# How to balance Ballot papers and votes on an Early Voting day

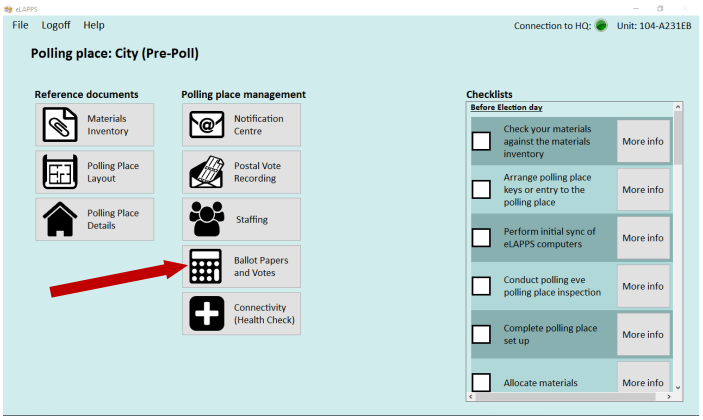
Following the close of the poll on each day of early voting, you need to complete the early voting 'Ballot papers and votes' process. Below steps will take you through this process. **Note:** the process is different on polling day.

## Step 1:

In order to complete the Ballot papers and votes section of eLAPPS for a particular electorate, you need figures for the following items:

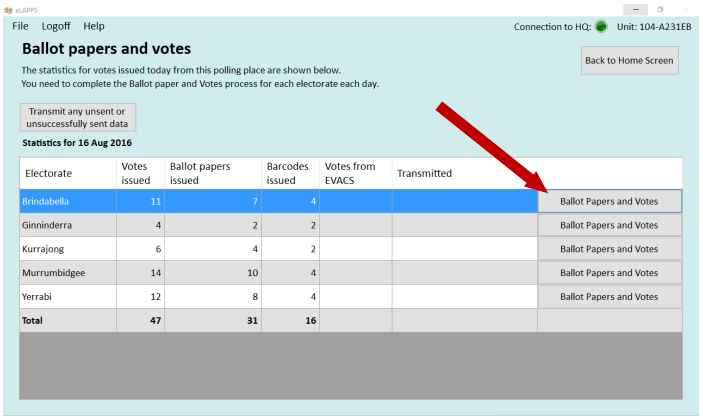
- EVACS total votes
- Spoilt ballot papers;
- Discarded ballot papers;
- Declaration votes (determined by the number of tear off slips); and
- Unused ballot papers.

Once you have these figures, click the 'Ballot papers and votes' button on the home screen of the OIC computer.




## Step 2:

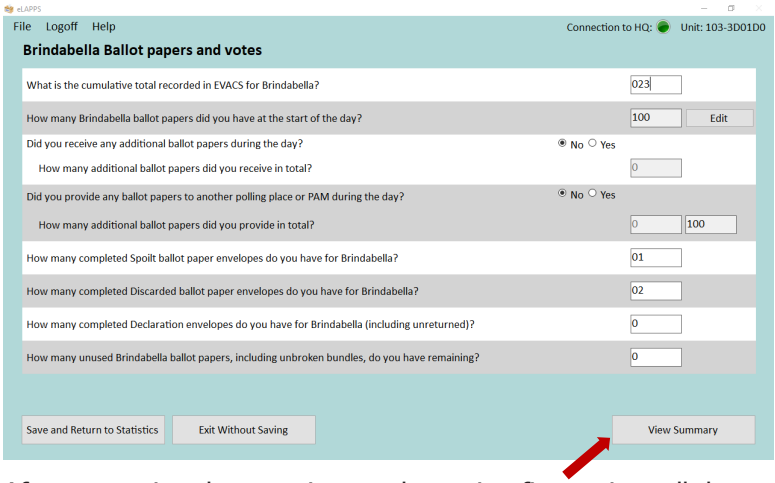
Choose, from the right-hand side of this table, the electorate for which you wish to complete the 'Ballot papers and votes' process.




## Step 3:

The next screen asks you a series of questions; all you need to do is answer them accurately.

