

Precinct Mapping and Uploads: A Matching Game

2026 Northern District Fall Clerk's Association Conference

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PROPRIETARY
& CONFIDENTIAL

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GOCIVIX.COM

Precinct Level Results Reporting

Selecting your Election Night Results Reporting Preference (*no later than 6 p.m., Friday, October 30*)

Precinct Level Reporting: Results upload from EMS Vendor on Election Night (Requires Mapping)

County Preferences
Preference Type: Election Night Reporting

Preference Option	Preference Type
☐ Precinct Level Hand Entry (You MUST also enable the Precinct Level Reporting Preference to utilize Hand Entry)	Election Night Reporting
☒ Precinct Level Reporting	Election Night Reporting

Precinct Level Hand Entry: Hand Entry of Vote Totals from every precinct

County Preferences
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☒ Precinct Level Hand Entry (You MUST also enable the Precinct Level Reporting Preference to utilize Hand Entry)	Election Night Reporting
☒ Precinct Level Reporting	Election Night Reporting

AS RESULTS MAY NO LONGER BE REPORTED AT THE SUMMARY LEVEL, AN UPCOMING SVRS ENHANCEMENT WILL CHECKMARK THE PRECINCT LEVEL REPORTING BUTTON AND LOCK IT FROM BEING EDITED. USERS MAY STILL SELECT THE PRECINCT LEVEL HAND ENTRY PREFERENCE.

Precinct Level Results Key Terms

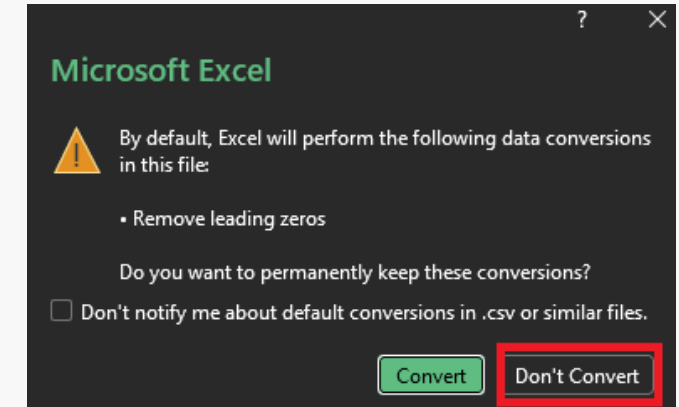
- **PRECINCT LEVEL RESULTS** – THE NUMBER OF VOTES CAST FOR A SPECIFIC CANDIDATE AND OFFICE IN A SPECIFIC PRECINCT
- **ZERO FILE** – A RESULTS FILE PROVIDED BY YOUR VOTING SYSTEM VENDOR WITH ZERO VOTES CAST FOR EACH CANDIDATE
- **MAPPING** – A PRE-ELECTION TASK TO MATCH OFFICE, CANDIDATE, PRECINCT AND REFERENDUM NAMES FROM SVRS WITH HOW THEY APPEAR IN THE ZERO FILE FROM YOUR VOTING SYSTEM VENDOR
- **HEADER ROW** – A ROW IN THE ZERO FILE IDENTIFYING THE DATA PROVIDED IN EACH COLUMN OF THE FILE

#	RecordType	PrecinctID	PrecinctName	ContestID	VoteForValue	ContestOrderID	ContestTitle	Candidate Name	Party Name	CandidateID	Votes	Done
1	1	00100	WARD ONE PRECINCT 01	105	1	2	UNITED STATES REPRESENTATIVE DIST. 8	MARK MESSMER	REPUBLICAN	105	0	0
2	1	00100	WARD ONE PRECINCT 01	145	1	7	STATE REPRESENTATIVE DIST. 78	TIM O'BRIEN	REPUBLICAN	150	0	0
3	1	00100	WARD ONE PRECINCT 01	150	1	8	PROSECUTING ATTORNEY 1ST JUDICIAL CIRCUIT	DIANA L. MOERS	REPUBLICAN	155	0	0
4	1	00100	WARD ONE PRECINCT 01	160	1	9	COUNTY AUDITOR	THERESA R BASSEMIER	REPUBLICAN	165	0	0
5	1	00100	WARD ONE PRECINCT 01	190	1	11	COUNTY ASSESSOR	BILL FLUTY	REPUBLICAN	195	0	0
6	1	00100	WARD ONE PRECINCT 01	195	1	12	COUNTY COMMISSIONER DIST. 2	JUSTIN ELPERS	REPUBLICAN	200	0	0
7	1	00100	WARD ONE PRECINCT 01	215	1	16	COUNTY COUNCIL DIST. 4	JOHN MONTRASTELLE	REPUBLICAN	220	0	0
8	1	00100	WARD ONE PRECINCT 01	255	3	24	KNIGHT TOWNSHIP BOARD MEMBER	CHRISTOPHER POLITANO	REPUBLICAN	295	0	0

