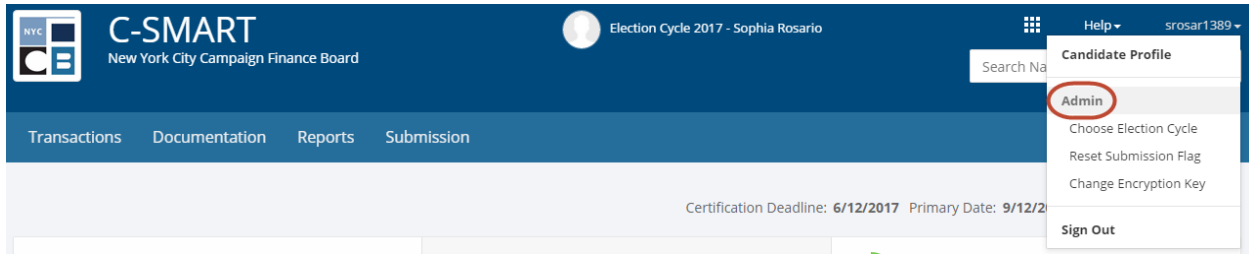


Help Content: Administrative Page

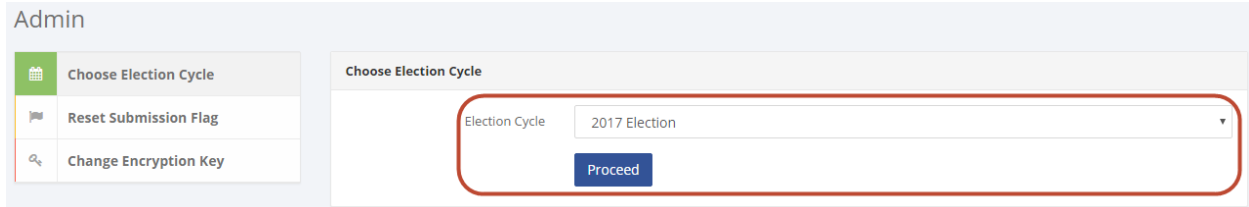
From the **Administrative Page** in C-SMART, you can select a different election cycle if the candidate has run in more than one election, reset the submission flag, and change your encryption key.

To get to the Administrative Page, click on your username in the top right corner and then click **Admin**. If you know which administrative feature you wish to use, you may also select “Choose Election Cycle,” “Reset Submission Flag,” or “Change Encryption Key” from the list displayed.



Choose Election Cycle

If the candidate has run in more than one CFB-covered election, you will have the option of switching to the C-SMART database for previous election cycles. Make sure you are entering data for the correct election cycle.






Reset Submission Flag

The **CFB Submission** and **Generate BOE Disclosure** processes in C-SMART use various records in your database to generate the disclosure statement. When a user starts to run any of these submission processes, C-SMART places a flag in the database that prevents anyone else from attempting to run a submission process. It also prevents another user from modifying data that could potentially affect the submission already in progress. Once the submission process has been completed, the flag will be cleared.

You might have to manually reset the submission flag if an error—such as a C-SMART interruption, browser or computer error, or power failure—occurs during the submission process. Use the Reset Submission Flag option to clear this flag so that these processes can be completed. **Note:** only the user who began the submission process when the error occurred will be allowed to reset the flag.

If you need to reset the submission flag, you will be notified when you attempt to submit your disclosure statement.

Admin

 Choose Election Cycle
 Reset Submission Flag
 Change Encryption Key

Reset Submission Flag

WARNING! Please make sure that no one else is generating a submission in C-SMART before running Reset Submission. Only the user who started running Submission may reset the Submission flag. Please do not allow other users to use your ID to run submission. Running Reset Submission while someone else is running Submission risks crashing the application and permanently damaging your data.




[Reset Submission Flag](#)

Change Encryption Key


All campaign data in your C-SMART database is encrypted and can be accessed only with your encryption key. The CFB will issue your campaign an encryption key when you are first granted C-SMART access. Only the candidate or treasurer may change the Encryption Key.

WARNING: The CFB does not retain a copy of your encryption key if you decide to change it. For this reason, **we do not recommend that you change your encryption key.** The key is required to access your C-SMART database. **If you change your encryption key and forget or lose it, your data will not be retrievable.**

Admin

 Choose Election Cycle
 Reset Submission Flag
 Change Encryption Key

Change Encryption Key

 Each campaign has only one unique encryption key. You are **not** required to change the default encryption key from the CFB and may continue to use it to access C-SMART. If you have any questions before changing your encryption key, contact your Candidate Services Liaison @ (212) 409-1800 or CSUmail@nyccfb.info.

WARNING! Changes to your default encryption key are not saved by the CFB. There is no recovery option if you lose your encryption key. If you lose your key, all users from your campaign will be locked out of the system.