4 Batch Management During CSS

During the Senate scrutiny polling places and divisions sort senate ballot papers into above the line (ATL) and below the line (BTL) papers. The BTL papers for each polling place are placed together and become a batch. Declaration Votes are also sorted by ATL and BTL and put into batches, there can be up to 15 batches for each type of declaration vote. The BTL papers are recorded as batches and are sent to the relevant CSS site for entering into EasyCount Senate.

4.1 Registering a Batch

Done by a Batch Controller on batch control PC.

When BTL batches arrive at the CSS they need to be registered in EasyCount Senate. Batch information has already been entered into ELMS by AEC Divisional staff and this information was imported into EasyCount Senate as part the event data. Registering batches checks that all batches have been received at the CSS and allows the status of the batches to be tracked.

A Batch Controller must register each batch before data entry of the batch can commence. Once registered, the batch is then exported from the batch control PC and imported onto a data entry laptop for data entry.

1. To register a batch, select **Batch > Register Batch**. The following Batch Registration screen will appear:
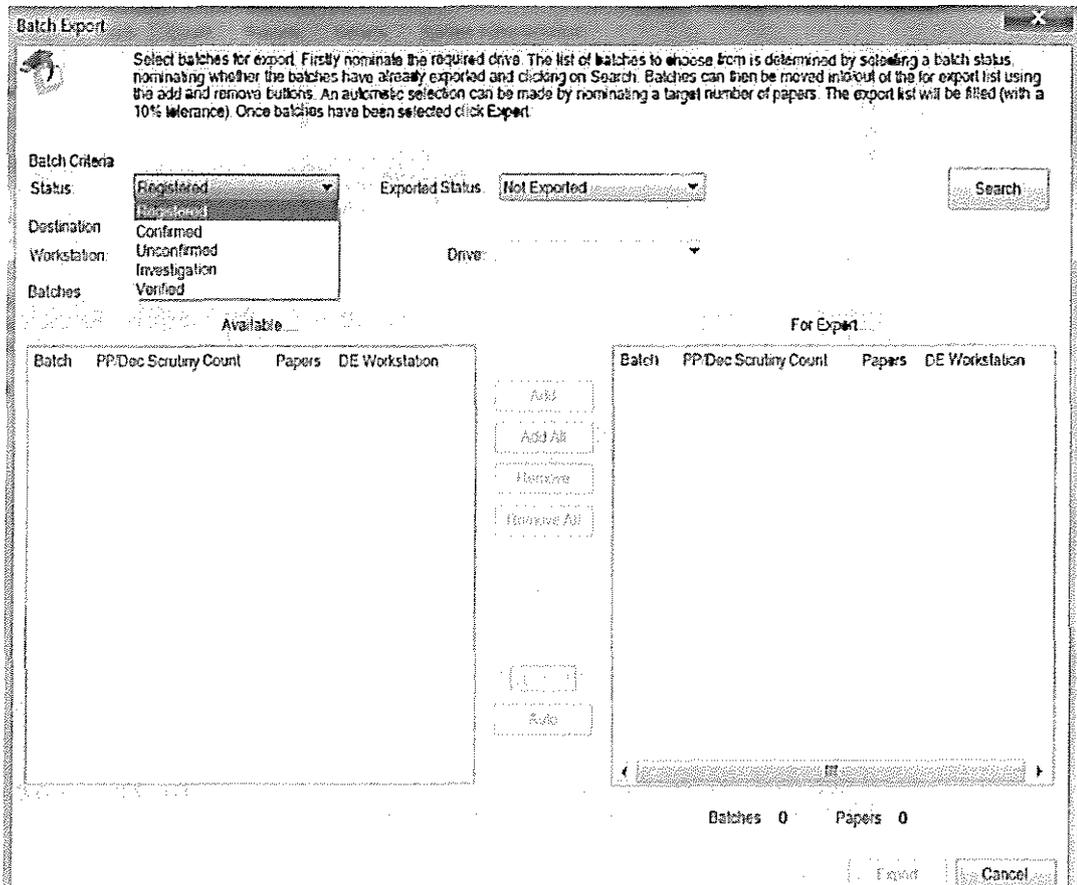

2. The list can be filtered by batch status and/or division.

3. A batch may be selected by either clicking on a row in the list or entering a batch number in the **Batch** input field. Once selected the polling place name will appear below the **Papers** input field.

4. Once you have selected the batch enter the number of papers in the **Papers** input field.

3. From the drop down list pick the Data Entry workstation you want to export the batches too.

4. Make sure your USB key is inserted in on the USB slots.

5. Pick the USB drive from the drive drop down list. It is normally the F or H drive.

6. From the batch criteria status drop down list pick registered.

7. From the exported status drop down list pick Not Exported.

8. Click the **Search** button.

9. Registered and not exported batches will appear in the batches available box on the left hand side of the screen.

10. Select the batches required for exporting by highlighting them. You can highlight more than one by using the **[Shift]** or **[Ctrl]** key.

