



**V**ERITY®

**administrator's guide**

**Data**



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# administrator's guide



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**version 2.X**

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# introduction

## about this guide

This guide outlines the processes and steps for creating and deploying an election using the Verity Voting System. The particular software and device implementation may vary depending on your state and jurisdiction.

This document focuses on software administration for the Verity Data application. This guide is intended as an accompaniment to the Verity Data training course, as well as a practical user guide for software operation in an election setting. This document provides step-by-step instructions for each of the essential software processes, including processes related to election

data entry and ballot creation in Data. The *Verity Administrator's Guides* are designed to be used by election officials and staff in conjunction with the *Verity Support Procedures Guide* and *Verity Polling Place Operations Guide*. Together these documents will provide a comprehensive reference for all election-related activities.

## **objectives of the Verity software training courses**

Through the Verity Data training course associated with this document, trainees learn the procedures necessary to create and deploy a successful election with the Verity Voting System, with special attention to skills required to enter and import election and jurisdiction data in Verity Data.

# election security

## security features of Verity

- ▶ Verity Voting utilizes the AAA (authentication, authorization, and audit) security framework.
- ▶ All Verity software has been tested by an independent test lab to ensure proper security.
- ▶ Verity uses a multi-layered authentication process.
- ▶ Verity software is tamper-evident; any attempts to alter the function of the software would be evident when tested.



- ▶ Comprehensive audit logs are generated for all login attempts, data transfers, configuration changes, and errors. Logs are stored redundantly and securely.
- ▶ Vote records are stored redundantly for security and auditability, risk mitigation and disaster recovery.
- ▶ The integrity of the data is protected from power outage, power surge, magnets, and rough handling.

Verity incorporates the latest generation of voting technology features with tamper-evident controls and non-standard port connectors. Verity's secure architecture includes trusted build software verification – if an unauthorized change is detected, the voting device will not start. Verity also offers a paper-based voting option; Paper records can solidify trust that the software is working correctly through a paper check of vote records.

Verity's easy-to-use auditing dashboard allows election officials to filter and review cast ballot vote records and ballot images, and it heightens public confidence in the election process. Officials can filter cast vote records by accessing a precinct, polling place, device, vDrive, scan batch, contest, or other user-defined variables.

Verity adheres to the most current best practices in voting technology for application security, role management, intrusion detection, software validation and data validation. Verity's audit logging features allows for independent verification of the Verity system's operation and accuracy, contributing to higher voter confidence. Verity's superior information design includes efficient audit logs in plain language, and robust filters for ballot images and cast vote record data exports.

## election security recommendations

Verity provides state of the art voting system security. In addition to the security provided by the system, we also recommend jurisdictions follow standard election security procedures. Some of these include:

- ▶ Restricting access to voting equipment behind locked doors when not in use.
- ▶ Ensuring chain of custody when delivering, receiving or transporting any voting equipment or ballots.
- ▶ Never leaving voting equipment unattended when polling place is open.
- ▶ Never removing or tampering with seals except in controlled circumstances.
- ▶ Never issuing Access Codes or paper ballots until the voter has been properly qualified and there is an available voting booth.
- ▶ Reporting any suspicious activity to the local election officer.



# Verity system components

## hardware components

**TIP:**

The particular quantities and types of voting equipment may vary depending on your jurisdiction.

### Verity vDrives

- ▶ In the Verity system, **vDrives** are used to transfer digital ballot styles from the Verity software to voting devices, and to transfer voted ballots to Verity software for tabulation.



vDrives are inserted into a standard USB port; each Verity Scan, Print, Touch Writer, and Controller voting device has its own vDrive.

## hardware components, *continued*

### Verity Touch Writer with Access

- ▶ Using Verity Touch Writer, voters mark digital ballots using a touch screen. After the voter has confirmed the selections, the



voter prints the marked ballot on the attached printer. The voter then retrieves and casts the ballot.

Verity Touch and Touch Writer devices are compatible with **Verity Access**, which provides the voter with additional input options: buttons with scrolling wheel, headphones, and tactile button or sip-



and-puff devices. Verity Access can be docked within the Verity Touch Writer base or held in hand.

## hardware components, *continued*

### Verity Scan

- ▶ **Verity Scan** is a polling-place-based digital scanner for casting ballots. Scan can be used with hand-marked ballots or with those printed using the Touch Writer. Verity Scan allows the voter the opportunity to check and correct the ballot before casting. Verity Scan deposits scanned ballots into its ballot box for secure storage.



### Verity Print

- ▶ Using **Verity Print**, you can print and issue blank paper ballots to voters. The voter votes their ballot and casts it either using Verity Scan, or into a ballot box to be scanned centrally.



## hardware components, *continued*

### Verity Controller *and* Verity Touch

- ▶ **Verity Controller** and **Verity Touch** is a polling place-based Direct Record Electronic (DRE) Voting system. Using Verity Controller and Verity Touch, poll workers issue access codes with Verity Controller, which voters use to access, mark and cast digital ballots via a touch screen on a Verity Touch. Multiple Touch devices can be connected to a single Controller device. Verity Touch, like Touch Writer, is compatible with Verity Access.



## hardware components, *continued*

### Verity Key

- ▶ **Verity Key** is a small security device that is programmed for each election. Verity Key is inserted into a USB port.



Verity Key is part of Verity's two-factor authentication process. Two-factor authentication requires each user to have something (a programmed Verity Key) and to know something (the passcode associated with the Verity Key). Both the user passcode and the Verity Key must be authenticated together.

Critical operations within the Verity Voting system require the Verity Key to be inserted and the passcode to be entered. Only when the Verity system authenticates the Verity Key and password will it allow the operation to continue.

### USB media

- ▶ Off-the-shelf **USB media** are used to archive and export data from Verity workstations. All USB media used for these tasks should be formatted as **NTFS**.

# actions requiring use of the Verity Key

## use in Verity Build

- ▶ Verity Keys are written for the current election in Verity Build. When writing the Verity Key in Build, the user will assign application and device passwords for the election. See the *Verity Administrator's Guide: Build*.

## use in voting devices

- ▶ Verity Key is required to predefine voting devices with the proper polling place prior to deployment. The Verity Key is removed from the device after predefining, before the device is sealed and transported to the polling place. See the *Verity Support Procedures Guide* for predefining procedures.

## use in Verity Central

- ▶ In Central, the Verity Key is required in order to import a signed election export from a Verity Build workstation. The user must know the Verity Key application password, set in Build. See the *Verity Administrator's Guide: Central*.
- ▶ A Verity Key is also required in order to create a Recovery vDrive in the event of a damaged or lost vDrive in Central. The user must know the Verity Key application password for Central. See the *Verity Administrator's Guide: Central*.

## actions requiring use of the Verity Key, *continued*

### use in Verity Relay

- ▶ In Relay, the Verity Key is required in order to import a signed election export from a Verity Build workstation. The user must know the Verity Key application password, set in Build.

### use in Verity Count

- ▶ In Count, the Verity Key is required in order to import a signed election export from a Verity Build workstation. The user must know the Verity Key application password, set in Build. See the *Verity Administrator's Guide: Count*.
- ▶ Verity Key is also required in order to read the first vDrive for an election into Count. See the *Verity Administrator's Guide: Count*.

# the Verity software suite

## Verity Data

- ▶ In Verity Data, you can enter, import and manage election and jurisdiction data, enter translations, and record audio. Verity Data allows you to choose ballot templates, preview ballots, and export the election data to Verity Build.

## Verity Build

- ▶ In Verity Build, you can import an election database, proof data, print ballots, and write vDrives. In Build, you will perform the final steps to prepare the ballot for your election.

## Verity Central

- ▶ Verity Central is a powerful application designed to manage central ballot scanning operations. Here you can scan, review ballots, resolve write-in votes and voter intent issues, and export cast vote records for tabulation.

## Verity Relay

- ▶ Verity Relay is an application designed to receive transmissions from specially-equipped Verity Scan with Relay devices. Transmitted data is written to a transfer vDrive and taken to Verity Count for tabulation.

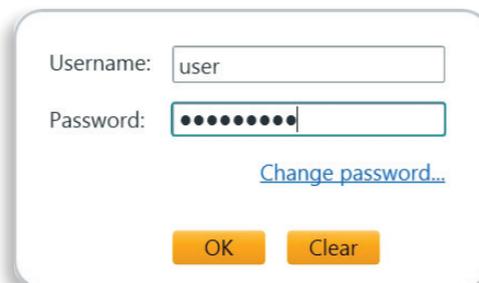
## Verity Count

- ▶ Verity Count is Verity's comprehensive application for ballot tabulation. In Count, you will read vDrives, tabulate ballots, resolve write-in votes, print reports, and export election results.

# getting started with Verity

## logging in to Verity

Enter your User Name and Password, and then click **OK** to begin using Verity. Selecting the **Log Out** link in the upper right corner in any application will return you to this Login screen.



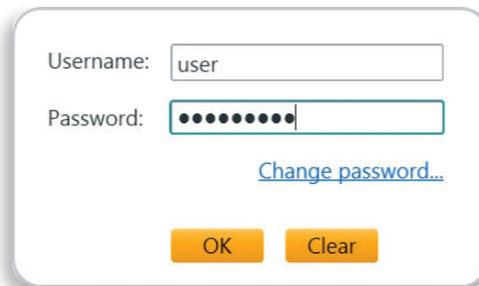
A screenshot of the Verity login interface. It features two input fields: 'Username:' with the text 'user' and 'Password:' with ten black dots. Below the password field is a blue link labeled 'Change password...'. At the bottom are two orange buttons: 'OK' and 'Clear'.

## logging in to Verity, *continued*

**NOTE:** *the first time you log in to a Verity workstation you will use a login supplied by Hart. You will then need to create your own unique login for subsequent use.*

- ▶ The first time you log in, Verity will prompt you to create a new password.
- ▶ At any time, you can use the **Change password...** link on the Login screen to create a new password:

### 1 Select **Change password...** ▶

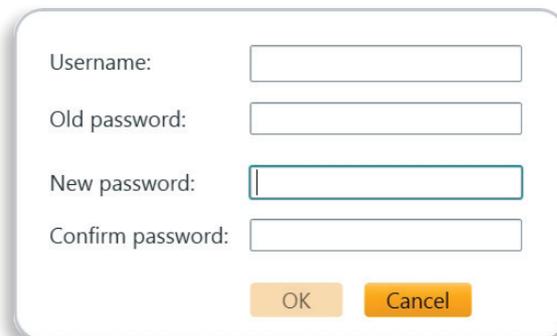


Username:

Password:

[Change password...](#)

### 2 Enter your existing password, and then enter a new password. Enter the new password a second time to confirm, and then click **OK**. ▼



Username:

Old password:

New password:

Confirm password:

## the Verity home screen

The home screen is the first thing you will see after you log in to a Verity workstation. The home screen has several large buttons or 'tiles'.

- ▶ Selecting the **Home** link in the upper left corner in any application will return you to this screen.



- ▶ Depending on the workstation you are using, the tiles shown will vary; below, for example, is the home screen of a Verity Data/Build workstation. In this case, clicking the leftmost tile will open the Verity Data application.



- ▶ In the bottom right corner is the **Shutdown** button. Clicking this button will shut down the Verity computer workstation. For details on proper shutdown procedures for networked workstations, see page 59.

## the Verity home screen, *continued*

In addition to the application tile(s) (Data, Build, Central, Relay or Count), there are three tiles labeled Desktop, Manage, and Users. Clicking these tiles will open the Desktop, Manage, or Users applications. These three applications are available to authorized users on all workstations.\*



The **Desktop** application allows you to set date and time for the Verity workstation, export file hashes, enter a passcode to access the Windows operating system, or configure a printer.



The **Manage** application (*\*available only on server workstations, see page 55*) allows you to create, open or manage your elections. Manage is also used to archive an existing election and restore an archived election.



The **Users** application allows you to create and manage users and set user privileges.

## the Desktop application



The **Desktop** application contains four tiles that allow you to set the time, export file hashes, access the Windows operating system, or configure a printer. To access the Desktop application, click the Desktop tile on the Verity home screen.



- ▶ **Setting the clock:** Setting the workstation time and date here will affect all Verity applications installed on the workstation.
- ▶ **Exporting file hashes:** Verity Desktop allows Administrator users to export file hashes to a removable drive so that a file hash test can be performed. In a file hash test, the exported data is compared against a trusted build of the software, to confirm that no unauthorized changes were made to the software components.
- ▶ **Accessing the operating system:** For security purposes, a Verity workstation normally operates in what is known as "Kiosk" mode, in which the Windows desktop is not accessible, and the user only has access to the Verity applications installed. To access the Windows desktop, you must request a code from Hart.
- ▶ **Configuring a printer:** Here you can upload a configuration file for an installed printer.

## the Desktop application, *continued*

### setting the system clock and date

- 1 Under **Set the clock**, you can update the time and/or date by clicking the time or date field and typing in the desired value.
- 2 Check the box to enable Daylight Savings Time, if desired.
- 3 Click **Set**.

**Note:** *When setting the time, you must include AM or PM.*

Set the clock:

12:50 PM

12/11/2014

Enable Daylight Saving Time

Set

## the Desktop application, *continued*

### exporting file hashes

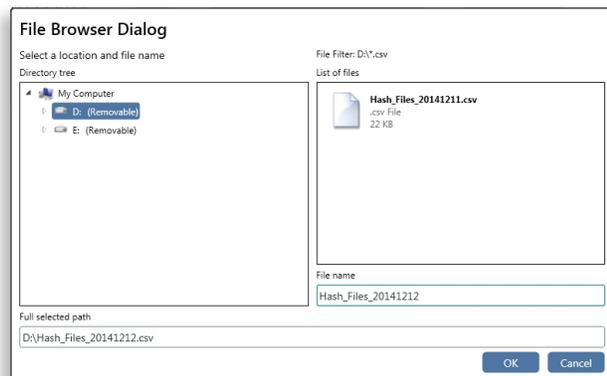
**TIP:**

File hashes are used to verify that the Verity software has not been tampered with in any way since it was installed. For information about verifying file hashes, see the following page. For instructions on exporting file hashes on devices, see page 30.

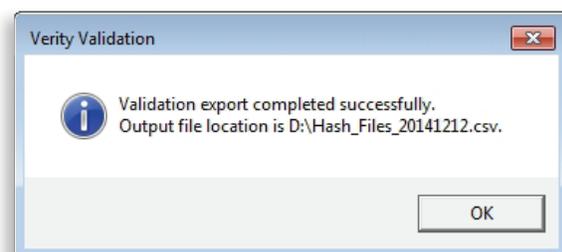
**1** Under **Export file hashes to a removable drive**, click **Export**. ▶



**2** Browse to the location where you would like to save the files, and then click **OK**. ▶



**3** You will see the message **Validation export completed successfully...**; click **OK**. ▶



## about file hashes

Verity Desktop allows Administrator users to export file hashes to a removable drive. This provides a means of verifying, using hash testing, that the software installation is identical to the certified software. The generation of hash files is a reproducible method of reading a data stream to produce a number (the “hash value”) that serves as a digital “fingerprint” of the data. Hash testing is a common method used to verify the integrity of installed software, and may be used to confirm that the voting system software running on your workstations matches the software as certified by the EAC.

To conduct hash testing, a third party program may be used to generate the hash value for installed software, and the hash value can be compared to that of the original source data to confirm that it has not been altered or corrupted. General directions for finding and downloading a third-party hash value generation tool and using that tool to verify Hart Voting System software application hash values are outlined below.

This information is being shared as a courtesy by Hart InterCivic. Contact your state’s or jurisdiction’s election authority for additional information concerning hash testing requirements in your jurisdiction. Consult your Information Technology department for assistance with hash tools.

For further information, see the Verity Knowledge Base Article *Hash Testing for Installed Software*.

## exporting file hashes on Verity voting devices

As with Verity software workstations, you can also export file hashes from the Touch, Controller, Touch Writer, Print and Scan voting devices themselves.

