

## Updating voter count totals

This document describes how to:

- Set up voter-count tracking in ClearDesign
- Update voter count totals in ClearDesign
- Update voter count totals in ClearCount by importing a ballot definition file (BDF or BDFx) exported in ClearDesign

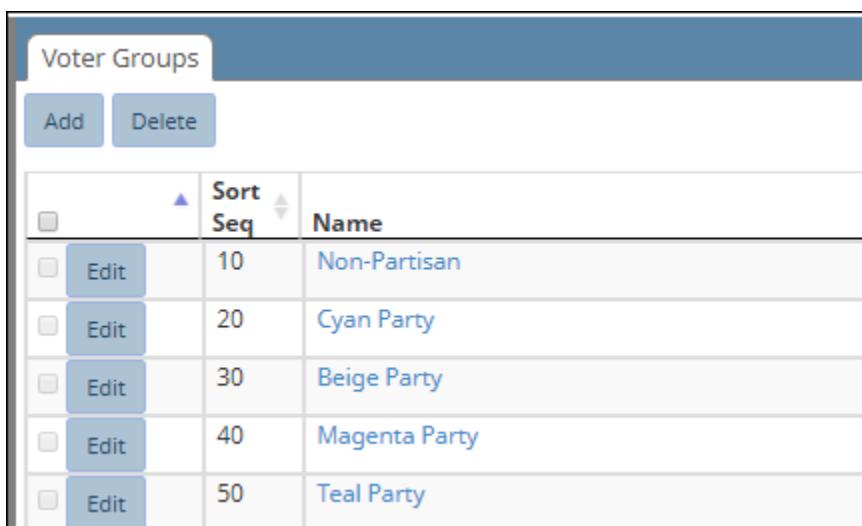
## Setting up voter-count tracking in ClearDesign

You can set up ClearDesign to track voter counts according to voter group (political party) for a particular election. Selecting the **Track Registration** setting for a voter group enables the counting of voters for that group.

If you want to want to maintain only a count of total voters without a breakdown by various voter groups, select the **Track Registration** setting only for the Non-Partisan voter group.

To set up registration tracking, follow these steps:

1. From the Elections tab of ClearDesign, click the name of the desired election.
2. When ClearDesign displays the Info tab for the desired election, click the Voter Groups tab.
3. From the Voter Groups tab, click the **Edit** button in the row corresponding to a voter group (political party) for which you want to track totals.

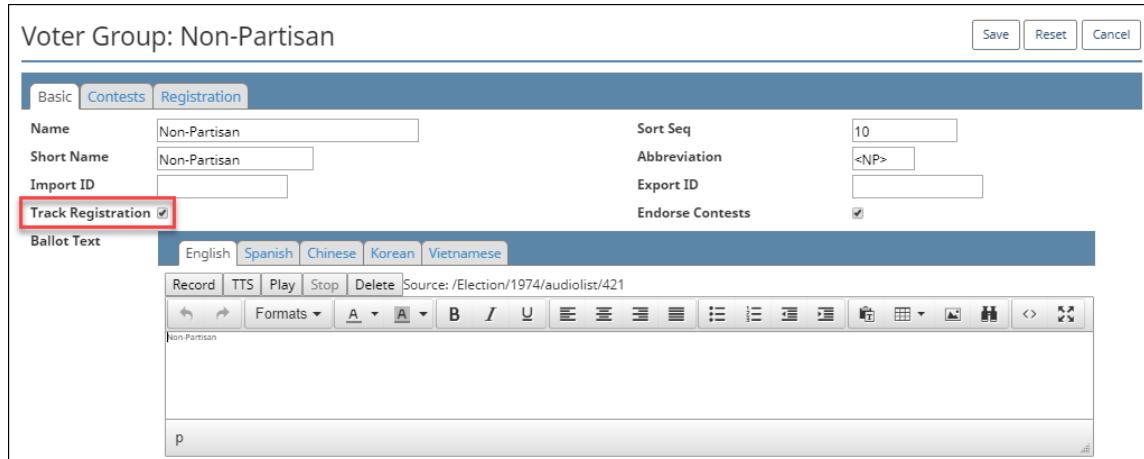


	Sort Seq	Name
<input type="checkbox"/>	10	Non-Partisan
<input type="checkbox"/>	20	Cyan Party
<input type="checkbox"/>	30	Beige Party
<input type="checkbox"/>	40	Magenta Party
<input type="checkbox"/>	50	Teal Party

Figure 1. Voter Groups tab

4. When ClearDesign displays the dialog for the selected voter group, select **Track Registration** and then **Save**.

Figure 2 shows an example of the Voter Group dialog. In this example, the **Track Registration** selection is enclosed in red.



