

Elections Saskatchewan

User Guide for ESK Party and Candidate Online Portal **Draft – August 2022**



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1. Purpose

This user guide has been created to help parties and candidates access and navigate the ESK Dashboard. This guide also contains instructions on how to access and download extract files from the Secure File Transfer Protocol (SFTP) site.

2. Process Overview

2.1 Registered Political Parties

Registered political parties running candidates in an election will have access to voting place activity summary data in constituencies that have incorporated technology at voting locations through a portal. In addition, detailed voter information will be available via file extracts at pre-determined intervals for parties to download from a SFTP site managed by the software vendor.

2.2 Candidates

Candidates who are in a constituency that has incorporated technology at voting locations can also access voting place activity summary data through a portal. Candidates can also access information on voters who have voted only for the constituency in which they are running via file extracts at pre-determined intervals for parties to download from a SFTP site managed by the software vendor.

3. Access and Logging In

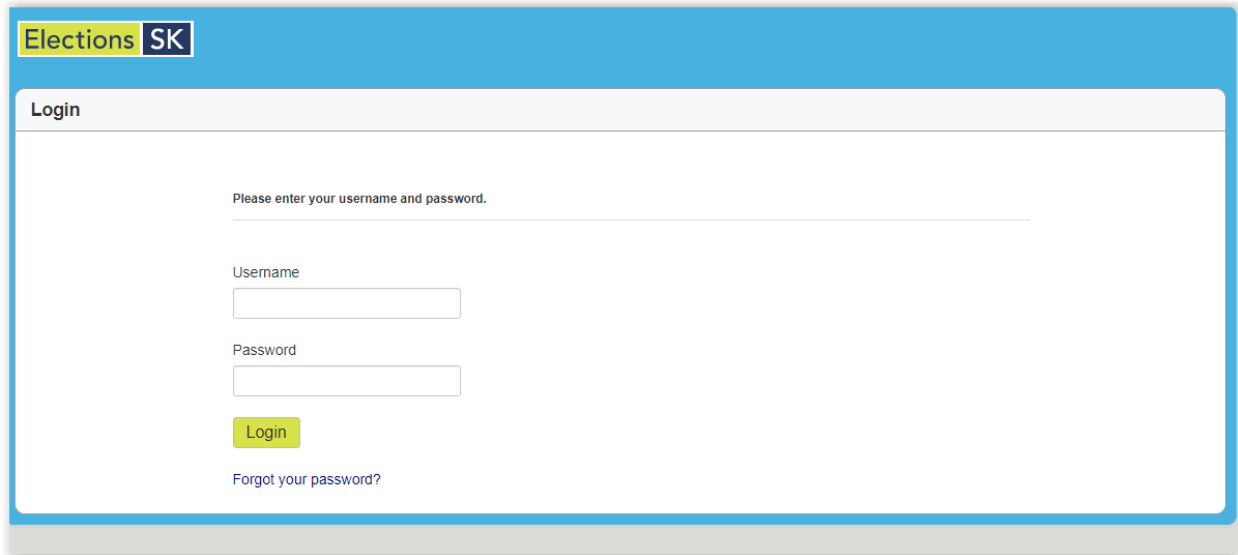
You will receive the website address (URL) and login credentials for the portal from Elections Saskatchewan. Each user will be provided with a login credential that will give them access to data based on their role.

3.1 Accessing the Application

To access the portal and dashboard application, navigate to the following website:

<https://eskportal.voterview.ca/index.aspx?logout=1>

The following default log in screen will be displayed:



The screenshot shows a login interface for Elections SK. At the top left, there is a blue header with the text "Elections SK". Below this, the word "Login" is displayed in a grey box. The main content area is white and contains the following elements: a prompt "Please enter your username and password." followed by a horizontal line; a "Username" label above a text input field; a "Password" label above a text input field; a yellow "Login" button; and a link "Forgot your password?" at the bottom.

