

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

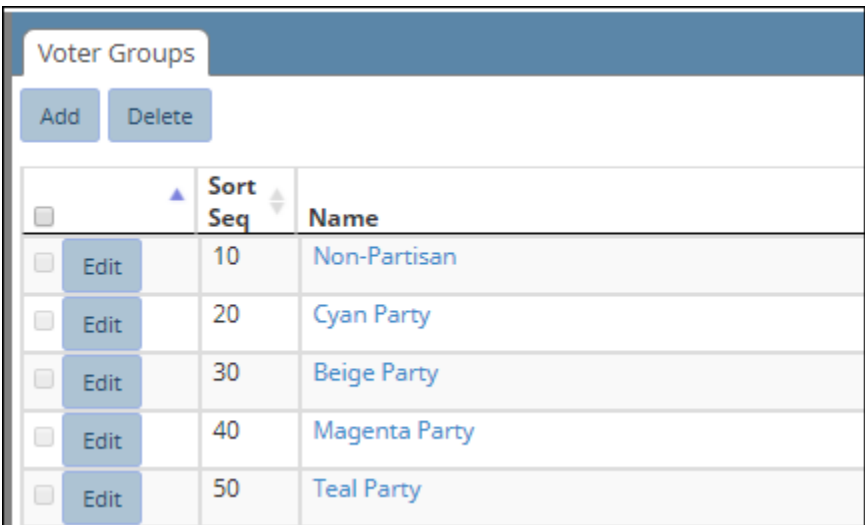
Setting up voter-count tracking in ClearDesign

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 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.



Voter Groups			
☐ Add ☐ Delete			
☐	Edit	Sort Seq	Name
☐	Edit	10	Non-Partisan
☐	Edit	20	Cyan Party
☐	Edit	30	Beige Party
☐	Edit	40	Magenta Party
☐	Edit	50	Teal Party

Figure 1. Voter Groups tab

- 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.

Voter Group: Non-Partisan

Save Reset Cancel

Basic Contests **Registration**

Name: Non-Partisan Sort Seq: 10

Short Name: Non-Partisan Abbreviation: <NP>

Import ID: Endorse Contests: ☒

Track Registration ☒

Ballot Text: English Spanish Chinese Korean Vietnamese

Record TTS Play Stop Delete Source: /Election/1974/audiolist/421

Formats A B I U

Non-Partisan

p

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

- 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:

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

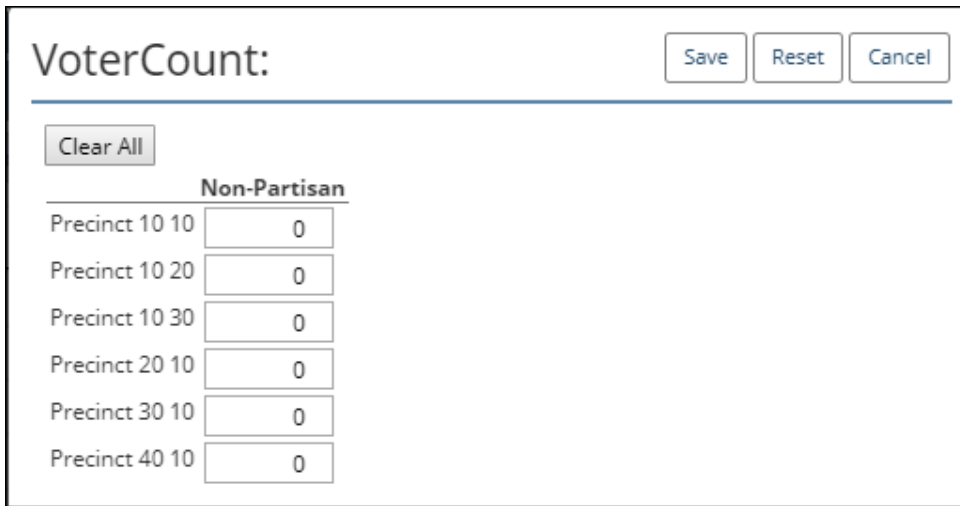
Precincts **Splits** Ballot Group Splits

Add Delete **Voter Count** Import Voter Counts Export Voter Counts

	Sort Seq	Name	Splits Count
☐ Edit	10	Precinct 10	3
☐ Edit	20	Precinct 20	1
☐ Edit	30	Precinct 30	1
☐ Edit	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.



VoterCount: [Save] [Reset] [Cancel]

[Clear All]

Non-Partisan

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

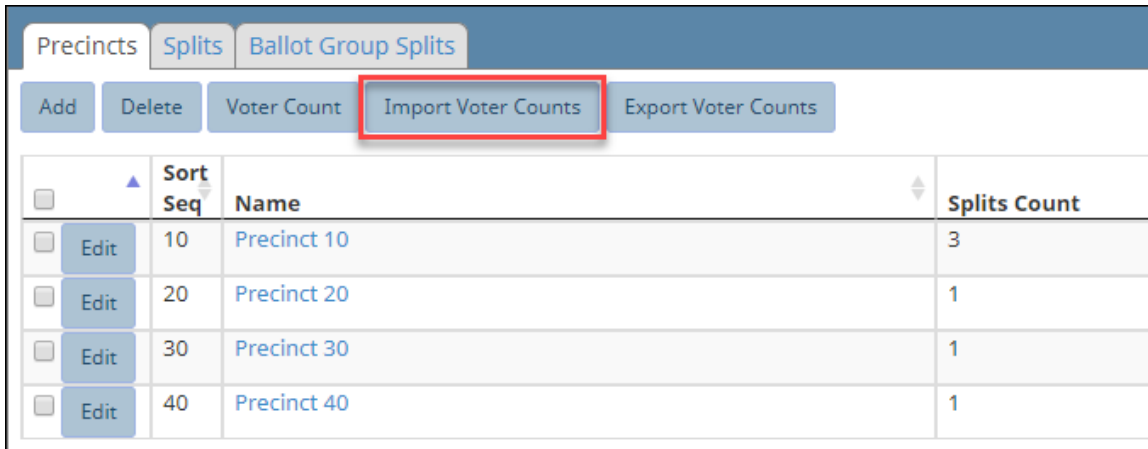
2. Enter the values from the report provided by the voter registration system in the Voter Count dialog.
3. When done, the **Save** button.

