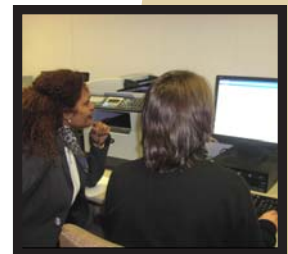
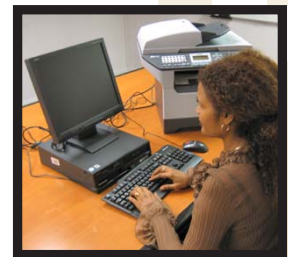


OFFICE AUTOMATION Election or Referendum



USER'S GUIDE

Additional Office Automated Workstation



Additional Office Automated Workstation User's Guide

Revision Record



The *Revision Record* lists changes made only to the electronic copy of the *Version* listed below. Please print only the pages described under *Comments*, and substitute them in your manual to ensure that it remains current. The *Date Published* appears at the bottom of new or changed pages.

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The masculine gender is used throughout this manual without bias, in the interest of simplicity and ease of reading.

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Chapter 1 – Introduction

This user's guide shows you how to set up and use your additional office automated workstations. It also shows you how to use the Elector Search Utility and other programs pre-installed on workstations, and how to delete its confidential contents at the end of the electoral event.

The workstations include these pre-installed software programs: Microsoft Word (for word processing), Microsoft Excel (for spreadsheets and charts), Adobe Acrobat (for viewing Portable Document Format or PDF documents), and the Elector Search Utility (incorporating a complete *Preliminary List of Electors* for all electoral districts). You will also have a CD-ROM labelled ECDocs that contains the complete suite of interactive operational manuals and forms).

The workstations also include a multi-function printer for printing, photocopying, faxing and scanning.

The Elector Search Utility contains elector's confidential information protected under Federal laws. You must guard the privacy of this information at all times, and treat it with care and professionalism.

You must not install any other software or hardware on your workstation without the explicit permission of Elections Canada.

If you have any questions about installing and initializing the workstation, or about operating the Elector Search Utility or other software, please call the Elections Canada Support Network at 1 888 677-0301.

Chapter 2 – Receiving Your Workstations

This chapter describes the procedures to be completed when you receive your workstations.

2.1 Finding a Suitable Location

Before your workstations arrive, you should decide where they will go. The workstation desks should be:

- centrally located for easy access by revising agents to conduct searches
- in a private area, facing away from the general public so that visitors and passers-by cannot see the monitor screen, and
- near a power source and a telephone line jack to minimize the lengths of wires and cords needed.

2.2 Unpacking the Workstations

The workstations should arrive in your office sometime between Day 36 and Day 30. As soon as they arrive, carefully unpack the contents of all the boxes.

Make sure that you keep the empty boxes and packaging. Store all of it in a safe place – do not throw any of it away. You will need it to send the workstations back, and it is essential that you return everything in the original boxes.

In the equipment delivered by IBM, there is an envelope containing the list of items received and pre-addressed labels to be affixed on the boxes at the end of the event. Keep these labels. As you unpack the shipment, verify the contents against the items listed. Then go through the Receiving Checklist (see [section 2.3](#)) to make sure that no components are missing.

2.3 The Receiving Checklist

- 2 monitors
- 2 desktop computers
- 2 keyboards
- 2 mice
- 4 AC power cords
- 2 surge protector power bars
- 1 multi-function printer
- printer accessories:
 - 1 AC power cord
 - 1 telephone line cord
 - 1 toner cartridge
 - 1 printer-to-desktop computer USB cable, and
 - 1 documentation package.

Chapter 3 – Installing Your Workstations

You will receive equipment for two workstations. This chapter describes the installation of both. Only one workstation will be connected to the printer.

3.1 Installing the Workstations

To install the workstations:

1. Place the monitor, desktop computer, keyboard and mouse on your desk. Don't put the computer on its side or upside down. The suggested setup can be seen in the picture below.



Figure 1 Your Additional Office Workstation

2. Connect one end (doesn't matter which) of the video cord to the back of the monitor, and the other end to the back of the computer.

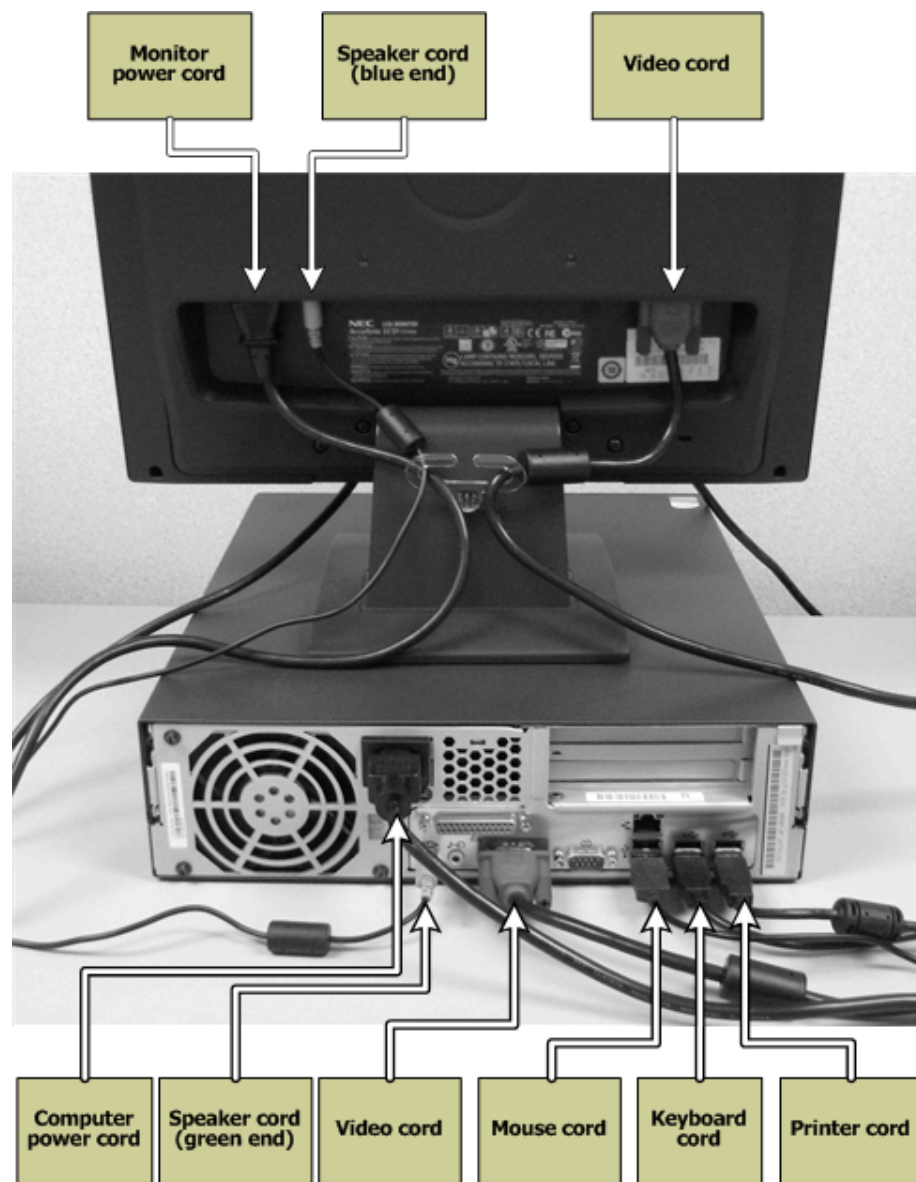


Figure 2 Rear View of the Computer

3. Connect the blue end of the speaker cord to the back of the monitor, and the green end of the speaker cord to the back of the computer.
4. Connect the mouse and keyboard cords to the USB ports on the back of the computer, as seen in the picture. Ensure that they are in those exact ports, and not other ports.
5. Connect the monitor and system power cords to their respective backs, and plug them into a power source.
6. Repeat steps 1 to 5 on the second workstation.