The screenshot shows the 'Voter Group: Non-Partisan' dialog. At the top, there are 'Save', 'Reset', and 'Cancel' buttons. Below that is a tab bar with 'Basic', 'Contests', and 'Registration' (which is selected). The 'Basic' tab contains fields for 'Name' (Non-Partisan), 'Short Name' (Non-Partisan), 'Import ID' (empty), 'Sort Seq' (10), 'Abbreviation' (<NP>), 'Export ID' (empty), and 'Endorse Contests' (checked). Below these are 'Ballot Text' and 'Formatting' tabs. The 'Formatting' tab includes language options (English, Spanish, Chinese, Korean, Vietnamese) and a rich text editor. The rich text editor has a toolbar with buttons for Record, TTS, Play, Stop, Delete, and Source. The main area of the rich text editor contains the text 'Non-Partisan' and 'p'.

**Figure 2. Voter Group: Non-Partisan dialog (Track Registration field enclosed in red)**

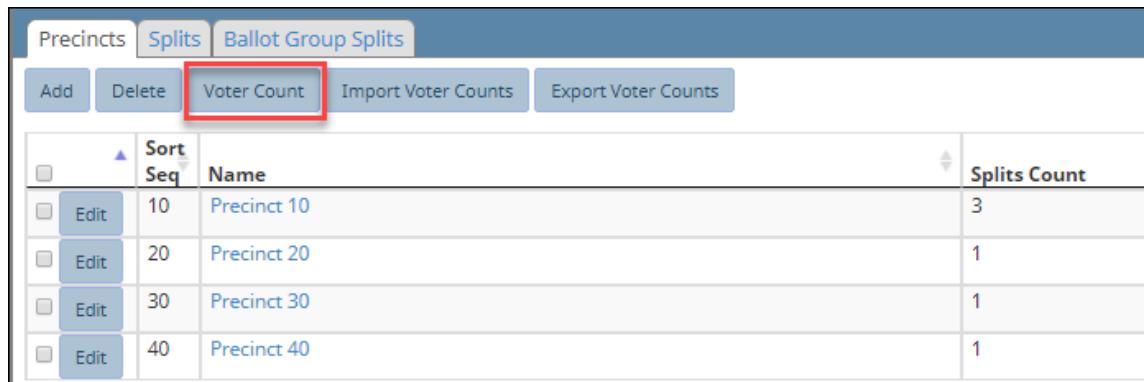
5. Repeat steps 3 and 4 for each desired voter group where you want to track registrations.

## Entering voter counts manually

You can enter voter count manually in ClearDesign from a printed report provided by a voter registration system used in a jurisdiction. Examples include the Oregon Central Voter Registration (OCVR) system, Data Information Systems (DIMS), and DFM Associates Voter Registration System.

Follow these steps:

1. Go to the Precincts tab for the desired election and click the **Voter Count** button (Figure 3).



The screenshot shows the 'Precincts' tab of the ClearDesign interface. The 'Splits' and 'Ballot Group Splits' tabs are also visible. Below the tabs are buttons for 'Add', 'Delete', 'Voter Count' (which is highlighted with a red box), 'Import Voter Counts', and 'Export Voter Counts'. The main area is a table with columns for 'Sort Seq', 'Name', and 'Splits Count'. The data in the table is as follows:

Sort Seq	Name	Splits Count
10	Precinct 10	3
20	Precinct 20	1
30	Precinct 30	1
40	Precinct 40	1

**Figure 3. Precincts tab (Voter Count button enclosed in red)**

ClearDesign displays the Voter Count dialog as shown in Figure 4. In this example, the jurisdiction has decided to use the Non-Partisan voter group to track a total voter count without a breakdown by political parties.

Precinct	Count
Precinct 10 10	0
Precinct 10 20	0
Precinct 10 30	0
Precinct 20 10	0
Precinct 30 10	0
Precinct 40 10	0

**Figure 4. Voter Count dialog**

2. Enter the values from the report provided by the voter registration system in the Voter Count dialog.
3. When done, the **Save** button.

## Importing voter counts

You can import voter counts into ClearDesign from a voter registration system if the file format is compatible.

To import voter counts into ClearDesign:

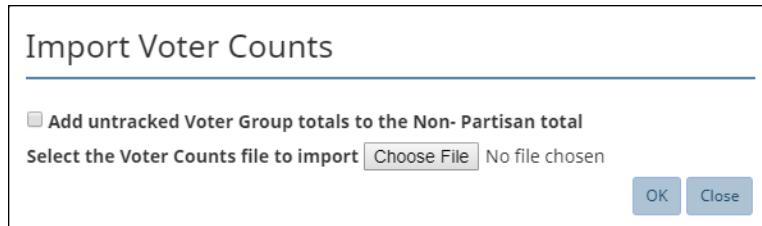
1. Go to the Precincts tab for the desired election and click the **Import Voter Counts** button.

	Sort Seq	Name	Splits Count
<input type="checkbox"/>	10	Precinct 10	3
<input type="checkbox"/>	20	Precinct 20	1
<input type="checkbox"/>	30	Precinct 30	1
<input type="checkbox"/>	40	Precinct 40	1

**Figure 5. Precincts tab (Import Voter Counts button enclosed in red)**

ClearDesign displays the Import Voter counts dialog (Figure 6).