- 1** On a non-Verity workstation, prepare a standard USB flash drive (*do NOT use a vDrive*): on the USB flash drive, create a folder named "**HartValidation**".
- 2** Set up the device (Touch, Controller, Touch Writer, Print or Scan) and connect it to AC power. Open the vDrive compartment. The voting device should not have a vDrive or Key inserted.
- 3** Insert the USB flash drive into one of the two USB ports inside the vDrive compartment on the voting device.
- 4** Press the red button on the back of the device to power it on. Look for the Verity Initialization screen. ▶



## exporting file hashes on voting devices, *continued*

**5** When you see the Verity Initialization screen, press and hold the blue Validation button inside the vDrive compartment.

**6** Hold the button down until you see the message “Calculating and saving file hashes”. This may take some time.

**NOTE:** *If you do not see the above message, this may mean that either a) the HartValidation folder was not found on the inserted USB drive, or b) the Validation button was not pressed/held as directed. Verify the correct folder is present on the USB drive, restart the device and repeat steps 4-6.*

**7** Remove the USB drive. Repeat the process with fresh USB flash drives for any additional devices.

**8** For information on comparing exported Hash files to the trusted software build, see the Verity Knowledge Base article *Hash Testing for Installed Software*.

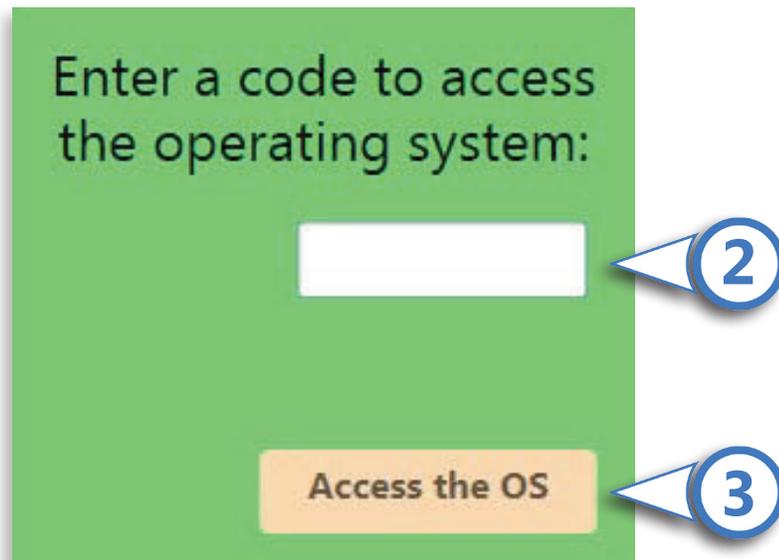
## the Desktop application, *continued*

### accessing the Windows operating system

- 1 Contact Hart Support (1.866.ASK.HART) and request a code.
- 2 Under **Enter a code to access the operating system**, type in the code you are issued.
- 3 Click **Access the OS**.

**TIP:**

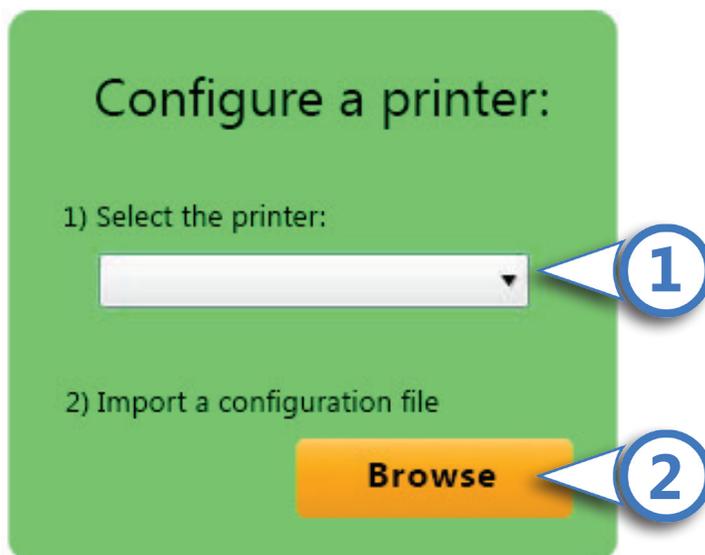
As a security measure, during normal operation, the computer desktop is not available while the Verity software is running. This ensures that access to election data is managed only through secure access to the Verity applications.



## the Desktop application, *continued*

### configuring a printer

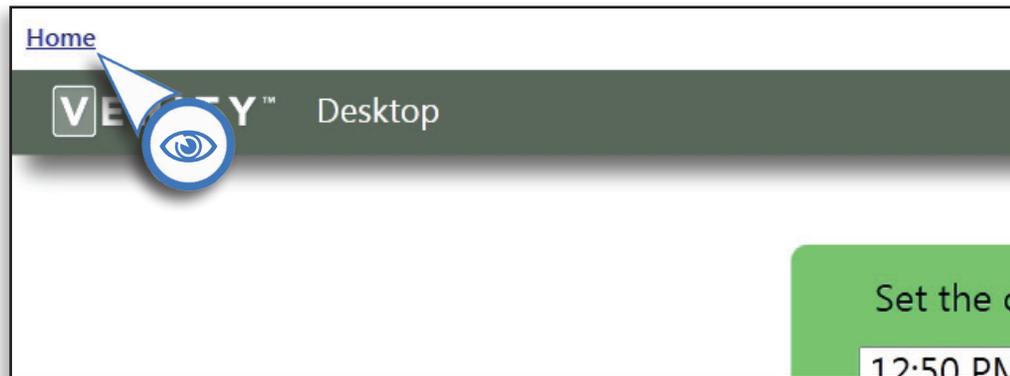
- 1 Click the drop-down menu to select a printer from the list of installed printers. The printer must be powered on.
- 2 Click the **Browse** button to browse to locate and import a printer configuration file for the printer. For questions and assistance, contact Hart Support at 1.866.ASK.HART.



## the Desktop application, *continued*

### returning to the Verity home screen

- ▶ To return to the Verity home screen from any application, click **Home** in the upper *left* corner.



### logging out of Verity and returning to the Verity login screen

- ▶ To log out of Verity and return to the Verity login screen from any application, click **Log Out** in the upper *right* corner.



## the Manage application

In the **Manage** application, administrators can add, copy, import, export, rename, delete, archive, and restore elections created in the Verity system. The Manage application is available only on server workstations (see page 55).

### accessing the Manage application



► From the Verity Home page, click the **Manage** tile.

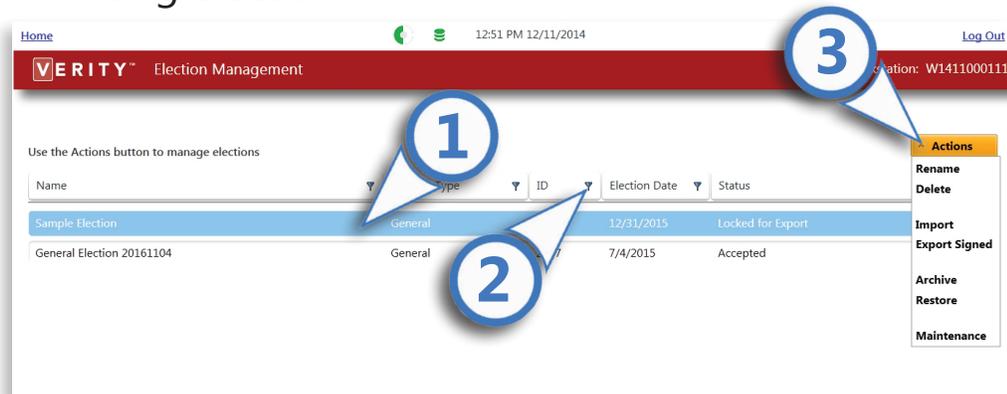
The Manage application is context-sensitive, meaning the management features available on each Verity workstation will vary depending on the Verity application installed. For instance: on a workstation equipped with Verity Data, you can add a new election; on a Verity Count workstation, you can import a signed election.

You will use the Manage application throughout the election process to manage the transfer of the election database from one Verity workstation to another; each step will be covered in this guide in the appropriate sequence.

## the Manage application, *continued*

### using the Manage application

**1** Clicking an election name from the list selects an existing election.



**2** Clicking one of the filter icons  in one of the column headers filters the list by category.

**3** Clicking **Actions** allows you to choose a desired action for the selected election. Available actions vary depending on the applications installed on the workstation. Actions that may be available are listed and described below:

- ▶ **Add:** (*Data/Build workstations*) Adds a new election to the Election Management screen.
- ▶ **Copy:** (*Data/Build workstations*) Creates a new election, in Open status, from the copied election. The new election will have a different Election ID.
- ▶ **Rename:** (*all workstations*) Renames the selected election. The election ID does not change.

## the Manage application, *continued*

### using the manage application, *continued*

- ▶ **Delete:** (*all workstations*) Removes the selected election from the election list and the workstation or network.
- ▶ **Import:** (*Data/Build workstations*) Imports an election. May be used for integration with a third-party system.
- ▶ **Export:** (*Data/Build workstations*) Exports an election. Exported elections may be used for integration with third-party systems. An exported election cannot be imported on a Relay, Central or Count workstation (a signed election export is required, see below).
- ▶ **Import Signed:** (*Relay, Central and Count workstations*) Imports a signed election export from a Verity Build workstation.
- ▶ **Export Signed:** (*Data/Build workstations*) Signs and exports the finished and accepted election. Signed election exports are imported on Relay, Count and Central workstations.
- ▶ **Archive:** (*all workstations*) Creates an archival copy of the selected election on an inserted removable USB media. The election status does not change.
- ▶ **Restore:** (*all workstations*) Restores an archived election without changing the election status. An archive can be restored only for the same type of system on which the archive was created (e.g., an archive from a Central system cannot be restored on a Count system).
- ▶ **Maintenance:** (*all workstations*) Runs a database optimization program to ensure that Verity runs quickly and efficiently.

## best practices: archiving elections

It is important to archive your election in Verity regularly to provide protection against the loss of important data in the event of damage to the computer hard drive. In addition, archiving your election regularly provides a convenient method of restoring previous states of an election so that changes can be made if necessary. Using the Manage application, you can archive any election in its current state to removable USB media, and restore the archived version if needed.

**NOTE:** *Archives can only be restored on the same type of system they were created (e.g. a Central archive cannot be restored on a Count workstation).*

An election can be archived at any time. Examples of *some* key archive points are noted below:

- ▶ Before importing election data in Data
- ▶ Before an election changes status:
  - Before Locking an election for export in Data
  - Before Accepting an election in Build
- ▶ After Accepting an election in Build
- ▶ Before performing Manual Vote Recording in Count
- ▶ After completing tabulation in Count

## the Manage application, *continued*

### archiving elections in the Manage application

1 Open the Manage application.



2 Insert a removable USB media device into an available port on the workstation.

The screenshot shows the VERITY Election Management application interface. At the top, there is a red header bar with the VERITY logo and "Election Management" text. Below the header, there is a navigation bar with "Home" and "Log Out" links. The main content area features a table with columns for Name, Election Type, ID, Election Date, and Status. The first row is highlighted in blue and has a blue callout bubble with the number "3" pointing to it. The second row is "General Election 20161104". To the right of the table, there is an "Actions" menu with options: Rename, Delete, Import, Export Signed, Archive, Restore, and Maintenance. A blue callout bubble with the number "4" points to the "Archive" option.

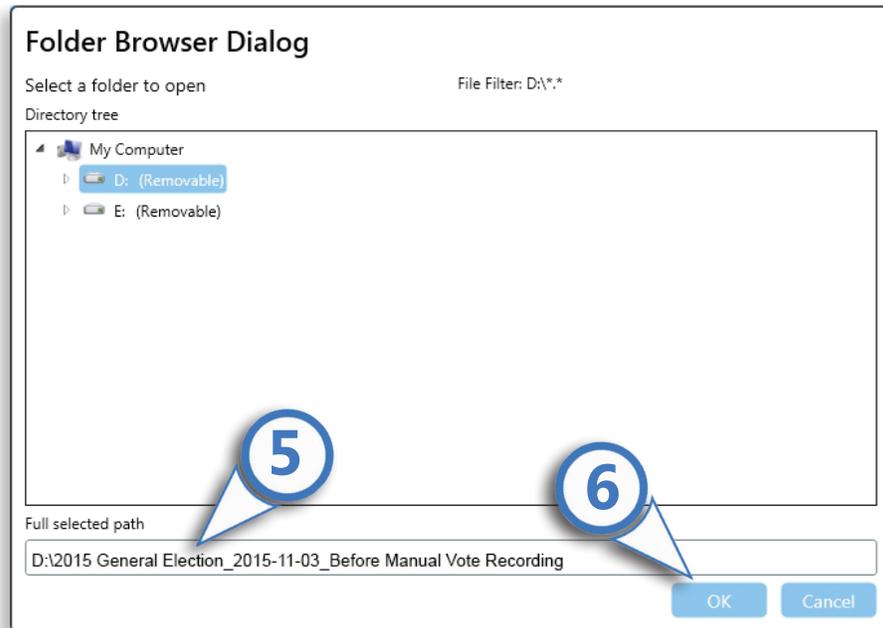
Name	Election Type	ID	Election Date	Status
Sample Election	General	19193	12/31/2015	Locked for
General Election 20161104	General	2967	7/4/2015	Accepted

3 Select the election to be archived.

4 Under the Actions menu, select **Archive**.

**the Manage application**, *continued*

**5** Browse to the location of the removable media where you would like to save the file.



**6** Click **OK**. The election will be saved in its current state in the location you have chosen.

**7** Label the USB media clearly with the election name, date, and election status.

## the Manage application, *continued*

### restoring an archived election

To restore an archived election, the same election cannot already exist in the Manage application.

**NOTE:** *Archives can only be restored on the same type of system they were created (e.g. a Central archive cannot be restored on a Count workstation).*

- 1** Open the Manage application.
- 2** Insert the removable USB media containing the archived election to be restored.
- 3** Under the Actions menu, select **Restore**.
- 4** Browse to the location on the removable USB media and select the archive folder.
- 5** Click **OK**. The archived election now appears in the Manage application.
- 6** To load the archived election, select the election in the Manage application, and then click **Open**.

**the Manage application**, *continued***maintaining the election database**

The Maintenance operation optimizes the database so Verity can run more efficiently. To run the Maintenance operation, follow the steps below:

**NOTE:** *If user workstations are networked, ensure that all users are logged out of Verity client workstations before running the Maintenance operation. If a user is not logged out of Verity, the Maintenance operation will not complete its tasks.*

- 1** Open the Manage application.
- 2** Under the Actions menu, select **Maintenance**. A Warning dialog window displays.
- 3** Click **Yes** to launch the Maintenance program.

**NOTE:** *A rotating progress wheel may display while Verity performs maintenance, depending on how long the operation takes.*

## the Disk and RAID indicators

At the top center of the Verity workstation screen are two icons, the Disk icon (A) and the RAID icon (B).



### the Disk icon

In configurations with only a single workstation, this icon represents the available hard drive space on that workstation. In configurations with two or more networked workstations, the icon represents the hard drive space on the server, or primary, workstation. If server hard drive space is low, archival of older election data may be required before creating or editing a new election.



More than 20% of the free hard drive space remaining.



WARNING: remaining hard drive space is limited to between 5%-20%. Archive and delete some elections to increase available free space.



WARNING: remaining hard drive space is less than 5%. You must archive and delete some elections before continuing to use the software.



Unable to determine the amount of free disk space. Please contact Hart Support.

## The Disk and RAID indicators, *continued*

### the RAID icon

Hovering the mouse over the RAID icon displays the status of the RAID array on the workstation. RAID is an acronym for Redundant Array of Independent Disks; Verity utilizes RAID technology to store data on the server using multiple disk drives to provide redundancy and improve performance. The RAID icon indicates whether both independent drives are functioning properly, and whether they are synchronized. If the RAID drives become desynchronized, Verity will automatically rebuild them. If one drive fails, you can continue to use the system, however you will need to contact Hart for a replacement.



The hard drive array is working correctly



WARNING: The hard drive array is repairing itself. The system may run slowly while it is being repaired.



WARNING: One of your hard drives is not functioning. Please contact Hart Support.



Unable to determine the status of the hard drive array. Please contact Hart Support.

## the Users application



The **Users** application allows an administrator-level user to add users and define user roles, disable or remove users, and manage user rules. Administrators can also manage user passwords, and users can update their own passwords. To open the Users application, click the **Users** tile on the Verity home screen.

