

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)
    
```

5.1.2 Finding the Export CSS Data Screen

There are two ways to access the **Export CSS Data Screen**:

- (a) From the main menu via the ELMS fastpath (RSDE); or
- (b) by navigating through the various ELMS menus.

To access the **Export CSS Data Screen** via the ELMS fastpath (RSDE), press <F11> to activate the command prompt and type 'RSDE' into the command window:

```

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'

+-----+-----+-----+-----+
|                               V1.5---+
| Enter Command : RSDE |
+-----+-----+-----+-----+
End(F10)
    
```

This will take you directly to the **Export CSS Data Screen** from any ELMS menu.

Alternatively, to access the **Export CSS Data Screen** via the ELMS menus, select **Election Processing** from the Main Menu, then select **Central Senate Scrutiny** from the Election Processing Menu, then select **Export CSS Data** from the Central Senate Scrutiny Menu.

5.1.3 Extracting the CSS Export Data

At the Export CSS Data Screen you will be prompted to select the event and then the state as shown below.

V1.18--+	V1.6--+
Election Event	State
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      Export CSS Data (RSDE)      V1.10      prdelms
-----
State NSW                      2010 Federal Election

This function extracts a data file containing verified ATL & Informal BP
figures input by divisions on screens RSOB & RSDB for each polling place,
mobile polling place and declaration scrutiny count for use at the Central
Senate Scrutiny.

Senate EasyCount Data File : ECS_UPDATE_NSW_15508.gz

The file (name displayed above) will be extracted for transfer to the
EasyCount Batch Controller.
The compressed file will be emailed 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: lezah.rushton@aec.gov.au

Press F1 to initiate the extract.
-----
Extract(F1)  Clear(F3)  Help(F9)  End(F10)  Command(F11)
    
```

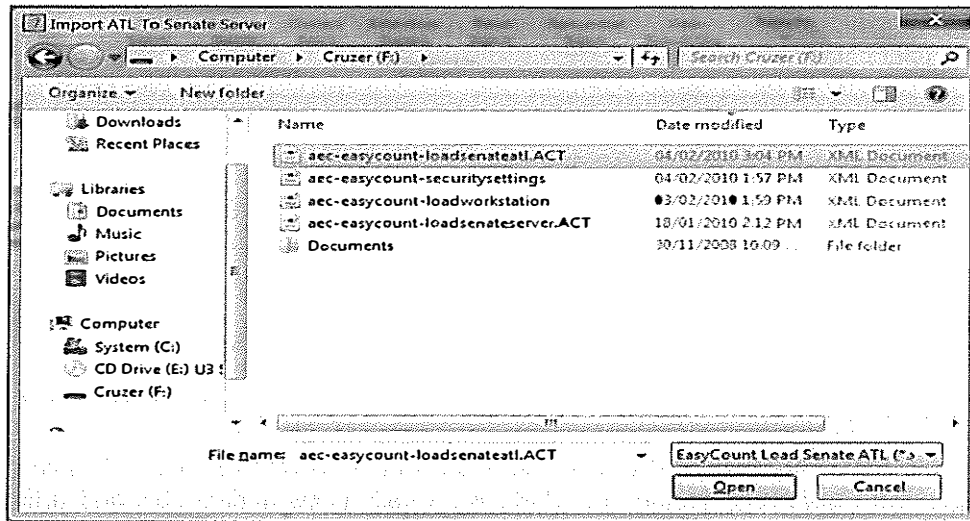
ELMS will then send you an email with the extracted event file attached to the email. Copy the file to your USB key, then safely eject the USB.

5.1.4 Import ATL Data onto the Primary Batch Control PC

Done by a Batch Controller on a batch control PC.

Import verified Above The Line (ATL) and obviously informal results from ELMS (result slips). ATL data should be exported from ELMS and into EasyCount Senate on a daily basis. It is best practice to do one final export before you run the count (just to make sure you pick up any changes).

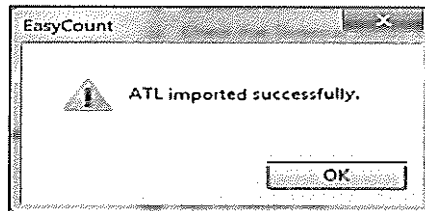
1. Insert the USB key that you saved the ATL file onto.
2. Select **Batch > Import ATL**. The following screen will be displayed.



