

# ACT Electoral Commission

ACT Elections Ballot Scanning –  
Verification 3 User Guide

**ive**

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### Version Control

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## Contents

1.	Introduction	3
2.	User Guide	3
	2.1 System Users, Access and Privileges	3
	2.2 Login	4
	2.3 Main Menu	6
	2.4 Home Page	6
3.	V3 Operator Functions	8
	3.1 Verification/Updating Process	8
	3.2 Approval Process	9
	3.3 Deleting a Batch	10
	3.4 Approving Pending Deletes	10
	3.5 Committing a Batch	10
	3.6 Reports Menu	11
	3.6.1 Scanned Quantities	12
	3.6.2 Undetermined Ballots	13
	3.6.3 First Preference Comparison	14
	3.6.4 Export Summary	15
	3.6.5 Informal Ballots	15
	3.6.6 Scanning Comparison	16
	3.6.7 Deleted Batches	17
	3.7 Search Page	18
	3.8 Output Page	19
	3.9 User Maintenance Menu	20
	3.9.1 Show Registered Users	21
	3.9.2 Register	21
	3.9.3 Change Password	22
	3.9.4 Delete User	23
	3.10 Logout	24

# 1. Introduction

Ballot papers that do not meet the business rules or have been changed by the operator at the second verification (V2) check stage remains as 'Unverified' and enters the third stage.

V3 operators will ensure all ballots are in 'verified' status. V3 checks the ballots that still don't meet the business rules (to be formal) after V1 and V2 prior to export to eVACS.

Typically, V3 Operators are senior electoral officers. During this stage, V3 Operators may need to view the actual ballot paper to determine the ballot paper preferences.

The functions that V3 operators will perform are:

- a) Verify, update, approve ballot papers
- b) Deleting a batch
- c) Approving pending deletes
- d) Committing a batch
- e) Create reports
- f) Create output files for eVACS
- g) User management

## 2. User Guide

### 2.1 System Users, Access and Privileges

There are 3 User Types (Roles) available, which determine a user's system access privileges.

- > **Admin** – full access to all functions (including initiating a batch deletion); to be used for Commissioner, Deputy Commissioner, their delegate(s), and Electoral Officer Team Leader(s)
- > **Operator** – access to verify, update, approve type functions (including batch deletion approval) and reporting, but no ability to add/modify/delete users; to be used for regular Electoral Officers
- > **Observer** – access to view ballots (no updates) and reports functionality only (Home, Reports, Search, Logout); to be used for Scrutineers and other observer types.

**No Operators are to open a Verified batch without the permit of EC, DEC or Scanning Manager.**

Scrutineers who wish to view Verified batches can do so by notifying EC, DEC or Scanning Manager. Scanning manager can then give “Observer” log-on to an authorised operator who can sit and show scrutineers the verified batch/ballot.

These roles are assigned to the user when they are created by an Admin level user in the ‘Register’ functionality via the ‘User Management’ main menu option.

The user’s access level determines the options available via the main menu.

✓ - Functionality is included for user level

x - Functionality not included for user level

Functionality	Level 1 (Admin)	Level 2 (V3 Operators)	Level 3 (Observer)
Add/Modify/Delete users & their details (IDs & Passwords etc)	✓	x	x
Selecting a committed batch for deletion	✓	x	x
Counter-approval of deleting a committed batch	✓	✓	x
Correct ballot results when judged necessary	✓	✓	x
Counter-approval of corrected ballot results	✓	✓	x
Print reports	✓	✓	x
Output committed results data to USB-FD for eVACS	✓	✓	x
Locate (searching functionality) & display ballots specified by Scrutineers	✓	✓	✓

## 2.2 Login

Election officers/verification operators will require login and passwords to access the portal. The login and passwords would be provided by IVE.

The Login page is illustrated in the following image.



Log In

User Name:

Password:

Enter username & password in the corresponding textboxes, then select 'Log In' button.

- > if mandatory information has not been provided, the corresponding input box will be highlighted with an asterisk ('\*')

Username & password are verified by the system

- > upon successful validation, the 'home page' is displayed
- > upon failure, the following message will be displayed: "Your login attempt was not successful. Please try again"



Log In

User Name:

Password:

Your login attempt was not successful. Please try again.

### 2.3 Main Menu

The main menu allows for navigation to the various functions (dependant on user level) and is displayed at the top of all pages.

Below image illustrates the main menu bar (Admin user privileges shown).

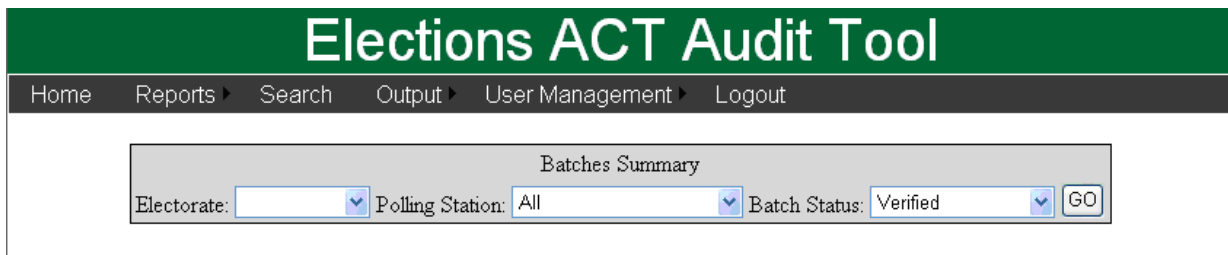


The menu functions available are:

- > Home (displays 'batches summary' form)
- > Reports (opens sub-menu where the various report functions can be selected)
- > Search (displays the 'Search for batches/ballots' form)
- > Output (displays the 'Create Output Files For Evacs' button)
- > User Management (opens sub-menu where the various user functions can be selected)
- > Logout (displays the 'login' form)

### 2.4 Home Page

Displays the 'batches summary' form as illustrated in the following image.