Chapter 4 – Initializing the Workstations

This chapter describes the procedures for installing the image, adjusting the monitor settings, logging into the workstations and installing ECDocs.

4.1 Installing the Image

In order to proceed with installing the image, you will need the DVD sent from Elections Canada entitled “Installation – Disk A”. You will receive this DVD at the start of the event.

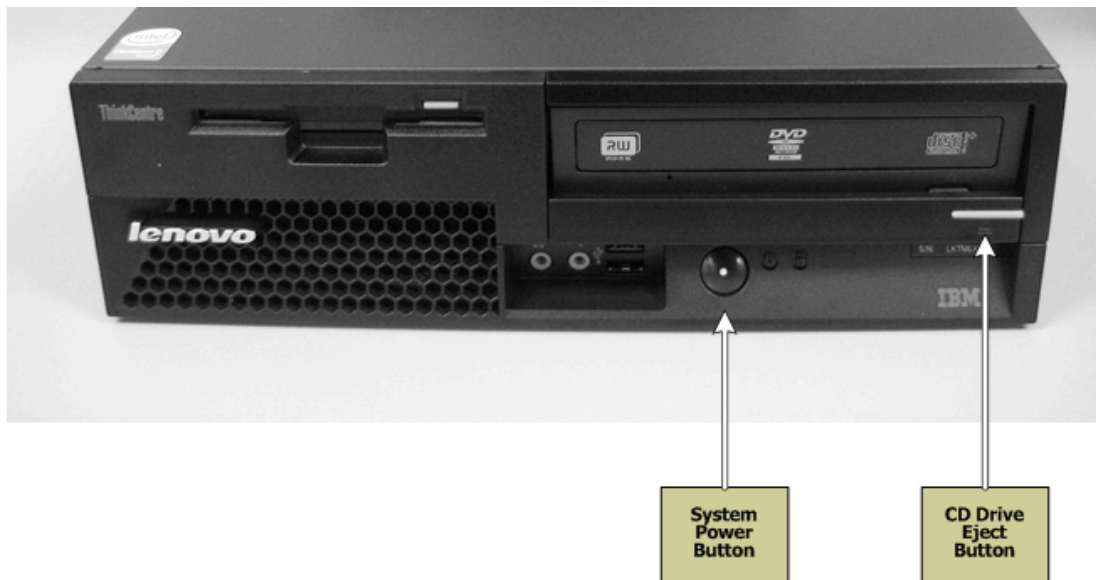


Figure 3 Front View of the Computer

To install the image:

1. Push the monitor power button to turn on the monitor.
2. Push the workstation power button to turn on the workstation and IMMEDIATELY begin pressing **F12** on the keyboard, repeatedly, at about half-second intervals. Continue doing so until you see the following screen:



Figure 4 Installation Drive Selection Screen

3. Before making a selection, open the CD tray by pushing the **CD Drive Eject** button and insert the Installation Disk. Close the CD tray by pushing the **CD Drive Eject** button again.
4. Press the down arrow button on the keyboard to select the option **IDE CD: ATAPI DVD** and press **Enter** on the keyboard.



The selected item is highlighted in white.

5. After a few seconds, the **Acronis Rescue Media** screen will appear. Click **Acronis One-Click Restore**.
6. The following confirmation screen will appear. Click **Yes**.

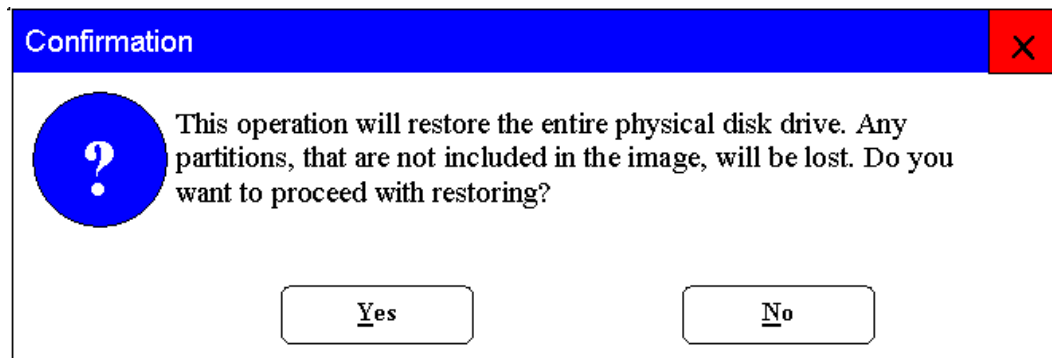


Figure 5 Confirmation Window

7. At the password prompt, type in the password you were provided for the installation and click **OK** to continue.



Passwords will be provided to you at the start of the event by your returning officer.

8. The image installation will begin. It will take approximately 25 minutes to complete. A screen will show the progress of the installation.
9. When the installation is complete, a confirmation screen will appear. Push the **CD Drive Eject** button to eject the tray. Remove the disk, and close the tray by pushing the button again.
10. Click **Exit** to reboot the system.

4.2 Adjusting the Monitor Settings

The resolution of the monitor is controlled by the image installation. Applications created by Elections Canada are best viewed with a resolution of 1024 x 768 pixels. The monitor prefers to use a different resolution and unfortunately it will continue to notify users with pop-up messages stating that the resolution is not optimal every time it is turned on.

You can simply press **Select** on the monitor to close the notification message once. In order to prevent these messages from recurring, you can disable the notification messages on the monitor. Refer to the picture and follow the steps below to do that.

