

February 27, 2024 Presidential Primary AVCB Training

Ann Arbor City Clerk's Office

Jackie Beaudry – City Clerk

Steve Gerhart – Chief Deputy City Clerk



Election Day Background

- Inspectors arrive at their assigned Absent Voter Count Board (AVCB) at 10:00 a.m. at the Ann Arbor Election Headquarters, 3021 Miller Rd.
- Please do not arrive earlier than 9:45 a.m.
- Lunch and dinner will be provided, please bring your own water bottle.
- We will have 5 teams for this Election.
- Jeff Micale will be Supervising the AVCB teams.
- Nicole Gerhart will be on hand as a liaison with the Clerk's Office.
- Three high-speed tabulators will be used to process ballots.

AVCB Assignment

AVCB 1 Ward 1

AVCB 2 Ward 2

AVCB 3 Ward 3

AVCB 4 Ward 4

AVCB 5 Ward 5

Challengers and the Public at the AVCB

- Challengers and Poll watchers may observe AVCB on Election Day
 - Affidavit (*and oath*) must be completed by all persons that are present at the AVCB once “processing” begins.
 - Poll watchers must remain in “public viewing area” at all times while Challengers may observe the AV process up close but cannot touch any election materials.
 - Only one challenger per 8 inspectors per political party or interest group. (Maximum of 7 challengers per political party or interest group.)
 - Challengers will take oath affirming they will not communicate in any way information pertaining to any ballots or the tabulation of ballots.
- Cell phones are now allowed at AVCB
 - Please be mindful to step out of the processing area if you must take a phone call.
 - No discussing politics or results.
- Prohibition remains for poll workers and challengers prohibiting photography, audio, or video recording.

Preparation of AVCB Precinct

- The AVCB room will be arranged for each team prior to the arrival of the inspectors – e.g., high-speed scanners, poll books, and supplies will be at designated stations. All teams will share the high-speed ballot tabulators. **One** Poll Book will be issued to **each AVCB**. It will be used to record the information for **all** of the precincts within the AVCB.
- Each AVCB Poll Book will contain:
 - **1** Clerk's Preparation Certificate (in AVCB 1 Book only, to be completed by High-Speed Teams)
 - **1** Election Inspectors' Preparation Certificate
 - **1** Challenged Voters page
 - **1** Certificate of Election Inspectors form
 - **Multiple** tabbed sections (**one** for each precinct) containing 3 forms
 - *Remarks* page
 - *Write-Ins Only/Statement of Votes*
 - *Ballot Summary*
- The following items will also be delivered to each of your work areas:
 - AV ballot returned envelopes for each precinct
 - *AV List (printed on 3-hole paper)* showing the names of all voters in your precincts who applied for AV ballots. Keep in mind that not all applicants return their ballots, so you may not have a ballot for every name on the *AV Lists*
 - AV ballot applications for all returned envelopes for each precinct will be available if needed for review.
- **PLEASE NOTE: ADDITIONAL BALLOTS WILL BE DELIVERED FROM THE CLERK'S OFFICE MULTIPLE TIMES DURING THE DAY.**

Oath of Election Inspectors

- The first order of business is for all AVCB inspectors to take and sign the "Oaths of Election Inspectors" in the *Absent Voter Poll Book*.

OATH OF ELECTION INSPECTORS

OATHS OF ELECTION INSPECTORS

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States, and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Election Inspector at the Election as indicated on the front cover of this Poll Book, according to the best of my ability. I further swear (or affirm) that I shall not communicate in any way any information relative to the processing or tallying of votes that may come to me while in this counting place until after the polls are closed.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Taken, subscribed and sworn to before me this day of _____, 20____

X _____
Signature of Chairperson or Person Administering Oath

REST OF PRECINCT INSPECTORS

FOR CHAIRPERSON

Processing AV Ballots

- Each AVCB team will process ballots for multiple precincts.
- Work on only one precinct's ballots at a time. IMPORTANT: Make sure you have no ballots, envelopes, or applications from any other precinct except the one you are working on at your workstation. NEVER have more than one precinct's material at your AVCB's work area.
- Place precinct's ballot trays (*with ballots in returned envelopes*) at station #1. Again, make absolutely sure no envelopes, ballots, etc. are left out from another precinct. Work on only one precinct at a time.
- Make a physical count of the precinct's AV ballot return envelopes. Verify it matches the total number of AV ballots returned that is printed on your *AV List* (look on the specific precinct's TOTALS line for "Ballots Returned.") Please note that the GRAND TOTALS line is for the entire AVCB (there are multiple precincts in an AVCB.)

Anatomy of an AV Ballot

CLERK'S RECORD AREA

AV BALLOT RETURN ENVELOPE

IMPORTANT! DID YOU...

- Sign in the box below in your own handwriting?
- Put your ballot in the envelope?
- Return to the local clerk by 8 p.m. on Election Day?

Precinct No. _____
Returned: Date and Time _____ Ballot No. _____
 Voter signature verified (Initials) _____
 Rejected? Reason _____

VOTER'S SIGNATURE

Voter sign here in ink. Power of attorney is not acceptable.

Thomas Jefferson 7/23/14
Signature of Absent Voter _____ Date _____

This must be signed or your vote will not be counted.

If someone assists you or helps you mark your ballot, they must sign and identify themselves. I assisted the voter who is disabled or unable to mark their ballot according to their directions and without showing it to another person.

Signature of Person Assisting Voter _____

Print Name of Person Assisting Voter _____

Address of Person Assisting Voter _____ City _____ State _____ Zip _____

A person who assists an absent voter and who knowingly makes a false statement is guilty of a felony.

Keep your ballot secure.
It is a felony for anyone to be in possession of an absent voter ballot except authorized election officials, employees of postal services or other common carriers during the normal course of their job handling mail, or a member of the voter's immediate family or household who the absent voter has asked to return the ballot.

▼ Voter's Name, Address, City, State, Zip ▼

08/05/2014 3-7 AVCB 3 00000008
THOMAS JEFFERSON
548 S. STATE ST.
ANN ARBOR, MI 48104

VOTER'S ASSISTANT

IF AN AFFIDAVIT IS COMPLETED & ATTACHED TO THE ENVELOPE, YOU MUST PROCESS THIS BALLOT AS A "CHALLENGED" BALLOT.

WARD/PRECINCT

BALLOT #

08/05/2014 5-42 AVCB 3 00000008

THOMAS JEFFERSON
548 S. STATE ST.
ANN ARBOR, MI 48104

Inspectors at Station #1

- Check to ensure the ballot is completely filled out:
 - Signed by voter
 - Initialed and dated received by Clerk's Office
- Check return envelopes to determine if voters received assistance in voting the ballot:
 - If envelope indicates that assistance was received, in the remarks page for that precinct notate the name of the voter and the name of the individual who provided assistance.
- Once you have verified the envelopes are in good order, proceed to using the paper jogger for 30 seconds per batch, to reduce risk of cutting ballots. Next, run envelopes through the high-speed letter opener.
- Return opened envelopes to processing station and remove the ballot in its secrecy sleeve from the outer envelope.

