



**HART**  
*intercivic*<sup>TM</sup>

*Ballot Now Audit Tool 1.0*  
*Operations Manual*

Software V. 1.00

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# About Ballot Now Audit Tool 1.0

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## Overview

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The following information describes Ballot Now Audit Tool 1.0 and its uses.

### Purpose of the Ballot Now Audit Tool 1.0

The purpose of Ballot Now Audit Tool 1.0™ (BAT 1.0) is to facilitate conducting accurate and efficient machine recounts and other audit processes designed to verify voting results recorded by Hart's Ballot Now digital scan paper ballot system. Specifically, BAT 1.0 functionality provides the capability to search a Ballot Now database; identify ballots the system read as containing overvotes, undervotes, write-ins or damaged contests; and report search results filtered on various characteristics down to the contest level. Images of individual ballots satisfying user search criteria can then be retrieved, reviewed and audited in the Ballot Now application.

### Description of Ballot Now Audit Tool 1.0

Hart InterCivic's Ballot Now Audit Tool 1.0 creates reports from election results based on search criteria designated in the filters of the Ballot Now Audit Tool 1.0 window. The report lists the serial numbers of all ballots found whose characteristics match the search criteria.

With these filters, the user can create reports based on ballot characteristics such as:

- undervoted contest
- overvoted contest
- write-in contest
- damaged contest
- blank ballot
- ballots that are okay as scanned

Also, Ballot Now Audit Tool 1.0 enables the user to create reports using filters that specify:

- contest title
- precinct number
- scan batch number

These filter options, in various combinations, enable the user to create reports for in-depth election analysis.

## Copying and Using Ballot Now Database Files

The following information explains the database requirements for using Ballot Now Audit Tool 1.0.

- The Ballot Now Audit Tool 1.0 uses the information stored in a Ballot Now database to create reports.
- To use a Ballot Now database in BAT 1.0, you must first make a backup copy of the Ballot Now database. Navigate to C:\Program Files\Hart Intercivic\Ballot Now. The numbered folders contained here represent the Election IDs of each election in Ballot Now. Copy the entire numbered folder of the election that requires auditing. Additionally, copy the BNsecurity.db and BNsecurity.cfg files in the \Ballot Now folder. Write these these items to a transportable medium, such as a CD-R or removable media. For information about backing up a Ballot Now database, see the *Hart InterCivic Ballot Now Training Manual*.
- The numbered folder will include two files (BallotNow.db and BallotNow.cfg) needed by Ballot Now Audit Tool 1.0. The two files can be copied to removable media or to the local hard drive of the BAT 1.0 computer. These files should be copied to an easy-to-find location, so that you can browse to them using BAT 1.0.
- Ballot Now Audit Tool 1.0 requires database files containing data from Ballot Now version 3.3.11 (HVS Version 6.2 or Version 6.2.1).
- Ballot Now Audit Tool 1.0 only supports databases that contain a unique serial number for each ballot.
- Ballot Now Audit Tool 1.0 does not support searching by Contest Title within dependent contests. When searching by Contest Title, child contests do not appear in the selectable options or in the search results..



# Chapter 1

## Installing BAT 1.0

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### Overview

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The Ballot Now Audit Tool Setup application is used to install the Ballot Now Audit Tool 1.0 software and desktop icon. The Setup application is provided by Hart InterCivic via FTP, CD, or other media depending on the installation and setup requirements of your computer environment.

The Ballot Now Audit Tool 1.0 Setup application installs the Ballot Now Audit Tool 1.0 icon on the desktop and in the Start > All Programs menu.

**NOTE:** *Ballot Now Audit Tool 1.0 operates with a single Ballot Now™ workstation or server database. Ballot Now Audit Tool 1.0 does not support combining multiple databases into a single database for reporting purposes. BAT 1.0 will not install on systems that have Hart Voting System (HVS) certified software installed.*

### System Requirements

Before installing Ballot Now Audit Tool 1.0 on the computer, the following software and hardware requirements must be implemented.

#### Software

- Operating system: Microsoft Windows XP Professional
- Microsoft .NET CLR, version 2.0. Ballot Now Audit Tool 1.0 will install this on the host computer if it is not already installed.
- Database driver: Sybase ADO.NET Database Drivers, version 9.0.1. BAT 1.0 will install this on the host computer if it is not already installed.
- Microsoft Excel or Microsoft Notepad.

#### Hardware

- System with Intel Pentium 4 microprocessor or later (dual-core microprocessor recommended)
- Minimum of 512 MB of system RAM; 2 GB of RAM is recommended
- Minimum of 250 MB hard drive space required (BAT = 38 MB; .NET = 203 MB; Windows installer = 9 MB)
- Display resolution: 1024 x 768 or higher
- Media (CD-ROM, flash drive, etc.) for data transfer

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# Install Ballot Now Audit Tool 1.0

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Perform the following procedure to install BAT 1.0 on the computer.

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## Steps for: Installing Ballot Now Audit Tool 1.0

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**NOTE:** Ballot Now Audit Tool 1.0 will not install on systems that have Hart Voting System (HVS) certified software installed. If HVS certified software exists on the host computer and you attempt to install BAT 1.0, a warning appears and the installation is terminated.

