Elections Saskatchewan

User Guide for ESK Party and Candidate Online Portal

July 2023

Office of the Chief Electoral Officer
(Elections Saskatchewan)
301 – 3303 Hillsdale Street, Regina, Saskatchewan S4S 6W9
Canada

Phone: 306-787-4000 / Toll-free: 1-877-958-8683
Fax: 306-787-4052 / Toll-free: 1-866-678-4052
Email: info@elections.sk.ca
Website: www.elections.sk.ca

Table of Contents

1. Purpose 4
2. Introduction and Overview 4
3. Process Overview 5
3.1 Registerd Political Parties 5
3.2 Candidates 5
4. Access and Logging In 5
4.1 Accessing the Application 5
4.2 Logging In 6
5. Elector Search 7
6. Dashboard 10
6.1 Turnout for each Constituency 12
6.2 Turnout by Poll Locations 13
6.3 High and Low Turnout by Consituency 15
7. File Extracts 16
7.1 Accessing File Extracts via SFTP (Registered Political Parties) 16
7.2 Types of Extracts 18
7.3 Accessing the Voters List Extract via Portal (Candidates) 19

1. Purpose

This user guide has been created to help registered political parties and candidates access and navigate the ESK Party and Candidate Portal. This guide also contains instructions on how to access and download extract files from the SFTP site.

2. Introduction and Overview

Workers at full technology voting locations will process voters using laptop computers which makes it possible for Elections Saskatchewan to share strike off data with you either via an SFTP site (for registered political parties), or an online portal (for candidates). Information about voters who have applied to vote by mail and by homebound voting will also be available through these methods.

Registered political parties will receive three different cumulative extracts:

1. A first extract will include voters who were on the voters list and have been struck off as having voted. It will include the ESK voter ID, the date the voter was struck and the voting channel (in person, homebound or Vote by Mail).
2. A second extract will include information on voters who registered or updated their information in conjunction with voting. In addition to the data fields contained in the first extract, this second extract will also include the newly registered or updated voter's name and address details.
3. A final extract will be informational only and include information on voters who have applied to vote by mail. This one will include the mailed date and the received date for those voters who mail their kit back. However, because a voter who has applied to vote by mail will no longer be struck from the list when their kit is mailed (changed to when the kit is received back to allow voters who do not receive their kit or who change their mind to vote in person without having to complete a declaration), the voter 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 placed onto a secure file sharing site for you to access. Files will be generated once every 24 hours during the time between the issuance of the writ and the day before in person voting starts. During in person voting, files will be produced and shared every 15 minutes while voting takes place. After the end of in person voting and through the Final Count, a new file will be produced every 24 hours. All files will be cumulative, meaning you do not need to retrieve every file.

Candidates will be able to generate an extract from the online portal including all voters on the voters list for their constituency. This extract can be downloaded every 15 minutes during voting and will reflect whether or not the voter has voted, the date the voter was struck, the voting channel, and if the voter requested a VBM kit.

In addition to the above extracts, both candidates and parties will also be able to access a portal that will provide real-time access to the activity dashboard. The dashboard will show Turnout by Constituency, High and Low Turnout by Constituency, and Turnout by Poll Locations.

3. Process Overview

3.1 Registerd Political Parties

Registered political parties that are running candidates in an election will have access to real-time strike off data in constituencies that have incorporated technology at polling places through a portal. In addition, file extracts will be available at pre-determined intervals for parties to download from a secure FTP site managed by the software vendor.

Parties can access information on voters in all constituencies in which they are running candidates.

3.2 Candidates

Candidates who are in a constituency that has incorporated technology at polling places will have access to real-time strike off data through a candidate portal. A candidate can only access data on voters who reside in the constituency in which they are running.

4. Access and Logging In

If you have requested access, you will receive urls and log in credentials from Elections Saskatchewan. Each user will be provided with a log in credential that will give them access to data based on their role.

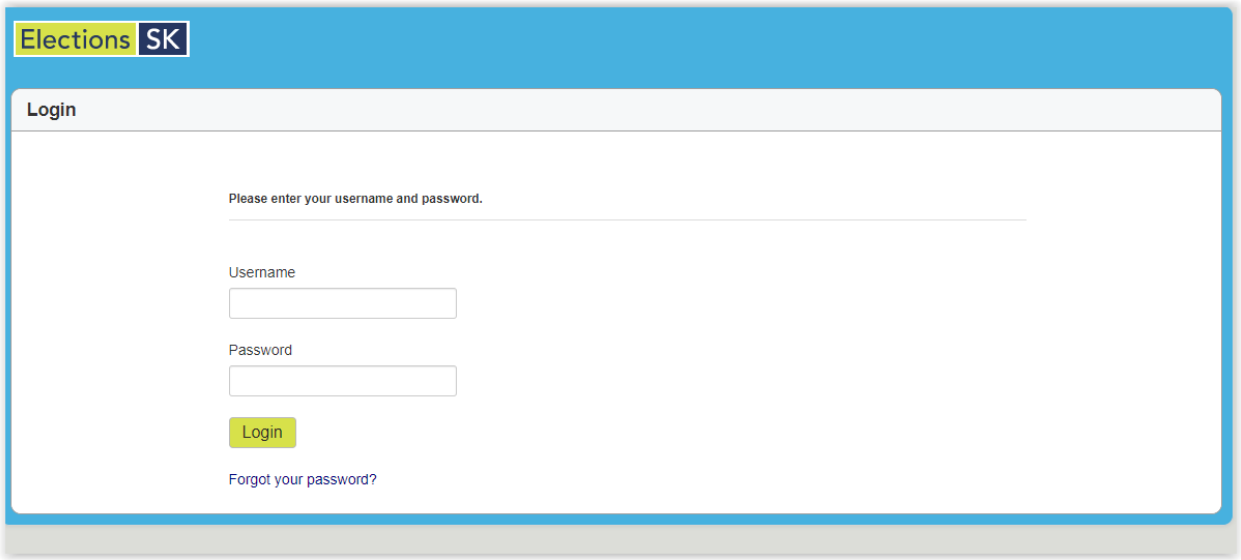
Access for registered political parties can be requested by emailing the identified contact. Candidates who wish to request access can do so by completing the appropriate page in the nomination package.

