

2 First Steps - Setting Up Computer Equipment for the Central Senate Scrutiny

After polling Central Senate Scrutiny (CSS) sites are set up in each State and Territory. Below the Line (BTL) Senate ballot papers are sent to the CSS for entry into EasyCount Senate.

NOTE: The screenshots in this user manual are taken from the interface visible to batch controllers. If you log in with the EasyCount Senate administration username and password, not all menu options will be available to you. Be sure to create computer accounts, import the event data from ELMS and create user accounts **before** attempting to use any other functions. Once a user account has been created for a batch controller, you will be able to **log in as a batch controller** and access the full functionality of EasyCount Senate.

2.1 Set Up Batch Control PCs

The Batch control PC/PCs will arrive with an operating system (Windows 7) preloaded and also with EasyCount Senate preloaded. This will be done by an administrator using administrator login details. Batch Control PCs can be used in isolation – or in the case of States or Territories with two batch-control PCs, networked together using a crossover cable.

Each Batch Control PC will have an existing User ID and Password to logon to the operating system (Windows 7) and also an existing administrator username and password to logon to EasyCount Senate. This will be supplied with the PCs.

The Batch Control PC/PCs just need to be connected to power before switching on.

2.2 Set Up Data Entry Laptops

The data entry laptops will arrive with an operating system (Windows 7) preloaded and also with EasyCount Senate preloaded.

Each data entry laptop will have an existing User ID and Password to logon to the operating system (Windows 7) and also an existing administrator username and password to logon to EasyCount Senate. This will be supplied with the PCs.

The data entry laptops just need to be connected to power before switching on.

2.3 Create Computer Accounts

Done by Batch Controller on a batch control PC.

You can create computer accounts either manually or by loading a computer file template (which is handy if you have a lot of PCs).

2.3.1 Creating Computer Accounts Manually

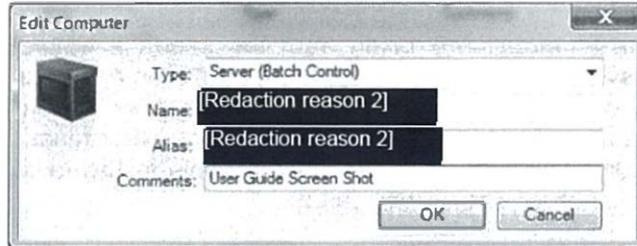
Done by a Batch Controller on a batch control PC.

The first time you login to EasyCount Senate you will need to use the EasyCount Senate administrator username and password. This will be supplied with the PCs.

1. Login into EasyCount Senate using the administrator username and password.

2. Go to **System Administration > Computer Accounts > New Server**.

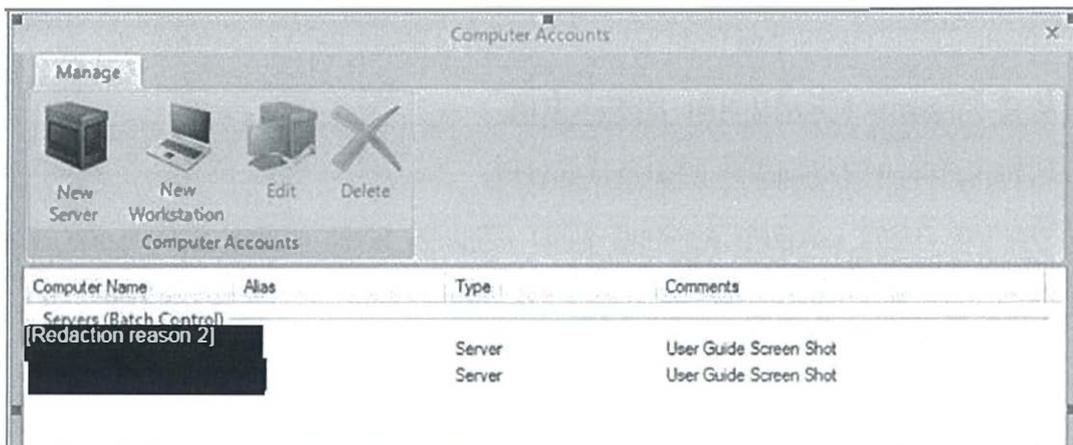
3. Type should be Server (Batch Control), Name should be the IT asset number of the PC you are working on and the Alias is a name you nominate for this PC, a good format for Alias is BC for batch control and then the number for each BC eg BC1, BC2. Comments is a free field to record any comments you want.



4. Click **OK**. The computer account will now appear on the Computer Accounts screen.



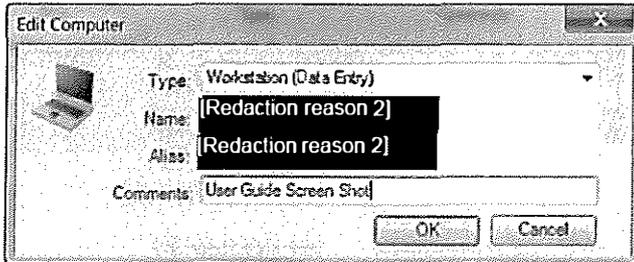
5. If you have two batch control PCs create another Server (Batch Control) account for the other batch control PC (make sure you use its IT asset number and name its Alias different eg BC2).



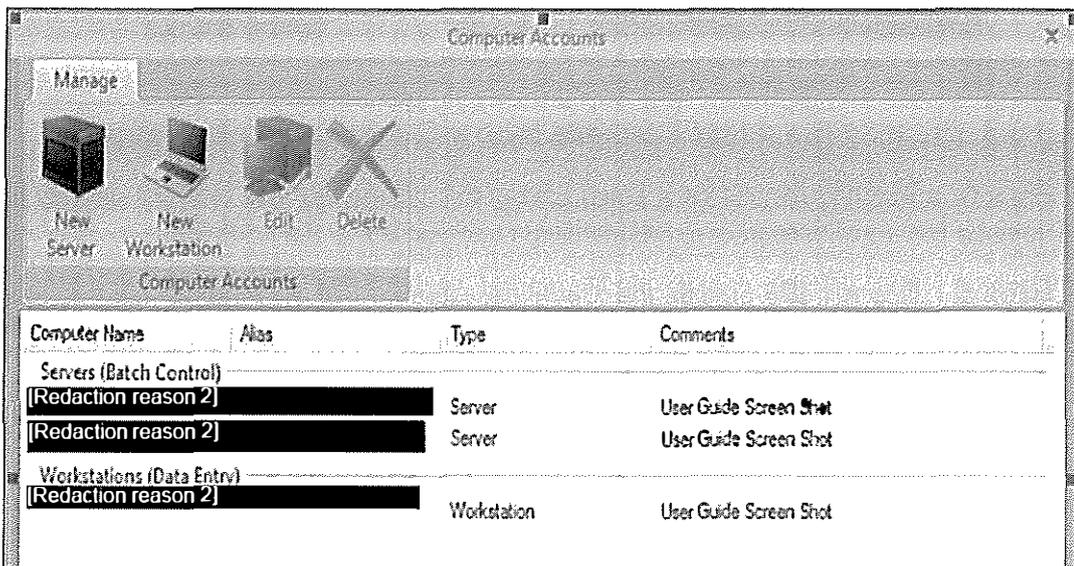
6. You now need to create computer accounts for your data entry workstations.

7. Click **New Workstation**.

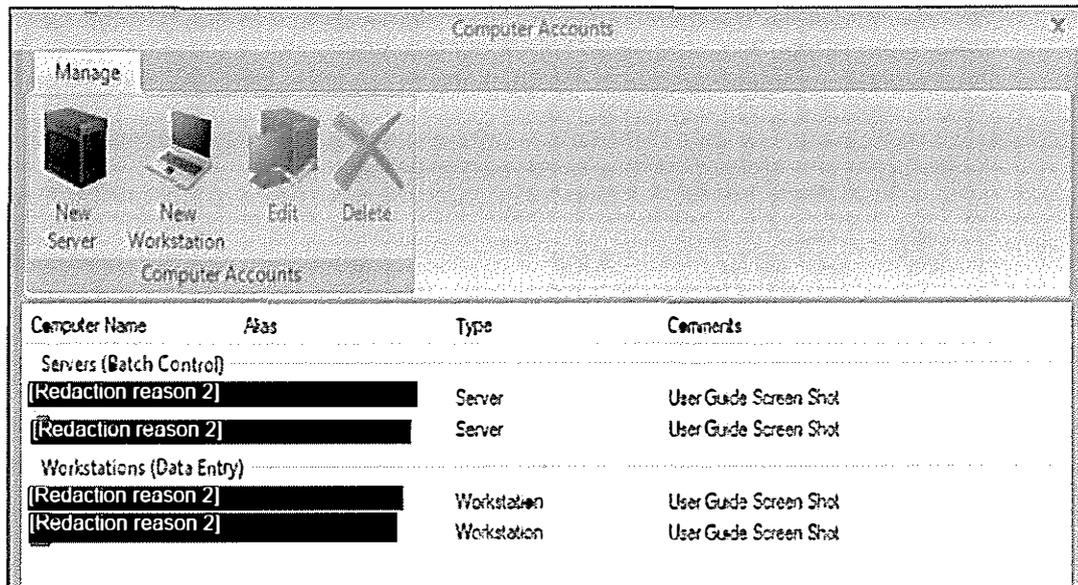
8. Type should be Workstation (Data Entry), Name should be the IT asset number of the data entry laptop, Alias is a name you nominate for this PC, a good format for Alias is DE for data entry and then a number for each DE PC eg DE1, DE2, DE3. Comments is a free field to record any comments you want.