### adding a user and defining user roles

#### 1 Click Add. ▼

Home 12:52 PM 12/11/2014 Log Out

VERITY™ User Management Workstation: W1411000111

Manage users with the grid below.  
Expand a user entry to assign roles.

Username ▼	Set New Password ▼	Account Locked? ▼
user		<input type="checkbox"/>

**Set rules that apply to all users:**

- Lock accounts after  failed login attempt(s)
- Allow locked accounts to login after  minute(s)
- Force password change every  month(s)
- Log idle user out after  minute(s)

**Password complexity rules**

- Must contain at least one upper-case character
- Must contain at least one numeric digit
- Must contain at least one special character
- Must be at least 6 characters long

**1**

Add Delete Save

## the Users application, *continued*

2 Type a User Name (A) and Password (B). ▼

Manage users with the grid below.  
Expand a user entry to assign roles.

Username ▼ Set New Password ▼ Account Locked? ▼

+	user	<input type="text"/>	<input type="checkbox"/>
+	Operator	<input type="password"/>	<input type="checkbox"/>

(A) (B)

3 To define user roles, expand a user profile by clicking the + (A) and use the drop down menu to assign the user a role for each of the Verity applications (B). For a description of each type of user role, see page 47. ►

Manage users with the grid below.  
Expand a user entry to assign roles.

User (A) Set New Password ▼ Account Locked? ▼

+	<input type="text"/>	<input type="checkbox"/>	
+	Operator	<input type="password"/>	<input type="checkbox"/>

Application	Role
Verity Count	▼
Verity User Manager	Count Operator (B)
Verity Desktop	Count Election Media Reader
Verity Build	Count Admin
Verity Election Manager	

4 Click **Save** in the bottom right corner.

## user roles in Verity

The specific user roles available vary for each Verity application. Each user role has specific privileges, or abilities, within that application. Below are the user roles available for each application, and the privileges available to each user role. In addition to performing the actions themselves, Administrator users can also authorize actions not available to other user roles. For example, an Administrator can give on-the-spot authorization for an Operator user to perform Manual Vote Recording in Count.

### Verity Data user roles

- ▶ **Viewer:** Can view all of the screens in Data, print reports, and print ballot previews; Viewers cannot change election data.
- ▶ **Operator:** Can perform all Viewer operations and add, change, and delete election data.

### Verity Build user roles

- ▶ **Viewer:** Can open elections, preview ballots, and print reports for proofing purposes. Viewers cannot modify content, configurations, or elections.
- ▶ **Media Creator:** Can perform all Viewer tasks. In addition, can create Keys and vDrives, and print ballots.
- ▶ **Operator:** Has full access to Verity Build; only one Operator can open a given election at a given time.

## user roles in Verity, *continued*

### Verity Central user roles

- ▶ **Viewer:** Can open elections and tasks, and print and export reports. Cannot modify content, configurations, or elections.
- ▶ **Resolution Board:** Can open and view ballots with voter intent issues to determine validity, resolve ballots, and run reports.
- ▶ **Operator:** Has full access to Verity Central, including the ability to review ballots with voter intent issues, change election status, restore elections, and perform all tasks for ballot scanning and generating reports.
- ▶ **Administrator:** Has all of the abilities of Operators, plus additional access for administrative setup and closing polls.

### Verity Count user roles

**NOTE:** *In Count server/client configurations, no more than one Administrator or Operator can be logged in to a given Task at the same time.*

- ▶ **Election Media Reader:** Can open elections and tasks and read vDrives.
- ▶ **Operator:** Can open and manage elections and tasks, generate reports, and update polling place data and precincts. Users can import and export data, resolve ballots, and access the audit dashboard. Users can manually record votes only with Administrator authorization.
- ▶ **Administrator:** Users have unrestricted access to all aspects of Verity Count. Can manually record votes, access all aspects of reports and the auditing dashboard, and import and export data.

## user roles in Verity, *continued*

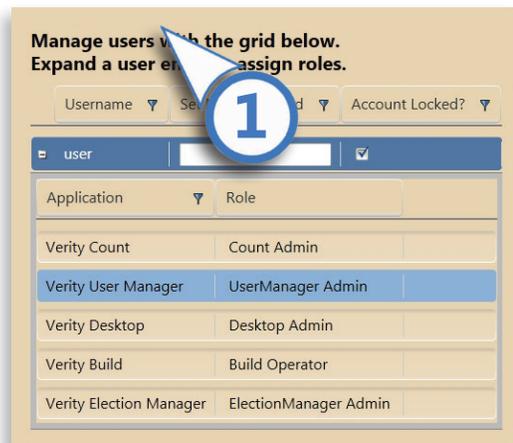
### Verity Relay user roles

- ▶ **Operator & Administrator:** Has full access to all functions in Relay. While Relay has two roles, the access privileges are identical.

## disabling a user account

**1** Check the box next to the user name, under the **Account Locked** column.

**2** Click **Save** in the bottom right corner.



**NOTE:** *This feature may be useful if an account will be used again, but only at specific times.*

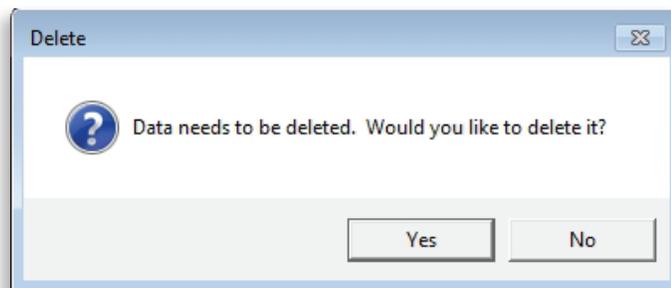
## the Users application, *continued*

### removing a user account permanently

- 1 Click a user account to select it. ▼
- 2 Click **Delete** on the bottom of the screen. ▼



- 3 Click **Yes** to confirm. ▼



- 4 Click **Save** in the bottom right corner.

## the Users application, *continued*

### setting rules that apply to all users

- 1 Set the number of failed login attempts before the account is locked.
- 2 Set the period of time a locked account will remain locked.
- 3 Set the frequency with which passwords must be changed.
- 4 Set the idle user log out time.
- 5 Set rules regarding password complexity.
- 6 Click **Save** in the bottom right corner.

**1** **Set rules that apply to all users:**

- Lock accounts after  failed login attempt(s)
- Allow locked accounts to login after  minute(s)
- Force password change every  month(s)
- Log idle user out after  minute(s)

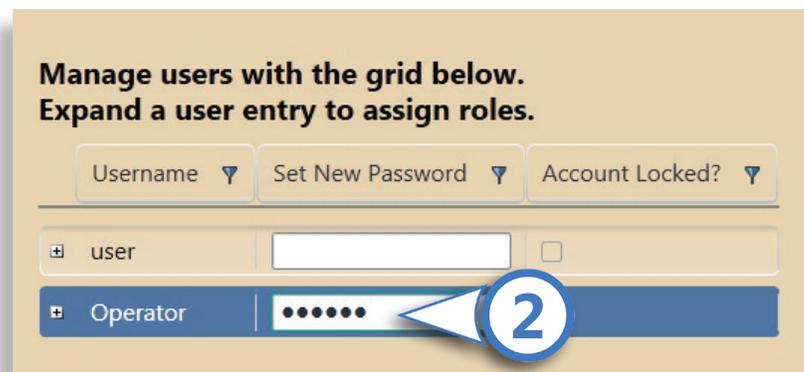
**4** **Password complexity rules**

- Must contain at least one upper-case character
- Must contain at least one numeric digit
- Must contain at least one special character
- Must be at least 6 characters long

**5**

**the Users application**, *continued***changing user passwords**

- 1 Click in the password field next to the user name.
- 2 Type the desired password.



- 3 Click **Save** in the bottom right corner.

**best practices: user passwords**

- ▶ Passwords should contain at least 6 characters.
- ▶ Passwords should contain both numbers and letters.
- ▶ Passwords should contain both uppercase and lowercase letters.

## managing passwords in Verity

The Verity voting system requires the use of passwords and passcodes to ensure security throughout the election definition, voting, ballot processing, and tabulation processes. In addition to the user passwords required to access the Verity software applications discussed on the previous pages, there are a number of other passwords and passcodes that the system administrator must create and manage. The process of creating passwords in Verity Build is discussed in the *Verity Administrator's Guide: Build*. For further information on Verity password management, see the Verity Knowledge Base article *Verity Password Management*.

- ▶ In Build, you must create separate device passcodes for administrators, maintenance and warehouse personnel, and poll workers. These passcodes allow you to manage the ability of staff to access different menus and functions on the devices themselves.
  - **Poll worker passcodes** give access to poll workers to create access codes, print reports, and perform certain other actions related to the voting process.
  - **Maintenance passcodes** give access to warehouse personnel and technical support personnel to predefine and calibrate devices, and change certain device settings.
  - **Administrator passcodes** allow administrators to change certain device settings, such as changing ballot rules.

## managing passwords in Verity, *continued*

- ▶ In addition, you will create additional device passcodes for opening, suspending, and closing polls for each voting type in the election.
- ▶ Finally, you must create and manage the passcodes associated with the Verity Key, including an administrator passcode for the Key itself, and device and application passcodes.
  - The Key administrator passcode is required to write the Key for each election. It cannot be recovered if forgotten.
  - Device and application passcodes are used, in conjunction with the physical Key itself, to authorize certain actions, such as predefining devices, and importing elections exported from the Build workstation.
  - A complete list of actions requiring the use of the Verity Key is found on page 19.

It is important to carefully manage these passwords and passcodes to ensure that the authorized personnel know their required passcodes when needed. Log all passcodes in a secure location and limit access.

It is important to note that device passcodes can be unique, or shared across functions (e.g., you can use the same passcode for opening polls across all voting types, or create a unique passcode for each). You can create a new set of passcodes for each election, if desired. **Remember that creating unique codes increases security, but also requires more careful management.**

## networking and servers

Depending on your jurisdiction's particular implementation, you may have one or more networked workstations for each of the Verity software applications\*. For example, you could have a Build **server** workstation with a networked Build **client** workstation. A server-client configuration consists of two or more workstations for a single application, with all data for that application stored on the server workstation. This allows multiple users to work with the application simultaneously.

However, there are restrictions on the number and type of users (administrators, operators, etc.) that can access a networked setup simultaneously. For example, in a networked Count configuration, there can be only one Administrator or Operator user logged in at any given time, yet there can be multiple Media Reader users logged in simultaneously. These restrictions reflect the software privileges associated with each user role. For a description of the software privileges accorded to each user role, see page 47. Examples of possible network configurations are given on the following pages.

*\*Verity Build, Central and Count workstations all support server-client configurations; Verity Relay does not.*

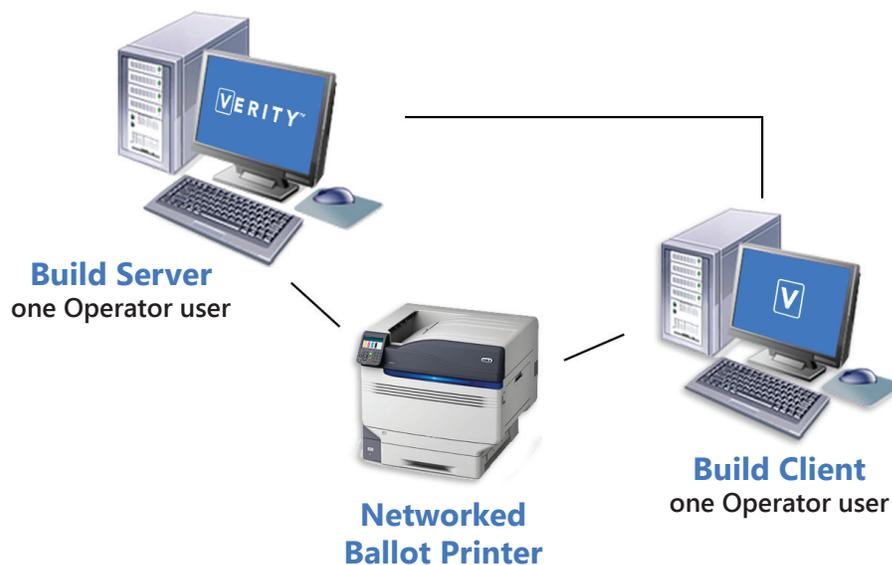
## sample network configurations

The configurations illustrated below are samples only; your jurisdiction's configuration may vary, and the below diagrams are not intended to illustrate all possible configurations.

**NOTE:** *an individual user can only be logged into one workstation at a time.*

### sample configuration #1

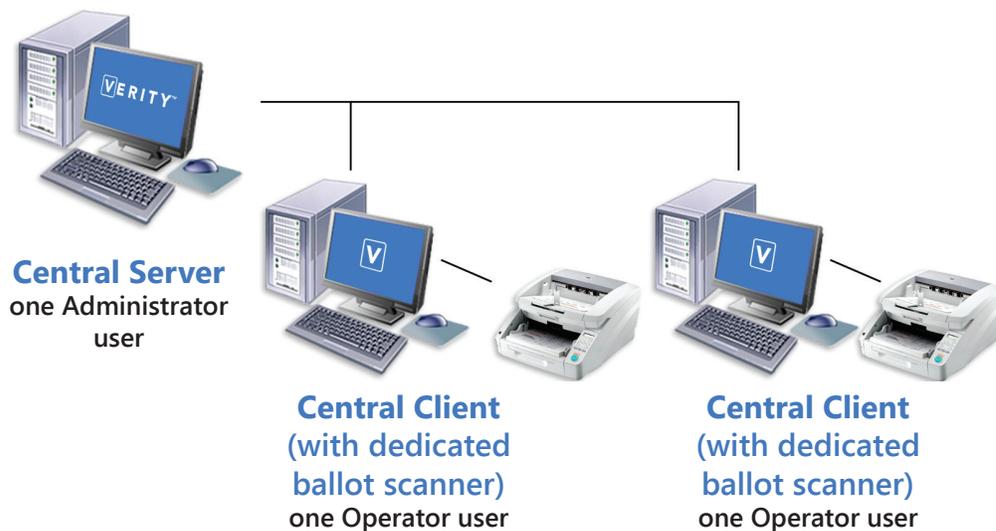
Below is a sample configuration with one Verity Build server and one Build client, with a networked ballot printer. In the sample configuration shown, two Operator users can be logged in simultaneously. Print jobs can be sent from either workstation.



## sample network configurations, *continued*

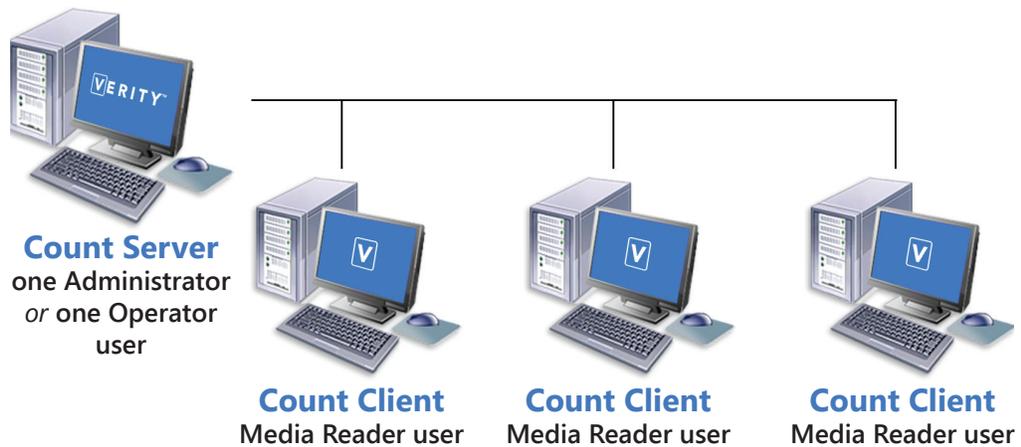
### sample configuration #2

Below is a sample configuration with one Verity Central server and two Central clients, each with a dedicated ballot scanner. In the sample configuration shown, one Administrator user and up to two Operator users can be logged in simultaneously.



**sample network configurations**, *continued***sample configuration #3**

Below is a sample configuration with one Verity Count server and three Count clients. In the sample configuration shown, one Administrator or Operator user and up to three Election Media Reader users can be logged in simultaneously.



