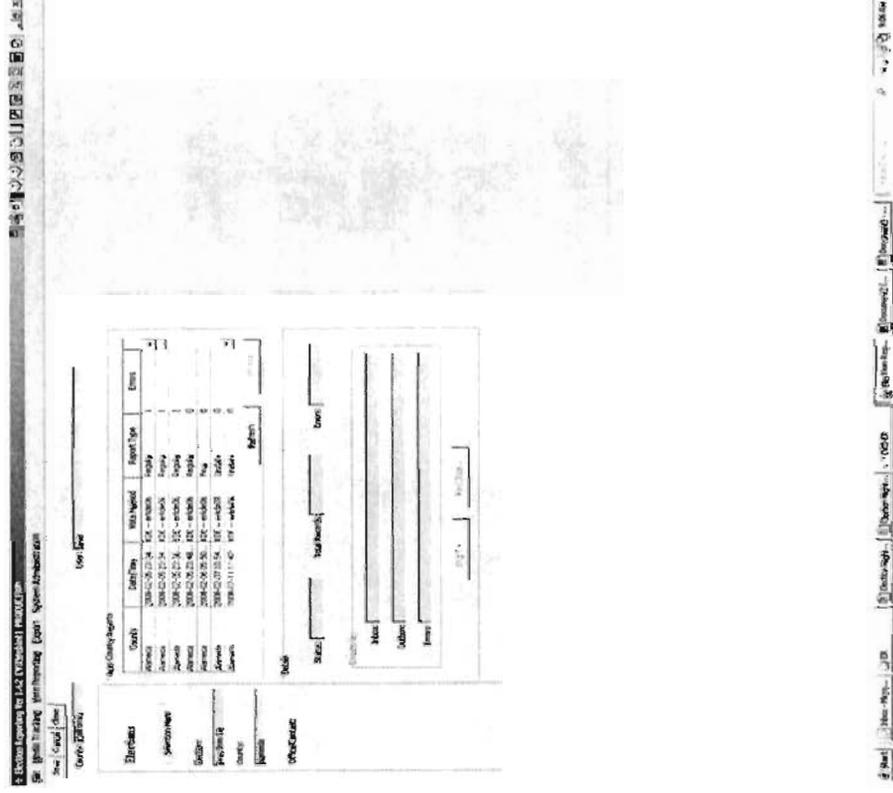
# Vote Results Menu

- First, select View Error/Log File from main menu
- Then, select County and Election
- Each set of vote results will be represented as an entry
  - Automatic
  - KDE