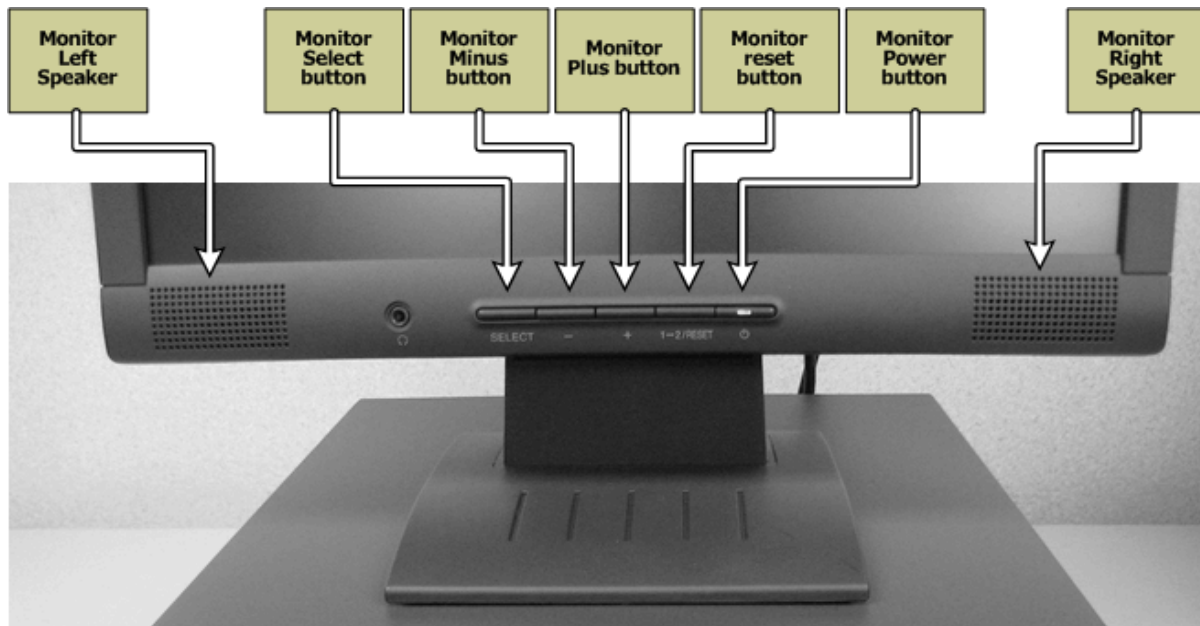


Figure 6 Monitor Settings

To disable notification messages:

1. Push the **Select** button to activate the on-screen menu.
2. Push the **Minus** button **3 times** to highlight the **Tools** option.
3. Push the **Select** button to go to the **Tools** menu.
4. Push the **Plus** button **3 times** to highlight the **Resolution Notifier** option.
5. Push the **Select** button to go to the **Resolution Notifier** menu.
6. Push the **Minus** button to highlight **Off**.
7. Push the **Select** button to choose the **Off** option.
8. Push the **Minus** button **4 times** to highlight the **Exit** option.
9. Push the **Select** button to exit the first menu.
10. Push the **Plus** button **2 times** to highlight the **Exit** option.
11. Push the **Select** button to exit the on-screen menu.

4.3 Logging into the Workstation

To log into the workstation:

1. Read the legal advisory, then click **OK**.
2. Click **English** or **Français**.
3. Enter the login password in the white area. If you don't know the password, ask your returning officer (RO) or automation coordinator (AC) for it.
4. Press **Enter** or click the green arrow.

4.4 Installing ECDocs

After you first log in, you will need to install the latest version of ECDocs. This CD will be included in the package sent by Elections Canada with your installation DVD.

To install ECDocs:

1. Insert the ECDocs CD-ROM. From the **Start** menu, click **My Computer**.
2. Double-click the **ECDocs** icon to begin the installation process. A welcome message box appears.
3. Select your language preference, and then click **Install**.
4. When the process completes, click **Done**.
5. Remove the CD from the drive.
6. Repeat steps 1 to 5 on the second workstation.



A shortcut will be placed on your desktop. To use ECDocs, double-click this icon.

Chapter 5 – Installing, Configuring and Using the Multi-Function Printer

This chapter describes the procedures for installing, configuring and using the multi-function printer to print from your computer, scan documents, send and receive faxes, or use the printer as a photocopier.

5.1 Installing the Multi-Function Printer

Although there are two workstations, only one will be connected to the printer. Choose the location of the printer to best suit your office needs, then proceed with the steps below. The printer should be located close to a telephone line jack to minimize the lengths of wires and cords needed.

To install the multi-function printer:

1. Place the printer beside the workstation you want to be connected to the printer. Do not put the printer on its side or upside down. Also ensure that the printer is close enough to the workstation so the cords can be connected. The suggested setup can be seen in the picture below.



Figure 7 Your Workstation and Printer Setup

2. Connect the flat end of the printer cord to the USB port on the back of the computer, as seen in the picture, and connect the square end of the cord to the USB port on the back of the printer.

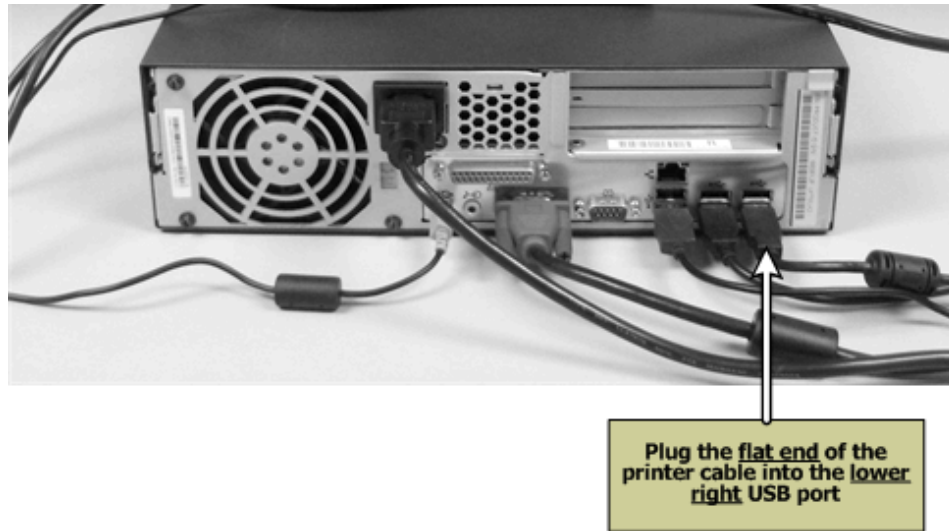


Figure 8 Connecting the Printer

3. Connect the phone line cord to the phone line connection port on the back of the printer as seen in the picture. Connect the other end of the phone line cord to the phone jack that you will be using to receive and send faxes.

