

Transfer Winners

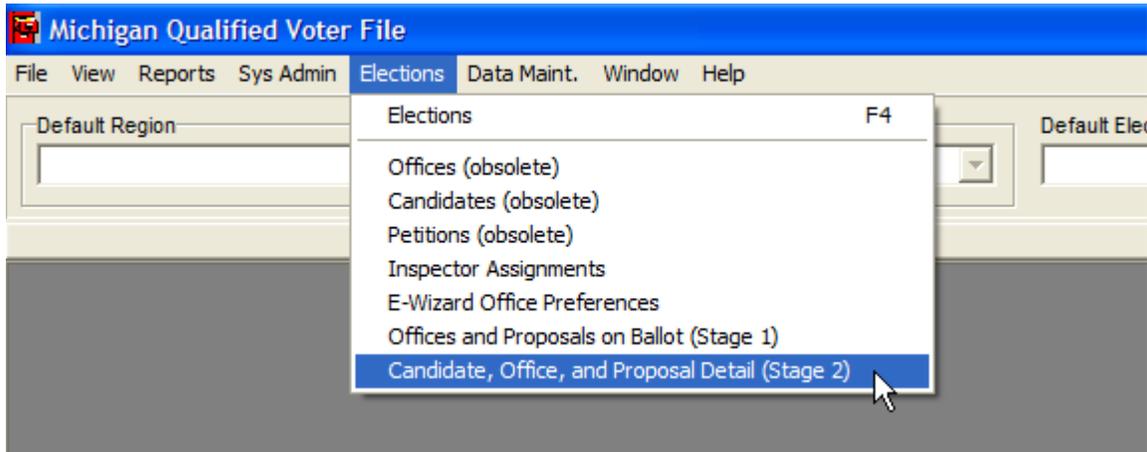
A new “Transfer Winners” feature has been added to the E-Wizard module in QVF. This feature allows winning candidates from a Primary to be imported directly into Stage 2 of the E-Wizard survey for the following General Election, thereby eliminating the need to manually re-type candidates that have previously been identified as winners.

Before you use the “Transfer Winners” feature you must complete the following two-step process:

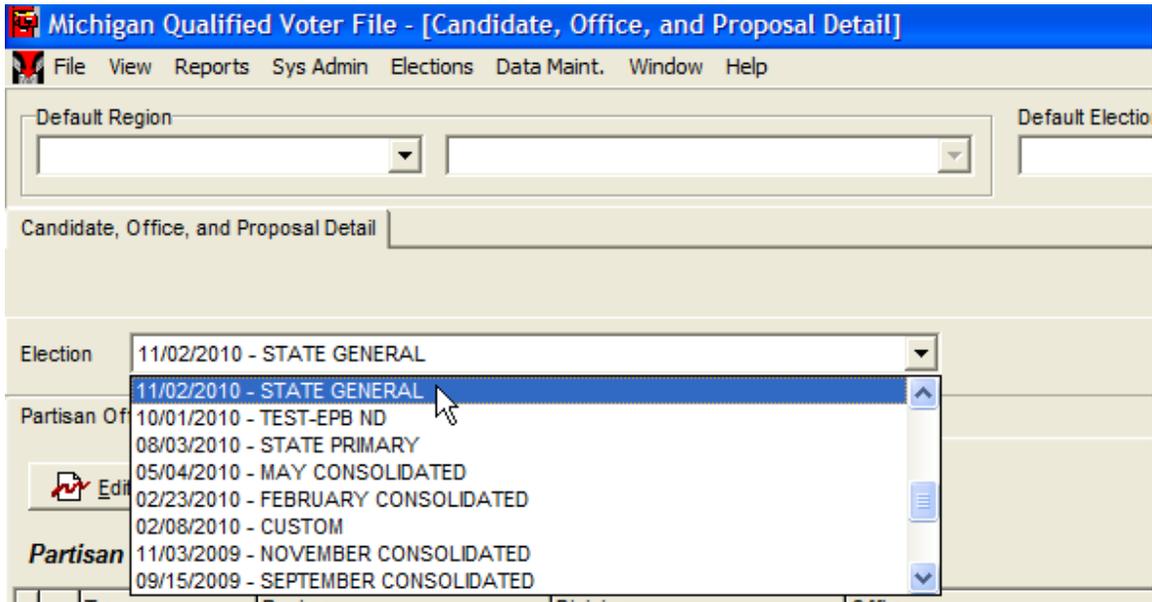
1. Mark the “winners” of the Primary
2. Complete Stage 1 of the E-Wizard survey for the General Election associated with the Primary.