4.1 Accessing the Application

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

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

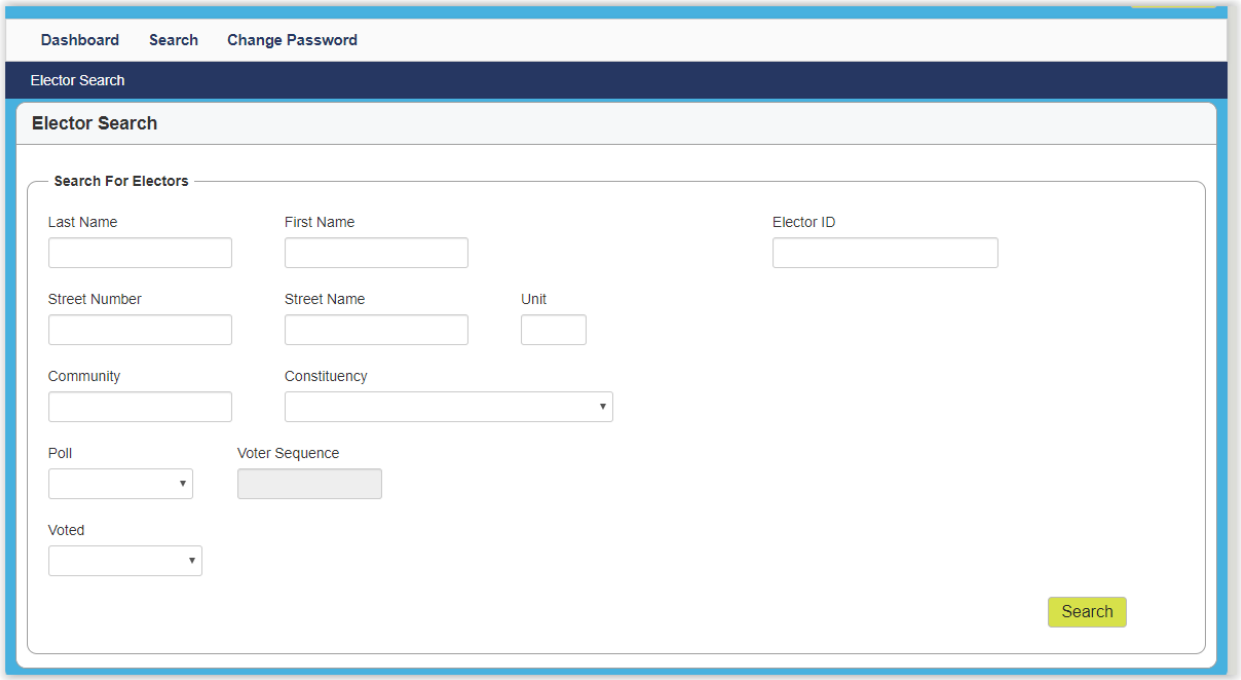
The following default log in screen will be displayed:



4.2 Logging In

Enter the user name and password provided by Elections Saskatchewan.

Once you have successfully logged in, you will see the following default Elector Search screen:



From here, you can search for electors or you can navigate to the Dashboard for an overview of voter activity.

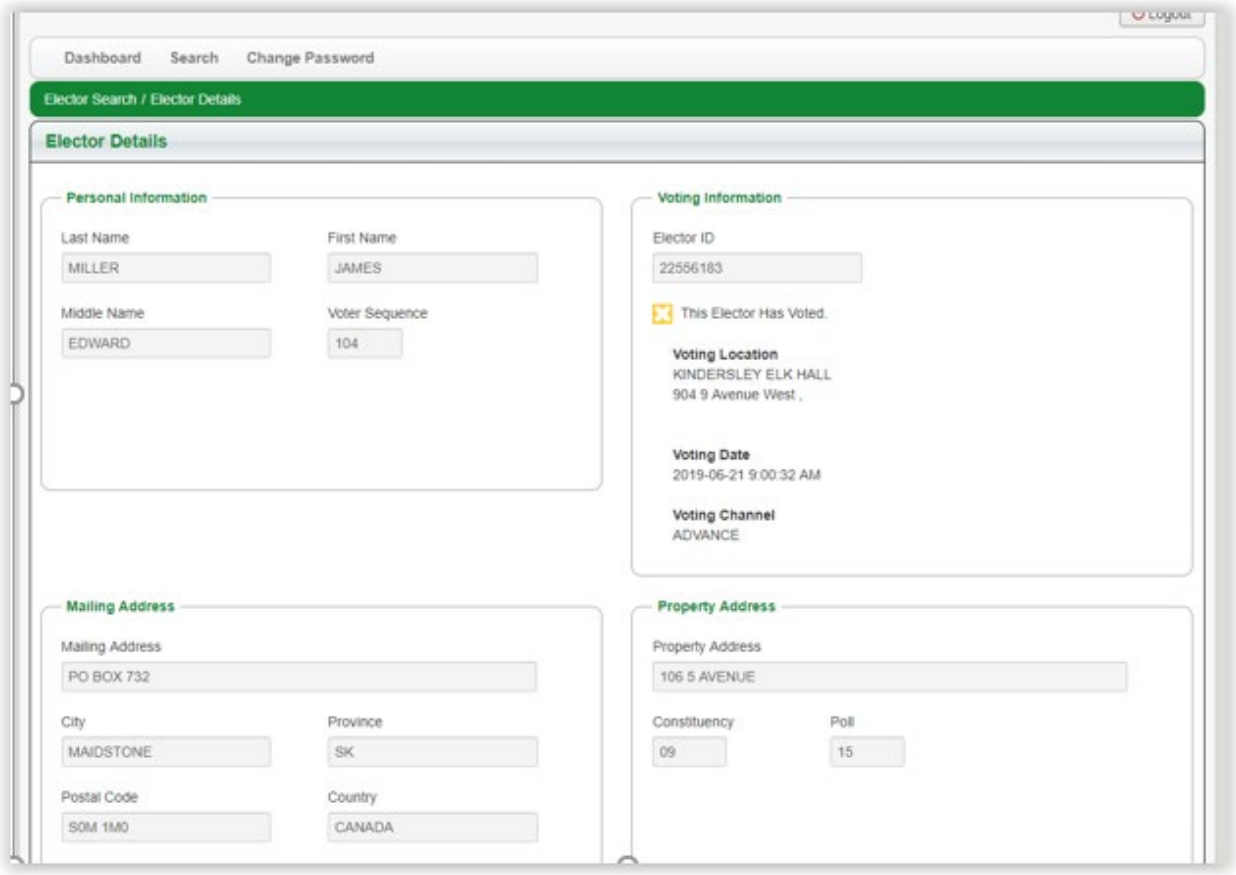
5. Elector Search

You can search for an individual elector or group of electors using the following criteria:

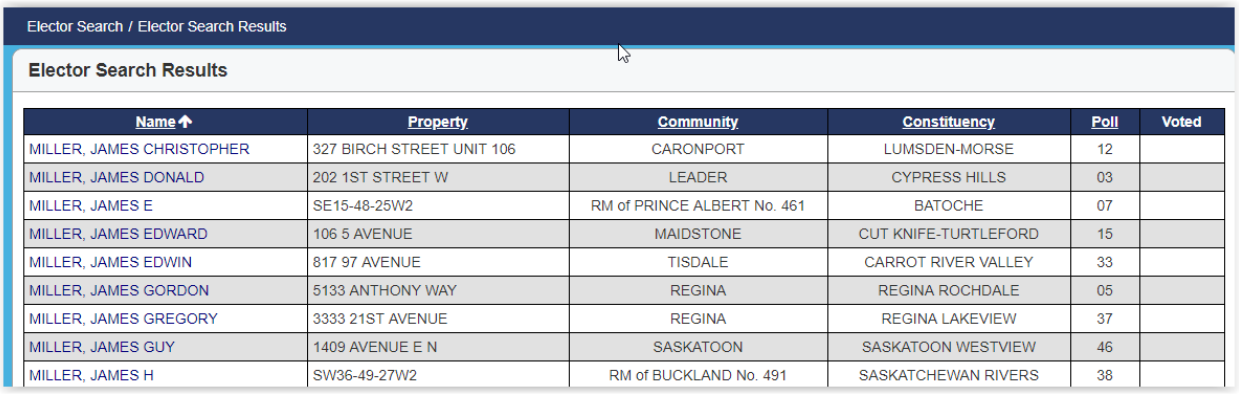
- ESK voter ID
- Voter sequence number
- Voter first name
- Voter last name
- Voter residential address
- Voter mailing address
- Voter constituency
- Voter polling division and voter sequence number
- Voted/Not Voted

If you are a party, you will have access to all electors in constituencies in which you are running a candidate. If you are a candidate, you will have access to electors in the constituency in which you are running.