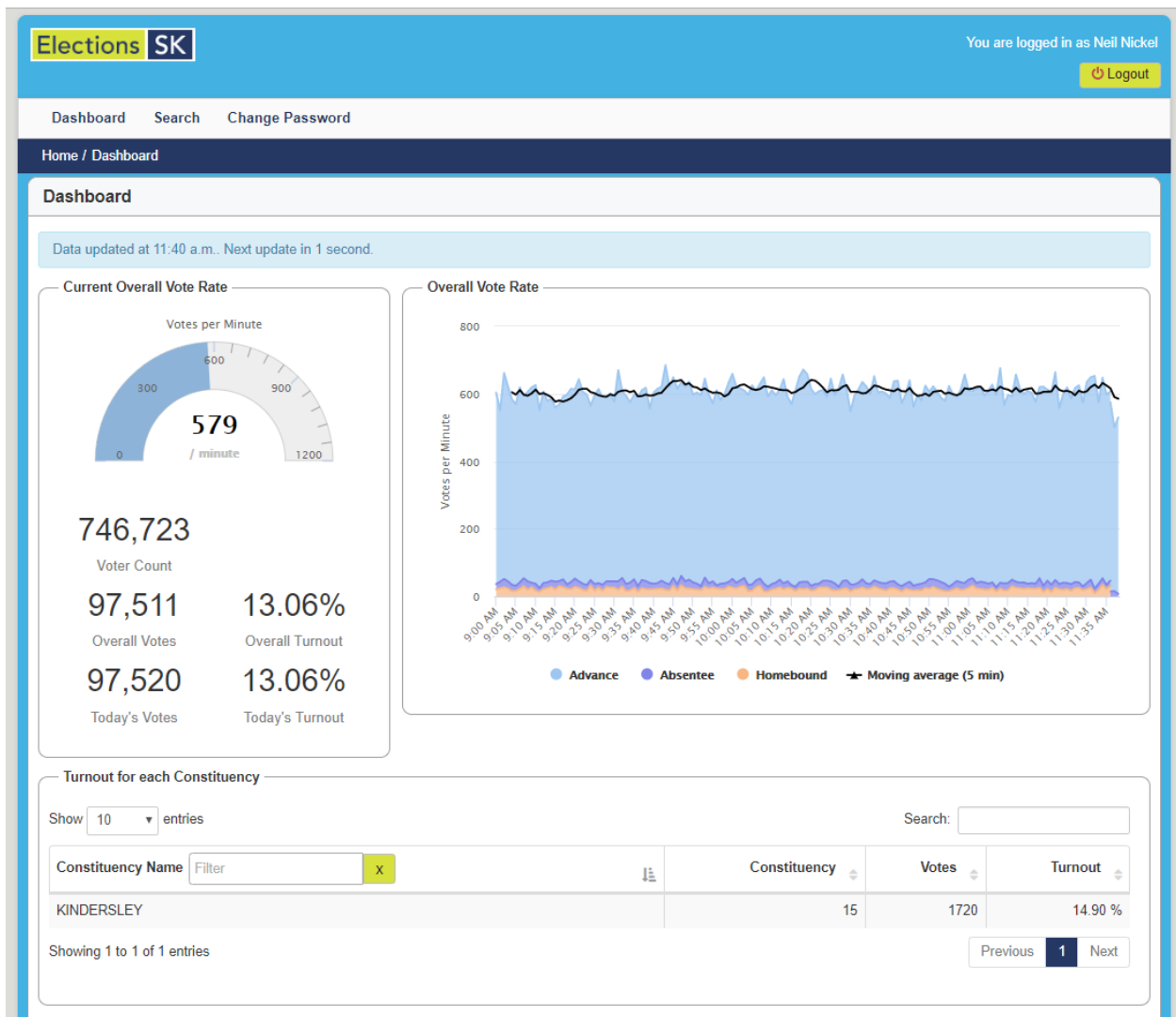
3.2 Logging In

Enter the username and password provided by Elections Saskatchewan.

Once you have successfully logged in, you will see the following dashboard. The dashboard will display a summary of the total vote activity for the electoral event as well as a total of the number of votes cast on the day you are logged into the dashboard. It will also show a graph with a moving average Votes per Minute broken down by voting opportunity (Advance, Absentee and Homebound).

4. Dashboard Views

The dashboard provides quick access in three areas: Turnout for each Constituency, Turnout by Poll Location and High and Low Turnouts by Constituency. Parties and candidates will see the provincial numbers regardless of how many candidates or in which constituency a candidate is running.



4.1 Turnout for each Constituency

The Turnout by Constituency view defaults to display turnout by constituency in alphabetical order.