'Batches summary' form:

- > specify 'electorate', 'polling station' & 'batch status', then select the 'Go' button to generate the report

'Batch status' options:

- > verified (displays verified batches, which can have the corresponding committed checkbox enabled – selecting the 'update' button will update the batches with the corresponding commit status enabled)

- > unverified (displays unverified batches, which can have the corresponding committed checkbox enabled – selecting the ‘update’ button will update the batches with the corresponding commit status enabled)
- > pending approval (displays batches where at least 1 ballot is ‘pending approval’ – the(se) ballot(s) in question, and their results, may then be viewed/modified)
- > pending deletes (displays batches that have been selected for deletion – the desired action, either delete or reject, may be selected depending on user level)

Results of the ‘Batches Summary’ form displayed differ depending on the user level.

**Verified**

Admin: BatchNo, Number of ballots, Committed, Action (Delete)

Buttons: Update, Check All, Uncheck All

Operator: BatchNo, Number of ballots, Committed

Buttons: Update, Check All, Uncheck All

Observer: BatchNo, Number of ballots

**Unverified**

Admin: BatchNo, Number of ballots, Action (Delete)

Operator/Observer: BatchNo, Number of ballots

**Pending Approval**

All levels: BatchNo, Number of ballots

**Pending Deletes**

Admin/Operator: BatchNo, Number of ballots, Delete Reason, Action (Delete, Reject)

Observer: BatchNo, Number of ballots, Delete Reason

**Informal**

All levels: BatchNo, Number of ballots

User can select ‘Home’ menu item from any page to clear the current form & go back to the ‘home page – batches summary’, as illustrated on the following image.





### 3. V3 Operator Functions

#### 3.1 Verification/Updating Process

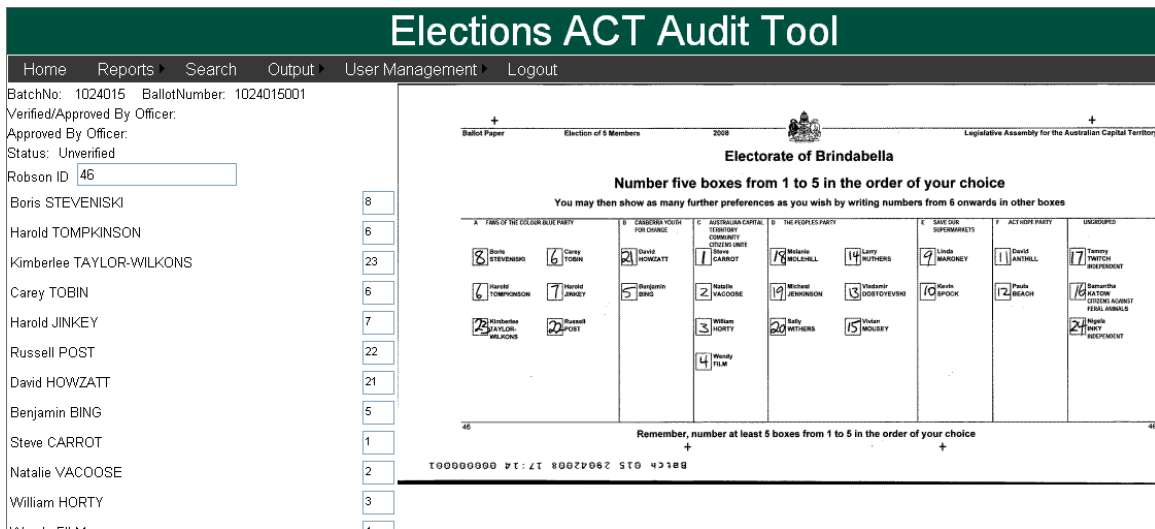
Ballots are required to be in the “verified” status to be committed and exported to CD for eVACS.

Some ballots will be in the “verified” status automatically by the system, while others will be in the “unverified” status, due to business rules failures.

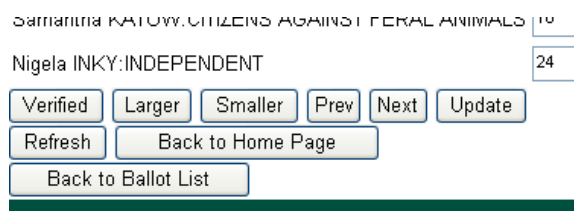
To “verify” the “unverified” ballots, search by “unverified” ballots, then select “View Image” from the search results to drill down to the individual ballot image & captured results.

Alternatively, ballot images & their results can be located via the Batches Summary form (Home Page), by utilising the “verified” criteria, and from the results selecting the Batch No. link and then the Ballot No.

The ballot’s details (i.e. Batch No., Ballot No., Status), are displayed at the top left of the page, with the captured results underneath on the left, and the scanned ballot image to the right, as illustrated on the following image:



Control buttons are located on the bottom left of the page, as illustrated on the following image.

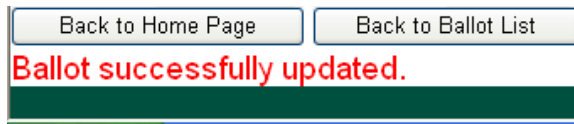


The ballot image may be made larger or smaller with the corresponding ‘Larger’ and ‘Smaller’ control buttons.

The user may navigate to the next or previous ballot via the 'Next' and 'Prev' control buttons, or return to the ballot list or home page via the 'Back to Ballot List' and 'Back to Home Page' control buttons.

V3 Operator may also either verify the ballot as is, by selecting the "Verified" control button; update the captured results, by selecting the "Update" control button; approve do nothing to the ballot's status and move onto another ballot or page as desired.

When an update is made the following message will be displayed:



Modifications to a ballot will result in the ballot's "Status" being changed to "Pending Approval".

NOTE: Ballots from batches specifically of Informal Ballots will not be able to be modified, they will display in Read Only mode.