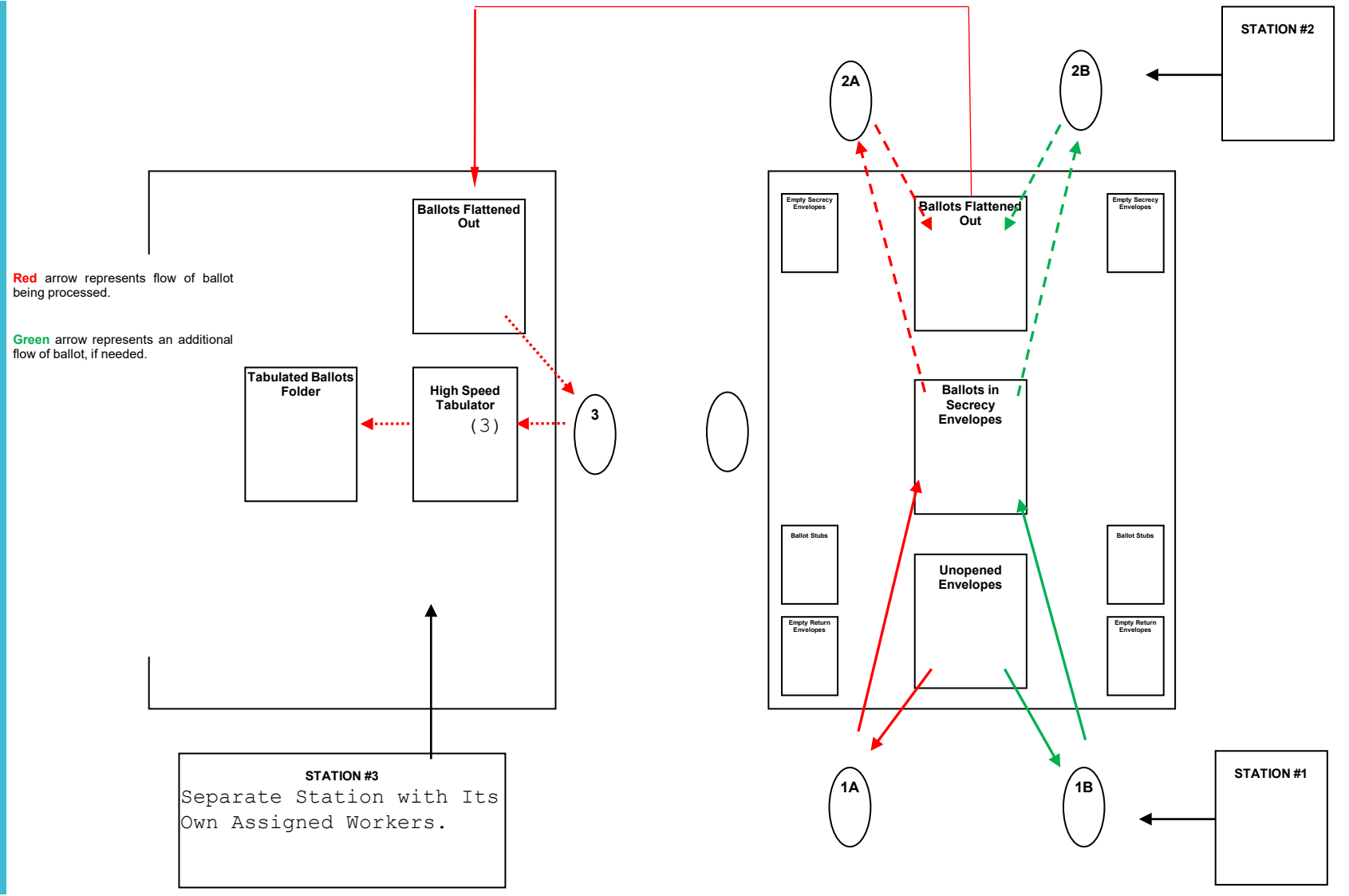
Inspectors at Station #1, Continued

- Once you remove the secrecy sleeve from the outer envelope, verify the ballot number on the stub against the label on the envelope.
 - Do not unfold the ballot unless the voter has folded it so the numbered stub is not visible.
 - Make every effort to maintain the secrecy of the vote.
- Tear off stub and retain it in a secure location, grouped only with other stubs of the same precinct. (*You keep stubs as a precautionary check on the number of ballots processed.*)
- Immediately place ballot, ***still in its secrecy envelope***, in a green plastic storage tub. As the ballots accumulate, they will be ready to be processed by election worker(s) at station #2.
- Place empty returned ballot envelopes in clear plastic tubs. Group the returned empty envelopes with that of the same precinct in groups of 50. Rubber bands and precinct dividers will be provided in your supplies.
- To assist with the balancing of precincts, we will be providing removable labels to match your bundles of 50 envelopes to the corresponding 50 ballots, for each precinct.

Election Workers at Station #2

- Take each anonymous (*stubs have already been removed*) ballot out of its secrecy envelope, unfold it, and lay it flat. **FLATTEN BALLOTS (PERFORMING ANY NECESSARY BACK FOLDING) TO ENSURE EASE OF SCANNING** and check for ballots that might be unreadable by scanner (e.g., voted with crayon, highlighter, or barcodes damaged.)
- Once a stack of 50 ballots has accumulated, place a removeable label indicating the batch on the top ballot and rubber band the stack and place in black mail bin. Completed stacks will be taken to election workers at station #3 (high speed tabulator.)

Overview of Process



Ballots Delivered During the Day

- During the day, more ballots will be delivered to you from the City Clerk's Office. Another *AV List* will accompany the new ballots. Before processing these ballots, read the envelope label(s) and new *AV List*. Are they for your precinct? If they are, immediately place new *AV List* with the original *AV List* (in the 3-ring binder.)
- Keep track of how many ballots were sent to you during the day for each precinct using the AVCB Ballot Delivery Tally Sheet.

Potential Problems and Solutions During Processing

- ***Unsigned ballot envelope:***
 - **REJECT** Do not open envelope. Return AV ballot IMMEDIATELY to the City Clerk's Office. Make a note on AV List, "Unsigned ballot envelope."
- ***Wrong ballot number:***
 - **ACCEPT** if it seems apparent that there was an inadvertent switch between members of the same household.
 - **ACCEPT** if it is not a member of the same household; however, process as a "challenged" ballot . On *AV List*, to the right of the voter's name, write "**Challenged, wrong number # _____**" (*write the number of the ballot returned by the voter in the blank.*) Use the ballot number issued to the voter (see *AV List*) when writing the concealed ballot number (*with tape covering it*) on back of the ballot, not the number on the stub of the returned ballot.

