Viewing Received/Submitted Report Results

1. Log into the eLearning Center https://mielections.csod.com
2. Search for the list you wish to view
   - On the Homepage, in **Browse by Subject Box** click on the title bar
     1. **Click the Subject for the report you interested in i.e** Provisional Ballots or Military
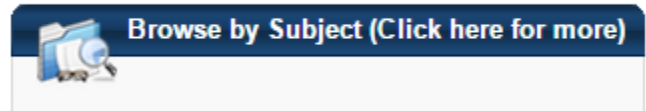
   - -OR-
     1.
   - On the right side of the screen, type the title in **Search box** and press the **Enter** key

3. The Browse for Training page will display possible matches
4. Click on the title you desire, i.e. Provisional Ballot Received Reports
5. The Training Details page will open, Click the **Request** button
6. A new window will open displaying **reports submitted by the cities and townships**
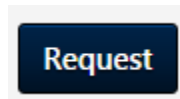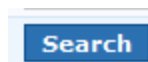
*** Be sure you allow Pop-Up windows so the system can open the item – see Internet Browsers and Pop-up Blockers for information on changing this setting in your internet browser software

7. Use the **Search** feature to display only the county or jurisdiction you want to see. For instance:
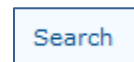
8. Click **Search** on the upper left side
   a. Under **County Name**, **Contains**, type your county name
   b. Click the **Search** button
   c. This will display only the submissions for your county
9. You can sort the submissions by pointing your mouse at a column heading and clicking the down arrow for options
   a. To sort by **Jurisdiction Name**, point to that column, click the down arrow
   b. Click on **Sort, Asc**

10. Use the scroll bars to view data in the right side columns; adjust window size as needed
11. Use the Page buttons to page forward to see all the records

1 - 10 of Many « < > »

12. Adjust the # of **Records Per page** displayed by clicking on the page icon down arrow

13. Select the boxes of the jurisdictions you want to print or export; click the top box in the blue
    banner to select all

14. You can print a list of the submissions by using the **Print icon** on
    the upper right side
    a. **Record Summary** is one jurisdiction per page, and
       produces the nicest printed reports
    b. **List** is the information as viewed in a spreadsheet
    c. **Summary** is a table format
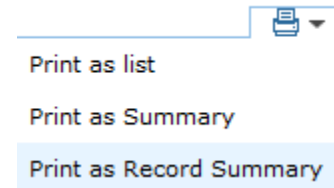
15. Only on certain reports can you export the information by clicking the **Gear icon**, and click on
    Export, then your choice of **Spreadsheet**, **PDF**, etc.
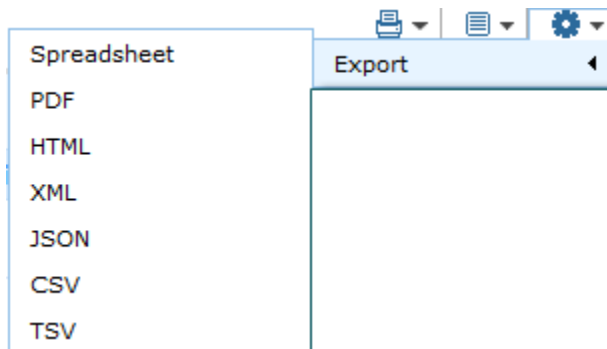
If you need additional assistance, please call the Bureau of Elections at 800-292-5973 or email
electionselearning@mi.gov