Turnout for each Constituency

Show 10 entries Search:

Constituency Name <input type="text" value="Filter"/> <input type="button" value="x"/> <input type="button" value="Sort"/>	Constituency	Votes	Turnout
ARM RIVER	1	0	0.00 %
ATHABASCA	2	0	0.00 %
BATOCHÉ	3	0	0.00 %
BIGGAR-SASK VALLEY	4	0	0.00 %
CANNINGTON	5	0	0.00 %
CANORA-PELLY	6	0	0.00 %
CARROT RIVER VALLEY	7	0	0.00 %
CUMBERLAND	8	0	0.00 %
CUT KNIFE-TURTLEFORD	9	0	0.00 %
CYPRESS HILLS	10	0	0.00 %

Showing 1 to 10 of 61 entries

Previous 1 2 3 4 5 6 7 Next

Alternatively, you can sort on any of the other columns displayed including Constituency Number, Votes and Turnout by clicking on the up/down arrow to the right of the column header.

Search:

Constituency	Votes	Turnout
1	0	0.00 %
2	0	0.00 %
3	0	0.00 %

If you have access to more than one constituency, you can filter on the Constituency Name column. You can select as many constituencies as you like.

Turnout for each Constituency

Show entries

Constituency Name		
<input type="text" value="LUMSDEN-MORSE"/>	<input type="text" value="ATHABASCA"/>	
<input type="text" value="BIGGAR-SASK VALLEY"/>	<input type="text" value="BIGGAR-SASK VALLEY"/>	<input type="text" value="X"/>
<input type="text" value="ATHABASCA"/>	<input type="text" value="LUMSDEN-MORSE"/>	

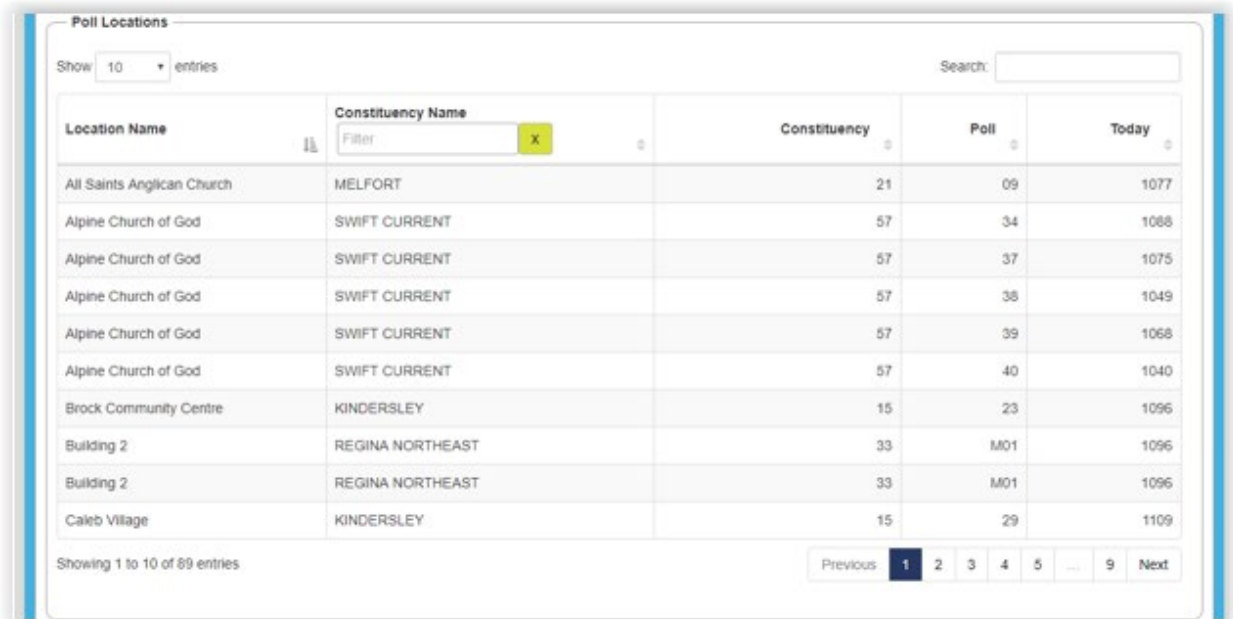
Showing 1 to 3 of 3 entries (ies)

Poll Locations

To clear the filter, simply click the X in the green box to the right of the filter box.