9. Click OK. The computer account will now appear on the Computer Accounts screen.



10. If you have more than one data entry laptop, you will need to create a Workstation (Data Entry) account for each data entry laptop. Make sure you use each data entry laptops IT asset number and name its Alias different eg DE2.

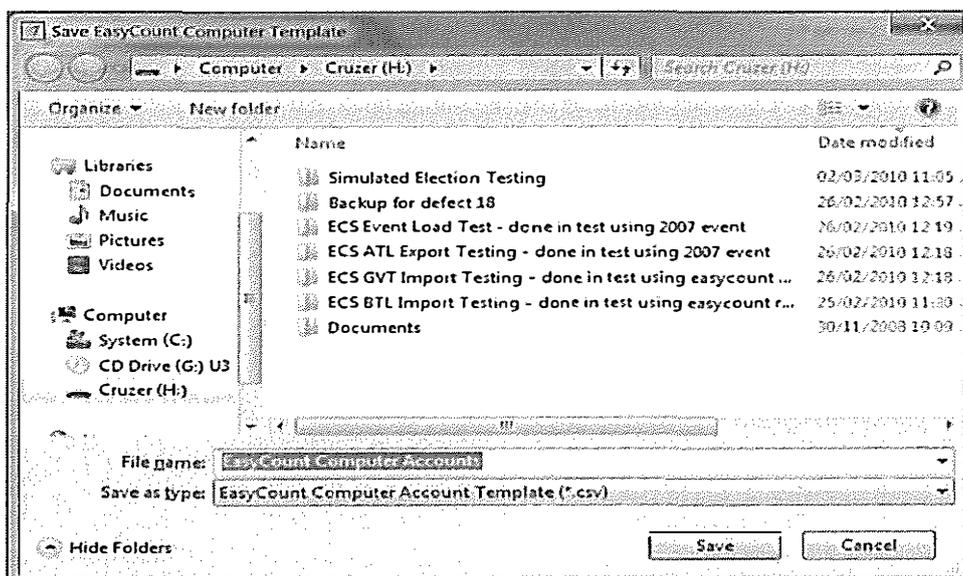


2.3.2 Creating Computer Accounts from a Computer File Template

Done by a Batch Controller on a batch control PC. Generally, this step will already have been done by National Office prior to despatching IT equipment to the CSS site.

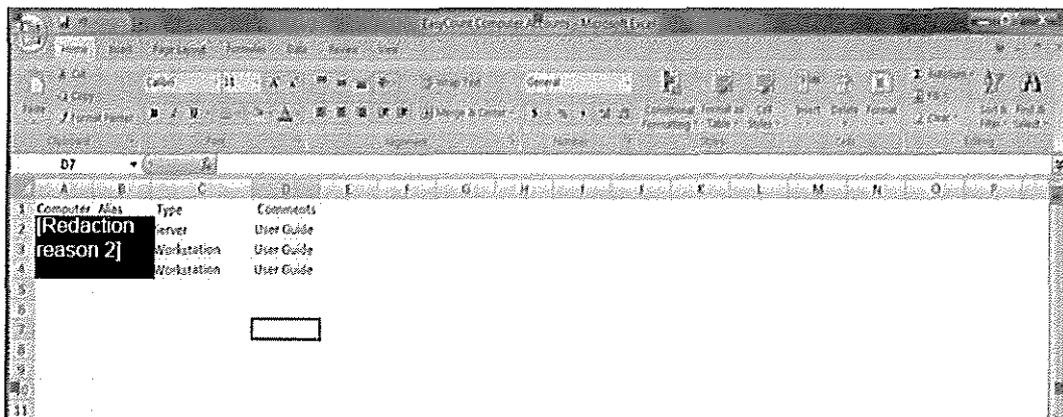
National Office will also provide the 'Computer Account File' as an excel file that contains the laptop asset numbers. This will allow CSS Managers to align the labelling of each data entry workstation with 'alias' names assigned to each laptop.

1. Go to **System Administration > Computer File Template**. The following screen will appear prompting you to save the computer file template somewhere.

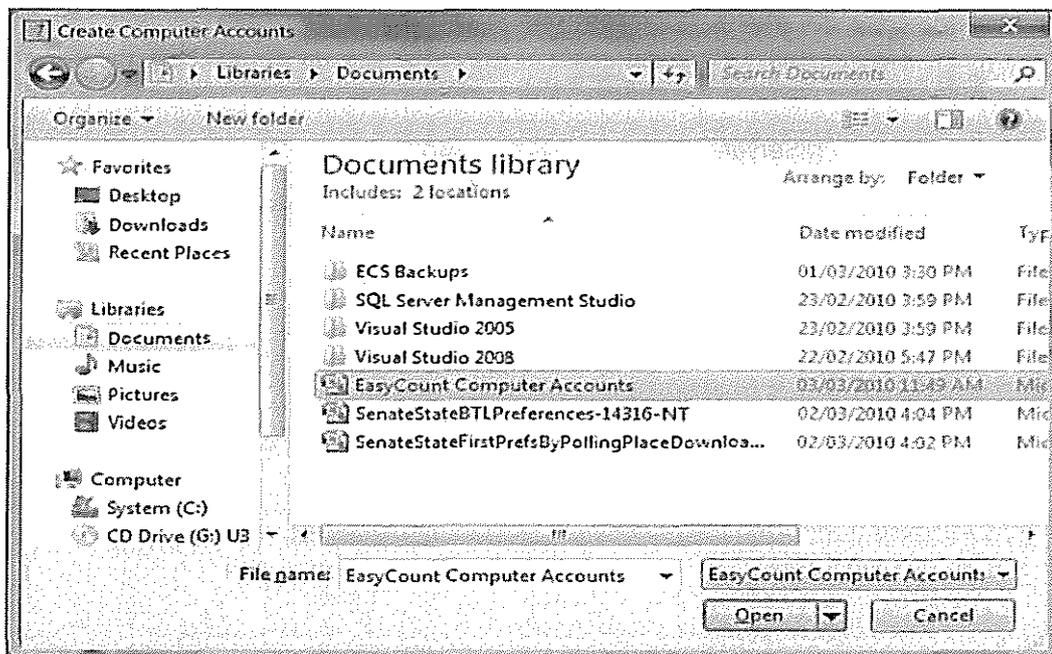


2. Nominate the location to save the file and then click **Save** to save the file.
3. Open the file (which will be called EasyCount Computer Accounts).

4. The file will have four columns contained in it, Computer Name, Alias, Type and Comments.
5. In the Computer Name column you should enter the AEC IT Asset number of the PC eg. [Redaction reason 2]
6. In the Alias column you should enter the name you want allocated to the PC eg. [Redaction reason 2]
7. In the Type Column you should enter whether the PC is a **Server** or **Workstation**.
8. In the comments column you can enter comments you would like.



9. Once you have entered your data, save the file.
10. Go back into EasyCount Senate and go to System **Administration**>**Create Computers From File**. The following screen will appear prompting you to select the EasyCount Computer Accounts file. Select the location of the file where you saved it.



11. Click Open.

12. You should then get a message saying the Computer Accounts have been imported successfully.

2.4 Network the Two Batch Control PCs Together (if required)

Done by a Batch Controller on batch control PCs.

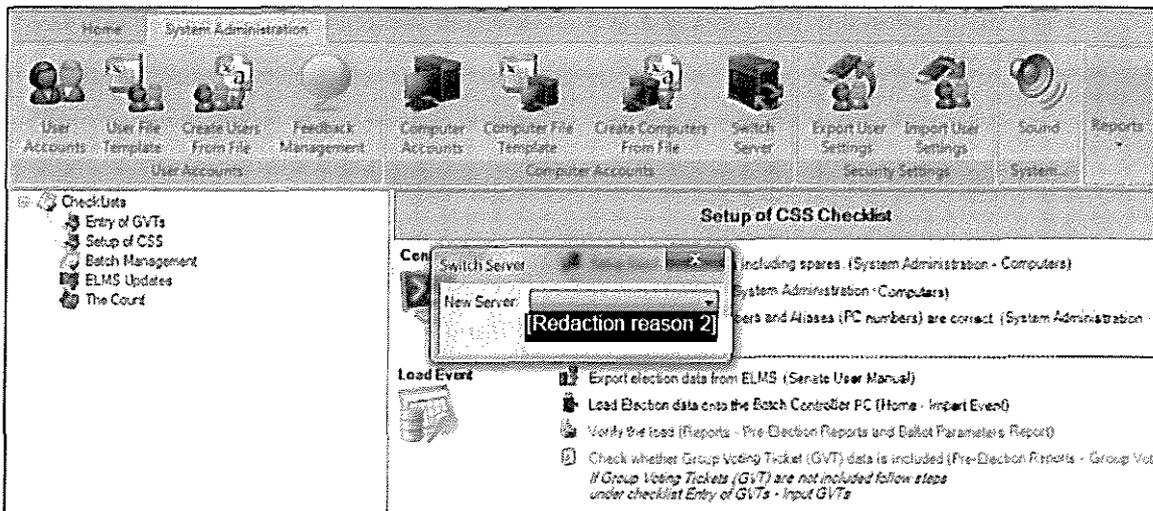
In States or Territories that have more than one batch control PC, networking is provided to allow full batch control functions to be used from both PCs. A crossover network cable will have been provided to connect the two batch control PCs together.

All functions can be performed from both batch control PCs, however circumstances may arise where both PCs are being used to perform the same function simultaneously. When this occurs some safeguards are required to protect system integrity in the movement of batches and result slip data through the data entry process. For example, when exporting from both batch control PCs simultaneously the system will not allow the same batch to be exported from both PCs. In this case, the second attempt to access the batch is locked out and the Batch Controller is advised that access has been denied.

