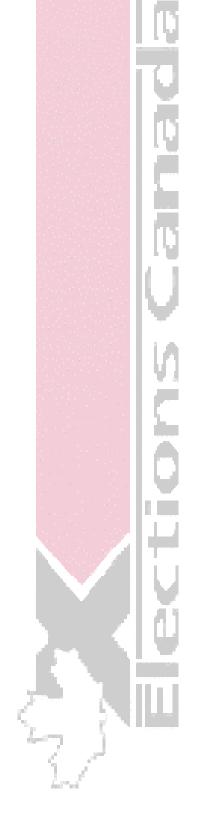
Electronic Financial Returns (EFR)

Overview

Version 1.8



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EC 20173 (01/04) September 22, 2004

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Purpose of This Overview

The Electronic Financial Returns (EFR) application allows political entities (that is, candidates, political parties, electoral district associations, leadership contestants and nomination contestants) to electronically report on their financial transactions.

Even though EFR is easy to use, you may benefit from reviewing this Overview and the accompanying User Guides to understand the layout, data fields, functions and utilities within the application. This Overview describes the elements and tasks of the EFR application that are common to all political entities. Each associated User Guide describes the specific business needs of each political entity, and outlines their required procedures.

The EFR Overview and User Guides are intended for authorized users within a specific political entity. Only designated and authorized users conducting electronic financial transaction activities should use these guides.

Introduction to the EFR Application

Depending on the type of political entity (as described above), financial reporting will be conducted based on the following:

- a specific electoral event (such as a general or by-election)
- a particular contest (such as a nomination or leadership contest), or
- the calendar year (such as quarterly or annual reporting).

The EFR application has been designed to facilitate the reporting of financial transactions. However, the EFR software is not the only means of reporting financial information. Manual forms are available if necessary.

The EFR application also provides the ability to produce reports based on the information entered, as well as certain business forms. The EFR application is available for distribution on CD, and may also be downloaded from the Elections Canada Web site (www.elections.ca).

Benefits of Using EFR

The EFR application:

- captures information into a database and generates the forms/reports that help political entities manage their budgets and expenses
- allows the user to send a file containing information needed to generate the required forms and reports.

EFR makes it easier for the user to capture important financial information and submit it in an electronic file to Elections Canada.

PC Hardware Requirements

These are the minimum hardware standards required to run the EFR application:

Hardware	Specifications			
• PC-compatible computer running Microsoft Windows 98 or better	 Pentium 4 processor running at a minimum 1.5Ghz 128MB of Random Access Memory (RAM) At least 20 MB of free hard disk space Microsoft Windows 98 operating system or better 101 key keyboard 15-inch SVGA monitor Mouse Printer that takes legal-size paper, if printed forms are desired CD-ROM drive (if installing from CD-ROM) Internet connection (if the user downloads the application) 			

Technical Notes

You can run only one session of the EFR application at any given time. It is not possible to work on two forms at the same time by opening up two sessions of the application.

EFR is not intended to be a multi-user system. It cannot be successfully installed on a network server and have many users accessing the same data at the same time. It is a single-user system to be installed on a stand-alone computer. The computer may be on a network, but all the files for EFR are to be installed locally on your PC.

Before Installing EFR – Important Note

Before installing the EFR application, the user must ensure that they have sufficient privileges to install this software (that is, **administrative rights**) on their computer.

On a stand-alone PC, the user must ensure that they are logged onto their computer as an **Administrator** prior to installing the EFR application.

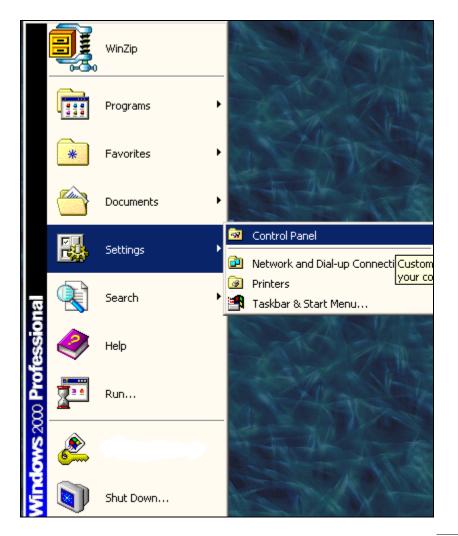
Within a network environment (that is, a local area network – LAN), the user must contact their local area network administrator or technical support team prior to installing the EFR application on their computer.

Setting the Date Before Using the EFR Application

Before you install and use the EFR application, you must ensure that the **date** format is properly set in your computer.

To set the date in your computer:

- 1. Click on the **Start** button within the Microsoft Windows operating system.
- 2. Scroll up to **Settings** and select **Control Panel**.



3. Locate and double-click on the **Regional Options** icon within the **Control Panel** window.



Note: This option is called Regional and Languages Options in Windows XP.

4. Select the **Date** tab in the **Regional Options** window.

Regional Options	<u>?</u> [×]
General Numbers C	urrency Time Date Input Locales
	ar is entered, interpret as a year between:
Short date Short date sample:	01/12/2003
Short date format: Date separator:	dd/MM/yyyy
Long date	December 1, 2003
Long date format:	MMMM d, yyyy
	OK Cancel Apply

5. Ensure that the **Short date format** (located in the middle of this window) is set to year, month and day (that is, **YYYY-MM-DD**). If it is not, click on the down arrow pointer and select the YYYY-MM-DD Short date format.

Short date	
Short date sample:	2003-12-01
Short date format:	yyyy-MM-dd 🔹

- 6. Click on the **Apply** button in the **Regional Options** window to confirm the settings.
- 7. Click on the **OK** button. You will return to the **Control Panel** window.
- 8. Close the **Control Panel** window and return to your desktop.

Installing the EFR Application

Once you access the EFR application, either from the CD or by downloading it from the Elections Canada Web site, it will be installed automatically on your computer by an installation wizard. The wizard will run in the language that is used within the MS Windows operating system on your computer. For example, if you are running a French version of Microsoft Windows, then the wizard will start in French.

To install the EFR application:

1. Locate the EFR **SETUP.exe** file, on your computer (if you downloaded the application from the Elections Canada Web site) or on the CD. Double-click on the program icon. The following window will appear:



2. Click on the **Next** button. The following window will appear:



3. Select the default destination directory and click on the **Next** button. EC 20173 (01/04) September 22, 2004

Note: To change the location of the installation directory, click on the **Browse** button and specify the directory on your computer in which the EFR application is to be installed.

The following window will appear:

EFR Installation		×
EFR Installation	Ready to Install! You are now ready to install EFR. Press the Next button to begin the installation or the Back button to re-enter the installation information.	X
	< <u>B</u> ack <u>N</u> ext > Cancel	

- 4. Click on the **Next** button.
- 5. The following password window will appear:

Password	×
This installation is password protected. Please ent the installation password into the field below.	er
Password:	_
Press the OK button to continue. Press Cancel to abort the installation.	
OK Cancel	

6. Enter the EFR installation password and click on the **OK** button. The following installation "progress" window will appear.

Installing		x
Copyling C:\Progra	iile: am Files\efr\bgsumpd.dll	
	16%	
	Cancel	

Note: You can obtain an EFR installation password from the Elections Canada Web site, or from the *Read Me First* document that accompanies the EFR CD. A password is required for the installation process to continue.

7. Once all the files have been copied, the following **EFR Installation** window will appear:



- 8. Click on the **Finish** button.
- 9. After the installation has completed, this desktop icon will appear on your screen:



Getting Started with EFR

When the EFR application was installed on your workstation, this shortcut was placed on the desktop.