### 3.2 Approval Process

Locating ballots in the "Pending Approval" status can be achieved via the same methods specified for locating "Unverified" ballots in the previous section.

"Pending Approval" ballots may then be updated to "Verified" status by a 2<sup>nd</sup> Electoral Officer via the "Approve" control button (changing the status to "Verified") - or alternatively, the modifications may be rejected by this 2<sup>nd</sup> Electoral Officer if they do not agree, via the "Reject" button (changing the status back to "Unverified").

The control buttons for "Pending Approval" ballots are illustrated on the following image:



When an update is made the following message will be displayed:



### 3.3 Deleting a Batch

A batch may be deleted from the system if a problem is found with it after scanning. Eg, image quality issue or other reason as given by ACT Elections.

Performed via the results of the 'Batches Summary' form on the Home page.

Only the commissioner & deputy can order a deletion of a batch that has already been committed, after approval from another Level 1 or Level 2 user. This scenario will need to be clearly tracked in the system.

Admin level users may select batches for deletion from the results:

BatchNo.	Number of Ballots Committed	Action
<a href="#">1024016</a>	10	<input type="checkbox"/> <a href="#">DELETE</a>
<a href="#">1024018</a>	8	<input type="checkbox"/> <a href="#">DELETE</a>
<a href="#">1024019</a>	14	<input type="checkbox"/> <a href="#">DELETE</a>
<a href="#">1024020</a>	27	<input type="checkbox"/> <a href="#">DELETE</a>
<a href="#">1024022</a>	19	<input type="checkbox"/> <a href="#">DELETE</a>
<a href="#">1024023</a>	12	<input type="checkbox"/> <a href="#">DELETE</a>
<a href="#">1044001</a>	17	<input type="checkbox"/> <a href="#">DELETE</a>
<a href="#">1044003</a>	5	<input type="checkbox"/> <a href="#">DELETE</a>

### 3.4 Approving Pending Deletes

Performed via the 'Pending Deletes' Batch Status option results of the 'Batches Summary' form on the Home page.

Operator level users do not have the 'Delete' batch 'Action' option, and may only approve deletion requests (as can Admin level), which is performed via the results of a 'Pending Deletes' Batch Status option search:

BatchNo.	Number of Ballots	Delete Reason	Action
<a href="#">3637011</a>	4	Test Delete	<a href="#">DELETE</a> <a href="#">REJECT</a>

Batch deletions require approval before being executed.

### 3.5 Committing a Batch

The "Committed" status dictates if a batch can be exported to eVACS. Batches begin with a current status of pending approval (i.e. awaiting approval of V2 operator), verified, and unverified. User can mark a verified or unverified batch as committed but cannot commit a batch that is pending approval.

Once the batch has been through the scanning/verification process, the ballots within a batch are either verified or unverified. The electoral staff can review any of the ballots within the batch via

the portal. When satisfied with the ballots within a batch, the batch can be “committed”. Only verified ballots will be included in the committed export file for eVACS.

Performed via the results of the ‘Batches Summary’ form on the Home page.

Both Admin and V3 Operator users may commit a batch by checking the corresponding checkbox in the ‘Batches Summary’ results and clicking the Update button. The screen will then show a list of Batch Numbers that have been committed successfully:

BatchNo.	Number of Ballots	Committed
<a href="#">1001001</a>	100	<input checked="" type="checkbox"/>
<a href="#">1001002</a>	100	<input checked="" type="checkbox"/>
<a href="#">1002001</a>	100	<input checked="" type="checkbox"/>
<a href="#">1005023</a>	100	<input checked="" type="checkbox"/>
<a href="#">1109077</a>	100	<input checked="" type="checkbox"/>

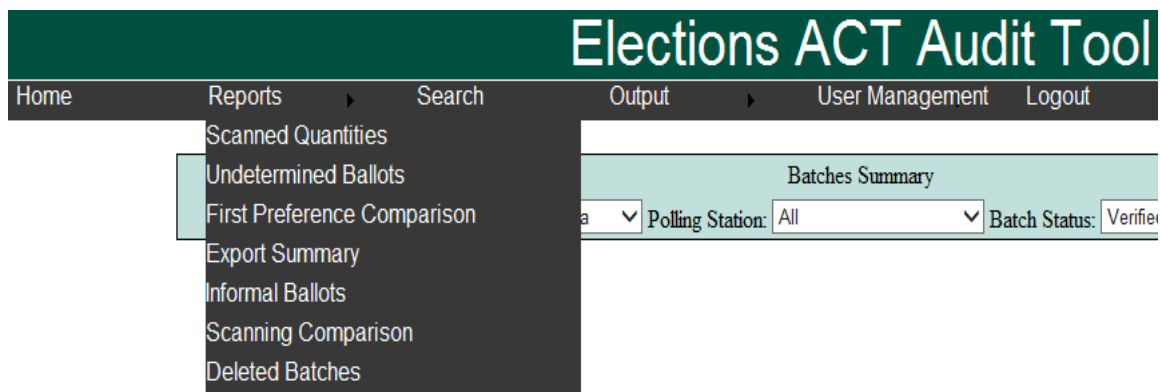
Batch No. 1001001 was committed successfully.  
 Batch No. 1001002 was committed successfully.  
 Batch No. 1002001 was committed successfully.  
 Batch No. 1005023 was committed successfully.  
 Batch No. 1109077 was committed successfully.

Committing is required for a batch to be included in the next export to eVACS:

### 3.6 Reports Menu

Select the desired report type from the ‘Reports’ menu item to display the corresponding report form page.

The Reports drop-down list is illustrated on the following image.