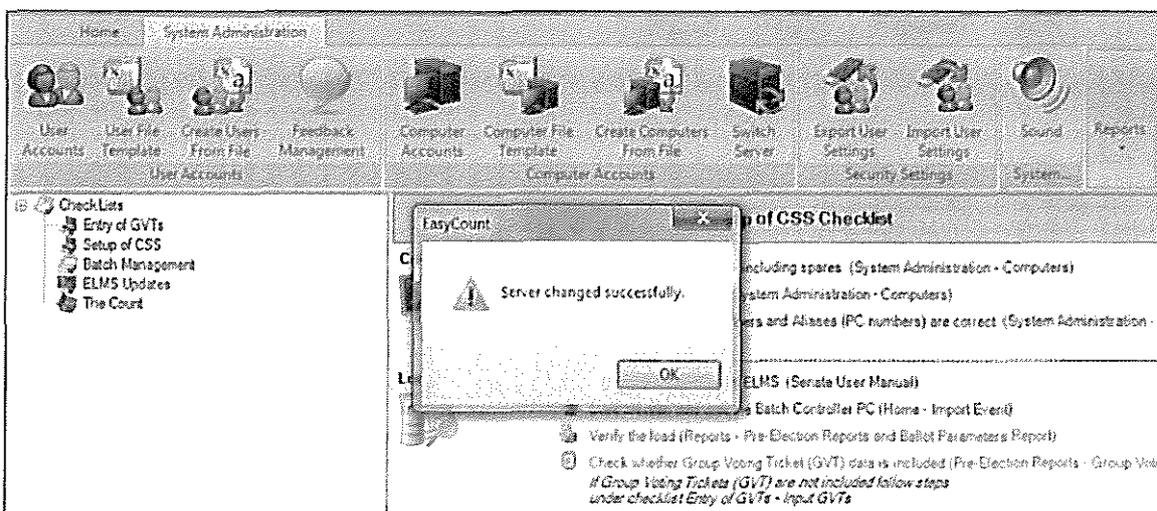
The same rules apply to most batch control functions and care needs to be taken to minimise the extent to which similar functions are performed concurrently from both PCs.

Another area that needs careful attention is printing reports. Printing can be conducted freely from both PCs. The system cannot lock out the second request to print a report so take care with large print runs because if you happen to print the same report from both PCs it will print twice and will affect your ability to perform other functions while printing.

1. Connect the crossover cable to the two batch control PCs.
2. One batch control is your primary batch control and the other one is your backup batch control. On the backup batch control go to System Administration>Switch Server. If you cannot see the Switch Server option then log out of EasyCount Senate (make sure you have first created the batch control computer account) and log back in using the administrator username and password.
3. Click Switch Server.
4. The Switch Server screen will display. From the drop down list pick the IT asset number for your primary batch control.



5. You should then get the following message to say the 'Server changed successfully'.



6. Click OK to continue. The Batch Controls are now networked.

2.5 Setup the Printer

Done by a Batch Controller on a batch control PC.

A printer will need to be connected to the batch control PC to allow reports to be produced. Each Batch Control PC has been configured to use a Fuji Xerox DocuPrint P355d (formerly a Lexmark T644) connected locally via a USB connection as the default printer.

States or Territories that have more than one batch control PC have the option of connecting a printer to each batch control or sharing one printer (connected to the primary batch control).

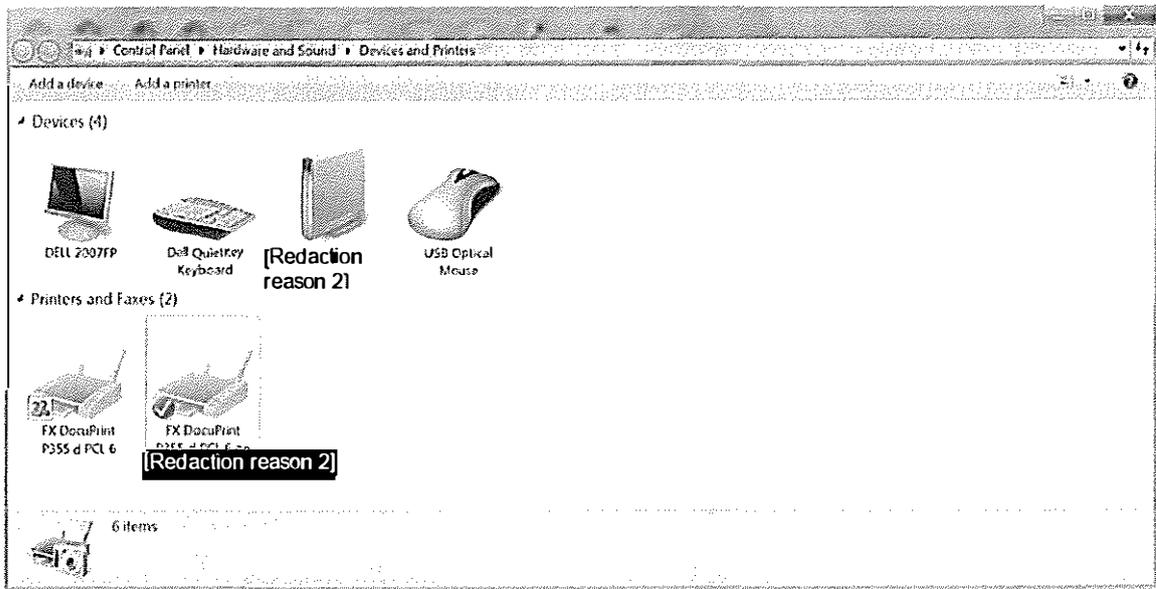
To install a printer on a batch control PC do the following:

1. The printer will come with a cable that attaches to the local network connection at the back of the printer. The picture on the cable matches the picture on the back on the printer.

2. The other end of the cable is a USB connection and should be connected to one of the USB connections on the PC.
3. The PC will automatically recognise the printer and will carry out the install process.
4. The printer is now installed and set as your default printer.

To share the printer between both batch controls you need to change the default printer on the Primary Batch Control to a shared printer by doing the following:

1. Select **Start > Computer>Open Control Panel>Hardware and Sound>Devices and Printers**.



2. Select your printer (likely a Fuji Xerox DocuPrint P355 d)
3. Right mouse button click on the printer and select **Printer Properties**.
4. Go to the **Sharing** tab.
5. Tick the **Share this Printer** box.
6. Enter the share name as FX DocuPrint P355 d.
7. Click **Apply**.
8. Click **OK**.
9. Now go to your backup batch control PC and select **Start > Computer>Open Control Panel>Hardware and Sound>Devices and Printers> Add Printer > Add a network, wireless or Bluetooth**.
10. FX DocuPrint P355 d should appear in the list.
11. Click on the printer and click **next**.
12. You should then get a message to say you've successfully added the printer.

13. Click next.
14. Select to **print the test page** and check that it prints
15. Click **Finish**.

2.6 Export Event Data from ELMS

2.6.1 Allocation of Batch Numbers

Before exporting event data from ELMS all polling places must be created in ELMS. The function NCSB is then run by ESD Section in National Office to allocate batch numbers to each polling place. NCSB is run after all polling places have been created and the ELMS event lock has been applied. If ELMS is unlocked and a new polling place is added after NCSB has been run it will not have a batch number in the event load file created for EasyCount. NCSB will need to be re-run and a new EasyCount event file exported.

2.6.2 Accessing ELMS

To access ELMS you need to be using an AEC network PC (not an EasyCount Senate PC). **Note:** Your selection options on any ELMS Menu depend on your ELMS access levels. You may not see all of the options displayed in this document.

You will need to already have an ELMS logon. Log on to the ELMS (Production) system by accessing the Production Icon on your AEC desktop. The application automatically logs you in and you will be presented with the below screen.

```

+-----+
| SunOS          AUSTRALIAN ELECTORAL COMMISSION   Tue 29 Nov 2011 13:39 |
|                                                       |
|                   MAIN MENU                               |
|                                                       |
|      E - ELECTION MANAGEMENT SYSTEM                    |
|                                                       |
|      A - AECPAY                                         |
|                                                       |
|      B - EEC BOOKING                                    |
|                                                       |
|      C - ATSIK ELMS                                     |
|                                                       |
|      T - TASK MANAGEMENT                               |
|                                                       |
|      S - LOGON ADMINISTRATION                          |
|                                                       |
|                                                       |
|                   L - LOGOUT                            |
|                                                       |
| Please Select Option :                                  |
+-----+

```

Select E – Election Management System and then Select E – ELMS Production.

```

+-----+
| SunOS          AUSTRALIAN ELECTORAL COMMISSION   Tue 29 Nov 2011 13:35 |
|                                                       |
|                   ELECTION MANAGEMENT SYSTEM           |
|                                                       |
|      E - ELMS Production                                |
|                                                       |
|      L - ELMS Learning                                  |
|                                                       |
|      S - ELMS Simulated Election                      |
|                                                       |
|      T - ELMS Test Menu                               |
|                                                       |
|                                                       |
|                   R - Return to Main Menu             |
|                                                       |
| Please Select Option :                                  |
+-----+

```

```

|
|                                     Please select correct option
|-----+-----+-----+-----+-----+-----+-----+-----+-----+
ELMS will then open at the Main Menu.

