

Adjudicating overvotes

Access the contest

1. At an election administration station, open the browser and log into ClearCount as an administrator.
2. Select the current election from the Election Index page to open its Dashboard.
3. In the Election Data section, click the number next to Contests to open the Contests report.

Election Data	
Election Phase	closed
Ballot type	CBG1
Approx ballot image dimensions	8.5" x 14.0"
# Card styles	546
# Contests	128
# Choices	289
# Parties	4
# Counter groups	3
# Precincts	113
# Precincts and card styles	1029

4. Click the number in the Overvoted column for the desired contest.

Contests Report						
Precinct: All	Counter Group: All	Box: All	Change			
Contest	# Precincts	# Boxes	# Ballots	Voted	Blank Voted	Over Voted
President	17	2	180	144	18	18
Senate	17	2	180	144	18	18
Congress	17	2	180	144	18	18
State Sen - 1	17	2	170	51	102	17



Jurisdictions that suppress vote totals prior to election night reporting do not display the Winners column.

5. The Contest Images report opens to display the overvoted contest images.



You can use the Next and Previous buttons to scroll through the contest images.

Adjudicate a card

If election officials determine that a contest image is votable, a user with an access level of modify, dbadmin or higher can adjudicate it in the Configuration editor.

1. In the Contests Images report, click the contest image to display its full card image.
2. Click the **Modify Adjudication** button to access the Configuration editor.

[Show visually-annotated card AB-010+10055](#)
Image Name: AB-010+10056.jpg
Image Scan Time: 2016-11-16 13:58:56
Scanned by Computer: ScanStation06
Scanner Model: PaperStream IP fi-6400dj
Scanner Serial: AKHCC00252
Election District Style Name: Town of
Meduxnekeag LD 2 E.D.(s): D 2
Style ID: 1040

Modify Adjudication

3. Select the front side of the card and then select the precinct from the drop-down list.
4. In Card Status, select **Votable** and click **Vote**.

Card Status:

☒ **Votable**
☐ Non-ballot
☐ Not Votable
☐ Multiple

Clear All **Vote** **Save**

5. If a card image has already been adjudicated by the system (because it was not unreadable), a message appears. Click **OK** to view the card image for the other side of the card.

This side was automatically adjudicated. Do you want to skip to the next side?

OK **Cancel**

6. The Contest editor opens and displays the choices for the first contest on the ballot.



You must review the entire ballot when adjudicating.



On the full card image, a green highlight indicates the current contest.

7. Using the ballot as a guide, recreate the voter's choices. You can use two methods to vote a contest—the mouse or the keypad.

- With the mouse, you can:

- Click the choice oval and click **Next** (or the plus + key) to move to the next contest.

This method can be used when more than one vote is allowed in the contest. If more than one vote is allowed for a contest, but the voter did not completely vote it, you must click **Next** or + to proceed.

- Select **Auto-advance** to go directly to the next contest after double-clicking to vote a choice oval (provided the voting rule for the current contest is met).

If a contest is overvoted, the overvoted selections appear red. If you overvote a contest by mistake, click the votes made in error to deselect them. When the contest is voted correctly, click **Next**. If there are overvoted contests, a message appears asking if you want to continue. Auto-advance is disabled in these cases.

- With the number keys, click the desired contest to vote that choice and go to the next contest.



For contests with more than nine choices, you must use the mouse to vote for choices greater than nine.

Click the **Previous** button (or the minus – key) to go to the previous contest. Click the **Clear** button (or C key) to clear the current selection.

8. When you reach the final contest on the ballot, the **Next** button is disabled. Vote or review that contest and then click **Save**.

Contest Clear (C) Previous (-) Next (+)

Balancing the Federal Budget A Nonbinding Referendum

(vote for 1)

☒ YES

☐ 2 NO

☐ Auto advance

Back Save

Figure 1-1. Voting the final contest

9. You return to the full card image and a message indicates that the card has been resolved.