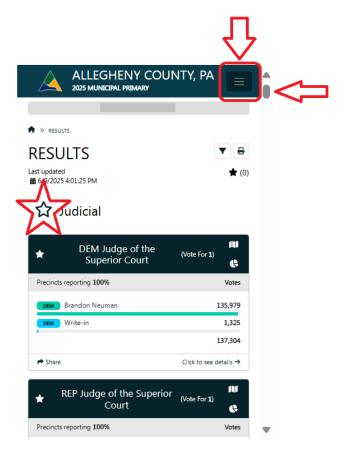
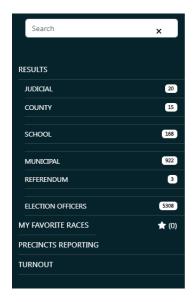
SOE Software Election Results Mobile User Quick Guide

There is a menu icon at the upper right and a scroll bar along the right side.

Select the star icon to identify a favorite.



The menu icon opens a Search bar and shows available tabs on the site.



Select "My Favorite Races" to view contests identified as favorites.

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SOE Software Election Results User Guide

Allegheny County contracts with SOE Software to display County election results in a manner that is transparent and simple for both the general public and those interested in detailed data and analytics. This document contains tips on how to get the most out of the site for all web-access devices.

Technology Requirements

SOE Software's Election Results web page works best with the current version of Microsoft Edge, Safari, Chrome, Firefox, or with the most recent previous version. Using an out-of-date browser to access the Election Results site may result in features not working correctly or missing altogether. Allegheny County recommends everyone use an updated web browser for their own security. In addition, you must allow websites to use cookies to utilize the "My Favorite Races" functionality of the site. If you save favorites but then subsequently clear out your internet history or use a different computer to view the site, you will need to select those contests again.

Results for Previous Elections

Allegheny County began using SOE Software for election results during the 2016 General Election. Therefore, results for earlier elections are not in the SOE Software format. You can find PDF results reports for earlier elections on Allegheny County's Election Results page (https://www.alleghenycounty.us/Government/Elections/Election-Results).

Glossary

Below are definitions of some terms that are used throughout this guide:

Contest/Race – An election for public office. These two terms are used interchangeably on the SOE Software site; however, Allegheny County generally uses "Contest."

Precinct – One of several districts into which a municipality is divided for voting (some small municipalities have only one precinct). Each precinct contains one polling place. In Allegheny County precinct boundaries are determined by each municipality. In the SOE Software system, the precinct is the smallest level at which data is recorded.

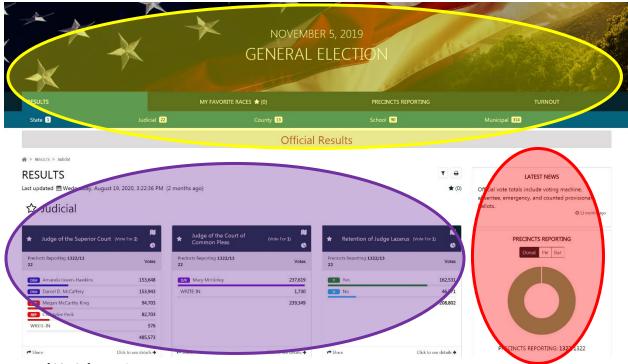
Turnout/Voter Turnout - The percentage of registered voters who cast a ballot in an election. This should not be confused with eligible voters, since not all eligible adults in Allegheny County are registered to vote.

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Site Overview

The SOE Software site allows you to view election results in a number of ways including graphically and on a map of Allegheny County. You can also search the site for a particular candidate, contest, or party; view voter turnout information; and download reports and datasets for further analysis.

The site layout can be broken down into three main sections: the header bar (highlighted in yellow), the content window (highlighted in purple), and the sidebar (highlighted in red).



Layout of SOE Software site.

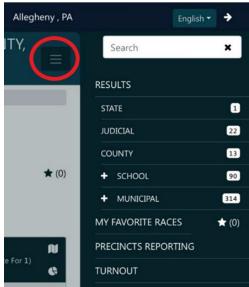
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Header Bar/Main Menu

The header bar (on a desktop) or the main menu (on a mobile device) are the main navigation tools for the election results site. In it you will find shortcuts to other sections of the site, as well as the search bar which helps you find exactly which contests or candidates you are looking for. On the desktop, the header bar is automatically displayed. On a mobile device, select the menu button in the top right corner of the screen to display the main menu.



Header bar detail (desktop).



Mobile device main menu button (circled in red) with main menu (mobile).

The header bar contains the date of the election the results pertain to as well as the type of election (e.g., primary, general, or special). NOTE: Each SOE Software site contains results for a single election. The header bar or main menu (on a mobile device) includes a search bar, a "Results" tab, a "My Favorite Races" tab, a "Precincts Reporting" tab, and a "Turnout" tab.