11. Click the **Add** or **Add All** button to move the selection over to the **For Export** box, or type a number in the Auto field and click the Auto button to move that number of papers (plus or minus 10%) to the **For Export** box – see note below.

12. Click the **Export** button.

13. You should get a message stating that the batches have been successfully exported.
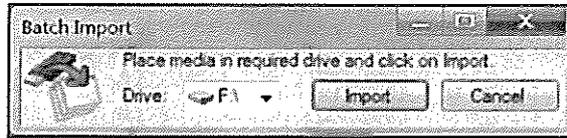
3. Select the drive that the USB Key is (normally F:/ or H:/ drive) and click Import.

4. The following box should appear confirming the import of batches and telling you how many batches have been imported what the status of the batches is.
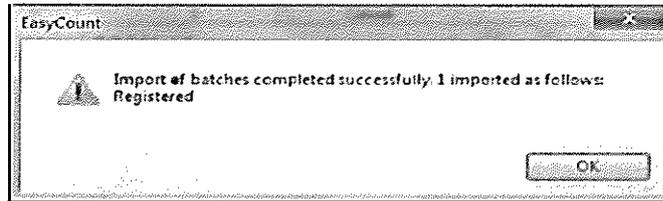
5. Check that the number of Batches imported is the same as the number shown on the Batch Allocation Report.

6. Click OK. The batches are now imported and appear on the Data Entry Operators screen. Example below:
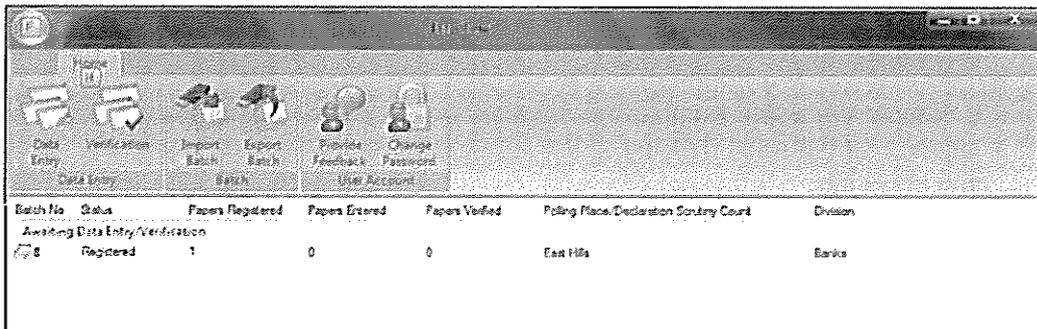
4.3 Data Entering a Batch

Done by a Data Entry Operator on a data entry laptop.

Once batches are imported to a data entry laptop, data entry can commence.

1. Select Home > Data Entry. The following screen will display:

1	There are 9 or less candidates and the cursor will move to the next candidate after one keystroke.
2	There are 10 – 99 candidates, the cursor will move automatically after 2 keystrokes, to have the cursor move automatically for a single digit (i.e., 1-9) the Data Entry Operator should enter a leading 0. If no leading 0 is typed, the Data Entry Operator will have to press [Enter] to move to the next candidate.
3	In the unlikely event of 100 or more candidates the cursor will move automatically after 3 keystrokes, so numbers 99 and below will need 1 or 2 leading 0's. If no leading 0's are entered the Data Entry Operator will have to press [Enter] to move to the next candidate.

4.3.2 Entering Extra Keystrokes

In the event that a ballot paper has a marking that exceeds the auto skip character limit – such as a marking of 11 in an election that has 9 candidates (making the auto skip limit 1 character), the Data Entry Operator needs to be able to enter 11 without the system moving to the next field once 1 has been typed.

In such a case the Data Entry Operator should press the **[Esc]** key while in that particular field, this will allow for one more character in this field before moving to the next, once the Data Entry Operator moves to the next field the original auto skip limit will apply once more.

4.3.3 Data Entry

Done by a Data Entry Operator on data entry laptop.

1. Key in preference along each candidate as they appear on the ballot paper.

2. Any box on the ballot paper that is blank can be bypassed by pressing the **enter** key.

3. There may be instances where ticks or crosses are used. To key a cross use the asterisk (*) key and press **enter** key. To key a tick use the **/** key (slash key) and press **enter** key.

4. The auto skip function means that once you have entered the required number of characters per candidate, the cursor will automatically skip down to the next candidate.