1. Double click on EFR shortcut icon.

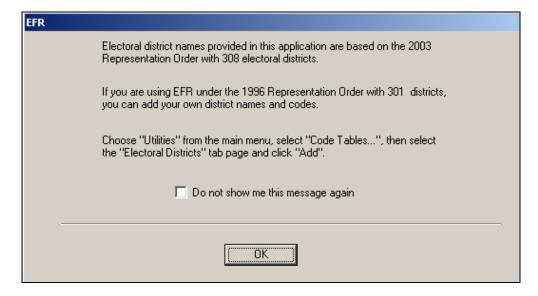
The following window will appear:



2. Select the language of your preference (English or French), then click on the **OK** button.

🚼 Choose a language / Choisir une langue	×
Please select language / Sélectionner une langue	
C English/Anglais	
French/Français	
ОК	

3. Review the following message window, which explains which electoral districts are used in this version of the EFR application.



4. Click on the **OK** button to acknowledge the message. An **Electronic Financial Returns** set-up information window will then appear.

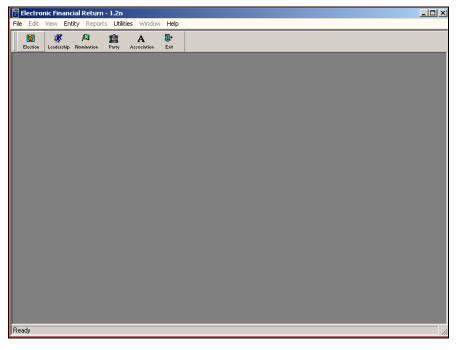
Electronic Financial Return	
For which political entity do you want to prepare a financial return?	 Candidate Leadership Contestant Nomination Contestant Registered Party Registered Association
Enter the name of the political entity:	Family Name: Given Name:
Enter the type of the event for the registered	d party: O Election O Fiscal Year End
Enter the date of the event: Enter the name of your event:	
	0K Cancel

5. Select the political entity for which you want to prepare a financial return.

Electronic Financial Return	
For which political entity do you want to prepare a financial return?	 Candidate Leadership Contestant Nomination Contestant Registered Party Registered Association
Enter the name of the political entity:	Family Name: Given Name:
Enter the type of the event for the registered	d party: O Election O Fiscal Year End
Enter the date of the event: Enter the name of your event:	2004-12-31
	OK Cancel

Note: Depending on which political entity you select, certain fields for each section of the set-up window will become available for use (for example, **Family Name** and **Given Name** for a candidate). The date you enter here will also become the base date for all further entries in EFR. You may change this date at a later time by using the **Utilities** functions within the application.

6. Complete all the required fields, then click on the **OK** button. The main window of the EFR application will appear:



All EFR entries, functions and utilities are managed from this main window.

EFR Main Window Buttons

The main EFR window contains the following political entity selection buttons:

		3	A	<u>í</u>	Α	•
⊥_	Election	Leadership	Nomination	Party	Association	Exit

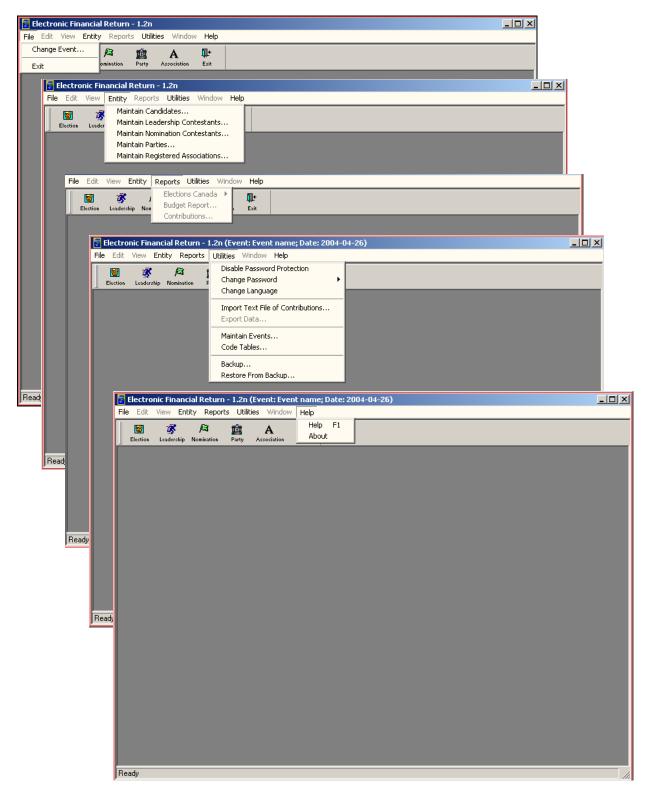
Different political entities have different rules to follow and different data to enter in EFR. You must click on one of these buttons to enter election finance data for your appropriate political entity.

<u>Note:</u> The detailed data entry required for the EFR tasks for each political entity is described in the appropriate User Guide.

When you are finished working with EFR, you can click on the Exit button to turn off the application.

EFR Main Window Menus

The main EFR window contains several important drop-down menus, each of which contains several submenus. All data functions for each political entity are accessed through these menus and submenus.



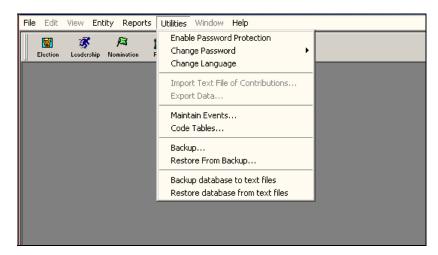
Some of these menus are explored in greater detail later in this document.

Setting the Event Date and Details

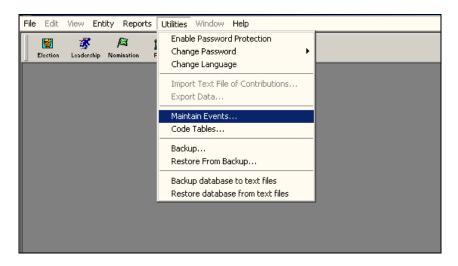
Before you can enter data/information into the EFR application, you must specify a date and details for the political **event**. The date may have been entered when you initially started the EFR application. You should ensure that the date and the corresponding event details are correct before you proceed.

In order to verify/set the date for the political event from the main window of the EFR application, you must:

1. Click on the Utilities drop-down menu.



2. Scroll down to the **Maintain Events** submenu and click on it to open the **Maintain Events** window (shown on the next page).



Electronic Financial Return - 1.1g.1 Edit View Entity Reports Utilities W	/indow Help		₹ J	
Close Exit				
Maintain Events				
ieneral				
Row (0 of 0)		1		
English Event Name	French Event Name	Event End Date	Event Type	
<u>Save</u> <u>A</u> dd <u>D</u> ele	te			
dy and a second s				
╧──┡╲┍━━┛─				

3. Click on the **Add** button. The following window will appear:

🕈 Mainta	in Events					
General						
-Row (1	of 5)					
	English Event Name	French Event Name	Event End Date	<u>Event Type</u>		
6	vent name	Nom de l'événement	2004-05-02	Election	-	

- 4. Enter the following event information in the first row of the window:
 - English Event Name
- Event End Date
- French Event Name
- Event Type
- 5. For the **Event Type** field, click on the drop-down arrow and select the appropriate political **event**.

