

## 3 Navigating EasyCount Senate

EasyCount Senate is used in the vote counting process for Senate elections. The application is used for entry of below the line senate votes and "counting" of above the line and below the line votes (i.e. distributing preferences). It is currently used at eight different locations throughout Australia on non-networked PCs and laptops. The EasyCount Senate program interacts with the Election Management System (ELMS) which is run on the Australian Electoral Commission's IT network.

### 3.1 Event Roles

There are three levels of user accounts available in EasyCount Senate, these levels control the users access to functions in EasyCount Senate.

**Batch Controller** – allows full access to all functions on batch control and data entry laptops except for data entry and verification.

**Supervisor** – Provides access to functions not available to Data Entry Operators eg. Correction functions, can also do data entry and verification.

**Operator** – Applies to Data Entry Operator staff. Data Entry Operator is limited to data entry / verification and import / export functions only.

Note: There is also an Administrator level but this will ONLY be used by Easycount Administrators.

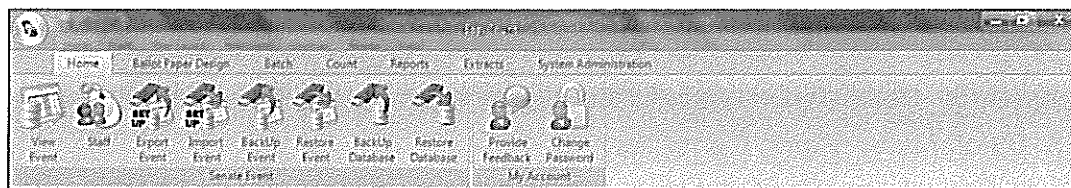
### 3.2 Menus

#### 3.2.1 Home Menu (Batch Controller)

Home menu is accessed by a Batch Controller.

Note 1: The home menu options are different depending on whether you are logged in as an Administrator, Batch Controller or as a Supervisor or Data Entry Operator.

Note 2: The event must be loaded and computer and user accounts created for all options to become visible.



**View Event** – View the current event details.

**Staff** – Allocate staff to the current event. Determine which role each staff member will have.

**Export Event** – Export the event for loading onto data entry laptops.

**Import Event** – Import event information from ELMS into EasyCount Senate.

**Backup Event** – Back up the current event to file. This may take several minutes.

**Restore Event** – Restore an event from a file backup. This may take several minutes.

**Backup Database** – (Normally only used by IT area) Backup the database to a file. No other work on the database should be performed while this is performed.

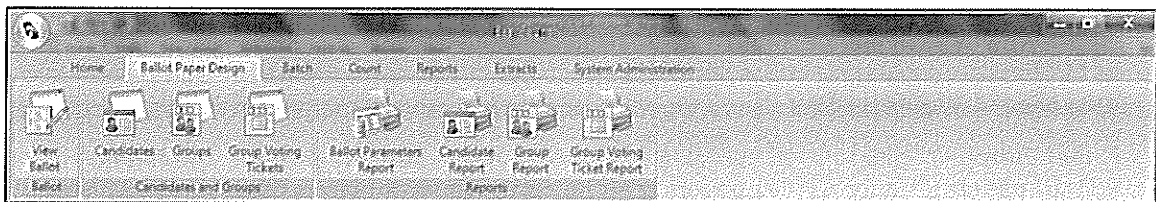
**Restore Database**– (Normally only used by IT area) Restore database from file. This may take several minutes. No other work on the database should be performed while this is performed.

**Provide Feedback** – Provide feedback on any issues you have while using EasyCount Senate. Make suggestions about any improvements you feel could be made. Feedback is collated into the feedback report which is accessible via **Reports > System Administration Reports > Feedback Report**.

**Change Password** – Change your password on the current PC you are using.

### 3.2.2 Ballot Paper Design Menu (Batch Controller)

Ballot Paper Design menu can only be accessed by a Batch Controller.



**View Ballot** – View the rules governing the conduct of the ballot.

**Candidates** – Shows the list of candidates for a ballot. Mark candidates that are no longer eligible to contest the ballot.

**Groups** – View the list of groups that candidates belong to.

**Group Voting Tickets** - Define the group voting tickets for the ballot. Lock the ticket definitions once approved.

**Ballot Parameters Report** – Election details including formality and counting rules for the ballot.

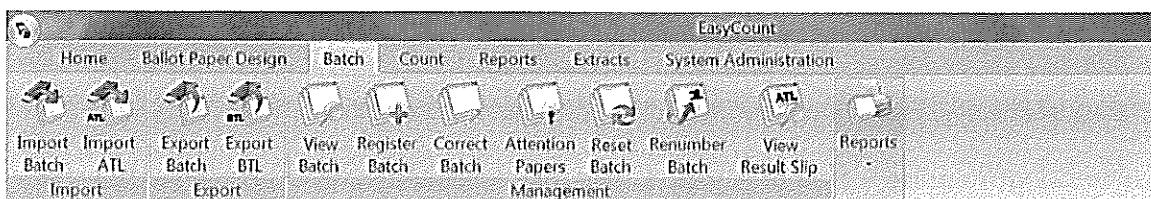
**Candidate Report** – Lists all the candidates for the ballot.