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.



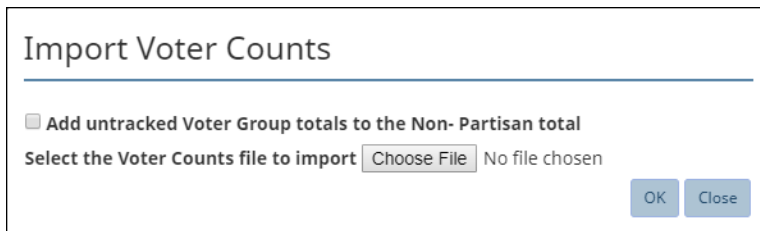
Precincts | Splits | Ballot Group Splits

[Add] [Delete] [Voter Count] [Import Voter Counts] [Export Voter Counts]

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

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

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



Import Voter Counts

☐ Add untracked Voter Group totals to the Non- Partisan total

Select the Voter Counts file to import No file chosen

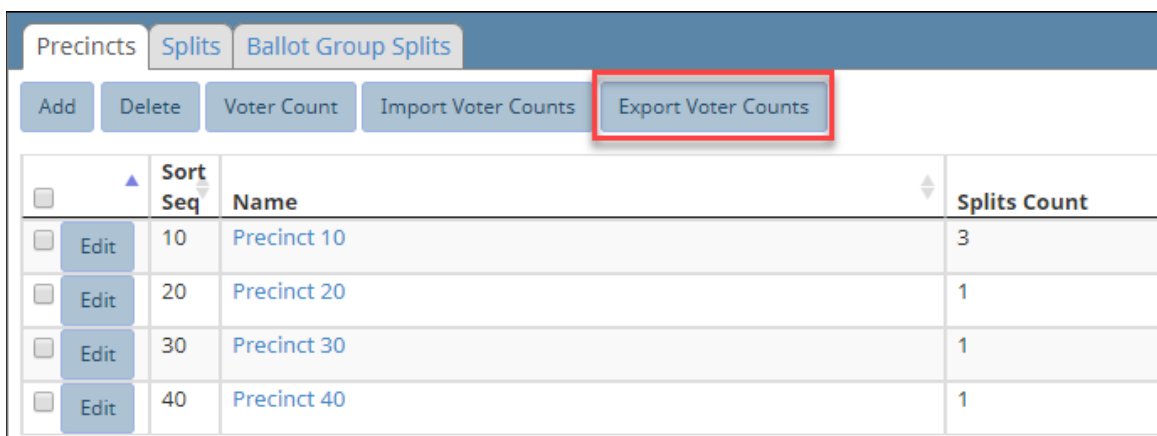
Figure 6. Import Voter Counts dialog

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.



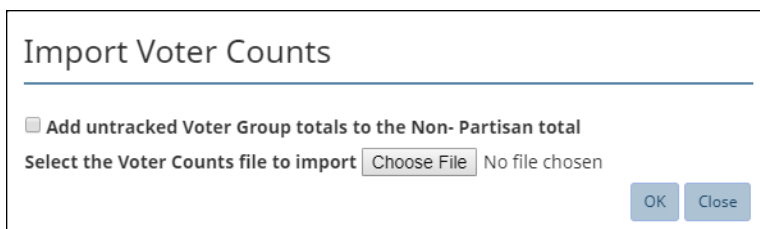
Precincts Splits Ballot Group Splits

Add Delete Voter Count Import Voter Counts **Export Voter Counts**

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

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

ClearDesign displays the Export Voter Counts dialog.



Import Voter Counts

☐ Add untracked Voter Group totals to the Non- Partisan total

Select the Voter Counts file to import No file chosen

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.

- Click the link at the bottom of the screen to edit the CSV file.
- 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

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

Importing the BDF or BDFx into ClearCount

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

The screenshot shows the 'Clear Ballot' Election Administration interface. At the top, there are links for 'Home', 'Create Election', and 'Restore Election'. Below this is a table with columns: Election, Active, Cards, Ballot Type, Phase, Display Vote Totals, Redact Small Vote Subtotals, Scan Date, Tabulation Date, and Actions. The table lists several elections, with the one having 8 cards marked as 'Active'. An action menu is open for the active election, showing options like 'Backup Election', 'Safely merge updatable BDF content' (highlighted with a red box), 'Import Comparison Results (CRF)', 'Merge results from attached media', 'Withdrawn Contexts/Choices', 'Export Cast Vote Record', 'Make Election no longer active', and 'Delete Election'.

Figure 10. Home tab for Election Administration in ClearCount