Potential Problems and Solutions During Processing, Continued

- *Correct ballot stub torn off, but still in envelope with ballot:*
 - ACCEPT
- *Ballot stub torn off and NOT in the envelope:*
 - ACCEPT On *AV List*, to the right of the voter's name, write, "Challenged, stub missing." Process the ballot as a "challenged" ballot. Use the ballot number issued to the voter (see *AV List*) when writing the concealed ballot number (*with tape covering it*) on back of the ballot.
- *Envelope empty, no ballot returned:*
 - Write "Envelope empty" on *AV List* to the right of the voter's name and on the *AV Ballot Return Envelope*. In the "Remarks" page of the appropriate tabbed section of the Poll Book, write down the name of the voter and that NO ballot was included in the returned AV Ballot Envelope.

Inspectors at Station #3

- Scan ballots in multiples of 50 and verify that the batch contains only ballots from one precinct before accepting the batch.
- When scanning, it is important to ensure that ballots are as flat as possible when you put them through the scanner, to minimize the risk of jams.
- Ballots that have been successfully scanned are bundled with the batch report and placed in the blue mail trays for ballot runners to place in ballot bags.
- Batches that need to be returned to AVCB for any reason can be bundled and placed in the green mail tray for return to AVCB.

Duplicating Ballots

- For each precinct:
 - Be sure all original ballots are labeled **ORIG** at the top. (If flawed because it was the wrong ballot for the voter, write ORIG – WRONG BALLOT at the top and note the correct precinct it is being duplicated on to.)
 - Number the original ballots consecutively next to **ORIG** at the top of the ballot (e.g., ORIG#1, ORIG#2, ORIG#3, etc.)
 - Count out the same number of new ballots from the correct precinct's supply of ballots as the number of original ballots that will be duplicated. Be careful to use ballots from the correct precinct!
 - Number the new ballots consecutively below the stub: DUP#1, DUP#2, DUP#3, etc. **REMOVE AND DISCARD THE STUBS!** You now have prepared blank ballots for duplication.
 - Keep in mind with the high-speed scanners, you will have fewer ballots to duplicate because many issues (stray marks, wrong marking device, etc.) can be adjudicated by the high-speed teams.

Duplicating Ballots, Continued

- Assemble a team of two workers (*with different political party preferences,*) one to read and the other to mark the new ballot. Using the proper marking tool, make a duplicate of each original ballot by marking the duplicate ballot. ONCE THE NEW BALLOT IS MARKED, EXCHANGE THE BALLOTS AND RE-READ TO CHECK FOR ACCURACY. Use the following procedures where appropriate:
 - If the ballot itself was in some way flawed, mark the new ballot exactly as the voter marked their original ballot, **including true “crossover” votes or “overvotes.”** Take into account any **invalid** (where the voter changed their mind) crossover votes or overvotes and do not duplicate them. The new ballot can now be processed by the high-speed tabulator.
 - If the voter was issued the wrong ballot for the precinct, the duplicate ballot may have different candidates. Be alert to these differences when you make the duplicate ballot. **DO NOT MARK A VOTE FOR ANY CANDIDATE NOT ON THE ORIGINAL BALLOT.**

After 8:00 PM

- Make sure the AVCB Supervisor has given you permission to close.
- Ensure there are no ballots left to process.
- High-Speed Teams verify the BALLOT COUNTER FOR THE THREE HIGH-SPEED TABULATORS = BALLOTS RECEIVED BY AVCB (all precincts)
 - If YES, proceed to close the AVCB.
 - If NO:
 - IMMEDIATELY contact the AVCB Supervisor, who will probably ask you to:
 - Verify if a returned AV Ballot Envelope did NOT contain a ballot.
 - Make a physical count of tabulated ballots. (*It is possible that an election inspector left a ballot inside a secrecy envelope.*)
 - Compare the number of returned AV Ballot Envelopes to your final AV List. It is possible that your precinct failed to verify that the number of envelopes delivered to your AVCB was the same as the reported number on the AV List.

Complete the Ballot Summary Report for Each Precinct

- Complete **Line A** with the number of absentee envelopes delivered at the opening of the AVCB.
- Complete **Line B** with the total number of additional ballots delivered during the course of the day.
- Add **Lines A and B** to get **Line C**.

JURISDICTION: _____ AVCB #: _____ PCT #'s: _____

BALLOT SUMMARY

NUMBER OF BALLOTS DELIVERED TO AVCB:	NUMBER OF BALLOTS AT THE CLOSE OF THE AVCB:
A. Number of absentee ballot envelopes delivered at opening of AVCB: <input type="text"/>	D. Number of absentee ballots tabulated: <input type="text"/>
B. Number of additional absentee ballot envelopes delivered by close of AVCB: <input type="text"/>	E. Number of absentee ballot envelopes delivered to the Board which did not contain a ballot: <input type="text"/>
C. Total number of absentee envelopes ballots delivered to the AVCB: (Total of A & B) <input type="text"/>	F. Number of absentee ballot envelopes delivered to the Board without a signature or otherwise invalid: <input type="text"/>
	G. Total ballots processed: (Total of D, E & F) <input type="text"/>

↑ THESE TOTALS MUST AGREE ↑

CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE 'C' MUST EQUAL THE TOTAL ON LINE 'G'.

IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.

300 (11/16/13)

WHITE - Place in Envelope to LOCAL CLERK
PINK - Place in Envelope to CANVASS BOARD / PROBATE JUDGE
MANILA - Remains in Poll Book Which is Placed in Envelope to COUNTY CLERK

PRESS FIRMLY!

DETACH ONLY THE WHITE AND PINK COPIES AT PERFORATIONS

Complete the Ballot Summary Report for Each Precinct, Continued

- Complete **Line D** with the number of ballots tabulated for each precinct; use the Ballot Cast Report provided by the high-speed scanner to get this number.
- **Line E** is the number of ballots delivered without a ballot.
- **Line F** is the number of ballots without a signature or are otherwise invalid.
- Add **Lines D, E, and F** to get **Line G**.
- If Line C does not match Line G, put an explanation in Remarks Section of Poll Book explaining why.

JURISDICTION: _____ AVCB #: _____ PCT #'s: _____

BALLOT SUMMARY

NUMBER OF BALLOTS DELIVERED TO AVCB:	NUMBER OF BALLOTS AT THE CLOSE OF THE AVCB:
A. Number of absentee ballot envelopes delivered at opening of AVCB:	D. Number of absentee ballots tabulated:
<input type="text"/>	<input type="text"/>
B. Number of additional absentee ballot envelopes delivered by close of AVCB:	E. Number of absentee ballot envelopes delivered to the Board which did not contain a ballot:
<input type="text"/>	<input type="text"/>
C. Total number of absentee envelopes ballots delivered to the AVCB: (Total of A & B)	F. Number of absentee ballot envelopes delivered to the Board without a signature or otherwise invalid:
<input type="text"/>	<input type="text"/>
	G. Total ballots processed: (Total of D, E & F)
	<input type="text"/>

↑ THESE TOTALS MUST AGREE ↑

CHECK YOUR TOTALS! THE TOTAL RECORDED ON LINE 'C' MUST EQUAL THE TOTAL ON LINE 'G'.