5. When the details against the last listed candidate have been keyed, click the **Save Paper** button.

6. The screen will automatically default to the next paper.

7. Once all papers for the batch have been keyed and saved, click the **Save Batch** button.

8. A message will appear confirming that the batch has been saved successfully. Click on **OK**.

6. The Supervisor can now either make corrections to the batch or save the batch as unconfirmed if they agree that there is a different number of papers then what was registered.

7. Once the Supervisor is finished they should **Logoff** and the Data Entry Operator should resume.

> **Note:** If the batch is saved as Unconfirmed the batch can no longer be corrected at the data entry laptop. When exported it will export with the Status U and will need to be corrected by a Batch Controller.

4.4 Exporting Confirmed Batches from Data Entry Laptop

Done by a Data Entry Operator on a data entry laptop.

Confirmed batches need to be loaded onto a USB key after all batches allocated to the Data Entry Operator have been data entered. Use the same USB key used to import the data for this purpose.

4.4.1 Exporting Confirmed Batches from Data Entry Laptop

Done by a Data Entry Operator on a data entry laptop.

1. Batches with a confirmed status will appear under the heading 'Ready for Export.'

4.4.2 Importing Confirmed Batches from Data Entry Laptop to Batch Control PC

Done by a Batch Controller on a batch control PC.

When Data Entry Operators complete their assigned batches they will download the data onto a USB Key. The USB Key should then be forwarded to the Batch Controller who imports the data onto the Batch Control PC.

1. Make sure you have the USB key that came back from the Data Entry Operator inserted.

2. Select **Batch > Import Batch**.
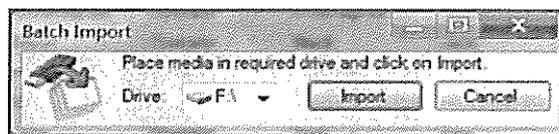
3. Select the drive for the USB key (normally F:/ or H:/) and click **Import**.

4. The following message detailing the current status of the batches for import will be displayed.
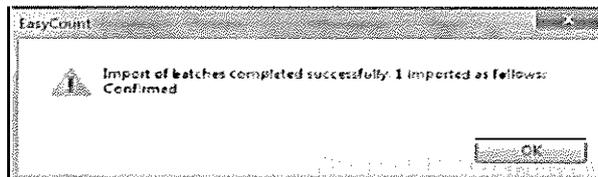
5. This screen will confirm how many batches have been imported and their status.

6. Click on OK.

Batches imported after data entry should be at a status of Confirmed or Verified. Batches with a status other than Confirmed or Verified (Status Registered, Unconfirmed or Investigation) will be identified in the confirmation message above so that they can be immediately isolated and investigated by the Batch Controller.

4.5 Viewing a Batch

Done by a Batch Controller on a batch control PC.

The view batch screen allows you to look at ballot papers in any batches (except for unregistered batches). It serves as a valuable tool to quickly locate information such as:

- Who data entered, verified and corrected the batch.
- When the batch was data entered, verified and corrected.
- The current status of the batch.
- If the batch is allocated, the PC No. to which it is allocated.

You should note that the view screen operates on a read only basis and will NOT allow you to alter any details.

3. Changes can be made by:

- Changing the number of papers registered if required.
- Using the **Insert Paper** buttons to add a new paper.
- Using the **Delete Paper** buttons to delete a paper.
- Papers can be cleared of data entry by clicking the **Reset Paper** button.

> **Note:** When a paper is inserted or deleted in a batch, EasyCount Senate will automatically adjust the paper number of all papers in the batch to correspond with its new position within the batch.

4. When a paper is deleted or inserted compare the **No of Papers Registered** to the **No of Papers Entered.** If the numbers do not agree the batch will need further review.

5. Once corrected, each paper should be saved by clicking the **Save Paper** button.

6. The batch can be saved at any time by clicking on **Save Batch**. However, the batch will save as unconfirmed unless the number of papers registered and the number of papers entered agree.

7. Once corrections have been completed, close the Batch Corrections screen.

Once the batch is at a status of confirmed it is ready to be allocated for verification.

4.7 Renumber a Batch

Done by a Batch Controller on a batch control PC.