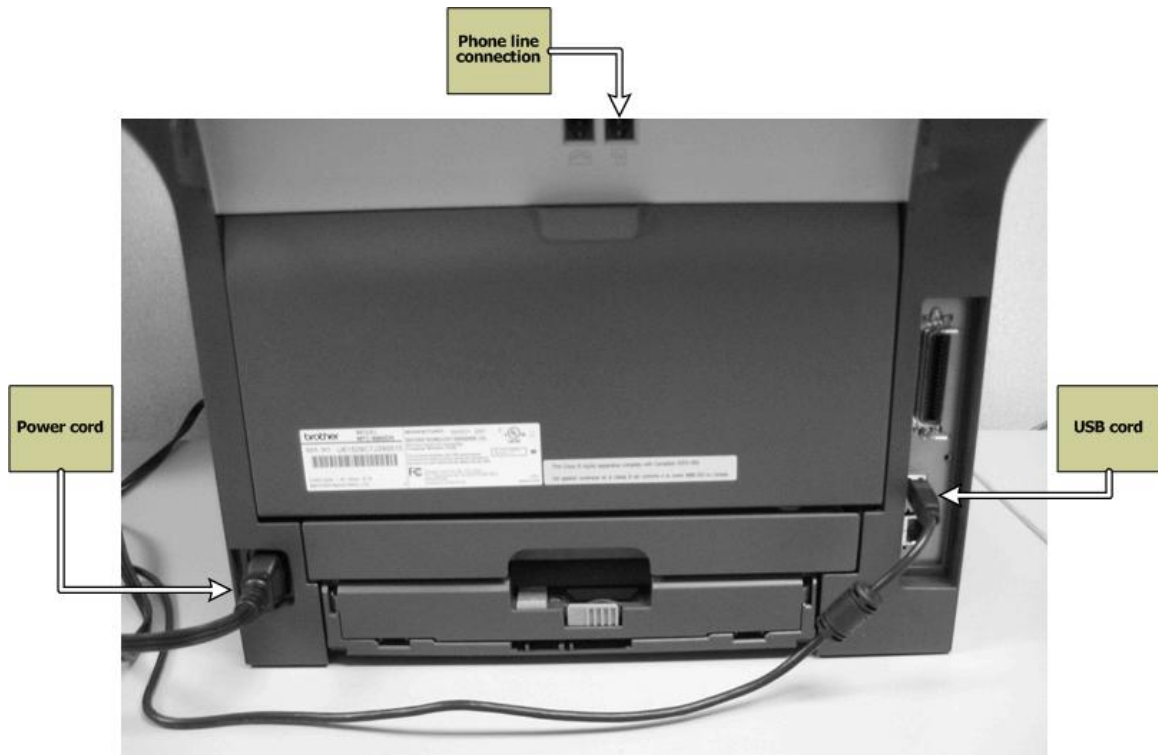


Figure 9 Rear View of the Multi-Function Printer

4. Connect the printer power cord to the back of the printer, and plug it into a power source.

5.2 Configuring the Printer

When you initialized the computer, you installed the printer's drivers, software and the manufacturer's *Printer User Guide* (as a PDF file). The guide has more in-depth instructions for setting up and using the printer. If you want to read the guide, double-click its icon on your desktop.

To configure the printer:


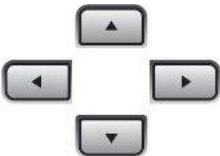



1. Insert the toner cartridge and add paper to the printer. For further details on this, see the *Printer User Guide*.
2. Turn on the power.

You are now ready to print from your computer ([section 5.5](#)), scan documents ([section 5.6](#)), send and receive faxes ([section 5.3](#)), or use the printer as a photocopier ([section 5.4](#)).

5.2.1 The Setting Keys

The table below describes the setting keys on the multi-function printer.

Table 1 Settings Key

	To access the settings menus.
	To navigate among the different settings and options of a particular menu.
	To access a particular section of the menu or to select an option or setting.
	To go back to the previous section of a menu.
	To exit from the menu.

5.2.2 Changing the Language

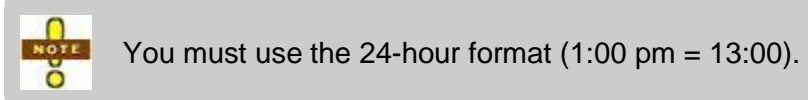
To change the language on the multi-function printer:

1. Press **Menu**.
2. Select **0. Initial Setup** (the last option in the list), then press **OK**.
3. Select **0. Local Language**, then press **OK**.
4. Select your preferred language, then press **OK**.
5. Press **Exit**.

5.2.3 Setting the Date and Time

To set the date and time on the multi-function printer:

1. Press **Menu**.
2. Select **0. Initial Setup** (the last option in the list), then press **OK**.
3. Select **2. Date/Time**, then press **OK**.
4. Use the numeric keys and **OK** to enter the current year, month, day and time.



5. Press **Exit**.

5.2.4 Setting the Paper Size

The printer has a regular tray called **Tray #1** and a multi-purpose tray called **MP Tray**. The regular tray should be filled with letter-sized paper. If you ever need to use another size of paper you can then use the MP tray. For more details on selecting paper size, paper type, using the MP tray, contrast and scaling, please see the manufacturer's guide.

To set the paper size for the multi-function printer:

1. Insert the size of paper you want in the paper tray. Press the guide lock and slide the rear guide until it locks at the paper length you want.
2. Press **Menu**.
3. Select **1. General Setup**, then press **OK**.
4. Select **3. Paper Size**, then press **OK**.
5. Select the tray you want to set "**1. MP tray**" or "**2. Paper Tray #1**", then press **OK**.
6. Select the size of the paper you put in the tray, then press **OK**.
7. Press **Exit**.

5.3 Sending and Receiving Faxes

Before you send or receive a fax, make sure that one end of the telephone cable is connected to the printer and the other to the dedicated telephone jack in your office.

5.3.1 Quick Way to Send a Fax

To send a fax:

1. Press **Fax** on the printer. The button should turn blue to indicate that it is the action that will take place when you press **Start**.
2. Put the document face up in the automatic document feeder, or face down on the scanning bed.
3. Push the numeric keys to enter the fax number you want to reach. If your office has a prefix for dialling outside (such as 1 or 9), remember to push it first.
4. Press **Start** to send the fax.

The machine will then scan the document. If you used the automatic document feeder, it will send it right away. If you used the scanning bed, the printer will ask you if you want to scan another page. Use the arrow keys and **OK** to choose between “**1. Yes**” to scan another page or “**2. No (send)**” to send the document.

The printer will not confirm whether the transmission of the fax was successful or not. For a confirmation, you can print a report from the **Report** menu (for more details, see the manufacturer’s guide).

5.3.2 Receiving a Fax

Because you are using a dedicated phone line for the fax, if the machine is turned on it will receive and print all faxes automatically.

Normally you will keep the printer’s paper tray stocked with letter-size (8½” x 11”) paper. If you know that you will be receiving a legal-size (8½” x 14”) fax and you want to have the fax printed the same size as the original, you will have to put legal-size paper in the paper tray. Since you can’t always know the size of the incoming fax, keeping letter-size paper in the paper tray is fine. The printer will automatically reduce a legal-size document so that it will fit on letter-size paper – this way there is no chance of losing information or missing faxes.

5.4 Photocopying Documents

To photocopy documents:

1. Press **Copy** on the printer. The button should turn blue to indicate that it is the action that will take place when you press **Start**.
2. Put the document you want to copy in the automatic document feeder or on the scanning bed.

3. Adjust the various options like paper size, contrast and scaling using the arrow keys and press **OK**.
4. To make more than one copy of the same document, simply push the numeric keys to enter the number of copies you want.
5. Press the **Start** button to begin copying.

5.5 Printing Documents

Your printer can print any document in Word (.doc), Excel (.xls) or PDF (.pdf) format from within the Microsoft Word, Microsoft Excel and Adobe Acrobat programs.