If the search results you have entered find a match with a single elector, the elector's details will be displayed. An indicator of whether the voter has voted will be displayed beneath the Elector ID. If the elector has voted, the voting location, voting date, time and channel will also be displayed.

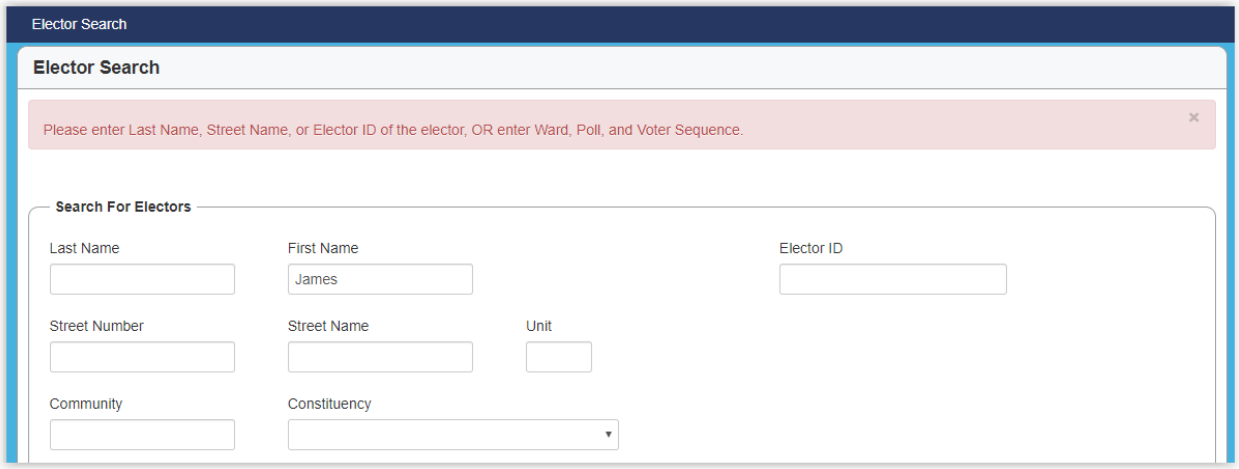


If the search results return more than one elector, the search results will be displayed in a table format with hyperlinks on the electors' names that will allow you to navigate directly to the elector detail page.



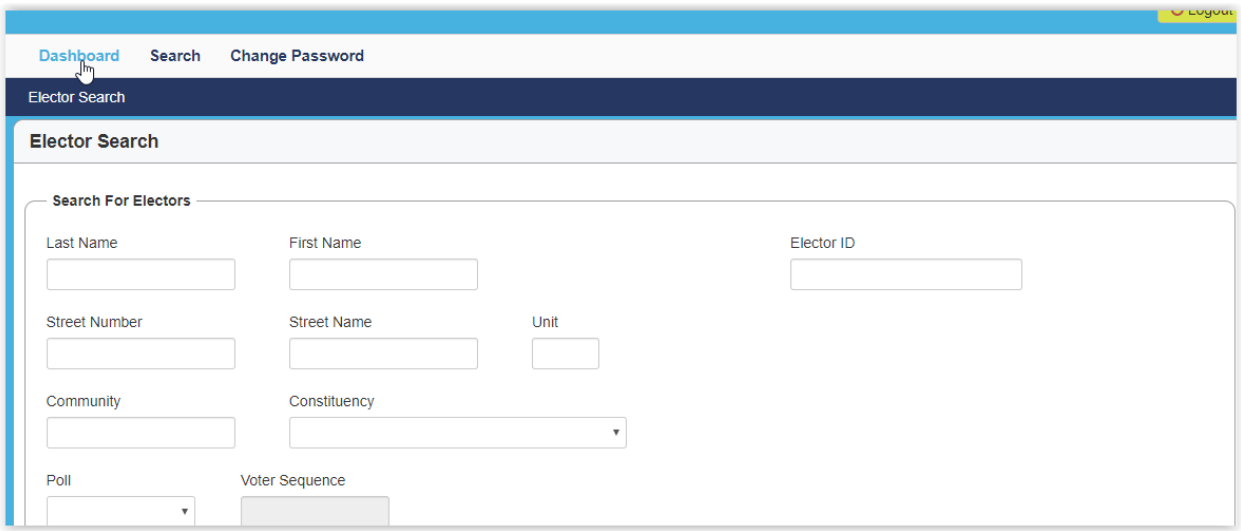
Name	Property	Community	Constituency	Poll	Voted
MILLER, JAMES CHRISTOPHER	327 BIRCH STREET UNIT 106	CARONPORT	LUMSDEN-MORSE	12	
MILLER, JAMES DONALD	202 1ST STREET W	LEADER	CYPRESS HILLS	03	
MILLER, JAMES E	SE15-48-25W2	RM of PRINCE ALBERT No. 461	BATOCHE	07	
MILLER, JAMES EDWARD	106 5 AVENUE	MAIDSTONE	CUT KNIFE-TURTLEFORD	15	
MILLER, JAMES EDWIN	817 97 AVENUE	TISDALE	CARROT RIVER VALLEY	33	
MILLER, JAMES GORDON	5133 ANTHONY WAY	REGINA	REGINA ROCHDALE	05	
MILLER, JAMES GREGORY	3333 21ST AVENUE	REGINA	REGINA LAKEVIEW	37	
MILLER, JAMES GUY	1409 AVENUE E N	SASKATOON	SASKATOON WESTVIEW	46	
MILLER, JAMES H	SW36-49-27W2	RM of BUCKLAND No. 491	SASKATCHEWAN RIVERS	38	

Some search criteria must be combined in order to perform a search. For example, you cannot search with only an elector's first name as the search would return too many results. If you enter too few search criteria, you will receive an error message asking you to input additional search criteria.