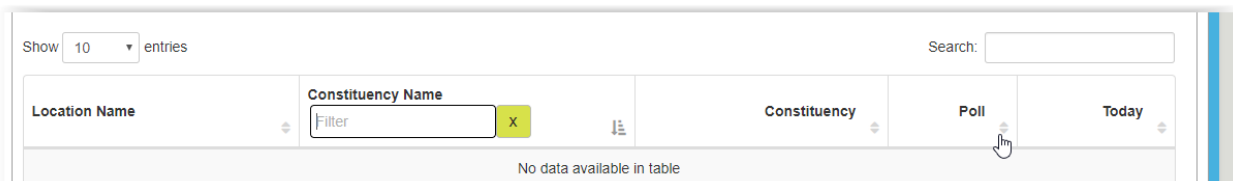
4.2 Turnout by Poll Locations

The Turnout by Poll Locations view defaults to display turnout by poll location name in alphabetical order.



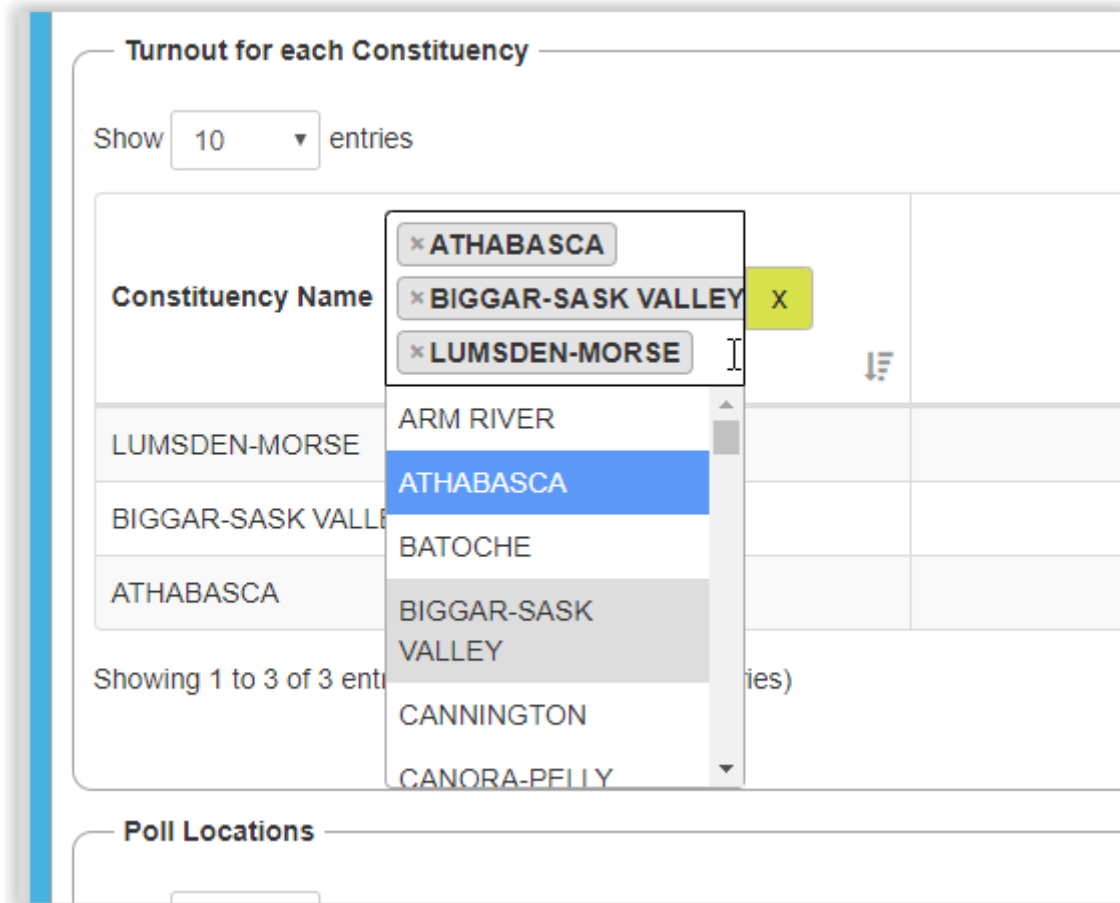
Location Name	Constituency Name	Constituency	Poll	Today
All Saints Anglican Church	MELFORT	21	09	1077
Alpine Church of God	SWIFT CURRENT	57	34	1088
Alpine Church of God	SWIFT CURRENT	57	37	1075
Alpine Church of God	SWIFT CURRENT	57	38	1049
Alpine Church of God	SWIFT CURRENT	57	39	1068
Alpine Church of God	SWIFT CURRENT	57	40	1040
Brock Community Centre	KINDERSLEY	15	23	1096
Building 2	REGINA NORTHEAST	33	M01	1096
Building 2	REGINA NORTHEAST	33	M01	1096
Caleb Village	KINDERSLEY	15	29	1109

Alternatively, you can sort on any of the other columns displayed including Constituency Name, Constituency Number, Poll Number and Today's Votes by clicking on the up/down arrow to the right of the column header.