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Search Bar

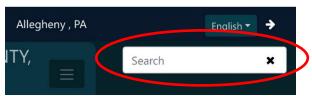
The Search Bar is a powerful tool. You can search the entire set of election results for any candidate name, contest name, or in the case of municipal elections even a municipality name. To perform a search, select the magnifying glass at the top right of the screen, click (if using a mouse) or tap (if using a touchscreen).

Enter what you wish to search for, and the search will begin to show results related to the term you entered. Select on a specific result to view further details. Candidate names will not auto-populate in the results the way that contest and municipality names do. However, if you type a candidate name and then hit enter, any contests with a matching name will appear on the Search page.

The contests where either the contest name or a candidate name matches your search will appear in the content window below the header bar. To clear out what you typed in the search bar, select the X just to the right of the text. To go back to seeing all results, select the "Results" tab.



Location of search bar on desktop screen.



Location of search bar on mobile screen.



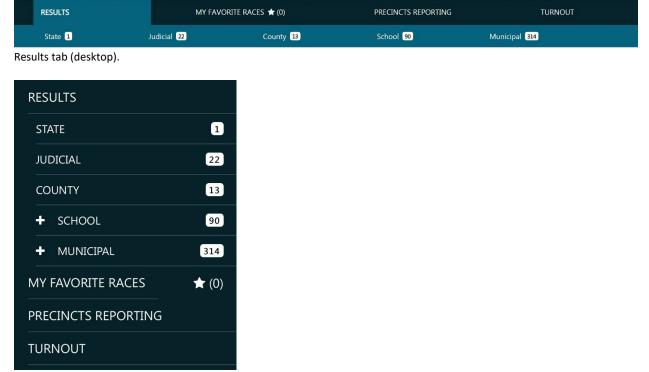
Example search on mobile screen: type in the candidate/contest/municipality you want to search. Select the X to clear text from the Search Bar.

NOTE: The Search Bar will search for candidates and contests that contain text that exactly matches what you type, so if you do not see the results you expected, check your spelling. To widen your search, type less in the Search Bar (for instance if you are looking for a candidate named Smith but are unsure of the first name, just type "Smith" and all candidates with that last name will appear in the search results).

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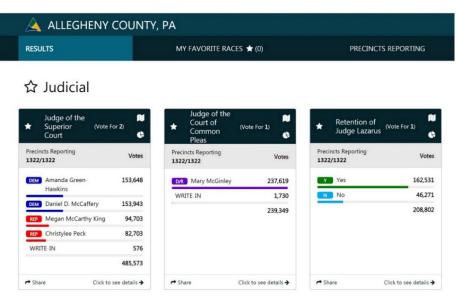
Results

The "Results" section is the leftmost tab on the desktop menu and the first item on the mobile menu. This section is divided up into broad categories of contests such as Federal, State, County, etc. Depending on the election, some categories may not be listed (for instance in a municipal election there may not be a "Federal" category, and in a presidential election there may not be a "Municipal" category).



Results menu (mobile).

To see all the contests in a category, select the category name. The contests in that category will appear in the content window below the header.



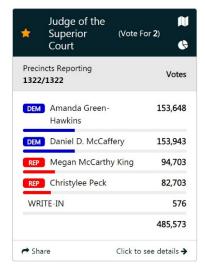
Select a category to view all the contests in that category.

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My Favorite Races

A convenient feature of the SOE Software site is that you can select which contests you are most interested in and see all of those in one place. This is done through the "My Favorite Races" section.

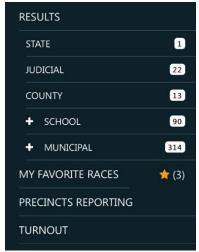








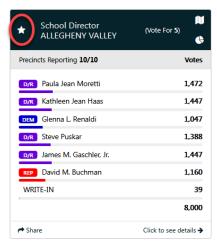
"My Favorite Races" (desktop).



"My Favorite Races" (mobile).

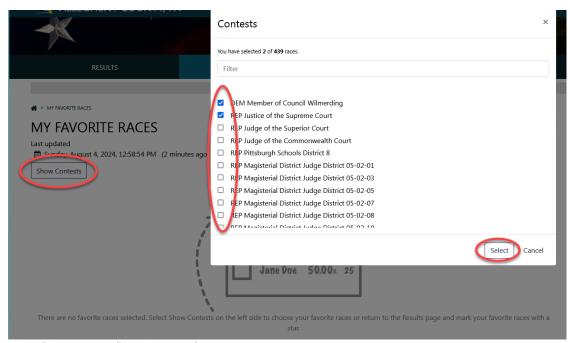
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<u>From the "Results" tab</u>: to select Favorite contests, locate the contest of interest then select the star in the upper left corner. This adds the contest to the "My Favorite Races" tab. The star turns yellow to indicate selected contests. Clicking or tapping on the star again will turn it white and remove the contest from the "My Favorite Races" tab.