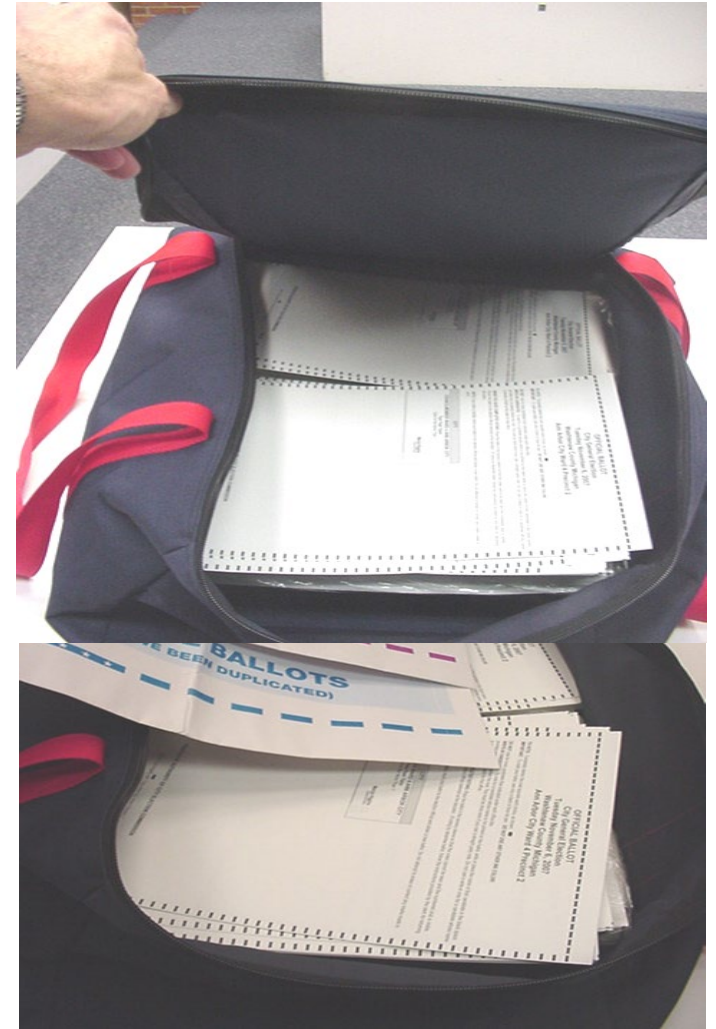
IF THESE TOTALS DO NOT AGREE, PLEASE EXPLAIN THE REASON IN THE REMARKS SECTION OF THIS POLL BOOK.

3/2019 (6/19)

WHITE - Place in Envelope to LOCAL CLERK
PINK - Place in Envelope to CANVASS BOARD / PROBATE JUDGE
MANILA - Remains in Poll Book Which is Placed in Envelope to COUNTY CLERK

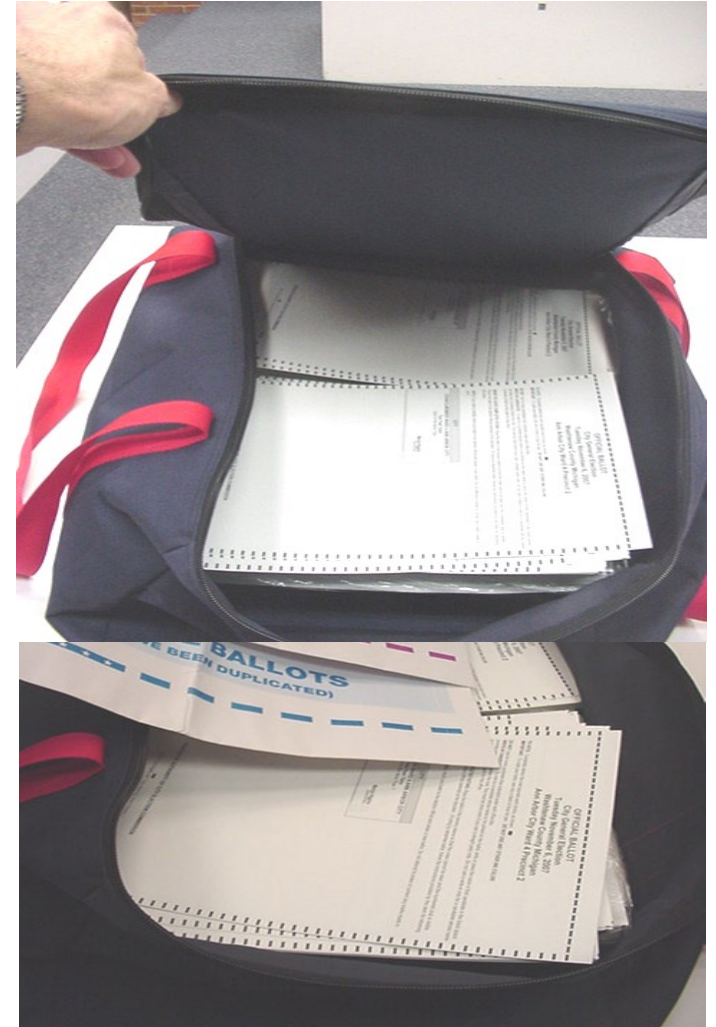
Disposition of Ballots

- Place any unused blank ballots (for duplication) back in the blue supply cart.
- Gather together all tabulated ballots from one precinct and rubber band together. Place all of your tabulated ballots neatly in a canvas ballot container.
- Seal each precinct's original ballots that you duplicated. They should be in the "ORIGINAL BALLOTS (THAT HAVE BEEN DUPLICATED)" envelope for that respective precinct.
- Place the "ORIGINAL BALLOTS (THAT HAVE BEEN DUPLICATED)" envelopes in a canvas ballot container with voted ballots.



Disposition of Ballots, Continued

- Remove the removable batch labels from the bundles of empty ballot envelopes. Envelopes should remain banded together.
- Place the bundles of empty ballot envelopes in the canvas ballot container corresponding with ballots of the same precinct.
- Zip the canvas ballot container closed.



Sealing Ballot Containers

- Each bag will be sealed with a blue plastic flexible/pull-tight seal and a *Ballot Container Certificate* in a plastic sleeve. Use one blue pull tight seal for each bag.
- Remove the *Ballot Container Certificate* from its plastic sleeve.
- Completely fill out the certificate using the appropriate seal number.
- Record precinct numbers that are contained within each bag. Avoid splitting precincts amongst multiple bags if possible.
- Certificate must be signed by sealer and verifier (must be a Democrat and a Republican.)



Complete the Certificate of Election Inspectors

JURISDICTION: _____ AVCB #: _____ PCT #'s: _____

CERTIFICATE OF ELECTION INSPECTORS

WE CERTIFY TO THE FOLLOWING:
AT THE CLOSE OF THE AVCB (Except as explained on the Remarks page of this Poll book)

- Checked the serial number(s) of the ballot(s) issued to each voter against the serial number(s) of the ballot(s) received from each voter.
- Removed, from each ballot, the detachable stub which bears the ballot serial number.
- Recorded all challenges, if any, and properly identified any challenged ballots.
- Counted and recorded all valid write-in votes.
- Accurately duplicated the ballots that required duplication.
- Tabulated all valid ballots.