EasyCount Senate has a batch renumbering facility that allows for two batches to swap numbers. This function would be useful in the case where data entry is carried out on the wrong batch number due to the wrong batch header sheet being placed on the batch.
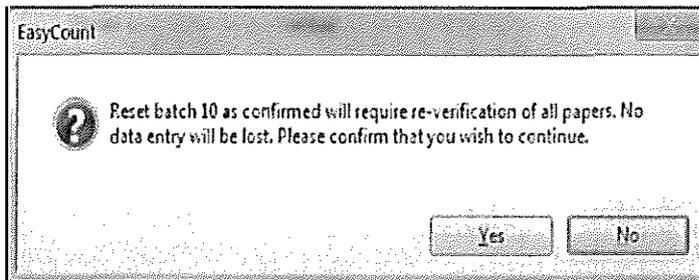
1. To renumber the batch, select **Batch> Renumber Batch**. The following screen will be displayed:
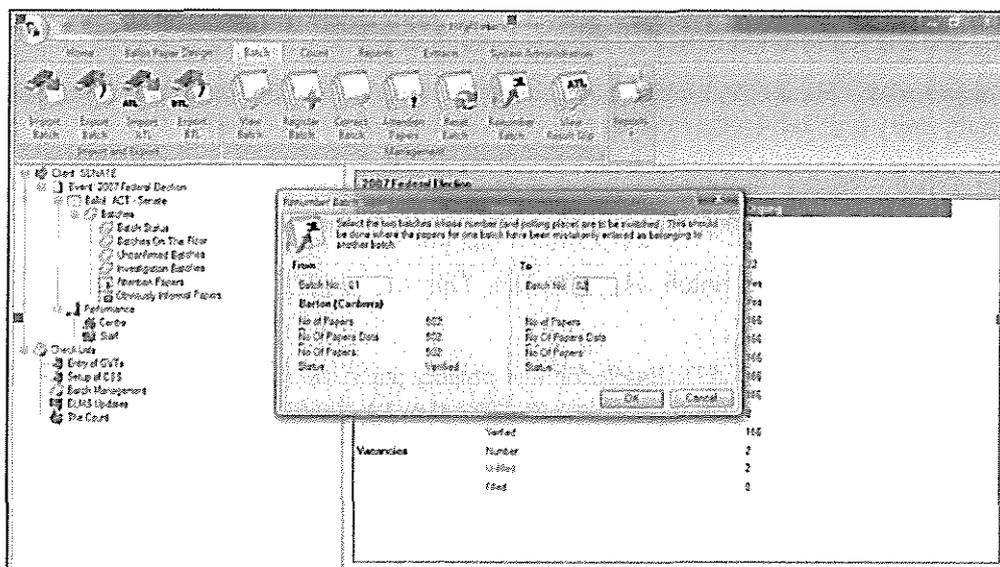
1. To reset the batch, **select Batch > Reset Batch.** The following screen will be displayed:
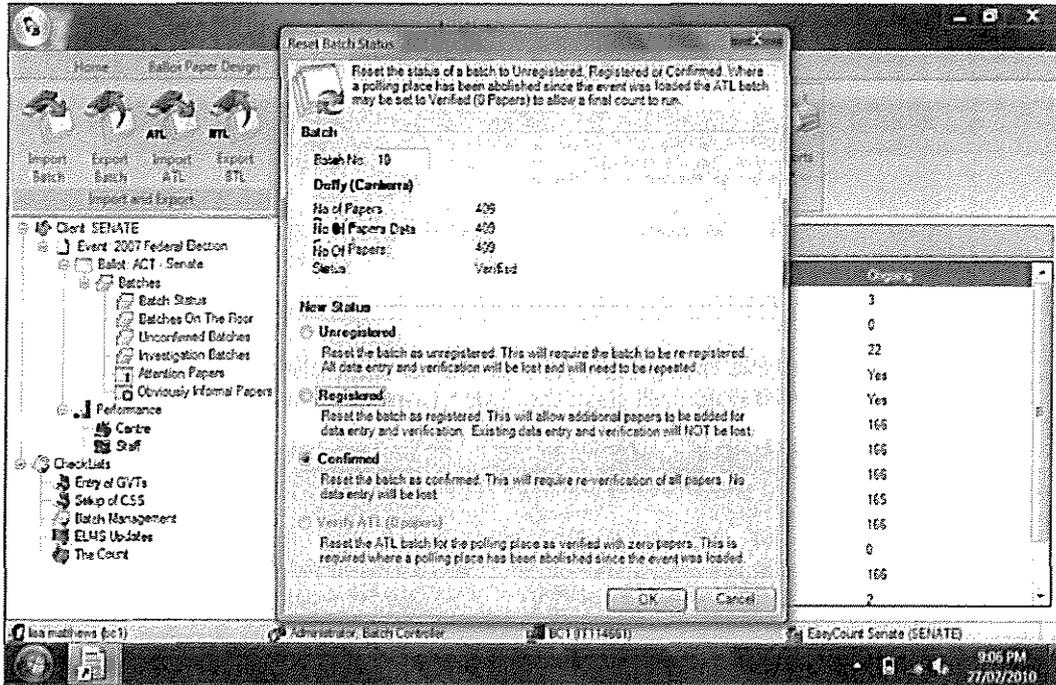
2. Key in the **Batch Number** that you wish to reset.