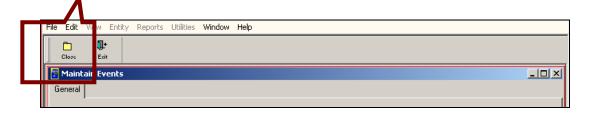
al			
w (1 of 5)			
English Event Name	Etench Event Name	Event End Date	Event Type
Event name	Nom de l'événement	2004-05-02	Election 💌
	- dri	- C.	Election
			Fiscal Year End
			Contestant Leadership Contest
			Contestant Nomination Contest
			CONTRACTOR CONTRACTOR CONTRACTOR

•

low (1 of 5) English Ever		French Event Name	Event End Date	<u>Event Type</u>	
Ottawa - Nepean	Ottawa -	Nepean	2004-05-02	ection.	-
		//			

6. Once the event information has been entered, click on the Save button.

- **Note:** Multiple political events can be added and specified with different **Event Type** descriptions. Also, specific events can be deleted by selecting the event/row (by using the hand pointer) and clicking on the **Delete** button.
 - 7. Once the **Save** button has been clicked on, return to the main EFR window by clicking on the **Close** button.



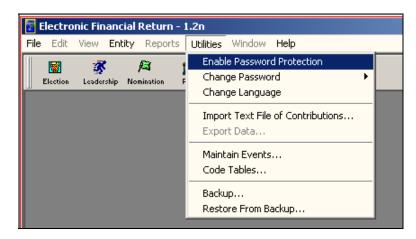
8. The basic data for this event have now been entered and verified.

Using the Utilities Within the EFR Application

There are several utilities within the EFR application that all political entities can use to customize their application and keep their data current and organized.

The EFR Utilities drop-down menu allows you to perform the following activities:

- Enable, disable and/or change the EFR application password.
- Change language settings within EFR.
- Import and export data.
- Maintain events.
- Back up and restore databases.



Enabling Password Protection

To enable a password protection window that will appear before a user may enter the EFR application:

1. Click on the **Utilities** drop-down menu and select **Enable Password Protection**. This enables the password protection feature.



 EFR Logon
 Image: Constant of the vote of the

The next time you launch the EFR application, the password protection window will appear.

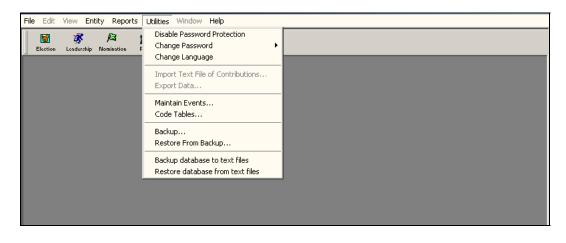
2. Enter the **Login password** (located in the *Read Me First* document that accompanies the CD or on the Elections Canada Web site – www.elections.ca), then click **OK**.

Note: You may change this password once you have logged into the EFR application.

If password protection is enabled and a password is forgotten, then the EFR database must be backed up and a copy of the database sent to Elections Canada. Support personnel within Elections Canada will access the password and advise you on how to proceed with using the EFR application.

Disabling Password Protection

1. Click on the Utilities drop-down menu and select Disable Password Protection.



A window will appear stating that the **Password Protection has been disabled**.



Note: The next time you launch the EFR application, you will **NOT** see the initial EFR password protection window.

Changing Passwords

1. Click on the Utilities drop-down menu and select Change Password.

File	Edit	View	Entity	Reports	Utilities	Window	Help			
	1	*			Disab	le Passwor	d Protection			,
E	Election	Leaderst		mination F	Chan	ge Passwo	rd	•	Logon	
			1		Chan	ge Langua	ge		Receipt	

2. From the pop-out submenu, highlight and click on Logon.

Utilities Window Hel	
Disable Password Pr	tection
Change Password	► Logon
Change Language	Receipt

3. Review the Change Login Password window that appears.

📅 Change Login Password	×
Enter current password: Forget Password?	
Enter new password:	
Enter new password again:	
Store information for remembeing your logon password:	
OK Cancel	

- 4. Enter the current password in the Enter current password field.
- 5. Enter the new password in both the Enter new password and Enter new password again fields.

Note: Passwords must be exactly eight characters in length. If a password of less than eight characters is entered, an **error** message window will appear.

6. Click on the **OK** button. Your new password will be saved. You will have to enter the "new" password the next time you launch the EFR application.

Remembering Your Login Password

The EFR application has a feature within the **Change Login Password** utility that allows you to store some simple verification information that you can use to retrieve your password in case you forget it. This feature can save you time if you need to retrieve a forgotten password.

1. Click on the **Details** () button just right of the **Store information for remembering your** logon password field.

 Store information for remembeing your logon pass 	word: …

2. Review the new window as shown below.

🔀 Remember Login Password	×
Enter a question and answer of your choice to be stored for later use.	
(Example - Q: What is the name of my cat? A: Zest)	
Question:	
Answer:	
OK Cancel	

- 3. Enter a question in the **Question** field. Try to select a question to which only you know the answer.
- 4. Enter the answer to your question in the **Answer** field.
- 5. Click on the **OK** button. You will return to the **Change Login Password** window.

Retrieving a Forgotten Password

To retrieve a password you changed in the EFR application but can't remember:

1. Click on the *Forget Password*? link in the **Electronic Financial Returns Welcome** window or in the **Change Login Password** window.

🚼 EFR Logon	×
The Vote Le vote 1.1g.1 Electronic Fin Ancial Return	Enter current password:
Password: OF Français	Enter new password: Enter new password again: Store information for remembeing your logon password:
	OK Cancel

2. The Remember Login Password window will appear.

📅 Remember Login Password	×
Enter a question and answer of your choice to be stored for later use. (Example - Q: What is the name of my cat? A: Zest)	
Question: What is the name of my dog?	1
Answer: Oscar	1
	-
OK Cancel	

3. Enter the answer to your question in the Answer field.

📅 Remember Login Password	×				
Enter your previously stored question and answer (Example - Q: What is the name of my cat? A: Zest)					
Question: WHAT IS THE NAME OF MY DOG?					
Answer: Oscar					
Your logon password is: Show Password					
OK Cancel					

4. Click on the **Show Password** button. Your logon password will be displayed within the **Your** logon password is field.

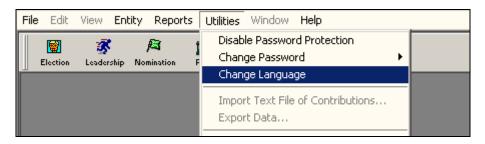
Remember Login Password	×
Enter your previously stored question and answer (Example - Q: What is the name of my cat? A: Zast)	
Question: WHAT IS THE NAME OF MY DOG?	
Answer: Oscar	
Your logon password is: election	
OK Cancel	

5. Click on the **OK** button to return to the **Electronic Financial Returns Welcome** window or to the **Change Login Password** window.

Changing Languages

The EFR application supports both Canadian official languages. To change the language used by the application:

1. Click on the Utilities drop-down menu and select Change Language.



2. Review the message window that appears:



3. Click on the **OK** button. You will return to the main EFR application window.

					-
Note	The next time vo	\mathbf{u} launch the $\mathbf{F}\mathbf{F}\mathbf{R}$	application the	language you selected will	lannear
11010.	The next time yo	u launen me Li K	application, the	language you selected wh	appear.

Importing a Text File of Contributions

Importing a Text File of Contributions into the EFR application involves the following steps:

1. Click on the Utilities drop-down menu and select Import Text File of Contributions.



2. Review the Import Contribution File window as follows:

Import Contribution File	<u>?</u> ×
Look in: 🔂 efr	- 🖬 📩 📼
backup dbbackup frms pdf cc20031211_13370562.txt ≡ cc20031211_13372267.txt	 cc20031212_16175922.txt cc20031212_16182038.txt cc20031212_16192818.txt Cc20031212_16192818.txt cc20031212_16192818.txt errorLog.txt
File name:	Open
Files of type: Text Files (*.txt)	▼ Cancel

3. Enter the **Contributions.txt** file into the **File name** field and click on the **Open** button. A new window will appear.