**Group Report** – Lists all the groups defined for the ballot.

**Group Voting Ticket Report** – Lists details of all Group Voting Tickets for the ballot.

### 3.2.3 Batch Menu (Batch Controller)

Batch menu can only be accessed by a Batch Controller.



**Import Batch** – Import batches that have been exported from a data entry laptop.

**Export Batch** – Export batches for importing onto a data entry laptop.

**Import ATL** – Import verified Above-The-Line (ATL) and obviously informal results from ELMS (Results Slips).

**Export BTL** – Export Below-The-Line (BTL) first preference and informal results to ELMS.

**View Batch** – View a selected batch. In the view batch screen you can see a list of ballot papers contained in a batch. You can right mouse button click on a listed ballot paper and click correct batch to go to the batch correction screen.

**Register Batch** – Record the number of papers registered for a single batch. Also allows for multiple batches to be registered as having no papers.

**Correct Batch** – Fix issues with batches. Papers within a batch may be deleted or the number of papers registered updated. Papers may be inserted, have their preferences updated, marked for attention, marked obviously informal or deleted.

**Attention Papers** – View a list of papers marked for attention. Double clicking on an entry or right clicking on an entry and selecting Correct Batch will open the Batch Correction dialog at the selected attention paper.

**Reset Batch** – Reset the status of a batch to Unregistered, Registered, Confirmed or Verify ATL (0 papers). Verify ATL (0 papers) can be used where a polling place has been abolished since the event was loaded and the ATL batch needs to be set to verified (0 papers) to allow a final count to run.

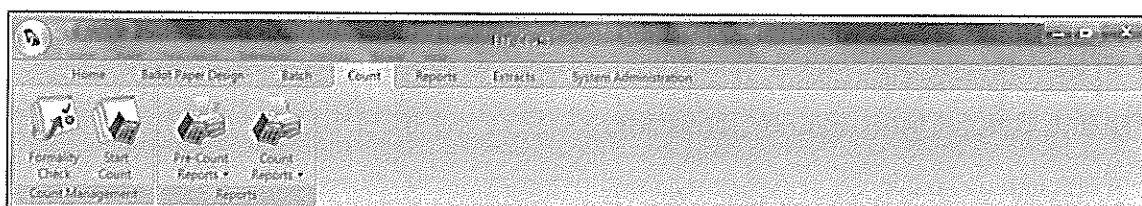
**Renumber Batch** – Done where the papers for one batch have been mistakenly entered as belonging to another batch.

**View Result Slip** – View ATL and Obviously Informal Results for polling places and declaration scrutiny counts. The list of polling places/declaration scrutiny counts to select from is limited by division and polling location type.

**Reports** – A list of all reports and their functions can be found in Section 9 of this User Guide.

### 3.2.4 Count Menu (Batch Controller)

Count menu can only be accessed by a Batch Controller.



**Formality Check** – Perform formality checks on a nominated list of batches. Only required if formality rules have changed since data entry/verification.

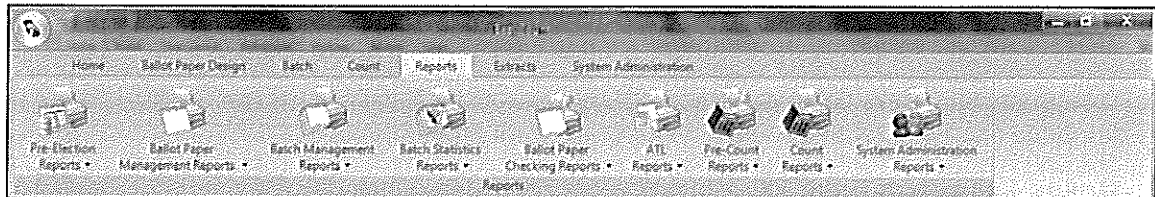
**Start Count** – Perform a count for the current ballot.

**Pre-Count Reports** - A list of all reports and their functions can be found in Section 9 of this User Guide.

**Count Reports** - A list of all reports and their functions can be found in Section 9 of this User Guide

### 3.2.5 Reports Menu (Batch Controller)

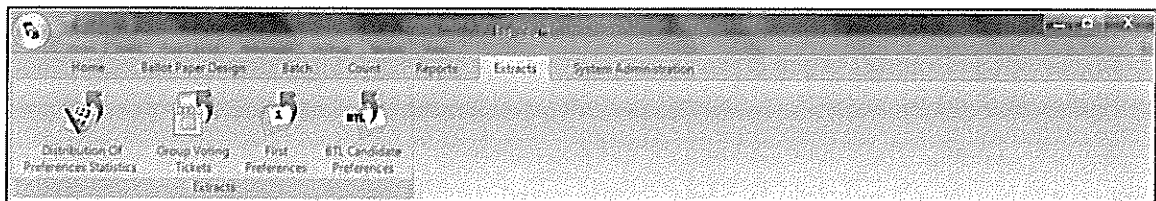
Reports menu can only be accessed by a Batch Controller.



A list of all reports and their function can be found in Section 9 of this manual.

### 3.2.6 Extracts Menu (Batch Controller)

Extracts menu can only be accessed by a Batch Controller.