Location Name	Constituency Name	Constituency	Poll	Today
No data available in table				

If you have access to more than one constituency, you can filter on the Constituency Name column. You can select as many constituencies as you like.

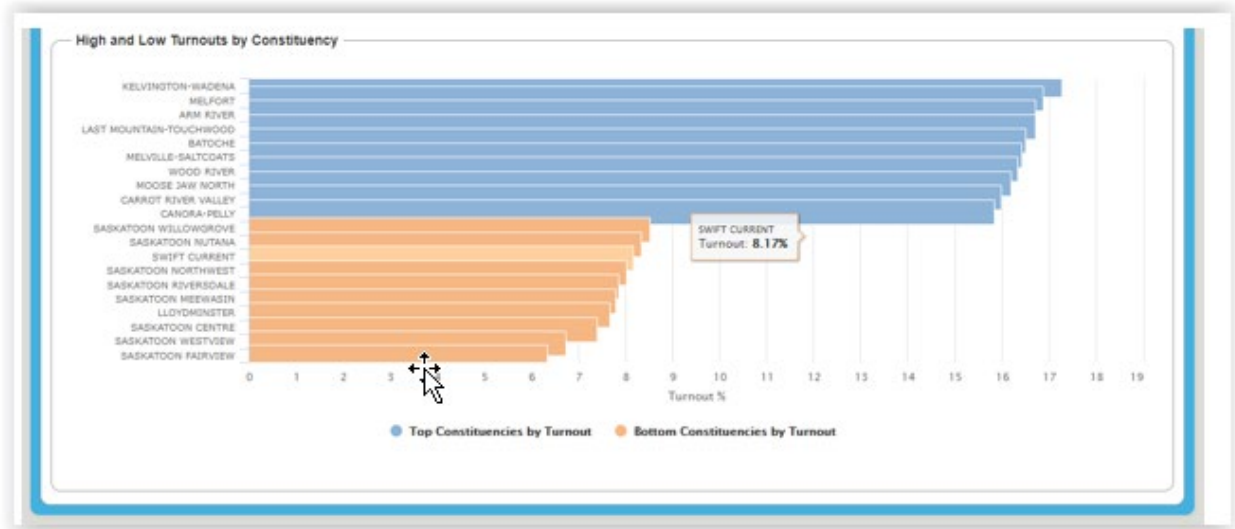


To clear the filter, simply click the X in the green box to the right of the filter box.

4.3 High and Low Turnout by Constituency

The High and Low Turnout by Constituency displays the ten constituencies with the highest turnout and the ten constituencies with the lowest turnout in a bar graph format.

Hovering over a line on the graph will display the constituency name and turnout in percentage format.