Ballot Now Audit Tool 1.0 is installed by running the Setup.exe file that is provided by Hart InterCivic via FTP, CD, or other media.

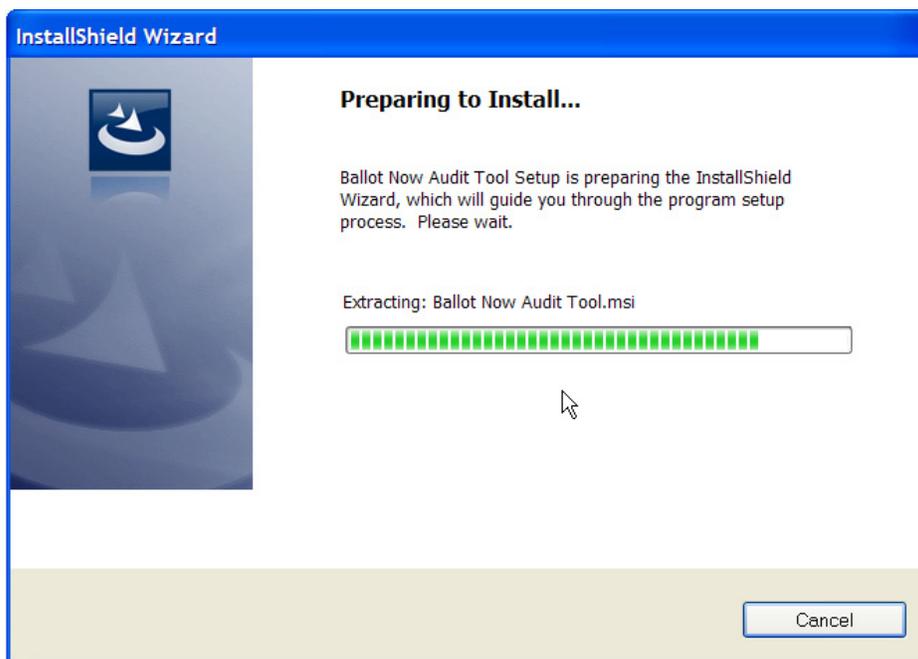
### > To install the Ballot Now Audit Tool 1.0 software:

- 1 Close all software applications that are running.
- 2 Copy the Setup.exe file to your local hard drive.
- 3 To start the Ballot Now Audit Tool 1.0 installation, double-click the Setup.exe file.



**Figure 1-1** Ballot Now Audit Tool 1.0 Setup.exe icon.

The InstallShield Wizard window opens and begins checking for existing HVS certified software.



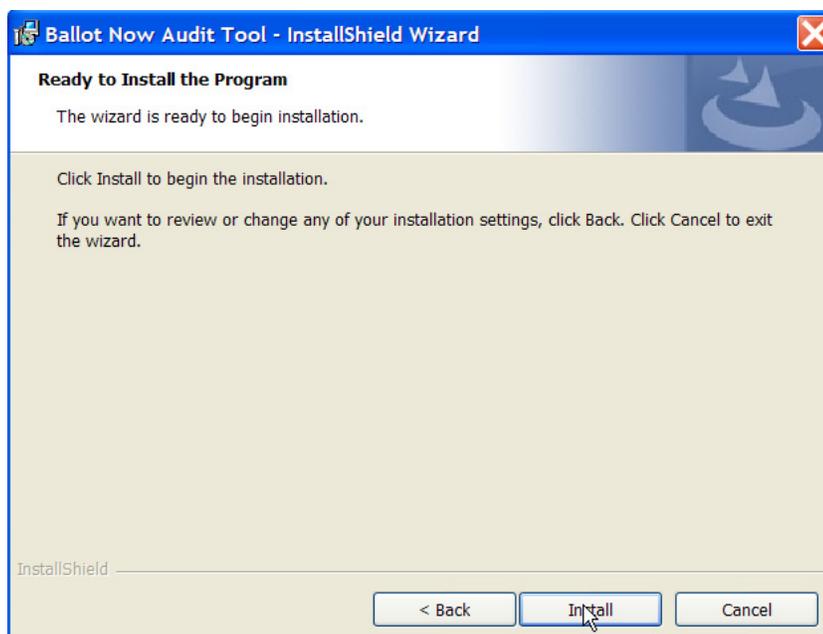
**Figure 1-2** InstallShield Wizard is preparing to install BAT 1.0.

- 4 The InstallShield Wizard window opens and prompts you to continue the installation. Click **Next**.



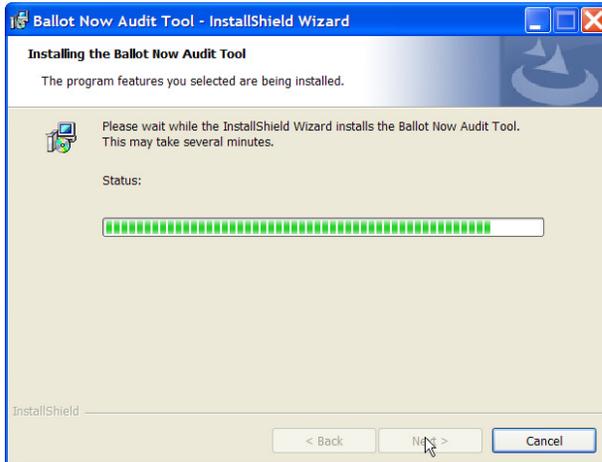
**Figure 1-3** InstallShield Wizard window continues with installation.