**Distribution of Preferences Statistics** – Distribution of Preferences Statistics Extract. *Made available to the public on the Virtual Tally Room website.*

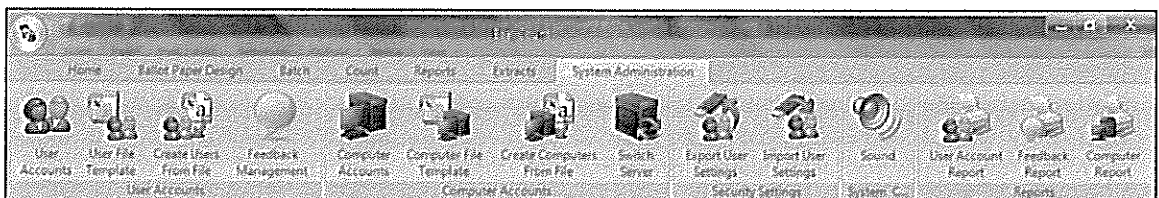
**Group Voting Tickets** – Group Voting Tickets Extract for loading Group Voting Ticket definitions into ELMS.

**First Preferences** – Extract first preferences by polling place. *Made available to the public on the Virtual Tally Room website.*

**BTL Candidate Preferences** – Extract candidate BTL preferences. *Made available to the public on the Virtual Tally Room.*

### 3.2.7 System Administration Menu (Batch Controller)

System Administration menu can only be accessed by a Batch Controller.



**User Accounts** – Create and maintain the accounts of users who have access to EasyCount Senate.

**User File Template** – Access the User File Template which can be filled in and then imported into EasyCount Senate (Create Users From File).

**Create Users From File** – Import a pre filled User File Template to automatically create users (note you can only create Data Entry Operators from file, you cannot create Batch Controllers or Supervisors).

**Feedback Management** – View, update, report on and create feedback on issues and suggestions.

**Computer Accounts** – Record the computers to be used for the event. Assign aliases to each computer. Batches will be allocated using these aliases.

**Computer File Template** - Access the Computer File Template which can be filled in and then imported into EasyCount Senate (Create Computers From File).

**Create Computers From File** - Import a pre filled User Computer Template to automatically create computers (servers and workstations).

**Switch Server** – Change the SQL Server (database) that EasyCount Senate is using. This allows a backup batch control PC to connect to a primary batch control PC and be networked together.

**Export User Settings** – Export users for the current event for importing onto another PC (data entry laptop) or server (batch control PC).

**Import User Settings** – Import users exported from another PC (data entry laptop) or server (batch control PC).

**Sound** – Change the sound settings for the application.

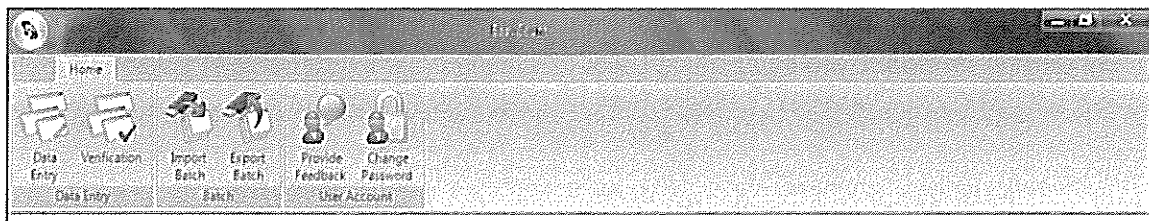
**User Account Report** – List all user accounts with access to EasyCount Senate.

**Feedback Report** – Report of feedback from EasyCount Senate users.

**Computer Report** – List all computer accounts created.

### 3.2.8 Home Menu (Supervisor and Data Entry Operator)

Home menu can only be accessed by a Supervisor or Data Entry Operator



**Data Entry** – Perform initial data entry of batches of ballot papers.

**Verification** – Perform verification data entry of batches of ballot papers which have been through initial data entry.

**Import Batch** – Import batches that have been exported from a batch control PC.

**Export Batch** – Export batches for importing back to a batch control PC.

**Provide Feedback** – Provide feedback about any issues you have using EasyCount. Make suggestions about any improvement you feel could be made.

**Change Password** – Change your password.

### 3.3 Client: Senate Screen

The Client: Senate Screen will display when an event has been loaded and a user is logged in as a Batch Controller when you first open EasyCount Senate. It consists of a split screen with menu options on the left hand side that display details on the right hand side of the screen. To make all options visible click on the boxes with + in them.

By clicking on the text on the left hand side you can access the required information. By clicking on Event you can access event information (screenshot below) including staff assigned, ballot, batches, ATL batches and vacancies. Items that still required actions will display in RED.

The screenshot shows the EasyCount Senate Client interface. The top navigation bar includes: Home, Ballot Paper Design, Batch, Count, Reports, Extracts, System Administration. Below this are icons for View Event, Staff, Export Event, Import Event, Backup Event, Restore Event, Backup Database, Restore Database, Provide Feedback, and Change Password. The main area is split into two panes. The left pane shows a tree view for 'Client: SENATE' with categories like 'Batch ACT - Senate', 'Batches', 'Performance', 'Checks', and 'Check Lists'. The right pane displays a table titled '2007 Federal Election' with columns for 'Item', 'Status', and 'Ongoing'.