Select the star in the upper left corner of a contest to select it as a favorite.

<u>From the "My Favorites Races" tab</u>: to select favorite contests from the "My Favorites Races" tab, select "Show Contests" and then select the contests to add to "My Favorite Races."



Select "Show Contests" to select your favorite contests.

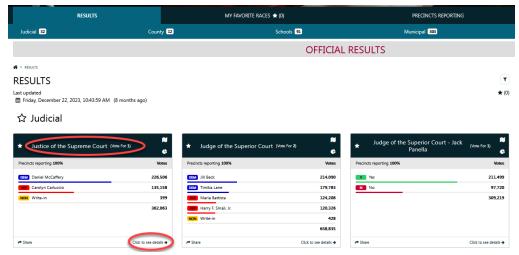
Once you have selected your favorite contests or races, select "My Favorite Races" and any contests you have selected will be displayed.

NOTE: You must allow websites to use cookies to use the "My Favorite Races" function. If you save favorites but then subsequently clear out your internet history or use a different computer to view the site, you will need to select those contests again.

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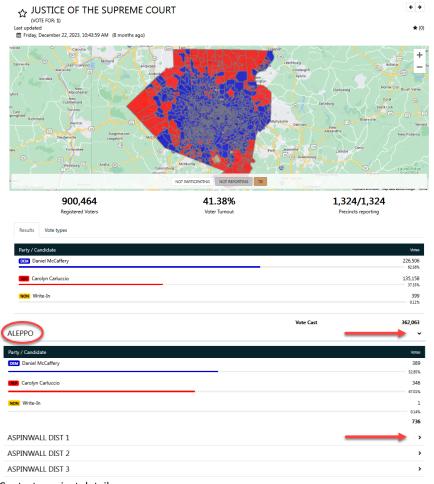
Contest Details

View details for a contest by clicking or tapping the contest title or the bottom right details link to display precinct and vote type details for the contest.



Select a contest for detailed contest results.

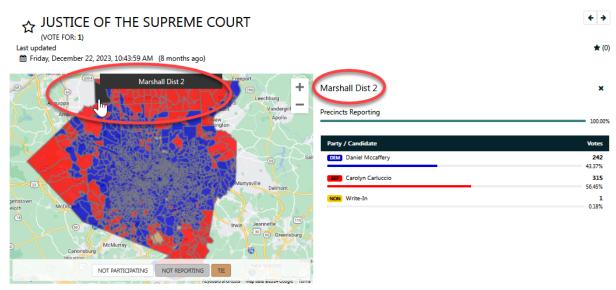
The contest detail page displays the county precinct map. The contest summary and precinct breakdown are below the map. Select the arrow beside the precinct to show details specific to that precinct.



Contest precinct detail.

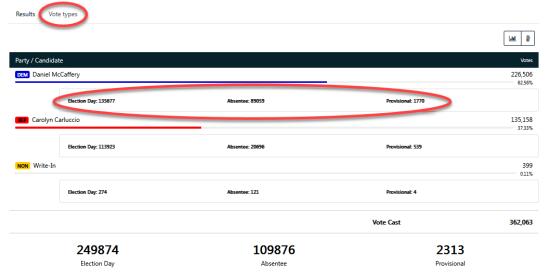
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Additionally, select a precinct on the map to display results from the selected precinct to the right of the map.



Contest precinct map detail.

Results by Vote Type are available by clicking or tapping on the Vote Types heading. Each candidate is displayed with the votes from each reporting group.



Contest vote type details.

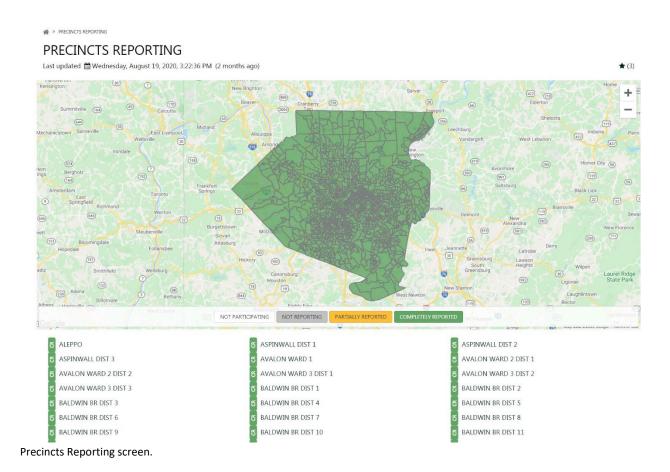
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Precincts Reporting

View precinct reporting status on the "Precincts Reporting" tab. Select "Precincts Reporting" to open a map of Allegheny County voting precincts, color-coded by reporting status. As results come in on election night, precincts with partially-reported results will appear as yellow on the map, precincts completely reporting will appear green, while precincts with no results reported appear gray. Precincts shaded white are not participating in the current election. After election night, all precincts will be green.