BY SIGNING BELOW: we, the undersigned members of the Board of Election Inspectors, certify that all ballots (used and unused), EXCEPT envelope ballots were properly sealed into an approved **BALLOT STORAGE CONTAINER by affixing seal(s):**

		If ballot container requires two (2) seals	If using multiple storage containers, enter precinct number(s) that are stored in each container.
Original Storage Container → No.	No.	No.	PCT #s
Second Storage Container If needed → No.	No.	No.	PCT #s
Third Storage Container If needed → No.	No.	No.	PCT #s
Fourth Storage Container If needed → No.	No.	No.	PCT #s
Fifth Storage Container If needed → No.	No.	No.	PCT #s

We further certify that the **Tabulator Program** (Memory card/PROM Pack) has been removed from the tabulator and was properly sealed into an approved **STORAGE CONTAINER** by affixing seal: No. _____

DEMOCRATIC INSPECTOR
 Signature of member who **sealed/verified** the **BALLOT STORAGE CONTAINER** and **TABULATOR PROGRAM TRANSFER CONTAINER** (bag).

REPUBLICAN INSPECTOR
 Signature of member who **sealed/verified** the **BALLOT STORAGE CONTAINER** and **TABULATOR PROGRAM TRANSFER CONTAINER** (bag).

ALL INSPECTORS PRESENT AT THE CLOSE OF THE POLLS MUST SIGN BELOW
 (Any inspectors leaving prior to the close of the polls must make a notation in the REMARKS Section of this Poll Book)

Signature	Signature
Chairperson	
1. <input checked="" type="checkbox"/> _____ Phone # _____	11. <input checked="" type="checkbox"/> _____ Phone # _____
2. <input checked="" type="checkbox"/> _____ Phone # _____	12. <input checked="" type="checkbox"/> _____ Phone # _____
3. <input checked="" type="checkbox"/> _____ Phone # _____	13. <input checked="" type="checkbox"/> _____ Phone # _____
4. <input checked="" type="checkbox"/> _____ Phone # _____	14. <input checked="" type="checkbox"/> _____ Phone # _____
5. <input checked="" type="checkbox"/> _____ Phone # _____	15. <input checked="" type="checkbox"/> _____ Phone # _____
6. <input checked="" type="checkbox"/> _____ Phone # _____	16. <input checked="" type="checkbox"/> _____ Phone # _____
7. <input checked="" type="checkbox"/> _____ Phone # _____	17. <input checked="" type="checkbox"/> _____ Phone # _____
8. <input checked="" type="checkbox"/> _____ Phone # _____	18. <input checked="" type="checkbox"/> _____ Phone # _____
9. <input checked="" type="checkbox"/> _____ Phone # _____	19. <input checked="" type="checkbox"/> _____ Phone # _____
10. <input checked="" type="checkbox"/> _____ Phone # _____	20. <input checked="" type="checkbox"/> _____ Phone # _____

WHITE - Place in Envelope to **LOCAL CLERK**
 PINK - Place in Envelope to **CANVASS BOARD / PROBATE JUDGE**
 MANILA - Remains in Poll Book Which is Placed in Envelope to **COUNTY CLERK**

PRESS FIRMLY!

DETACH ONLY THE WHITE AND PINK COPIES AT PERFORATIONS

TR/04 (17)

CERTIFICATE OF ELECTION INSPECTORS

Local Clerk Receiving Board Envelope

- Place proper forms in Receiving Board Envelope
 - *AV List* – make sure to insert it inside the precinct Poll Book. (Grand total of all AV ballots tabulated should be indicated on the last page of the *AV List*.)
 - *Absent Voter Counting Board Affidavit*
 - *Notes to Jackie, Kristen, & Steve*
 - Completed Timesheets

Heading to Receiving Board

- One Republican and One Democrat will take the ballot bag and the Receiving Board Envelope to the Receiving Board located in the next hallway.

Assignment

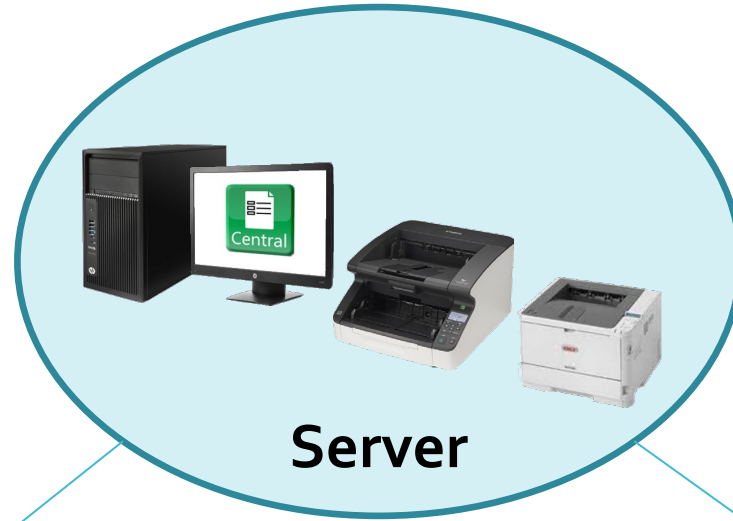
- High Speed Team 1
 - Sherry Graham and Alison Ulicny
- High Speed Team 2
 - Shelia Graziano and Kathleen Nickodemus
- High Speed Team 3
 - Matthew Stapleton and Kent Griffith
- High Speed Team 4
 - Shelly Webber and Julie Zhou
- High Speed Team 5
 - Abigail Loe and Jacob Roberson

EV Closers – 8:00 p.m.

- EV Team 1
 - Kirsten Jensen and Virigina Gooding
- EV Team 2
 - Darcy Saffar and John Kerrigan
- EV Team 3
 - Colleen Ryan-Peters and Cindy Schultz
- EV Team 4
 - Virginia Reese and Robert O'Brien
- EV Team 5
 - Angelin Gentles and Janet Riggs
- EV Team 6
 - Abigail Loe and Paul Darling
- EV Supervisor: Nikki Gerhart

High Speed Scanner Teams

Server and Client Configurations



overview: scanning ballots

In the **Scan** tab, you can:

- Scan batches/ballots.
- Manage scanned batches.
- Search scanned ballots.
- Make scanning settings.