Using the “Transfer Winners” feature of the E-Wizard

To use the “Transfer Winners” feature, from the main QVF menu, click on “Elections.” From the drop-down menu, select “Candidate, Office, and Proposal Detail (Stage 2).”



Select the appropriate election date (i.e. the election that you wish to bring winning candidates into).

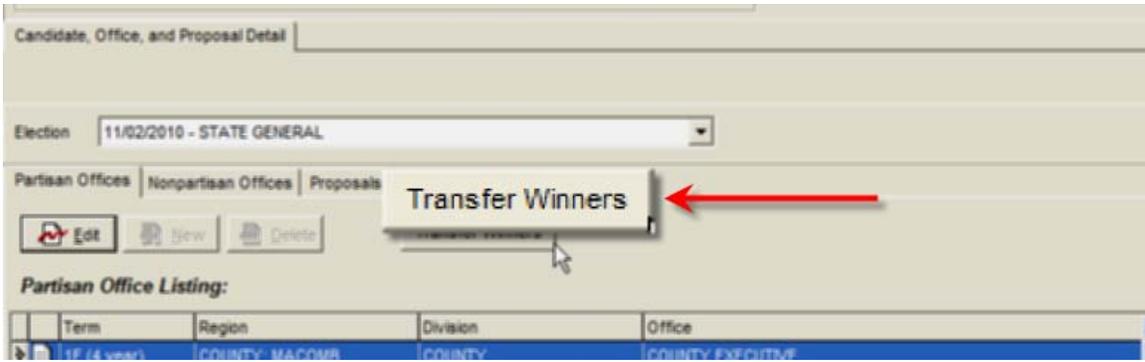


There are three tabs on the screen. The default tab is “Partisan Offices.” Select an office from the Office Listing grid.

Tip: you may select multiple rows by clicking on a row, then holding down the Shift key on your keyboard, then clicking on the last row you want to select. You may also select multiple rows by clicking on a row, then holding down the Ctrl key on your keyboard, then clicking on each row you want to select.

F (4 year)	JURISDICTION: BRUCE TOW...	TOWNSHIP	CLERK
F (4 year)	COUNTY: MACOMB	COUNTY	CLERK & REGISTER OF DEEDS
• F (2 year)	COUNTY COMMISSIONER DI...	COUNTY	COUNTY COMMISSIONER
• F (2 year)	COUNTY COMMISSIONER DI...	COUNTY	COUNTY COMMISSIONER
• F (2 year)	COUNTY COMMISSIONER DI...	COUNTY	COUNTY COMMISSIONER
• F (2 year)	COUNTY COMMISSIONER DI...	COUNTY	COUNTY COMMISSIONER
• F (2 year)	COUNTY COMMISSIONER DI...	COUNTY	COUNTY COMMISSIONER
• F (2 year)	COUNTY COMMISSIONER DI...	COUNTY	COUNTY COMMISSIONER
• F (2 year)	COUNTY COMMISSIONER DI...	COUNTY	COUNTY COMMISSIONER

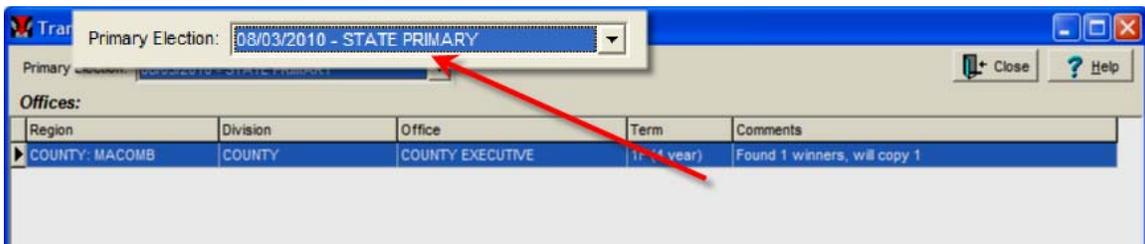
Click the **Transfer Winners** button located near the top of the screen.