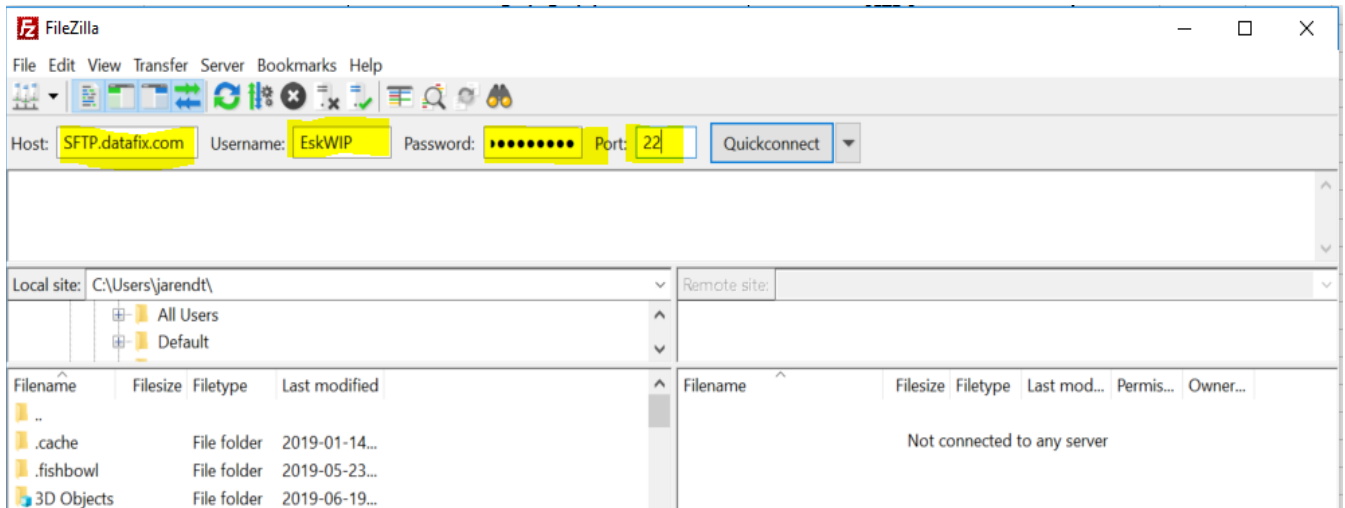


5. File Extracts

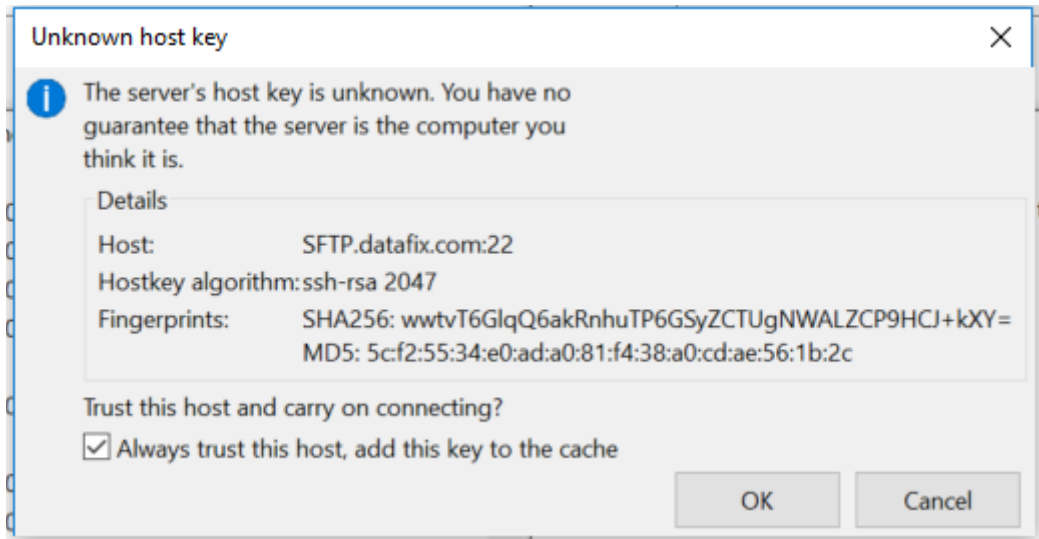
5.1 Accessing File Extracts

The SFTP site will only accept connections via an SFTP client. You may use any client of your choosing. Elections Saskatchewan has tested with Filezilla. To download and use Filezilla, follow these instructions:

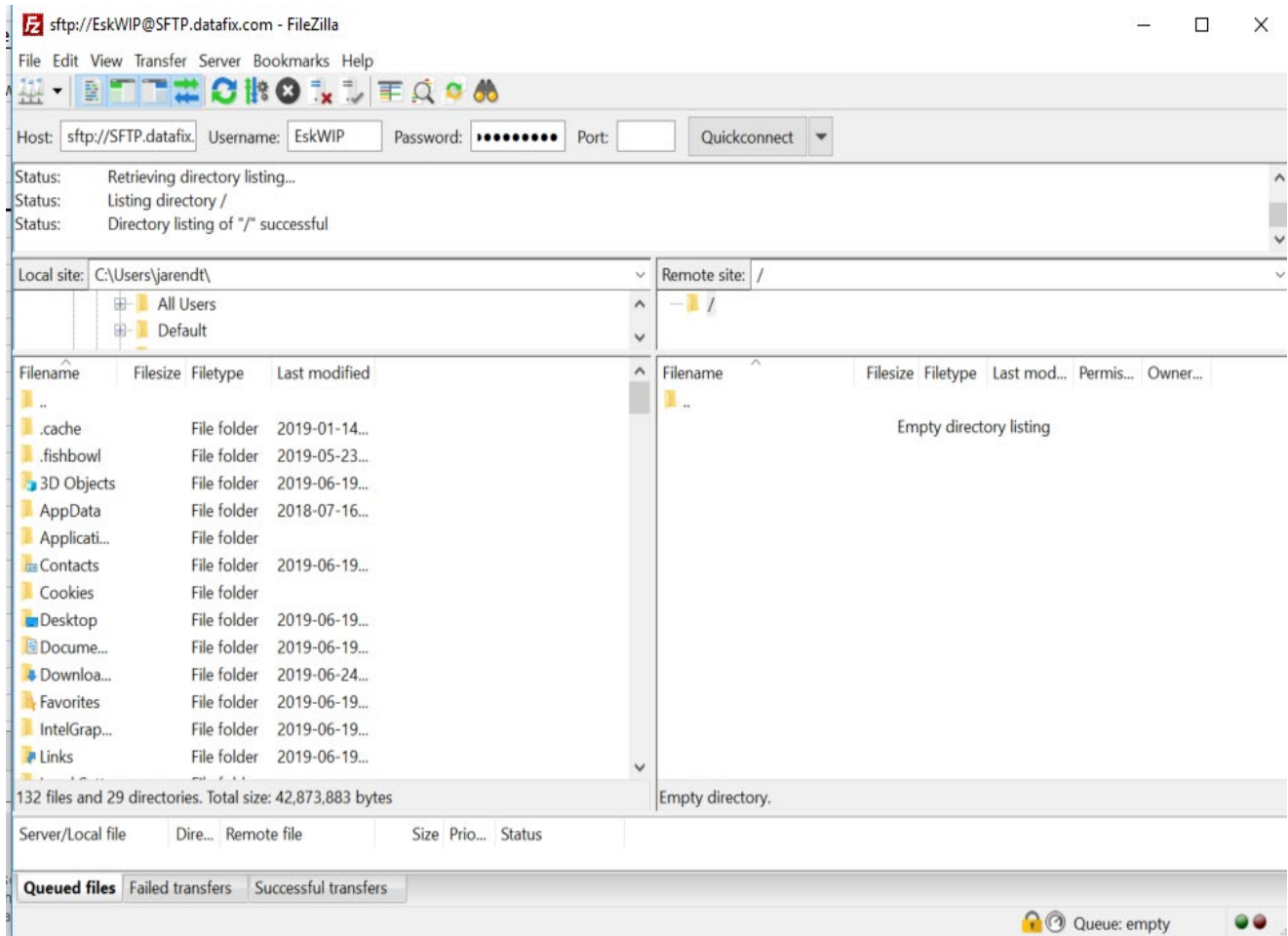
1. Download and install FileZilla. <https://filezilla-project.org/download.php?platform=win64>
2. Open FileZilla.
3. Enter in the following:
 - a. Host: sftp.datafix.com
 - b. Username: your assigned username
 - c. Password: The password supplied with your username
 - d. Port: 22



- 4. Then click the Quick Connect button
- 5. You will get an unknown Host Key message. Click Always Trust this host, add this key to the cache and click OK.



- 6. The pane on the right will contain your extract files and the pane on the left will contain your local machine. You can copy the files from the remote site to your local machine.



5.2 Types of Extracts

The application will generate three separate extracts.

1. The first extract will contain information for voters who were on the list and have been struck off. This extract will include the ESK voter ID, the date the voter was struck and the voting channel (advance, homebound and VBM).
2. A second extract will provide the same information as the first one but will include voters who registered or updated their information in conjunction with voting. This extract will include the fields listed in 1. above, and will also include the voter's name and address details.
3. The third extract will be informational only and will include information on voters who have applied to vote by mail. This extract will include all the same information that you received in the GE including the mailed date and the received date for those voters who

mail their kit back. Please note that voters who applied to vote by mail and who have returned their ballot kit to Elections Saskatchewan will also appear on one of the first two extracts as being struck from the list when we receive their kit back.

All extracts will be cumulative and will be produced once every 24 hours during the writ period with the exception of during advance voting when extracts will be produced in 15-minute intervals.