```

```

29 Nov 2011 13:53                Main Menu                V1.20    prdelms
-----+-----+-----+-----+-----+-----+-----+-----+-----+
                                     codrop12
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
| 1|Polling Place Management ->      |PPMS| | |
| 2|Polling Place Staffing Estimates ->|MEST|
| 3|Election Financial Management ->  |PEFM|
| 4|Nominations ->                  |NOMS|
| 5|Election Processing ->           |REPR|
| 6|Election Inquiry ->              |QEIS|
| 7|System Functions ->              |ZSYS|
| 8|Historic Functions ->            |HIST|
| | |                                | | |
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
                                     Press Select, Command or an
                                     option between '1' and '8'
-----+-----+-----+-----+-----+-----+-----+-----+-----+
Select (F1)  Command (F11)  End (F10)  Exit (F12)  Main Menu (F2)

```

2.6.3 The EasyCount Senate Event Load Extract

ELMS will provide event data such as the event parameters, candidates, groups, polling places and batch numbers. This data must be downloaded from ELMS and loaded onto the Primary Batch Control PC.

There are two ways to access the Senate EasyCount Extract screen:

- a) Via the ELMS fastpath (NEAS) or
- b) By navigating through the various ELMS menus.

To access the Senate EasyCount Extract screen via the ELMS fastpath (NEAS), press **F11** to activate the command prompt and type **NEAS** into the command window and press **Enter**.

```

29 Nov 2011 13:53                Main Menu                V1.20    prdelms
-----+-----+-----+-----+-----+-----+-----+-----+
                                     codrop12
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
| 1|Polling Place Management ->      |PPMS| | |
| 2|Polling Place Staffing Estimates ->|MEST|
| 3|Election Financial Management ->  |PEFM|
| 4|Nominations ->                  |NOMS|
| 5|Election Processing ->           |REPR|
| 6|Election Inquiry ->              |QEIS|
| 7|System Functions ->              |ZSYS|
| 8|Historic Functions ->            |HIST|
| | |                                | | |
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
                                     Press Select, Command or an
                                     option between '1' and '8'
-----+-----+-----+-----+-----+-----+-----+-----+
+-----+-----+-----+-----+-----+-----+-----+-----+
| Enter Command : NEAS |
+-----+-----+-----+-----+-----+-----+-----+-----+
End (F10)

```

This will take you directly to the Senate EasyCount Extract screen from any ELMS menu.

Alternatively, to access the Senate EasyCount Extract screen via the ELMS menus, select **Nominations** from the Main Menu by highlighting the nominations row and pressing **F1** or by just pressing the number next to nominations (in this case the number 4). Then select **Senate Nominations** from the Nominations Menu. Then select **Senate EasyCount Extract** from the Senate Nominations Menu.

At the Senate EasyCount Extract screen you will be prompted to select the event and then the state as shown below.

Election Event	V1.18--+	State	V1.6--+
2010 Federal Election		New South Wales	
Higgins By-election		Victoria	
Bradfield By-election		Queensland	
Mayo By-election		Western Australia	
Lyne By-election		South Australia	
Gippsland By-election		Tasmania	
2007 Federal Election		Australian Capital Territory	
Werriwa By-election		Northern Territory	
2004 Federal Election			
Cunningham By-election			

The following screen displays with your AEC email address. Press **F1** to confirm extract.

```

29 Nov 2011 14:04      Senate EasyCount Extract (NEAS)      V1.10      prdelms
-----
State NSW                                     2010 Federal Election

This screen will extract Senate EasyCount load data for the selected State.

Senate EasyCount Load File : ECS_LOAD_NSW_15508.gz

The file (name displayed above) will be extracted for transfer to the
EasyCount batch controller.
The file will be sent to the email address entered below.
The e-mail recipient, firstname.lastname must be a current AEC email address.
The data file will be compressed and requires unzipping using WinZip.

Email Address: firstname.surname@aec.gov.au

Press the F1 key to initiate the extract.

-----
Extract (F1) Clear (F3) Help (F9) End (F10) Command (F11)
    
```

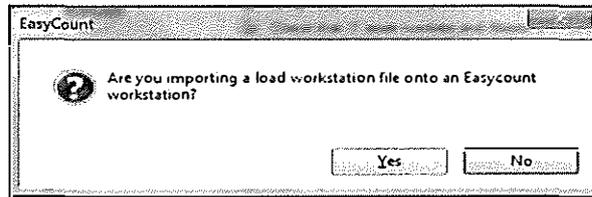
ELMS will then send you an email with the extracted event file attached to the email. Copy the file to your USB key, then safely eject the USB.

2.7 Import Event Data onto the Primary Batch Control PC

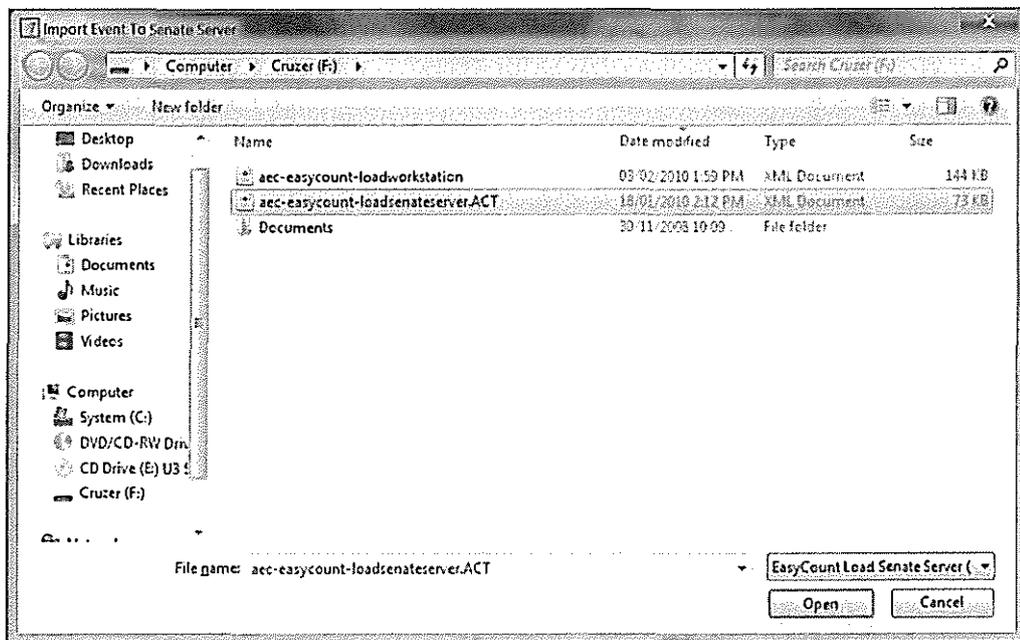
Done by a Batch Controller on a batch control PC.

Insert the USB that contains the ELMS Event Load file. You will need to unzip the file (which will be a .xml file) before importing the file into EasyCount Senate. Unzip the file by double clicking on it and pressing extract and saving the file to your USB key.

1. Go back into EasyCount Senate and make sure you have the USB key inserted that you copied the ELMS event data onto.
2. Select **Home > Import Event**. The following box will appear:



3. Click No, as you are importing an event onto a batch controller PC (if you were importing the event onto a data entry laptop from a batch controller PC you would select yes). The following screen will appear.



4. Click on **Computer** and then select the drive that the file is saved on eg F: or H: for USB key.

5. Select the EasyCount Load Senate Server file (if you can't see the file it is probably because you have not unzipped it).

6. Click the **Open** button.

7. The following message will be displayed confirming the event has been imported successfully.



8. If using two batch control PCs you will need to log out on the Backup Batch Control and then log back in to see the event information that you have just loaded.

2.8 Verify the Import of Event Data

Done by a Batch Controller on batch control PC.

Data that has been imported from ELMS cannot be altered in EasyCount Senate (except for candidate eligibility).

It is recommended that Batch Controllers print various reports and confirm that the data imported from ELMS is correct and relevant for your state etc.

2.8.1 Ballot Parameters Report

Done by a Batch Controller on batch control PC.

To ensure the Parameters are correct, print the Parameter information and compare it to the information stored in ELMS.

1. Select **Reports > Pre-Election Reports > Ballot Parameters Report**. The Ballot Parameters Report screen is displayed.
2. Click the **Print** button to print the report to hard copy.

Use the report to compare to the information in ELMS.

2.8.2 Group Report

Done by a Batch Controller on batch control PC.

To ensure the pre-loaded Groups are correct, print the Groups information and compare it to the information stored in ELMS.

1. Select **Reports > Pre-Election Reports > Group Report**. The Groups Details Report screen is displayed.
2. Click the **Print** button to print the report to hard copy.

Use the report to compare to the information in ELMS.

2.8.3 Candidates Report

Done by a Batch Controller on batch control PC.

To ensure the pre-loaded Candidates are correct, print the information and compare it to the information stored in ELMS.

1. Select **Reports > Pre-Election Reports > Candidate Report**. The Candidate Details Report screen is displayed.
2. Click the **Print** button to print the report to hard copy.

Use the report to compare to the information in ELMS, ensure eligible candidates have a **True** in the Eligibility field.

2.8.4 Altering Candidate Eligibility

Done by a Batch Controller on batch control PC.

This function is normally only used if a candidate dies before polling day.

1. Select **Ballot Paper Design > Candidates**. The Candidate Management screen is displayed.

Ballot Position	Group	Surname	Given Name	Gender	Eligibility	Category
9	A	LUNDY	Kate	F	<input checked="" type="checkbox"/>	ALP
10	A	CONWAY	Peter	M	<input checked="" type="checkbox"/>	ALP
11	B	VOGT	Norvan	M	<input checked="" type="checkbox"/>	DEM
12	B	DAVID	Anthony	M	<input checked="" type="checkbox"/>	DEM
13	C	TUCKER	Kemo	F	<input checked="" type="checkbox"/>	GRN
14	C	KIRSCHBAUM	Elena	F	<input checked="" type="checkbox"/>	GRN
15	D	DENBOROUGH	Michael	M	<input checked="" type="checkbox"/>	NDP
16	D	DENBOROUGH	Erica	F	<input checked="" type="checkbox"/>	NDP
17	E	MILAT	Usa	F	<input checked="" type="checkbox"/>	LDP
18	E	TEXTOR	Chris	M	<input checked="" type="checkbox"/>	LDP
19	F	HUMPHRIES	Gary	M	<input checked="" type="checkbox"/>	LP
20	F	MYERS	Jacqui	F	<input checked="" type="checkbox"/>	LP
21	G	DAVIDSON	Erma	F	<input checked="" type="checkbox"/>	WWV

2. To change a candidate's eligibility click the eligibility check box for the specified candidate. Eligibility may also be changed by right clicking on the candidate and selecting eligibility

3. Click **OK** button to action all changes.

2.9 User Accounts

Done by Batch Controller on a batch control PC.