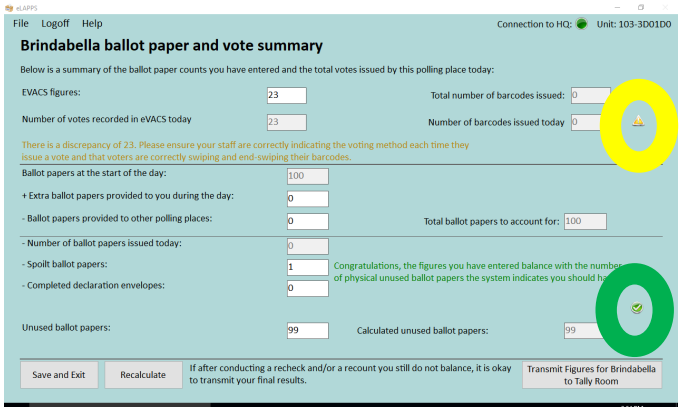
1. **What is the cumulative total recorded in eVACS for this Electorate?** (Total electronic votes figure displayed for that electorate, on eVACS screen) **NOTE:** eLAPPS will automatically calculate that day's eVACS figures by subtracting the previous day's eVACS figures from Total eVACS figures.
2. **How many of this electorate's ballot papers did you have at the start of the day?** (the figure that is pre-populated into this field is the figure you entered when you logged in for the very first time or the starting figure from the previous day's unused - if that figure is incorrect, you can edit it now by clicking the edit button)
3. **Did you receive any additional ballot papers during the day?** If yes, how many?
4. **Did you provide any ballot papers to another polling place or PAM during the day?** If yes, how many?
5. **How many Spoilt ballot papers do you have for this electorate?**
6. **How many Discarded ballot paper envelopes do you have for this electorate?**
7. **How many Declaration votes do you have for this electorate?** (make sure you include envelopes where the elector did not return their ballot paper)
8. **How many unused ballot papers do you have for this electorate?** (make sure you include unbroken bundles of ballot papers in this figure!)




After answering the questions and entering figures into all the data entry boxes in front of each of the questions, click 'View summary' button.

## Step 4:

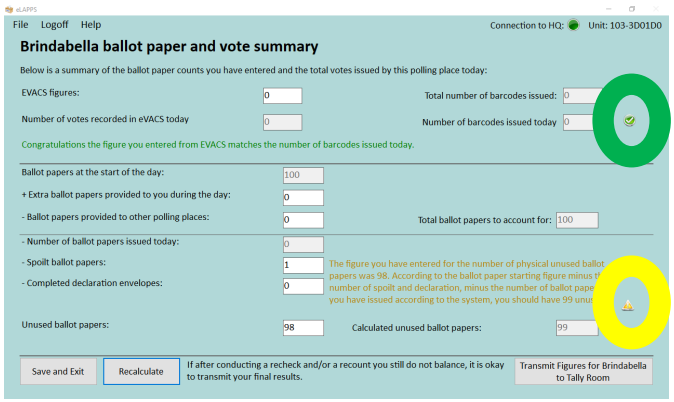
The next screen is the summary screen. It tells you whether the figures you have entered balance or not. If you balance, you will see a green tick; if you do not balance you will see a yellow exclamation mark.




If you see a yellow exclamation mark at the top of the Summary screen, in relation to the EVACS figures, it means one of three things:

1. You have incorrectly transcribed the figure coming out of EVACS (if this is the case, write the correct figure in the field and click 'Recalculate'); or
2. Electors are failing to scan their barcode a second time to officially finish their vote; or
3. Issuing officers are issuing barcodes but clicking the 'issue ballot paper' button or vice versa.

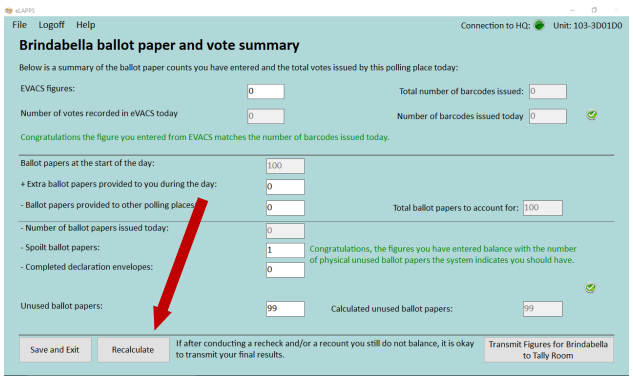
Each of these issues will need addressing in the appropriate manner.