**Figure 6. Import Voter Counts dialog**

2. In the Import Voter Counts dialog, do the following:
  - a. Select **Add untracked Voter Group totals to the Non-Partisan total** if you want to conglomerate parties without contests into the non-partisan total.
  - b. Click **Choose File** and navigate to the location of the desired import file.
  - c. Click **OK**.

## Exporting voter counts, updating totals, and importing the updates

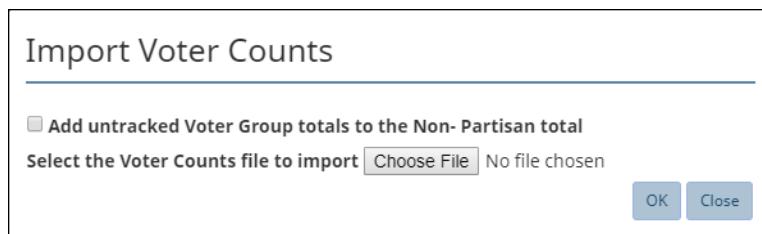
You can export voter counts from ClearDesign to a CSV file, update the CSV file, and import the updated file back into ClearDesign.

1. Go to the Precincts tab for the desired election and click the **Export Voter Counts** button.



**Figure 7. Precincts Tab (Export Voter Counts button enclosed in red)**

ClearDesign displays the Export Voter Counts dialog.



**Figure 8. Export Voter Counts dialog**

2. In the Export Voter Counts dialog, click **OK**.

Google Chrome downloads a CSV file and displays a line to file at the bottom on the screen.

3. Click the link at the bottom of the screen to edit the CSV file.
4. Populate the CSV file with the applicable voter counts and save the changes.

Figure 9 shows a short example of a CSV file containing voter counts.

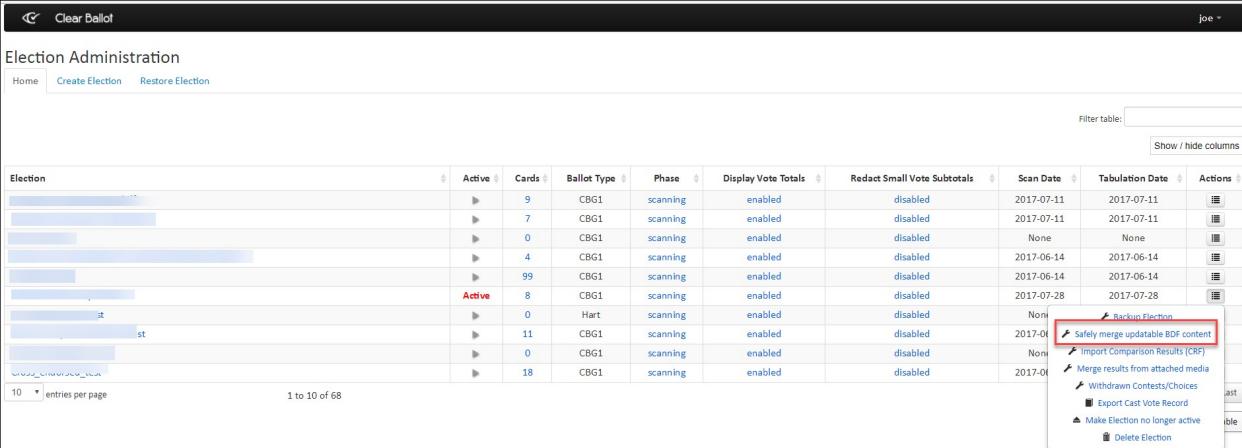
	A	B	C
1	SplitID	PartyID	VoterCount
2	3	1	0
3	15	1	0
4	18	1	0
5	6	1	0
6	9	1	0
7	12	1	0

**Figure 9. Example: CSV file containing voter counts**

5. Import the updated CSV file as described in the previous section.
6. Export the BDF or BDFx.

## Importing the BDF or BDFx into ClearCount

1. Log in to a ClearCount admin station.
2. From the Action menu in the row for the active election, select **Safely merge updatable BDF content**.



The screenshot shows the ClearCount Election Administration interface. The top navigation bar includes 'Clear Ballot', 'Home', 'Create Election', and 'Restore Election'. The main content area is titled 'Election Administration' and displays a table of elections. The table columns include 'Election', 'Active', 'Cards', 'Ballot Type', 'Phase', 'Display Vote Totals', 'Redact Small Vote Subtotals', 'Scan Date', 'Tabulation Date', and 'Actions'. One row is highlighted as 'Active'. A context menu is open over this row, with the 'Safely merge updatable BDF content' option highlighted with a red box. Other options in the menu include 'Import Comparison Results (CRF)', 'Merge results from attached media', 'Withdrawn Contests/Choices', 'Export Cast Vote Record', 'Make Election no longer active', and 'Delete Election'.

**Figure 10. Home tab for Election Administration in ClearCount**