Clear Ballot

Write-in Tool 1.4

Best Practices for Manual Adjudication of Write-ins that WIT Cannot See

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Clear Ballot Part Number: 100029-10010

Document history

Date	Description	Version	Author
05/02/2018	Initial version	1.0	Joe Srednicki

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Preface

This section defines the purpose of this document. It contains the following subsections.

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About this document

This document describes the prerequisites for using the Write-in Tool (WIT).

✓ A ClearVote™ system can comprise the ClearAccess™, ClearAudit™, ClearCast™, ClearCount™, and ClearDesign™ products. Jurisdictions are not required to purchase all products. You can ignore references to any ClearVote components that are not part of your voting system. Also ignore implementation options that are not relevant to your policies and procedures.

Scope of this document

This document contains the following sections:

- Introduction
- Using a URL to load manually resolved ballots containing write-ins
- Hand tallying write-ins from ClearCount and following the rules for your jurisdiction
- How to hand tally write-ins and enter values in the WIT Excel report

Intended audience

This document is for election officials and their designated voting-system test laboratories. Clear Ballot personnel also use this document to support election officials and staff.

Contact us

Clear Ballot Group welcomes your feedback on our documentation. Please send comments to Documentation@ClearBallot.com.

If you have questions about using your product, contact your Clear Ballot representative.

1. Introduction

The Write-in Tool (WIT) cannot display and process any ballots containing a contest that an election official manually adjudicated in ClearCount for any reason. Manual adjudication always applies to the entire ballot. Manually adjudicated ballots include any that an election official modified or resolved in the Resolver Tool for any reason.

An election official commonly adjudicate votes in the Resolver Tool for the following reasons:

- The ballot is unreadable.
- One or more contests were overvoted.

Because WIT cannot display and process the manually adjudicated ballots from ClearCount, Clear Ballot provides a manual method for accessing these ballots, hand tallying the write-in choices, and entering the counts in the WIT Excel report.

Two links appear at the top of the Excel WIT reports:

- **Ballots with marked ovals requiring manual adjudication**
- **Ballots with unmarked ovals requiring manual adjudication**

These links are only for viewing sets of ballots containing marked and unmarked write-ins requiring manual adjudication.

Do not use these links to hand tally ballots because the same card can appear in both lists. This situation occurs if a card containing that contest meets the following conditions:

- The card contains both a marked write-in oval and an unmarked write-in oval.
- The contest is not overvoted.

To avoid adjudicating the same card twice, Clear Ballot recommends using the method described in this document for the hand tally of write-ins.

2. Using a URL to load manually resolved ballots containing write-ins

You can define a URL to access the complete list of manually resolved ballot images for a specific contest. Once you define URL format, you can reuse it to access any contest in the election by replacing the ContestID value.

Figure 1 shows the format of the URL. In this URL, the items in gray italics are placeholders for which you supply specific values.

```
http or https://ScanServer_name/thumbs/election_
name?IsRemade=Y&IsBallot=Y&IsVotable=Y&ContestID=n&IsRemadeOval=Y
```

Figure 1. URL format

To use and modify the URL:

1. From an election administration station, enter the URL in the format provided Figure 1, but do not press **Enter**.

2. Begin the URL with the protocol appropriate for your server: `http or https`.

   Example: If your server uses https, delete `http`.

3. Replace the placholder `ScanServer_Name` with the specific name of your server or its IP address.

4. To determine the `election_name`, look at the URL that appears when you access the ClearCount Statement of Votes Cast page for the election.

5. Replace the value `n` with the ContestID number.

   To find the ContestID number for the desired contest:

   a. Go to the Statement of Votes Cast page for the desired election.

   b. Enter the desired contest in the Contest filter field.

   c. Click **Change**.

   The URL for the Statement of Votes Cast screen that appears contains the Contest ID number that you can copy.

   Example: `https://MyServer/stmt1/MyElection?ChoiceID=&ContestID=9`

6. Review the URL that you have typed and press **Enter**.

Example of a correct URL:

```
https://192.68.15.250/thumbs/Primary2018?IsRemade=Y&IsBallot=Y&IsVotable=Y&
ContestID=10&IsRemadeOval=Y
```

3. Hand tallying write-ins from ClearCount and following the rules for your jurisdiction

When you use a URL to retrieve write-ins as described in the previous section, the Images page displays *all* ballots that an election official previously resolved, not only ballots where the write-ins require further examination.

For example, some ballots retrieved by using a URL may be overvotes; therefore, the vote does not count. The URL can also retrieve a correctly voted ballot containing a write-in with an unmarked oval; however, the filled in ovals filled in qualified candidates meet the vote rule for this ballot.

