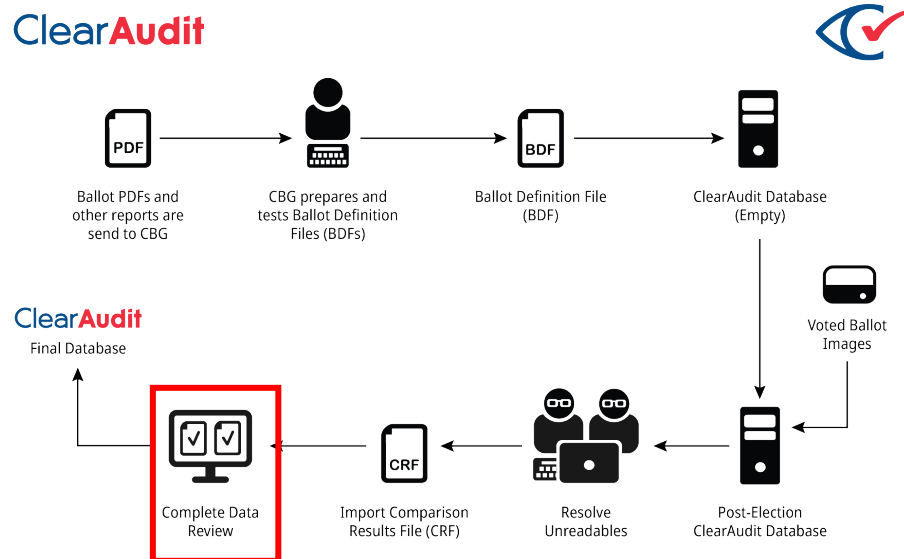


# Training Guide for QA Users

ClearAudit

This diagram shows the workflow of the ClearAudit process.



The role of the QA User, who acts during the process outlined in red above, is to assure that audit results and comparisons are accurate.

1. Log into the server: URL: \_\_\_\_\_
2. Select the election that is assigned to you; you will be directed to the Dashboard.

- On the Dashboard, check that the number next to Pages judged to be non-ballots and Unreadable card images needing resolution is zero (0).

Dashboard

**Election Data**

Election Phase	closed
Ballot type	ESS2
Approx ballot image dimensions	8.5" x 17.0"
# Card styles	6
# Contests	7
# Choices	22
# Parties	5
# Counter groups	6
# Precincts	27
# Precincts and card styles	162

**Ballot Scanning Operations**

Scan date	2016-11-09
Tabulation date	2016-11-21
Tabulation software version	Version 1.3.2 2016-10-12 16:04:57
# Scanners	2
# Boxes scanned	27
# Precincts scanned	27 out of 27

# Cards automatically adjudicated 9,960

# Pages judged to be non-ballots 0

# Unreadable cards (1.40% rate) 0

# Pages scanned (ballots and non-ballots) 9,960

# Cards that are fully blank 3

**Visual Resolution of Unreadable Cards**

There should be no unreadables left to do

Unreadable card images needing resolution	0
Unreadable cards resolved & adjudicated	139
Unvotable unreadable cards (could be resolved by rescanning 0 boxes):	
Occluded or incomplete unreadable images	0
Scanned unreadable images with multiple overlapping cards	0
Unreadable resolved as a non-ballot	0
Unreadable cards	139

**Card Reconciliation**

**Comparison System**

Total cards cast (paper & touch screen)	9,960
Cards cast on touch screens	0
Cards cast on paper	9,960

**ClearBallot System**

Cards automatically adjudicated	9,821
Initial tabulated card discrepancy	-139

**Adjustments to card count for Unreadables & Modifications**

Unreadable cards	+139
Cards resolved as a non-ballot	0
Cards (originally non-ballots) resolved as a ballot	0
Estimated additional cards in multiple overlapping cards	0
Adjustment to card count from visual resolution	+139

**Final Total Card Count**

Total Card Discrepancy	0
------------------------	---

[Card Discrepancy Analysis](#)

- Click the number next to Cards that are fully blank. View each card to check if it is blank. An example of what the system can consider a blank ballot is shown below. Adjudicate the votes as needed.

Official Ballot  
Presidential General Election  
November 8, 2016  
State of Maryland, Kent County

BS 1

**Instructions**

**Making Selections**

Fill in the oval to the left of the name of your choice. You must blacken the oval completely, and do not make any marks outside of the oval. You do not have to vote in every race.

Do not cross out or erase, or your vote may not count. If you make a mistake or a stray mark, you may ask for a new ballot.