3. Select the new status.

4. Click **OK**. A window will appear asking you to confirm that you wish to reset the batch.

5. Click on **Yes**. You will then get a message stating the 'Batch reset successfully.'

4.10 Reallocating Batches

Done by a Batch Controller on a batch controller PC.

Circumstances may arise where previously allocated batches will need to be re-allocated. Such as:

- Batches are allocated to the same Data Entry Operator for verification that originally data entered the batch.
- A corrupt or faulty USB key.

1. To export batches, select **Batch > Export Batch**.

2. The Batch Export screen will appear and will allow you to access batches with a status of Registered, Confirmed, Unconfirmed, Investigation and Verified.
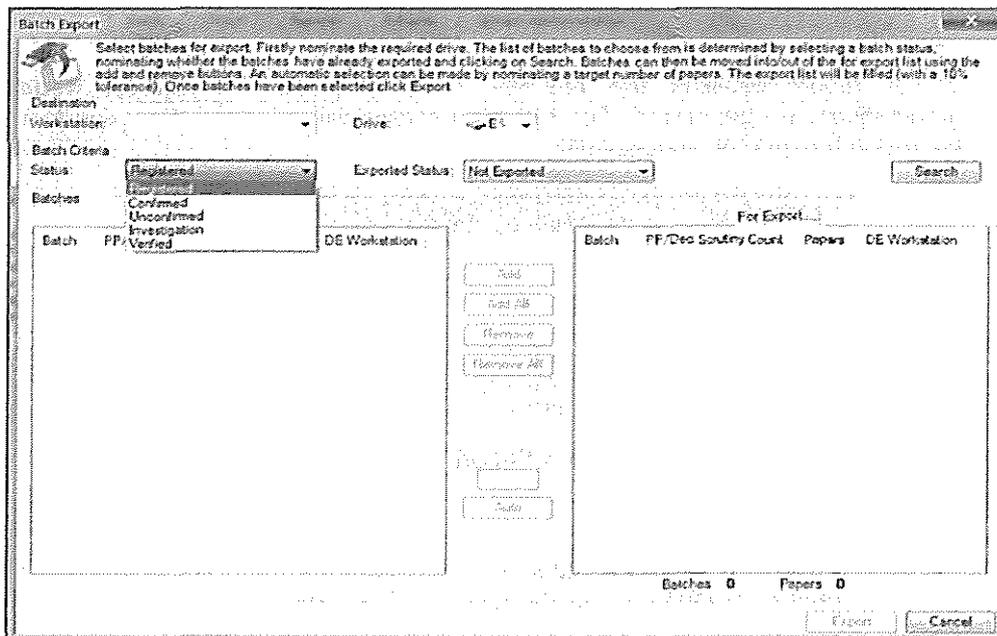
3. From the drop down list pick the Data Entry workstation you want to export the batches too.

4. Make sure your USB key is inserted in on the USB slots.

5. Pick the USB drive from the drive drop down list. Normally the F or H drive.

6. From the batch criteria status drop down list pick the status of the batch that you need to re allocate.

7. From the exported status drop down list pick **Already Exported**.

8. Click the **Search** button.

9. The applicable batch status and already exported batches will appear in the batches available box on the left hand side of the screen.

4.11 Exporting Confirmed Batches from the Batch Control PC for Verification

Done by a Batch Controller on a batch control PC.

Each batch must be data entered twice and by two different Data Entry Operators. Once a batch has been data entered once its status becomes confirmed. When the batch is data entered a second time its status becomes verified.

4.11.1 Exporting Confirmed Batches from the Batch Control PC

Done by a Batch Controller on a batch control PC.

