

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

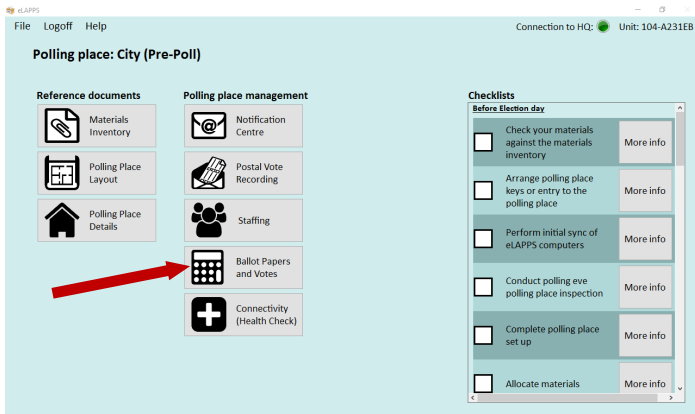
Following the close of the poll on each day of early voting, you need to complete the early voting 'Ballot papers and votes' process. Below steps will take you through this process. **Note:** the process is different on polling day.

## 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:

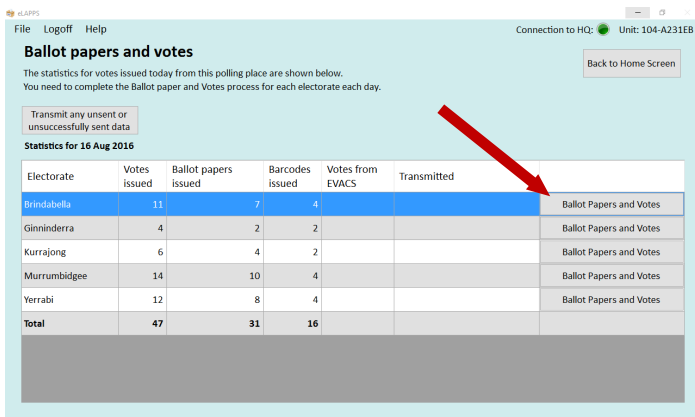
- EVACS total votes
- Spoilt ballot papers;
- Discarded ballot papers;
- Declaration votes (determined by the number of tear off slips); and
- Unused ballot papers.

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



## Step 2:

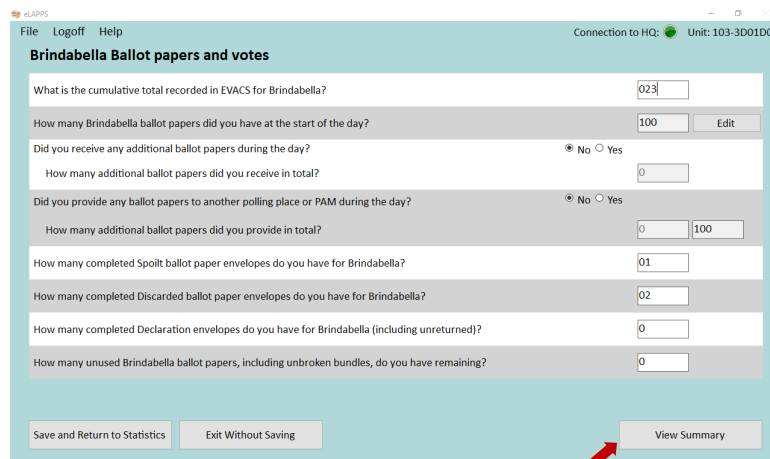
Choose, from the right-hand side of this table, the electorate for which you wish to complete the 'Ballot papers and votes' process.



## 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.

**Brindabella ballot paper and vote summary**

Below is a summary of the ballot paper counts you have entered and the total votes issued by this polling place today:

EVACS figures: 23 Total number of barcodes issued: 0

Number of votes recorded in eVACS today: 23 Number of barcodes issued today: 0

There is a discrepancy of 23. Please ensure your staff are correctly indicating the voting method each time they issue a vote and that voters are correctly swiping and end-swiping their barcodes.

Ballot papers at the start of the day: 100

+ Extra ballot papers provided to you during the day: 0

- Ballot papers provided to other polling places: 0 Total ballot papers to account for: 100

- Number of ballot papers issued today: 0

- Spoilt ballot papers: 1 Congratulations, the figures you have entered balance with the number of physical unused ballot papers the system indicates you should have.

- Completed declaration envelopes: 0

Unused ballot papers: 99 Calculated unused ballot papers: 99

Save and Exit Recalculate If after conducting a recheck and/or a recount you still do not balance, it is okay to transmit your final results. Transmit Figures for Brindabella to Tally Room

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.

