

Chapter 18 – Election Wizard

August 2011

- E-Wizard
 - Marking winners
 - Transferring winners
 - Exporting candidate information

Marking Winners

After the certification of an election, you can mark race winners within *Stage 2* of *E-Wizard*. This is especially useful for marking winners of primary elections, so that those winners and their information may be carried over to *Stage 2* of *E-Wizard* for the general election.

Action	Result
From the <i>Elections</i> menu select <i>Candidate, Office, and Proposal Detail (Stage 2)</i> . Figure 18.1	The E-Wizard Stage 2 module opens.
Select the election record you want to record winners for. Figure 18.2	Office information for that election is displayed. Figure 18.3
Select the office for which you want to record a winner.	The list of candidates appears on the right. Figure 18.3
To mark the winner, select the candidate and click the Winner button located below the list of candidates. If you incorrectly mark a candidate as a winner, simply highlight that candidate and click the winner button again to remove the status.	The candidate now shows a Winner status next to their name and party affiliation. Figure 18.4

Figure 18.1

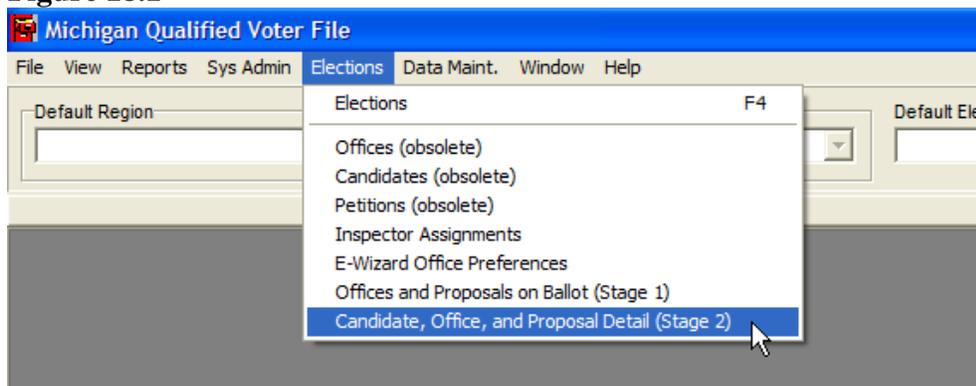


Figure 18.2

Election 08/03/2010 - STATE PRIMARY

Partisan Of 08/03/2010 - STATE PRIMARY

05/04/2010 - MAY CONSOLIDATED

02/23/2010 - FEBRUARY CONSOLIDATED

02/08/2010 - CUSTOM

11/03/2009 - NOVEMBER CONSOLIDATED

09/15/2009 - SEPTEMBER CONSOLIDATED

Partisan 08/04/2009 - AUGUST CONSOLIDATED

05/05/2009 - MAY CONSOLIDATED

Term	Region	Office
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Figure 18.3

Partisan Office Listing:

Term	Region	Office
<input checked="" type="checkbox"/> 1F (2 year)	COUNTY COMMISSIONER DISTRICT: ALCONA / 04	COUNTY COMMISSIONER
<input checked="" type="checkbox"/> 1F (2 year)	COUNTY COMMISSIONER DISTRICT: ALCONA / 03	COUNTY COMMISSIONER
<input checked="" type="checkbox"/> 1F (2 year)	COUNTY COMMISSIONER DISTRICT: ALCONA / 02	COUNTY COMMISSIONER
<input checked="" type="checkbox"/> 1F (2 year)	COUNTY COMMISSIONER DISTRICT: ALCONA / 01	COUNTY COMMISSIONER
<input checked="" type="checkbox"/> 1F (6 year)	COUNTY: ALCONA	COUNTY ROAD COMMISSIONER
<input checked="" type="checkbox"/> 3F (2 year)	WARD PRECINCT WITHIN COUNTY/JURIS: GUSTIN T...	DEMOCRATIC PRECINCT DELEGATE
<input checked="" type="checkbox"/> 4F (2 year)	WARD PRECINCT WITHIN COUNTY/JURIS: ALCONA ...	REPUBLICAN PRECINCT DELEGATE
<input checked="" type="checkbox"/> 6F (2 year)	WARD PRECINCT WITHIN COUNTY/JURIS: HARRISVI...	DEMOCRATIC PRECINCT DELEGATE
<input checked="" type="checkbox"/> 2F (2 year)	WARD PRECINCT WITHIN COUNTY/JURIS: MITCHELL ...	DEMOCRATIC PRECINCT DELEGATE
<input checked="" type="checkbox"/> 2F (2 year)	WARD PRECINCT WITHIN COUNTY/JURIS: MIKADO T...	REPUBLICAN PRECINCT DELEGATE