Report Types:

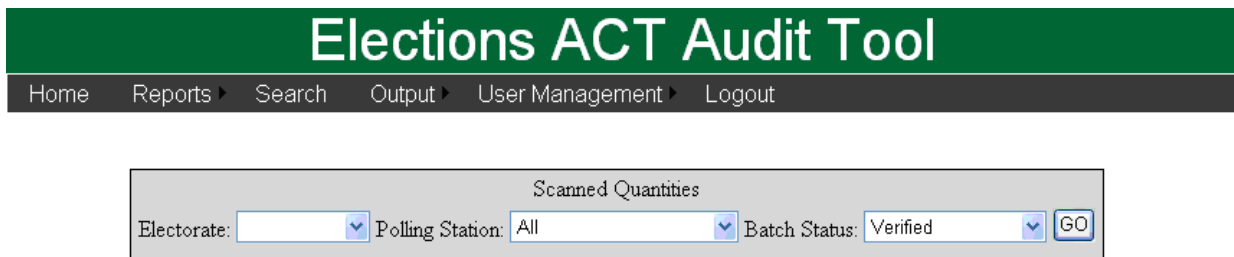
- > Scanned quantities
- > Undetermined ballots

- > First preference comparison
- > Export summary
- > Informal Ballots
- > Scanning comparison
- > Deleted batches

### 3.6.1 Scanned Quantities

Select the 'Scanned quantities' report type from the list in the 'Reports' menu item to display the form.

'Scanned quantities' report form is illustrated on the following image:



- > specify 'electorate', 'polling station' & 'batch status', then select the 'Go' button to generate the report
- > displays batches by type & compares scanned vs cover sheet quantities – selecting the 'view confidence level' link will redirect to the corresponding confidence level report for the batch. ICR Confidence Level Met for each ballot is Yes if no amendments were made to the ballot values.
- > 'Batch status' options for 'Scanned quantities':
  - verified
  - unverified
  - pending approval

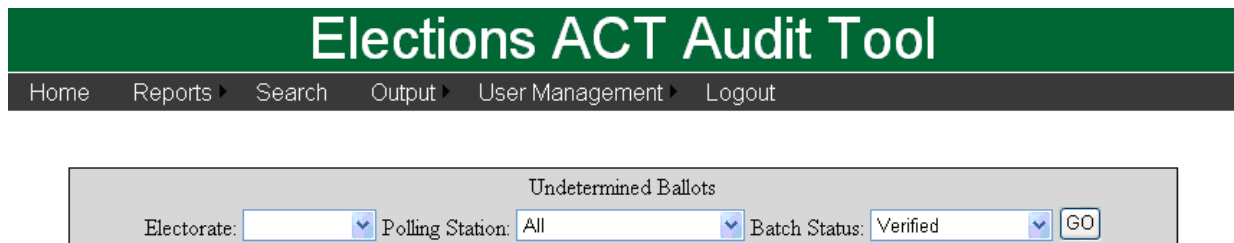
Example results are displayed on the following image:

Electorate	Polling Station	Batch No.	Quantity (Scanned)	Quantity (CoverSheet)	Difference	ICR Confidence Level
Ginninderra	Melba	2039931	3	1	2	<a href="#">View Confidence Level</a>
Ginninderra	Melba	2039933	3	1	2	<a href="#">View Confidence Level</a>
Ginninderra	Melba	2039934	3	1	2	<a href="#">View Confidence Level</a>
Ginninderra	Melba	2039935	3	1	2	<a href="#">View Confidence Level</a>
Ginninderra	Melba	2039936	3	1	2	<a href="#">View Confidence Level</a>
Ginninderra	Melba	2039962	3	1	2	<a href="#">View Confidence Level</a>

### 3.6.2 Undetermined Ballots

Select the 'Undetermined ballots' report type from the list in the 'Reports' menu item to display the form.

'Undetermined ballots' report form is illustrated on the following image:



- > specify 'electorate', 'polling station' & 'batch status', then select the 'Go' button to generate the report
- > displays batches by type & lists the quantities breakdown for various issues identified with ballots
- > 'Batch status' options for 'Undetermined ballots':
  - verified
  - unverified
  - pending approval

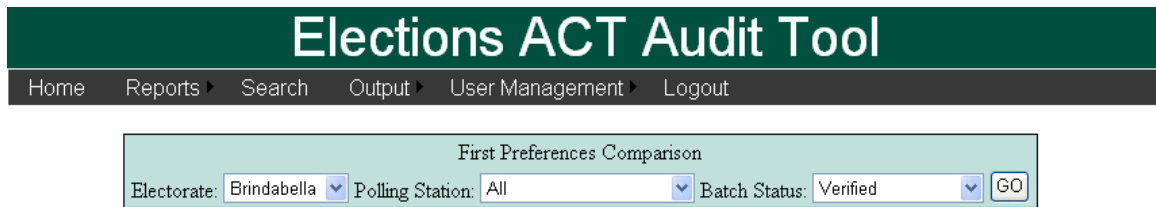
Example results are displayed on the following image:

Batch No.	Total Ballots	Manual Intervention	Missing Number	Duplicated Number	Invalid Robson Rotation	Blank	Has Declaration Stamp	Does Not Start With One	Undetermined First Preference
2039931	3	2	0	0	0	0	0	1	3
2039933	3	2	0	0	0	0	0	0	0
2039934	3	2	0	0	0	0	0	0	0
2039935	3	2	0	0	0	0	0	0	0
2039936	3	2	0	0	0	0	0	0	0
2039962	3	2	0	0	0	0	0	0	0

### 3.6.3 First Preference Comparison

Select the 'First preference comparison' report type from the list in the 'Reports' menu item to display the form.