4. Review the **Contributions Import** window.

04.06.02 1 Baker Dusty G Contributor 2 45 Baker 4 04.06.02 1 Baker Dusty A Cooper Sharon 56 Katimar 04.05.02 1 Baker Dusty A Doper Fied Vertice <	1004-05-02 1 Bøker Dusty G Contributor 2 45 Bøker 1004-05-02 1 Bøker Dusty A Cooper Sharon 56 Katima 004-05-02 1 Bøker Dusty A Dryer Fred 004-05-02 1 Bøker Dusty A Anorymour/anonyme 1 004-05-02 1 Bøker Dusty A Anorymour/anonyme 1 004-05-02 1 Bøker Dusty A Anorymour/anonyme 1
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04-05-02 1 Baker Dusty A Dryer Fred 04-05-02 1 Baker Dusty A Anorymous/anoryme 04-05-02 1 Baker Dusty A Anorymous/anoryme 04-05-02 1 Baker Dusty A Anorymous/anoryme 04-05-02 1 Baker Dusty A Jones Shari 78 Maple 04-05-02 1 Baker Dusty A Williams Wrendy D 27 Katima- 04-05-02 1 Baker Dusty A Williams Wrendy D 27 Katima- 04-05-02 1 Baker Dusty A Williams Baker H 46 Elm St. 04-05-02 1 Baker Dusty A With Lisa KL 9132 Melarit 04-05-02 1 Baker Dusty A Maulat Maria D 8 Plano v 04-05-02 1 Baker Dusty A Maulat Maria D 8 Plano v 04-05-02 1 Baker Dusty A Smith Bloria R 687 Bard C 04-05-02 1 Baker Dusty A Smith Patti T 93 Parson 04-05-02 1 Baker Dusty A Smith Patti T 93 Parson 04-05-02 1 Baker Dusty A Smith Patti T 93 Parson 04-05-02 1 Baker Dusty A Smith Patti T 93 Parson 04-05-02 1 Baker Dusty A Smith Patti T 93 Parson 04-05-02 1 Baker Dusty A Smith Patti T 93 Parson 04-05-02 1 Baker Dusty A Smith Patti Katimar Katimar	Image: Note of the system Dusty A Dryer Fred 004-05-02 1 Baker Dusty A Anonymous/anonyme 004-05-02 1 Baker Dusty A Anonymous/anonyme 004-05-02 1 Baker Dusty A Anonymous/anonyme 04-05-02 1 Baker Dusty A Anonymous/anonyme
04-05-02 1 Baker Dusty A Anonymous/anonyme 04-05-02 1 Baker Dusty A Anonymous/anonyme 04-05-02 1 Baker Dusty A Anonymous/anonyme 04-05-02 1 Baker Dusty A Jones Shari 78 Maple I 04-05-02 1 Baker Dusty A Jones Shari 78 Maple I 04-05-02 1 Baker Dusty A Willinawk Wendy D 27 Katima 04-05-02 1 Baker Dusty A Willinawk Janet H 46 Effs St. 04-05-02 1 Baker Dusty A Willinawk Louise 47 Baker 04-05-02 1 Baker Dusty A Maidat Louise 47 Baker 04-05-02 1 Baker Dusty A Dicinico Estelle V 3 Terry F 04-05-02 1 Baker Dusty A Smith Patin 7 9 Ascr 04-05-02 1 Baker Dusty A Smith P	J04-05-02 1 Baker Dutly A Anonymous/anonyme J04-05-02 1 Baker Dusty A Anonymous/anonyme J04-05-02 1 Baker Dusty A Anonymous/anonyme J04-05-02 1 Baker Dusty A Anonymous/anonyme
04-05-02 1 Baker Dusty A Anonymous/anonyme 04-05-02 1 Baker Dusty A Anonymous/anonyme 04-05-02 1 Baker Dusty A Jones Shari 78 Maple 04-05-02 1 Baker Dusty A Williams Wendy D 27 Katimar 04-05-02 1 Baker Dusty A Williams Janet H 46 Em St. 04-05-02 1 Baker Dusty A Williams Louise 47 Baker ! 04-05-02 1 Baker Dusty A Maulat Maria D 8 Plano y 04-05-02 1 Baker Dusty A Maulat Maria D 8 Plano y 04-05-02 1 Baker Dusty A Smith Gloria R 687 Bard C 04-05-02 1 Baker Dusty A Smith Patil T 93 Parson 04-05-02 1 Baker Dusty A Smith Patil T 93 Parson 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Cashatt Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith Cathy S 455 Maple 04-05-02 1 Baker Dusty A Smith S 455 Maple 04-05-02 1 Baker Dusty A Smith S 455 Maple 04-05-02 04-05-02	004-05-02 1 Baker Dusty A Anonymous/anonyme 004-05-02 1 Baker Dusty A Anonymous/anonyme
04-05-02 1 Baker Dusty A Anonymout/anonyme 04-05-02 1 Baker Dusty A Jones Shai 78 Maple 04-05-02 1 Baker Dusty A Villianak Wendy D 27 Katima 04-05-02 1 Baker Dusty A Willianak Wandy D 27 Katima 04-05-02 1 Baker Dusty A Willianak Janet H 46 En St. 04-05-02 1 Baker Dusty A Willianak Janet H 46 En St. 04-05-02 1 Baker Dusty A Willianak Janet H 46 En St. 04-05-02 1 Baker Dusty A Maula Main D 8 Plano 04-05-02 1 Baker Dusty A Inicitic Estelle VV 3 Teny F 04-05-02 1 Baker Dusty A Smith Patin T 93 Parson 04-05-02 1 Baker Dusty A Smith Patin T <td< td=""><td>004-05-02 1 Baker Dusty A Anonymous/anonyme</td></td<>	004-05-02 1 Baker Dusty A Anonymous/anonyme
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04-05-02 1 Baker Dusty A Williams Wendy D 2.7 Kalman 04-05-02 1 Baker Dusty A Williams Wendy D 2.7 Kalman 04-05-02 1 Baker Dusty A Williams Wand H 4.6 Elm St. 04-05-02 1 Baker Dusty A Will Liaa K1 9132 Melaris 04-05-02 1 Baker Dusty A Tibeault Louise 4.7 Baker 5 04-05-02 1 Baker Dusty A Mauldat Main D 8 Plano v 04-05-02 1 Baker Dusty A Mauldat Main D 8 Plano v 04-05-02 1 Baker Dusty A Smith Gloria R 687 Bard C 04-05-02 1 Baker Dusty A Smith Pati T 93 Parson 04-05-02 1 Baker Dusty A Smith Pati T 93 Parson 04-05-02 1 Baker Dusty A	004/05/02 1 Paker Dustu A Japan Shari 79 Mastel
04-05-02 1 Baker Dusty A Willhauk Janet H 4.6 Em St. 04-05-02 1 Baker Dusty A Witt Lisa KL 9132 Melanir 04-05-02 1 Baker Dusty A Tibeaut Louise 47 Baker 04-05-02 1 Baker Dusty A Tibeaut Louise 47 Baker 04-05-02 1 Baker Dusty A Muldat Maria D 8 Plano v 04-05-02 1 Baker Dusty A Dicinic Estelle V 3 Terry F 04-05-02 1 Baker Dusty A Smith Gloria R 687 Bard C 04-05-02 1 Baker Dusty A Smith Patier 7 9 Parson 04-05-02 1 Baker Dusty A Smith Patier 7 9 Parson 04-05-02 1 Baker Dusty A Smith Patier 93 Parson 04-05-02 1 Baker Dusty A Willhauk Lorr	Dasy A ones Shan 70 Maple
04-05-02 1 Baker Dusty A Witt Lisa KL 9132 Melanir 04-05-02 1 Baker Dusty A Tibeault Louise 47 Baker 9 04-05-02 1 Baker Dusty A Maulat Maria D 8 Plano v 04-05-02 1 Baker Dusty A Maulat Maria D 8 Plano v 04-05-02 1 Baker Dusty A Dicinito Estelle W 3 Terry F 04-05-02 1 Baker Dusty A Smith Gloria R 687 Bard C 04-05-02 1 Baker Dusty A Smith Patti T 93 Parson 04-05-02 1 Baker Dusty A Cashatt Cathy S 455 Maple 1 04-05-02 1 Baker Dusty A Willhauk Lorraine V	004-05-02 1 Baker Dusty A Williams Wendy D 27 Katima [.]
04-05-02 1 Baker Dusty A Tibeault Louise 47 Baker 1 04-05-02 1 Baker Dusty A Maidat Maria D 8 Planov 04-05-02 1 Baker Dusty A Dicinic Estelle W 3 Terry F 04-05-02 1 Baker Dusty A Dicinic Estelle W 3 Terry F 04-05-02 1 Baker Dusty A Smith Pati T 93 Parson 04-05-02 1 Baker Dusty A Smith Pati T 93 Parson 04-05-02 1 Baker Dusty A Cashalt Cathy S 465 Maple 1 04-05-02 1 Baker Dusty A Willhauk Lorraine 23 Katima	
04-05-02 1 Baker Dusty A Mauldat Maria D 8 Plano v 04-05-02 1 Baker Dusty A Dicinito Estelle W 3 Terry F 04-05-02 1 Baker Dusty A Smith Gloria R 687 Bard Cr 04-05-02 1 Baker Dusty A Smith Pati T 93 Parson 04-05-02 1 Baker Dusty A Smith Pati X 93 Parson 04-05-02 1 Baker Dusty A Cashatt Cathy S 465 Maple 1 04-05-02 1 Baker Dusty A Wilhauk Lorraine 23 Katimar	004-05-02 1 Baker Dusty A Witt Lisa KL 9132 Melanie
04-05-02 1 Baker Dusty A Dichitio Estelle V 3 Terry F 04-05-02 1 Baker Dusty A Smith Gioria R 687 Bard C 04-05-02 1 Baker Dusty A Smith Patti T 93 Parson 04-05-02 1 Baker Dusty A Cashatt Cathy S 455 Maple I 04-05-02 1 Baker Dusty A Villhauk Lorraine 23 Katimat	
04-05-02 1 Baker Dusty A Smith Gioria R 687 Bard C 04-05-02 1 Baker Dusty A Smith Patti T 93 Parson 04-05-02 1 Baker Dusty A Cashalt Cathy 5 465 Maple 04-05-02 1 Baker Dusty A Willhauk Lorraine 23 Katimar)04+05-02 1 Baker Dusty A Mauldat Maria D 8 Planov
04-05-02 1 Baker Dusty A Smith Patti T 93 Parson 04-05-02 1 Baker Dusty A Cashatt Cathy S 465 Maple1 04-05-02 1 Baker Dusty A Willhauk Lorraine 23 Katimar	
04-05-02 1 Baker Dusty A Cashalt Cathy S 465 Maple1 04-05-02 1 Baker Dusty A Willhauk Lorraine 23 Katimar	
04-05-02 1 Baker Dusty A Willhauk Lorraine 23 Katimar	004-05-02 1 Baker Dusty A Smith Patti T 93 Parson
)04-05-02 1 Baker Dusty A Willhauk Lorraine 23 Katima [.]
Import Cancel	
	Import Cancel