1. To export batches, select **Batch > Export Batch**.

2. The Batch Export screen will appear and will allow you to access batches with a status of Registered, Confirmed, Unconfirmed, Investigation and Verified.
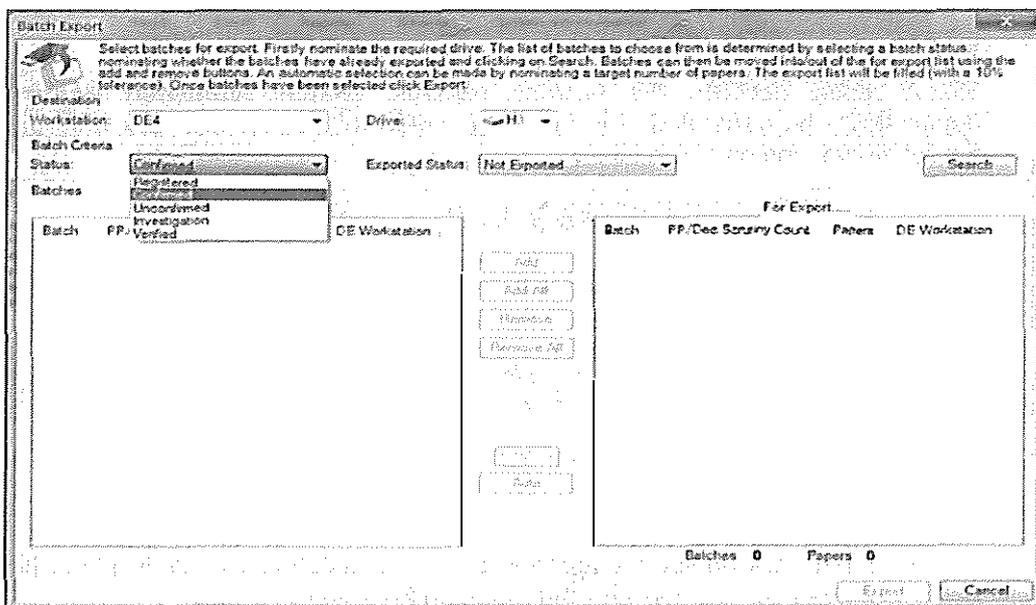

3. From the drop down list pick the Data Entry workstation you want to export the batches too.

4. Make sure your USB key is inserted in on the USB slots.

5. Pick the USB key drive from the drive drop down list. Normally the F or H drive.

6. From the batch criteria status drop down list pick **Confirmed**.

7. From the exported status drop down list pick **Not Exported**.

8. Click the **Search** button.

9. Confirmed and not exported batches will appear in the batches available box on the left hand side of the screen.

## 4.11.2 Importing Confirmed Batches onto Data Entry Laptop for Verification

Done by a Data Entry Operator on a data entry laptop.

Once the Batch Controller exports the confirmed batches, the confirmed batches will be exported to a USB key, ready for the Data Entry Operator to import the batches for verification.

1. Insert the USB that the aec-easycount-batchtransfer file was saved onto.

2. Select **Home > Import Batch.** The Batch Import Screen is displayed.
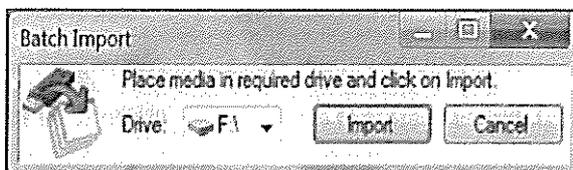
4. Select the drive that the USB Key is (normally F:/ or H:/ drive) and click Import.

5. The following box should appear confirming the import of batches and telling you how many batches have been imported what the status of the batches is.
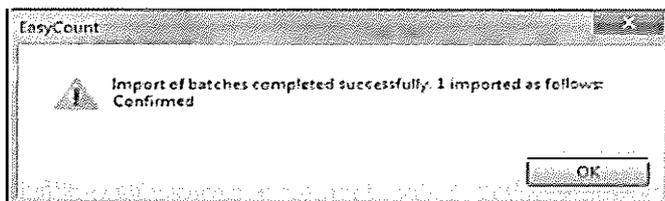

6. Check that the number of Batches imported is the same as the number shown on the Batch Allocation Report.

7. Click **OK**. The batches are now imported and appear on the Data Entry Operators screen. Example below:

8. Select **Verification.**

9. Key in the Batch No appearing on the Batch Header Sheet and press [Tab].

10. Verification can now commence.

2. When the Data Entry Operator tries to save the batch the following message will appear.
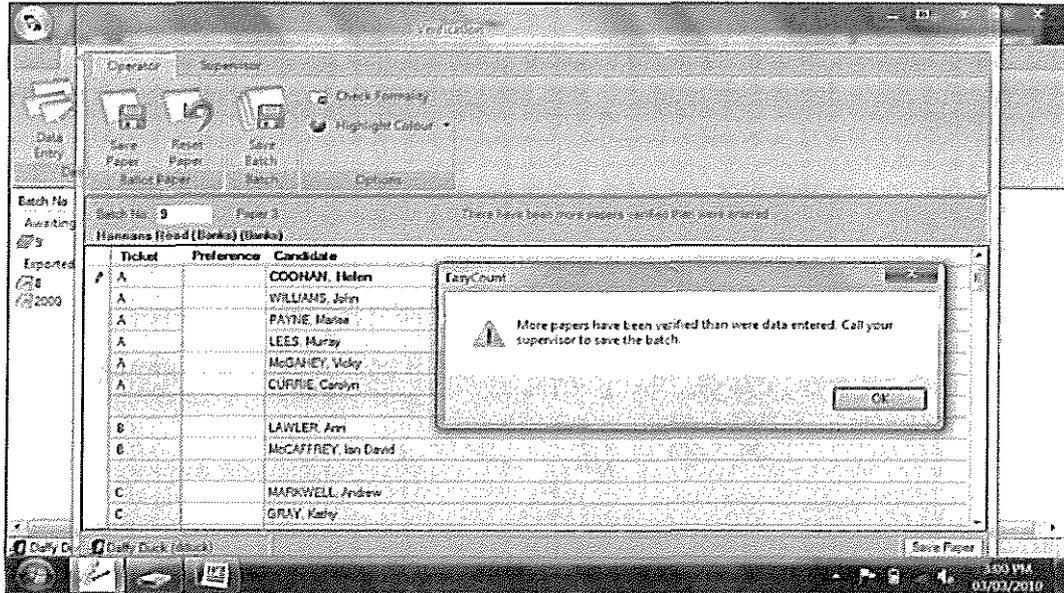
3. Call the Supervisor. The Supervisor then needs to logon under **Supervisor>Logon.**

