

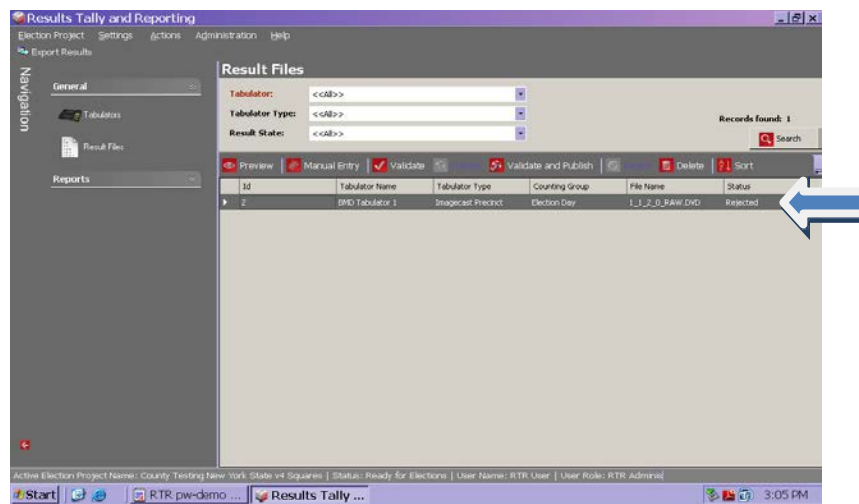
# RTR Write-in Entry Quick Guide

To add Write-in candidate names after Election Day results have already been imported into RTR:

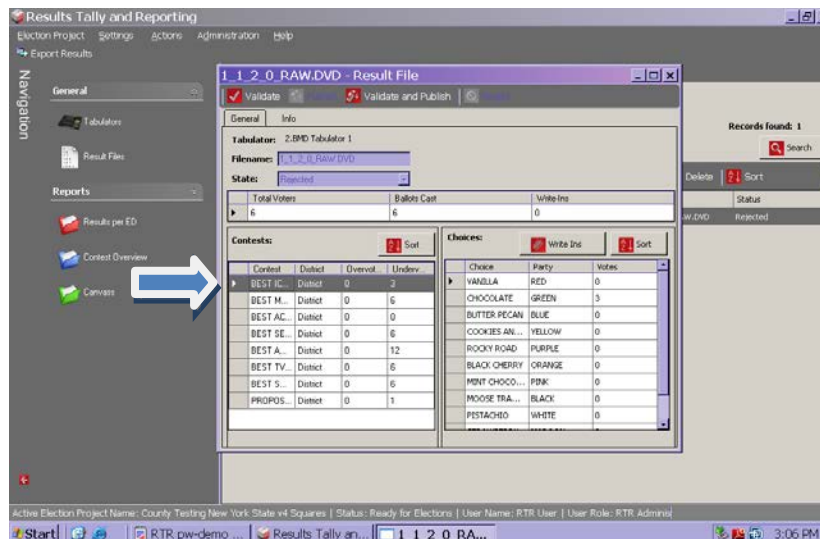
**(Note: To be able to enter the write-in information the result files status in RTR must be in “Initial” or “Rejected” status)**

Navigation > Results files > leave the 3 drop down menus as All > click on Search

- 1) Select the result file (tabulator) that you want to enter the write-ins candidate information.
- 2) If the status is **“Published”** you must click on Reject, the status will now be **“Rejected”** this removes the data from the reports until they are validated & published again.
- 3) Double click on result file (tabulator)

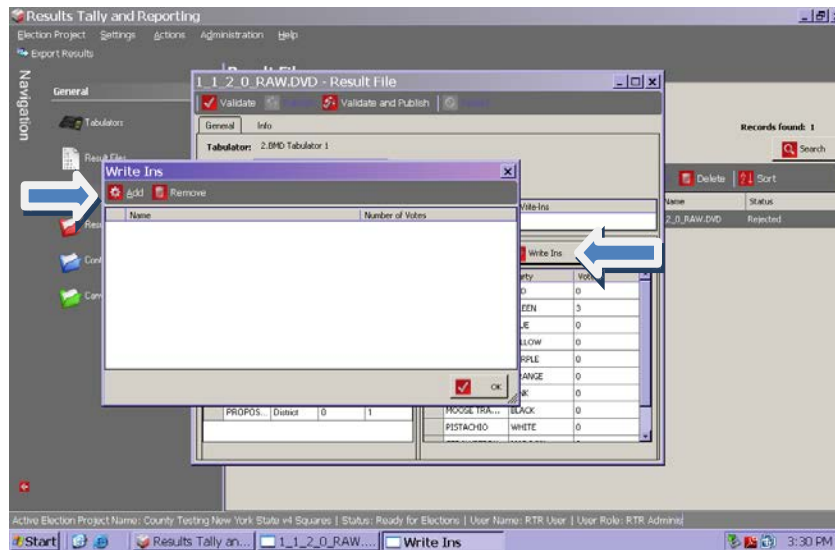


- 4) Select the contest on the left hand side that you want to enter the write-ins for:

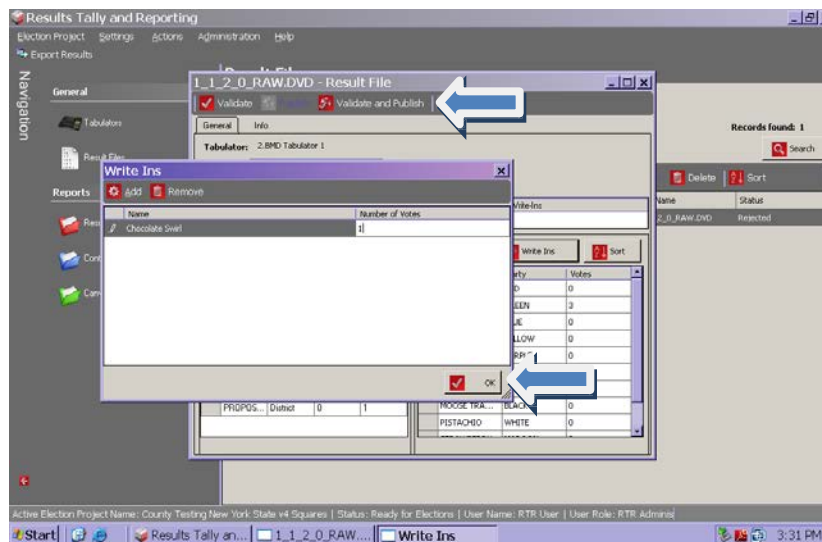


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- 5) On the right hand side of the screen click the Write-Ins button. Press the add button (if there is more than one write in name click add for as many entries lines as you need).



- 6) Type in the Write-in name > hit tab enter the correct number of votes received. When you have finished entering the information for this contest click "OK". Click "Validate and Publish".



- 7) After all entries have been made confirm all results files (tabulators) are "Published" and reprint your reports.