5. Click on the **Import** button to initiate the import process. Once the import process is complete, this small window will appear on your screen:



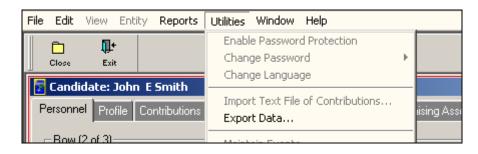
6. Click on the **OK** button to return to the EFR main window.

Note: Importing the **Contributions.txt** file must be performed prior to entering any data into the EFR application.

Exporting Data from EFR

Exporting data from the EFR application for use in other applications, such as MS Excel, involves the following steps:

1. Click on the Utilities drop-down menu and select Export Data.



Note: Exporting data involves the selection of a **Political Event** and **Entity**. In this example, the candidate (John Smith) was used with the political event date of 2004-05-02. Refer to the **Candidates – User Guide** for additional details on creating a candidate and profile.

2. Review the new **Export Contributions** window that appears:

-	Export Contributions		×
	Export for Event Date: Export for Personnel:	2004-05-02 Smith_John	
-	Export to Excel	Export as Text Cancel	

3. Depending on the format you require, click on the **Export to Excel** or **Export as Text** button. Depending on your selection, new windows will appear as follows:

Export to Excel

	Close	erint	<u>Q.</u> Zoom	∏+ Exit			
	Exporte	ed Files					
							<u> </u>
	2003-1	12-15			Data Export Results Report		Page 1 c
					ontributions Filename	Contributions Amount	
	C:\Prog	gram Files	\efr\export\	.20040502	2_Smith_John _contributions.xls		\$1,425
					Loans Filename	Loans Amount	
	C:\Prog	gram Files	\efr\export\	.20040502	2_Smith_John_loans.xls		\$1,500

Note: Notice that the path in which the file is saved is illustrated underneath the Contributions Filename column. In this case, the path is C:\Program Files\efr\export\20040502 Smith John contributions.xls.

Export as Text

Close	e Print	<u>).</u> Zoom	∏± Exit			
🔀 Exported Files						
						
2003-1	2-15			Data Export Results Report		Page 1 c
			C	ontributions Filename	Contributions Amount	
C:\Prog	ram Files ^v	\efr\export\	.20040502	2_Smith_John _''contributions.txt		\$1,425
				Loans Filename	Loans Amount	
C:\Prog	ram Files ^v	\efr\export\	.20040502	2_Smith_John _''loans.txt		\$1,500

Note: Notice that the path in which the file is saved is illustrated underneath the **Contributions Filename** column. In this case, the path is C:\Program Files\efr\export\20040502 Smith John "contributions.txt.

4. You can magnify and print the **Data Export Results Report** by using the **Zoom** and **Print** buttons at the top of the window.





5. Click on the Close button (Close) to return to the Candidates tab page.

	didate: John	E Smith				<u>_ 0 ×</u>
Persor	nnel Profile (Contributions - Pre C24	Contributions - Pos	t C24 Fundraising Association:	s Loans Transfers In I	Cash Inflows Expenses Final
_ Rov	w (2 of 3)					
	E	ntity	Name	Agent	Auditor	Party
	Candidate	Dus	ty Baker			
đ	Candidate	Johr	n ESmith	Alec Baldwin	Connie D Chung	Liberal
	Candidate	Alar	Timmerman			
	Add					

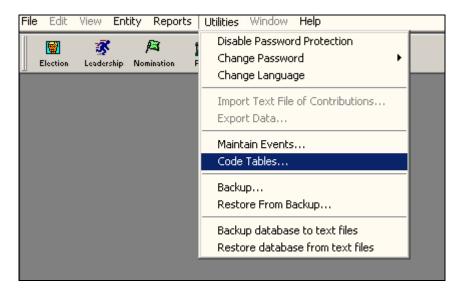
Working with Code Tables

Code tables are used to establish the baseline data for the application. The EFR **Code Tables** utility feature allows you to maintain the code tables in the following five (5) tab pages:

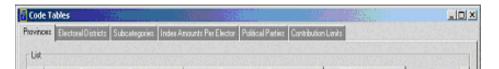
- Provinces
- Electoral Districts
- Subcategories
- Index Amounts Per Elector
- Political Parties

To access the code tables:

1. Click on the Utilities drop-down menu and select Code Tables.



2. Select one of the six (6) tab pages in the Code Tables window.



Provinces

To enter data in the **Provinces** tab page:

1. Click on the **Provinces** tab.

2. Select (click on) the province you want to work with (the hand pointer indicates the active row).

	ronic Financial Return - 1.3b (Event: year e			<u> </u>
	it <u>V</u> iew E <u>n</u> tity <u>R</u> eports <u>U</u> tilities <u>Window </u>	<u>1</u> eip		
Clos	¶_+ ∝ Exit			
	le Tables			
	i <mark>ces</mark> Electoral Districts Subcategories Index A	mounts Ber Elector [Political Parties] Contributi	n Limits	
·				1
List				
	Province Name - English	Province Name - French	CPC Abbreviation	│
	Newfoundland and Labrador	Terre-Neuve-et-Labrador	NL	
	Nova Scotia	Nouvelle-Écosse	NS	
	Prince Edward Island	Île-du-Prince-Édouard	PE	
	New Brunswick	Nouveau-Brunswick	NB	
	Quebec	Québec	QC	
	Ontario	Ontario	ON	
	Manitoba	Manitoba	МВ	
	Saskatchewan	Saskatchewan	SK	
				· 🔄 🛛
- Ro	w Details			
	Province Name - English: Newfoundland	and Labrador		
	Province Abbreviation - English: Nfld			
	Province Name - French: Terre-Neuve-et-	l abrador	1	
	Province Abbreviation - French: TN.	245/666/		
	CPC Abbreviation: NL			
	,			
	Save Add Delete			
Ready				11.

Note: The **Provinces** tab page consists of two sections: **List** and **Row Details**. Changes you make in the **Rows Details** section will appear in the **List** section.

3. Click on the Add button. The Row Details area will clear.

- Row Details	
TTOW D'Oldina	
Province Name - English:	
Province Abbreviation - English:	
Province Name - French:	
Province Abbreviation - French:	
CPC Abbreviation:	
<u>Save</u> <u>A</u> dd <u>D</u> elete	

4. Enter the **Province Name – English**, **Province Abbreviation – English**, **Province Name – French**, **Province Abbreviation – French**, and **CPC (Canada Post) Abbreviation** information into their respective fields.

Γ	Row Details		
	Province Name - English:	XXXXXXX	
	Province Abbreviation - English:	xxx	
	Province Name - French:	xxx	
	Province Abbreviation - French:	xxx	
	CPC Abbreviation:	xx	
L			

5. Click on the **Save** button. You will notice the new province information is listed as a new row within the **Provinces** tab page.

Edit View Entity Reports Utilities Windo	w <u>H</u> elp		
Close Exit			- 1-
Code Tables			
Provinces Electoral Districts Subcategories Inc	lex Amounts Per Elector Political Parties Contr	ibution Limits	
List			
Province Name - English	Province Name - French	CPC Abbreviation	4
Saskatchewan	Saskatchewan	SK	
Alberta	Alberta	AB	
British Columbia	Colombie-Britannique	BC	
Northwest Territories	Territoires du Nord-Ouest	NT	
Yukon Territory	Territoire du Yukon	YT	
Nunavut	Nunavut	NU	
None	Aucune	NA	
(= xxxxx	xxx	**	

Note: You can add and delete information by using the **Add** and **Delete** buttons. Only two (2) characters are allowed for the **CPC (Canada Post Corporation) Abbreviation** field. You should add and delete a province only as the Canadian Constitution is amended.

Electoral Districts

To enter data in the Electoral Districts tab page:

1. Click on the **Electoral Districts** tab.

	Electronic Financial Return - 1.3b (Event: year end; Date: 2004-12-31)								
1	Close Link								
Provir	nces Electoral Districts	Subcategories Index Amounts Per Elector	Political Parties Contribution Limits						
Lis	t								
	District Code	District Name - English	District Name - French	CPC Abbreviation					
l (f	> 12006	KingsHants	KingsHants	NS					
	12007	North Nova	Nova-Nord	NS					
	12008	SackvilleEastern Shore	SackvilleEastern Shore	NS					
	12009	South ShoreSt. Margaret's	South ShoreSt. Margaret's	NS					
	12010	SydneyVictoria	Sydney-Victoria	NS					
	12011	West Nova	Nova-Ouest	NS					
	59001	Abbotsford	Abbotsford	BC					
ा									
-Bo	w Details								
		trict Code: 12006							
		e - English: KingsHants							
		e - French: Kings-Hants							
	CPC Abbreviation: NS 💌								
	· [] · · ·								
	Save Add	<u>D</u> elete							
Ready									
neauy									

Note: The **Electoral Districts** tab page consists of two sectional areas (**List** and **Row Details**). Contained within the **List** section are four columns: a **District Code**, a **District Name (English)** and **District Name (French)**, and a **CPC (Canada Post Corporation) Abbreviation**. The **Rows Details** section summarizes each row that is selected by the hand pointer.

2. Click on the Add button. The Row Details section will clear.

- Row Details	
How Details	
District Code:	
District Name - English:	
District Name - French:	
CPC Abbreviation:	
Save Add	Delete

3. Enter the District Code, District Name – English, District Name – French, and CPC Abbreviation information into their respective fields.

- Row Details	
District Code: YYY	
District Name - English: YYYYYY	
District Name - French: YYYYYY	
CPC Abbreviation:	
Save Add Delete	

4. Click on the **Save** button. You will notice that the new electoral district information is listed as a new row within the **Electoral Districts** tab page.

Close	Q.t	rts <u>U</u> tilities <u>W</u> indow <u>H</u> elp		
Cod	le Tables			_ □
rovin	ces Electoral Districts	Subcategories Index Amounts Per Elector	Political Parties Contribution Limits	
- List				
2.04	District Code	District Name - English	District Name - French	CPC Abbreviation
	24073	Vaudreuil-Soulanges	Vaudreuil-Soulanges	QC
	24074	VerchèresLes Patriotes	VerchèresLes Patriotes	QC
	24075	WestmountVille-Marie	WestmountVille-Marie	QC
	60001	Yukon	Yukon	YT
	61001	Western Arctic	Western Arctic	NT
	62001	Nunavut	Nunavut	NU
	02001			YT

Note: You can add and delete electoral districts information by using the **Add** and **Delete** buttons. Only two (2) characters are allowed for the **CPC (Canada Post Corporation) Abbreviation** field. You will amend the electoral district table only to correspond to Elections Canada's changes to electoral districts.

Subcategories

To enter data into the Subcategories tab page:

1. Click on the **Subcategories** tab page.

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)

- **Note:** The **Subcategories** tab page consists of two sectional areas (**List** and **Row Details**). Contained within the **List** section are two columns: **Category Description** (**English**) and **Category Description** (**French**). The **Rows Details** section summarizes each row that is selected by the hand pointer. This section contains two columns: a **Subcategory Description** (**English**) and **Subcategory Description** (**French**).
 - 2. Click on the Add button. The Row Details section will clear.

⊢ Row	v Details	
	Subcategory Description (English)	Subcategory Description (French)
đ		

3. Enter the **Subcategory Description** (English and French) into their respective fields.

Row Details	
Subcategory Description (English)	Subcategory Description (French)
ДААааааааааааааааааааааааааааааааааааа	BBBbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbb

4. Click on the Save button to save the new Subcategory Description information.

5. Click on the **Save** button. You will notice the new subcategory information is listed as a new row within the **Row Details** section.