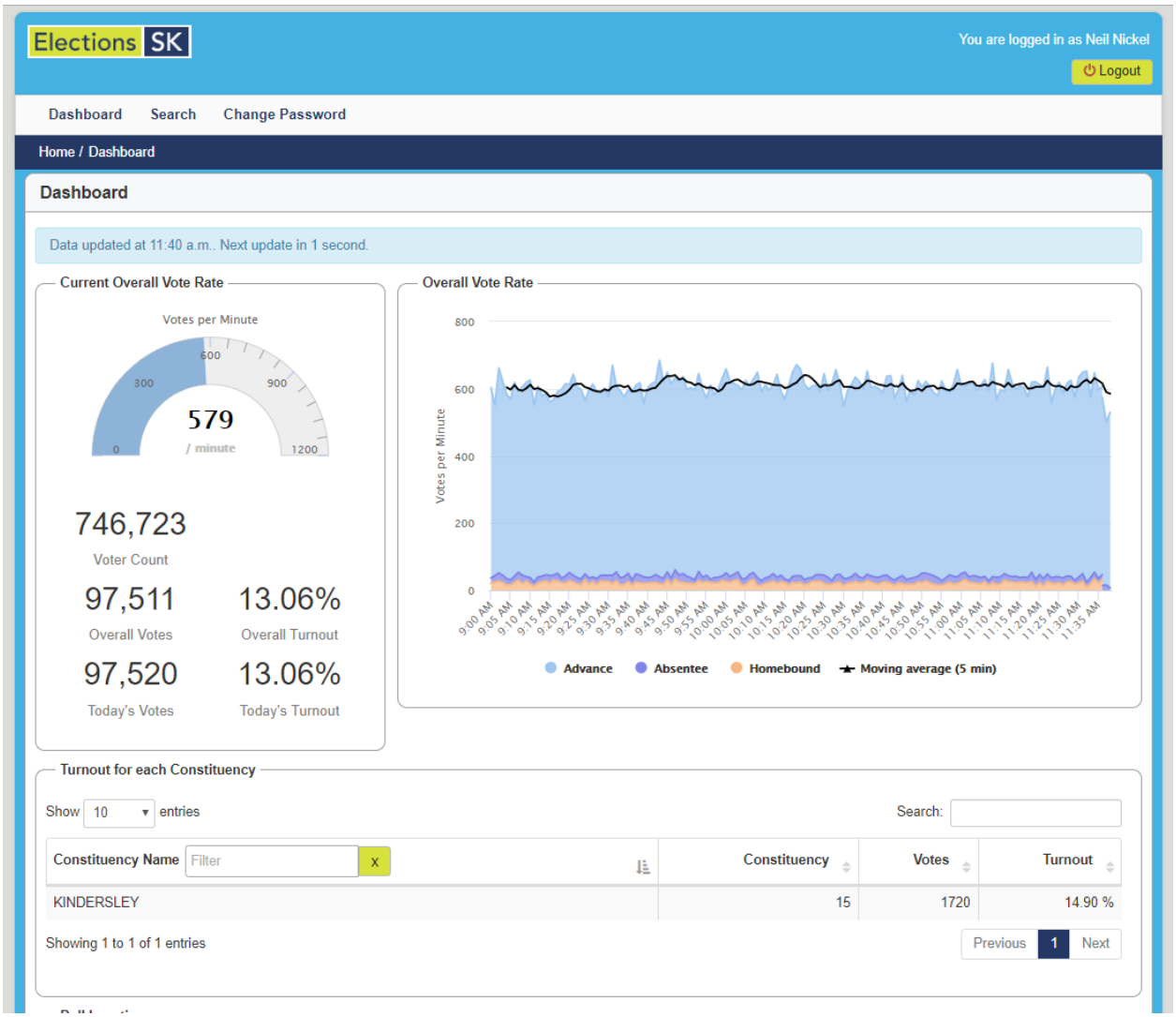
6. Dashboard

To access the dashboard, simply click on the Dashboard link on the left-hand side of the menu bar.



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 channel (Advance, Absentee and Homebound).

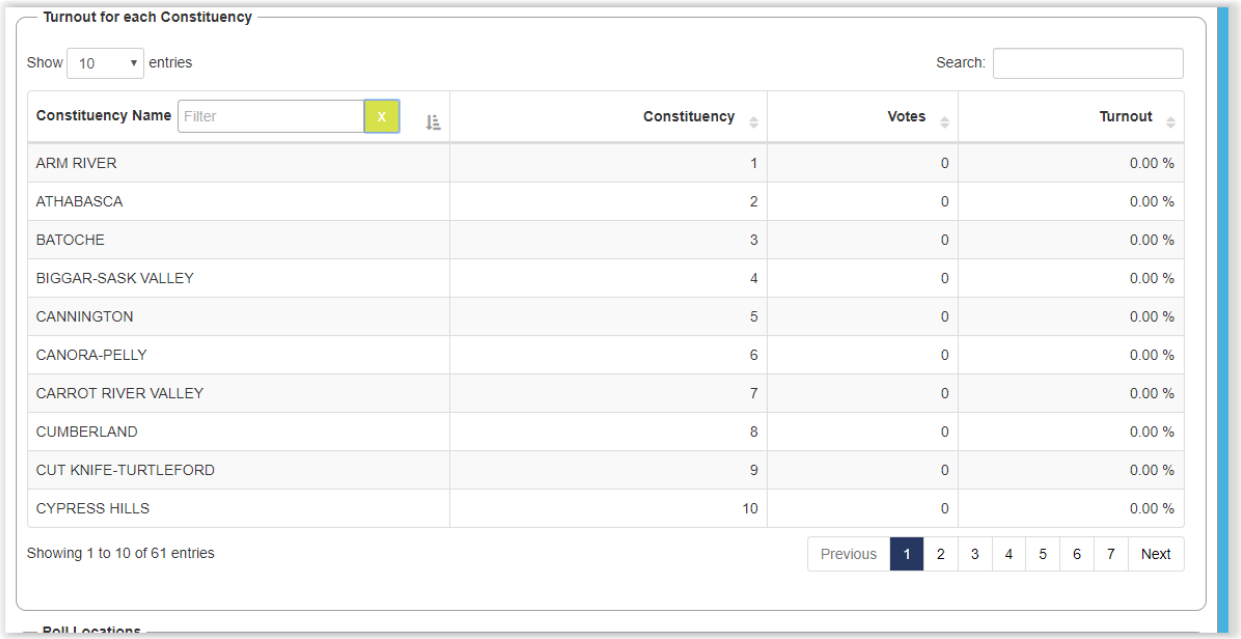
Parties and candidates will see the provincial numbers regardless of how many candidates or in which constituency a candidate is running.



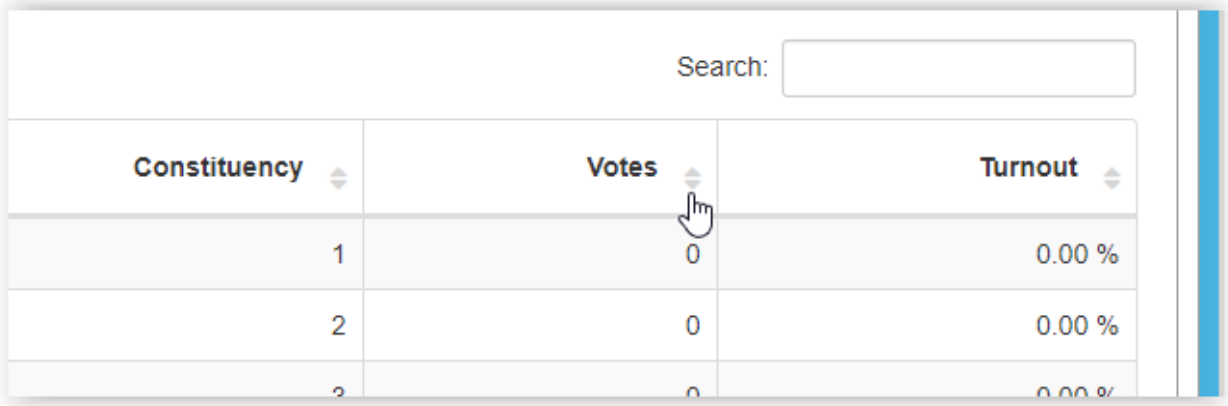
The dashboard also provides three additional views: Turnout for each Constituency, Turnout by Poll Location and High and Low Turnouts by Constituency.