Candidate Entry/Running Mate:

Candidate Name	Party	Status
Paul E. McQvf	REP	
Tommy McQvf	REP	

Winner

Figure 18.4

Partisan Office Listing:

Term	Region	Office
<input checked="" type="checkbox"/> 1F (2 year)	COUNTY COMMISSIONER DISTRICT: ALCONA / 04	COUNTY COMMISSIONER
<input checked="" type="checkbox"/> 1F (2 year)	COUNTY COMMISSIONER DISTRICT: ALCONA / 03	COUNTY COMMISSIONER
<input checked="" type="checkbox"/> 1F (2 year)	COUNTY COMMISSIONER DISTRICT: ALCONA / 02	COUNTY COMMISSIONER
<input checked="" type="checkbox"/> 1F (2 year)	COUNTY COMMISSIONER DISTRICT: ALCONA / 01	COUNTY COMMISSIONER
<input checked="" type="checkbox"/> 1F (6 year)	COUNTY: ALCONA	COUNTY ROAD COMMISSIONER
<input checked="" type="checkbox"/> 3F (2 year)	WARD PRECINCT WITHIN COUNTY/JURIS: GUSTIN T...	DEMOCRATIC PRECINCT DELEGATE
<input checked="" type="checkbox"/> 4F (2 year)	WARD PRECINCT WITHIN COUNTY/JURIS: ALCONA ...	REPUBLICAN PRECINCT DELEGATE
<input checked="" type="checkbox"/> 6F (2 year)	WARD PRECINCT WITHIN COUNTY/JURIS: HARRISVI...	DEMOCRATIC PRECINCT DELEGATE
<input checked="" type="checkbox"/> 2F (2 year)	WARD PRECINCT WITHIN COUNTY/JURIS: MITCHELL ...	DEMOCRATIC PRECINCT DELEGATE

Candidate Entry/Running Mate:

Candidate Name	Party	Status
Paul E. McQvf	REP	Winner
Tommy McQvf	REP	

Winner

Moving Winners

The Election Wizard allows you to move candidate information for those marked as winners from a primary election to the general election with out duplicating any manual data entry. After completing the general election Stage 1 of E-Wizard, you can then enter Stage 2 and “pull” the winner from the primary to the general election

Action	Result
From the <i>Elections</i> menu select <i>Candidate, Office, and Proposal Detail (Stage 2)</i> . Figure 18.5	The E-Wizard Stage 2 module opens.
Select the election record you want to transfer previous winners to. Figure 18.6	Office information for that election is displayed. Figure 18.7
Select all offices which you wish to bring a winner to. (You can hold the CTRL key down while clicking your mouse cursor over each office to make multiple selections.)	Offices that a winner will be transferred to are now highlighted. Figure 18.8
Click the Transfer Winners button. Figure 18.8	The <i>Transfer Winners</i> window displays. Figure 18.9
The <i>Transfer Winners</i> window shows you who will be transferred from each race and the total number of winners that will be transferred. Click the <i>Transfer All</i> button. Figure 18.9	You are returned to the <i>Candidate, Office, and Proposal Detail</i> screen. You will see the primary winner’s name displayed in the list to the right. Figure 18.10