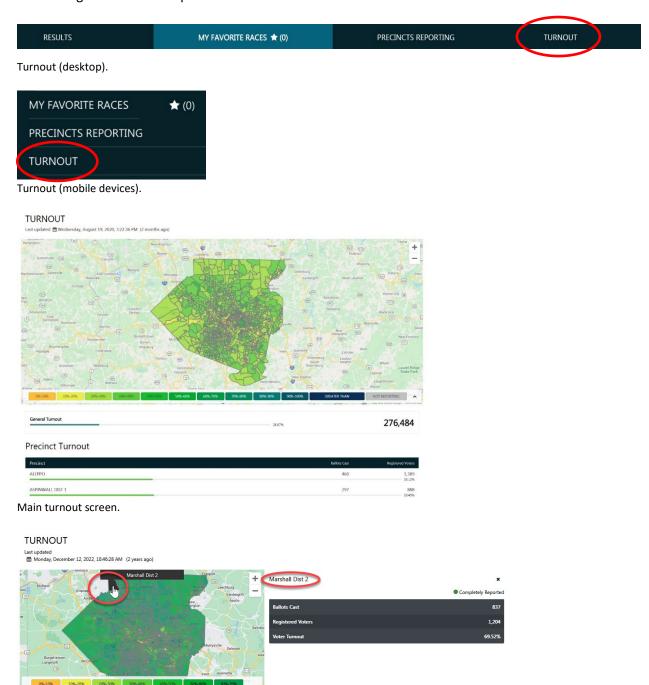
Precincts Reporting (mobile devices).



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Turnout

View voter turnout information per precinct on the "Turnout" tab. Select "Turnout" to open a map of Allegheny County voting precincts, color-coded by turnout percentage. There is a legend to indicate what the colors mean. Select a precinct to view individual turnout information for that precinct. Zoom in or out on the map using the +/- controls or your fingers if using a touchscreen. The precincts and their turnout percentages are listed underneath the map if you are not sure where the precinct you are looking for is on the map.



Turnout by precinct map.

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577,474

Sidebar

The Sidebar on the right of the SOE Software site shows a number of "widgets" which allow you to view short news items and links, turnout and precincts reporting information, and download reports and detailed data.

Latest News Widget

The Latest News Widget allows Allegheny County elections staff to post news and other information about election results. Typically, this will include items such as when the results will begin to be posted on election night, when the final results are posted. Select the "see more" link will show the full news item.



Latest News Widget.

Precincts Reporting Widget

The Precincts Reporting Widget shows a chart of the percentage of precincts reporting on election night. When all precincts are reported the chart will show 100% reporting. Select the "See Precincts Reporting" link at the bottom of the graph to see the Precincts Reporting page as described on Page 11 of this document. You can select from one of three different chart views – Donut, Pie, or Bar.



Precincts Reporting Widget.

Voter Turnout Widget

The Voter Turnout Widget allows you to view voter turnout information such as the number of ballots cast and the total number of registered voters, and the voter turnout percentage.

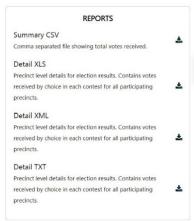
NOTE: For primary elections, this widget will only show the total ballots cast. It is not broken down by party. Detailed voter turnout by party information is compiled separately by County elections staff and may be posted as a news item in primary elections.



Voter Turnout Widget.

Reports Widget

The Reports Widget allows you to download either summary or detailed results information in several formats. Select the arrow icon on the right of the report type to download the report.



Reports Widget.

The reports available are:

- 1. Summary CSV A summary report in Comma-Separated Values (CSV) format. This report includes a summary of each contest in a format that is easy to import into a spreadsheet or database program. It does not include precinct-level or vote-type-level results.
- 2. Detail XLS An Excel spreadsheet that contains detailed, precinct-level information about each contest as well as registered voter information. The first tab of the spreadsheet is a listing of all the contests along with numbers that correspond to subsequent tabs in the spreadsheet (for example Page 3 is the tab labeled "3"). Each subsequent tab has precinct-level information about voter turnout and how many votes each candidate receives. NOTE: This spreadsheet is not designed to be imported into another program such as a database. It is meant to allow you to do analysis in the spreadsheet itself.
- 3. Detail XML A detailed listing of vote totals by precinct in Extensible Markup Language (XML). This report includes the results of each contest by precinct and vote type and is suitable for importing into another application such as Excel or a database.
- 4. Detail TXT A text file containing detailed vote totals by precinct. This report includes the results of each contest by precinct and vote type.

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