## shutdown procedure for Verity server-client networks

The procedures to use to execute a controlled shut down and restart for any Verity Computer System (Data, Build, Central, or Count) are straightforward. Click the Shutdown button on the Verity home screen of the workstation to ensure smooth power down and protection of data.



Verity computer systems do not require power down or power up of peripherals (scanners or printers) in any kind of order. However, if you need to restart a workstation that is connected to other workstations as part of a server-client network, always use the following procedure to restart the entire network:

Step	Server	Clients
<b>1</b> Problem is identified that requires one or more stations to be rebooted		
<b>2</b> Shut down all of the client workstations		
<b>3</b> Shut down the server workstation		
<b>4</b> Power on the server workstation, and wait for it to boot fully		
<b>5</b> Power on the client workstations		



# verity data



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**version 2.X**

# verity data

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## 1

# getting started

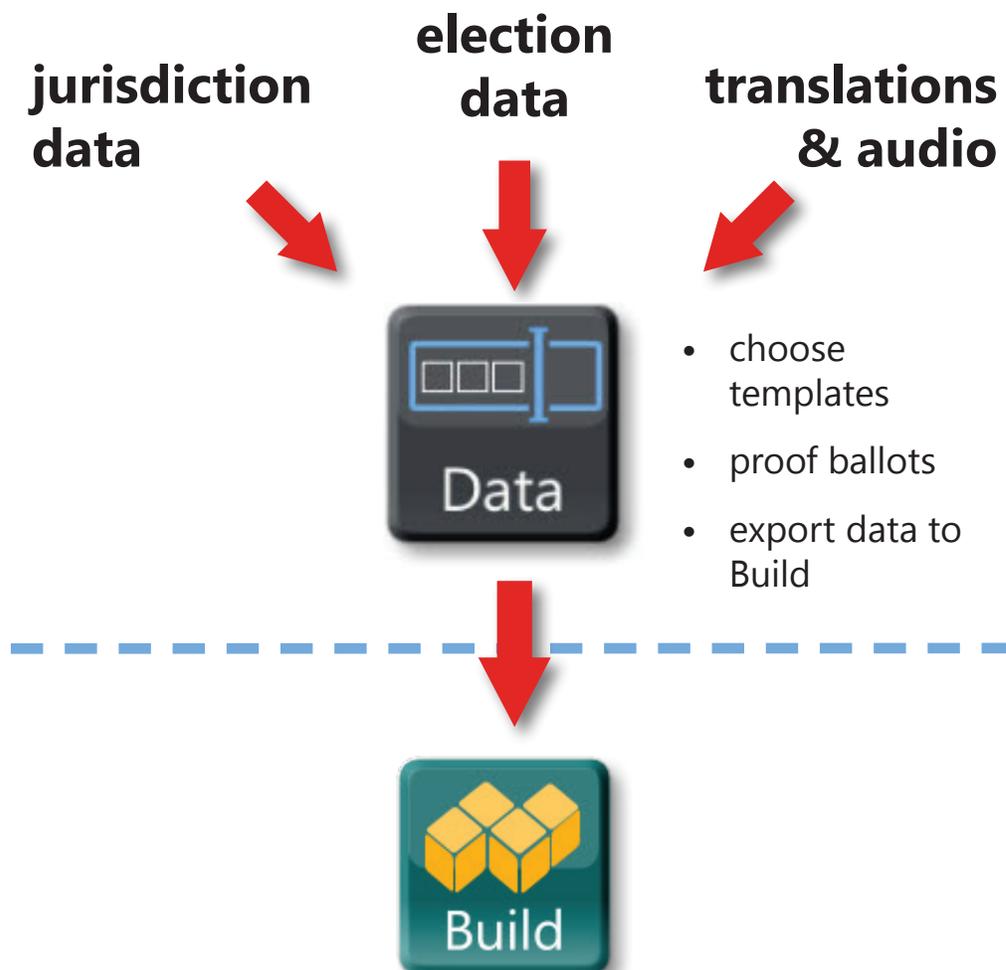
## Verity Data: an overview



In Verity Data, you will import and manage election and jurisdiction data, enter translations, and record audio. Verity Data allows you to choose ballot templates, preview ballots, and export the election data to Verity Build.

## verity data: an overview, *continued*

### Verity Data workflow



## adding a new election on the Data workstation

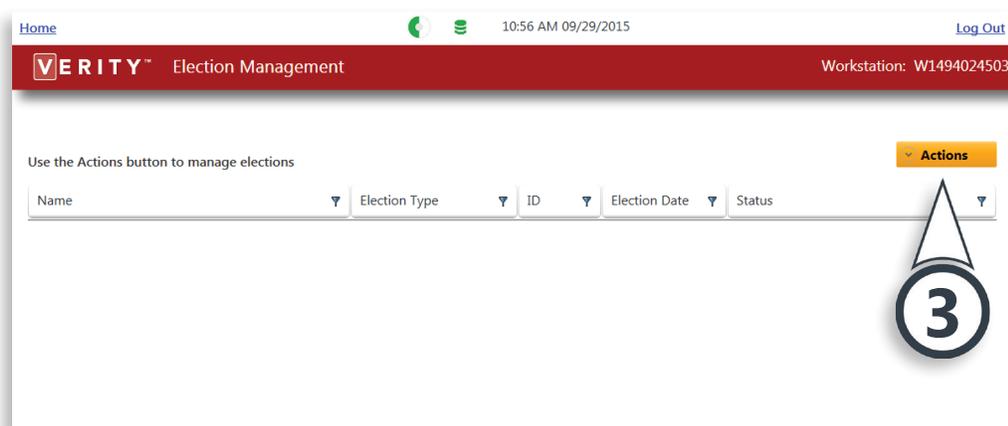
To open an election in Verity Data, you first must create the election in the Manage application on that workstation (\*Manage is available only on server workstations, see page 55).

**1** If you have already launched Verity Data, click the **Home** link in the upper left corner to return to the Verity Desktop.

**2** On the Verity home screen, click the **Manage** tile. ►

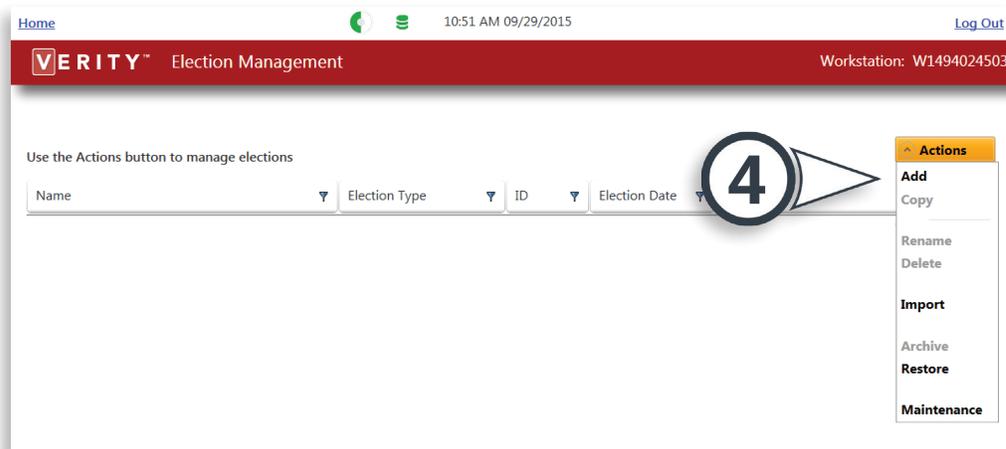


**3** In the Manage application, click **Actions**. ▼

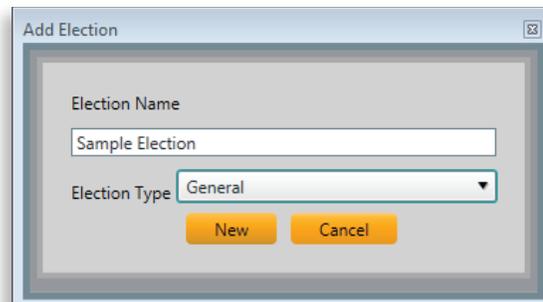
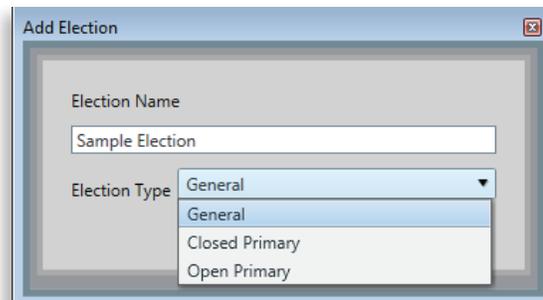


## adding a new election on the Data workstation, *continued*

**4** Select **Add** from the Actions drop-down menu.

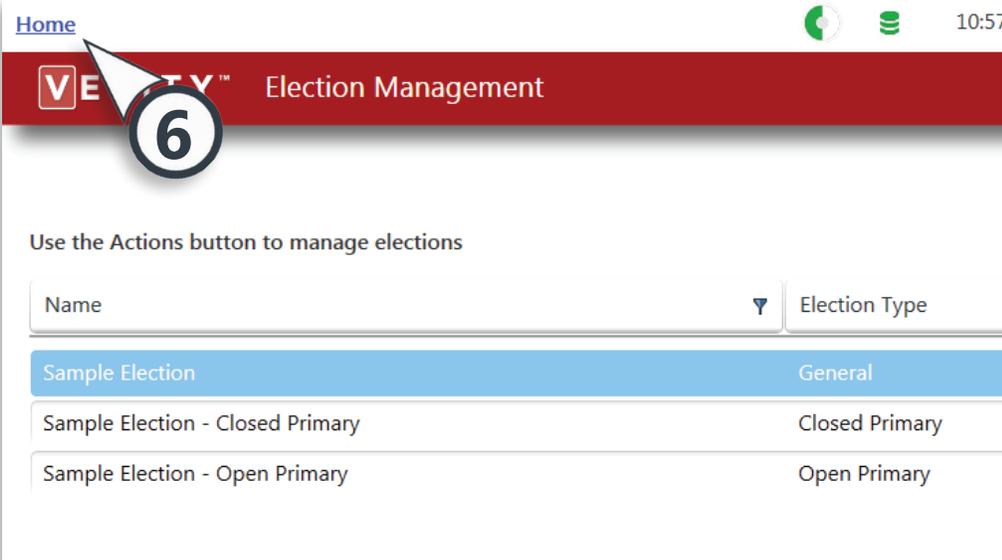


**5** Type an **Election Name** (you can change this later, if needed), and choose an **Election Type** (General, Closed Primary, or Open Primary). Click **New**.



## adding a new election on the Data workstation, *continued*

- 6 Click **Home** in the upper left corner to return to the Verity Home screen. ▼



The screenshot shows the Verity Election Management interface. At the top left, there is a "Home" link. A red navigation bar contains the Verity logo and the text "Election Management". Below this, a table lists election entries. A callout bubble with the number "6" points to the "Home" link in the top left corner.

Use the Actions button to manage elections

Name	Election Type
Sample Election	General
Sample Election - Closed Primary	Closed Primary
Sample Election - Open Primary	Open Primary

## about election status

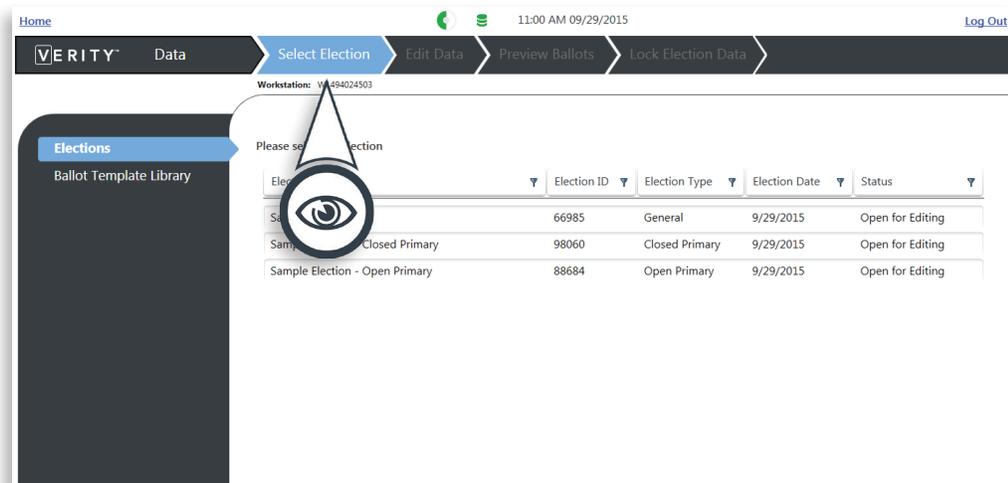
The status given for each election in the Manage application indicates at what point the election is in the election definition process.

- ▶ **Open for Editing:** The election is in the process of being created and can be edited in Verity Data.
- ▶ **Locked for Export:** The election has been locked from further edits in Verity Data and is now ready to open in Verity Build.
- ▶ **Accepted:** The election has been proofed in Verity Build and you can now print ballots and create vDrives and Keys. The election is now ready for export to Verity Relay, Central or Count.

Verity Relay, Central, and Count require a *signed* election export from the Build workstation (the process for creating a signed export is discussed in the *Build Administrator's Guide*). The act of creating a signed export on the Build workstation creates the election definition. Importing a signed export on a separate Verity Relay, Central or Count workstation requires the user to insert a Verity Key for that election (created in Build) and also enter the Verity Key application password.

## opening the Data application

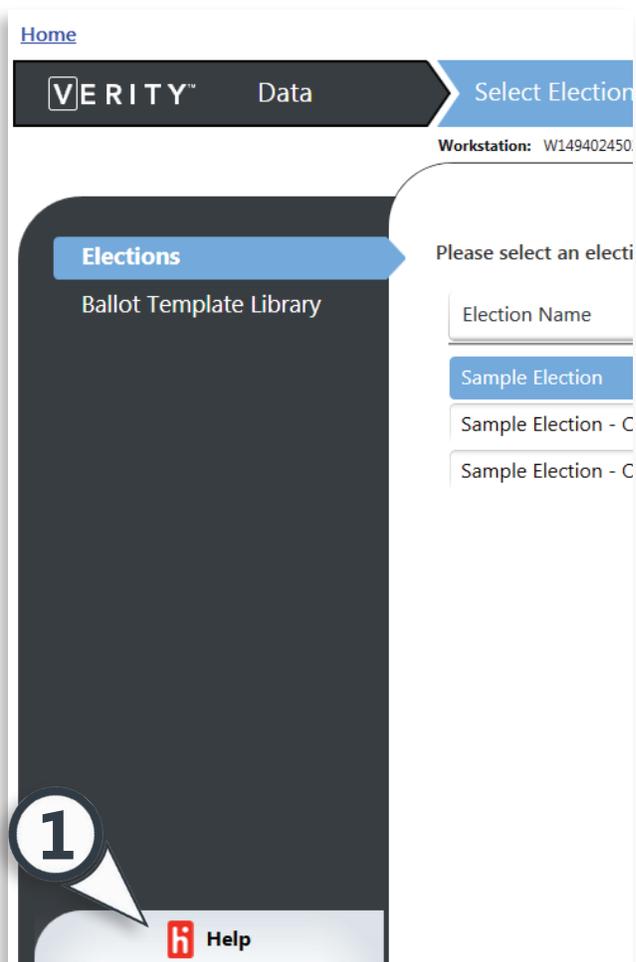
Log into the Verity Data workstation. On the Verity home screen, click the Data application tile to open Verity Data. The Data application contains four tabs: **Select Election**, **Edit Data**, **Preview Ballots**, and **Lock Election Data**.



## using on-screen help

Help is available on every screen of the Verity Data application; it will contain information related to the current screen, including instructions, notes, and important information regarding the steps you must complete on that screen.