To print documents:

1. On the program's menu bar, click **File**.
2. On the **File** menu, click **Print**. The **Print** dialog box opens.

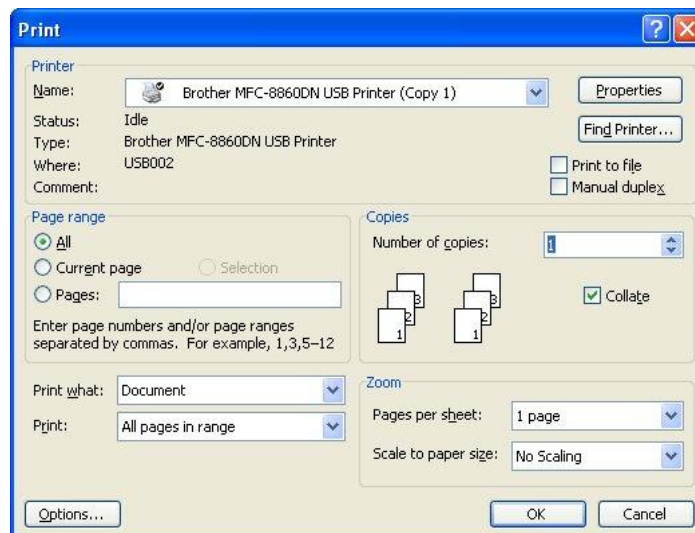


Figure 10 Print Dialog Box

3. Click **Properties**. The **Print Properties** dialog box opens.

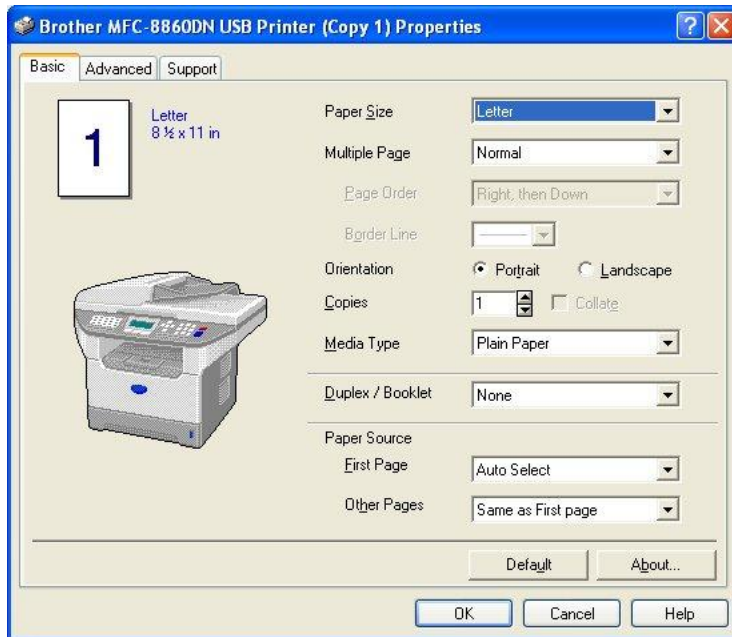


Figure 11 Print Properties Dialog Box

4. Choose the orientation of your document.
5. Choose the right paper size and source.
6. Verify that the paper in the paper tray corresponds to the paper size you chose.
7. Click **OK** to close the **Print Properties** dialog box and return to the **Print** dialog box.
8. Enter the number of copies you want in the **Number of copies** box.
9. Click **OK** to start printing.

Many other printing options are available from these windows. Click **Help** in the **Print Properties** dialog box for more details.

5.6 Scanning a Document

To scan a document:

1. Insert your document face down on the scanning bed.
2. Double-click **My computer** on your desktop.
3. Double-click **Brother MFC-8860DN**.
4. Double-click **Microsoft Scanner and Camera Wizard**.
5. When the wizard comes up, click **Next**.
6. Select the desired picture type and the paper source (flatbed).

7. (Optional) Click **Preview**. The scanner scans the image and shows the result in the right part of the window.
8. (Optional) Using the mouse to move the squares, adjust the area of the image that you want to keep.
9. Click **Next**.
10. Enter the desired name, format and place of the image file.
11. Click **Next**. The scanner scans the image and saves it in the place you specified.
12. Click **Next**, then **Finish**.

Chapter 6 – Other Programs and Documents on Your Computers

Your computers arrived with pre-installed software programs and one CD-ROM:

- Elector Search Utility (discussed in [Chapter 7 – Using the Elector Search Utility](#))
- Microsoft Word
- Microsoft Excel
- Adobe Acrobat, and
- ECDocs (on CD).

This section gives you a brief overview of Word, Excel, Acrobat and ECDocs.

6.1 Microsoft Word



You can use Word to read or create documents that are mainly text, such as letters, lists and forms. To open the program, double-click on the desktop icon.

If you have any questions about using Word, click **Help** at the right end of the top toolbar. You can find information through the table of contents or by searching using keywords.

6.2 Microsoft Excel



Use Excel to read or create documents that are mainly numbers, such as spreadsheets, charts, graphs and databases. To open the program, double-click on the desktop icon.

If you have any questions about using Excel, click **Help** at the right end of the top toolbar. You can find information through the table of contents or by searching using keywords.

6.3 Adobe Acrobat



Use Acrobat to view PDF files, which we use for many manuals and forms. Acrobat opens as soon as you click on a document with a .pdf extension. It is only a viewer – you cannot make changes to this type of document.

If you have any questions about using Acrobat, click **Help** in the top toolbar.

6.4 ECDocs



ECDocs is a complete online help tool containing the most up-to-date versions of the operational manuals, calendars, forms and checklists. It is used as a source of information and to assist with procedures and tasks. ECDocs supplements the printed manuals.

Double-clicking the **ECDocs** icon on your desktop opens the main navigation page, which contains links to the manuals used in the returning office, and to forms including those formerly provided by E-Forms.

Chapter 7 – Using the Elector Search Utility



The Elector Search Utility (ESU) contains a complete copy of the *Preliminary List of Electors* for all electoral districts. Revising agents use the ESU to search for electors and determine the type of transaction required. Double-click the **ESU** icon to start the program.

7.1 Validating Your Access

By default, the **Access Validation** dialog box comes up in English. To change the language to French, click **French**.

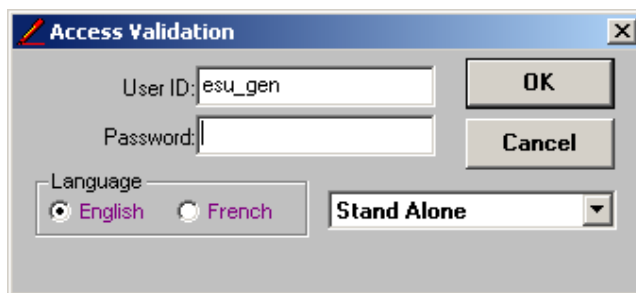


Figure 12 Access Validation Dialog Box

Table 2 Access Validation Dialog Box Fields

User ID	By default the user ID is esu_gen .
Password	The automation coordinator at the main office will give you your password. Passwords are case-sensitive.
Stand Alone	Cannot be changed.
Cancel	To quit the program.
OK	Click to launch the ESU after you enter your password.

This message appears, reminding you that the information in the ESU is highly confidential.

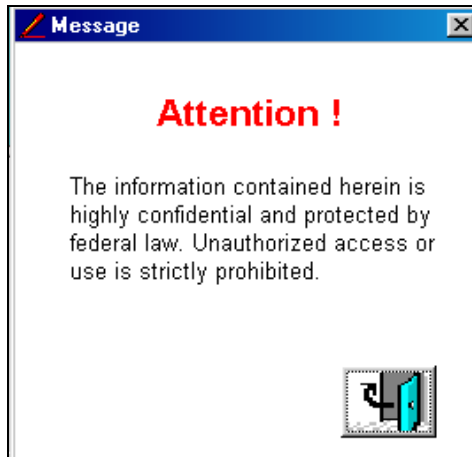


Figure 13 Legal Notice

Click the closing-door icon or press **Enter** to start the program.

7.2 Conducting a Basic Search

The only mandatory field needed to perform a search is **Province**. As with any search program, minimal criteria may yield a very large number of records. To save time, focus the search by using the **Equal** criterion.