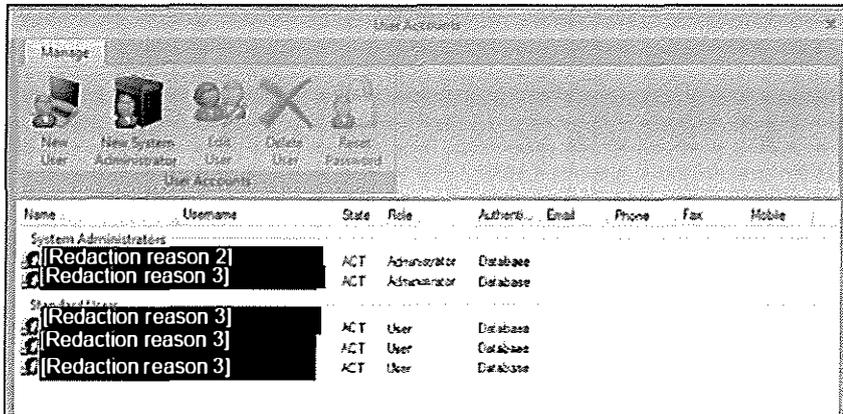
User account information can include a Users Given Name, Users Surname, Username, State, Role, Authentication, Email, Phone, Fax and Mobile.

You can create user accounts either manually or by loading a user file template (which is handy if you have a lot of users). When loading from the file template it will only create Data Entry Operators (you cannot create Batch Controllers or Supervisors from the file template).

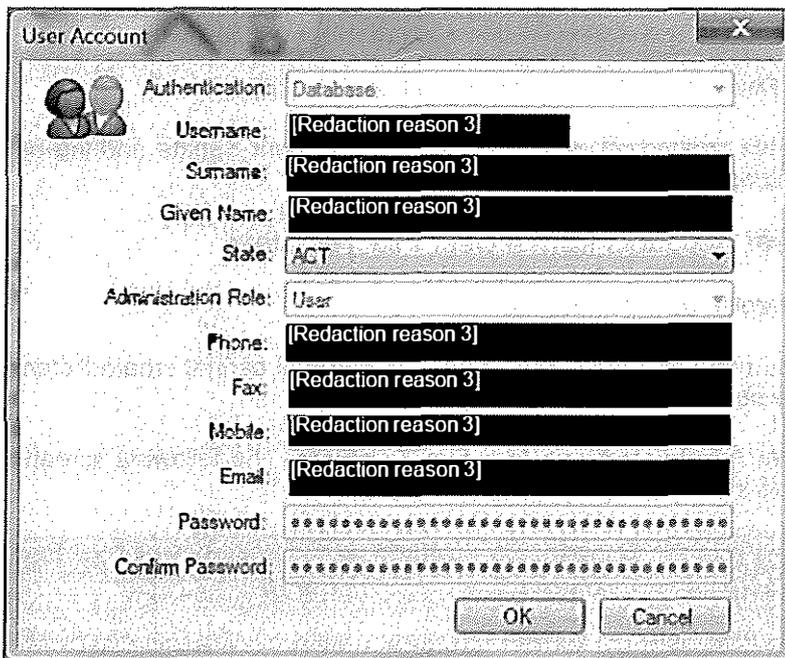
2.9.1 Creating User Accounts Manually

Done by a Batch Controller on a batch control PC.

1. Select **System Administration > User Accounts**. The following screen will appear:



2. Click on the New User button. The following pop-up screen appears:



3. Enter the required information (note Phone, Fax, Mobile and Email is not required, but all other fields should be completed).

4. Select the appropriate Event Role. There are three types of users available:

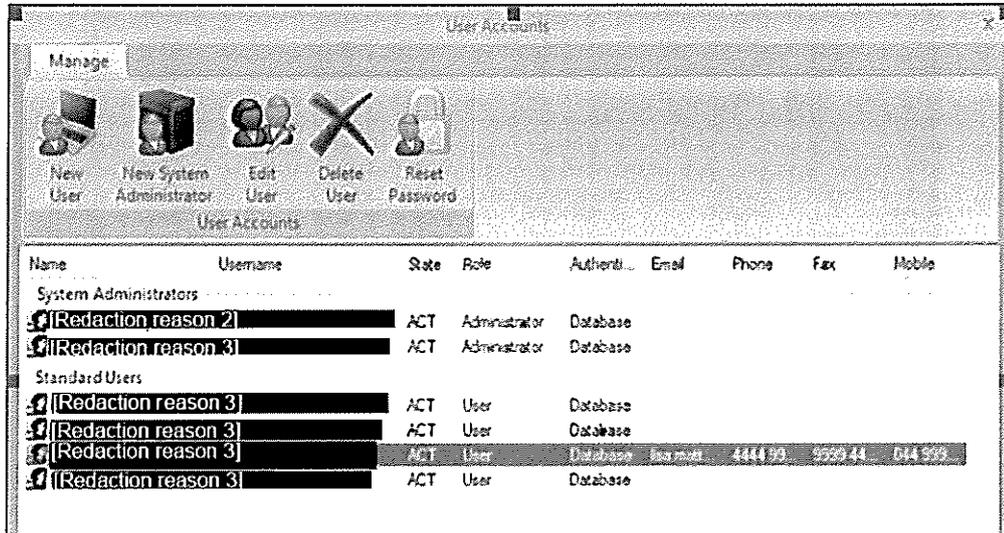
Batch Controller – Allows full access to all functions on Batch Control PCs and data entry laptops except for data entry and verification.

Supervisor – Provides access to functions not available to Data Entry Operators eg. Correction functions can also do data entry and verification.

Operator – Applies to Data Entry Operator staff. Operator is limited to data entry / verification and import / export functions only.

5. Once you have entered all the required information on the user click on OK.

6. The new user will now appear on the User Accounts screen.



7. Click on the New User button to create another new user.

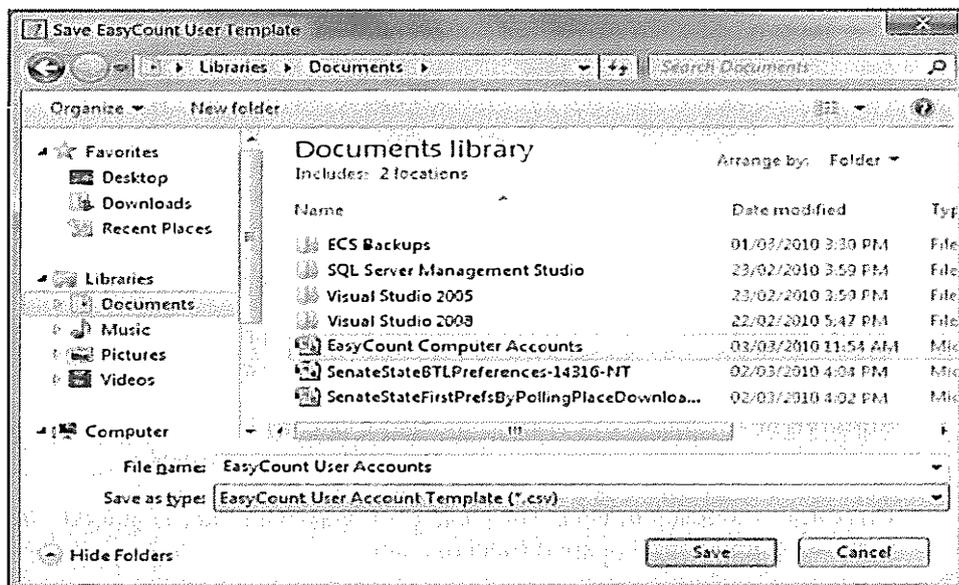
8. Once you have created all users, log out of EasyCount Senate and log back in using your new batch controller logon.

2.9.2 Creating User Accounts from a User File Template

Done by a Batch Controller on batch control PC.

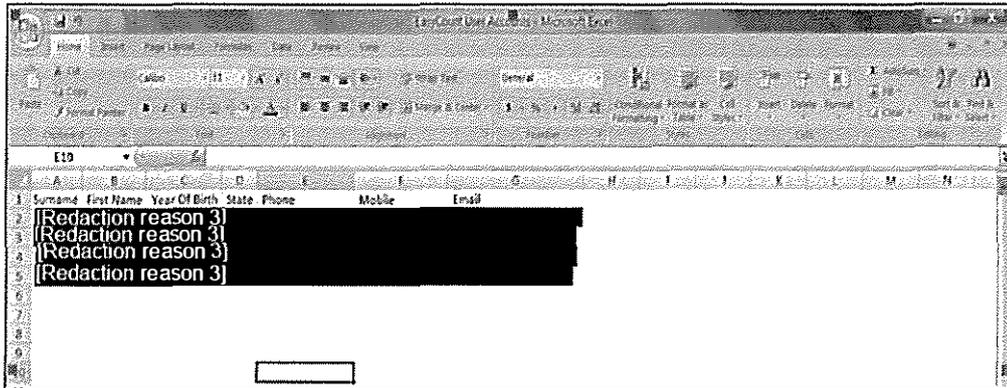
The user file template can only create Data Entry Operators it cannot create Batch Controllers or Supervisors, these need to be done manually.