6.1 Turnout for each Constituency

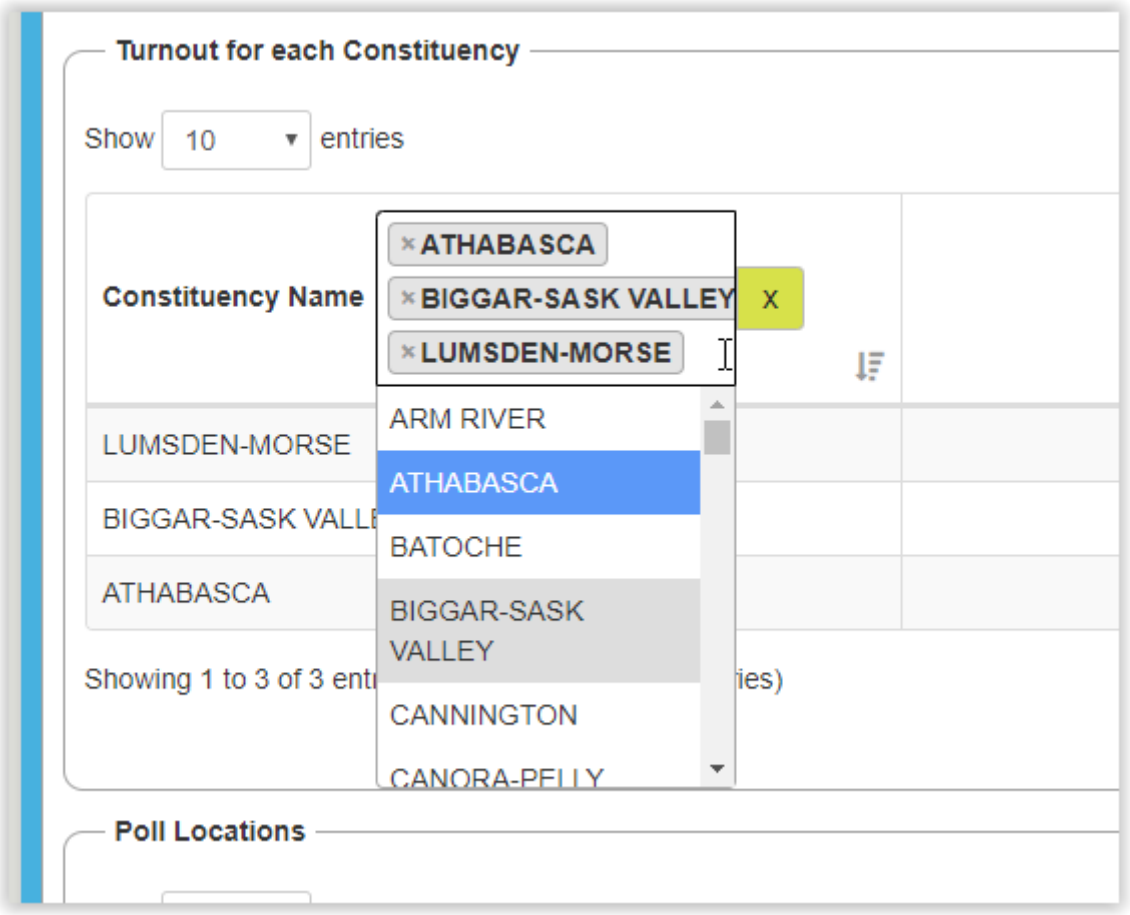
The Turnout by Constiuency view defaults to display turnout by constituency in alphabetical order.



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.



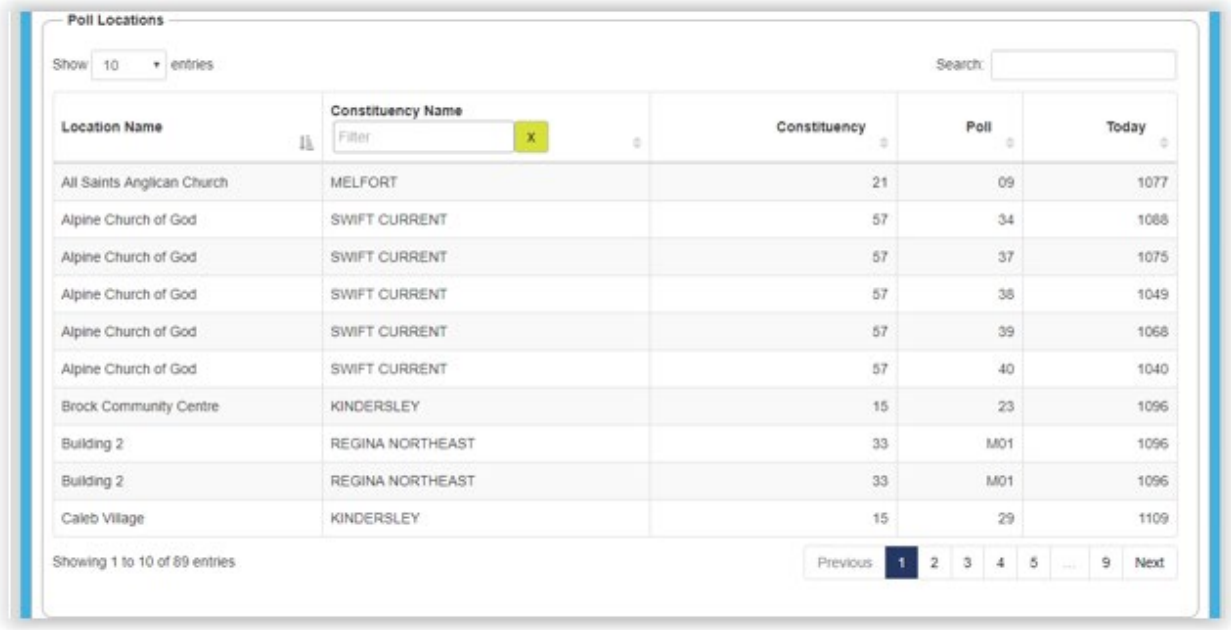
If you have access to more than one constituency, you can filter on the Constituency Name column. You can select as many constituencies as you like.



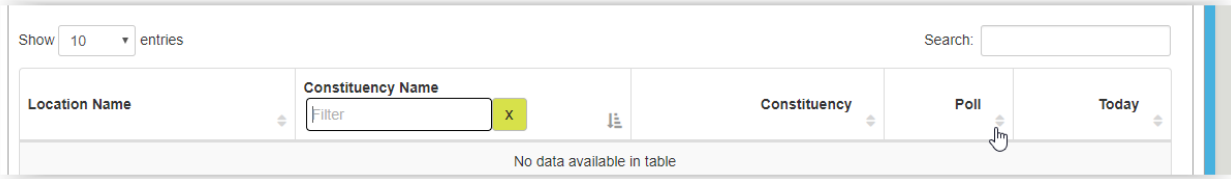
To clear the filter, simply click the X in the green box to the right of the filter box.