Header
Row

Precinct Level Results - Mapping

- UPLOAD A “ZERO FILE” FROM YOUR VOTING SYSTEM VENDOR’S EMS SYSTEM.
- DOWNLOAD AND SAVE 2 COPIES OF YOUR ZERO FILE. ONE TO UPLOAD, AND ONE TO REVIEW AS YOU MAP.
 - **NOTE: VENDOR FILE MAY NEED TO BE MODIFIED TO REMOVE EXTRANEOUS ROWS AT THE TOP OF THE FILE**
 - **TO PRESERVE LEADING ZEROES IN THE FILE, CHOOSE DON'T CONVERT IF EXCEL PROMPTS YOU**
- OFFICES MUST BE MAPPED FIRST
- **SVRS VALUE** = HOW THE OFFICE, CANDIDATE, ETC. ARE DISPLAYED IN SVRS
- **VENDOR VALUE** = HOW THE OFFICE, CANDIDATE, ETC. ARE DISPLAYED IN YOUR RESULTS FILE
- MATCH THE VENDOR VALUE FIELD FROM THE ZERO FILE TO THE SVRS VALUE FOR EACH CATEGORY



Administration > County > Mapping Upload

Election: 2024 Primary Election
County: Whitley
FMS System: MicroVote
Import File: Choose File | No file chosen
☐ Includes Header Row

Validate File Cancel

Complete: Yes

SVRS Field	EMS System Field	Last Saved By	Timestamp
Offices	Reportname	jhockemeyer	4/15/2024 2:36:41 PM
Candidates	CandidateName	jhockemeyer	4/15/2024 10:04:47 AM
Precincts	PctName	jhockemeyer	4/15/2024 10:06:20 AM
Vote Count	TotalVotes	jhockemeyer	4/15/2024 10:06:29 AM
Referendums			
Referendum Yes/No			
Referendum Count			

Complete

Precinct Level Results - Mapping

- IF AN OFFICE OR CANDIDATE IS NOT IN YOUR VENDOR VALUE, CHECK YOUR OFFICE AND CANDIDATE SETUP IN SVRS FIRST TO DETERMINE ACCURACY
- IF THERE IS NO CONTEST FOR THE OFFICE AND THE CANDIDATES ARE IN “NO ELECTION HELD” STATUS, LEAVE THE VENDOR VALUE BLANK FOR THOSE ENTRIES.
- IF THERE IS AN ERROR AND THE OFFICE/CANDIDATE SHOULD BE IN THE VENDOR VALUE, CONTACT YOUR VENDOR TO CORRECT THE ERROR, THEN USE A FRESH ZERO FILE TO DO YOUR MAPPING.
 - **NOTE: IF A NEW ZERO FILE IS NEEDED, YOU WILL HAVE TO START MAPPING OVER FROM THE BEGINNING BY UPLOADING THE NEW ZERO FILE.**

Mapping Detail	
SVRS Value	Vendor Value
Shelby Township Trustee, Ripley County	FOR TOWNSHIP TRUSTEE SHELBY
State Representative, District 055	FOR STATE REPRESENTATIVE DISTRICT 055
State Representative, District 067	FOR STATE REPRESENTATIVE DISTRICT 067
Sunman Town Clerk-Treasurer	
Sunman Town Council Member 3	
United States Representative, Ninth District	FOR UNITED STATES REPRESENTATIVE NINTH DISTRICT
Versailles Town Clerk-Treasurer	FOR TOWN CLERK-TREASURER VERSAILLES
Versailles Town Council Member 3	FOR TOWN COUNCIL MEMBER VERSAILLES 3