- 5 The InstallShield Wizard is ready to install Ballot Now Audit Tool 1.0. Click **Install**.



**Figure 1-4** InstallShield Wizard is ready for installation.

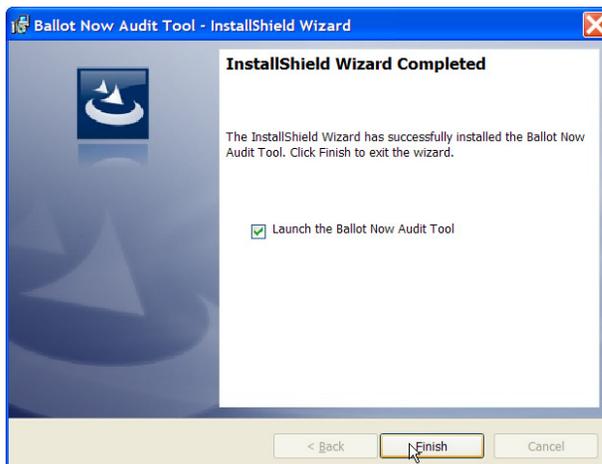
6 The installation continues and the InstallShield Wizard window shows the installation progress.



**Figure 1-5** Installation progress.

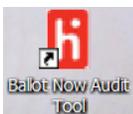
7 The installation is completed. Do one of the following:

- a Click **Finish** to complete the installation.
- b Select **Launch the Ballot Now Audit Tool** and click **Finish** to complete the installation and start Ballot Now Audit Tool 1.0.



**Figure 1-6** Installation completed.

8 The icon for Ballot Now Audit Tool 1.0 appears on the desktop.



**Figure 1-7** The Ballot Now Audit Tool 1.0 desktop icon.



# Chapter 2

## *Running a Search*

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### Overview

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This chapter explains how to start and use the Ballot Now Audit Tool 1.0 software.

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### Prerequisites for Running a Search

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To create a Ballot Now Audit Tool 1.0 report, be sure to follow these requirements:

- The Ballot Now Audit Tool 1.0 icon is on your desktop or is accessible from the Start menu.
- Microsoft Excel or Microsoft Notepad is installed on the computer.
- You copied the database files (BallotNow.db and BallotNow.cfg) to the hard drive of the same computer where Ballot Now Audit Tool 1.0 is installed. BAT 1.0 will not open databases that are stored on read-only media.
- Ballot Now Audit Tool 1.0 requires database files containing data from Ballot Now version 3.3.11 (HVS Version 6.2 or Version 6.2.1).

### Additional Information for using Ballot Now Audit Tool 1.0

The following information can assist you in using the Ballot Now Audit Tool 1.0.

- Ballot Now Audit Tool 1.0 does not require user authentication or any form of access control.
- Ballot Now Audit Tool 1.0 does not configure or locate any network printers and does not interact with printer error messages.
- Ballot Now Audit Tool 1.0 does not check for system security controls such as firewalls, antivirus, or anti-malware software.
- Ballot Now Audit Tool 1.0 operates with a single Ballot Now workstation or server database at any one time. Ballot Now Audit Tool 1.0 does not support combining multiple databases into a single database for reporting purposes.
- The Ballot Now database files are not modified in any way by Ballot Now Audit Tool 1.0. However, to ensure the integrity of the audit process, the BAT 1.0 program requires use of backup copies of the data and that it be run from a computer that does not have Hart Voting System components on it.
- Ballot Now Audit Tool 1.0 does not support searching by Contest Title within dependent contests. When searching by Contest Title, child contests do not appear in the selectable options or in the search results.

## Running a search

Use the following procedure to start Ballot Now Audit Tool 1.0 and create reports.

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### Steps for: Starting Ballot Now Audit Tool 1.0