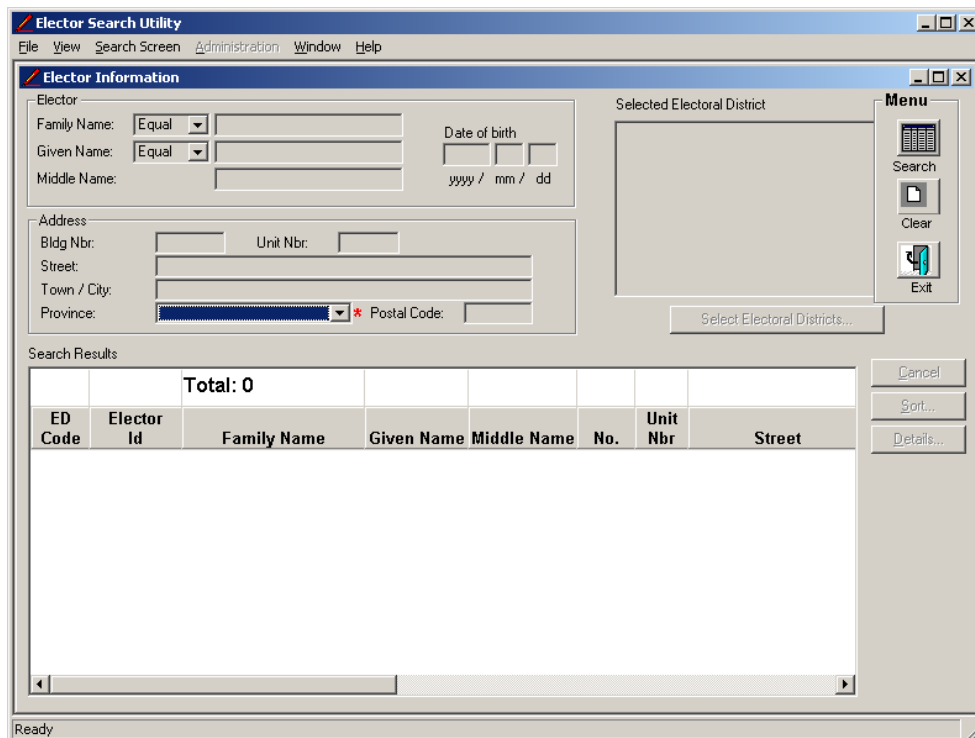


Figure 14 The ESU Main Search Screen

To conduct a basic search:

1. Select the province.
2. Enter the family name and given name.
3. Set the search criterion to **Equal** (or **Like**, if necessary).
4. Click **Search**. The results are displayed according to the default sort order, which is alphabetical order by family name, then by given name, and then by middle name.

To navigate through all results, use the vertical scroll bar or the arrows on the right of the search results.



Revising agents **MUST** adhere to the procedures laid out in the *Manual for Revising Agents Using Forms* (EC 40233), including how and when to use the ESU.

7.3 Searching in Multiple Electoral Districts within the Same Province

You can perform a search for electors from multiple electoral districts (EDs) at the same time, as long as they are from the same province.

For example, John Smith, who lives in Calgary, arrives at the office asking if he is on the list. Calgary has many EDs associated with it. In cases like this one, where the ED cannot be identified, it would be best to search all of the Calgary EDs as opposed to searching one at a time or the entire province.

Using the option to search multiple EDs at the same time, the following selections could be made to yield better search results.

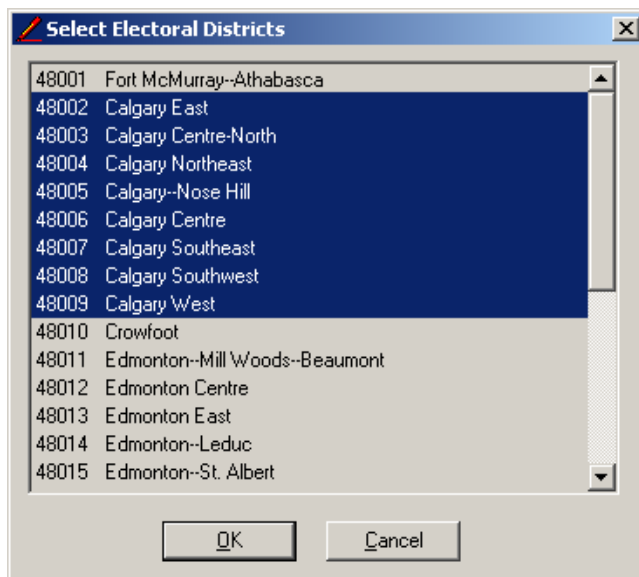


Figure 15 Select Electoral Districts Screen

To search in multiple electoral districts within the same province:

1. Select the province.
2. Click **Select Electoral Districts**.
3. While holding down **Ctrl**, select the desired combination of districts, then click **OK**. The selected district(s) will appear under the **Selected Electoral District** area in the main search screen.
4. Continue entering elector search criteria such as family name, given name, etc.
5. Select **Search**. The results display electors from all of the selected EDs.

7.4 Viewing the Elector Record

To view the full elector record, double-click any field in the elector row. This will display the **Elector Information** screen.



The information is for viewing purposes only and cannot be edited.

A screenshot of a software window titled "Elector Information". The window contains several input fields organized into sections. The "ED Name" field contains "Winnipeg Centre" and the "ED Code" field contains "46-011". The "Elector" section includes "Family Name: Doe", "Given Name: John", "Middle Name:" (empty), "Date of Birth: 1980/02/14", and "Gender: Unknown". The "Address" section includes "No.: 330", "Street: Black", "Unit/Apt.: 5K", "Town / City: Winnipeg", "Province: Manitoba", and "Postal Code: R3E 2Z4". The "Admin. Information" section includes "PD Number: 006-0", "Seq Nbr: 43", and "Elector ID: 20000001". A "Close" button is located at the bottom center of the window.

Figure 16 Detailed Elector Information Screen

7.5 Changing the Sort Order in the Search Results Screen

The default sort order for the ESU is in alphabetical order by family name, then by given name, and then by middle name.

To change this order, click **Sort**. The **Sort** window opens. The default order is listed below.

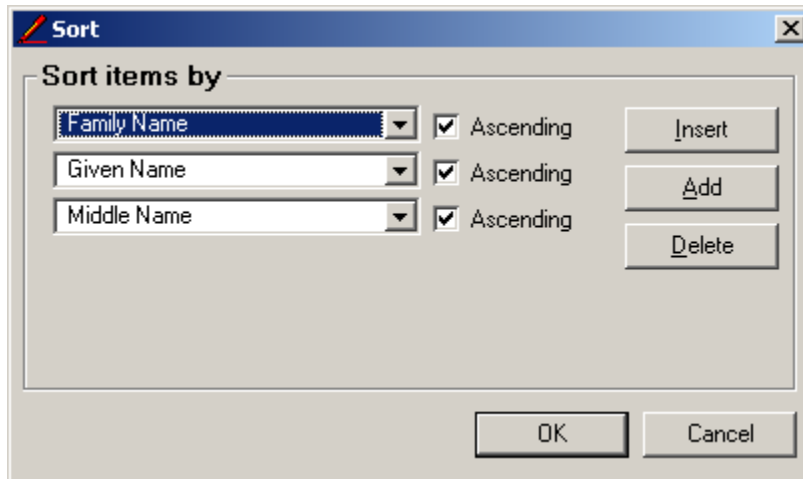


Figure 17 Sort Window

To change the sort order:

1. From any displayed field, select the drop-down arrow to choose a different field to sort by.
2. The field will default to sort alphabetically by ascending order. To sort by descending order, ensure that the **Ascending** checkbox is empty.
3. To insert additional fields above the currently selected field, click **Insert**.
4. To insert additional fields below the existing fields, click **Add**.
5. To remove the default or existing options displayed on the **Sort** window, select the field you want to remove and click **Delete**.
6. To save your sort preferences, click **OK**.

