

Ballot Manifest Instructions

Opening the application

1. Make sure that the Ballot Manifest Editor.exe and settings.json file are in the same location.
2. Double click the Ballot Manifest Editor.exe file and wait for it to launch (This may take a minute).
3. If an error appears saying the file is unable to load, click "OK".

Setting up an Election

1. With the application open, click "File" in the top left.
2. Click "New".
 - a. A file dialog will appear.
 - b. Enter the desired name for the new manifest file, and navigate to the location it will be kept.
 - c. Click "Save".
3. Click "File" again
4. Click "Options"
 - a. Enter the number of Batches Per Container that will be used for the election.
 - b. Click "Select File"
 - c. Navigate to the file you created in step 2.
 - d. Click "Open"
 - e. Click "Apply"
5. You are now ready to scan labels, and the application should remember where your manifest is located.

How to open an existing manifest file

1. Click "File"
2. Click "Open"
3. Navigate to the manifest file.
4. Click Open.

How to change the names of Columns in the generated CSV file.

1. Open the settings.json file in a text editor
2. Scroll until you find column names section
3. Edit the names that are in double quotes
4. Save the file

WARNING!

Changing the names of the columns will not change the order that the program enters information into the csv, and you cannot add or remove columns!