**Optional write-in:**

or write-in: Ann L

**President and Vice President of the United States**  
Vote for 1

☒ Donald J. Trump  
New York  
and  
☒ Michael Pence  
Indiana  
Republican

☐ Hillary Clinton  
New York  
and  
☐ Tim Kaine  
Virginia  
Democratic

☐ Gary Johnson  
New Mexico  
and  
☐ Bill Weld  
Massachusetts  
Libertarian

☐ Jill Stein  
Massachusetts  
and  
☐ Ajamu Baraka  
Georgia  
Green

or write-in:

**Representative in Congress District 1**  
Vote for 1

☒ Andy Harris  
Republican

☐ Joe Werner  
Democratic

☐ Matt Beers  
Libertarian

or write-in:

**Judge, Court of Special Appeals At Large**  
Dan Friedman  
Vote Yes or No  
For Continuance in Office

☒ Yes

☐ No

- Produce the Statement of Cards Cast report. Review the Cards column to see what has been scanned. In the example below, only the Election Day and Early Voting cards have been tabulated. The # Boxes column will show 1 for the precincts tabulated.

Somerset County, MD, General Election, <sup>ES</sup>  
Statement of Cards

Filter table:

Precinct:  Counter Group:  Contest:  ScanStation:  Box:

Precinct	Cards	# Boxes
AB1	0	0
AB2	0	0
EVC1	2,593	1
PROV	0	0
001001	270	1
001002	616	1
001003	136	1
002001	139	1
003001	562	1
004001	363	1
005001	372	1
006001	213	1
007001	840	1
008001	727	1
008002	243	1
009001	145	1
010001	78	1

This example is showing Phase 1 where absentee precincts AB1 and AB2, as well as provisional (PROV) ballots have not been scanned yet.

"Boxes" column should always show a "1" for precincts already tabulated

- Produce the Cards Resolutions report. In the Unresolved Cards section of the report, there should be zero (0) entries. In the Resolved Cards section under Resolution Status - all the cards should be Resolved and tabulated.

Somerset County, MD, General Election, Nov 8, 2016  
Card Resolutions

Filter table:

**Unresolved Cards**

There should be no unreadables cards left to resolve

Card ID	Resolution Status	Unreadable Reason(s)
No data available in table		

5 entries per page 0 entries

**Resolved Cards**

Resolution status should be "Resolved and tabulated" for all resolved cards

Card ID	Resolution Status	Resolver	Resolution Date
PROV-PROV-001+09490	Resolved and tabulated	CK	2016-11-21 15:35:54
PROV-PROV-001+09286	Resolved and tabulated	CK	2016-11-21 15:35:11
PROV-PROV-001+09238	Resolved and tabulated	CK	2016-11-21 15:34:55
AB1-AB1-001+09013	Resolved and tabulated	CK	2016-11-21 15:34:40

7. While on the Dashboard, click on the URL address bar and change the word “dash” to: “ovals.”

**elections.clearballot.com:88/dash/election\_name\_2018p**

becomes

**elections.clearballot.com:88/ovals/election\_name\_2018p**

8. The Vote Visualization page appears. This displays the least confident votes for all choices. Change the default number of ovals to 500 to view more. Check for evidence of multifeeds or other irregularities.

The screenshot shows the ClearAudit web application interface. At the top, the browser's address bar displays the URL `elections.clearballot.com:88/ovals/md_03_baltimorecity_2016g`. A red circle highlights the word "ovals" in the URL, with a red arrow pointing to it from the text "Change to 500 and click 'Change'". Below the address bar, there are several filter buttons: "Precinct: All", "Counter Group: All", "Scan Station: All", and "Box: All". To the right of these is a dropdown menu for "# Ovals: 100" and a "Change" button. A red circle highlights the "# Ovals: 100" dropdown, with a red arrow pointing to it from the same text "Change to 500 and click 'Change'". Below the filters, the page title is "Least Confident Votes for All Choices". A red text note below the title says "(25,854 manually resolved non-displayable ovals not shown...)" and "(4,837,452 more confident ovals above these not shown...)". The main area displays a grid of 50 small ballot images. A red arrow points to a specific ballot in the grid with the text "This is what multifeed looks like, you will see text instead of the ovals (in the votes, overvote and undervote sections). Usually observed when CBG tabulates ABs and Provisional ballot images from the counties that scan those ballots on M850 machines". Below the grid, there is a section titled "Overvoted With Vote for All Choices" with a red text note "(36 manually resolved non-displayable ovals not shown...)". This section displays a row of 20 ballot images, some of which show text instead of ovals.