Item	Status	Ongoing
<b>Staff Assigned</b>	Batch Controller	2
	Supervisor	0
	Operator	22
<b>Ballot</b>	All candidates have been created	Yes
	GVTs Locked	Yes
<b>Batches</b>	Number	166
	Registered	166
	Data Entered	166
	Verified	166
<b>ATL Batches</b>	Number	166
	Unverified	0
	Verified	166
<b>Vacancies</b>	Number	2
	Unfilled	2
	Filled	0

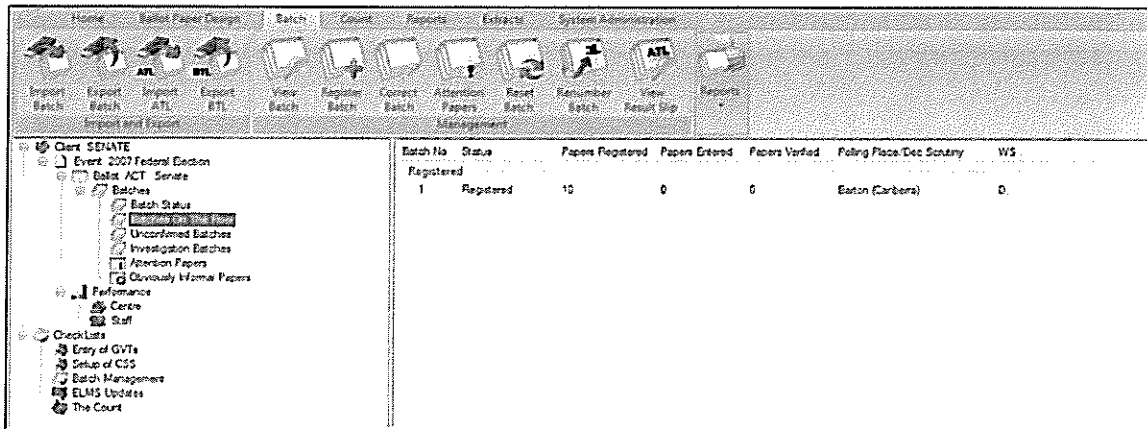
By clicking on **Ballot** you can access ballot information (screenshot below) ballot parameters, batch information, data entry, formality rules and counting options.

Ballot Parameters	
No of Vacancies	2
No of Candidates	16
Voting System	Proportional Representation
Method of Counting	Senate
Method of Counting Variant	Standard
Group Voting	Yes
Batch Information	
Start Batch Number	1
End Batch Number	166
Must Verify Batches	Yes
Data Entry	
Keystrokes Per Marking	2
Tick to be entered as	-
Cross to be entered as	-
Auto Skip	Yes
New Line Between Tickets	No
Formality Rules	
Minimum Preferences For Formality	15
Sequence Breakdown Allowed	Yes
Maximum Corrections Allowed	3
Accept a Tick as First Preference BTL	No

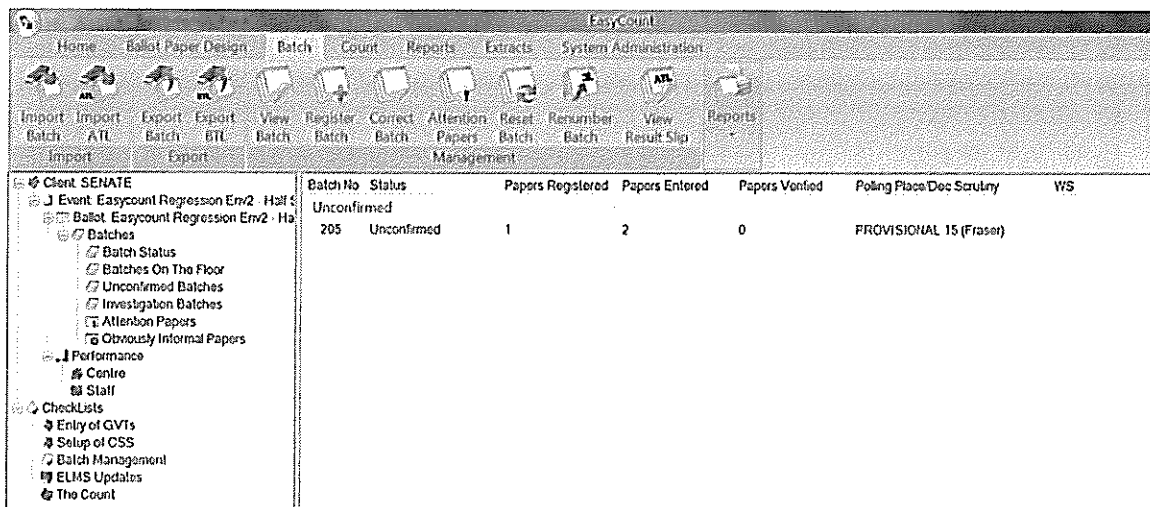
By clicking on **Batch Status** you can access batch information (screenshot below).