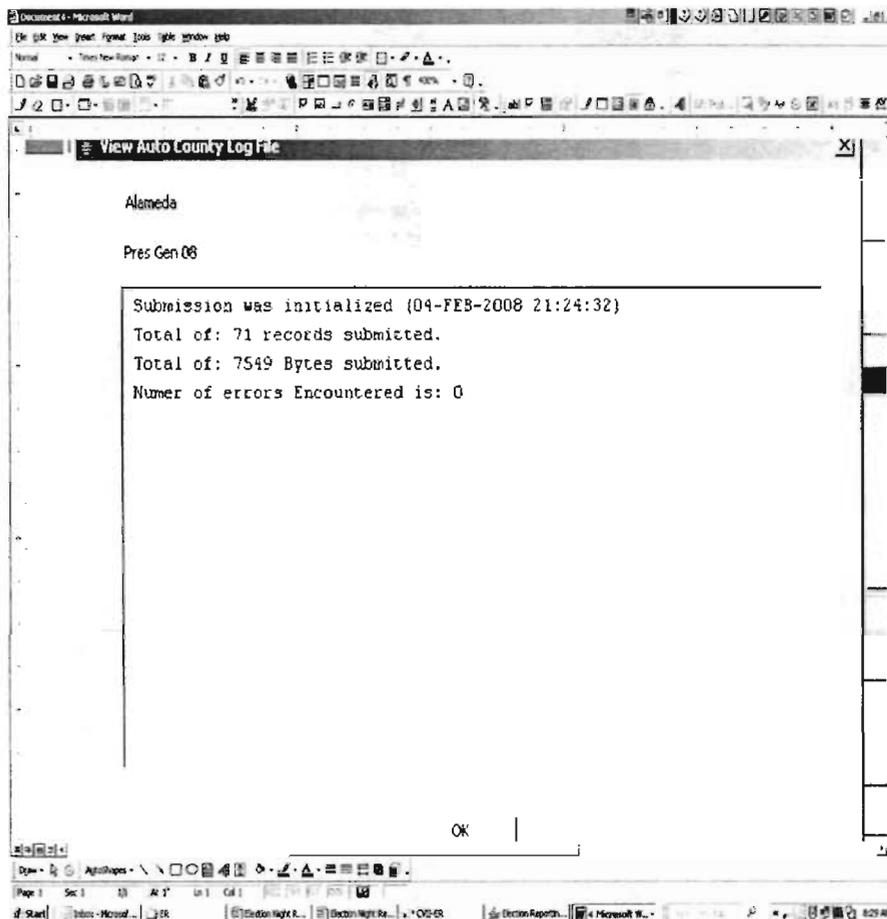


# Viewing Report Log/Errors

- Select the entry
- Log File and Raw Data options will then be enabled - click to select
- No errors indicated by 0
- Any error indicated by 1



# Sample of Log File



- Log file will contain
  - Submission Date/Time
  - Total number of records
  - Size of file
  - Number of Errors

# Viewing Raw Data File

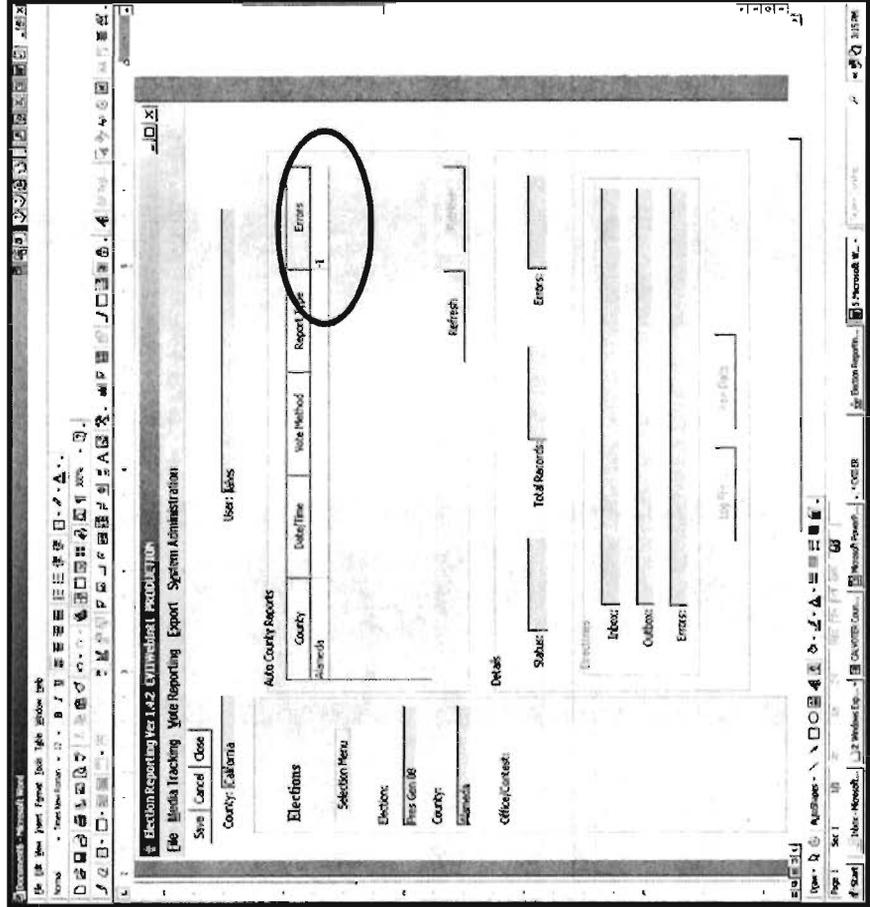
- First row contains
  - County Code
  - Type of vote results
  - Number of votes
- Each record thereafter contains all pertinent data to report vote results for a candidate or ballot measure