1. Go to **System Administration>User File Template**. The following screen will appear prompting you to save the user file template somewhere.

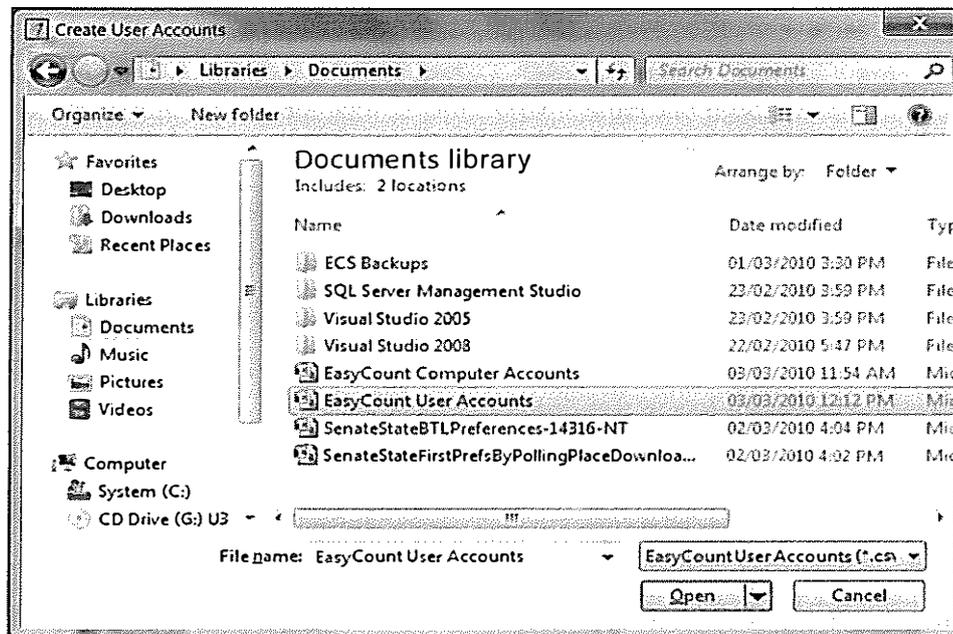


2. Select a location to save the file and then click **Save** to save the file.

3. Open the file (which will be called EasyCount User Accounts).
4. The file will have seven columns contained in it, Surname, First Name, Year of Birth, State, Phone, Mobile and Email (**Note:** Phone, Fax, Mobile and Email is not mandatory, but all other fields should be completed).



5. In the Surname column you should enter the surname of the user.
6. In the First Name column you should enter the first name of the user.
7. In the Year of Birth Column you should enter the year of birth of the user in the following format DDMMYY.
8. In the State column you should enter the state the user is working in.
9. You can then enter information in the Phone, Mobile or Email columns for the user if you wish.
10. Once you have entered your data, save the file.
11. Go back into EasyCount Senate and go to **System Administration>Create Users From File**. The following screen will appear prompting you to select the EasyCount User Accounts file. Select the location of the file where you saved it.



12. Click **Open**.

13. You should then get a message saying the Staff have been imported successfully.

14. The UserID for the Data Entry Operators created from the file will be the first initial of their first name and then their surname for example Daffy Duck's UserID would be DDuck.

15. If a user has the same initial and then surname a number 2 will be added to the Users ID. Check the User Account Reports for any instances of this.

16. The Password for the Data Entry Operators created from file will be their initials (in lower case) and then their date of birth. For example Daffy Duck whose date of birth is 230495 would have the password of dd230495.

2.10 Check Computer Accounts, User Accounts, and Event Roles

Done by a Batch Controller on batch control PC.

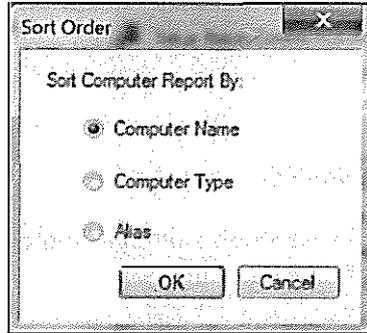
An administrator can create computer accounts, but will not have access to functions such as reports. You will need to log in as a Batch Controller, import an event, create user accounts, and assign event roles before all menu options, including reports, become available.

2.10.1 Check that Computer Accounts are Correct

Done by a Batch Controller on a batch control PC.

To check that you have set up all the Computer Accounts correctly you can print the Computer Report and then check it against the PCs.

1. Go to **System Administration > Computer Report**
2. You can choose to sort the report by Computer Name, Computer Type or Alias.



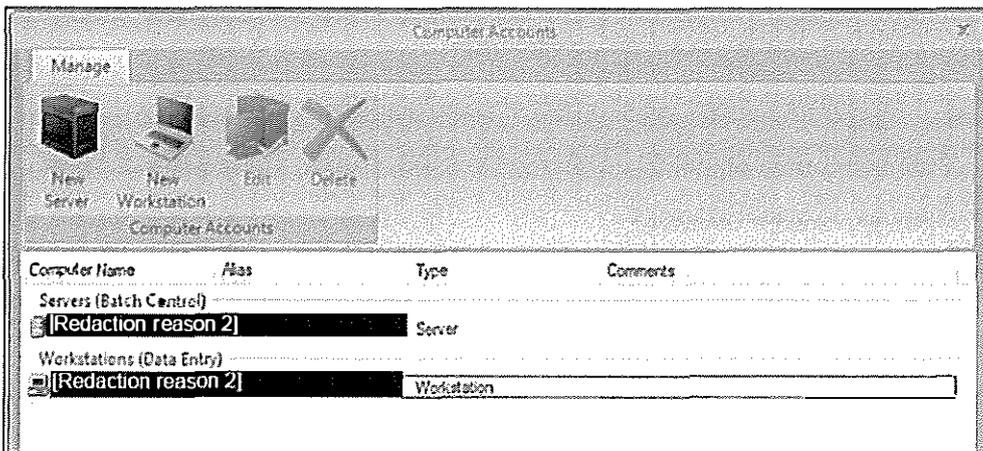
3. Pick what you would like to sort the report by and then click **OK**.
4. Click the **Print Icon** on the Report Preview Dialog screen to print the report.
5. Check the report against your batch control and data entry laptops to make sure they are all recorded correctly.

2.10.2 Edit a Computer Account

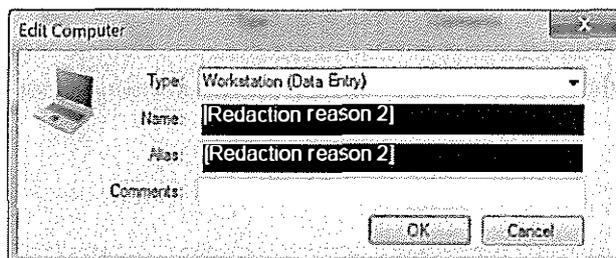
Done by a Batch Controller on a batch control PC

If you find an error when you check your computer account report against your PCs you can go back into EasyCount Senate and edit the computer account that requires fixing.

- 1 From the EasyCount Senate menu, select **System Administration > Computer Accounts**. The following screen is displayed.



- 2 Select the Computer you would like to change and click the **Edit** button. The following screen will appear.



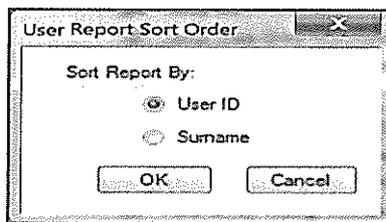
3 In this screen you can change the Type, Name, Alias and Comments for this computer. Click **OK** when finished.

2.10.3 Check User Accounts

Done by a Batch Controller on a batch control PC.

To check that you have set up all the User Accounts correctly you can print the User Account Report and then check it against your users.

1. Go to **System Administration > User Account Report**.
2. You can choose to sort the report by User ID or Surname.



3. Pick what you would like to sort the report by and then click **OK**.
4. Click the **Print Icon** on the Report Preview Dialog screen to print the report.
5. Check the report against your users to make sure they are all recorded correctly.

2.10.4 Edit a User Account

Done by a Batch Controller on a batch control PC.

There are three different ways to edit a user account you can:

1. Change a Users Surname, Given Name, State, Phone, Fax, Mobile or Email
2. Change a Users Password
3. Change a Users Event Role

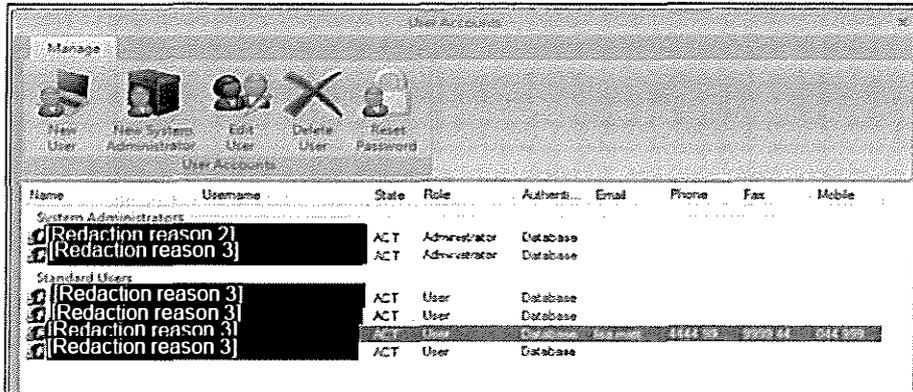
Once a user is created you cannot edit their Username.