3. Select the aec-easycount-loadsenateatl.<state> file that you exported from ELMS (remember you had to unzip it to create the .xml file).

4. Click **Open**.

5. A message will be displayed confirming ATL imported successfully, click **OK**.



5.1.5 Lock Senate Divisional Input (RLSI)

This screen (RLSI) is an essential tool for Central Senate Scrutiny managers: It prevents unauthorised changes ATL & 'obviously informal' figures once 'final' data have been exported to EasyCount Senate for preference distributions. It allows the locking/unlocking of the Input Senate Ord Vote Batch Screen (RSOB) and Input Senate Dec Vote Batch Screen (RSDB).

```

13 Dec 2011 12:26  Lock Senate Divisional Input (RLSI)  V1.3  prdelms
-----
State : TAS                2010 Federal Election
-----
+-----+-----+-----+
| Divisions | Locked | Verified |
+-----+-----+-----+
| Bass      | -      | Y         |
| Braddon   | Y      | Y         |
| Denison   | Y      | Y         |
| Franklin  | Y      | Y         |
| Lyons     | Y      | Y         |
|           |        |           |
|           |        |           |
|           |        |           |
+-----+-----+-----+
-----
Save(F1)  Lock All(F8)  UnLock All(F12)  Help(F9)  End(F10)  >
    
```

"N" indicates that a division has not completed data verification and/or that the figures on the screen do not balance.

"Y" indicates that a division has completed data verification and that the figures on the screen balance.

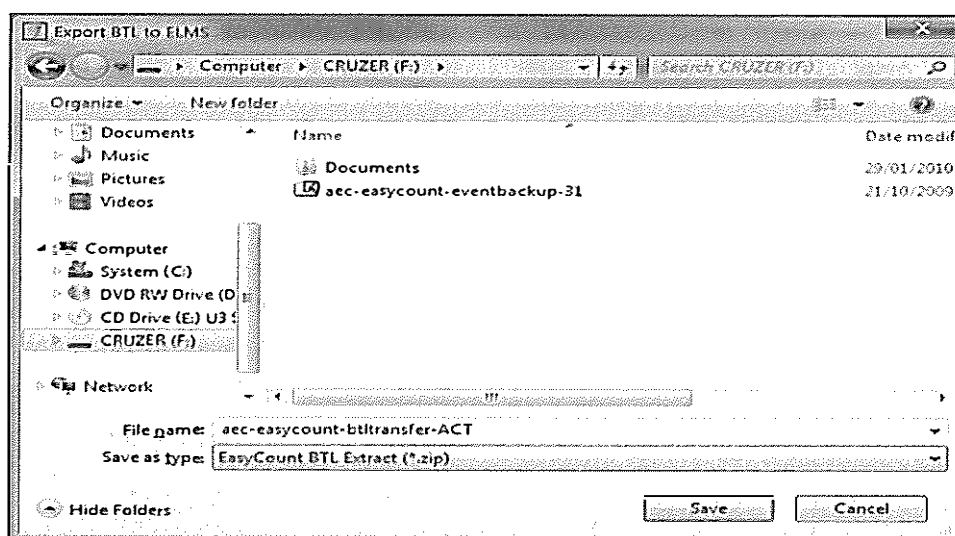
The lock cannot be applied to any division for which the data is not verified or for which the figures on those screens do not balance for any polling place, mobile team or declaration vote count.

5.2 Exporting BTL data from EasyCount into ELMS

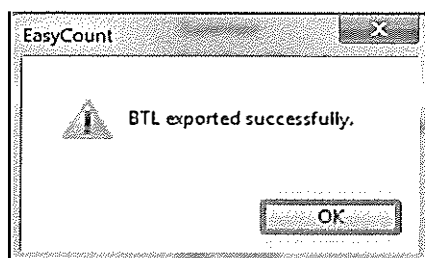
Done by a Batch Controller on a batch control PC.

Export Below The Line (BTL) first preference and informal results to ELMS. BTL data should be exported from EasyCount Senate into ELMS on a daily basis during CSS and a final export should be done when all batches have been verified. You normally carry out the Import ATL and Export BTL tasks together.