Ad-hoc Column Sorting

Every column in the **Search Results** screen can be quickly sorted in ascending or descending order by clicking the column header. Every time you click the column header, you change the sort order.

Reordering Columns

You can move the columns to sort the search results so that the information is presented in the most efficient manner for you to locate an elector record.

To reorder columns:

1. Click the column header you want to move.
2. Hold the mouse button down while you drag the column to where you would like it located.



Using the **Clear** option has no effect on the sort order settings. The sort preferences or the column reordering will be retained for all future searches until you exit the ESU application or close the **ESU Main Search** screen.

7.6 Performing Lengthy Searches

If province is your only criteria, the search will take a long time to display results. The application will display the following warning message:

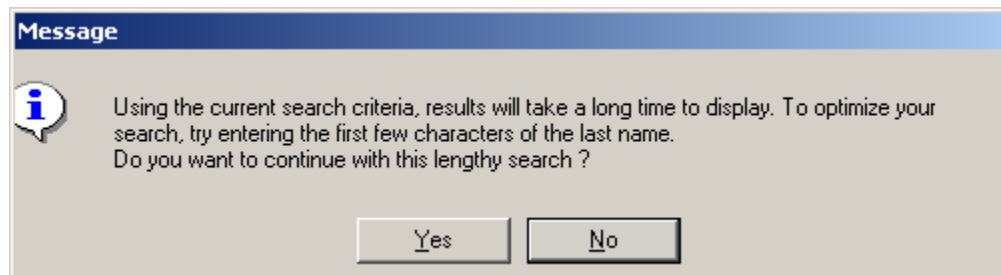


Figure 18 Long Searches Warning Display Message

If you select **Yes**, the search will proceed. If you select **No**, you are returned to the **Elector Information** screen where you can enter additional search criteria.

To interrupt a lengthy search, click **Cancel**. The following message will be displayed:

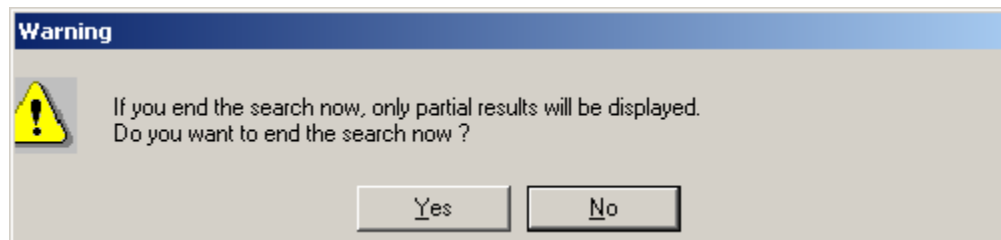


Figure 19 Ending a Search In-Progress Warning Message

If you select **Yes**, the search ends and only results retrieved up until that point will be displayed.

If you select **No**, results will continue to display until the search is complete or **Cancel** is selected again.

7.7 Advanced Searching Techniques

Depending on how the names are stored in the database, a combination of approaches may be required to locate the elector. For example, *Oconnor* and *O'connor* are considered to be different names.

When you use the **Equal** option, the application does a character-by-character comparison. If you search using **Equal** and *Oconnor*, you will not see any electors with the last name of *O'connor* nor *O Connor*. The same goes for *Smith* and *Smithers*, etc.

Below are common scenarios that you will most likely encounter and some tips on how best to perform your searches.

7.7.1 Partial Names

Searching for *Donald* will not yield *Donaldson* when using the **Equal** option. Selecting the **Like** option will yield every elector whose name starts with the characters you entered.

For example, using **Like** with *Smith* will return all last names starting with *Smith* including *Smith*, *Smiths*, *Smithers*, etc.

7.7.2 Combined Last Names Using Hyphens

For electors having combined last names using hyphens, such as *Smith-Connors*, the best approach is to use a **Like** search.

For example, to find Linda Smith-Connors, start by using **Like** with *Smith*. If unsuccessful, try searching for the second part of the last name, using **Like** with *Connors*.

7.7.3 Accents

For electors having special characters like French accents, the best approach is to use an **Equal** search with the special characters.

If unsuccessful, try using an **Equal** without the special characters.

If you are still unable to locate the elector, finally use a **Like** search for the first letters before the first special character.

For example, while searching for *François*, start by using **Equal** with *François*, then **Equal** with *Francois*, and then **Like** with *Fran*.

7.7.4 Apostrophes

For electors with apostrophes in their name, the best approach is to use a **Like** search for the first letters before the apostrophe.

For example, while searching for *O'Toole*, use **Like** with *O*. While this will return many more electors, remember that you can change the sort order for each column by clicking **Sort**.

7.7.5 Names Starting with Mc or Mac

In cases like *McLeod* and *MacLeod*, the best approach is to use a **Like** search with *Mc*. This will return all last names starting with *Mc*, including *Mc* with a space, *Mc-*, etc.

If unsuccessful, try using a **Like** with *Mac*. This will return all last names starting with *Mac* including *Mac* with a space, *Mac-*, etc.

7.7.6 Saints

For electors starting with *Saint*, *Sainte*, *St.*, *St-*, the best approach is to use a **Like** search with the name presented.

For example, to find *St-Denis*, start by using **Like** with *St*. If unsuccessful, try using **Like** with *Saint*.

7.8 Clearing the Results Screen

In order to continue with similar searches, you do not have to click **Clear**.

If you click **Clear**, the results search criteria fields and the **Search Results** screen will clear.



Using the **Clear** option does not restore default sort order settings. The only way to restore these is to close the **Search Results** screen or exit the application.

7.9 Help Menu

ESU includes a brief summary of the steps to perform a basic search. To access this information, click **Help**, then click **Help Topics**.

The following screen is displayed:

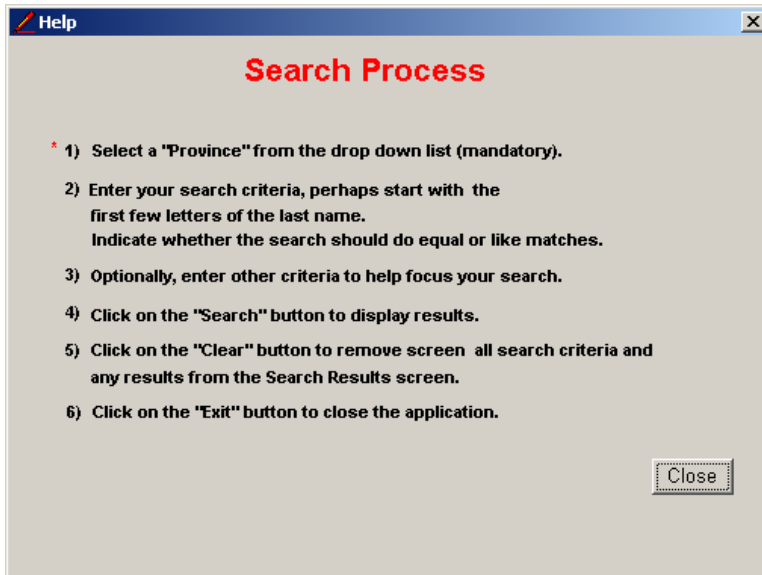


Figure 20 Search Help Screen

7.9.1 Version and Elector Data Release Information

To access version and elector data release information, click **Help**, then click **About**.