Precinct Level Results (Upload) Reporting

- UPLOAD OF A PRECINCT RESULTS FILE FROM YOUR VOTING SYSTEM VENDOR'S EMS SYSTEM.
 - **NOTE: THE PRECINCT RESULTS FILE IS THE SAME AS A ZERO FILE, ONLY WITH VOTE TOTALS**
- CSV IS THE PREFERRED FILE TYPE FOR UPLOADING
- REVIEW ANY ERRORS AND CONFIRM VALID LINES EXIST AND IMPORT VALID LINES TO POPULATE THE OFFICE RESULTS PAGE
- "NO CANDIDATE FILED" ENTRIES IN THE VENDOR FILE WILL SHOW AS A "NOT FOUND" ERROR, BUT DO NOT DISRUPT THE IMPORT
- AFTER VALIDATING THE UPLOAD FILE, RETURN TO THE OFFICE RESULTS PAGE TO CONFIRM TOTALS

Election > Election Results > Election Results Upload

Election:* 2024 General Election ⓘ

County: Johnson

Import File: No file chosen

☐ Includes Header Row

Import file lines have errors

Line {71} Candidate or Referendum not found.

Line {723} Precinct (FED9) not found

Line {724} Precinct (FED9) not found

Line {725} Precinct (FED9) not found

Line {726} Precinct (FED9) not found

Line {727} Precinct (FED9) not found

Valid Lines

720

Validating Precinct Level Vote Totals

- USE THE OFFICE DROP-DOWN BOX TO REVIEW YOUR OFFICE RESULTS TOTALS FOR **EVERY OFFICE**
- IF THE TOTALS ARE CORRECT, CLICK **VALIDATE RESULTS, THEN SAVE**
- MAKE SURE THE % OF PRECINCT REPORTING IS GREATER THAN 0
- DO NOT CLICK THE RESULTS ARE FINAL AND CERTIFIED BOX UNTIL AFTER YOUR CEB ELECTION CERTIFICATION HEARING

Election > Election Results > Office Results

Election: 2026 Primary Election ⓘ
County: Clay
Office: Clay County Commissioner, District 3
Last Change: 4/16/2026 11:24:03 AM by jjacobs1

These numbers entered by State or County officials are based on County reported results and are unofficial until the County certifies them. Frequently hit the 'Save' button at the bottom of this page to avoid data loss and SVRS timeout while entering results.

Precinct Name	Doug Cobb Republican	Paul R. Sinderson Republican	Total
BRAZIL 1	3	26	29
BRAZIL 2	4	27	31
BRAZIL 3	5	28	33
BRAZIL 4	6	29	35
BRAZIL 5	7	30	37
BRAZIL 6	8	31	39
CASS	9	32	41
DICK JOHNSON	10	33	43
DICK JOHNSON NV	0	0	0
HARRISON 1	11	34	45
Total Votes	322	396	718

1 2 3

% of Precincts Reporting

☐ Results are Final and Certified

Correcting Vote Total Errors

- MAPPING ERRORS MAY BE CORRECTED BEFORE LOADING THE RESULTS FILE AGAIN
- REVIEW THE OFFICES, CANDIDATES AND PRECINCTS SECTIONS OF THE MAPPING UPLOAD PAGE TO LOCATE THE POTENTIAL ERROR
- USERS MAY ALSO MANUALLY ENTER CORRECTIONS TO TOTALS ON THE OFFICE RESULTS PAGE

SVRS EMS Mapping

SVRS Field:

Precincts

EMS System Field:

PctName

Mapping Detail

SVRS Value	Vendor Value
HARRISON 2	Harrison 2
JACKSON 1	Jackson 1
JACKSON 2	Jackson 2
JACKSON 3	Jackson 3
LEWIS	Lewis
PERRY	Perry
POSEY 1	Posey 1
POSEY 2	Posey 3
POSEY 3	Posey 3
SUGAR RIDGE	Sugar Ridge

1

2

3

Save

Cancel

Precinct Level Hand Entry Results Reporting

Election: 2026 Primary Election ⓘ
County: Clay
Office: Clay County Treasurer
Last Change:

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Precinct Name	Tyler (Chuck) Jones Republican	Total
BRAZIL 1	123	0
BRAZIL 2	211	0
BRAZIL 3	46	0
BRAZIL 4	0	0
BRAZIL 5	0	0
BRAZIL 6	0	0
CASS	0	0
DICK JOHNSON	0	0
DICK JOHNSON NV	0	0
HARRISON 1	0	0
Total Votes	0	0

123

Validate Results Save Cancel

0 % of Precincts Reporting

☐ Results are Final and Certified

- NO MAPPING REQUIRED
- MANUAL ENTRY OF **ALL** VOTE TOTALS FROM EACH PRECINCT FOR EACH CANDIDATE.
- CHANGE OFFICES IN THE DROP-DOWN BOX AND CHANGE PAGES FOR MORE PRECINCTS.
- **DO NOT** ENTER TOTAL VOTES CAST IN FIRST BOX AND COME BACK LATER TO COMPLETE ENTRY.
- **VALIDATE** AND **SAVE** RESULTS ON EACH PAGE.

Referendum and Voter Turnout Results

- IN ADDITION TO OFFICE RESULTS, REMEMBER TO ENTER **REFERENDUM** AND **VOTER TURNOUT** RESULTS IN SVRS ON ELECTION NIGHT
- THESE TOTALS ALSO APPEAR ON INDIANAVOTERS.IN.GOV FOR PUBLIC VIEW
- REFERENDUM AND VOTER TURNOUT RESULTS WILL ALSO NOW BE REPORTED AT THE PRECINCT LEVEL

Election: 2026 General Election

County: Whitley

These numbers entered by State or County officials are based on County reported results and are unofficial until the County certifies them. Frequently hit the 'Save' button at the bottom of this page to avoid data loss and SVRS timeout while entering results.

CSV Upload

Download Template

Choose File

No file chosen

Upload CSV

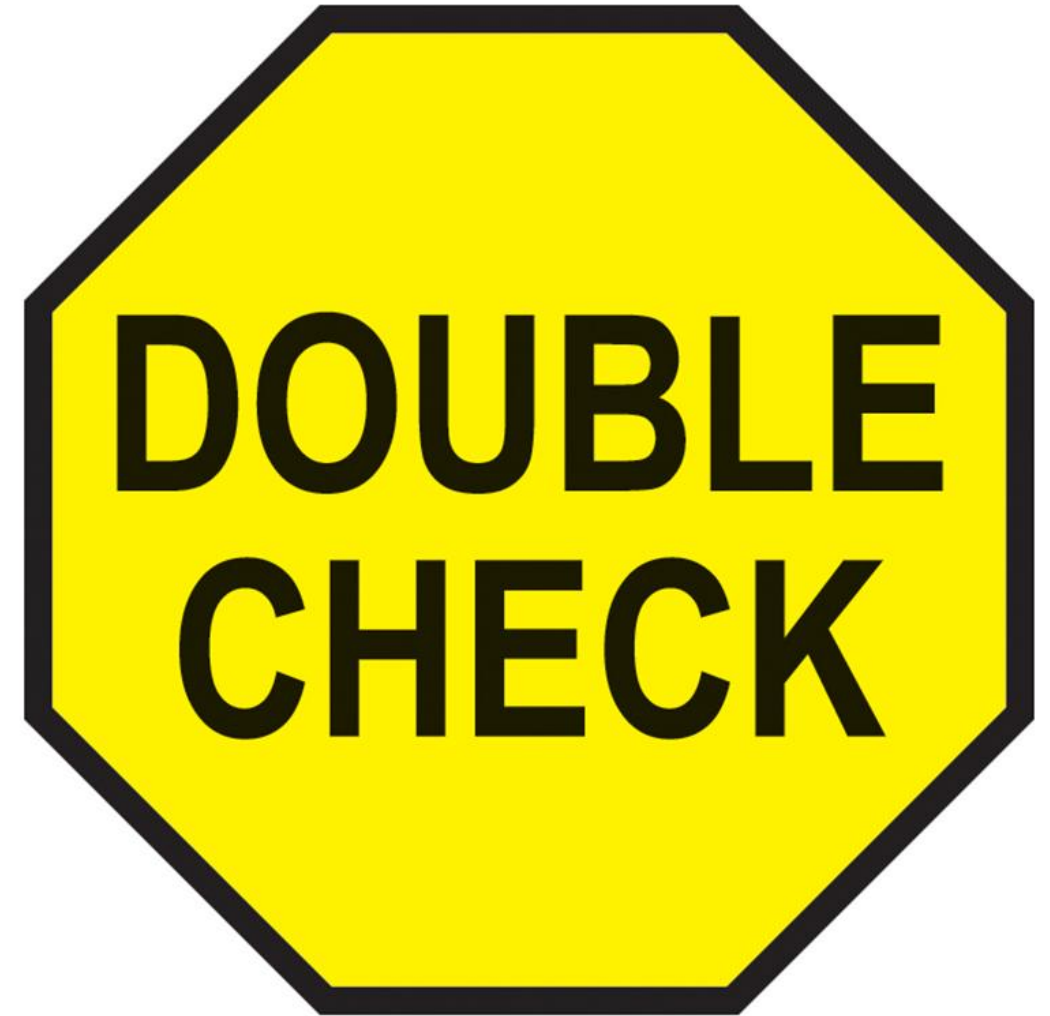
PRECINCT	Registered Voters	Election Day	Absentee Voting
CLEVELAND NORTHEAST	0	0	0
CLEVELAND NORTHWEST	0	0	0
CLEVELAND SOUTH	0	0	0
COLUMBIA 01	0	0	0
COLUMBIA 02	0	0	0
COLUMBIA 03	0	0	0
COLUMBIA 04	0	0	0
COLUMBIA 05	0	0	0