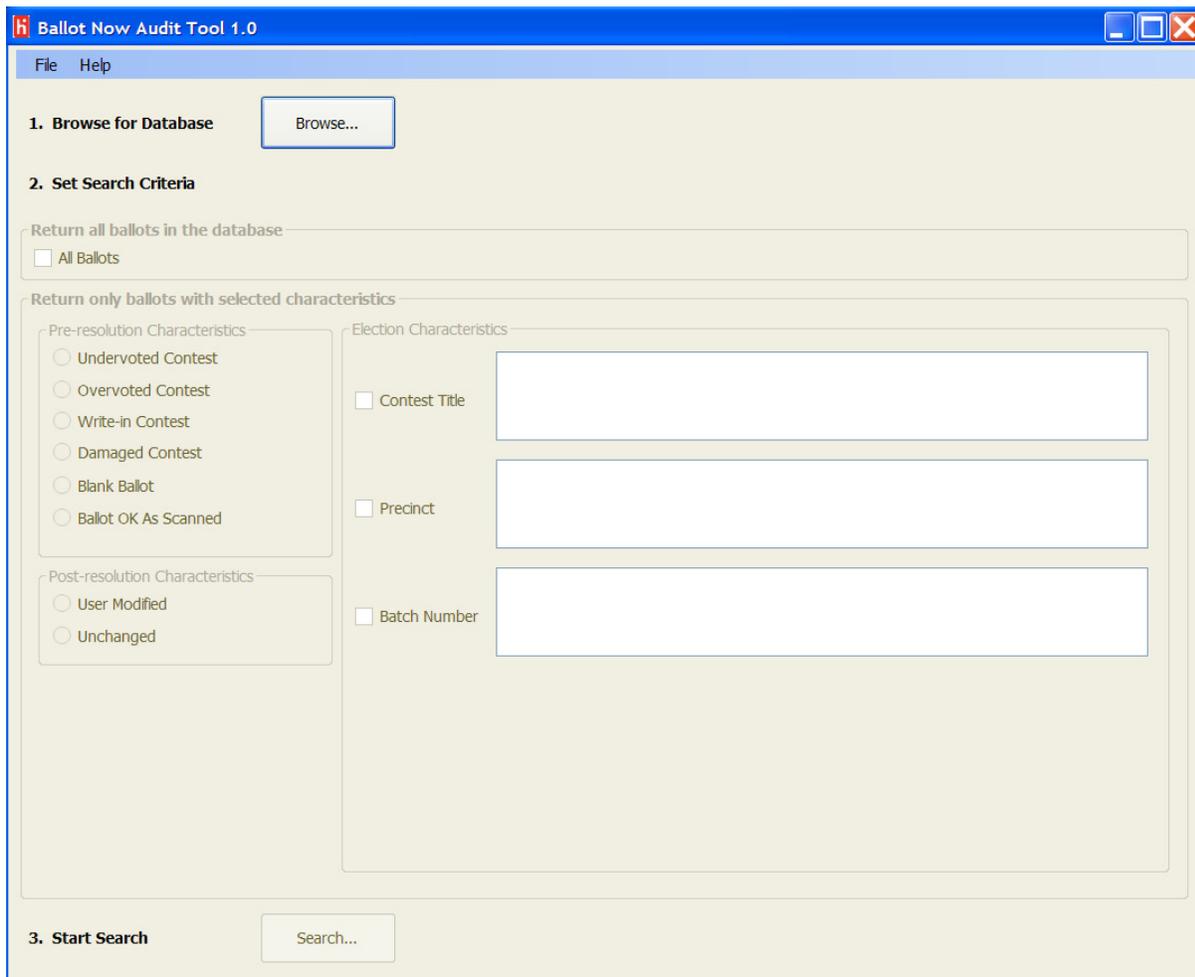
---

Start Ballot Now Audit Tool 1.0 using one of the following methods:

- Double-click on the Ballot Now Audit Tool 1.0 icon on the desktop.



- Click the **Start** menu, and then select:  
**All Programs > Hart InterCivic > Ballot Now Audit Tool > Ballot Now Audit Tool**  
Ballot Now Audit Tool 1.0 opens on the desktop.



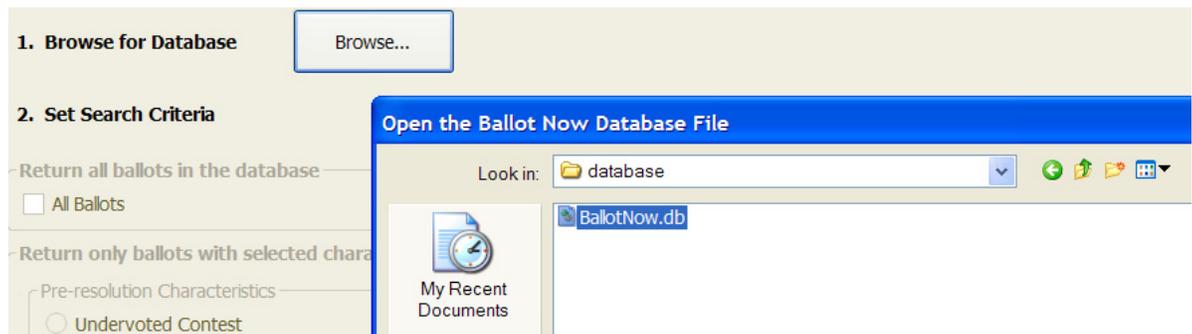
**Figure 2-1** Ballot Now Audit Tool 1.0 window before browsing to the database.