The screenshot shows a window titled "View Auto County Raw Data" with a list of records. The records are organized into sections: "All Records", "Pres Gen (6)", and "Context". The "All Records" section contains the following data:

election	year	precinct	type	votes
000001	1	PREC1	239005	
100002	1	STW0	020001000000	17
100003	1	STW0	020001000000	42
100004	1	STW0	020001000000	48
100005	1	STW0	020001000000	45
100006	1	STW0	020002000000	34
100007	1	STW0	020001000000	5

# Sample No Results Reported

- If no results have been submitted yet, a -1 will be seen in the Errors column



**For more information**

**1-888-VOTECA**

# **Semi-Official Canvass Reporting Instructions**



**For Fax Counties**

November 4, 2008  
**GENERAL ELECTION**

# GENERAL ELECTION

## PHONE NUMBERS

For reporting vote results by **FAX: (916) 651-6460**

If you receive a busy signal when you call, please try again within a few minutes and continue to do so until you get through. The phone and FAX lines are in hunt rotation, so busy signals should be rare. After five minutes if you still can't get through, please call **1-888-VOTECAL** to report the problem.

To report any other election day/night problems, please call:

Evelyn Mendez (916) 653-9155	Stephanie Golka (916) 657-2189	Jennifer Luckie-Bratt (916) 653-0718
Steven Carda (916) 657-2305	Lisa Alvis (916) 651-8190	Jenny Chernis (916) 657-2080

## ELECTION NIGHT REPORTING SCHEDULE

You may submit your first report immediately upon the closing of the polls at 8:00 p.m.

Pursuant to Elections Code § 15151 you must submit your first report no later than 10:00 p.m.

After your first report, please report updated totals as soon as they are available and at least every two hours until all precincts are accounted for and you make your final report to this office. It is not necessary to report a "no change" status.

Remember that county precinct numbers in your final report must match the number of reportable precincts in CALVOTER before your semi-official canvass can be considered completed and final.

## REPORTING RETURNS ON ELECTION NIGHT

- All telephone and FAX calls are to be direct; SOS cannot accept collect calls.
- A staff of telephone operators will be ready to receive your calls and FAX transmissions commencing at 8:00 p.m. on election night.
- Please report CUMULATIVE TOTALS ONLY both for precincts reporting and for total votes cast.
- Do not make more than one call or FAX transmission at a time to report returns.
- Bilingual operators will NOT be available in this office on election night.

## INSTRUCTIONS FOR REPORTING ELECTION NIGHT RETURNS

The election night reporting forms have been mailed to you. Please call Stephanie (916) 657-2189 or Lisa (916) 651-8190 if you have not received them.

- Dial **(916) 651-6460** to FAX report returns.
- Do not use a cover sheet when faxing election returns.
- Ensure your reporting form has the following *completed*:
  - Check the “R” if the report is Regular and the “F” if the report is FINAL
  - Make sure your name is at the top of your report.
  - Make sure the date, time, precincts reporting and ballots cast are complete.
  - Please report CUMULATIVE TOTALS ONLY both for precincts reporting and total votes cast.

**IMPORTANT:** Along with the transmittal of your final report to the Secretary of State, please include a summary of the final vote results from your system and call (916) 651-6499. SOS staff will review the final results and confirm that the report has been received and processed.

## REPORT TYPES

### Regular Report

Report a “Regular Report” on all reports, including the first one. If you have a final report on one or more races but not all contests in your county, report this as a “Regular Report” and continue to report the same figures for that race until all contests are final for your county.

### Final Report

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### **WRITE-IN VOTES**

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2. Write-in canvass forms will be sent to you after election night to report any write-in votes in your official canvass submission.

### **DISASTER PREPAREDNESS**

In case of a disaster that forces the Secretary of State to relocate to another facility, the fax machines will roll over to the new location. There may be a brief interruption in service, but you may continue to fax in your results.