Save

Cancel

Updating Totals for Election Certification

- REMEMBER TO UPDATE ANY TOTALS IN SVRS THAT MAY HAVE CHANGED FOLLOWING CEB REVIEW OF PROVISIONALS (INCLUDING CURE NEEDED ABS BALLOTS) AND CERTIFICATION OF THE CANVASSING OF VOTES AFTER ELECTION DAY
- THIS INCLUDES OFFICE TOTALS, REFERENDUM TOTALS AND VOTER TURNOUT TOTALS
- UPDATES MAY BE MADE MANUALLY, OR THROUGH A FRESH UPLOAD OF RESULTS FROM YOUR VOTING SYSTEM VENDOR



Step-by-Step Instructions to Review

- **PRECINCT LEVEL MAPPING AND RESULTS UPLOAD**
- **COUNTY ELECTION RESULT ENTRY**
- **ALL** ABSENTEE STEP-BY-STEPS
- ELECTION PREP CHECK LIST
- EPOLLBOOK OVERVIEW
- CEB FORM GENERATION
- POST ELECTION PROCESSING
- 2FA AFTER HOURS VALIDATION
- COUNTY DIRECTORY USE AND MAINTENANCE
- POLL OVERVIEW/VOTE CENTER SATELLITE LOCATION SETUP



**All documents are on the INSVRS
County Portal**
**Email INSVRShelpdesk@gocivix.com
to request access**

Upcoming Web Training Schedule

All trainings are conducted through Microsoft Teams.
Dates and times are Eastern Time and subject to change.