## Steps for: Running a Ballot Now Audit Tool Search

### > To set up a search:

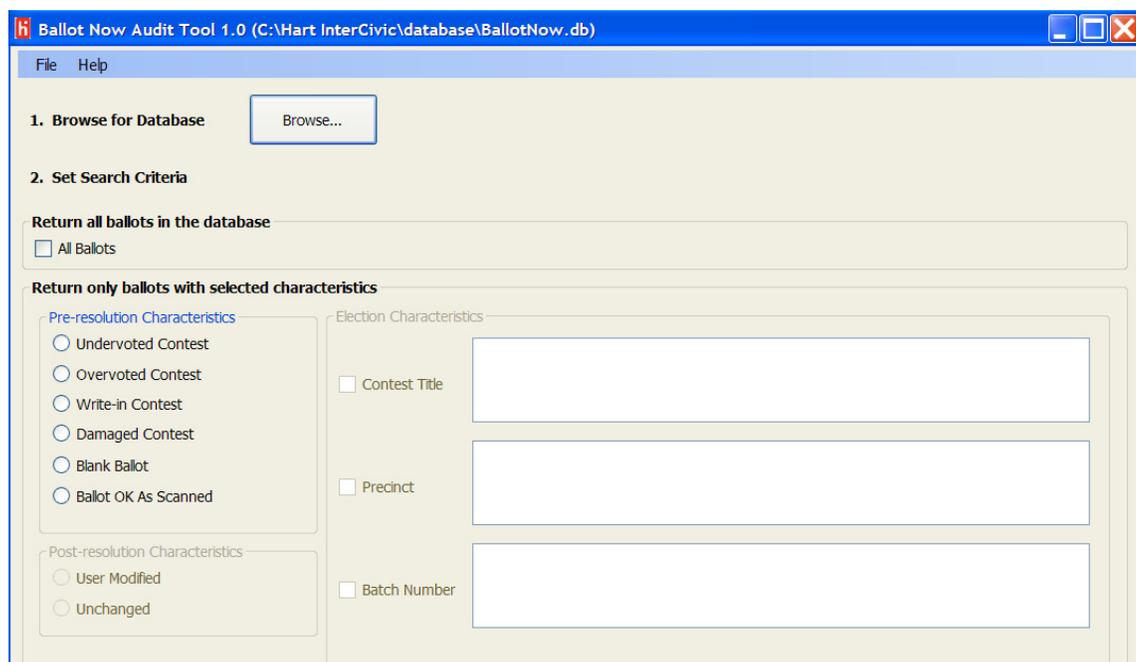
All of the filter buttons in the BAT 1.0 window are disabled until the **Browse** button is clicked and Ballot Now Audit Tool 1.0 connects to a Ballot Now database.

- 1 Browse to a Ballot Now database using either of the following methods:
  - a At the top of the Ballot Now Audit Tool 1.0 window, next to **Browse For Database**, click **Browse**.
  - b Click the **File** menu in the Ballot Now Audit Tool 1.0 window and select **Browse Database**.  
The Windows Explorer window opens for browsing to the location of the BallotNow.db file.



**Figure 2-2** Browsing for a database.

- 2 After browsing to the proper location, click the BallotNow.db file, then click **Open**.  
You can now begin using the Ballot Now Audit Tool 1.0.



**Figure 2-3** After browsing to database.

**NOTE:** The title bar of the Ballot Now Audit Tool 1.0 window shows the file path to the database file that is currently connected to Ballot Now Audit Tool 1.0.

- 3 In the Ballot Now Audit Tool 1.0 window, under the section **2. Set Search Criteria**, select the filters for the report you want to create.

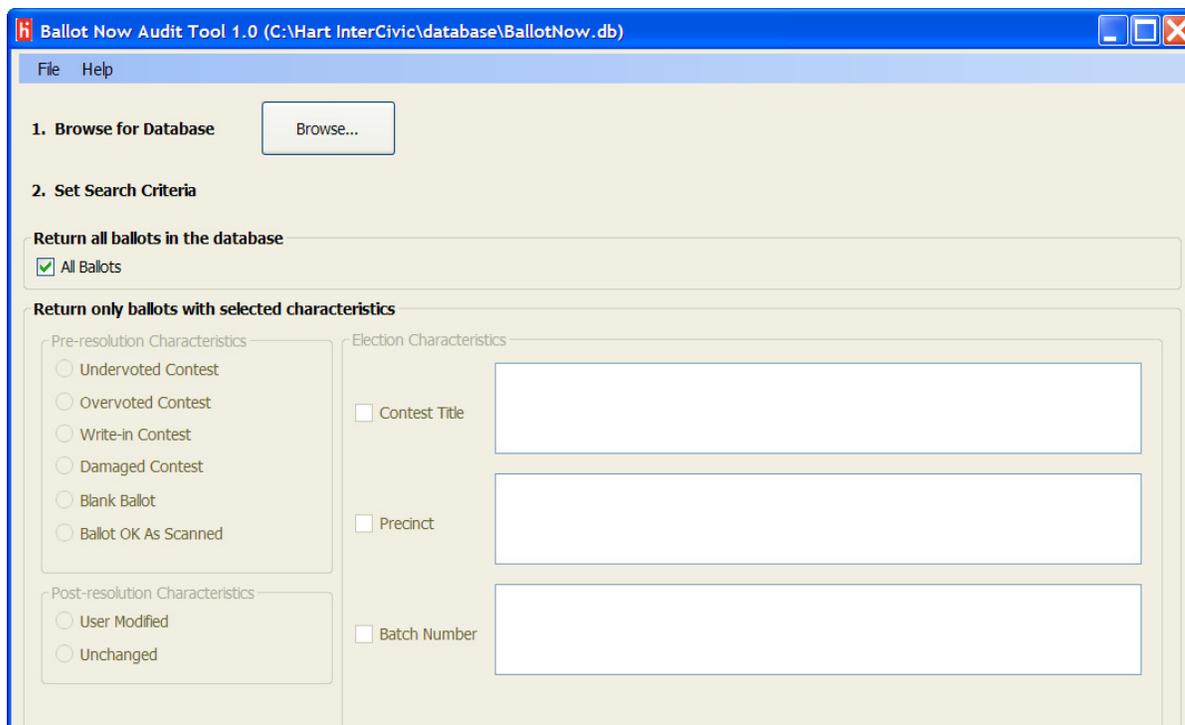
When all of the filter selections have been made, go to step 4 on page 18.

