Editing the Metadata File for the BDF

ClearAudit

The ballot definition file (BDF) is an election-specific zipped file that contains all necessary options for casting and recording votes. When an election is created, the ClearAudit software processes the BDF to create and initialize a database on the ScanServer.

The jurisdiction sends an election's ballot style PDFs to Clear Ballot to create a template BDF for the jurisdiction to use as a data bridge. The jurisdiction then edits the metadata.csv file of that template BDF.

The metadata.csv file contains information that describes the attributes of an election. It is a single record that consists of several fields. The jurisdiction is responsible for editing the following fields in the file:

- JurisdictionName

- ElectionOfficialName

- ElectionName

- ElectionOfficialTitle

- ElectionDate

- PrecinctWord

To edit the metadata.csv file:

1. Unzip the template BDF file you received from Clear Ballot.

2. Using Excel, open the metadata.csv file.

3. In the JurisdictionName column, enter the jurisdiction name (for example, Clinton County, NY).

4. In the ElectionName column, enter the election name (for example, General Election, Primary Election, Special Election).

5. In the ElectionDate column, enter the election date enclosed in quotation marks (for example, "Sep 12, 2017").

6. In the ElectionOfficialName column, enter the name of the person responsible for the election.

7. In the ElectionOfficialTitle column, enter the title of the person responsible for the election.

8. In the PrecinctWord column, enter the term by which precincts are known in the jurisdiction (for example, Election District).

9. Save the metadata.csv file.

10. Zip all of the BDF files into a new file and save it with a name that identifies the election (and is different from the template BDF file). The required filename format is electionName.bdf.zip, where electionName identifies the election. (The election name format is stateAbbreviation_jurisdiction_ year.bdf.zip. For example, ny_clinton_2017p.bdf.zip).

You can now import the BDF into ClearAudit to create an election. Refer to the ClearAudit Election Administration Guide for details.