**Brindabella ballot paper and vote summary**

Below is a summary of the ballot paper counts you have entered and the total votes issued by this polling place today:

EVACS figures: 0 Total number of barcodes issued: 0

Number of votes recorded in eVACS today: 0 Number of barcodes issued today: 0

Congratulations the figure you entered from EVACS matches the number of barcodes issued today.

Ballot papers at the start of the day: 100

+ Extra ballot papers provided to you during the day: 0

- Ballot papers provided to other polling places: 0 Total ballot papers to account for: 100

- Number of ballot papers issued today: 0

- Spoilt ballot papers: 1 The figure you have entered for the number of physical unused ballot papers was 98. According to the ballot paper starting figure minus the number of spoilt and declaration, minus the number of ballot papers you have issued according to the system, you should have 99 unused.

- Completed declaration envelopes: 0

Unused ballot papers: 98 Calculated unused ballot papers: 99

Save and Exit Recalculate If after conducting a recheck and/or a recount you still do not balance, it is okay to transmit your final results. Transmit Figures for Brindabella to Tally Room

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.

**Brindabella ballot paper and vote summary**

Below is a summary of the ballot paper counts you have entered and the total votes issued by this polling place today:

EVACS figures: 0 Total number of barcodes issued: 0

Number of votes recorded in eVACS today: 0 Number of barcodes issued today: 0

Congratulations the figure you entered from EVACS matches the number of barcodes issued today.

Ballot papers at the start of the day: 100

+ Extra ballot papers provided to you during the day: 0

- Ballot papers provided to other polling places: 0 Total ballot papers to account for: 100

- Number of ballot papers issued today: 0

- Spoilt ballot papers: 1 Congratulations, the figures you have entered balance with the number of physical unused ballot papers the system indicates you should have.

- Completed declaration envelopes: 0

Unused ballot papers: 99 Calculated unused ballot papers: 99

Save and Exit Recalculate If after conducting a recheck and/or a recount you still do not balance, it is okay to transmit your final results. Transmit Figures for Brindabella to Tally Room

## 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!

**Brindabella ballot paper and vote summary**

Below is a summary of the ballot paper counts you have entered and the total votes issued by this polling place today:

EVACS figures: 23 Total number of barcodes issued: 0

Number of votes recorded in eVACS today: 23 Number of barcodes issued today: 0

There is a discrepancy of 23. Please ensure your staff are correctly indicating the voting method each time they issue a vote and that voters are correctly swiping and end-swiping their barcodes.

Ballot papers at the start of the day: 100

+ Extra ballot papers provided to you during the day: 0

- Ballot papers provided to other polling places: 0 Total ballot papers to account for: 100

- Number of ballot papers issued today: 0

- Spoilt ballot papers: 1 Congratulations, the figures you have entered balance with the number of physical unused ballot papers the system indicates you should have.

- Completed declaration envelopes: 0

Unused ballot papers: 99 Calculated unused ballot papers: 99

Save and Exit Recalculate If after conducting a recheck and/or a recount you still do not balance, it is okay to transmit your final results. Transmit Figures for Brindabella to Tally Room

After transmission the following screen appears – click 'OK'

**Ballot papers and votes**

The statistics for votes issued today from this polling place are shown below. You need to complete the Ballot paper and Votes process for each electorate each day.

Transmit any unsorted or unsuccessfully sent data

Statistics for 16 Aug 2016

Electorate	Votes issued	Ballot papers issued	Barcodes issued	Votes from EVACS	Transmitted
Brindabella	11				
Ginninderra	4				
Kurrajong	6	4	2		
Murrumbidgee	14	10	4		
Yerrabi	12	8	4		
<b>Total</b>	<b>47</b>	<b>31</b>	<b>16</b>	<b>4</b>	

The transmit was successful.

OK

## Step 6:

Repeat Steps 2 through 5 for the remaining electorates.

**Ballot papers and votes**

The statistics for votes issued today from this polling place are shown below. You need to complete the Ballot paper and Votes process for each electorate each day.

Transmit any unsorted or unsuccessfully sent data

Statistics for 17 Aug 2016

Electorate	Votes issued	Ballot papers issued	Barcodes issued	Votes from EVACS	Transmitted
Brindabella	14	11	3	3	Yes
Ginninderra	8	5	3	3	Yes
Kurrajong	6	4	2	2	Yes
Murrumbidgee	5	4	1	1	Yes
Yerrabi	70	47	23	23	Yes
<b>Total</b>	<b>103</b>	<b>71</b>	<b>32</b>	<b>32</b>	

The transmit was successful.

OK