The following information describes each of the filter sections in the Ballot Now Audit Tool 1.0 window and the information that each filter provides in a report.

### All Ballots in Database

#### All Ballots check box

To create a report listing *all* the ballot serial numbers in the database, select **All Ballots**. To filter your search based on specific criteria, *deselect* **All Ballots**. The options under **Return only ballots with selected characteristics** are disabled when **All Ballots** is selected.



**Figure 2-4** Ballot Now Audit Tool 1.0 window with All Ballots filter check box.

## Pre-resolution Characteristics

These filters are used to identify the status of the ballots as read by Ballot Now, before any resolution actions were taken.

Only one of these filters can be selected at a time.

### Undervoted Contest

This filter creates a report that lists all of the ballots that had one or more undervoted contests.

### Overvoted Contest

This filter creates a report that lists all of the ballots that had one or more overvoted contests.

### Write-in Contest

This filter creates a report that lists all of the ballots that had one or more voted write-in options.

**NOTE:** *The Ballot Now Audit Tool 1.0 will not report a ballot as having a write-in if the contest is also overvoted.*

### Damaged Contest

This filter creates a report that lists all of the ballots that had one or more damaged contests.

### Blank Ballot

This filter creates a report that lists all of the ballots that were identified as having no marked option boxes.

### Ballot OK As Scanned

This filter creates a report that lists all of the ballots that required no resolution within Ballot Now on the initial scan of the ballot. See the following section, *Post Resolution Characteristics*.

**Figure 2-5** Pre-resolution Characteristics filters.

## Post Resolution Characteristics

Selecting **Ballot OK As Scanned** enables these two filters. (The **Election Characteristics** options are disabled.)

### User Modified

Select the **User Modified** option if you want to see a report listing all ballots that required no resolution, but for some reason had a resolution operation run on them later.

### Unchanged

The **Unchanged** option enables you to create a report listing the ballots that required no resolution, and did not have any resolution operations performed on them.

**Return only ballots with selected characteristics**

<p><b>Pre-resolution Characteristics</b></p> <p><input type="radio"/> Undervoted Contest</p> <p><input type="radio"/> Overvoted Contest</p> <p><input type="radio"/> Write-in Contest</p> <p><input type="radio"/> Damaged Contest</p> <p><input type="radio"/> Blank Ballot</p> <p><input checked="" type="radio"/> Ballot OK As Scanned</p>	<p><b>Election Characteristics</b></p> <p><input type="checkbox"/> Contest Title</p> <p><input type="checkbox"/> Precinct</p> <p><input type="checkbox"/> Batch Number</p>
<p><b>Post-resolution Characteristics</b></p> <p><input checked="" type="radio"/> User Modified</p> <p><input type="radio"/> Unchanged</p>	

**Figure 2-6** Post Resolution Characteristics filters.

## Election Characteristics

These filters enable you to further refine your search based on party affiliation, contest title, precinct, or Ballot Now batch number. The filters enable you to refine a report that would be returned by the pre-resolution characteristic alone. For example, your database may have 1000 ballots with undervoted contests, by using filters you can create a report that lists only the 50 ballots that have an undervote in the **Presidential** contest.

**NOTE:** Before you can select a filter in the **Election Characteristics** section, you must select one of the **Pre-resolution Characteristics** filters. If you click **Ballot OK As Scanned**, you can only select from the **Post Resolution Characteristics** section.

### Contest Title

This filter enables you to refine your search for ballots that contain a specific contest. Select **Contest Title** to enable the list of titles on the right.

**NOTE:** When you select **Contest Title**, the search will return only those ballots where the pre-resolution characteristic is found on the selected contest. For example: if **Overvoted Contest** and **City Council** are selected, the search will return a list of ballots where the City Council race is overvoted.

### Precinct

This filter enables you to refine your search to include only ballots from the specific selected precincts.

**NOTE:** When **Contest Title** criteria is also selected, BAT 1.0 filters the Precinct list to display only the precincts that contain one or more of the selected contests. Additionally, **Precinct** selections will be reset whenever the **Contest Title** criteria is changed.