1. Select **Batch > Export BTL**. The following screen will be displayed.



2. Click **Computer** and then Select the USB key to save the aec-easycount-btltransfer – (state) file onto.
3. Click **Save**.
4. A message will be displayed confirming BTL exported successfully, click **OK**.



5. You will need to unzip the file (which will extract as a .txt file) before importing into ELMS.

6. Unzip the file by double clicking on it and pressing extract and saving the file to your USB key.

5.2.1 Accessing ELMS

To access ELMS you need to be using an AEC network PC (not an EasyCount 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 - ATSIIC 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)
    
```

5.2.2 Finding the Import CSS Data Screen

There are two ways to access the **Import CSS Data Screen**:

- a) From the main menu via the ELMS fastpath (RSDI); or
- b) by navigating through the various ELMS menus.

To access the **Import CSS Data Screen** via the ELMS fastpath (RSDI), press <F11> to activate the command prompt and type 'RSDI' into the command window:

```

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'

-----
+----- V1.5---+
| Enter Command : RSDI |
+-----+
End (F10)
    
```

This will take you directly to the **Import CSS Data Screen** from any ELMS menu.

Alternatively, to access the **Import CSS Data Screen** via the ELMS menus, select **'Election Processing'** from the main menu, then select **Central Senate Scrutiny** from the Election Processing Menu, then select **Import CSS Data** from the Central Senate Scrutiny Menu.

5.2.3 Importing the BTL EasyCount Senate Data

At the Import CSS Data Screen you will be prompted to select the event and then the state as shown below.

V1.18--+	V1.6--+
Election Event	State
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 for you to enter the Load File Name.

```

29 Nov 2011 14:04      Import CSS Data (RSDI)      V1.10      prdelms
-----
State NSW                      2010 Federal Election

This function loads a nominated data file containing verified BTL, BTL:ATL
and Informal BP figures extracted from Central Senate Scrutiny for each
polling place, mobile polling team and declaration scrutiny count.

Enter the name of the file containing the data below and press the F1 key
to start the load.

Load File Name:

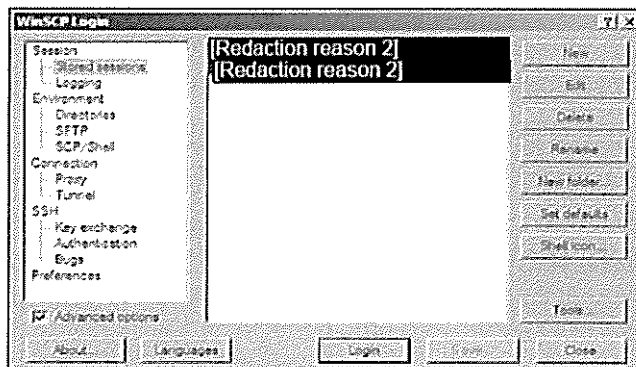
-----
Extract (F1)  Help (F9)  End (F10)  Command (F11)
    