Elect	ronic Financial Return - 1.3b (Event: year end; Date: 2004	-12-31)	
e <u>E</u> d	it gew Epity Reports Utilities Window Help		
0	Q t		
Clos	e Esk		
E Coo	le Tables		_ <u>_</u>
Provir	nces Electoral Districts Subcategories Index Amounts Per Electr	or Political Parties Contribution Limits	
- Lis			
	Category Description (English)	Category Description (French)	<u>- 1888</u> (1888) [편] 동안 (1899) [8
đ	Advertising - Radio/TV	Publicité - Radio/TV	
	Advertising - Other	Publicité - Autre	100.400 S
	Office Expense - Rent, Heat and Light	Dépenses de bureau - Loyer, chauffage et éclairage	etter ander h
	Office Expense - Other	Dépenses de bureau - Autre	
I			•
Ro	w Details		
	Subcategory Description (English)	Subcategory Description (French)	
	TV	TV	
G	AAAaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa	888555555555555555555555555555555555555	

<u>Note:</u> The new Subcategory Description (English and French) listed within the Row Details section is an actual subcategory of the highlighted row Advertising – Radio/TV.
 You can add and delete subcategory information by using the Add and Delete buttons.

Index Amounts Per Elector

To enter data into the Index Amounts Per Elector tab page:

1. Click on the Index Amounts Per Elector tab page.

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<u> </u>	Close Code	Exit Tables																						_ []	×
_		s Elect	oral Di	stricts S	Subcat	tegorie:	s Index	Amo	iounts	Per Elec	ctor	Poli	itical P	arties	Co	ntributi	on Limit:	8							
	-Row ((2 of 2)-																							
				D . 4					_	actor									V	alue					
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	ŧ	EC.	20240	- Inflation	n adjust	tment f	actor pu	blish	ied by	/ LEU											.04				
.	<u>S</u> a	ave																							
L Rea	dv							=				=	_		_			_			_	_	_		

Notes: The **Index Amounts Per Elector** tab page consists of one sectional area. Contained within the **Index Amounts Per Elector** tab page are two columns (**Factor** and **Value**).

- 2. Enter a Value for the EC 20240 Inflation adjustment factor published by CEO line item.
- 3. Click on the **Save** button to save the new value.

Political Parties

To enter data into the Political Parties tab page:

1. Click on the **Political Parties** tab page.

Electronic Financial Return - 1.3b (Event: year end; Date: 2004-12-31) File Edit View Entity Reports Utilities Window Help	_D×
Close Exit	
Code Tables Provinces Electoral Districts Subcategories Index Amounts Per Elector Political Parties Contribution Limits	<u>×</u>
List	1
Political Party	
Row Details	>
<u>Save</u> <u>A</u> dd <u>D</u> elete	
Ready	

Note: The Political Parties tab page consists of two sectional areas (List and Row Details).

2. Click on the Add button. The Row Details section will appear as follows:

Row Details			
<u>Name:</u> Suite: <u>Street name;</u> <u>Citv:</u> E-mail:		Postal Code:	
Suite:	Street no.:	Prov:	_
Street name:		Business Tel.:	
<u>City:</u>		Business Tel Ext.:	
E-mail:			

3. Enter the information for the new political party into the **Row Details** section.

Row Details			
Name:	Party X	Postal Code:	K2K 1G4
Suite:	123 Street no.: 45	Prov:	ON 💌
Street name:	Anderson	Business Tel.:	(613) 123-4567
<u>City:</u>	Ottawa	Business Tel Ext.:	12
E-mail:	partyx@ncf.ca		
1			
Save Add	Delete		

4. Click on the **Save** button. A new political party will appear in the **List** section as follows: EC 20173 (01/04) September 22, 2004

🔂 Code Tables	_ 🗆 ×
Provinces Electoral Districts Subcategories Index Amounts Per Elector Political Parties	
Political Party	
-	
Party X	

Note: You can add and delete political party information by using the Add and Delete buttons.

Contribution Limits

To enter data into the **Contribution Limits** tab page:

5. Click on the **Contribution Limits** tab page.

1	Electro	nic Financial Return - 1.3b	
Eile	Edit	View Entity Reports Willities Window Help	
		⋣ •	
	Close	Exit	
	Code 1		-미지
	Province	Electoral Districts Subcategories Index Amounts Per Elector Political Parties Contribution Limits	
	Row (1 of 2)	— II
		Contributor types Contribution Limit	· · ·
	(F	Individuals 5,000.00	
		Corporations, Trade Unions and Associations \$1,000.00	
	<u>S</u> a	ve	
Re	adv		

6. Enter the information for the new contribution limits established April 1 of every year.

				Return -							<u>_ ×</u>
Eil				<u>R</u> eports	<u>U</u> tilities	<u>W</u> indow	Help				
	Close	∏+ Exit									
	🖥 Code	e Tables									- D ×
	Provinc	es Elec	ctoral Di	stricts Su	ubcategori	es Index	Amounts Per Elector	Political Parties	Contribution Limits		
Н	Row	(2 of 2)-									II
Ш						Contrib	outor types		Contribution		·
L			viduals							\$5,025.00	
Ш	Ē	Corp	oration	s, Trade U	nions and	Associatio	ons			\$1,012.00	
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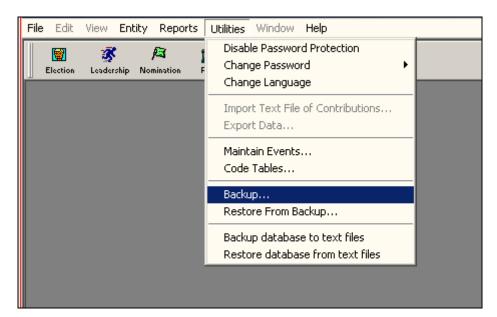
7. Click on the **Save** button. The contribution limits will now be updated in EFR.

Note: Contribution limits are adjusted each April 1. The revised limits are published in the *Canada Gazette* by the Chief Electoral Officer.

Backups

To backup data within the EFR application:

1. Click on the Utilities drop-down menu and select Backup.



2. Review the new **Backup** window that appears.

Backup		? ×
Save in: 🔁	efr 💽 🗲 🖻 📸 📰 -	
backup dbbackup frms pdf		
File name:	efrbackup Sav	'e
Save as type:	Backup Files (*.zip)	cel

3. Click on the **Save** button. A message window will appear stating that you have successfully backed up the EFR data.



4. Click on the **OK** button. You will return to the EFR main window.

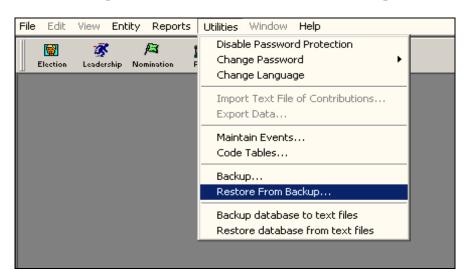
Note: The actual path (the database file location) in which the EFR data is automatically stored is shown in the following illustration.

Backup			? ×
Save jn:	🔁 efr 💌	🗧 🗈 💣 🎫	
Dacku dbbad frms pdf	I Can My Documents		

Restore From Backup

To restore an EFR application database:

1. Click on the Utilities drop-down menu and select Restore From Backup.



2. Review the following two windows that appear automatically.



Restore	<u>? ×</u>
Look in: 🔄 efr	- 🖬 🍅 🖬 -
Dackup	
dbbackup	
frms	
n por efrbackup	
File <u>n</u> ame:	<u>O</u> pen
Look jn: backup dbbackup frms pdf efrbackup File <u>n</u> ame: Files of <u>type</u> : Backup Files (*.zip)	▼ Cancel

3. Type efrbackup.zip into the File name field, then click on the Open button.

Restore						<u>?</u> ×
Look in: 🔁	efr	•	+ 6	ð 💣	:::: -	
🗋 backup						
🚊 dbbackup						
in frms						
pdf Defrbackup						
T our actual						
1						
File name:	efrbackup.zip				Oper	1
Files of type:	Backup Files (*.zip)		-		Cance	el

4. When the backup is complete, the **Database Restore** window will appear automatically to indicate that you have successfully restored the EFR database.