### Batch Number

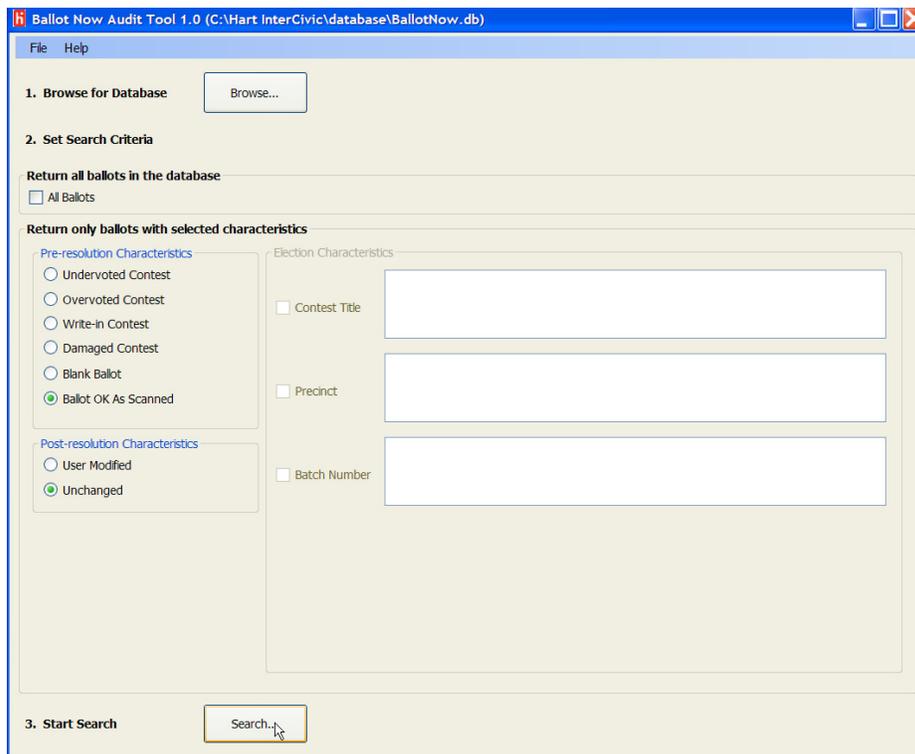
This filter enables the user to specify which scanned ballot batches are included in a search.

**Return only ballots with selected characteristics**

Pre-resolution Characteristics	Election Characteristics
<input checked="" type="radio"/> Undervoted Contest <input type="radio"/> Overvoted Contest <input type="radio"/> Write-in Contest <input type="radio"/> Damaged Contest <input type="radio"/> Blank Ballot <input type="radio"/> Ballot OK As Scanned	<input checked="" type="checkbox"/> Contest Title <input type="checkbox"/> Precinct <input checked="" type="checkbox"/> Batch Number
<b>Post-resolution Characteristics</b> <input type="radio"/> User Modified <input type="radio"/> Unchanged	<input type="checkbox"/> President <input checked="" type="checkbox"/> State Representative Dist 1 <input checked="" type="checkbox"/> State Representative Dist 3 <input type="checkbox"/> State Representative Dist 4  <input checked="" type="checkbox"/> P1 <input checked="" type="checkbox"/> P2 <input type="checkbox"/> P3 <input type="checkbox"/> P4  <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3

**Figure 2-7** Election Characteristics filters.

4 After all filters are selected, click **Search** to create the report.



**Figure 2-8** Ballot Now Audit Tool window with Post Resolution characteristics selected.

A Microsoft Excel window opens showing the results of the generated report.

**NOTE:** Microsoft Excel 2007 supports reports that have 1,048,576 rows or less. (Earlier versions only support up to 65,500 rows.) If a report contains more than 65,500 rows, BAT 1.0 prompts you to indicate whether you have Microsoft Excel 2007 installed. Click Yes if you do. If you click No, the report will open in Microsoft Notepad.

1	A	B	C	D	E	F	G	H
1	Ballot Now Audit Report	Version 1.00.00						
2	Election Title	Jurisdiction Title	Election Date	Election ID	Ballot Now Database Location	Batches Scanned	Accepted Ballots	Filter
3	General Election	Test County	12/3/2009	83	C:\Hart InterCivic\database\BallotNow.db	3	42	
4	7/8/2009 9:27	UNDERVOTED CONTEST BALLOTS; CONTEST(President); CONTEST(State Representative Dist 1); CONTEST(State Representative Dist 3); PF						
5	RECORD NUMBER	SERIAL NUMBER	BATCH NUMBER	IMAGE-SEQUENCE				
6	1	48	1	1				
7	2	52	1	25				
8	3	53	1	31				
9	4	55	1	43				
10	5	57	1	55				
11	6	68	2	31				
12	7	70	2	39				
13	8	72	2	47				
14	9	73	2	51				
15	***REPORT COMPLETE***							

**Figure 2-9** Ballot Now Audit Tool report in Microsoft Excel window.

**NOTE:** *The Ballot Now Audit Tool 1.0 only supports databases that contain a unique serial number for each ballot.*

- 5** After the Ballot Now Audit Tool 1.0 report is created, you can save or print the report from the Microsoft Excel or Notepad window.
- 6** You can create another report by repeating steps **3** through **5** beginning on page **14**. Once you are connected to the database, you do not have to browse to the database to create additional reports unless the database has been updated since the last created report.