```

Note: Before you can import the CSS data you will need to transfer the data to the midrange server as detailed at 4.2.4.

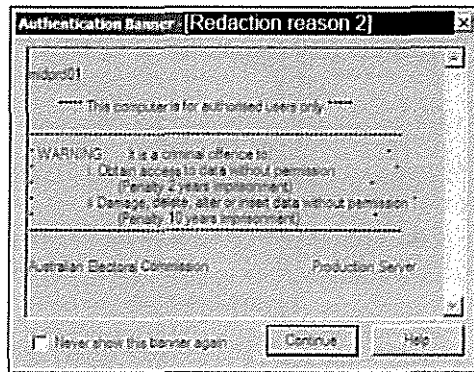
Press F1 to confirm extract.

5.2.4 Transferring the BTL EasyCount Senate Data

1. Go to Start > All Programs > WinSCP > WinSCP.

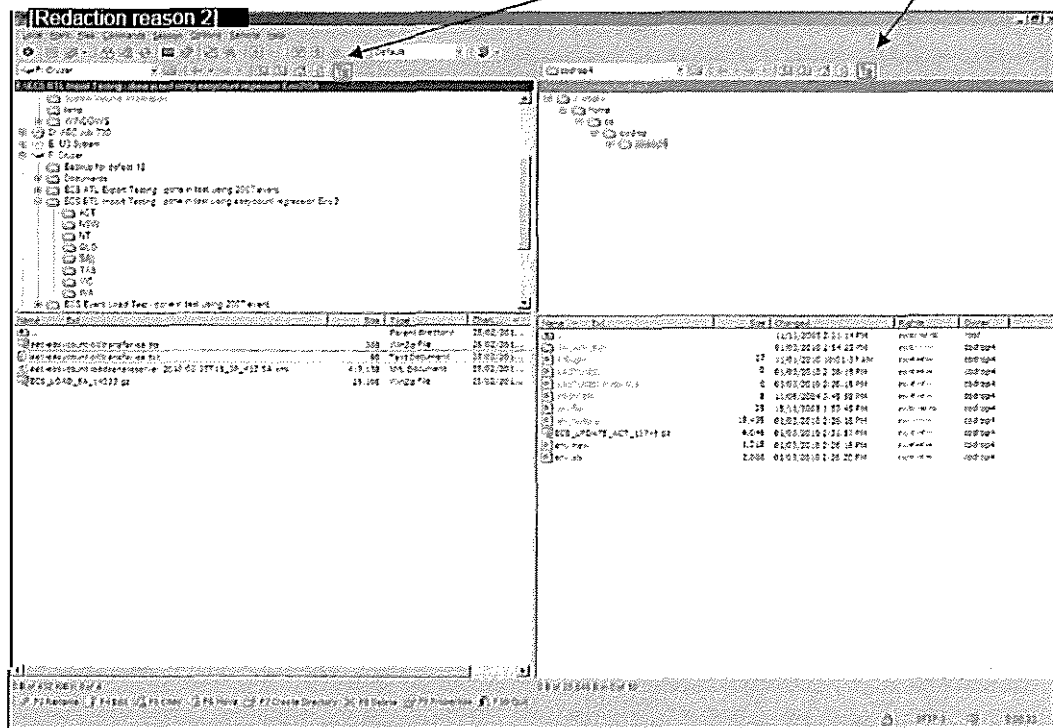


2. Select your stored session that relates to ELMS production by left mouse button double clicking on it.



3. Click **Continue**.

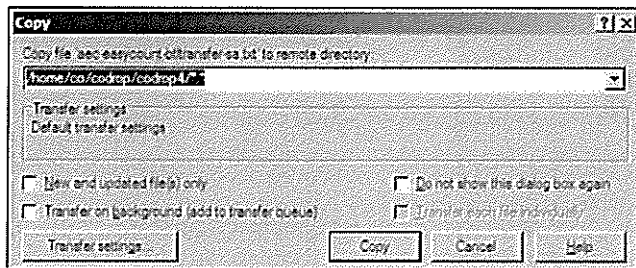
4. Click on the left hand side of the screen and press **Ctrl+Alt+T** (or click this button) and then click on the right hand side of the screen and press **Ctrl+Alt+T** (or click this button). This will show the directory tree on both side of the screens, so your screen should look like the below example.



The left hand side of the screen shows your normal network drives that are available. The F: drive is your USB key. When you click on the F: drive the contents of the USB key will show in the below window.

The right hand side of the screen shows your remote connection to ELMS Production. You will be transferring the BTL file (that you unzipped and will now be a text file) to your home folder which is named as your ELMS user name under the home directory.

5. Select the F: Drive and the BTL file that you exported from EasyCount Senate and click **F5** for Copy. The file will be moved to your home directory.



6. Press **F10** to exit WinSCP.

7. Go back into your ELMS session.

Type the file name (for example `aec-easycount-btltransfer-nsw.txt`) into the **Import CSS Data Screen** and press **<F1>** to load the data into ELMS.

```

29 Nov 2011 14:04      Import CSS Data  (RSDI)      V1.10  prdelms
-----
State NSW                2010 Federal Election

This function loads a nominated data file containing verified BTL, BTL:ATL
and Informal BP figures extracted from Central Senate Scrutiny for each
polling place, mobile polling team and declaration scrutiny count.

Enter the name of the file containing the data below and press the F1 key
to start the load.

Load File Name: aec-easycount-btltransfer-nsw.txt

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