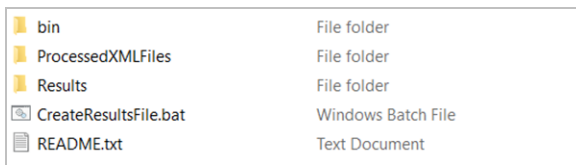


## XML Report Conversion Tool

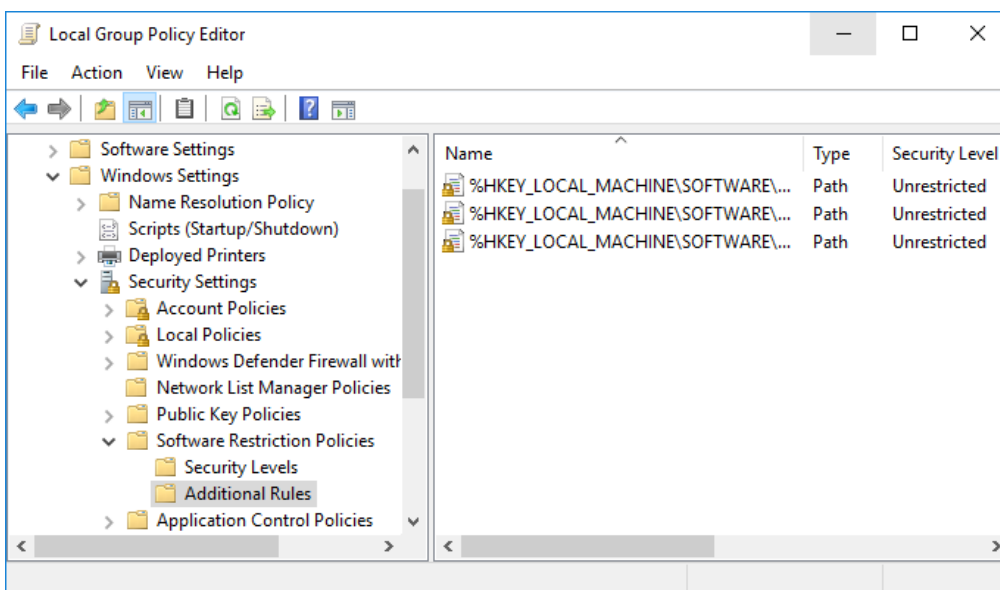
The XML Report Conversion Tool lets you quickly convert an exported ClearCount XML Results file into a comma-separated values (CSV) file that can be used for election night reporting.

### A. Setting up the tool

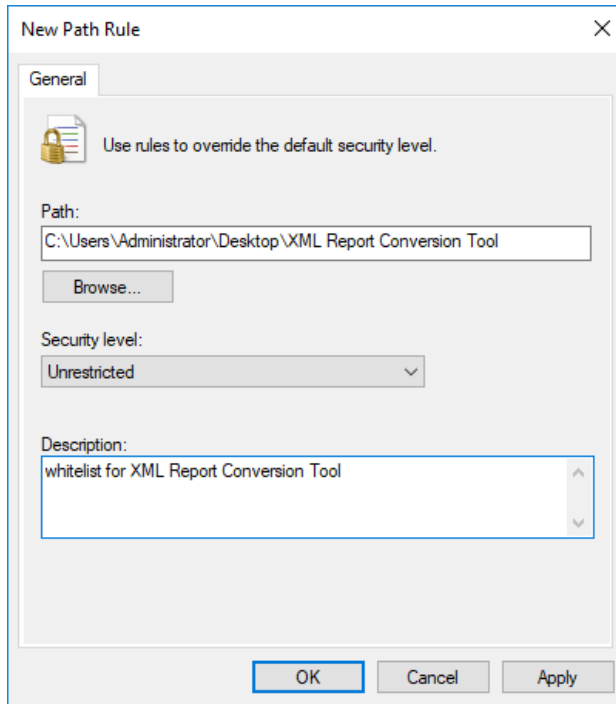
1. As an administrator, log in to a computer outside of the ClearCount system that is running the Microsoft Windows 10 operating system and is not connected to the Internet.
2. Insert the ClearVote Tools DVD into the disc drive, navigate to the XML Report Conversion Tool folder on the DVD, and copy the XML Report Conversion Tool.zip file to the computer's desktop.
3. Right-click the XML Report Conversion Tool.zip file, select **Extract All** from the pop-up menu, and click **Extract** to create an XML Report Conversion Tool folder on the desktop.
4. Double-click the folder to view its contents.



5. From the Windows task bar, type *gpedit* into the Search field and select **Edit group policy** from the search results. The Local Group Policy Editor appears.
6. From the navigation pane, select **Computer Configuration > Windows Settings > Security Settings > Software Restriction Policies > Additional Rules**.



7. Create a path to the XML Report Conversion tool:
  - a. Right-click **Additional Rules** and select **New Path Rule**.



- b. Click the **Browse** button, navigate to the XML Report Conversion Tool folder, select it and click **OK** to enter *C:\Users\Administrator\Desktop\XML Report Conversion Tool* into the Path field.
    - c. Select the **Unrestricted** option from the **Security level** drop-down list.
    - d. Enter a description for the rule.
    - e. Click **OK**.
8. Close the Group Policy Editor.

## B. Adding the XSLT File

Place the xml-converter.xslt file supplied by Clear Ballot (or created by the jurisdiction) in the XML Report Conversion Tool\bin folder on the computer. This is the XSLT (Extensible Stylesheet Language Transformations) file that the Microsoft Command Line Transformation Utility needs to change the ClearCount XML Results file into a CSV file. For advanced users it is also possible to edit the "CreateResultsFile.bat" to process multiple .xslt files or change the naming convention to something other than "xml-converter.xslt" if preferable.

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**Note:** If there is an existing XSLT file in the bin folder, you can replace it or save it with a different name. The xml-converter.xslt file does not need to be updated unless the desired output file format changes.

### C. Exporting the XML Results file

1. Log in to a ClearCount CountStation computer. The Election Index appears.
2. From the Election column, select the election you want to export. The Dashboard appears.
3. Click the **Reports for *ElectionName*** drop-down menu located in the title bar of the Dashboard and select the **Generate XML Results File** option. The Server Background Jobs page appears in a new browser tab. The XML Results file is topmost in the table and its job type (in the Job column) is xml\_export.
4. Wait until the Status column says *Completed* and the XML results for *<electionName>.xml* file appears in the Final Result column.
5. Click the filename. A dialog appears at the bottom of the screen.
6. Insert a USB drive into a USB port on the CountStation computer.
7. Click **Save as**, navigate to the USB drive and click **Save**.

### D. Creating the CSV file

1. Insert the USB drive into a port of the standalone Microsoft Windows computer and save the ClearCount XML file to the XML Report Conversion Tool's top level folder.
2. In the same folder you should then double-click the **CreateResultsFile.bat** file. The XML Report Conversion Tool performs two tasks:
  - It processes the .xml results file and then places it into the *ProcessedXMLFiles* folder for the sake of archiving the data. You can move the file from this folder back to the top level if you wish to process it again in the future.
  - It creates a .csv file and places into the *Results* folder.
3. Navigate to the Results folder to obtain the CSV file for your election report. The above key steps are also recorded in the "README.txt" file located at the top level as a quick reference point for use during your election.