ESU displays the application version number, the **Data Creation Date** (refers to the date when the election information was created) and the **Data Release Number** (used by Elections Canada).

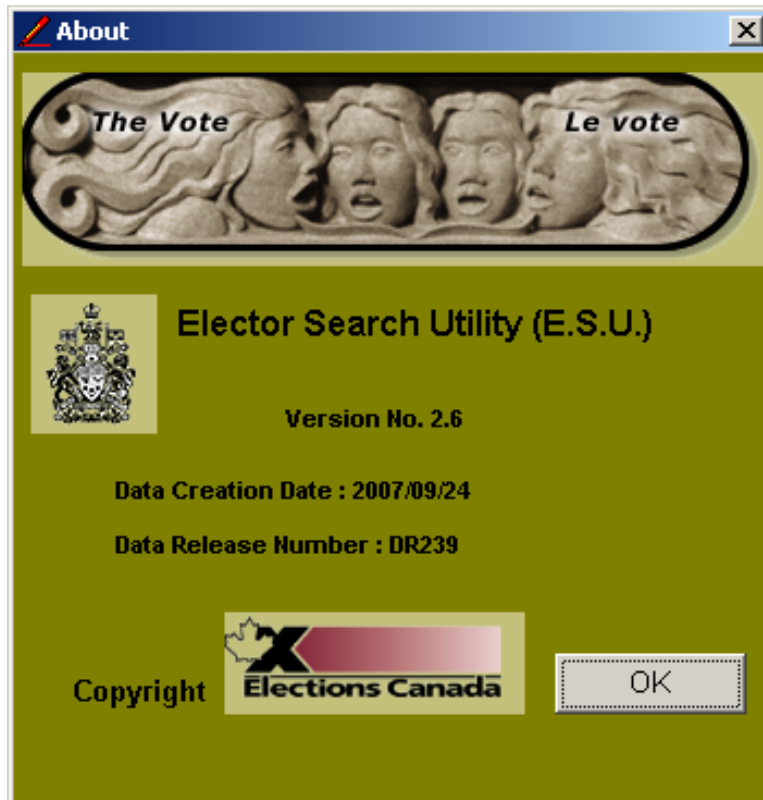


Figure 21 Help About Screen

Chapter 8 – Closing Out Activities

This chapter describes the closing out activities.

8.1 Purging the Workstations

Because of the confidential information on your workstations, you are not allowed to dismantle it or send it back to Elections Canada before deleting their full contents.

Do not attempt to run this procedure before being instructed to do so by Elections Canada.

To purge the workstations:

1. Reboot the workstation and log in as usual.
2. Double-click the **My Computer** icon on your desktop.
3. Double-click **Local Disk (D:)**.
4. Double-click the **Cipher** folder.
5. Double-click the **Purge** file.
6. The purge process begins. It is an automated process and does not require user intervention.
7. The following message will appear briefly before the workstation shuts down automatically. Once this message disappears and the workstation shuts down, the purge process is completed.

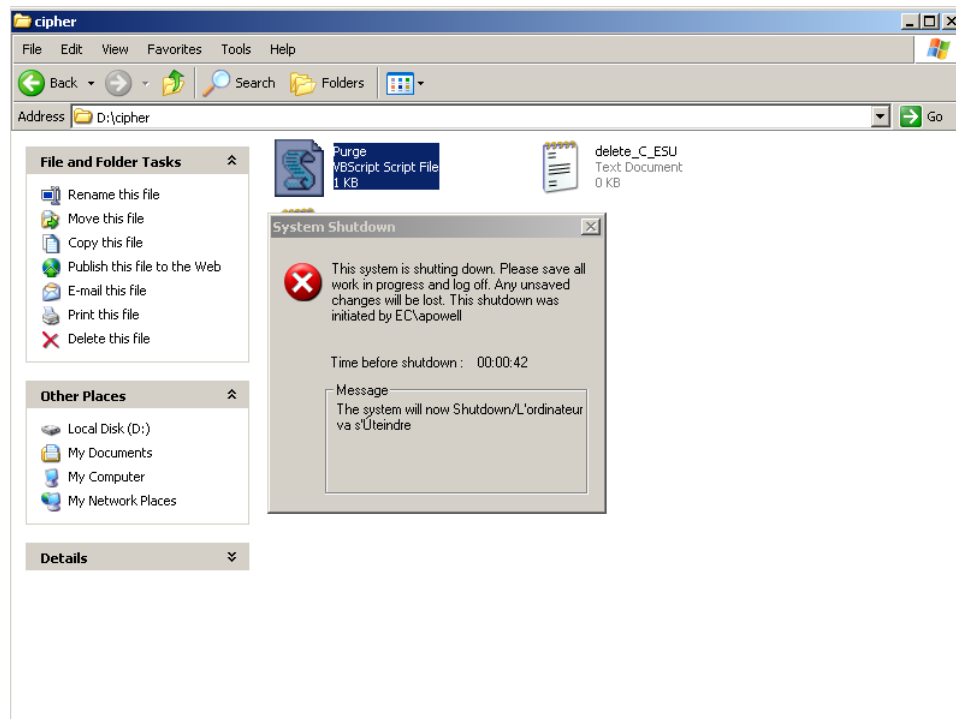


Figure 22 Automatic Shutdown Warning

8. Repeat steps 1 through 6 on the second workstation.

8.2 Packing the Equipment for Shipping

All computer equipment needs to be put back in the **original boxes** into which they were delivered and on which the return labels will be affixed securely.

Ensure that all other labels are either removed or covered with a marker before affixing the new ones.

Use the *Packing Checklist* (see [section 8.3](#)).

1. Unplug all equipment and the power bar.
2. Put the printer (including the printer power cord and the USB printer cable) back into its original box. Leave the toner cartridge in the printer.
3. Place the monitor (including the monitor power cord, the monitor base and the monitor cable) into its original box.
4. Place the first IBM workstation (including the mouse, the workstation power cord, the supplied power bar and the keyboard in its box) into its original box.
5. Repeat steps 3 and 4 for the second workstation.

6. Seal every box with packing tape. You should have five boxes in total:
 - two boxes, each containing one workstation
 - two boxes, each containing one monitor
 - one box containing the printer.
7. Affix the return pre-addressed labels supplied on the boxes. Each hardware box gets a label.

8.3 The Packing Checklist

Workstations

- 2 monitors
- 2 desktop computers
- 2 keyboards
- 2 mice
- 4 AC power cords
- 2 surge protector power bars

Printer and Accessories

- 1 multi-function printer
- 1 AC power cord
- 1 telephone line cord
- 1 printer USB cable, and
- 1 documentation package