2.10.5 Change a Users Surname, Given Name, State, Phone, Fax, Mobile or email

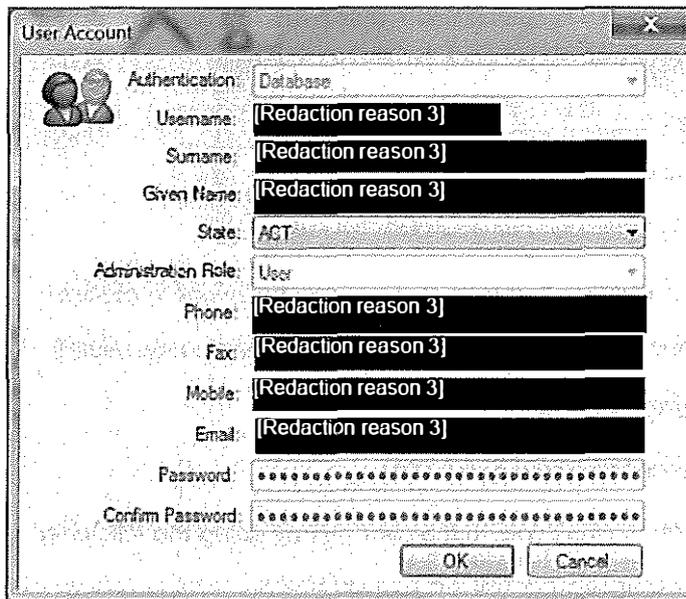
Done by a Batch Controller on batch control PC.

You can change a users Surname, Given Name, State, Phone, Fax, Mobile or Email by doing the following.

- 1 Select **System Administration > User Accounts** the following User Accounts screen displays



- 2 Select the staff member whose details you would like to change.
- 3 Click the **Edit User** button and the following User Account screen will appear



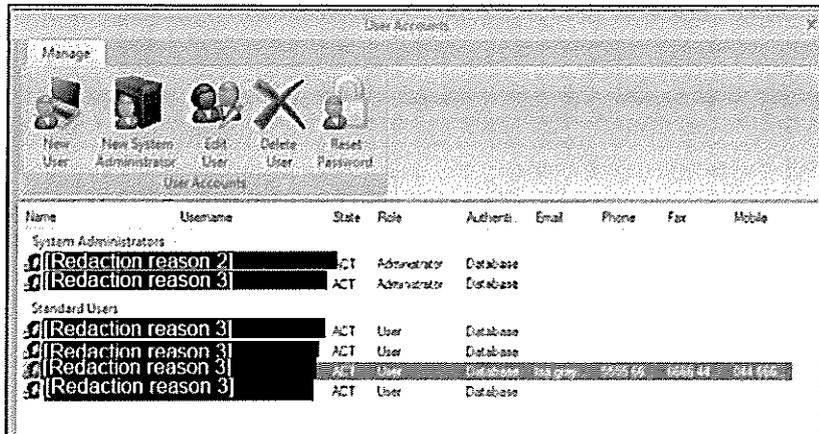
- 4 You will be able to over type or add in information in the users surname, given name, state, phone, fax, mobile and email fields.
- 5 Click the **OK** button. The new details are now saved.

2.10.6 Changing a Users Password

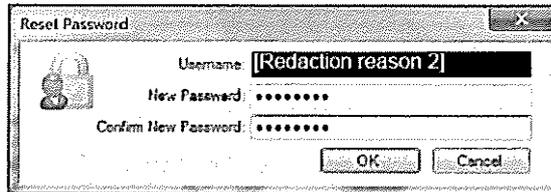
Done by a Batch Controller on batch control PC.

You can change a users password by doing the following:

1. Select **System Administration > User Accounts** the following User Accounts screen will appear.



2. Select the staff member whose password you would like to reset.
3. Click the **Reset Password** button and the following Reset Password screen appears.



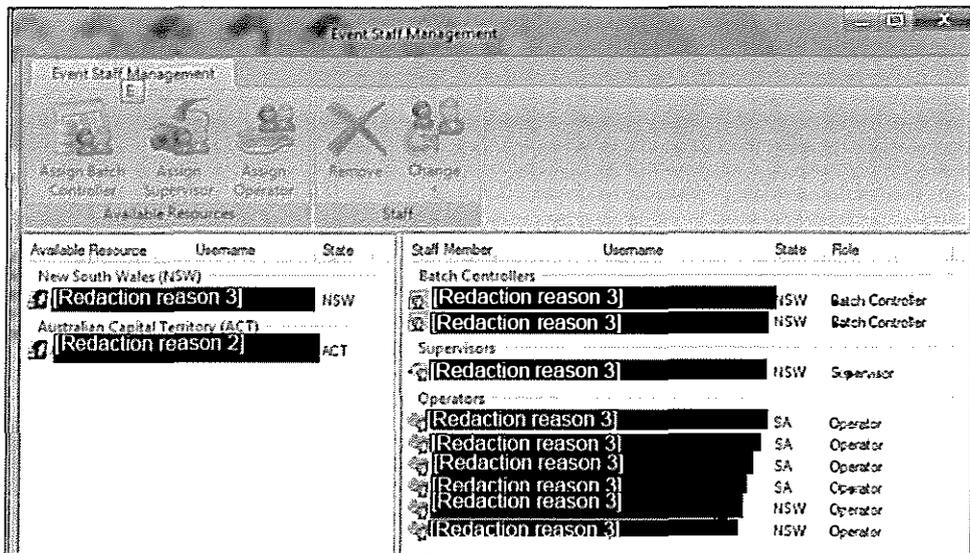
4. Enter the new password and then re-enter the password to confirm.
5. Click the **OK** button. The new password for that user is now saved.

2.10.7 Changing a Users Event Role

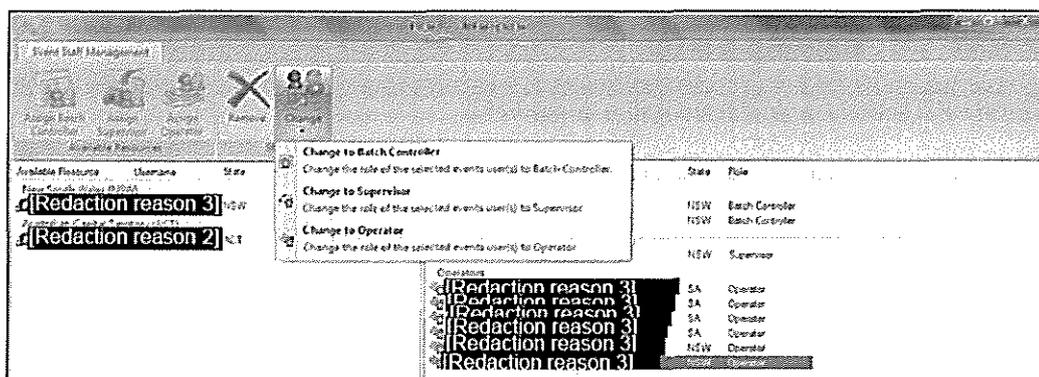
Done by a Batch Controller on batch control PC.

You can change the type of event role that a user has by doing the following:

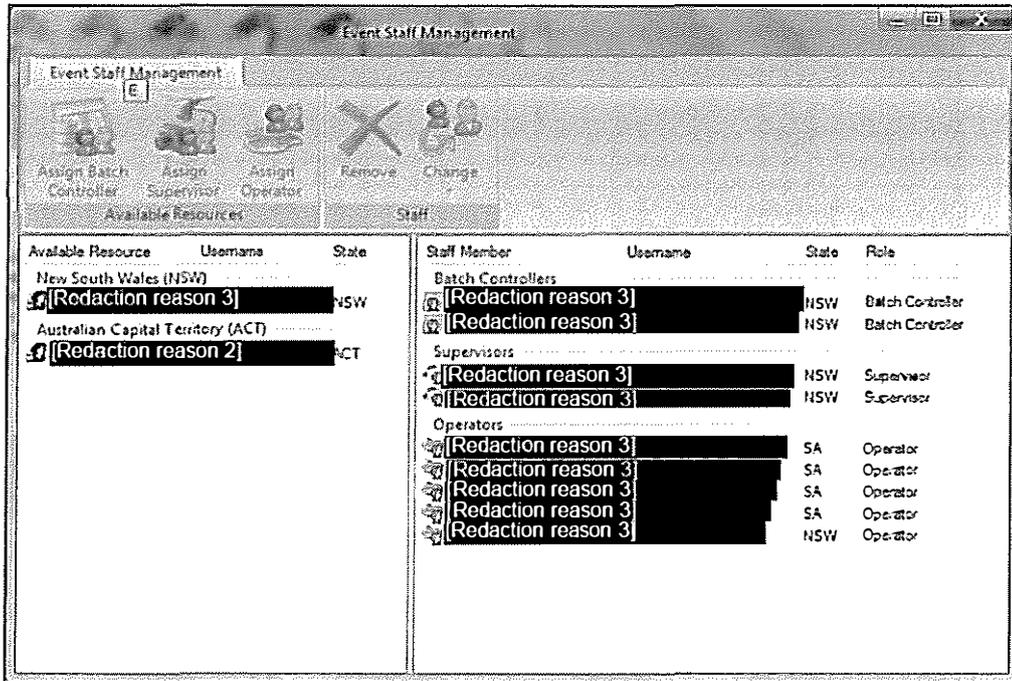
1. Select Home > Staff the following Event Staff Management screen will appear



2. Select the staff member whose event role you would like to change.
3. Click the **Change** button and you will get a drop down list display



4. Select which event role you would like to change the staff member to, for this example we are changing an Operator to a Supervisor.
5. The Event Staff Management Screen will now show the staff member allocated to their new role.