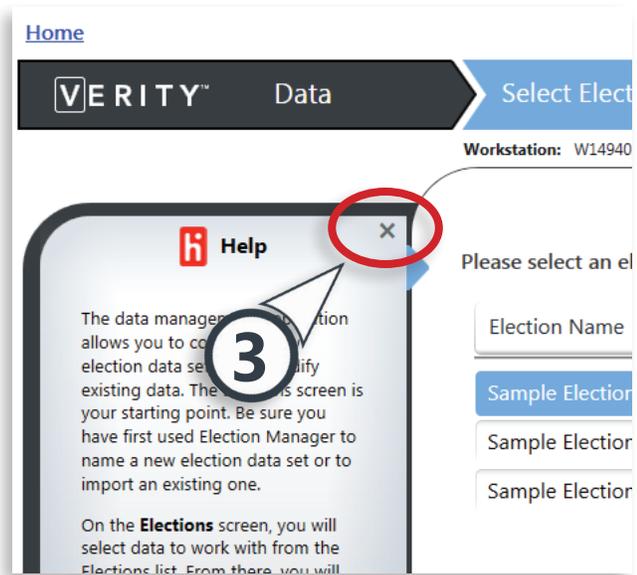
**1** Click the tab labeled **Help** at the bottom left of the screen to expand the help tab. ►



## using on-screen help, *continued*

**2** The help tab will display information about the current screen.

**3** Click the **X** in the upper right corner to close the help tab.



## Multi-select functionality in Verity

Where multi-select functionality is allowed, the multi-select behavior follows standard Windows conventions:

- To select a range of items, select the first item, then hold down SHIFT while clicking the last item
- To select multiple individual items, hold down CTRL while clicking on each item
- To mark the check boxes on all selected items, press the space bar

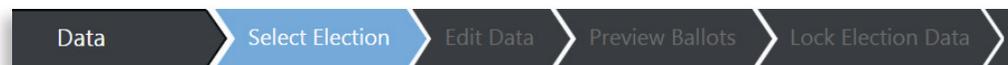
## Data checklist: getting started

- 1** Log in to Verity.
- 2** To create a new election: From the Verity home screen, Open the **Manage** application, click **Actions**, and then select **Add**.
- 3** Give the new election a name, and choose the election type (General, Open Primary, or Closed Primary). Click **New**.
- 4** Click the **Home** link to return to the Verity Home screen.
- 5** Open the **Data** application to begin editing your new election.



# select election

## the select election tab



Under the **Select Election** tab, you will choose the election you would like to work on. Remember that an election must be created/loaded in the **Manage** application on the Data workstation before it will be available to edit in Verity Data (see page 68). Only elections in an Open for Editing status can be opened in Verity Data. The following menus are available in the Select Elections tab:

- **Elections:** select and open an election
- **Ballot Template Library:** browse and import ballot templates for use with Verity Data

## selecting and opening an election

- 1 Click the **Select Election** tab.
- 2 Select the election you need to work with from the list.
- 3 Click **Open** in the bottom right of the screen.

The screenshot shows the VERITY Data interface. The top navigation bar includes 'Home', 'Log Out', and a breadcrumb trail: 'Select Election' > 'Edit Data' > 'Preview Ballots' > 'Lock Election Data'. The 'Select Election' tab is highlighted. Below the breadcrumb, the workstation ID 'W1494024503' is displayed. A sidebar on the left contains 'Elections', 'Ballot Templates', and 'Library', with 'Elections' selected. The main content area displays a table of elections with the following data:

Election Name	Election ID	Election Type	Election Date	Status
Sample Election	66985	General	9/29/2015	Open for Editing
Sample Election - Closed Primary	98060	Closed Primary	9/29/2015	Open for Editing
Sample Election - Open Primary	88684	Open Primary	9/29/2015	Open for Editing

An 'Open' button is located in the bottom right corner of the table area.

## the ballot template library

The ballot template library provides a place to view ballot templates currently available for use in Verity Data, and to import additional templates. Verity Data arrives pre-loaded with several ballot templates; additional templates may be available from Hart in the future.

To import additional templates:

- 1** Insert a USB drive containing the new ballot template(s).
- 2** Click the **Select Election** tab.
- 3** Select the **Ballot Template Library** menu.
- 4** Click **Import** on the bottom right of the screen.
- 5** Browse to the location of the new template on your removable USB drive. Select the template and click **OK**.

## Data checklist: select election tab

- 1** Log in to Verity.
- 2** Open the Data application.
- 3** In the **Select Election** tab, click the election you would like to work on.
- 4** Click **Open**.

## 3

# edit data

## the edit data tab

Data

Select Election

Edit Data

Preview Ballots

Lock Election Data

Under the **Edit Data** tab, you will enter and edit data relating to the election, jurisdiction, contests and choices, and ballot headers and instructions. You will also create ballot translations and record ballot audio. Finally, you can import formatted data from outside sources, or export data from your current election. The following menus are available in the Edit Data tab:

- **Election:** Enter and edit election data, including voting types and parties.
- **Jurisdiction:** Enter and edit jurisdictional data, including precincts, districts and polling places.

## the edit data tab, *continued*

- **Contests:** Enter and edit contests and ballot choices/candidates. Set ballot rotation, if applicable.
- **Ballot Data:** Create ballot instructions, headers and ballot stubs, and set ballot order.
- **Translations:** Enter ballot translations for multi-language ballots.
- **Audio:** Record ballot audio for accessible voting devices (Verity Touch and Touch Writer).
- **Import:** Import data from outside sources into your current election.
- **Export:** Export data from your current election.

## entering data

In Verity Data, you may enter data manually, in the Election, Jurisdiction, Contests, and Ballot Data menus. You may also use Verity Data's Import functionality to import either of the following:

- Data you've prepared outside of the Verity system (e.g., from your Election Management System)
- Exported data from previously archived elections

In order to import data directly using the Import menu, the files you wish to import must be correctly formatted. For information on how to correctly format data for import into Verity, and for instructions on using the Import menu, see page 159.

## **the edit data tab**, *continued*

### **using images and rich text in your ballot**

For detailed information on using images and rich text in your Verity ballot, see the Verity Knowledge Base article *Using Images and Rich Text with Verity Ballots*.

Verity supports manual uploading of images via the appropriate menus under the Edit Data tab in Verity Data. You may upload images in the following menus:

- Parties
- Contest Titles
- Ballot Instructions (paper ballots)
- Additional Text
- Ballot Header
- Ballot Stub

You can find instructions for uploading images for each of these types of ballot elements under the appropriate section of this guide.

When manually typing text for ballot instructions and proposition text, you may use the built-in rich text options (bold, underline, italics, etc.) to format your text. If you have additional formatting needs, or if you want to include images within proposition text, you can use the Import functionality (see page 159).

## **the edit data tab**, *continued*

In addition to manually uploading images and typing rich text, you may also directly import images and rich text via the Import menu.

You can include images in the following import files:

- Parties
- Contest Titles
- Ballot Instructions (paper ballots)
- Additional Text

You can include rich text files in the following import files:

- Contest Titles (for proposition text)
- Ballot Instructions (paper ballots)

## **an important note about the ballot font**

Ballots produced using the Verity system use the **Segoe UI** font family. Use of other fonts is not supported; if local jurisdictions require use of other fonts for ballot headers, additional text, stubs, etc., it is possible to upload such elements as images. However, please be aware that excessive use of images will increase the ballot file size, and may result in additional processing time when exporting finished ballots to PDF.

When using the rich text controls within the application to format proposition text or additional text elements, the Segoe UI font is set to 10 pt.

## the edit data tab, *continued*

### saving your work

While entering data for your election, you should save your progress regularly by clicking the **Save** button on the bottom right-hand corner of the screen. The save button is available whenever you have made changes or entered new data. ▼

The screenshot shows the 'Edit Data' tab in the VERITY system. The form is titled 'Enter basic information about your election' and contains the following fields:

- Election Title: Sample Election (required)
- Election Date: 9/29/2015 (required)
- Jurisdiction Name: Sample County (required)
- Ballot Languages: English (checked), English (checked), Spanish (unchecked) (required)

A 'Save' button is located in the bottom right corner of the form area. A magnifying glass icon is positioned over the 'Save' button to draw attention to it.

If you navigate to a new tab or menu after adding or editing data, without clicking the **Save** button, you will see the message shown on the right. ►

#### Continue?



You are about to navigate away from this workspace. Would you like to save your changes before continuing?

Continue

Discard

Cancel

- Click **Continue** to save your data before leaving the screen.
- Click **Cancel** to return to the screen you were on.
- Click **Discard** to leave the screen and discard your changes.

# entering election data

## entering basic election information

**1** Select the **Edit Data** tab.

**2** Under the **Election** menu, select **Basic Info**.

The screenshot displays the VERITY system interface. At the top, there is a navigation bar with tabs: Home, Data, Select Election, Edit Data (highlighted), Preview Ballots, and Lock Election Data. Below the navigation bar, the current election details are shown: Workstation: W1494024503, Current Election: Sample Election, Election ID: 66985, and Election Date: 09/29/2015. On the left side, there is a sidebar menu under the 'Election' heading, with 'Basic Info' highlighted. A large blue arrow points from the 'Basic Info' menu item to the 'Edit Data' tab. The main content area is titled 'Enter basic information about your election' and contains four required fields: 'Election Title' (text input with 'Sample Election'), 'Election Date' (calendar picker with '9/29/2015'), 'Jurisdiction Name' (text input with 'Sample County'), and 'Ballot Languages' (checkbox list with 'English' selected). A 'Save' button is located at the bottom right of the form.

## entering election data, *continued*

### entering basic election information, *continued*

**3** Enter the **Election Title**, for instance: Sample County General Election, November 2015.

**4** Choose the **Election Date**. This is the date of Election Day.

The screenshot displays the VERITY system interface for editing election data. The top navigation bar includes 'Home', 'Log Out', and a breadcrumb trail: 'Data > Select Election > Edit Data > Preview Ballots > Lock Election Data'. The current page title is 'Enter basic information about your election'. The form contains the following fields:

- Election Title:** A text input field containing 'Sample Election' with a circled '3' pointing to it. A '\*required' label is to the right.
- Election Date:** A date picker showing '10/23/2015' with a circled '4' pointing to the calendar. A '\*required' label is to the right.
- Jurisdiction Name:** A text input field with a '\*required' label to the right.
- Ballot Languages:** A dropdown menu with 'Sample Selected' and a '\*required' label to the right.

A calendar for October 2015 is open, showing the date 10/23/2015 selected. A 'Save' button is located at the bottom right of the form.

## entering election data, *continued*

### entering basic election information, *continued*

**5** Enter the Jurisdiction Name.

**6** In the **Ballot Languages** drop-down, select the ballot languages for the election (English, Spanish, or both).

**7** Click the **Save** button.

The screenshot displays the VERITY system interface for entering election data. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is 'Sample Election' with ID 6685, dated 09/29/2015. The 'Election' sidebar is expanded to 'Basic Info'. The main form, titled 'Enter basic information about your election', contains the following fields:

- Election Title:** Sample Election (required)
- Election Date:** 9/29/2015 (required)
- Jurisdiction Name:** Sample County (required)
- Ballot Languages:** A dropdown menu with 'English' selected (checked), 'English' (checked), and 'Spanish' (unchecked).

Callout boxes indicate the following steps:

- 5:** Points to the Jurisdiction Name field.
- 6:** Points to the Ballot Languages dropdown menu.
- 7:** Points to the Save button at the bottom right.

## entering election data, *continued*

### defining voting types

When you create a new election, Verity Data will automatically assign three voting types: Absentee Voting, Early Voting, and Election Day Voting. In the **Voting Types** menu, you may edit or delete these voting types, and/or add additional voting types. You will also assign the duration, as well as set the order in which voting types will be displayed in the Verity system and on reports.

**1** Select the **Edit Data** tab.

**2** Under the **Election** menu, select **Voting Types**.

The screenshot shows the Verity Data application interface. At the top, there is a navigation bar with tabs: Home, Data, Select Election, Edit Data (selected), Preview Ballots, and Lock Election Data. Below the navigation bar, the current election information is displayed: Workstation: W1494024503, Current Election: Sample Election, Election ID: 66985, and Election Date: 09/29/2015. The main content area is titled "Enter the voting types or voting periods for you" and contains a table with the following columns: Name (required), Duration, and Order. The table lists three voting types: Absentee Voting (Multiple Day, Order 1), Early Voting (Multiple Day, Order 2), and Election Day Voting (Single Day, Order 3). A circled '1' points to the 'Edit Data' tab, and a circled '2' points to the 'Voting Types' menu item in the left sidebar. At the bottom right, there are buttons for Add, Delete, and Save.

Name *required	Duration	Order
Absentee Voting	Multiple Day	1
Early Voting	Multiple Day	2
Election Day Voting	Single Day	3

## entering election data, *continued*

### defining voting types, *continued*

**3** Edit the Voting Type Name(s), if desired.

**4** Change the voting type duration, if desired. The voting type duration represents the length of time that voting type will be held; it can be either Multiple Day (for instance, Early Voting), or Single Day.

Home 11:36 AM 09/29/2015 Log Out

VERITY Data Select Election Edit Data Preview Ballots Lock Election Data

Workstation: W140423452 Current Election: Sample Election Election ID: 66985 Election Date: 09/29/2015

Enter the voting types or voting periods for your election

Name *required	Duration	Order
Absentee Voting	Multiple Day	1
Early Voting	Single Day	2
Election Day Voting	Single Day	3

Add Delete Save

## entering election data, *continued*

### defining voting types, *continued*

**5** Edit the display order for each Voting Type. This setting will determine the order in which Voting Types are displayed within the Verity System, and on reports produced by Verity.

**6** Add new Voting Type(s) or delete existing Voting Types, if desired.

- ▶ To add a new Voting Type, click the **Add** button on the bottom right of the screen. Enter the Name, Duration, and Order for the new Voting Type.

Home 11:36 AM 09/29/2015 Log Out

VERITY Data Select Election Edit Data Preview Ballots Lock Election Data

Workstation: W149424523 Current Election: Sample Election Election ID: 6085 Election Date: 09/29/2015

Enter the voting types or voting periods for your election

Name \*required Duration Order

Name	Duration	Order
Absentee Voting	Multiple Day	1
Early Voting	Multiple Day	2
Election Day Voting	Single Day	3

5

6

Add Delete Save

## entering election data, *continued*

### defining voting types, *continued*

- ▶ To delete an existing Voting Type, select the Voting Type you wish to delete (the selected item will be highlighted in blue), and then click the **Delete** button on the bottom right of the screen. Click **Yes** to confirm.

## 7 Click the **Save** button.

Home 11:36 AM 09/29/2015 Log Out

VERITY Data Select Election Edit Data Preview Ballots Lock Election Data

Workstation: W149424503 Current Election: Sample Election Election ID: 6595 Election Date: 09/29/2015

Enter the voting types or voting periods for your election

Name *required	Duration	Order
Absentee Voting	Multiple Day	1
Early Voting	Multiple Day	2
Election Day Voting	Single Day	3

Add Delete Save

## entering election data, *continued*

### defining political parties

When you create a new election, Verity Data will automatically define two political parties: Republican and Democratic. For Primary Elections, a nonpartisan party is included. In the **Parties** menu, you may edit or delete these political parties, and/or add additional parties. You will assign the Party Name, Ballot Text (the way the party will appear on the ballot), Party Abbreviation, as well as set the order in which the parties will be displayed in the Verity system and on reports.

**1** Select the **Edit Data** tab.

**2** Under the **Election** menu, select **Parties**.

The screenshot displays the Verity Data application interface. The top navigation bar includes the Verity logo, a 'Data' dropdown, and a sequence of tabs: 'Select Election', 'Edit Data' (highlighted with a blue arrow and a circled '1'), 'Preview Ballots', and 'Lock Election Data'. Below the navigation bar, the current election details are shown: 'Workstation: W1494024503', 'Current Election: Sample Election', 'Election ID: 66985', and 'Election Date: 09/29/2015'. A 'Log Out' link is visible in the top right corner. The main content area is titled 'Enter information about political parties in the' and contains a table with columns for 'Party Name \*required', 'Ballot Text', 'Abbreviation \*required', and 'Order'. The table lists two parties: 'Republican Party' with abbreviation 'REP' and order '1', and 'Democratic Party' with abbreviation 'DEM' and order '2'. On the left side, a dark sidebar menu is open, showing the 'Election' menu with 'Parties' highlighted by a blue arrow and a circled '2'. Other menu items include 'Basic Info', 'Voting Types', 'Preferred Wording', 'Rules', 'Jurisdiction', 'Contests', 'Ballot Data', 'Translations', 'Audio', and 'Import'.