6.2 Turnout by Poll Locations

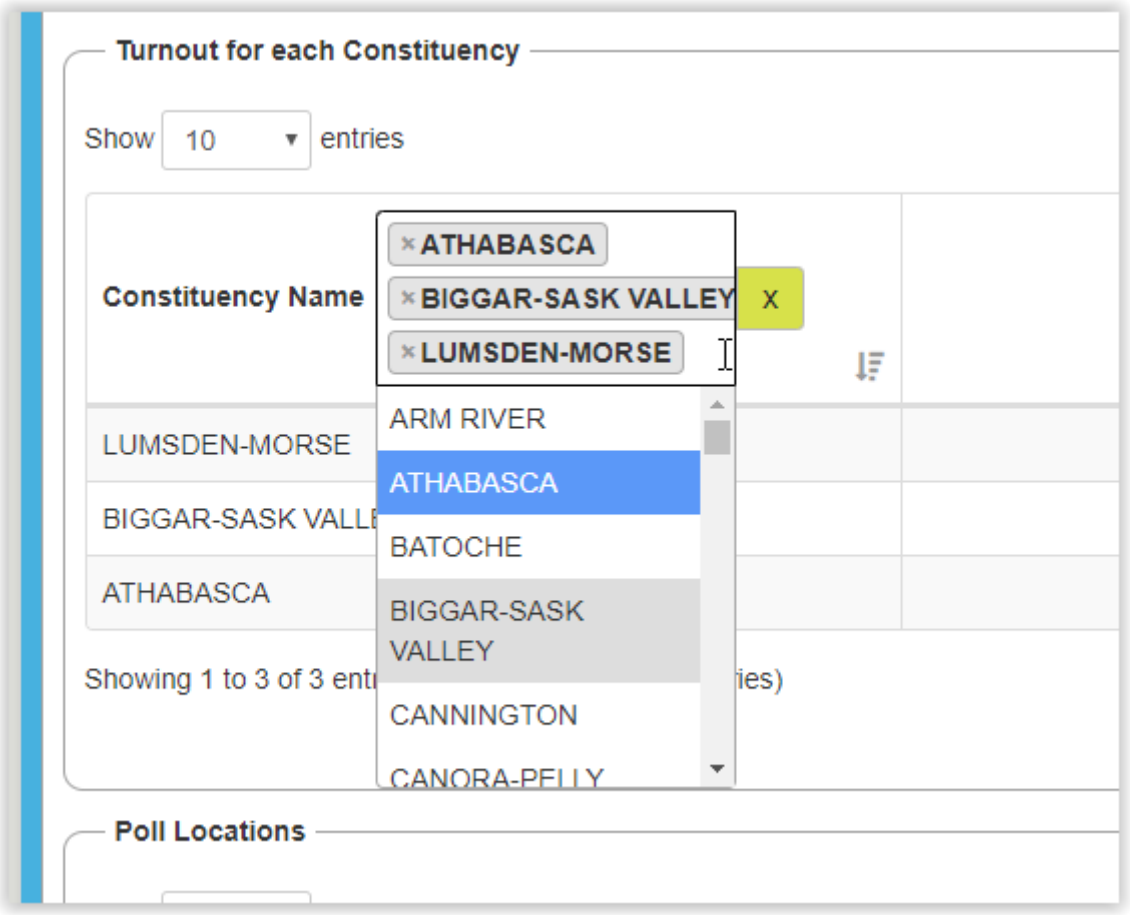
The Turnout by Poll Locations view defaults to display turnout by poll location name in alphabetical order.



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.



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.

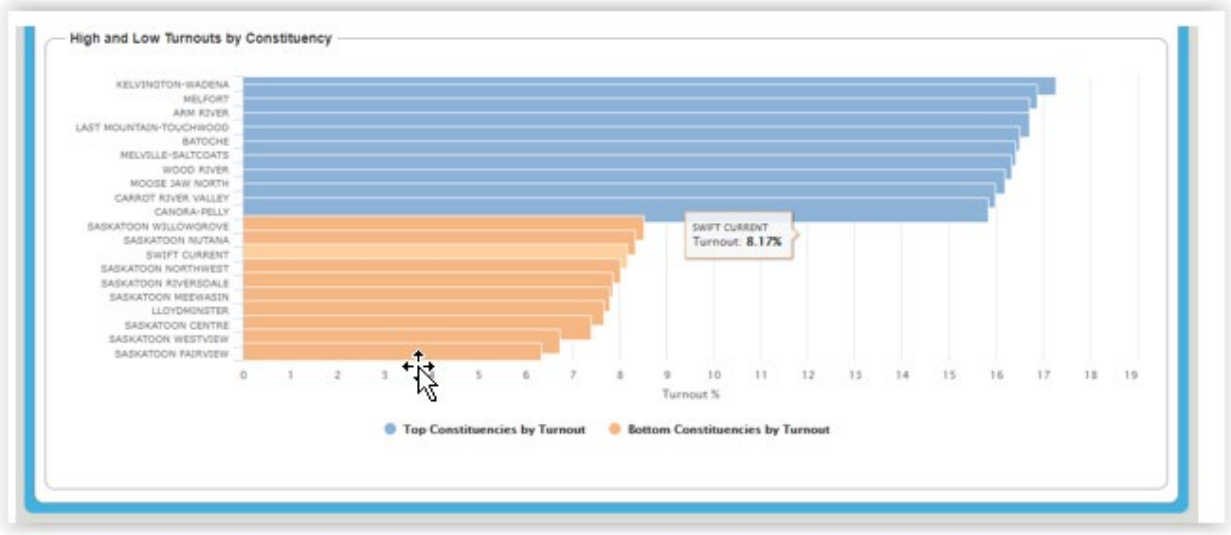


To clear the filter, simply click the X in the green box to the right of the filter box.

6.3 High and Low Turnout by Consituency

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.