'First preference comparison' report form is illustrated on the following image:



- > specify 'electorate', 'polling station' & 'batch status', then select the 'Go' button to generate the report
- > displays batches by type & compares scanned vs cover sheet 1<sup>st</sup> preference quantities
- > 'Batch status' options for 'First preference comparison':
  - verified
  - unverified
  - pending approval

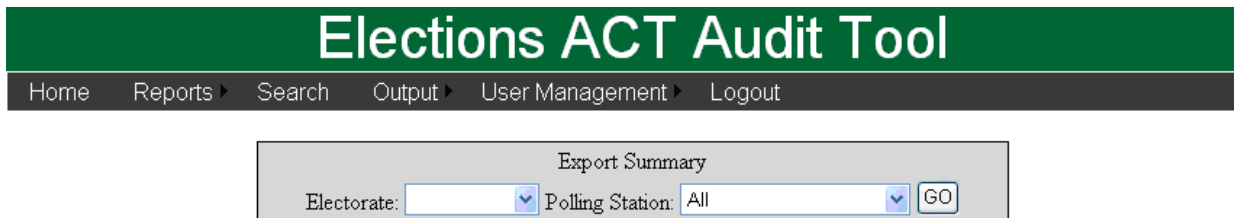
Example results are displayed on the following image:

Candidate	1st Pref Quantity (Scanned)	1st Pref Quantity (Cover Sheet)	Difference
Erol Francis BYRNE	0	0	0
Thelma JANES	0	0	0
Graham JENSEN	0	0	0
Kathryn KELLY	0	0	0
Steve DOSZPOT	0	0	0
Brendan SMYTH	0	0	0
Steve PRATT	0	0	0
Megan PURCELL	0	0	0
Karen SCHILLING	0	0	0
Marc EMERSON	0	0	0
Rowena BEW	0	0	0
David GARRETT	0	0	0
Matthew HARDING	0	0	0
Karin MacDONALD	0	0	0
Rebecca LOGUE	0	0	0
Mick GENTLEMAN	0	0	0
John HARGREAVES	0	0	0
Paschal LEAHY	0	0	0
Stephanie ELLIOTT:FREE RANGE CANBERRA	0	0	0
Lance MUIR:ACT EQUALITY PARTY	0	0	0
Burl DOBLE:INDEPENDENT	0	0	0

### 3.6.4 Export Summary

Select the 'Export summary' report type from the list in the 'Reports' menu item to display the form.

'Export summary' report form is illustrated on the following image:



- > specify 'electorate' & 'polling station', then select the 'Go' button to generate the report
- > displays batches & the corresponding export status
- > 'Export status' types for 'Export summary':
  - Not Exported
  - Ready for Export
  - Exported for Counting

Example results are displayed on the following image:

Electorate	Polling Station	Batch Status	Batch No.	Status
Brindabella	Calvary Hospital	Unverified	1024012	Not Exported
Brindabella	Calvary Hospital	Verified	1024013	Ready For Export
Brindabella	Calvary Hospital	Unverified	1024015	Exported for Counting
Brindabella	Calvary Hospital	Verified	1024016	Ready For Export
Brindabella	Calvary Hospital	Unverified	1024029	Not Exported
Brindabella	Ainslie	Unverified	1044000	Not Exported
Brindabella	Ainslie	Verified	1044001	Ready For Export
Brindabella	Ainslie	Verified	1044004	Ready For Export
Brindabella	Ainslie	Unverified	1044005	Not Exported
Brindabella	Ainslie	Unverified	1044007	Not Exported
Brindabella	Belconnen (Pre-Poll)	Unverified	1103000	Not Exported
Brindabella	Belconnen (Pre-Poll)	Unverified	1103001	Not Exported
Brindabella	Belconnen (Pre-Poll)	Unverified	1103014	Not Exported
Brindabella	Belconnen (Pre-Poll)	Unverified	1103015	Not Exported
Molonglo	Macgregor	Verified	3637005	Ready For Export

### 3.6.5 Informal Ballots

As per requirements set by the Elections ACT, essentially what we are trying to achieve is the ability to scan every ballot paper issued at the election, regardless of its status as formal or informal. Elections ACT would determine, for each polling place, which ballot papers are informal,



and these would be batched separately from the other (formal) ballot papers for that polling place. This special batch would need to bypass the verification stages and just be recorded within the database, notated as informal with the number of informals for each polling place recorded for reporting purposes.”

Informal Batches will be scanned under a separate job in scanning software. This job will not send the batch through to the Verification process, instead it will just create the images and the batch data will be output to be ingested into the web portal.

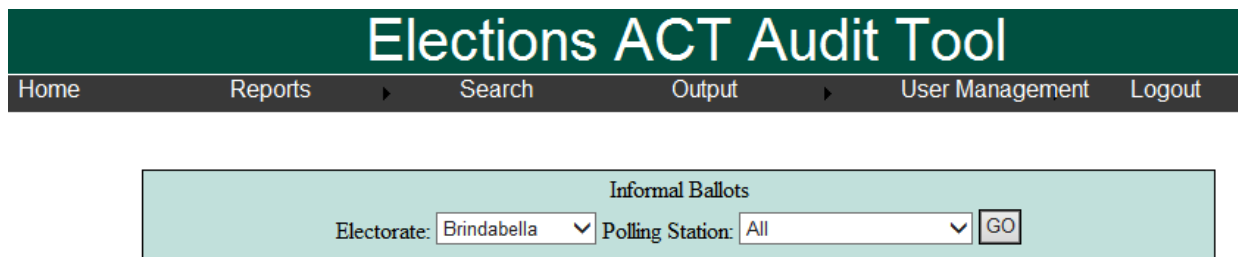
A status has been created in the system called “Informal”. This will differentiate these ballots from all other ballots so that the system will know that these ballots cannot have their data modified.

After an Informal Batch is scanned and the data imported into the portal, all ballots in that batch will be given a status of “Informal” and the batch itself will have a status of “Informal”.

The batch will also be automatically flagged as Committed, so that it can go straight through to eVACS.

Select the ‘Informal Ballots’ report type from the list in the ‘Reports’ menu.

‘Informal Ballots’ report form is illustrated in the following image:



- > Specify the Electorate and/or Polling Place, then click the GO button.
- > Report displays batches which have Informal Ballots.