## entering election data, *continued*

### defining political parties, *continued*

**3** Edit the Party Name(s), if desired. This is what will appear in party selector contests and within the application.

**4** Edit the Ballot Text, if desired. This is the party text that will appear with affiliated candidates on the ballot.

**5** (*Closed Primary Elections only*) Enter the Ballot Label for the party, if desired. This will appear in the ballot header (see page 192). If Nonpartisan, check the nonpartisan box.

**6** Edit the Party Abbreviation, if desired.

The screenshot shows the VERITY application interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is 'Sample Election' with ID '66985' and date '09/29/2015'. The left sidebar shows the 'Parties' section selected. The main content area is titled 'Enter information about political parties in this electic' and contains a table with the following columns: Party Name (\*required), Ballot Text, Abbreviation (\*required), and Order. The table has two rows: 'Republican Party' with 'Republican' as Ballot Text, 'REP' as Abbreviation, and order '1'; and 'Democratic Party' with 'Democrat' as Ballot Text, 'DEM' as Abbreviation, and order '2'. Three callout boxes with numbers 3, 4, and 6 point to the 'Party Name', 'Ballot Text', and 'Abbreviation' columns respectively. At the bottom right, there are 'Add', 'Delete', and 'Save' buttons.

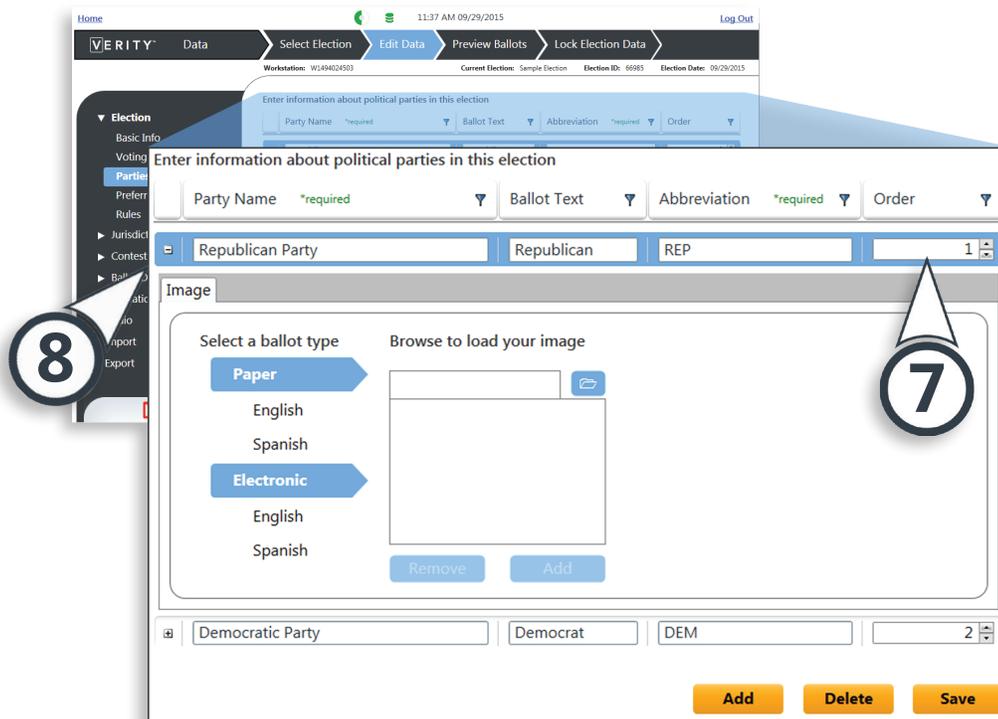
Party Name *required	Ballot Text	Abbreviation *required	Order
Republican Party	Republican	REP	1
Democratic Party	Democrat	DEM	2

## entering election data, *continued*

### defining political parties, *continued*

**7** Edit the display order for each Party. This setting will determine the order in which Parties are displayed within the Verity System, and on reports produced by Verity.

**8** Click the **+** to expand the party. Under the Image tab, you can upload an image for the party. Select the ballot type/language on the left, click the folder icon to browse to the image you wish to upload, then click **Add**.



## entering election data, *continued*

### defining political parties, *continued*

## 9 Add new or delete existing Parties if desired.

- To add a new Party, click the **Add** button on the bottom right of the screen. Enter the Name, Ballot Text, Abbreviation, and Order for the new Party.
- To delete an existing Party, select the Party you wish to delete (the selected item will be highlighted in blue), and then click the **Delete** button on the bottom right of the screen. Click **Yes** to confirm.

**! IMPORTANT:** Do not delete the Nonpartisan Party (NP).

## 10 Click the Save button.

Home 11:38 AM 09/29/2015 Log Out

VERITY Data Select Election Edit Data Preview Ballots Lock Election Data

Workstation: W1494024503 Current Election: Sample Election Election ID: 66985 Election Date: 09/29/2015

Enter information about political parties in this election

Party Name *required	Ballot Text	Abbreviation *required	Order
Republican Party	Republican	REP	1
Democratic Party	Democrat	DEM	2
Libertarian Party	Libertarij		3

9 Add 10 Delete Save

Help

## entering election data, *continued*

### defining preferred wording

When you create a new election, Verity Data will automatically define the text labels for common items appearing on the ballot, including the labels for Precincts, Write-ins, and Sample Ballots. In the **Preferred Wording** menu, you may edit these labels to meet the needs of your jurisdiction.

**1** Select the **Edit Data** tab.

**2** Under the **Election** menu, select **Preferred Wording**.

The screenshot displays the Verity Data web application interface. At the top, there is a navigation bar with the Verity logo and a breadcrumb trail: Home > Data > Select Election > Edit Data > Preview Ballots > Lock Election Data. The 'Edit Data' tab is currently selected. Below the navigation bar, the page title is 'Enter your preferred wording for common items on the ballot'. There are three input fields: 'Precinct Label' with the value 'Precinct', 'Write-in Label' with the value 'Write-in:', and 'Sample Ballot Label' with the value 'Sample Ballot'. A red circle with the number '1' is overlaid on the 'Precinct Label' input field. On the left side, there is a dark sidebar menu with the 'Election' section expanded. The 'Preferred Wording' option is highlighted with a blue bar, and a red circle with the number '2' is overlaid on it. The top right corner of the page shows the time '11:41 AM 09/29/2015' and a 'Log Out' link. The bottom of the page shows workstation information: 'Workstation: W1494024503', 'Current Election: Sample Election', 'Election ID: 66985', and 'Election Date: 09/29/2015'.

## entering election data, *continued*

### defining preferred wording, *continued*

**3** Edit the Precinct Label, Write-in Label, and/or Sample Ballot Label, if desired.

**4** Click the **Save** button.

Home 11:41 AM 09/29/2015 Log Out

VERITY Data Select Election Edit Data Preview Ballots Lock Election Data

Workstation: W1494024503 Current Election: Sample Election Election ID: 66985 Election Date: 09/29/2015

▼ Election

- Basic Info
- Voting Types
- Parties
- Preferred Wording**
- Rules
- ▶ Jurisdiction
- ▶ Contests
- ▶ Ballot Data
- Translations
- Audio
- Import
- Export

Enter your preferred wording for common items on the ballot

Precinct Label  \*required

Write-in Label

Sample Ballot Label

Save

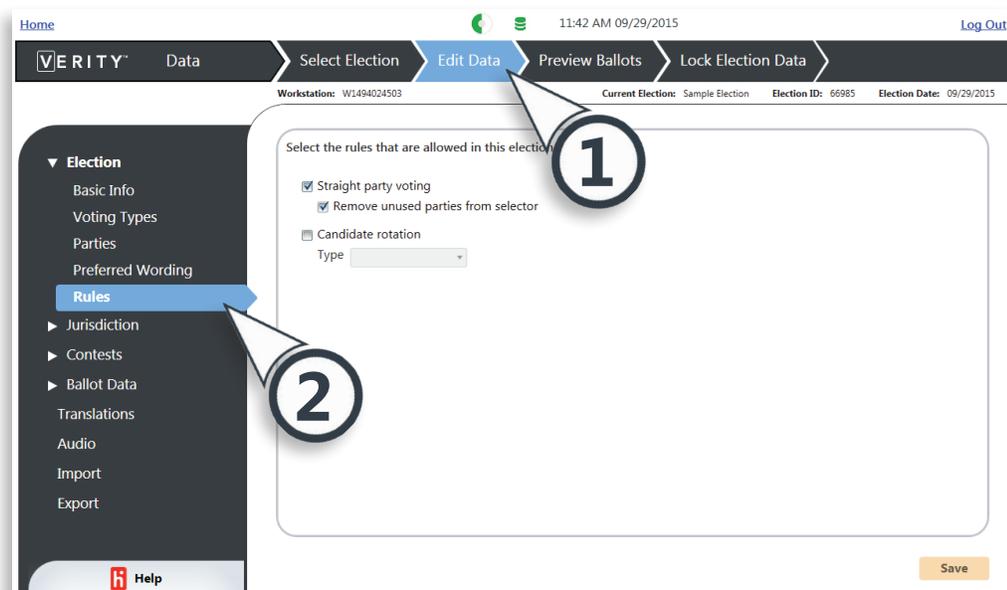
## entering election data, *continued*

### setting election rules

In the **Rules** menu, you may set or change settings related to Straight Party voting (General Elections), Nonpartisan ballots (Closed Primary Elections), and Rotation.

**1** Select the **Edit Data** tab.

**2** Under the **Election** menu, select **Rules**.



## entering election data, *continued*

### setting election rules, *continued*

**3** (*General Elections only*) If your jurisdiction does not have Straight Party voting, uncheck the box next to **Straight party voting**.

**4** (*General Elections only*) If your jurisdiction does have Straight Party voting, but you would like to retain any unused Parties in the selector, you may uncheck the box next to **Remove unused parties from selector**.

The screenshot shows the VERITY system interface for configuring election rules. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is 'Sample County General Election (Data)' with ID '97543'. The 'Election' section is expanded, showing 'Basic Info' and 'Rules'. The 'Rules' section is titled 'Select the rules that are allowed for this election'. Three rules are listed: 'Straight party voting' (checked), 'Remove unused parties from selector' (checked), and 'Candidate rotation' (checked). The 'Candidate rotation' rule has a dropdown menu set to 'By Precinct-Split'. A callout box with a large '3' points to the 'Straight party voting' checkbox, and another callout box with a large '4' points to the 'Remove unused parties from selector' checkbox. A 'Save' button is located at the bottom right of the configuration area.

**entering election data**, *continued***setting election rules**, *continued*

**5** (Closed Primary Elections only) If your closed primary election will include non-partisan ballots, check the box next to Nonpartisan ballots.

**6** Check the box next to Candidate Rotation if your jurisdiction uses rotation. You can set rotation type By Precinct or By Precinct-Split.

**7** Click the Save button.

The screenshot shows the 'Edit Data' page in the VERITY system. The page title is 'Select the rules that are allowed for this election'. The page contains the following elements:

- 5**: A callout bubble pointing to the 'Nonpartisan ballots' checkbox, which is checked.
- 6**: A callout bubble pointing to the 'Candidate rotation' dropdown menu, which is set to 'By Precinct-Split'. The dropdown menu is open, showing the options 'By Precinct' and 'By Precinct-Split'.
- 7**: A callout bubble pointing to the 'Save' button at the bottom right of the form.

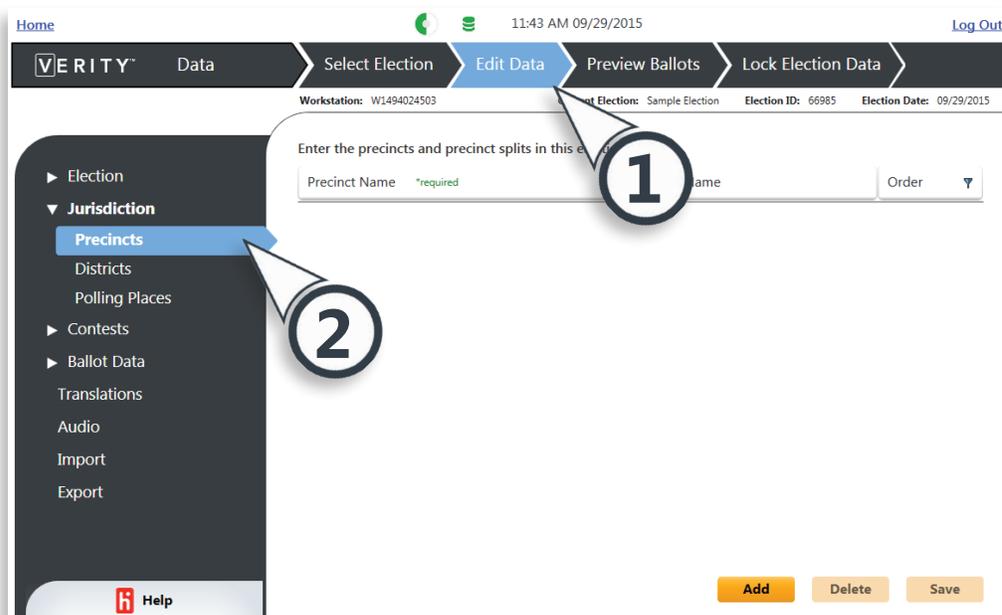
The page also includes a navigation bar with 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is identified as 'Sample County Closed Primary Election (Data)' with Election ID: 73877 and Election Date: 10/22/2015.

## entering jurisdiction data

Under the **Jurisdiction** menu, you can define precincts, districts, and polling places. You may also associate the precincts to districts and polling places.

### entering precinct information

- 1 Select the **Edit Data** tab.
- 2 Under the **Jurisdiction** menu, select **Precincts**.



## entering jurisdiction data, *continued*

### entering precinct information, *continued*

**3** To add a precinct, click the **Add** button on the bottom right of the screen.

**4** Enter the **Precinct Name (a)** and **Split Name (b)** for each precinct.

**NOTE:** you may also delete an existing precinct. Select the precinct you would like to delete (the selected item will be highlighted in blue), and then click the **Delete** button on the bottom right to delete that precinct.

The screenshot shows the 'Edit Data' screen in the VERITY system. The breadcrumb trail is: Home > Data > Select Election > Edit Data > Preview Ballots > Lock Election Data. The current election is 'Sample Election' with ID 6695, dated 09/29/2015. The main heading is 'Enter the precincts and precinct splits in this election'. Below this is a table with the following columns: Precinct Name (marked as \*required), Split Name, and Order. The table contains the following data:

Precinct Name	Split Name	Order
100		1
101	A	2
101	L	3
102		4
103		5
104		6
105		7
200		8
201		9
202	B	15

At the bottom right of the table are three buttons: **Add**, **Delete**, and **Save**. Callout boxes indicate: '4a' points to the Precinct Name field, '4b' points to the Split Name field, and '3' points to the Add button.

## entering jurisdiction data, *continued*

### entering precinct information, *continued*

**5** Edit the display order for your precincts, if desired. This setting will determine the order in which Precincts are displayed within the Verity System, and on reports produced by Verity.