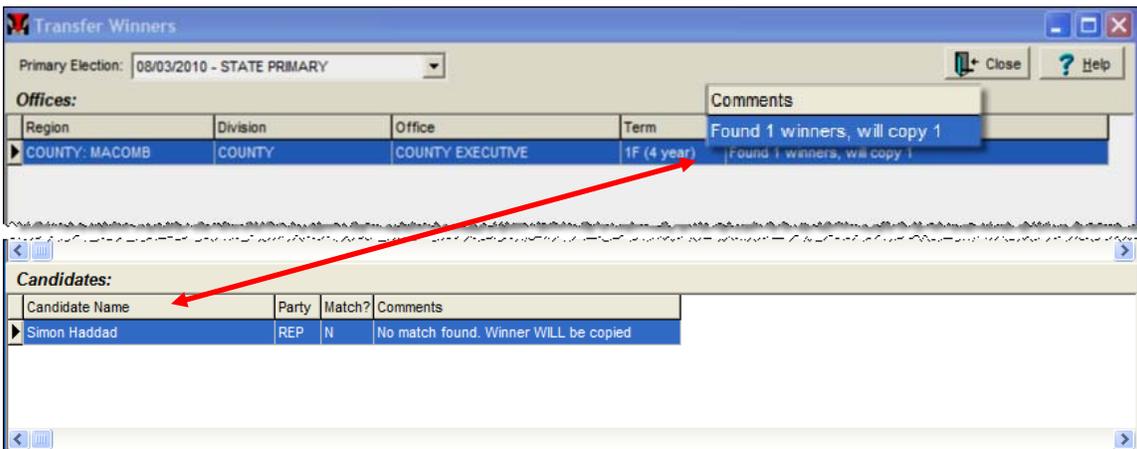
The Transfer Winners window will open.

Tip: The current election must be linked to a primary election, and winners from the primary election must have been previously marked as winners.

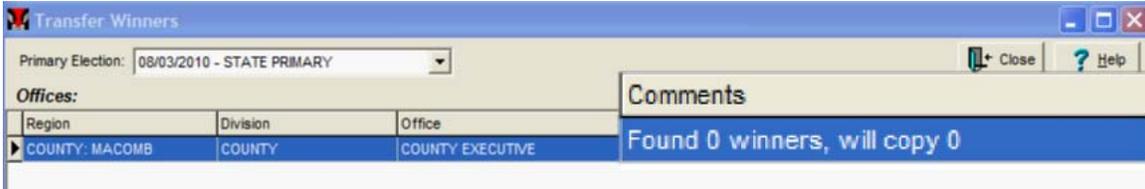
Select the appropriately linked primary election date.



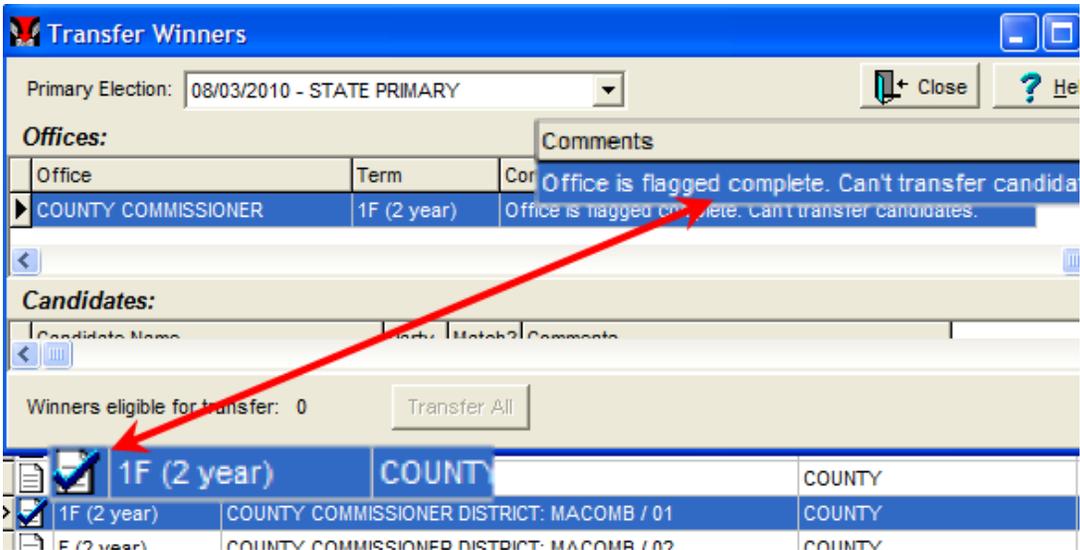
The Offices section at the top of the window identifies the Region, Division, Office and Term of the office you have selected. The Comments field reports the number of winners that were found from the primary election. If the Comments field states “will copy”, the candidate name will appear in the Candidates section in the lower half of the window.