Example results below:

Electorate	Polling Station	BatchNo.	Number of Ballots
Kurrajong	Bonython	<a href="#">3601001</a>	1
Kurrajong	Gordon	<a href="#">3608998</a>	16
Kurrajong	Downer	<a href="#">3653001</a>	2

### 3.6.6 Scanning Comparison

Select the ‘Scanning Comparison’ report type from the list in the ‘Reports’ menu item to display the form.

‘Scanning Comparison’ report form is illustrated on the following image:

# Elections ACT Audit Tool

Home   Reports ▶   Search   Output ▶   User Management ▶   Logout

Scanning Comparison

Electorate:  ▼  
 Polling Station:  ▼  
 Batch Status:  ▼

- > specify 'electorate', 'polling station' & 'batch status', then select the 'Go' button to generate the report
- > displays batches by type & compares automatically counted vs manual intervention quantities
- > 'Batch status' options for 'Scanning Comparison':
  - verified
  - unverified
  - pending approval

Example results are displayed on the following image:

Batch No.	Total Ballots	Automatically Counted	Manual Intervention
2039931	3	1	2
2039933	3	1	2
2039934	3	1	2
2039935	3	1	2
2039936	3	1	2
2039962	3	1	2

### 3.6.7 Deleted Batches

Select the 'Deleted batches' report type from the list in the 'Reports' menu item to display the form.

'Deleted batches' report form is illustrated on the following image:

# Elections ACT Audit Tool

Home   Reports ▶   Search   Output ▶   User Management ▶   Logout

Deleted Batches

Electorate	Polling Place	Batch No.	Date Deleted	Approved By Officer	Approved By Officer	Quantity (Scanned)	Quantity (Cover Sheet)	Delete Reason	First Preference
Ginninderra	Melba	<a href="#">2039432</a>	24/04/2008 3:58:17 PM	raviadm	benadmin	3	1		Mary PORTER

- > displays deleted batches with corresponding information: batch attributed, deletion date/time, users involved, deletion reason – batch number link may be selected to drill down further into batch details.

### 3.7 Search Page

Select 'Search' menu item to clear the current form & displays the 'Search for batches/ballots' form, as illustrated on the following image:



Search For Batches/Ballots

Electorate

Polling Place

Candidates

Search by  Batch  Ballot

Batch No  (Use '\*' for All)

Show  All  Verified only.  Unverified only.  Pending only.

For Deleted/Pending Delete Batches see Deleted Batches report and Batch Summary (Home).

'Search for batches/ballots' form:

- > specify 'electorate', 'polling station', 'candidate', search type (batch/ballot), and which batches/ballots to show (include) in results, then select the 'Search' button to generate the search results
- > if the Batch/Ballot No. is not specified, or the asterisk (\*) wildcard is not used, the following error message will be displayed

Search by  Batch  Ballot

Ballot No:  (Use '\*' for All)

Please enter a Ballot No or use '\*'

Show  All  Verified only.  Unverified only.  Pending only.

Only include ballots where Supervisor intervention has occurred.

For Deleted/Pending Delete Batches see Deleted Batches report and Batch Summary (Home).

- > if there are no records found matching the criteria, the user will be advised by the following message:

All  Verified only.  Unverified only.  Pending only.

For Deleted/Pending Delete Batches see Deleted Batches report and Batch Summary (Home).

No records found for search.

Example results for a 'batch' search are displayed on the following image:

Electorate	Polling Place	Candidate	Batch No	Status	Image
Brindabella	Ainslie	David ANTHILL	<a href="#">1044004</a>	Verified	<a href="#">View Image</a>

- > select the Batch Number link from the results to drill down for more information about the corresponding batch
- > select the View Image link to display the scanned batch cover sheet, as illustrated by the following image:

Example results for a 'ballot' search are displayed on the following image:

Electorate	Polling Place	Candidate	Batch No	Ballot Number	Status	Image
Brindabella	Ainslie	David ANTHILL	1044004	1044004001	Verified	<a href="#">View Image</a>
Brindabella	Ainslie	David ANTHILL	1044004	1044004002	Verified	<a href="#">View Image</a>
Brindabella	Ainslie	David ANTHILL	1044004	1044004003	Verified	<a href="#">View Image</a>
Brindabella	Ainslie	David ANTHILL	1044004	1044004004	Verified	<a href="#">View Image</a>
Brindabella	Ainslie	David ANTHILL	1044004	1044004005	Verified	<a href="#">View Image</a>
Brindabella	Ainslie	David ANTHILL	1044004	1044004006	Verified	<a href="#">View Image</a>
Brindabella	Ainslie	David ANTHILL	1044004	1044004007	Verified	<a href="#">View Image</a>
Brindabella	Ainslie	David ANTHILL	1044004	1044004008	Verified	<a href="#">View Image</a>
Brindabella	Ainslie	David ANTHILL	1044004	1044004009	Verified	<a href="#">View Image</a>
Brindabella	Ainslie	David ANTHILL	1044004	1044004010	Verified	<a href="#">View Image</a>
Brindabella	Ainslie	David ANTHILL	1044004	1044004011	Verified	<a href="#">View Image</a>
Brindabella	Ainslie	David ANTHILL	1044004	1044004012	Verified	<a href="#">View Image</a>

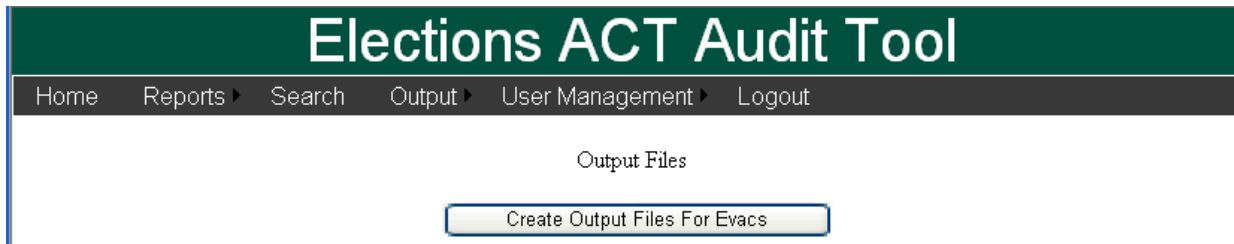
- > select the View Image link to display the scanned ballot image & corresponding results of the batch, which is illustrated by the following image:

- > To go back to the search results, click the browsers 'Back' button on the View Image screen.