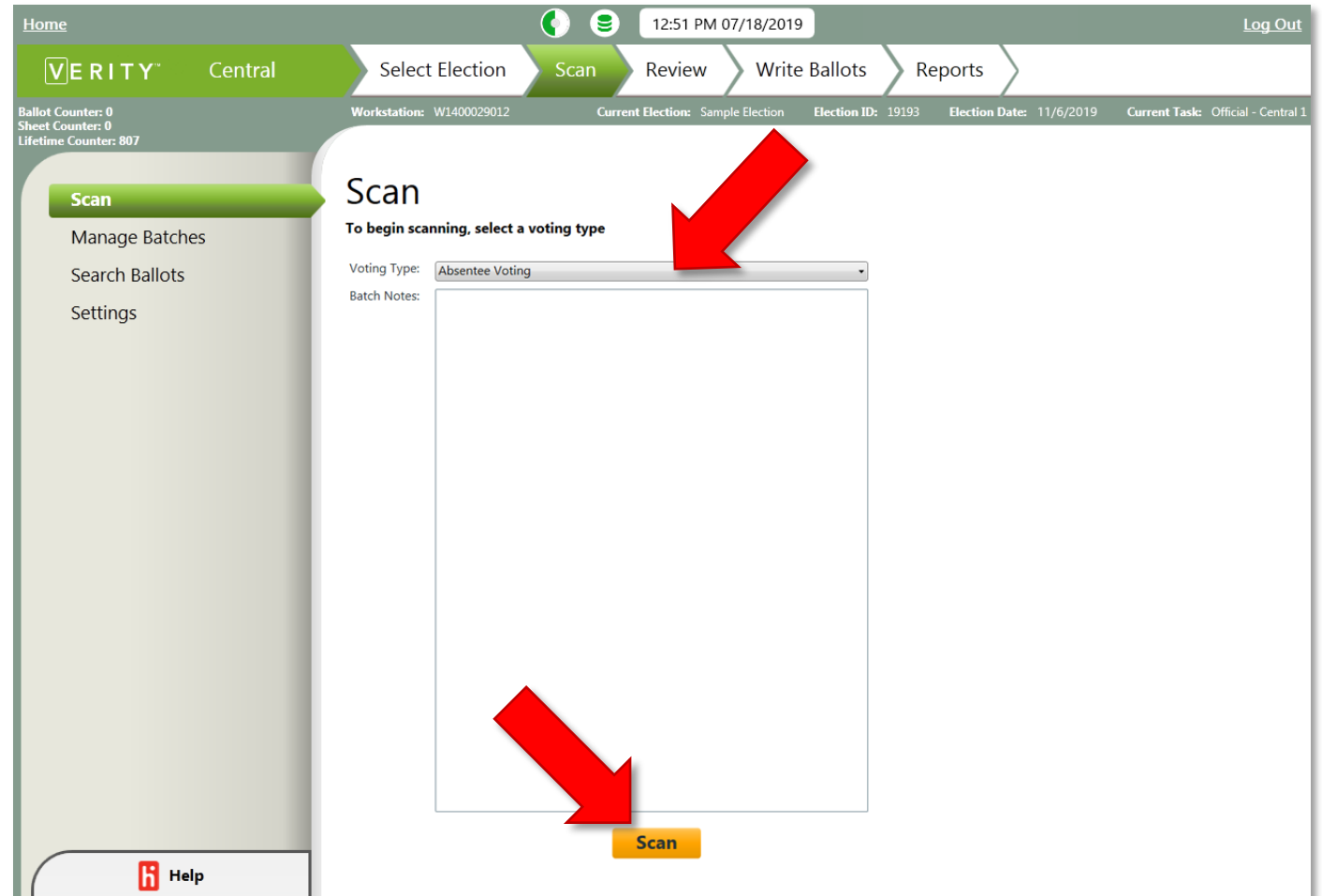
saving your work

Verity prompts you to save or discard batches once scanning is complete. If you choose to discard a batch, it cannot be retrieved and the ballots must be rescanned.

scanning ballots

In the **Scan** menu, select a voting type for the batch, and then click **Scan** to begin scanning ballots.

- You'll be prompted to print a Zero report before you begin scanning.
- Zero report is an initial copy of the Configuration Report.
- Enter notes in the Batch Notes field, for each batch enter the precinct and the batch number.



scanning ballots

After the batch is finished scanning:

- Click **View report** to view and print the batch report.
- Review the report to ensure that all ballots in batch are from same precinct, if not discard batch.
- **View rejected images** (if any)
- Click **Save batch** or **Discard batch**.

Scanning Complete

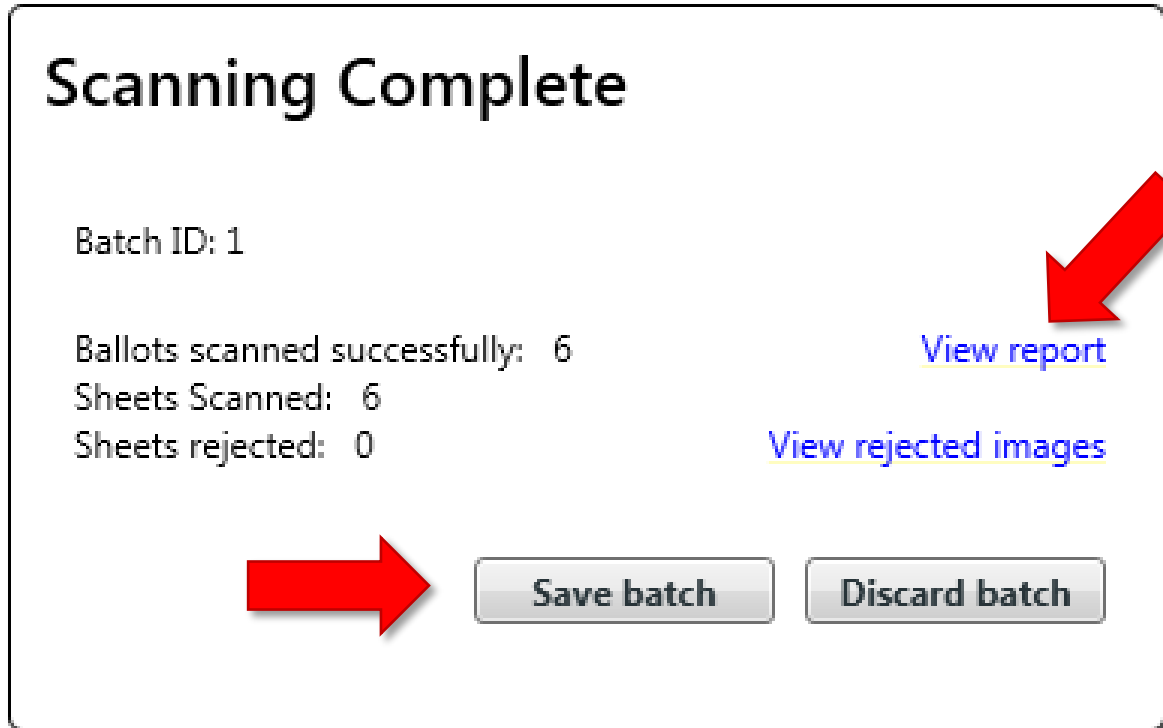
Batch ID: 1

Ballots scanned successfully: 6
Sheets Scanned: 6
Sheets rejected: 0

[View report](#)

[View rejected images](#)

[Save batch](#) [Discard batch](#)



Scanning ballots

Once you have reviewed the report to ensure all the ballots are from only one precinct. Print the Scanned Batch Report, this report will be rubber banded around the ballots.