# Chapter 3

## *Using a Report*

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### Overview

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This chapter explains how to read the reports you can create with the Ballot Now Audit Tool 1.0.

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### Using a Ballot Now Audit Tool 1.0 Report

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When you perform a search in the Ballot Now Audit Tool 1.0, the resulting report appears in Microsoft Excel (.csv file) or Notepad (.txt file). If you wish to, you can save or print your report from either Excel or Notepad.

## Description of report content

The following table and figure describe the Ballot Now Audit Tool 1.0 report that is generated in Microsoft Excel.

**Table 1:** Description of report content (see figure 3-1)

Report Heading	Row	Comments & Examples from Fig. 3-1
(title of report)	1	<i>Ballot Now Audit Report</i>
(version number)	1	BAT 1.0 software version. <i>Version 1.00.00</i>
Batches Scanned	2 & 3	The number of batches scanned into the Ballot Now database. <i>3</i>
Accepted Ballots	2 & 3	Total number of ballots scanned into the Ballot Now database. <i>42</i>
Filtered Ballots	2 & 3	The total number of ballots listed on this BAT report. <i>9</i>
Election Title Jurisdiction Title Election Date	3	Identifying information about your election. Matches data the user entered into BOSS (Ballot Origination Software System) when creating the election. <i>General Election, Test County, 12/3/2009</i>
Election ID	3	The unique ID for this election. Also visible in the Ballot Now "Select Election" window. <i>83</i>
Ballot Now Database Location	3	Displays the path to the ballotnow.db that BAT was connected to when the report was created. <i>C:\Hart InterCivic\database\BallotNow.db</i>
n/a	4	Information about the report run: date and time of generated report, BAT filters used, etc. <i>7/8/2009 09:27, UNDERVOTED CONTEST BALLOTS AND CONTEST (President) AND CONTEST (State Representative Dist 1) AND CONTEST (State Representative Dist 3)...</i>
RECORD NUMBER	5+	A unique identifier for each record in the report. This number is used exclusively in this report. <i>1, 2, 3...</i>
SERIAL NUMBER	5+	Serial number of the ballot. <i>48, 52, 53...</i>
BATCH NUMBER	5+	The number of the scan batch where the ballot is located. <i>1</i>
IMAGE-SEQUENCE	5+	When a batch is scanned, each ballot page is given a sequence number. The BAT sequence number matches the BN "Scan Batch Report" sequence number. Sequence numbers help users find specific physical ballots. <i>1, 25...</i>
***REPORT COMPLETE***	Last row	Denotes the end of the report. If there are no records above this, it means that the search returned zero results.

By using Excel, you can format the BAT 1.0 report in any way you see fit, adding titles, rows, or columns, for example.

Ballot Now Audit Report							
A	B	C	D	E	F	G	H
1	Ballot Now Audit Report	Version 1.00.00					
2	Election Title	Jurisdiction Title	Election Date	Election ID	Ballot Now Database Location	Batches Scanned	Accepted Ballots Filtered Ballot
3	General Election	Test County	12/3/2009	83	C:\Hart InterCivic\database\BallotNow.db	3	42 9
4	7/8/2009 9:27	UNDERVOTED CONTEST BALLOTS; CONTEST(President); CONTEST(State Representative Dist 1); CONTEST(State Representative Dist 3); PRECINCT					
5	RECORD NUMBER	SERIAL NUMBER	BATCH NUMBER	IMAGE-SEQUENCE			
6	1	48	1	1			
7	2	52	1	25			
8	3	53	1	31			
9	4	55	1	43			
10	5	57	1	55			
11	6	68	2	31			
12	7	70	2	39			
13	8	72	2	47			
14	9	73	2	51			
15	***REPORT COMPLETE***						

**Figure 3-1** Ballot Now Audit Tool 1.0 report generated in Microsoft Excel

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## Locating ballots

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### **Steps for:** Searching by serial number in Ballot Now

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#### **> To search by serial number:**

- 1 Go to the **Manage** menu and click **Search for Ballot Serial Number**.
- 2 Enter a ballot serial number in the **Serial Number to Search For** field and click the **Search Now** button.
- 3 To view a *Scan Batch Report* highlight a line and click **Batch Report**.
- 4 To view a ballot image, highlight a line and click **View Ballot**.

---

### **Steps for:** Locating ballots within Ballot Now's Resolve window

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#### **> To locate ballots:**

- 1 In Ballot Now, go to the **Resolve** menu (or the **Review** menu if the election is closed), and choose **Resolve** (or **Review** if the election is closed).
- 2 The right pane of the Resolve Ballot window will display the scanned batches and ballots. Consult the BAT report and choose the Batch Number that corresponds to the ballot you wish to find. The ballots scanned in the selected batch will display below the batch number.
- 3 Choose the ballot's serial number to show the ballot.

## Reading serial numbers on a physical ballot

If a human readable serial number is printed on the ballot, it will be located within a twelve digit number above the lower left barcode. To read the serial number, ignore the first digit and the last three digits. The serial number is contained in digits 2-9.

For more information on locating and working with ballots, see the *Ballot Now Training Manual*.



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