Batches	
Number of Batches	166
No of Polling Place Batches not Received	0
No of Declaration Batches not Received	0
Number of Batches Registered and Ready for Input	0
Number of Batches Being Entered	0
Number of Batches Unconfirmed	0
Number of Batches Ready for Verification	0
Number of Batches Being Verified	0
Number of Batches Being Investigated	0
Number of Verified Batches Being Corrected	0
Number of Batches Ready to be Exported to ELMS	0
Number of Batches Already Exported to ELMS	166
Number of ATL Batches Not Received	0
Ballot Papers	
Total Ballot Papers Data Entered - Not Yet Verified	0
Total Ballot Papers Verified	38896
Verified	38896

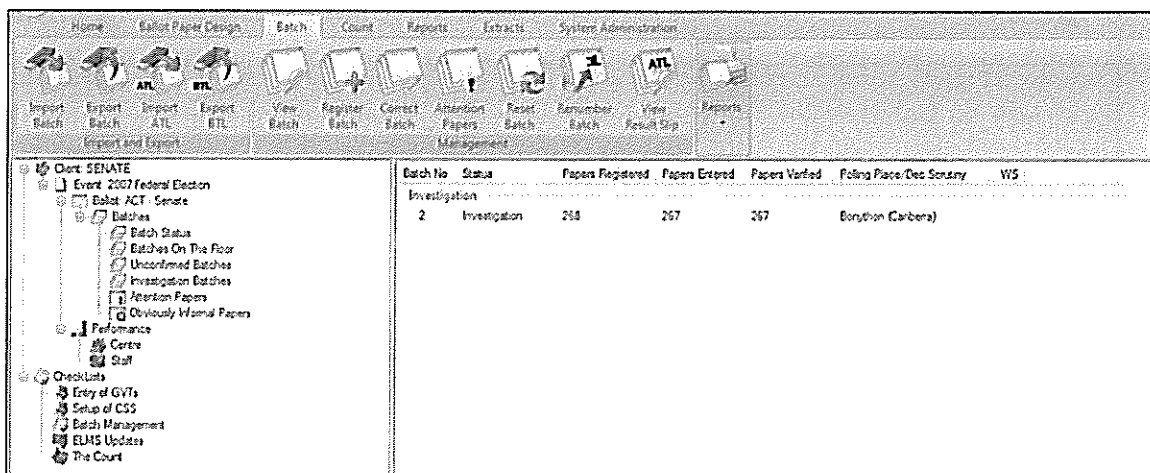
By clicking on **Batches On The Floor** you can access information on batches on the floor (screenshot below) including batch number, status, papers registered, papers entered, papers verified, polling place/declaration scrutiny and the workstation (WS) the batch is assigned to.



By clicking on **Unconfirmed Batches** you can access information on unconfirmed batches (screenshot below).

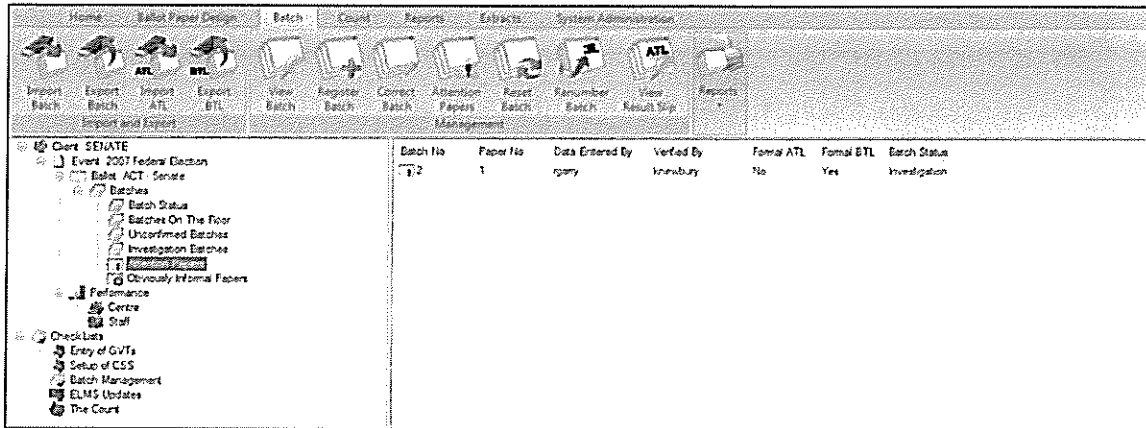


By Clicking on **Investigation Batches** you can access information on batches that require investigation (screenshot below).