Scanned Batch Report		SAMPLE COUNTY, MICHIGAN					Batch ID: 1	
Sample Task 1		GENERAL ELECTION					Workstation: D1500026603	
Run Time	5:34 PM	11/3/2020					Voting Type: Absentee Voting	
Run Date	9/28/2020	Page 1 of 1						
Scan Order	Precinct Name	Page	Unique ID	Var. #	Language	Status	Party	Rejection Reason
1	City of Sample, Precinct 1	1		0	English	Scanned		
1	City of Sample, Precinct 1	2		0	English	Scanned		
2	City of Sample, Precinct 22	1		0	English	Scanned		
2	City of Sample, Precinct 22	2		0	English	Scanned		
3	City of Sample, Precinct 5	1		0	English	Scanned		
3	City of Sample, Precinct 5	2		0	English	Scanned		
4	City of Sample, Precinct 3	1		0	English	Scanned		
4	City of Sample, Precinct 3	2		0	English	Scanned		
5	City of Sample, Precinct 1	1		0	English	Scanned		
5	City of Sample, Precinct 1	2		0	English	Scanned		
6	City of Sample, Precinct 5	1		0	English	Scanned		
6	City of Sample, Precinct 5	2		0	English	Scanned		
7	City of Sample, Precinct 12	1		0	English	Scanned		
7	City of Sample, Precinct 12	2		0	English	Scanned		
8	City of Sample, Precinct 7	1		0	English	Scanned		
8	City of Sample, Precinct 7	2		0	English	Scanned		
9	City of Sample, Precinct 14	1		0	English	Scanned		
9	City of Sample, Precinct 14	2		0	English	Scanned		
Total images scanned:		18	Total ballots accepted:			9		
Total images accepted:		18						
Total images rejected:		0						

overview: reviewing ballots

In the **Review** tab, you can:

- Filter and review ballot images.
- Accept or resolve ballots, pages, and contests for voter intent.
- Define write-in candidates.

Accepted vs. Resolved

- A ballot, page, or contest is “Accepted” when the voter intent determination of the Verity Central software is confirmed; A ballot, page, or contest is “Resolved” when a Central user manually resolves a voter intent issue (by interpreting a mismatch, for instance.)

saving your work

Verity Central automatically saves ballot, page, and contest resolutions.

reviewing images

Activity under the **Review Images** menu follows a general workflow:

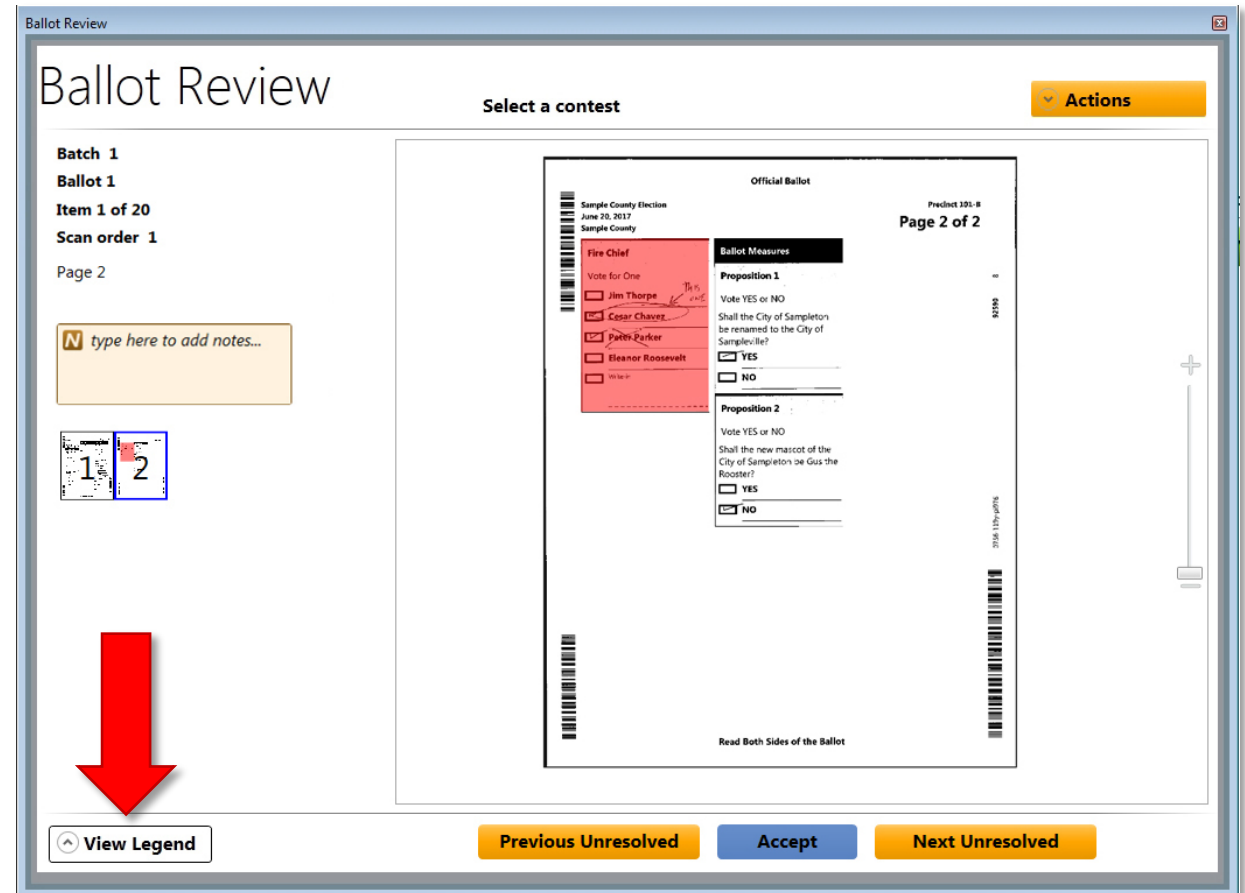
- 1) Select a batch for review.
- 2) Accept ballot(s) or select a ballot for review.
- 3) Accept or Resolve ballot pages and contests following the State of Michigan Ballot Marking Validity guidelines.

The screenshot shows the 'Review Images' interface in the VERITY Central application. The top navigation bar includes 'Home', 'Select Election', 'Scan', 'Review', 'Write Ballots', and 'Reports'. The current time is 12:51 PM on 07/18/2019. The interface displays a sidebar with 'Review Images' and 'Write-in Candidates' options. The main content area is titled 'Review Images' and prompts the user to 'Select the images you would like to review'. It shows 'Currently applied filters' and a list of 'Batches available for review' with one entry: 'Batch #1 (20 ballots)'. There are 'Actions' buttons for both the main content and the batch list. At the bottom, there are buttons for 'Clear Filters', 'Add Filter', 'Refresh List', and 'Print List'. A legend at the bottom right indicates: 'Needs adjudication' (red square), 'Checked out' (blue square), 'Contains locked contests' (lock icon), and 'Written to vDrive' (drive icon). The status bar at the bottom left shows 'Ballot Counter: 0', 'Sheet Counter: 20', and 'Lifetime Counter: 0'.

reviewing pages and contests

Selecting **Review Ballot** opens the ballot review window.