Uninstalling the EFR Application

Note: The following procedure is illustrated in Windows XP. The procedure is similar in earlier versions of Windows; however, the steps may vary.

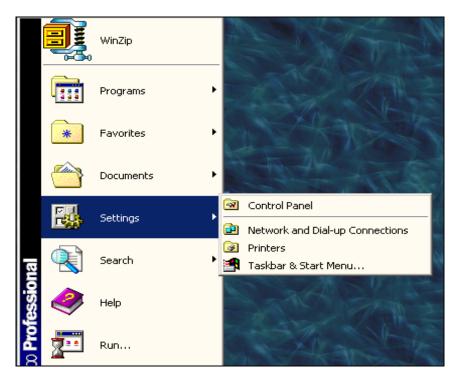
To uninstall the EFR application:

1. Click on the **Start** button.

2. Scroll up to Settings.



3. Select Control Panel.



4. Review the Control Panel window and double-click on the Add/Remove Programs icon.

		1			
🗟 Control Panel					- D ×
File Edit View Favorites Too	ls Help				1
🗧 Back 👻 🄿 👻 💽 🛛 🔕 Search	Folders 🍏 😭	📲 X 🛛 🗈	•		
Address 🐼 Control Panel				•	i ∂Go
	Ł.			THE	_
Control Panel	Accessibility Options	Add/Remove Hardware	Add/Remove Programs	Administrative Tools	
Add/Remove Programs Installs and removes programs and Windows components	112		A	A	
Windows Update Windows 2000 Support	Date/Time	Display	Folder Options	Fonts	
	P.	Ø			
	Gaming Options	Internet Options	Java Plug-in	Keyboard	•
Installs and removes programs and Wind	dows components			🖳 My Computer	

5. Review the Add/Remove Program window that appears as follows:

🔚 Add/Remov	e Programs		
_ <mark>1</mark> ₽	Currently installed programs:	Sort by: Name	•
Change or Remove Programs Add New Programs	To change this program or remove it from your computer, click Change/Remove.	Last Used On 200 Change/Re Size	03-12-18 move 25.9MB
Add/Remove Windows Components	Image: A DOD Display Driver Image: A DOD Display Driver Image: A DOD Display Driver Image: B Dod Gun pdf Machine Image: B EFR Image: B EFR Image: B Dod Gun pdf Machine Image: B EFR Image: B E	Size Size Size Size Size Size	37.7MB 432KB 18.2MB 1.19MB 2.05MB 1.05MB ▼
			Close

6. Select the **EFR** application that is listed under **Currently installed programs**.

🖶 Add/Remov	e Program s		
12	Currently installed programs:	Sort by: Name	•
Change or Remove Programs	Adobe Download Manager (Remove Only)		_
Add New Programs	문화 ATI Display Driver 같이 BroadGun pdfMachine		
.	FR EFR	—	<u>37.7MB</u> equently 03-12-18
Add/Remove Windows Components	To change this program or remove it from your computer, click Change/Remove.	Change/Re	move
Components	🗤 Google Deskbar	Size	432KB
	🥭 Internet Explorer Q822925	Size	18.2MB
	🛃 Java 2 Runtime Environment, SE v1.4.1_02	Size	1.19MB
	📩 Java Web Start	Size	2.05MB
	🛃 Lexmark Printer Software Uninstall	Size	1.05MB
			Close

7. Click on the **Change/Remove** button to initiate the uninstall process.

EFR EFR	Size	<u>37.7MB</u>
	Used	<u>frequently</u>
	Last Used On	2003-12-18
To change this program or remove it from your computer, click Change/Remove.	Chan	ge/Remove

8. Review the EFR Uninstall window that appears:

EFR Uninstall	×
	Select Uninstall Method
	Welcome to the ERF uninstall program. You can choose to automatically uninstall this software or to choose exactly which changes will be made to your system. Select the Custom button to choose which modifications are to be made during the uninstall. Select the Automatic button for the default uninstall options. Press the Next button to continue.
	 Automatic Custom
	< Back. Next > Cancel

9. Ensure that **Automatic** is selected, then click on the **Next** button. The uninstall method will commence, and the EFR files will be removed from your PC.

Note: Click on the **Cancel** button to stop the EFR Uninstall process. You will be prompted to confirm the cancellation by the following window:

Uninstall		×
Are you sure you wan	t to cancel the ur	ninstall?
Yes	No	

10. Click on the **Yes** button. You will return to the **Add/Remove Programs** window (as described in Step 5).

Contact Information

Please direct your questions or comments concerning the EFR Application / User Guide to:

Mailing Address:	Elections Canada 257 Slater Street Ottawa ON K1A 0M6
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Web Site:	www.elections.ca

Appendix: Common Terminology

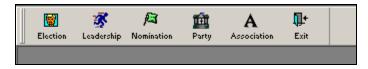
Tab Page

A tab page is the area of the screen where information is displayed/entered/changed. It encompasses a collection of related information. To navigate from one tab page to another, click on the appropriate tab page heading. The availability of tab pages depends on information on other tab pages.

	🔀 Candidate: John E Smith						
F	Person	nel Profile Contributions - Pr	re C24 Contributions - Post	C24 Fundraising Associations	: Loans Transfers In	Cash Inflows Expenses	Final 🕨 🕨
	- Row	(2 of 3)					
		Entity	Name	Agent	Auditor	Party	
		Candidate	Dusty Baker				

Toolbar

A toolbar is a row, column, or block of on-screen buttons. When these buttons are clicked with the mouse, certain functions of the application are activated. Toolbar buttons offer a quick way to access a specific component or certain application functions. They may be used instead of the menus.



Menu Bar

A menu bar is a list of options from which a user can make a selection in order to perform a desired action, such as choosing a command or applying a particular format to part of a document.

🚡 El	ectro	nic Fir	nancial	Return	i - 1
File	Edit	View	Entity	Repor	ts
Change Event				A	Ĩ
Exit			omination	Pa	

Note: The Window and Help menus are standard Windows features.

Click vs. Double-Click

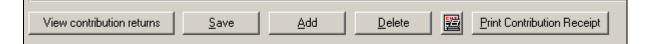
Clicking is usually performed to select or deselect an item or to activate a program or program feature. Clicking refers to pressing and releasing a mouse button once without moving the mouse.

Double-clicking is a means of rapidly selecting and activating a program or program feature. Double-clicking refers to pressing and releasing a mouse button twice without moving the mouse.

<u>**Tip:**</u> If you find double-clicking the icon troublesome, try clicking the icon once with the leftmouse button, and then pressing the **Enter** key.

Command Buttons

Command buttons are shaped like a pushbutton in a dialogue box. By clicking a command button, the user causes the software to perform some action, such as opening a file that has just been selected using the other controls in the dialogue box.



Radio Buttons

Radio buttons provide a means of selecting one of several options. A radio button appears as a small circle that, when selected, has a smaller, filled circle inside it. Radio buttons act like the station selector buttons on



a car radio. Selecting one button in a set deselects the previously selected button. Thus, one, and only one, of the options in the set can be selected at any given time. In contrast, check boxes are used when more than one option in the set can be selected at the same time.

Check Box

Check boxes are used to enable or disable one or more features or options from a set. When an option is selected, an "X" or a check mark appears within the box. Unlike radio buttons, check boxes allow you to select more than one option.

Hand Indicator

The hand indicator is an image of a hand placed in the left margin of a list. It indicates the user's current selection.



Big Trade Union

Drop-down List

A drop-down list is a list of available values specific to a category. The list of values opens when you click the downward arrow at the right of the field. You make a single selection by clicking one of the

available options listed. You may select or change an item when the drop-down list has a white background (that is, when it is enabled).

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