9. Produce a Statement of Votes Cast report and filter by Counter Group and by Contest as needed. Spot check vote totals by looking at the totals posted on the state's State Board of Elections site. (See next page.)

Clear Ballot Reports for md\_01\_allegany\_2018p rosemary

Allegany County, MD, Primary Election, June 26, 2018

Statement of Votes Cast

Precinct: All Counter Group: All Contest: All Scan Station: All Box: All Change

Show / hide columns

Choice	Ballots With Contest	Votes	Overvoted With Vote for this Choice	Undervoted Without Vote for this Choice	Links
Rep Governor / Lt. Governor (Vote for 1)					
Hogan-Rutherford	7,479	6,777	0	683	

2018 Election Results

https://elections.maryland.gov/elections/2018/results/primary/gen\_results\_2018\_1...

(37 of 37 election day precincts reported)

Name	Party	Early Voting	Election Day	Absentee / Provisional	Total	Percentage
Larry Hogan and Boyd K. Rutherford ✓	Republican	664	5,858	255	6,777	100.0%

10. Review the following comparison reports:

Clear Ballot Reports for md\_20\_somerset\_2016g

Somerset County, MD, Dashboard

Election Data

Election Phase

Ballot type

Approx ballot image dimension

# Card styles

# Contests

# Choices

# Parties

# Counter groups

# Precincts

# Precincts and card styles

Ballot Scanning Operations

Scan date

2016-11-09

ELECTION REPORTS

- Statement of Votes Cast
- Statement of Cards Cast
- Dashboard
- Contests Report
- Statement of Votes Cast with Precincts
- Generate PDF Report...

OTHER ITEMS

- Card Inventory
- Election Activity Log
- Card Resolutions
- Causes of Unreadable Cards
- Card Locator
- Generate XML Results File

COMPARISON REPORTS

- Comparison of Votes Cast
- Comparison of Cards Cast
- Comparison of Votes Cast with Precincts
- Discrepancy Summary Report
- Ballot MatchPoint Discrepancies
- Vote MatchPoint Discrepancies
- Counter Group Discrepancies
- Contest Vote Discrepancy Threshold Report

- Comparison of Votes Cast** - This report is reviewed to compare the total number of votes casts as recorded by each system. (Voting System and Audit system)

- ✓ Expected Result: The difference should be zero or very small.
- b. **Comparison of Cards Cast** - This report is reviewed to compare the total number of cards recorded for each Counter Group as reported by each system. (Voting System and Audit system)
  - ✓ Expected Result: The difference should be zero.
- c. **Ballot MatchPoint Discrepancies** - The choice, precinct and counter group values are the criteria used to identify Ballot Match Points. A sample of Match Points are reviewed for discrepancies.
  - ✓ Expected Result: The differences should be zero or very small.
- d. **Vote MatchPoint Discrepancies** - The choice, precinct and counter group values are the criteria used to identify Vote Match Points. A sampling of Match Points is reviewed for discrepancies.
  - ✓ Expected Result: The differences should be zero or very small.
- e. **Counter Group Discrepancies** - This report is reviewed to compare the total number of cards reported for each system (Voting System and Audit system) sorted by Counter Group.
  - ✓ Expected Result: The differences should be zero or very small.
- f. **Contest Vote Discrepancy Threshold Report** - This report is reviewed to determine the number of Vote Discrepancies.
  - ✓ Expected Result: The threshold for discrepancies is set to **0.5%**. The sum of vote discrepancies should be less than **0.5%**.

**Note:**

If you have any concerns or questions about differences or irregularities you encounter, please notify the designated team member(s).

11. When Phase 1 is complete, four reports must be sent to the SBE. These include:

- Comparison of Cards Cast with Precincts.

- Comparison of Cards Cast with Counter Groups.
- Comparison of Votes Cast.
- Audit Threshold Report

When creating these reports, the naming convention to use is the following, matching upper and lowercase conventions as shown:

county number\_county name\_Report Name\_2018g.pdf

**For example:** 04\_baltimore\_Comparison of Cards Cast with Precincts\_2018g.pdf

12. When Phase 2 is complete, the same four reports as in Phase 1 must be sent to the SBE.

When creating these reports, the naming convention to use is the following, matching upper and lowercase conventions as shown:

county number\_county name\_Report Name.Upload date.pdf

**For example:** 04\_baltimore\_Comparison of Cards Cast with Precincts.2018-11-05.pdf