

# Election Center Management

## How do I export election results?

To export election results, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Election Center under the Organization Management heading.
3. Select which poll you'd like to export results for. To search for a poll, expand the Show Advanced Options arrow and filter results by:
  - a. Year
  - b. Status

The screenshot shows the 'Election Center' header with a 'CREATE ELECTION' button on the right. Below the header is an 'EXPORT ALL RESULTS' button. To the right of this button is a 'HIDE ADVANCED OPTIONS' arrow. Below these are two dropdown menus for 'Year' and 'Status', both set to 'All'. To the right of these is a 'Results per page' dropdown set to '10'.

4. Click on the blue arrow icon.

The screenshot shows the 'Election Center' header with a 'CREATE ELECTION' button on the right. Below the header is an 'EXPORT ALL RESULTS' button. To the right of this button is a 'SHOW ADVANCED OPTIONS' arrow. Below these is a table with the following columns: 'Date of Election', 'Ballots Issued', 'Ballots Cast', 'Status', and two action icons (a download icon and a right arrow icon).

Date of Election	Ballots Issued	Ballots Cast	Status		
03/25/2024	27	0	Closed		
03/18/2024	27	0	Open		
03/06/2024	26	0	Closed		

5. Click on the blue Export Results button.

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

Unique solution ID: #1075

Author: n/a

Last update: 2024-05-30 00:56