### 3.8 Output Page

The 'Output' function is used to output the committed ballots to USB Key for transfer & ingestion into the eVACS counting system. This functionality is performed by IVE staff at the end of each day after it's requested by ACT Elections.

Selecting the 'Output' main menu item displays the 'Create Output Files For Evacs' button, as illustrated on the following image:



When the 'Create Output Files For Evacs' button is selected the checksum is generated & displayed, along with 3 file 'download' buttons (illustrated on the following image) which facilitate the output of the corresponding file to a location of the user's discretion, and then loaded onto CD.

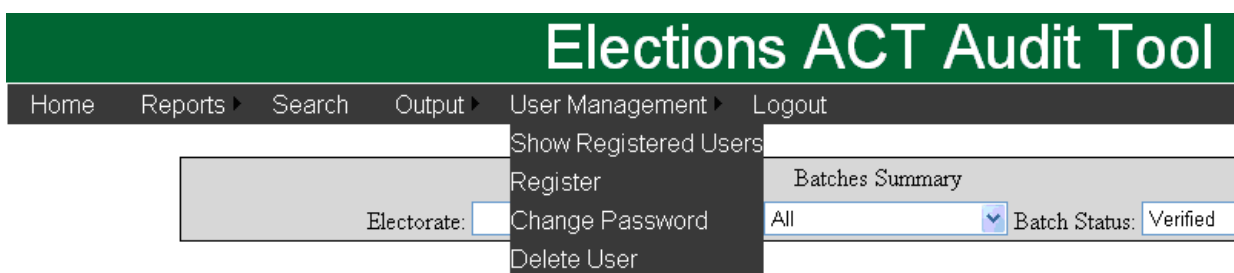
FileName	Action
scanned.txt	<input type="button" value="Download"/>
scanned.dmp	<input type="button" value="Download"/>
scanned.rnd	<input type="button" value="Download"/>

Checksum generated is : 3ba5c8eccec646ff69e8d93da2d5085bf9

### 3.9 User Maintenance Menu

**This option is available for Admin Users only.**

The 'User Management' drop-down list is illustrated on the following image:



'User Management' options:

- > Show Registered Users
- > Register
- > Change Password
- > Delete User

### 3.9.1 Show Registered Users

**This option is available for V3 Operators only.**

List all the current usernames setup in the system, when the user was created, and displays the corresponding role assigned to the user.

An example result for ‘Show Registered Users’ is displayed on the following image:

List of Registered Users

User Name	Role	Created On
Testserver	Admin	29/04/2008
servertest	Admin	24/04/2008
ravi234	Operator	23/04/2008
ravi123	Observer	23/04/2008
ravi	Admin	23/04/2008
testuser22	Admin	22/04/2008
robobserver	Observer	21/04/2008
benobs	Observer	21/04/2008
benops	Operator	21/04/2008

### 3.9.2 Register

**This option is available for V3 Operators only.**

Allows for new users to be added and, their role (i.e. User Type) to be assigned.

Select the ‘Register’ option from the list in the ‘User Management’ menu item to display the form.

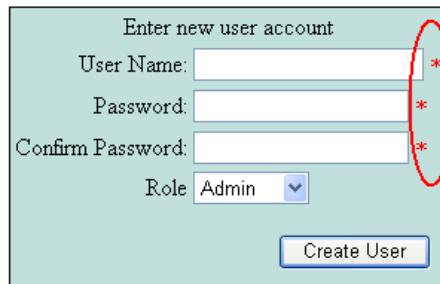
The ‘Register’ form is illustrated on the following image:

The screenshot shows the 'Elections ACT Audit Tool' interface. At the top, there is a navigation bar with links: Home, Reports, Search, Output, User Management, and Logout. The main content area displays a form titled 'Enter new user account'. The form contains the following fields: 'User Name' (text input), 'Password' (text input), 'Confirm Password' (text input), and 'Role' (dropdown menu currently showing 'Admin'). A 'Create User' button is positioned at the bottom right of the form.

‘Register’ form:

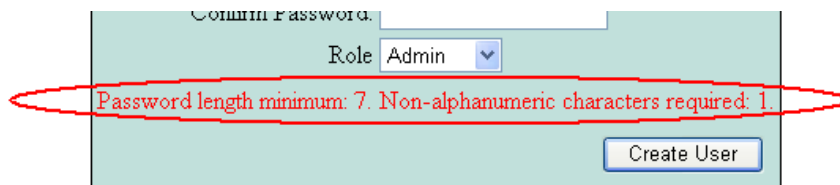
- > specify ‘User Name’, ‘Password’, ‘Confirm password’, ‘Role’, and then select the ‘Create user’ button to add the user

- > if mandatory information has not been provided, the corresponding input box will be highlighted with an asterisk (\*):



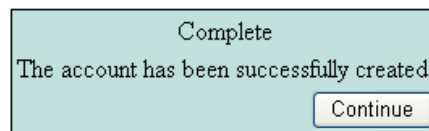
The screenshot shows a form titled "Enter new user account". It contains four input fields: "User Name:", "Password:", "Confirm Password:", and a "Role" dropdown menu set to "Admin". A "Create User" button is at the bottom. Red circles highlight asterisks (\*) on the right side of each of the three text input fields, indicating they are mandatory.

- > if the password entered does not meet minimum standards, the following message will be displayed:



The screenshot shows a portion of the form with a red oval highlighting an error message: "Password length minimum: 7. Non-alphanumeric characters required: 1." The "Role" dropdown is set to "Admin" and a "Create User" button is visible below.