Tip: If the Comments field reads “Found 0 winners,” check that you have selected the correct office. Also check to make sure a candidate has been marked as ‘winner’ in the corresponding primary election.



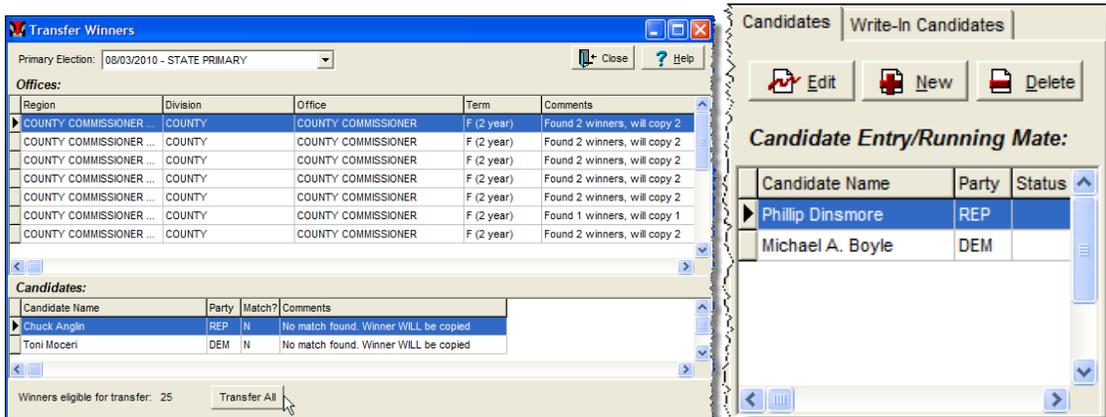
Tip: If the Comments field reads “Office is flagged complete. Can’t transfer candidates.” check that the office you have selected has not been marked complete.



Once the general election office has been selected, and a winning candidate from the primary election has been identified, the Comments field in the Candidates section (lower section of the window) will read "No match found. Winner WILL be copied."

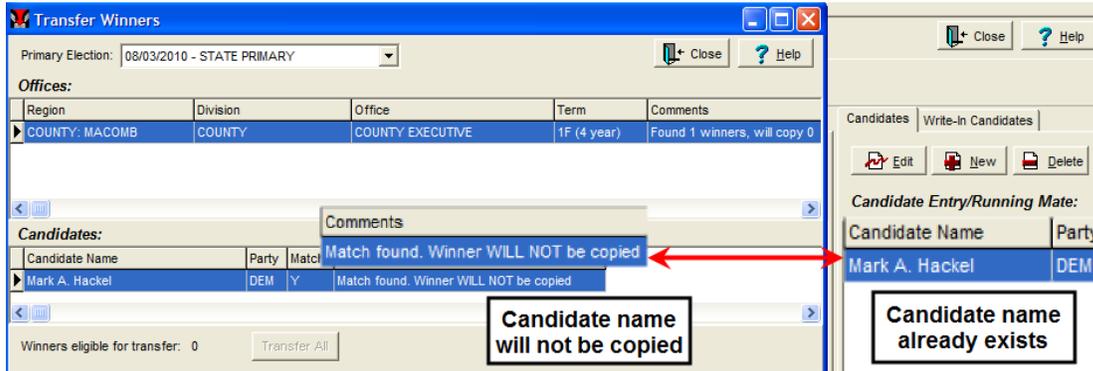


Click the **Transfer All** button. The names, along with all other candidate information of the winning candidates from the primary election, will be transferred to the Candidate Entry window on the right side of the screen.



After entering any additional candidates, each office may be marked complete.

Tip: *Winners will not be transferred if a candidate with the exact same name has already been manually entered in the Candidate Entry window.*



Tip: *To locate offices from a nonpartisan primary, first click on the Nonpartisan Offices tab of the Candidate, Office and Proposal Detail screen. Nonpartisan offices will appear on the Nonpartisan Offices tab. To transfer nonpartisan office winners, repeat the procedure described above.*