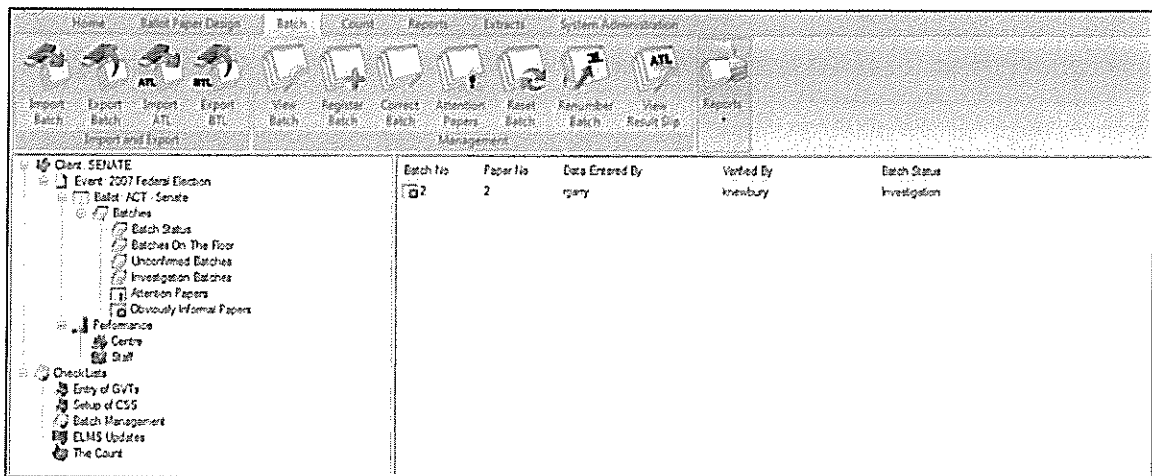




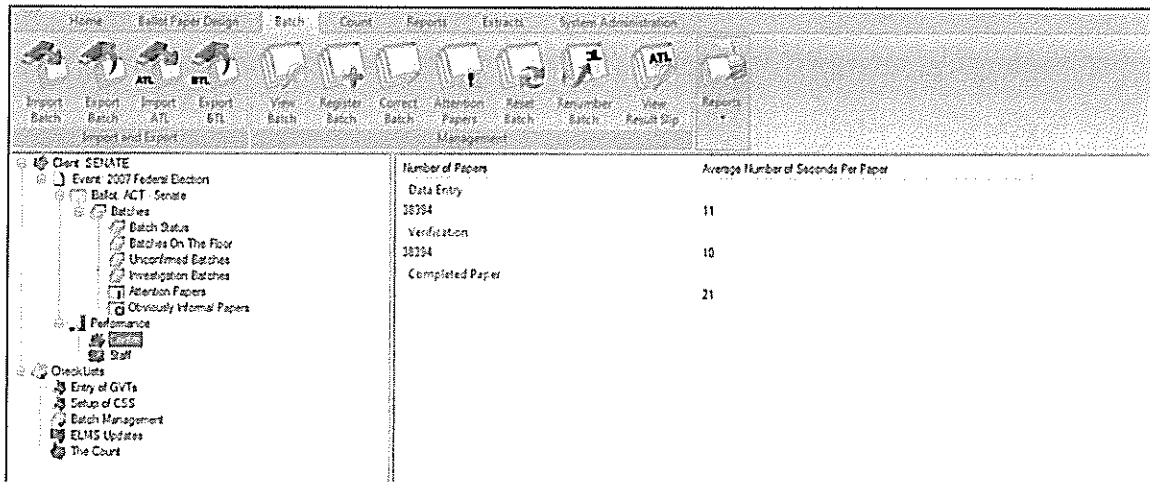
By Clicking on **Attention Papers** you can access information on papers that require attention (screenshot below).



By Clicking on **Obviously Informal Papers** you can access information on papers with the status Obviously Informal (screenshot below).



By Clicking on **Performance > Centre** you can access the information about the performance of the CSS Centre (screenshot below).



By Clicking on **Staff** you can access information about data entry performance of staff (screenshot below).

The screenshot displays the EasyCount Senate software interface. At the top, there is a menu bar with options: Home, Batch Paper Design, Batch, Count, Reports, Extracts, and System Administration. Below the menu bar is a toolbar with icons for various functions: Import Batch, Export Batch, Import ATL, Export ATL, View Batch, Register Batch, Correct Batch, Attention Papers, Recall Batch, Remonitor Batch, View Result Slip, and Reports. The main window is divided into a left-hand navigation tree and a central data table.

The navigation tree on the left includes:
 

- Count SENATE
  - Event 2007 Federal Election
    - Batch ACT - Senate
      - Batches
        - Batch Status
        - Batches On The Floor
        - Uncollected Batches
        - Investigation Batches
        - Attention Papers
        - Obviously Normal Papers
      - Performance
        - Centre
  - Checklists
    - Entry of CVTs
    - Setup of CSS
    - Batch Management
    - ELMS Updates
    - The Court

The central data table displays performance metrics for staff. The columns are: User ID, Role, Surname, Given Names, State, Papers Initial Entry, Time Per Paper, Papers Verify Entry, and Time Per Paper. The table contains 18 rows of data. Two columns, 'User ID' and 'Surname', are redacted with black boxes and labeled with the text '[Redaction reason 3]'.