Be careful to hand tally ballots based on the rules and requirements for adjudication in your jurisdiction.

4. How to hand tally write-ins and enter values in the WIT Excel report

This section describes how to hand tally write-ins from manually adjudicated ballots and enter the values in the WIT Excel report.

4.1 When Excel is not installed on the election administration station

Excel is not commonly installed on election administration stations. In this situation, you adjudicate on the election administration station, but use Excel on a separate computer. These instructions in this section apply to this situation.

4.2 Full ballot images and locating the correct contest

When you use a URL to access ballots on the ClearCount Card Images page, the full ballots appear. To work on the WIT Excel report, locate the corresponding correct contest on the full ballot image. Hand tally the write-ins only for that contest based on rules and requirements for adjudication in your jurisdiction.

4.3 Updating the WIT Excel report

When you hand tally a contest on a ballot, you record the write-in results of your tally in the appropriate Precinct column of the WIT Excel report. Because Excel is not usually installed on election administration stations, you can work in one of the following ways:

- If a computer running Excel is accessible and near your election administration section, record the tally results directly in the WIT Excel report.

- If a computer running Excel is unavailable, record the tally results on a paper spreadsheet and then enter the results in Excel later.

4.4 Locating the appropriate data on the WIT Excel report

Figure 2 shows an example of a WIT Excel report. The rows "requiring further manual review" are enclosed in red.

		Total	Precinct Precinct 1	Precinct 10	Precinct 11	Precinct 14	Precinct 15	Precinct 2
10	Write-in Votes reviewed but not assigned to a candidate							
11	Total Votes - visual inspection of ballots....	36	0	3	2	3	2	17
12	with marked ovals	2	0	0	0	0	0	0
13	with unmarked ovals	34	0	3	2	3	2	17
14	requiring further manual review							
15								
16								
17	Bobby Bluestocking							
18	Total Votes - visual inspection of ballots....	16	4	0	1	3	0	0
19	with marked ovals	14	4	0	1	3	0	0
20	with unmarked ovals	2	0	0	0	0	0	0
21	requiring further manual review							

Figure 2. Example: WIT Excel report: rows "requiring further manual view" enclosed in red

For each ballot, the following information is required:

- The Precinct Name or Number
- The name of the candidate or candidates on write-in lines
- Whether each candidate receives a vote based on the vote rule for the contest in question based on the rules of your jurisdiction

  Some write-in candidates receive a vote and others do not depending on whether or not the following conditions are present:

  - The additional vote meets or exceeds the vote rule.
  - The oval for that write-in line is filled in.

4.5 Steps for tallying and recording results

The following steps describe how to tally and record results for a single ballot when you can enter the data directly in the Excel WIT report. These steps clarify how to record the data and enter it in the report even if you cannot so do immediately.

1. Determine the precinct for the ballot.

2. Determine which write-in candidates get a vote in the contest or if none do so.

3. For the first candidate that gets a vote, locate the "requiring further manual review" row on the Results tab of the WIT Excel report.

4. In the "requiring further manual review row," locate the correct Precinct column for the Precinct that you recorded.

5. If there is no value or a 0 (zero) value in the cell for that row and Precinct, enter a 1 for the vote into the cell. If there is a already a value in the cell for that row and Precinct, increment that number by 1.

6. Proceed to the next candidate that gets a vote, locate the applicable section of the Results tab, and repeat steps 3 through 5.

If you are working with a paper spreadsheet to record the votes because Excel is not immediately available, do the following:

1. Increment the votes on the paper spread sheet for each Candidate/Precinct combination each time you record a new vote is recorded for a candidate.

2. Transfer the data to Excel by entering the exact numbers from the paper spreadsheet into the correct cells of the "requiring further manual review" rows in WIT Excel report.

The "Total" column automatically adds up the results you enter into the Precinct columns for the candidate.

Figure 3 shows an example of a completed WIT Excel report.

		Total	Precinct Precinct 1	Precinct 10	Precinct 11	Precinct 14	Precinct 15	Precinct 2
0	**Write-in Votes reviewed but not assigned to a candidate**							
1	Total Votes - visual inspection of ballots...	36	0	3	2	3	2	17
2	with marked ovals	2	0	0	0	0	0	0
3	with unmarked ovals	34	0	3	2	3	2	17
4	requiring further manual review	4		2	1		1	
5								
6								
7	Bobby Bluestocking							
8	Total Votes - visual inspection of ballots...	16	4	0	1	3	0	0
9	with marked ovals	14	4	0	1	3	0	0
0	with unmarked ovals	2	0	0	0	0	0	0
1	requiring further manual review	3		1		2		

Figure 3. Completed WIT Excel Report