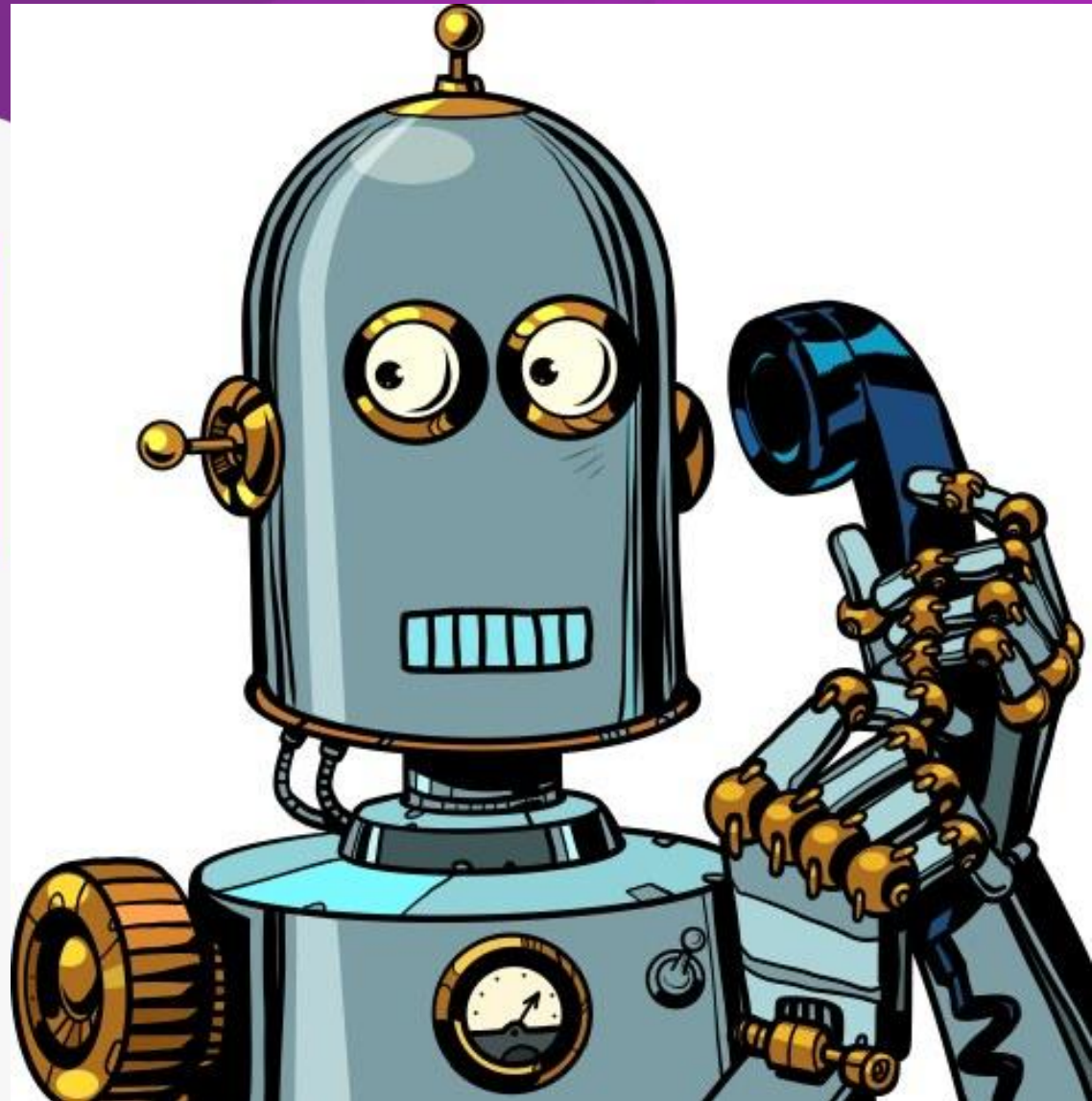
- ABSENTEE FPCA OVERVIEW – 9/8 AT 1 P.M. & 9/10 AT 11 A.M.
- EPOLLBOOK OVERVIEW – 9/1 AT 1 P.M. & 9/11 AT 11 A.M.
- ABSENTEE & CURE PROCESS OVERVIEW – 9/15 AT 1 P.M. & 9/17 AT 11 A.M.
- PREPARING FOR THE 2026 GENERAL – 9/22 AT 1 P.M. & 9/24 AT 11 A.M.
- 2026 SEPTEMBER BUILD PLACEHOLDER – 9/29 AT 1 P.M. & 10/1 AT 11 A.M.
- INDIANAVOTERS.COM FUNCTIONALITY AND COUNTY INPUTS – 9/30 AT 1 P.M. @ 10/8 AT 11 A.M.
- ELECTION RESULTS MAPPING – 10/13 AT 1 P.M. & 10/16 AT 11 A.M.
- CERTIFICATE OF ERROR PROCESSING – 10/20 AT 1 P.M. & 10/22 AT 11 A.M.
- COUNTY ELECTION RESULTS ENTRY – 10/27 AT 1 P.M. & 10/29 AT 11 A.M.
- POST ELECTION PROCESSING – 11/4 AT 1 P.M. & 11/5 AT 1 P.M.

How to Contact CIVIX

1. HELPDESK
2. MICROSOFT TEAMS
3. HELPDESK CONTACT:

1-888-467-8771

INSVRSHelpDesk@gocivix.com



QUESTIONS?