- > upon successful validation, the following message will be displayed:



The screenshot shows a green box with the text "Complete" and "The account has been successfully created." Below the text is a "Continue" button.

### 3.9.3 Change Password

This function allows for existing users' passwords to be changed.

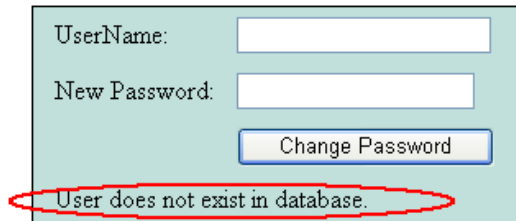
Select the 'Change Password' option from the list in the 'User Management' menu item to display the form.

The 'Change Password' form is illustrated on the following image:



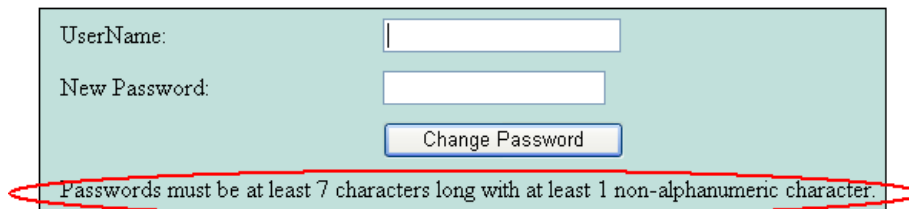
The screenshot shows the "Elections ACT Audit Tool" interface. A navigation bar at the top includes "Home", "Reports", "Search", "Output", "User Management", and "Logout". Below the navigation bar is a form with two input fields: "UserName:" and "New Password:". A "Change Password" button is located below the "New Password:" field.

> If an unknown 'User Name' is entered, the following message will be displayed:



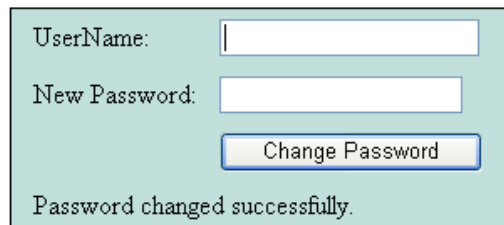
The screenshot shows a form with two input fields: 'UserName:' and 'New Password:'. Below the fields is a 'Change Password' button. A red oval highlights the error message 'User does not exist in database.' displayed below the button.

> if the 'New Password' entered does not meet minimum standards, the following message will be displayed:



The screenshot shows the same 'Change Password' form. A red oval highlights the error message 'Passwords must be at least 7 characters long with at least 1 non-alphanumeric character.' displayed below the 'Change Password' button.

> upon successful validation, the following message will be displayed:



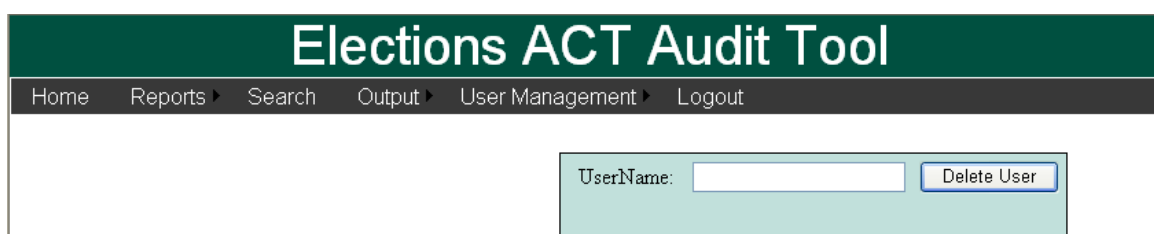
The screenshot shows the 'Change Password' form with the 'Change Password' button highlighted in grey. Below the button, the message 'Password changed successfully.' is displayed.

### 3.9.4 Delete User

This function allows for existing users to be deleted. Only Admin level users can do this.

Select the 'Delete User' option from the list in the 'User Management' menu item to display the form.

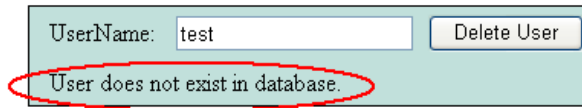
The 'Delete User' form is illustrated on the following image:



The screenshot shows the top navigation bar of the 'Elections ACT Audit Tool' with a dark green background and white text. The navigation items are 'Home', 'Reports', 'Search', 'Output', 'User Management', and 'Logout'. Below the navigation bar, the 'Delete User' form is displayed, featuring a 'UserName:' input field and a 'Delete User' button.

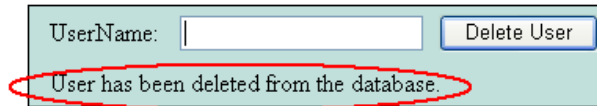


> If an unknown 'User Name' is entered, the following message will be displayed:



A screenshot of a web form titled 'Delete User'. It features a text input field labeled 'UserName:' containing the text 'test'. To the right of the input field is a button labeled 'Delete User'. Below the input field, the message 'User does not exist in database.' is displayed and circled in red.

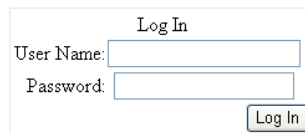
> upon successful validation of the 'User Name' entered, the following message will be displayed:



A screenshot of a web form titled 'Delete User'. It features an empty text input field labeled 'UserName:'. To the right of the input field is a button labeled 'Delete User'. Below the input field, the message 'User has been deleted from the database.' is displayed and circled in red.

### 3.10 Logout

This function simply logs out the current user and return to the 'Login' page, as illustrated in the following image:



A screenshot of a 'Log In' form. It has a title 'Log In' centered at the top. Below the title are two text input fields: 'User Name:' and 'Password:'. To the right of the 'Password:' field is a button labeled 'Log In'.