Figure 18.5

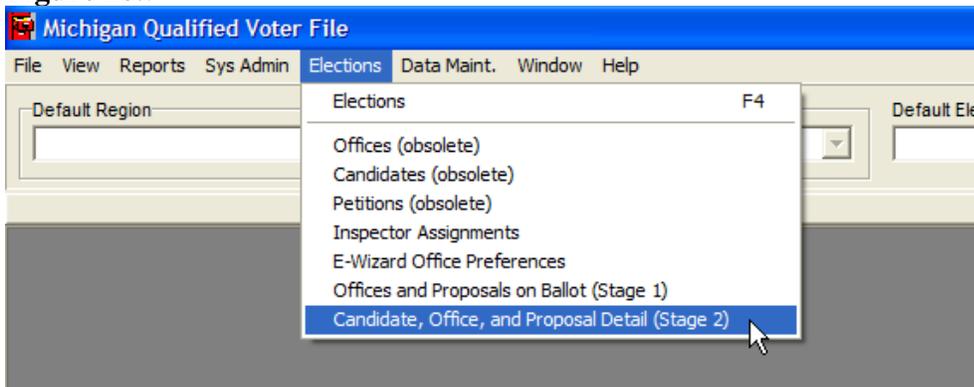


Figure 18.6

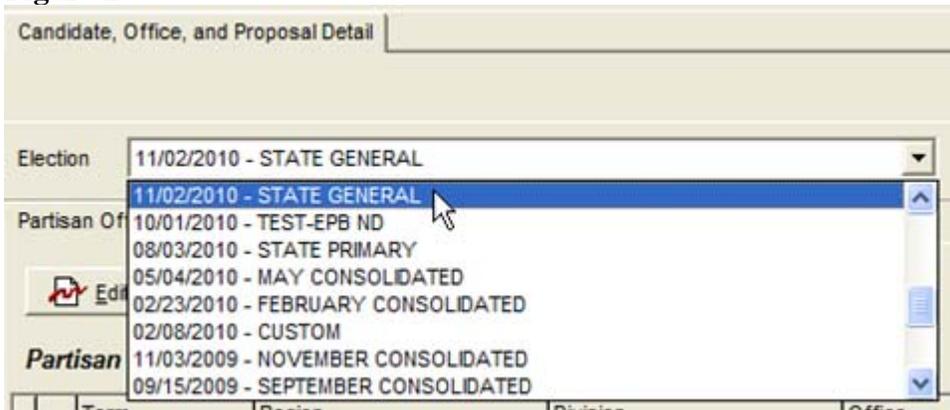


Figure 18.7

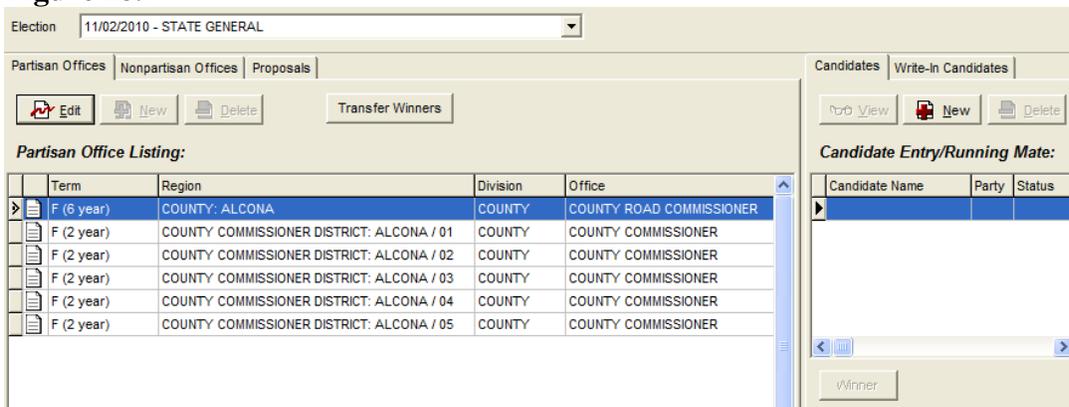


Figure 18.8

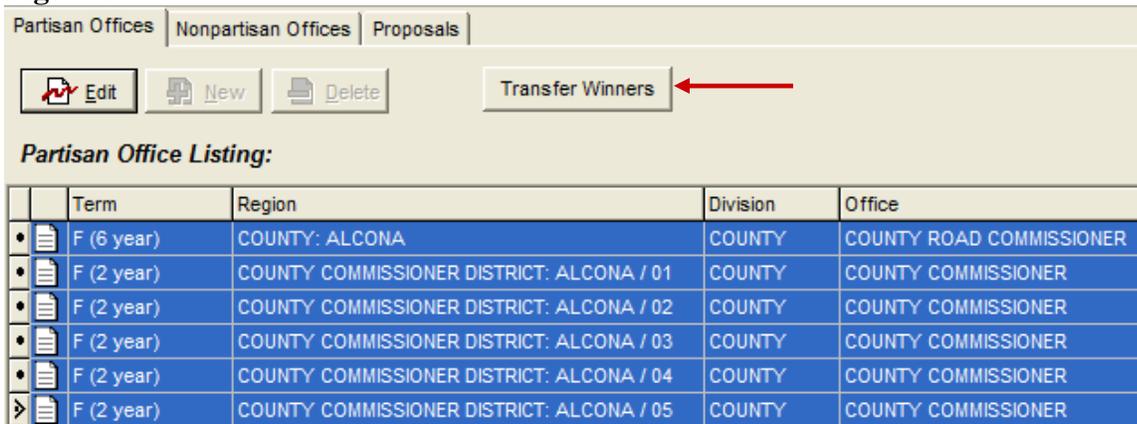


Figure 18.9

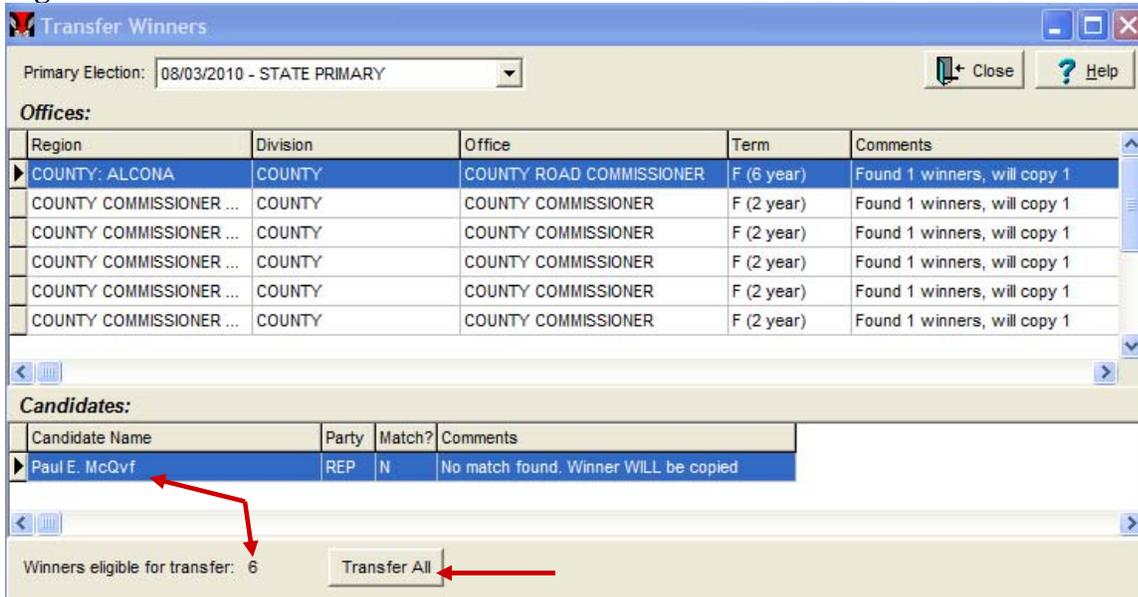


Figure 18.10



Exporting Candidate Information

This Candidate Export is a means of extracting E-Wizard candidate information into a Comma Separated Values (CSV) file. A CSV file is a standard file type which can be read in Excel or easily imported into a Database program or a Word document. To export E-Wizard candidate information, follow the instructions below.

Action	Result
From the <i>Sys Admin</i> menu, select Export E-Wizard Candidates. Figure 18.11	The Export <i>E-Wizard Candidates</i> window displays.
Select an Election Date , from the pull-down menu Figure 18.12	An Election Date is displayed.
Select a region (either county or jurisdiction); and finally, the name of the region for which you would like to get a candidate export. When the Election Date and Region are set, click on the OK button. Figure 18.13	The Save As window is displayed. Figure 18.14

From the **Save As** window, you will name the export file, and designate a location to save it to. Click the **Save** button. **Figure 18.14**

You will receive a confirmation window when the export file has been saved. **Figure 18.15**