4. The Supervisor should then check the papers/batch and make corrections or leave the batch with more papers verified then entered so the batch will have a status of Investigation and will be investigated by the Batch Controller.

4.11.4   Exiting a Partially Verified Batch

Done by Data Entry Operator on a data entry laptop.

If at any time the Data Entry Operator needs to stop verifying a batch and come back to it later, this can be done by saving the current paper they have completed and then exiting the verification screen.

Any information entered to that point would be retained and available when the Data Entry Operator continues the verification. The batch will display as 'In Progress' on the data entry laptop.

To return to the batch, either double click the batch or enter the batch number on the verification screen and press **[Tab].** The batch will then default to the next paper to be entered.

3. The Batch Export screen show a list of all batches that will be exported and the number of papers registered for each batch.

4. Make sure your USB key is still inserted into one of the USB slots.

5. Nominate the USB key drive (normally F:/ or H:/ drive).

6. Click **Export**.

7. A message will be displayed confirming that the batches have been successfully exported. Click **OK**.


8. Advise your Supervisor that the allocation has been completed. The batch/s and the USB key should now be returned to the Batch Controller.

## 4.12.2 Importing Verified Batches from Data Entry Laptop to Batch Control PC

Done by a Batch Controller on a batch controller PC.

When Data Entry Operators complete their assigned batches they will download the data onto a USB Key. The USB Key should then be forwarded to the Batch Controller who imports the data onto the batch control PC.

1. Make sure you have the USB key that came back from the Data Entry Operators inserted.

2. Select **Batch > Import Batch**.
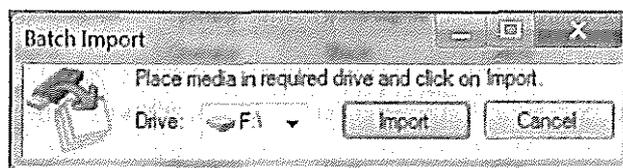
3. Select the drive for the USB key (normally F:/ or H:/) and click **Import**.

4. The following message detailing the current status of the batches for import will be displayed.
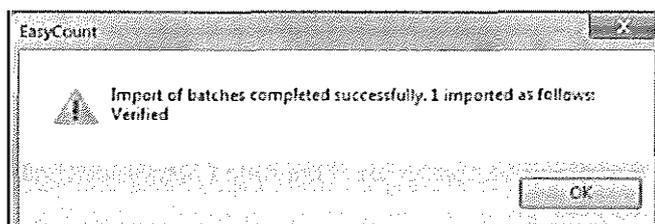
Once the Batch Controller imports data entered batches, any investigation batches will need correcting.