User ID	Role	Surname	Given Names	State	Papers Initial Entry	Time Per Paper	Papers Verify Entry	Time Per Paper
[Redaction reason 3]	Operator	[Redaction reason 3]	c	ACT	7221	13	722	11
[Redaction reason 3]	Operator	[Redaction reason 3]	c	ACT	1308	15	390	15
[Redaction reason 3]	Operator	[Redaction reason 3]	c	ACT	543	8	1536	8
[Redaction reason 3]	Operator	[Redaction reason 3]	e	ACT	1218	8	6461	9
[Redaction reason 3]	Operator	[Redaction reason 3]	j	ACT	330	13	1759	14
[Redaction reason 3]	Operator	[Redaction reason 3]	k	ACT	4033	8	3978	8
[Redaction reason 3]	Operator	[Redaction reason 3]	k	ACT	1879	13	818	12
[Redaction reason 3]	Operator	[Redaction reason 3]	i	ACT	1829	13	4829	11
[Redaction reason 3]	Operator	[Redaction reason 3]	m	ACT	344	20	391	14
[Redaction reason 3]	Operator	[Redaction reason 3]	p	ACT	269	8	2448	9
[Redaction reason 3]	Operator	[Redaction reason 3]	e	ACT	553	10	505	12
[Redaction reason 3]	Operator	[Redaction reason 3]	r	ACT	2705	11	2244	9
[Redaction reason 3]	Operator	[Redaction reason 3]	r	ACT	2326	9	3454	9
[Redaction reason 3]	Operator	[Redaction reason 3]		ACT	1308	15	1887	14
[Redaction reason 3]	Operator	[Redaction reason 3]		ACT	4955	12	1671	14
[Redaction reason 3]	Operator	[Redaction reason 3]		ACT	186	16		
[Redaction reason 3]	Operator	[Redaction reason 3]		ACT	255	11	313	11
[Redaction reason 3]	Operator	[Redaction reason 3]		ACT	3086	9	2078	9
[Redaction reason 3]	Operator	[Redaction reason 3]		ACT	3663	11	2146	9
[Redaction reason 3]	Operator	[Redaction reason 3]		ACT	1882	14	582	12

### 3.4 Checklists

The Client: Senate menu also contains checklists that can be used to check that all required activities have been undertaken. The checklists are broken down into five categories; Entry of GVTs, Setup of CSS, Batch Management, ELMS Updates and The Count. The checklists outline for each category the steps that must be done and links to the required screens that need action.

The following items appear on the Entry of GVTs Checklist:

The screenshot shows the EasyCount software interface. The top navigation bar includes Home, Ballot Paper Design, Batch, Count, Reports, Extracts, and System Administration. Below this is a toolbar with icons for Import Batch, Import ATL, Export Batch, Export BTL, View Batch, Register Batch, Correct Batch, Attention Papers, Reset Batch, Renumber Batch, View Result Slip, and Reports. The left sidebar shows a tree view with 'Client: SENATE' expanded, containing 'Event: Easycount Regression Env2 - Half', 'Batch: Easycount Regression Env2 - Half', 'Performance', 'Centre', 'Staff', and 'Checklists'. The 'Checklists' folder is expanded to show 'Entry of GVTs', 'Setup of CSS', 'Batch Management', 'ELMS Updates', and 'The Count'. The main content area displays the 'Entry of GVTs after Close of Nominations Checklist' with the following tasks:

- Centre Setup**
  - Setup Batch Control PCs including spares (System Administration - Computers)
  - Check that IT asset numbers and Aliases (PC numbers) are correct (System Administration - Reports)
  - Setup printers
- Load Event**
  - Export election data from ELMS (Senata User Manual)
  - Load Election data onto the Batch Controller PC (Home - Import Event)
  - Verify the load (Reports - Pre-Election Reports and Ballot Parameters Report)
- Assign Staff**
  - Assign key staff - Batch Controllers (System Administration - User Accounts)
  - Check assigned staff (System Administration - Reports - Users Report)
- Input GVTs**
  - Input Group Voting Tickets (Ballot Paper Design - Group Voting Tickets)
  - AEO Sign-off (Reports - Pre Election Reports - Group Voting Ticket Report)
  - Lock Group Voting Tickets (GVTs) (Ballot Paper Design - Group Voting Tickets)
  - Extract Group Voting Tickets (GVTs) (Extracts - Group Voting Tickets)
  - Load Group Voting Tickets (GVTs) into ELMS (Senata User Manual)

The following items appear on the Setup of CSS Checklist:

The screenshot shows the EasyCount software interface. The top navigation bar includes Home, Ballot Paper Design, Batch, Count, Reports, Extracts, and System Administration. Below this is a toolbar with icons for Formality Check, Start Count, Pre-Count Reports, and Count Reports. The left sidebar shows a tree view with 'Client: AEC' expanded, containing 'Event: TV & V Test cases', 'Batch: TV & V Case 171', 'Performance', 'Centre', 'Staff', and 'Checklists'. The 'Checklists' folder is expanded to show 'Entry of GVTs', 'Setup of CSS', 'Batch Management', 'ELMS Updates', and 'The Count'. The main content area displays the 'Setup of CSS Checklist' with the following tasks:

- Centre Setup**
  - Setup Batch Control PCs including spares (System Administration - Computers)
  - Setup Data Entry PCs (System Administration - Computers)
  - Check that IT asset numbers and Aliases (PC numbers) are correct (System Administration - Reports)
  - Setup printers
- Load Event**
  - Export election data from ELMS (Senata User Manual)
  - Load Election data onto the Batch Controller PC (Home - Import Event)
  - Verify the load (Reports - Pre Election Reports and Ballot Parameters Report)
  - Check whether Group Voting Ticket (GVT) data is included (Pre-Election Reports - Group Voting Ticket Report) *If Group Voting Tickets (GVT) are not included follow steps under checklist: Entry of GVTs - Input GVTs*
- Assign Staff**
  - Assign key staff - Batch Controllers (System Administration - User Accounts)
  - Assign data entry staff - Supervisors and Operators (System Administration - Import Users or Home - Staff)
  - Check assigned staff (System Administration - Reports - Users Report)
- Load Workstations**
  - Export pre election data from EC PC and load onto each Data Entry PC (Home - Export Event) *This must be done after all other items in this checklist (except Setup Printers)*