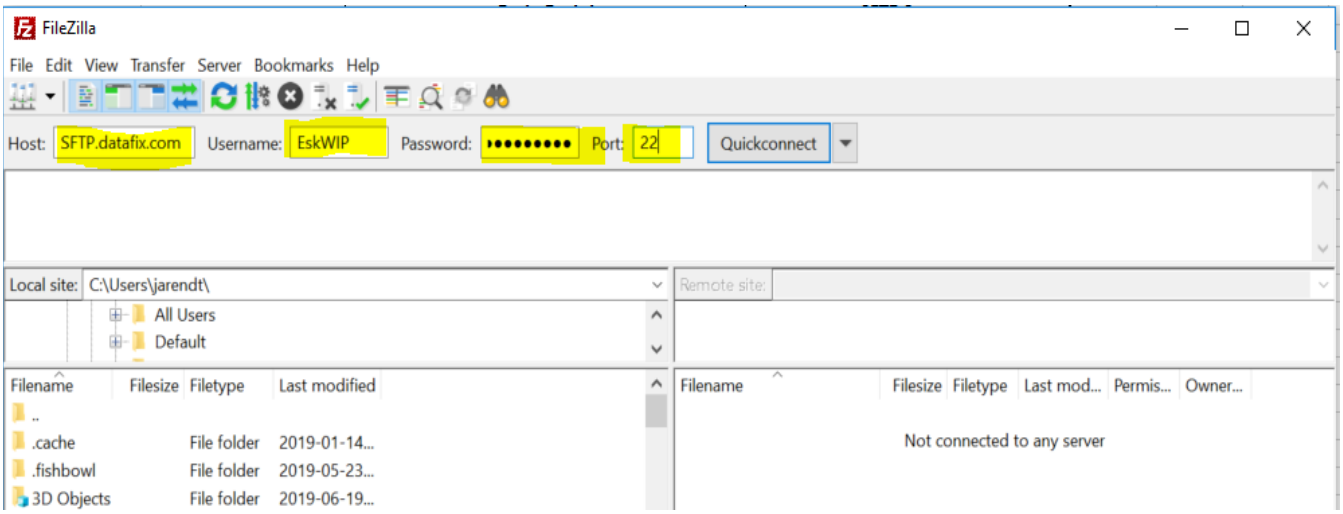


7. File Extracts

7.1 Accessing File Extracts via SFTP (Registered Political Parties)

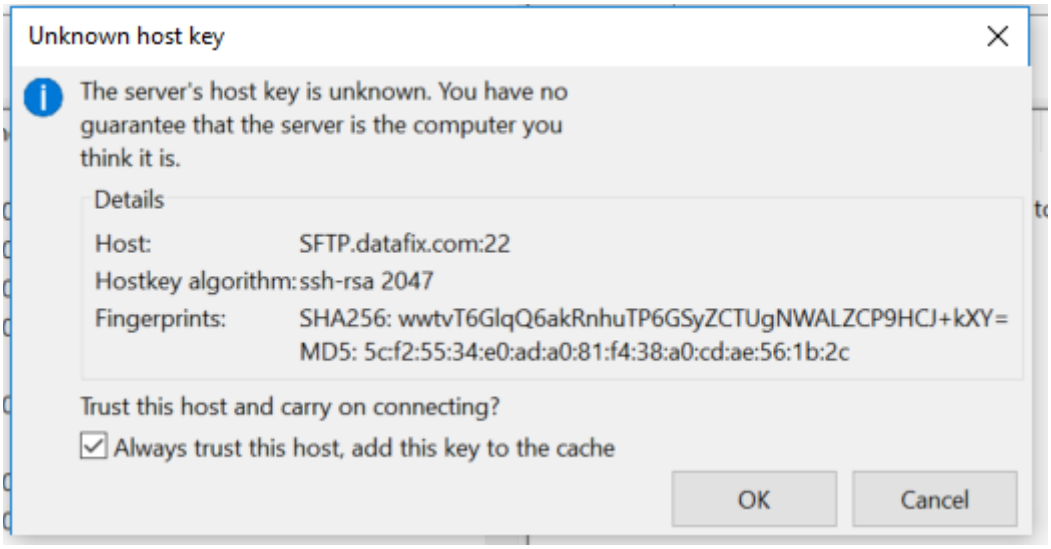
The SFTP site will only accept connections via and SFTP client. You may use any client of your choosing. Elections Saskatchewan has tested with Filezilla. To download and use Filezilla, follow these instructions:

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

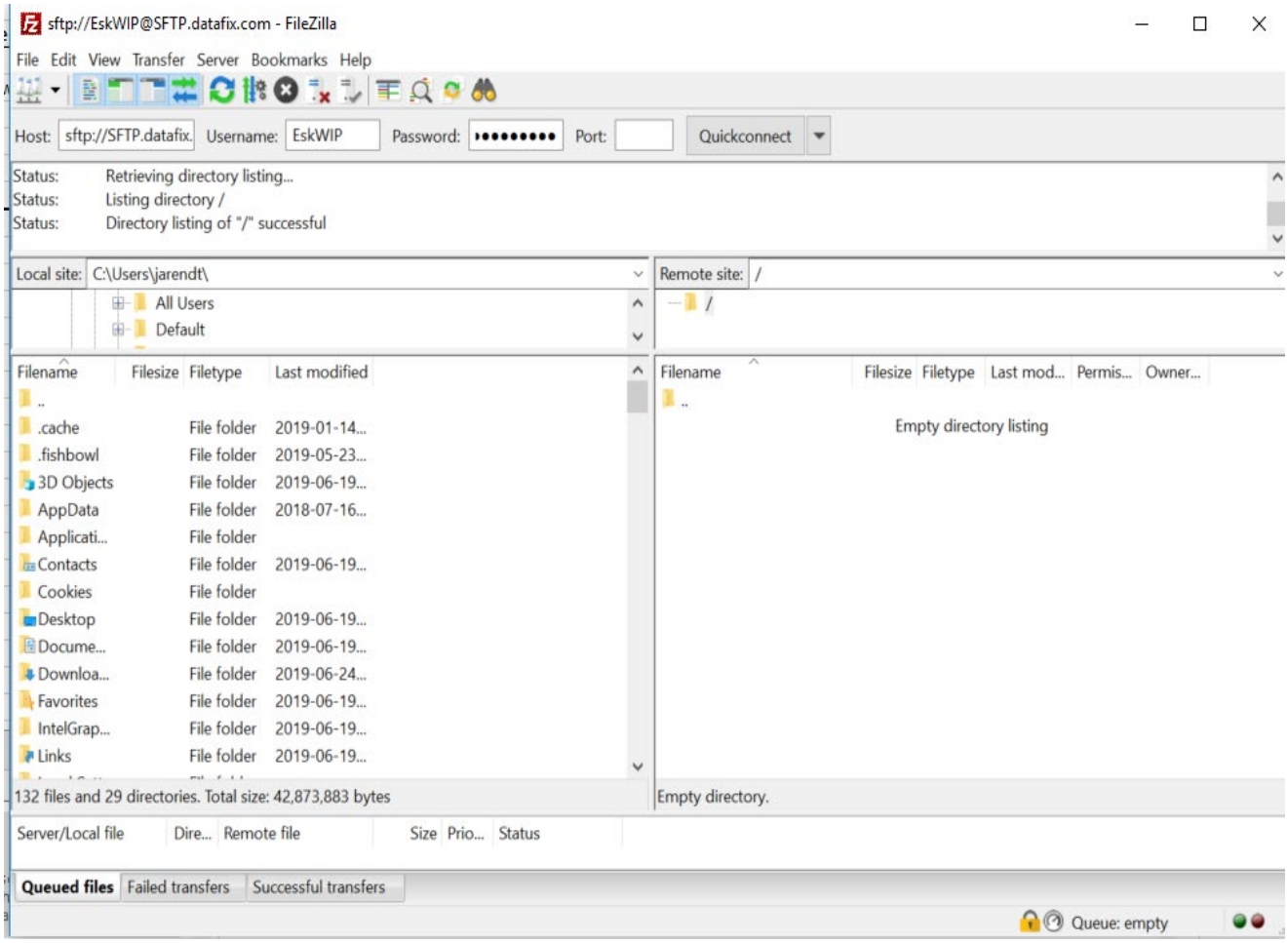


4. Then click the Quick Connect button

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.