1. Select **Batch > Correct Batch**.

2. Enter the Investigation Batch Number and press **[Tab]**. All batch details will be displayed. The following screen appears:
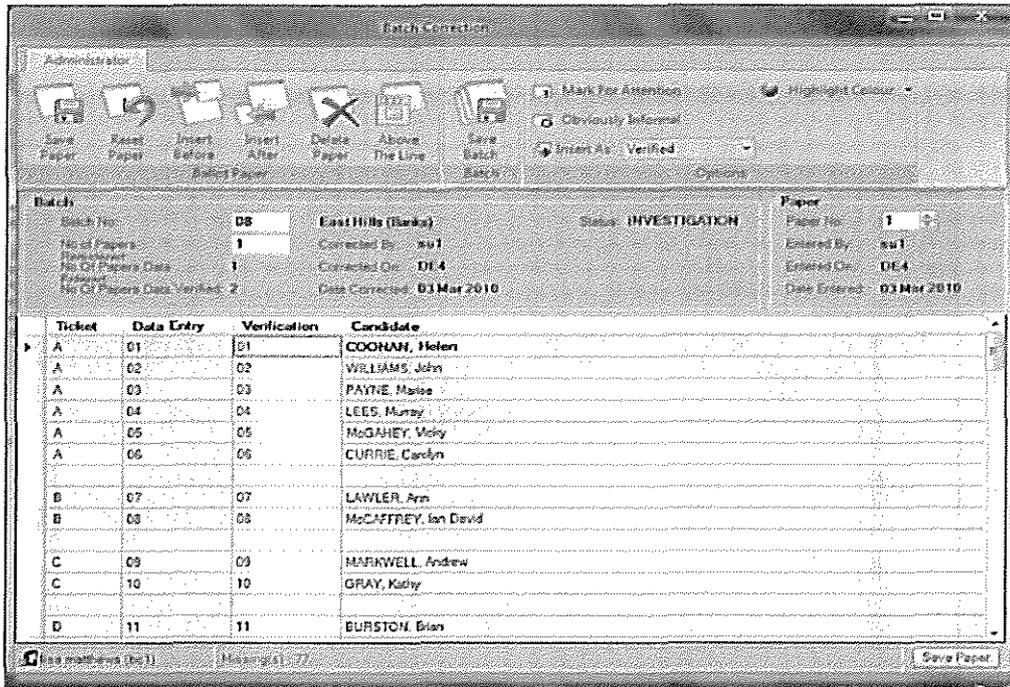
3. Changes can be made by:

- Changing the **number of papers registered** if required.
- Using the **Insert Paper** buttons to add a new paper.
- Using the **Delete Paper** buttons to delete a paper.
- Papers can be cleared of data entry by clicking the **Reset Paper** button.

When a paper is inserted or deleted in a batch, EasyCount Senate will automatically adjust the paper number of all papers in the batch to correspond with its new position within the batch.

4. When a paper is deleted or inserted compare the **No of Papers Registered** to the **No of Papers Entered**. If the numbers do not agree the batch will need further review.

5. Once corrected, each paper should be saved by clicking the **Save Paper** button.

6. The batch can be saved at any time by clicking on **Save Batch**. However, the batch will save as unconfirmed unless the number of papers registered and the number of papers entered agree.

7. Once corrections have been completed the batch should now have a status of verified, close the Batch Corrections screen.

4.16 Viewing a Result Slip

Done by a Batch Controller on a batch control PC.

    1. Select **Batch > View Result Slip**.

    2. The screen defaults to the first polling place in the first Division.
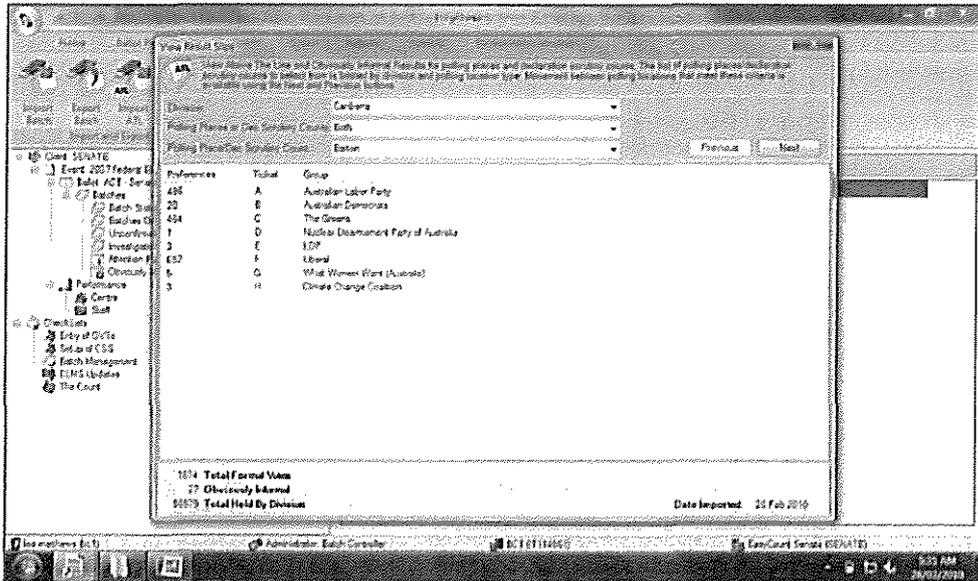
    3. To move quickly to a Division, click on the down arrow in the **Division** panel.

    4. Click the Division in the drop down screen.

    5. This will default to the first polling place for the selected Division.

    6. You can view result slips for the Division by clicking on the **Next** and **Previous** buttons.

    7. Use the other drop down lists if you wish to focus on a particular polling places or Dec count.