Figure 18.11



Figure 18.12

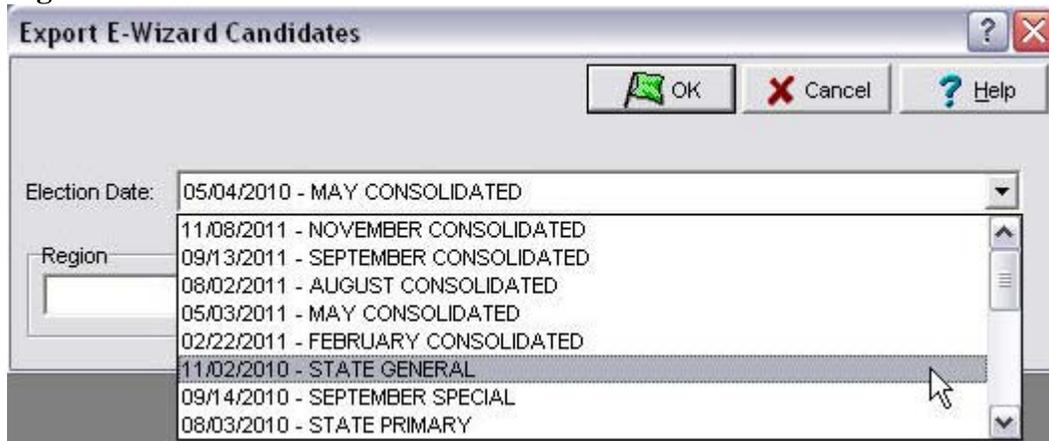


Figure 18.13

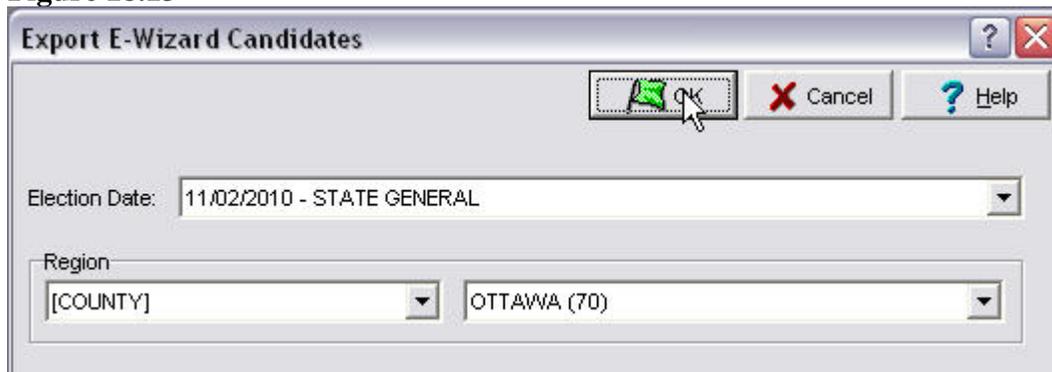


Figure 18.14

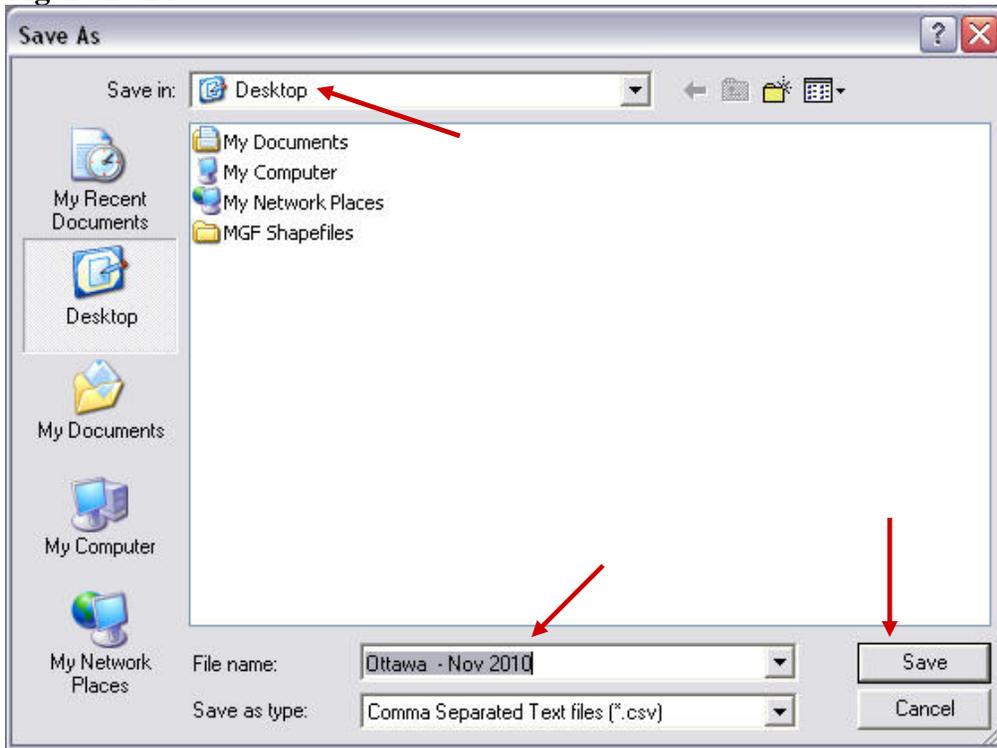


Figure 18.15



THINGS TO NOTE ABOUT THE CANDIDATE EXPORT:

- The candidate export will export candidates for **all** contests that overlap the selected jurisdiction.
- If a contest overlaps the jurisdiction which **did not** have any candidates, a record is inserted into the file with a candidate name of “No Candidate Filed”.
- The earliest available election date is the May 2008 Consolidated Election.
- The candidate export will contain Federal Primary Year Precinct Delegates.
- The candidate export will contain **all** candidates that have been entered into E-Wizard. This will include “write-in” candidates, along with any candidates that have withdrawn or

were disqualified. There is a flag indicating write-in, withdrawn, or disqualified candidates.

- There is a separate record for running mates (vice-presidents and lieutenant governors). There is a flag indicating running mates.
- The candidate export extracts *all* candidate items that are maintained in E-Wizard.