**6** Click the **Save** button.

The screenshot shows the Verity system interface for entering precinct data. The breadcrumb trail is: Home > Data > Select Election > Edit Data > Preview Ballots > Lock Election Data. The current election is 'Sample Election' with ID '66985' and date '09/29/2015'. The form title is 'Enter the precincts and precinct splits in this election'. It features a table with the following columns: Precinct Name (marked as \*required), Split Name, and Order. The table contains the following data:

Precinct Name	Split Name	Order
100		1
101	A	2
101	L	3
102		4
103		5
104		6
105		7
200		8
201		9
202	B	15

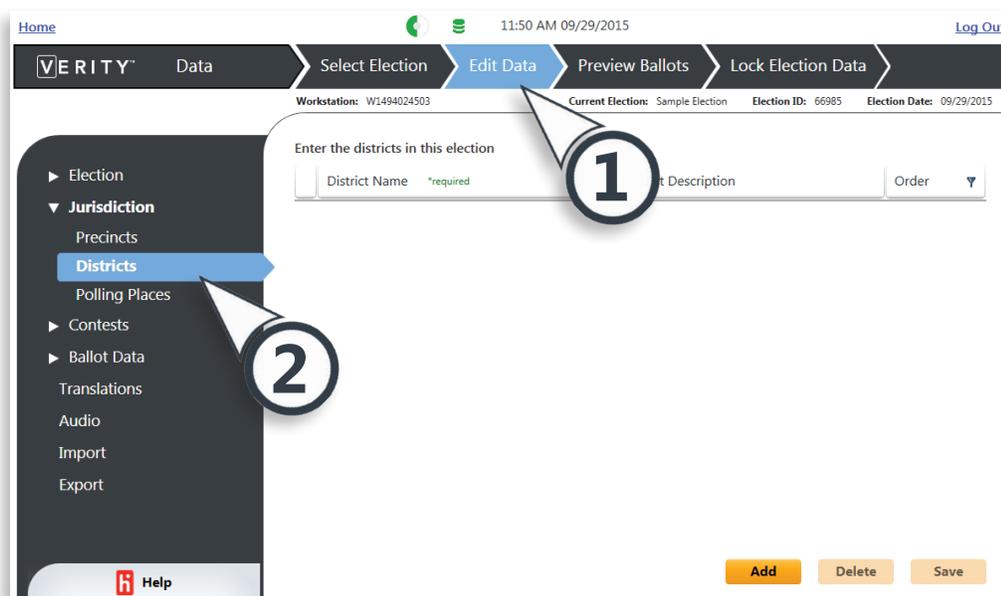
At the bottom of the form are three buttons: **Add**, **Delete**, and **Save**. A callout '5' points to the Order column for precinct 202, and a callout '6' points to the Save button.

## entering jurisdiction data, *continued*

### entering district information

A district is essentially a group of precincts; using districts can make the process of associating precincts with contests easier. If you wish to use districts in your election definition, you may define your districts in the Districts menu. Otherwise, you may skip to page 110, *Entering Polling Places*.

- 1 Select the **Edit Data** tab.
- 2 Under the **Jurisdiction** menu, select **Districts**.



## entering jurisdiction data, *continued*

### entering district information, *continued*

**3** To add a district, click the **Add** button on the bottom right of the screen.

**4** Enter the **District Name** for each district (a). You may also enter a **District Description** (b), if desired.

**NOTE:** you may also delete an existing district. Select the district you would like to delete (the selected item will be highlighted in blue), and then click the **Delete** button on the bottom right to delete that district.

The screenshot shows the VERITY system interface for entering election data. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', 'Lock Election Data', and 'Log Out'. The current election is 'Sample Election' with ID '66985' and date '09/29/2015'. The main form is titled 'Enter the districts in this election' and contains a table with the following data:

District Name	District Description	Order
Sample County	countywide district	1
District 22, U.S. House of Representatives		2
District 47, U.S. House of Representatives		3
District 4, State House of Representatives		4
City of Sampleton		5
Sampleton ISD		6
New River ISD		7
Emergency Services District 5		8
Emergency Services District 11		9
New River Municipal Services District		10

At the bottom of the form are three buttons: **Add**, **Delete**, and **Save**. Callout boxes are present: '3' points to the 'Add' button, '4a' points to the 'District Name' field, and '4b' points to the 'District Description' field.

## entering jurisdiction data, *continued*

### entering district information, *continued*

**5** Edit the display order for your district, if desired. This setting will determine the order in which Districts are displayed within the Verity System, and on reports produced by Verity.

**6** Click the **Save** button.

The screenshot shows the Verity system interface for editing election data. The main heading is "Enter the districts in this election". Below this, there is a table with three columns: "District Name" (marked as required), "District Description", and "Order". The table contains the following data:

District Name	District Description	Order
Sample County	countywide district	1
District 22, U.S. House of Representatives		2
District 47, U.S. House of Representatives		3
District 4, State House of Representatives		4
City of Sampleton		5
Sampleton ISD		6
New River ISD		7
Emergency Services District 5		8
Emergency Services District 11		9
New River Municipal Services District		10

At the bottom of the interface, there are three buttons: "Add", "Delete", and "Save".

## entering jurisdiction data, *continued*

### associating precincts with districts

If you are using districts in your election, you will need to associate your precincts with those districts.

**1** Select the **Edit Data** tab.

**2** Under the **Jurisdiction** menu, select **Districts**.

The screenshot shows the VERITY software interface. At the top, there is a navigation bar with tabs: Home, Data, Select Election, Edit Data (highlighted), Preview Ballots, and Lock Election Data. Below the navigation bar, the current election details are displayed: Workstation: W1494024503, Current Election: Sample Election, Election ID: 66985, and Election Date: 09/29/2015. The main content area is titled 'Enter the districts in this election'. It features a table with columns for District Name (marked as \*required), Description, and Order. The first row shows 'City of Sampleton' with an order of 1. Below this table, there is a section titled 'Select the precincts to include in this district:' with a table that has columns for Precinct Name and Split Name. The table lists precincts 100 through 200. A callout box with the number '1' points to the 'Edit Data' tab in the navigation bar. Another callout box with the number '2' points to the 'Districts' menu item in the left-hand navigation menu.

District Name	Description	Order
City of Sampleton		1

Precinct Name	Split Name
100	
101	A
101	L
102	
103	
104	
105	
200	

**entering jurisdiction data**, *continued***associating precincts with districts**, *continued*

**3** Click an existing district to associate precincts to that district. The selected district will be highlighted in blue, and a **Precincts** tab will appear below it.

**4** In the **Precincts** tab under the selected district, check the box next to a precinct to associate it with that district.

**NOTE:** *You may associate multiple precincts with each district.*

The screenshot shows the VERITY system interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data' (highlighted), 'Preview Ballots', and 'Lock Election Data'. The current election is 'Sample Election' with ID 66985, dated 09/29/2015. The 'Workstation' is W1494024503. The left sidebar shows a menu with 'Election', 'Jurisdiction' (expanded), 'Precincts', 'Districts' (highlighted), 'Polling Places', 'Contests', 'Ballot Data', 'Translations', 'Audio', 'Import', and 'Export'. The main content area is titled 'Enter the districts in this election' and shows a table with columns for 'District Name', 'District Description', and 'Order'. The 'City of Sampleton' district is selected and highlighted in blue. Below this, a 'Precincts' tab is active, showing a table with columns for 'Selected', 'Precinct Name', and 'Sp'. A callout '3' points to the 'Selected' column header, and a callout '4' points to the 'Import' button in the sidebar. The table lists precincts 100 through 200, with precincts 101 and 102 having 'A' and 'L' in the 'Sp' column respectively. At the bottom right, there are 'Add', 'Delete', and 'Save' buttons.

District Name	District Description	Order
City of Sampleton		1

Selected	Precinct Name	Sp
<input type="checkbox"/>	100	
<input type="checkbox"/>	101	A
<input type="checkbox"/>	101	L
<input type="checkbox"/>	102	
<input type="checkbox"/>	103	
<input type="checkbox"/>	104	
<input type="checkbox"/>	105	
<input type="checkbox"/>	200	

## entering jurisdiction data, *continued*

### associating precincts with districts, *continued*

**5** Click the **Save** button to close the Precincts tab and return to the list of districts.

**6** Repeat steps 3-5 for each district; when you have finished, click the **Save** button.

The screenshot shows the VERITY system interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data' (highlighted), 'Preview Ballots', and 'Lock Election Data'. The user is logged in at 11:51 AM on 09/29/2015. The current election is 'Sample Election' with ID 66985, dated 09/29/2015. The left sidebar shows a menu with 'Jurisdiction' expanded, including 'Precincts', 'Districts' (highlighted), 'Polling Places', 'Contests', 'Ballot Data', 'Translations', 'Audio', 'Import', and 'Export'. The main content area is titled 'Enter the districts in this election' and shows a table with columns for 'District Name', 'District Description', and 'Order'. The 'City of Sampleton' district is selected. Below this, a 'Precincts' section is active, showing a table with columns for 'Selected', 'Precinct Name', and 'Split Name'. The table lists precincts 100 through 200. A callout bubble with the number '5' points to the 'Save' button at the bottom right of the interface.

District Name	District Description	Order
City of Sampleton		1

Selected	Precinct Name	Split Name
<input type="checkbox"/>	100	
<input type="checkbox"/>	101	A
<input type="checkbox"/>	101	L
<input type="checkbox"/>	102	
<input type="checkbox"/>	103	
<input type="checkbox"/>	104	
<input type="checkbox"/>	105	
<input type="checkbox"/>	200	

Buttons: Add, Delete, Save

## entering jurisdiction data, *continued*

### entering polling place information

In the Polling Places menu, you will enter your Polling Place names, assign a voting type to each polling place, and set the display order for your polling places.

- 1 Select the **Edit Data** tab.
- 2 Under the **Jurisdiction** menu, select **Polling Places**.
- 3 Click **Add** to add a new polling place.

**NOTE:** you may also delete an existing polling place. Select the polling place you would like to delete (the selected item will be highlighted in blue), and then click the **Delete** button on the bottom right to delete that polling place.



## entering jurisdiction data, *continued*

### entering polling place information, *continued*

**4** Enter the **Polling Place** name for each polling place.

**5** Assign a voting type to each polling place.

**NOTE:** *if you have multiple voting types occurring at a single location, create separate polling places for each voting type. For example, "City Hall" could be assigned to the Election Day voting type, and "City Hall - EV" could be assigned to the Early Voting voting type.*

**6** You may enter notes for a polling place, if desired (e.g., floor or room number).

Home 12:23 PM 09/29/2015 Log Out

VERITY Data Select Election Edit Data Preview Ballots Lock Election Data

Workstation: W1494024503 Current Election: Sample Election Election ID: 66985 Election Date: 09/29/2015

Enter the polling places included in this election

Polling Place	Voting Type	Notes	Order
Sampleton High School	Absentee Voting	gymnasium	1
County Courthouse - EV	Early Voting	Room 111	2
Elections Office	Election Day Voting		3
Sampleton City Hall	Election Day Voting	2nd Floor, room	4
Grace Lutheran Church	Election Day Voting		5
Sampleton YMCA	Election Day Voting		6
County Tax Assessor's Office	Election Day Voting		7
Sampleton Public Library	Election Day Voting		8
First Methodist Church	Election Day Voting		9
Adams' Grocery Store	Election Day Voting		10
Hilldale Elementary School	Election Day Voting		11
County Courthouse - ED	Election Day Voting	Room 111	12

Add Delete Save

## entering jurisdiction data, *continued*

### entering polling place information, *continued*

**7** (*Closed Primary Elections only*) In the Party Name column, select the parties that will be participating at each polling place. You may select multiple parties for a single polling place.

Home 12:14 PM 10/21/2015 Log Out

VERITY Data Select Election Edit Data Preview Ballots Lock Election Data

Workstation: W1494024503 Current Election: Sample County Closed Primary Election (Data) Election ID: 73877 Election Date: 10/22/2015

Enter the polling places included in this election

Polling Place	Party Name	Voting Type	Notes	Order
Sampleton High School	Multiple Selected	Early Voting	gymnasium	1
County Courthouse - EV	Multiple Selected	Early Voting	Room 111	2
Elections Office	Republican Party	Absentee Voting		3
Sampleton City Hall	<input checked="" type="checkbox"/> Republican Party <input type="checkbox"/> Democratic Party	Election Day Voting	2nd Floor, room 205	4
Grace Lutheran Church	Not Selected	Election Day Voting		5
Sampleton YM	Not Selected	Election Day Voting		6
County Tax A	Not Selected	Election Day Voting		7
Sampleton Public	Not Selected	Election Day Voting		8
First Methodist Church	Not Selected	Election Day Voting		9
Adams' Grocery Store	Not Selected	Election Day Voting		10
Hilldale Elementary School	Not Selected	Election Day Voting		11
County Courthouse - ED	Not Selected	Election Day Voting	Room 111	12

Add Delete Save

Help

## entering jurisdiction data, *continued*

### entering polling place information, *continued*

**8** Edit the display order for your polling places, if desired. This setting will determine the order in which polling places are displayed within the Verity System, and on reports produced by Verity.

**9** Click the **Save** button.

Home 12:23 PM 09/29/2015 Log Out

VERITY Data Select Election Edit Data Preview Ballots Lock Election Data

Workstation: W1494024503 Current Election: Sample Election Election ID: 66985 Election Date: 09/29/2015

Enter the polling places included in this election

Polling Place	Voting Type	Notes	Order
Sampleton High School	Absentee Voting	gymnasium	1
County Courthouse - EV	Early Voting	Room 111	2
Elections Office	Election Day Voting		3
Sampleton City Hall	Election Day Voting	2nd Floor	4
Grace Lutheran Church	Election Day Voting		5
Sampleton YMCA	Election Day Voting		6
County Tax Assessor's Office	Election Day Voting		7
Sampleton Public Library	Election Day Voting		8
First Methodist Church	Election Day Voting		9
Adams' Grocery Store	Election Day Voting		10
Hilldale Elementary School	Election Day Voting		11
County Courthouse - ED	Election Day Voting	Room 111	12

Add Delete Save

## entering jurisdiction data, *continued*

### associating precincts to polling places

You will use the Polling Places menu to associate the precincts you have created with your polling places.

**1** Select the **Edit Data** tab.

**2** Under the **Jurisdiction** menu, select **Polling Places**.

The screenshot shows the VERITY system interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The 'Edit Data' tab is selected. Below the navigation bar, the current election information is displayed: 'Workstation: W1494024503', 'Current Election: Sample Election', 'Election ID: 66985', and 'Election Date: 09/29/2015'. The main content area is titled 'Enter the polling places included in this election'. It features a table with columns for 'Polling Place', 'Type', 'Notes', and 'Order'. The table contains 11 rows of data, including 'Sampleton High School', 'County Courthouse - EV', 'Elections Office', 'Sampleton City Hall', 'Grace Lutheran Church', 'Sampleton YMCA', 'Sampleton Tax Assessor's Office', 'Sampleton Public Library', 'First Methodist Church', 'Adams' Grocery Store', and 'Hilldale Elementary School'. A callout box with the number '1' points to the 'Edit Data' tab. Another callout box with the number '2' points to the 'Polling Places' menu item in the left sidebar. At the bottom right of the table, there are three buttons: 'Add', 'Delete', and 'Save'.

Polling Place	Type	Notes	Order
Sampleton High School	gymnasium		1
County Courthouse - EV	Early Voting	Room 111	2
Elections Office	Absentee Voting		3
Sampleton City Hall	Election Day Voting	2nd Floor, room 205	4
Grace Lutheran Church	Election Day Voting		5
Sampleton YMCA	Election Day Voting		6
Sampleton Tax Assessor's Office	Election Day Voting		7
Sampleton Public Library	Election Day Voting		8
First Methodist Church	Election Day Voting		9
Adams' Grocery Store	Election Day Voting		10
Hilldale Elementary School	Election Day Voting		11

## entering jurisdiction data, *continued*

### associating precincts to polling places, *continued*

**3** Click an existing polling place to associate precincts to that polling place. The selected polling place will be highlighted in blue, and a **Precincts Included** tab will appear below it.

**4** In the **Precincts Included** tab under the selected polling place, check the box next to a precinct to associate it with that polling place.

**NOTE:** *You may associate multiple precincts with each polling place.*

The screenshot shows the VERITY system interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is 'Sample Election' with ID '66985' and date '09/29/2015'. The main area is titled 'Enter the polling places included in this election' and contains a table with columns: Polling Place, Voting Type, Notes, and Order. The 'Sampleton City Hall' row is selected and highlighted in blue. Below this table, the 'Precincts Included' tab is active, showing a table with columns: Selected, Precinct Name, and Split Name. The 'Selected' column has checkboxes, and the 'Precinct Name' column lists precincts 100, 101 (A), 101 (L), 102, and 103. A mouse cursor is pointing to the checkbox for precinct 100, and another mouse cursor is pointing to the checkbox for precinct 102. At the bottom right, there are 'Add', 'Delete', and 'Save' buttons.