- Contests requiring adjudication are color coded (click **View Legend**).



reviewing pages and contests

At the page-level view, click **Actions** to:

- **Accept** or **Revert** current page.

Click **Accept** to accept the page as-is, and **Previous Unresolved** or **Next Unresolved** to view the previous or next page with unresolved contests.

The screenshot displays the 'Ballot Review' application window. The title bar reads 'Ballot Review'. The main content area is titled 'Ballot Review' and 'Select a contest'. On the left, there is a sidebar with the following information: 'Batch 1', 'Ballot 1', 'Item 1 of 20', 'Scan order 1', and 'Page 2'. Below this is a text input field with a note icon and the text 'type here to add notes...'. A small thumbnail of the ballot page is shown below the input field. The main area displays a preview of the ballot page, which includes a barcode, the text 'Sample County Election June 20, 2017 Sample County', and 'Official Ballot Precinct 125-B Page 2 of 2'. The ballot contains two contests: 'Fire Chief' and 'Ballot Measures'. The 'Fire Chief' contest has three candidates: 'Jim Thorpe', 'Cesar Chavez', and 'Eleanor Roosevelt'. The 'Ballot Measures' section includes 'Proposition 1' and 'Proposition 2', each with a 'Vote YES or NO' prompt and radio buttons for 'YES' and 'NO'. At the bottom of the interface, there are three buttons: 'Previous Unresolved', 'Accept', and 'Next Unresolved'. A 'View Legend' button is located in the bottom left corner. A red arrow points to the 'Actions' button in the top right corner of the application window. Three red arrows point to the 'Previous Unresolved', 'Accept', and 'Next Unresolved' buttons at the bottom of the interface.

reviewing pages and contests

Click a contest to review and resolve it in contest-level view:

- Click the page thumbnail or maximize button to return to page-level view.

The image displays two overlapping screenshots of a ballot review system. The background screenshot shows a page-level view of an 'Official Ballot' for 'Sample County Election' on 'November 6, 2019'. It includes a 'Fire Chief' contest with candidates: Jim Thorpe, Cesar Chavez, Peter Parker, Eleanor Roosevelt, and Write-in. A red arrow points to the 'Fire Chief' contest header. The foreground screenshot is a 'Ballot Review' window titled 'Adjudicate voter intent'. It shows a detailed view of the 'Fire Chief' contest. In this view, 'Cesar Chavez' and 'Peter Parker' are marked with green checkmarks, while 'Jim Thorpe' is circled in red with a handwritten note 'THIS ONE' and an arrow pointing to it. A red arrow points to a thumbnail of the page in the bottom left, and another red arrow points to a maximize button in the bottom right. The interface includes an 'Actions' menu with options like 'Print Contest', 'Export Contest', and 'Accept Contest', and navigation buttons at the bottom: 'View Legend', 'Previous Unresolved', 'Accept', and 'Next Unresolved'.

reviewing pages and contests

Click **Actions** to:

- **Accept** or **Revert** current contest.

The screenshot shows the 'Ballot Review' application window. The title bar reads 'Ballot Review'. The main header area contains 'Ballot Review' and 'Adjudicate voter intent'. On the left, a sidebar displays 'Batch 1', 'Scan order 2', 'Page 1', and 'Straight Party' with the note 'This contest was read as overvoted.' Below this is a thumbnail of the scanned ballot. The main area shows a ballot for 'Fire Chief' with the instruction 'Vote for One'. The candidates listed are Jim Thorpe, Cesar Chavez, Peter Parker, and Eleanor Roosevelt, followed by a 'Write-in' field. Handwritten annotations include a green checkmark in the box next to Cesar Chavez, a red circle around his name, and a red arrow pointing to the text 'THIS ONE' written next to him. Peter Parker's name is crossed out with a red X. On the right, an 'Actions' menu is open, listing options: Print Contest, Export Contest, Hide Annotations, Lock Contest, Accept Contest, and Revert Contest. A red arrow points from the top right towards the Actions menu. At the bottom, there are buttons for 'View Legend', 'Previous Unresolved', 'Accept', and 'Next Unresolved'.

reviewing pages and contests

Click **Accept** to accept the contest or Click a selection box to mark/unmark a selection (resolve for voter intent). Contest resolution status appears in the upper right. Click **Next Unresolved** to go to the next unresolved contest.

The screenshot shows the 'Ballot Review' window with the 'Adjudicate voter intent' section. The contest is 'Fire Chief' with the instruction 'Vote for One'. The candidates listed are Jim Thorpe, Cesar Chavez, and Eleanor Roosevelt. The 'Cesar Chavez' selection box is checked and circled in green. A red arrow points to the 'Accept' button at the bottom of the interface, which is also circled in red. Handwritten notes include 'THIS ONE' with an arrow pointing to Cesar Chavez and 'Marked rker' with an arrow pointing to the checked box.

The screenshot shows the same 'Ballot Review' window after the contest has been resolved. The 'User resolved' status is displayed in the upper right corner, accompanied by a user icon. A red arrow points to the 'Actions' menu in the top right. The 'Cesar Chavez' selection box is now marked with a checkmark and a green box, and the 'Not Marked rker' label is visible. Handwritten notes include 'THIS ONE' with an arrow pointing to Cesar Chavez.

writing ballots

The **Write Ballots** menu allows you to write batches of ballots to a vDrive for tabulation in Verity Count.

- 1) Insert an unused vDrive for the current election.
- 2) Select the batch(es) to write.
- 3) Click **Write**.
- 4) Click **OK**.

*NOTE: Only click **Close vDrive** if you no longer wish to write ballots to the vDrive. Once the vDrive is closed, no additional batches can be written.*

Home 12:51 PM 07/18/2019 Log Out

VERITY™ Central Select Election Scan Review Write Ballots Reports

Ballot Counter: 0 Workstation: W1411000211 Current Election: Sample Election Election ID: 19193 Election Date: 12/31/2015 Current Task: Official - Central 1
Sheet Counter: 21
Lifetime Counter: 0

Write Ballots to vDrive

Recovery vDrive

Select batches to write to a vDrive

1 vDrives currently inserted

Batch ID	Voting Type	Total ballots	Notes	Workstation
1	Election Day Voting	6	Batch one contains 6 ballots	W1400029012
2	Election Day Voting	8	Batch 2 contains 8 ballots	W1400029012
3	Election Day Voting	7	Batch 3 contains 7 ballots	W1400029012

Total ballots written: 0
Total batches written: 0
Total vDrives written: 0

Write Close vDrive