7.2 Types of Extracts

The application will generate two different extracts. One extract will contain the following information for electors who are registered:

- ESK Unique Identifier
- Constituency
- Polling division
- Flag indicating whether voter has voted or not . If voter has voted, additional data includes:
    - Voting method (Advance, Absentee, etc.)
    - Date voted
    - Time voted

- Poll location

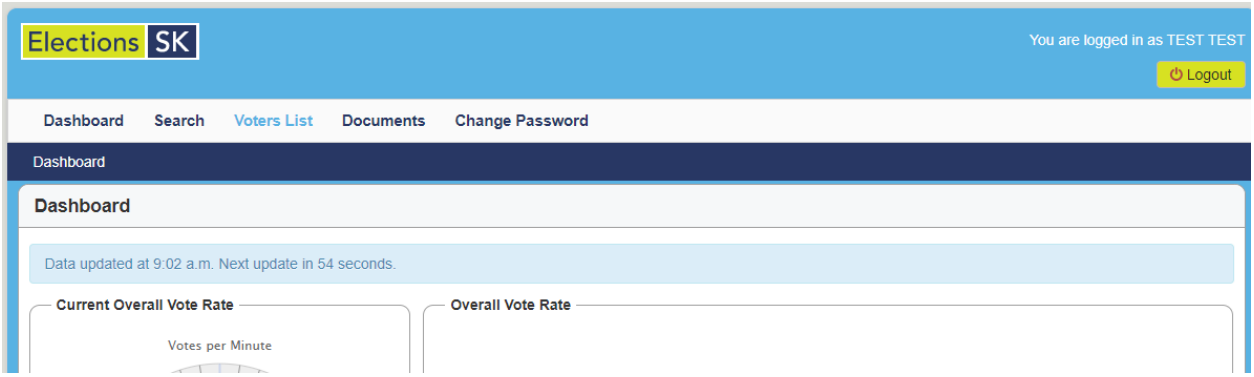
A second extract will be produced for electors who register at the polls. This extract will contain the following information:

- ESK Unique Identifier
- Voter first name
- Voter last name
- Voter address
- Constituency
- Polling division
- Flag indicating whether voter has voted or not . If voter has voted, additional data includes:
  - Voting method (Advance, Absentee, etc.)
  - Date voted
  - Time voted
  - Poll location

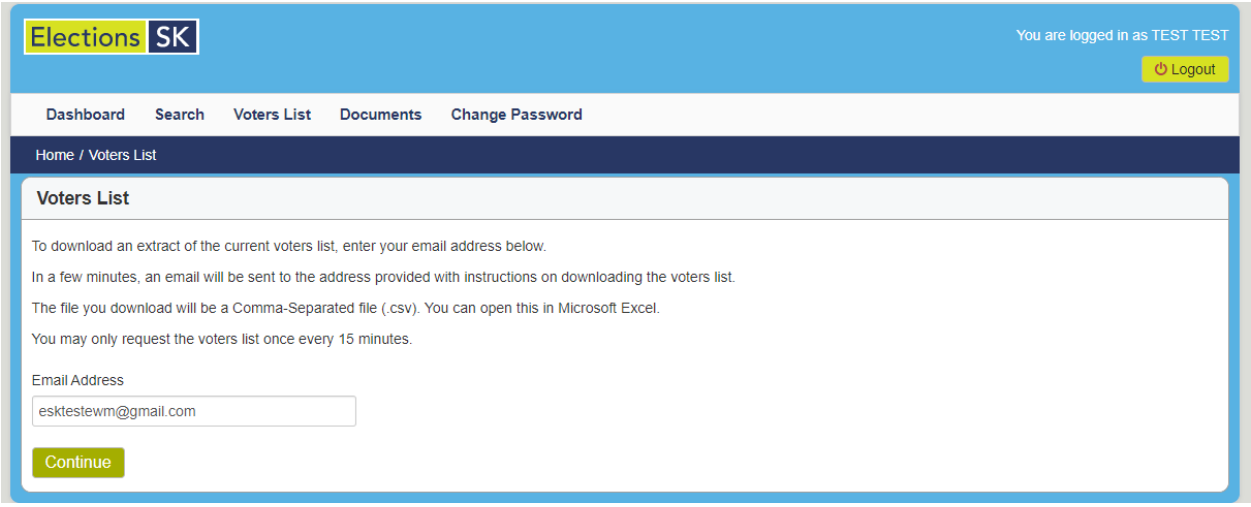
These extracts will be produced in 15-minute intervals and are cumulative so you only need to download the most recent file.

7.3 Accessing the Voters List Extract via Portal (Candidates)

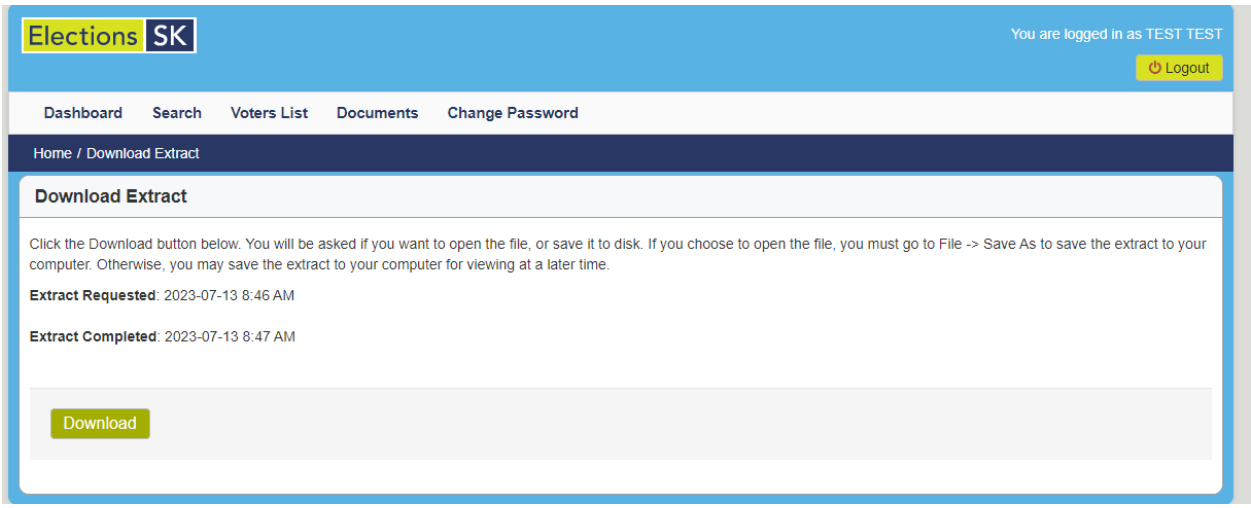
To download an extract from the portal, login and select Voters List from the menu.



Ensure the email address is correct and click Continue.



An email will be sent to the address specified with a link to the download. Click the link, or copy and paste the URL into your browser and you will be taken to the download screen.



Click download and the extract will be downloaded as a zip file to your computer.