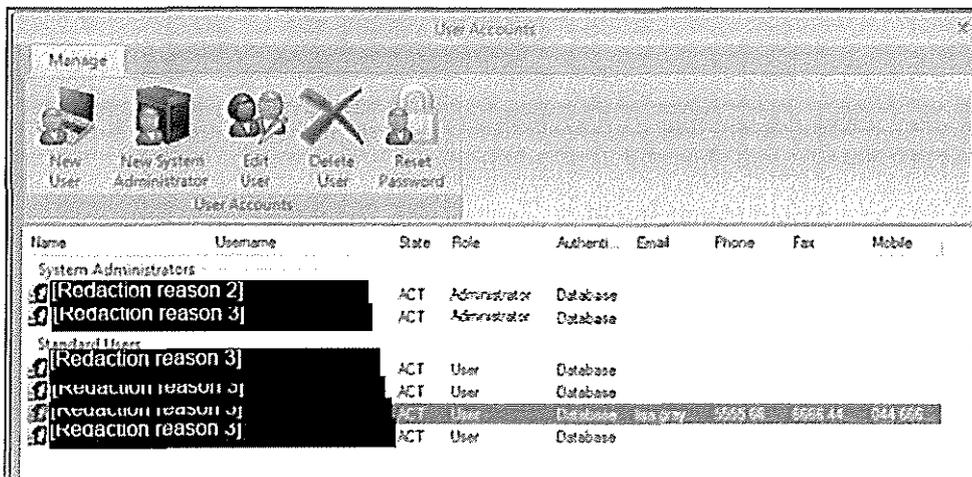


2.10.8 Deleting a User

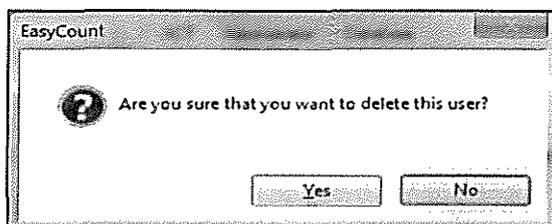
Done by a Batch Controller on batch control PC.

To delete a user you do the following:

1. Select **System Administration > User Accounts** the following User Accounts screen will appear.



2. Select the staff member who you would like to delete.
3. Click the **Delete User** button. You will get the following dialogue box.



4. Click the **Yes** button to delete the user.
5. The user is now deleted.

2.11 Check Whether Group Voting Ticket Data is Included

Done by a Batch Controller on batch control PC.

If your Group Voting Tickets (GVT) were entered by National Office and loaded into ELMS after Close of Nominations the tickets should have been contained in the event information from ELMS that you have loaded into EasyCount Senate. To check the tickets you should run the Group Voting Ticket Report.

To ensure that all tickets have been entered correctly you can print the Group Voting Ticket Report and then compare it to the lodged GVT.

1. Select **Reports > Pre-Election Reports > Group Voting Ticket Report**. The Ticket Parameters Report screen is displayed.
2. You can choose a one group's ticket only or select all, in this case you should select all.
3. Click the **Print** button to print the report to hard copy.

If there is no ticket information because your Group Voting Tickets were not loaded into ELMS by National Office after close of nominations, please contact National Office immediately.

2.12 Export Event Data from Batch Control PC to Data Entry Laptops

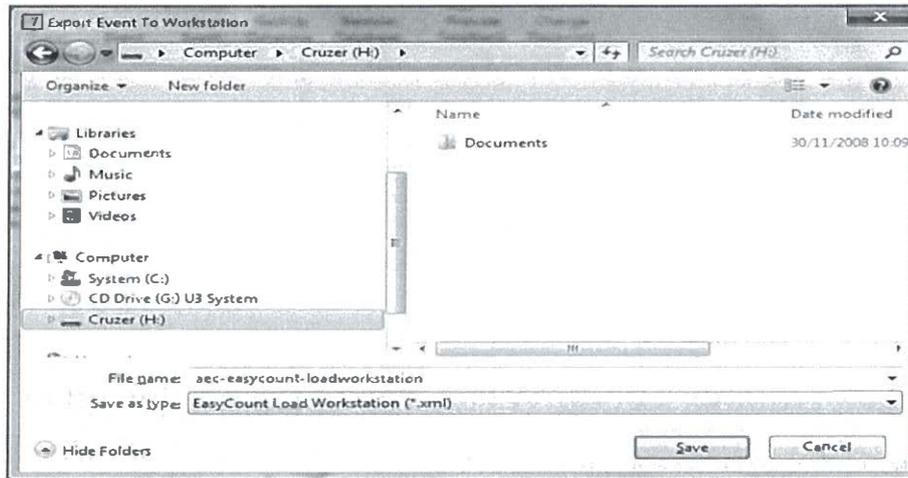
Warning: *DO NOT perform an ELMS event load direct to data entry laptops as this will load all batch numbers to each data entry laptop which is not desirable. Event data is to be loaded on to the data entry laptops after all Tickets have been entered and locked AND all users and computer accounts have been created and on the batch control PC. This way only ONE load per data entry laptop will be required.*

2.12.1 Export Event Data from Batch Control PC

Done by a Batch Controller on batch control PC.

Before the Batch Controller can load the event data onto the data entry laptops they must firstly export the event data from the batch control PC on to a USB key so that the data can be loaded on to each Data entry laptop.

1. Insert a USB key into the batch controller PC.
2. Select **Home > Export Event**. The following screen will be displayed.



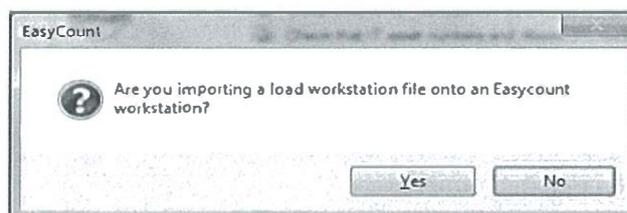
3. Click **Computer** and then select the USB drive (normally the F: or H: drive).
4. Click **Save** to save the aec-easycount-loadworkstation file.
5. You should get a message saying 'event exported successfully'.
6. Eject the USB by right mouse button clicking on the **Safely Remove Hardware and Eject Media** button on the Windows taskbar.
7. Select **Eject U3 Cruzer Micro** (or if using a different type of USB key select y

2.12.2 Import Event Data onto Data Entry Laptops

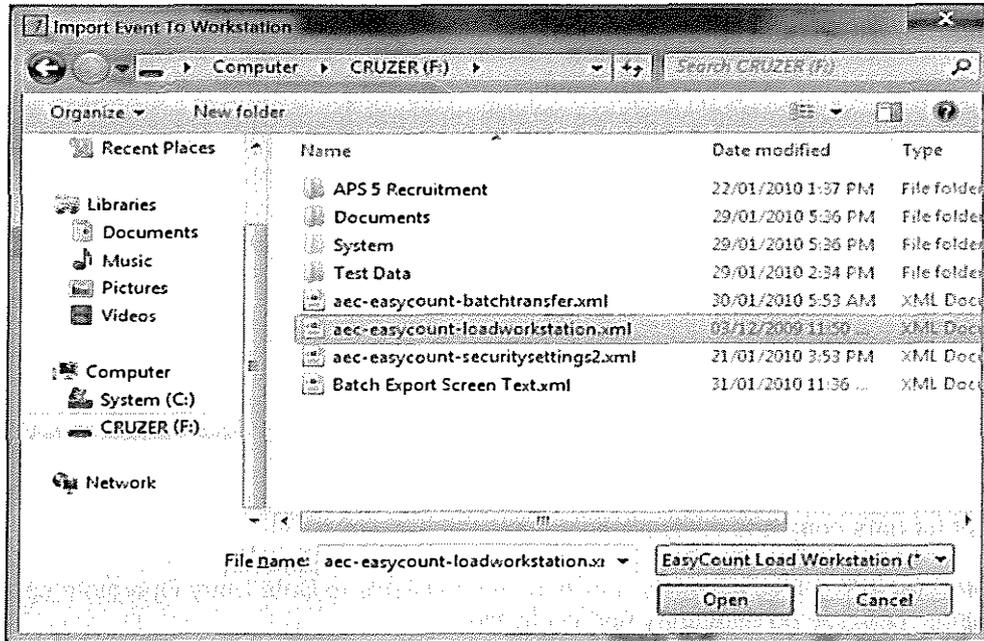
Done by a Batch Controller on data entry laptops.

The Batch Controller must log on to each individual data entry laptop – using the EasyCount Senate administrator username and password.

1. On the data entry laptop double click on the EasyCount icon and login using the EasyCount Senate administrator username and password.
2. Insert the USB key that you just saved the aec-easycount-loadworkstation file onto.
3. Select **Home > Import Event**. The following box will appear.



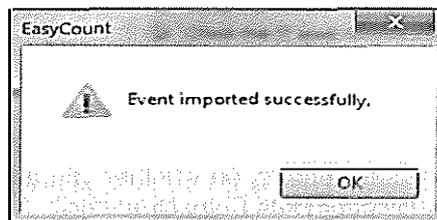
4. Click **Yes**. The following screen will appear.



5. Click **Computer** and then Select the USB key drive (normally the F: or H: drive) and select the aec-easycount-loadworkstation file

6. Click **Open**.

7. The following message should appear.



8. Click **OK**. The event data has now been loaded onto the data entry laptop.

9. Exit EasyCount Senate and then the Data Entry Operator can logon to EasyCount Senate using their data entry logon.

10. You need to carry out this process on each data entry laptop. Once completed the data entry laptops are ready for use.

Note: Event load to Data Entry machine can only occur once. Any subsequent load will overwrite the current event and will delete all previously entered data.