If you see a yellow exclamation mark towards the bottom of the screen you should do a recount of spoilt, discarded, declaration and unused ballot papers.

If you need to change a figure, you can alter it by over-typing the correct figure in the relevant field on this screen.

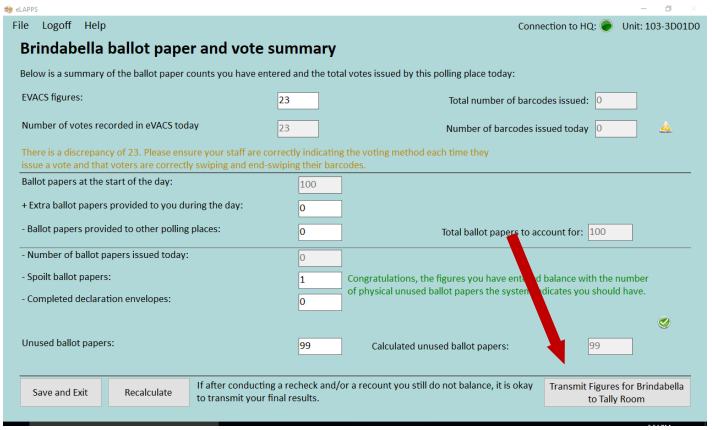
Click 'Recalculate' to test whether you balance correctly with the new figures.



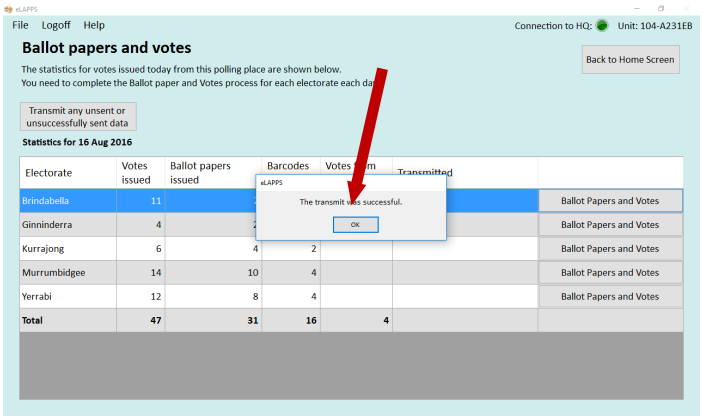

## Step 5:

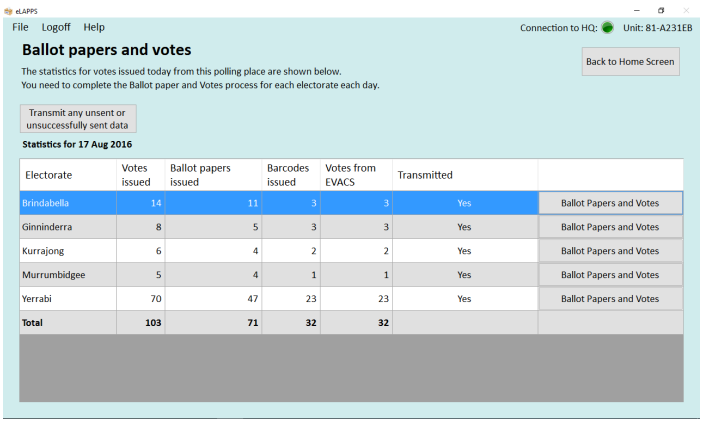
If you now balance or if you still don't balance but you are confident you have accurately counted all materials, particularly the unused material, click the 'Transmit figures for....' button.

***Note:*** *the figure you have entered for your unused ballot papers will be the starting figure for tomorrow, make sure it is accurate!*




After transmission the following screen appears – click 'OK'




## Step 6:

Repeat Steps 2 through 5 for the remaining electorates.