The following items appear on the Batch Management checklist:

**Batch Management Checklist**

**Follow Up Batches**

- Print Batch Master List for each Division (Reports - Ballot Paper Management Reports)
- Correct Unconfirmed Batches (Reports - Batch Management Reports - Investigation Reports)
- Correct Investigation Batches (Reports - Batch Management Reports - Investigation Reports)
- Check Informal Ballot Papers (Reports - Ballot Paper Checking Reports)
- Check Non Standard Ballot Papers (Reports - Ballot Paper Checking Reports)
- Check Attention Papers (Batch - Attention Papers)

**Daily Backups**

- Backup the event including batches (Home - Export Event)  
*It is recommended that the EC perform two backups per day, one around midday and the other at the end of the working day. Both of these back ups should then be saved to a CD and stored in a building other than the one the PCs are located in. There should be a new CD used for each day's backup.*

The following items appear on the ELMS Updates checklist:

**ELMS Updates Checklist**

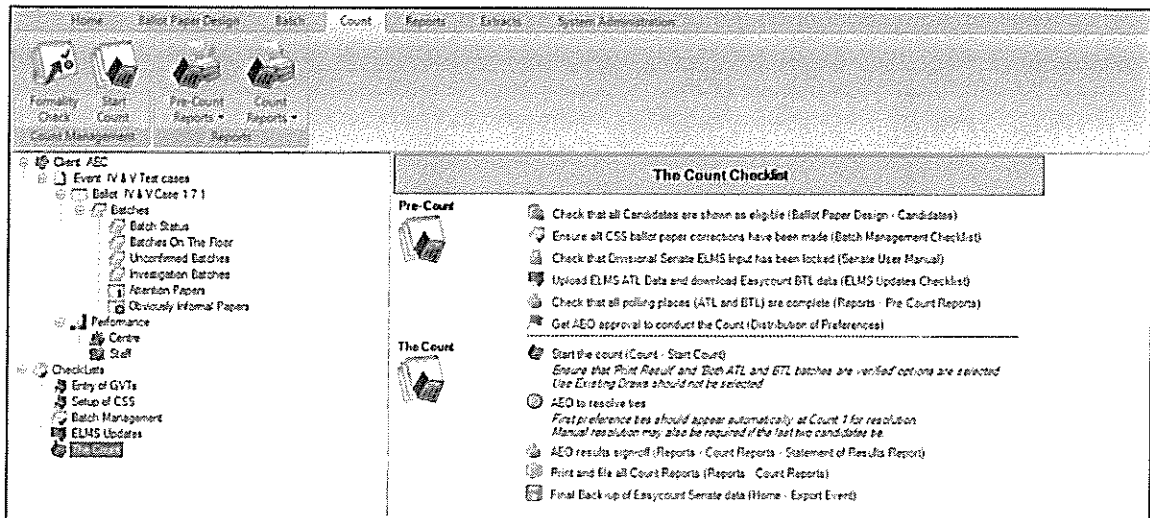
**ELMS Updates**

- Extract Easycount (BTL) data for ELMS (Home - Export Event)
- Load Easycount (BTL) data into ELMS (Senate User Manual)
- Extract ELMS (ATL) data for Easycount (Senate User Manual)
- Load ELMS (ATL) data into Easycount (Home - Import Event)

**ELMS Reports**

- Senate Scrutiny Progress Report (RSPP) (Senate User Manual)  
*Polling place/declaration vote - Senate scrutinies according to their status*
- Unconfirmed Senate Result Detail (RSUR) (Senate User Manual)  
*Unconfirmed polling place/declaration vote scrutinies. Figures entered at data entry and verify entry discrepancies between these figures must be resolved and corrected by divisional staff before the Senate Scrutiny can be finalised and the count completed.*
- Compare House/Senate EPs by PP (RCOM) (Senate User Manual)  
*Compare House and Senate count figures entered by divisions for static polling places/declaration vote scrutinies. This report should be run regularly to ensure that discrepancies between the House and Senate figures are identified and resolved well before the Distribution of Preferences*
- Batched Papers Variations Report (RSBV) (Senate User Manual)  
*Polling place/declaration vote scrutinies where verified ballot paper batch counts at the CSS differed from the figures held in ELMS when the CSS data was loaded.*

The following items appear on the Count checklist:



### 3.5 Status Codes

As batches and result slips move through the system they receive a code which identifies the status of each batch and result slip. Below is the status codes used to assist you in tracking batches and result slips.

Status Code	Batch Type
Blank	Unregistered
R	Registered (awaiting data entry)
C	Confirmed (data entry complete, awaiting verification) - When saving a batch, if the number of papers entered for the batch corresponds with the number of papers registered for that batch, the batch will be saved as Confirmed.
U	Unconfirmed (data entry complete, awaiting correction prior to verification) - If the number of papers you enter for a particular batch does not correspond with the number of papers registered for that batch, the batch can either be corrected at the data entry laptop before the batch is saved OR saved as an unconfirmed batch
I	Batches for Investigation (partially verified due to problem)
V	Verified (completed)