Polling Place	Voting Type	Notes	Order
Sampleton High School	Early Voting	gymnasium	1
County Courthouse - EV	Early Voting	Room 111	2
Elections Office	Absentee Voting		3
Sampleton City Hall	Election Day Voting	2nd Floor, room 205	4

Selected	Precinct Name	Split Name
<input checked="" type="checkbox"/>	100	
<input type="checkbox"/>	101	A
<input type="checkbox"/>	101	L
<input type="checkbox"/>	102	
<input type="checkbox"/>	103	

**entering jurisdiction data**, *continued***associating precincts to polling places**, *continued*

- 5 You may click the **Notes** tab to view or enter any notes for that polling place, if desired.
- 6 Click the **Save** button to close the Precincts tab and return to the list of polling places.
- 7 Repeat steps 3-6 for each polling place; when you have finished, click the **Save** button.

The screenshot shows the VERITY system interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is 'Sample Election' with ID 66965 and date 09/29/2015. The main content area is titled 'Enter the polling places included in this election' and contains a table with columns: Polling Place, Voting Type, Notes, and Order. The table lists four polling places: Sampleton High School, County Courthouse - EV, Elections Office, and Sampleton City Hall. The 'Sampleton City Hall' row is selected. Below the table, there are tabs for 'Precincts Included' and 'Notes'. The 'Notes' tab is active, showing a text area with the text '2nd Floor, room 205'. A callout box with the number 5 points to the 'Notes' tab. Another callout box with the number 6 points to the 'Save' button at the bottom right of the interface.

Polling Place	Voting Type	Notes	Order
Sampleton High School	Early Voting	gymnasium	1
County Courthouse - EV	Early Voting	Room 111	2
Elections Office	Absentee Voting		3
Sampleton City Hall	Election Day Voting	2nd Floor, room 205	4

Precincts Included | Notes

Add notes about Sampleton High School

2nd Floor, room 205

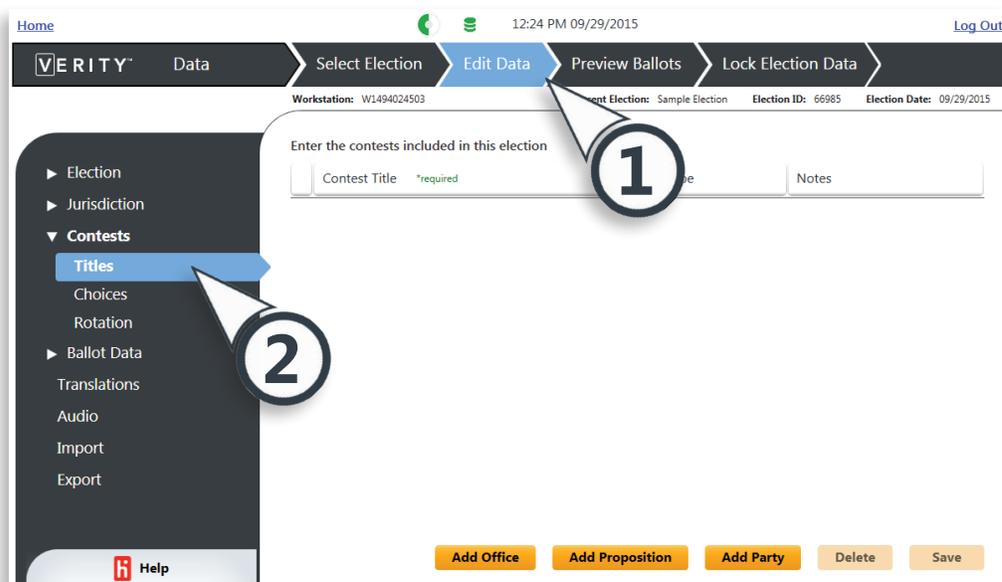
Add Delete Save

# entering contest data

## entering contests (contest titles)

In the **Titles** menu, you can enter contests for your election, including offices, propositions, and/or party selection (i.e. Straight Party) contests.

- 1 Select the **Edit Data** tab.
- 2 Under the **Contests** menu, select **Titles**.



## entering contest data, *continued*

### entering contests (contest titles), *continued*

- 3** Add a contest. There are three types of contests:
- Click the **Add Office** button to add a contest for an Office.
  - Click the **Add Proposition** button to add a Proposition contest.
  - Click the **Add Party** button to add a party selection contest (i.e. for Straight Party voting). Only one Party Selector contest may be added for a given election, and Party Selector contests are not allowed in Closed Primary Elections.

The screenshot shows the VERITY system interface. The top navigation bar includes 'Home', 'Log Out', and a breadcrumb trail: 'Data' > 'Select Election' > 'Edit Data' > 'Preview Ballots' > 'Lock Election Data'. Below the navigation, the current election details are displayed: 'Workstation: WJ494024553', 'Current Election: Sample Election', 'Election ID: 66985', and 'Election Date: 09/29/2015'. The main content area is titled 'Enter the contests included in this election' and contains a form with three input fields: 'Contest Title \*required', 'Type', and 'Notes'. At the bottom of the form, there are five buttons: 'Add Office', 'Add Proposition', 'Add Party', 'Delete', and 'Save'. A callout box with the number '3' points to the 'Add Office', 'Add Proposition', and 'Add Party' buttons, which are circled in red.

## entering contest data, *continued*

### entering contests (contest titles), *continued*

**4** Enter the **Contest Title** for each contest in the left-hand column. The contest type you chose in step 3 is shown in the second column.

The screenshot shows the 'Edit Data' step of the VERITY system. The main area is titled 'Enter the contests included in this election'. It features a table with the following columns: Contest Title, Type, Party Name, and Notes. The table contains three rows of data:

Contest Title	Type	Party Name	Notes
President of the United States	Office	Republican Party	
President of the United States	Office	Democratic Party	
Proposition 1	Proposition	Nonpartisan	

At the bottom of the table are five buttons: 'Add Office', 'Add Proposition', 'Add Party Selector', 'Delete', and 'Save'. A 'Help' icon is located in the bottom left corner of the main area.

**5** (*Primary Elections only*) Under the Party Name column, associate the contest with a party by choosing the party name from the drop-down menu.

**6** Enter Notes for each contest in the right-hand column, if desired.

**7** Click the **Save** button.

## entering contest data, *continued*

### entering contests (contest titles), *continued*

**8** Click a contest. The selected contest will be highlighted in blue, and a series of tabs will appear below it.

The screenshot shows the VERITY system interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The 'Edit Data' tab is active. The main content area shows a table of contests with columns for 'Contest Title', 'Type', and 'Notes'. The contest 'U.S. Representative, District 47' is selected and highlighted in blue. Below the table, the 'Contest Details' tab is active, showing instructions for the contest: 'Vote for One'. The 'Ballot Position' section has three radio buttons: 'No force' (selected), 'Force to Next Column', and 'Force to Next Page'. The 'Contest Details' section has several fields: 'Number of Choices' (1), 'Number of Write-in Options' (0), 'Voting Logic' (Normal), 'Include In Straight Party' (checked), and 'Include In Rotation' (checked). A mouse cursor points to the 'Instructions for this contest' text area, which is circled with a blue '9'. Another mouse cursor points to the 'Contest Details' tab, which is circled with a blue '8'. The bottom bar has buttons for 'Add Office', 'Add Proposition', 'Add Party Selector', 'Delete', and 'Save'.

**9** Under the **Contest Details** tab, enter the instructions for that contest (for example, 'Vote for One').

## entering contest data, *continued*

### entering contests (contest titles), *continued*

## 10 Make additional contest settings in the Contest Details tab:

- A) Edit the Ballot Position:** Select whether the contest shall be forced to the next column of the ballot, or to the next page. For additional tips on ballot layout, see page 194.
- B) Set the Number of Valid Choices:** This number represents the number of valid choices a voter may make for that contest. In a 'Vote for One' contest, the number should be 1.
- C) Set the Number of Write-in Options (*Office contests only*):** This number represents the number of write-in lines that will appear on the ballot for that contest.

The screenshot shows the VERITY system interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is 'Sample County General Election (Data)' with ID 97543. The main content area is titled 'U.S. Representative, District 47' and is in the 'Office' type. The 'Contest Details' tab is active, showing the following settings:

- Instructions for this contest:** Vote for One
- Ballot Position:**
  - No force
  - Force to Next Column
  - Force to Next Page (Callout 10a)
- Contest Logic:**
  - Number of Valid Choices: 1 (Callout 10b)
  - Number of Write-in Options: 0 (Callout 10c)
  - Voting Logic: Normal
  - Include In Straight Party:
  - Include In Rotation:

At the bottom, there are buttons for 'Add Office', 'Add Proposition', 'Add Party Selector', 'Delete', and 'Save'.

## entering contest data, *continued*

### entering contests (contest titles), *continued*

The screenshot displays the VERITY system's 'Edit Data' interface. At the top, there are navigation tabs: 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. Below this, a table lists contests, with 'U.S. Representative, District 47' selected. A detailed modal window for this contest is open, showing various configuration options. The 'Contest Logic' section includes a spinner for 'Number of Valid Choices' (set to 1), a spinner for 'Number of Write-in Options' (set to 0), and a dropdown for 'Voting Logic' (set to Normal). The 'Ballot Position' section has radio buttons for 'No force', 'Force to Next Column', and 'Force to Next Page'. The 'Include In Straight Party' and 'Include In Rotation' checkboxes are checked. At the bottom of the modal are buttons for 'Add Office', 'Add Proposition', 'Add Party Selector', and 'Save'. Three callout boxes with circular labels '10d', '10e', and '10f' point to the 'Number of Valid Choices' spinner, the 'Include In Straight Party' checkbox, and the 'Save' button, respectively.

#### **D)** Set the Voting Logic (*Office contests only*).

Available options are: **Normal**, **Cumulative**, and **Ranked Choice**.

- If using **Cumulative** voting, the **Number of Valid Choices** must be greater than 2.
- If using **Ranked Choice** voting, there will not be an option to set the number of valid choices.

**E)** Set whether the contest shall be included in a **Straight Party** selection. (*Office contests only; not available if using Cumulative/Ranked Choice voting.*)

**F)** Set whether the contest shall be included in **Rotation** [*Office contests only; not available if using Cumulative/Ranked Choice voting, or if Rotation was not enabled under Election Rules (page 98).*]

## entering contest data, *continued*

### entering contests (contest titles), *continued*

**11** If you are editing a Proposition contest, the **Proposition Text** tab will be available. Under this tab, enter the text of the proposition. You may use the text formatting buttons (bold, italics, underline, strike-through, etc.), if desired.

The screenshot displays the VERITY system interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is 'Sample County General Election (Data)' with ID '97545'. The left sidebar shows a navigation menu with 'Contests' expanded to 'Titles'. The main content area shows a table of contests, with 'Proposition 1' selected. Below the table, the 'Proposition Text' tab is active, showing a text editor with a toolbar containing '10.2', 'B', 'I', 'U', 'S', and 'ab>'. The text in the editor reads: 'Authorizes \$7.545 billion in general obligatio' followed by a large '11' in a circle, and 'ate water supply infrastructure projects.'

## entering contest data, *continued*

### entering contests (contest titles), *continued*

**12** Under the **Contest Image** tab, you may upload an image. You may upload a separate contest image for each Language and/or format (Paper or Electronic). Select the ballot type/language on the left, click the folder icon to browse to the image you wish to upload, then click **Add**.

The screenshot displays the VERITY system interface. At the top, there is a navigation bar with 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The 'Edit Data' tab is active. Below the navigation bar, there is a header section with 'Workstation: WJ454024503', 'Current Election: Sample Election', 'Election ID: 66985', and 'Election Date: 09/29/2015'. The main content area is titled 'Enter the contests included in this election' and contains a table with columns for 'Contest Title', 'Type', and 'Notes'. The table lists three contests: 'Straight Party', 'U.S. Representative, District 22', and 'U.S. Representative, District 47'. A callout box with the number '12' points to the 'Contest Image' tab in the table. Below the table, there is a detailed view of the 'Contest Image' tab. This view has two sections: 'Select a ballot type' and 'Browse to load your image'. Under 'Select a ballot type', there are two expandable sections: 'Paper' and 'Electronic'. Each section lists 'English' and 'Spanish'. Under 'Browse to load your image', there is a large empty box with a folder icon in the top right corner. At the bottom of this section, there are 'Remove' and 'Add' buttons.

## entering contest data, *continued*

### entering contests (contest titles), *continued*

**13** Under the **Precincts Included** tab, you may associate precincts to the contest. Check the box next to a precinct to associate the precinct with that contest. If you have defined districts, and associated your precincts with those districts, you may skip this step and assign your *districts* to each contest (see the following page).

**NOTE:** You may associate multiple precincts with each contest.

The screenshot shows the VERITY system interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is 'Sample Election' with ID 65985, dated 09/29/2015. The left sidebar shows a navigation menu with 'Election', 'Jurisdiction', 'Precincts', 'Districts', 'Polling Places', and 'Contests'. The 'Contests' section is expanded, and the 'Titles' sub-section is selected. The main content area shows a form for entering contests, with the 'Precincts Included' tab active. A callout box highlights the 'Selected' column of the precinct list, with a circled '13' indicating the step number.

Selected	Precinct Name	Split Name
<input checked="" type="checkbox"/>	100	
<input type="checkbox"/>	101	A
<input type="checkbox"/>	101	L
<input type="checkbox"/>	102	
<input type="checkbox"/>	103	
	...	

## entering contest data, *continued*

### entering contests (contest titles), *continued*

**14** Under the **Districts Included** tab, you may associate the appropriate districts to the contest. Check the box next to a district to associate the district with that contest.

**NOTE:** You may associate multiple districts and precincts with each contest.

The screenshot shows the VERITY system interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is 'Sample Election' with ID 66985, dated 09/29/2015. The left sidebar shows a navigation menu with 'Election', 'Jurisdiction', 'Precincts', 'Districts', 'Polling Places', and 'Contests'. The 'Contests' section is expanded, showing 'Titles' and 'Enter the contests included in this election'. The 'Districts Included' tab is active, displaying a table with columns for 'Selected', 'District Name', and 'District Description'. The table lists several districts, with 'District 47, U.S. House of Representative' selected. At the bottom, there are buttons for 'Add Office', 'Add Proposition', 'Add Party', 'Delete', and 'Save'. Callout boxes labeled '14' and '15' highlight the 'Selected' column and the 'Save' button, respectively.

Selected	District Name	District Description
<input type="checkbox"/>	Sample County	countywide district
<input type="checkbox"/>	District 22, U.S. House of Representative	
<input checked="" type="checkbox"/>	District 47, U.S. House of Representative	
<input type="checkbox"/>	District 4, State House of Representative	
<input type="checkbox"/>	Emergency Services District 5	

**15** Click the **Save** button to save your progress and return to the list of contests.

## entering contest data, *continued*

### entering contest choices

In the Choices menu, you will enter the choices (options) that voters will see for each contest that you created. You will enter choices for Party Selector, Office, and Proposition contests.

**1** Select the **Edit Data** tab.

**2** Under the **Contests** menu, select **Choices**.

The screenshot displays the VERITY system interface. At the top, there is a navigation bar with tabs: Home, Data, Select Election, Edit Data (highlighted), Preview Ballots, and Lock Election Data. Below the navigation bar, the current election details are shown: Workstation: W1494024503, Current Election: Sample Election, Election ID: 66985, and Election Date: 09/29/2015. On the left, a sidebar menu is visible with categories: Election, Jurisdiction (Precincts, Districts, Polling Places), Contests (Titles, Choices (highlighted)), Ballot Data, Translations, Audio, Import, and Export. The main content area shows a list of contests with a '1' callout pointing to the 'Edit Data' tab. The 'Edit' form on the right has a '2' callout pointing to the 'Choices' menu item. The form includes fields for Choice Name, Ballot Order, and Party Affiliation, and buttons for Add Choice, Delete Choice, and Save.

## entering contest data, *continued*

### entering contest choices, *continued*

The choices menu consists of two panes:

**A)** You will add new choices or select existing choices to edit in the left-hand pane.

**B)** You will enter or edit choice data for the choice you have selected in the **Edit** pane on the right-hand side of the screen.

The screenshot displays the VERITY system interface during the 'Edit Data' step. The breadcrumb navigation shows: home > VERITY > Data > Select Election > Edit Data > Preview Ballots > Lock Election Data. The current election is 'Sample Election' with ID 66985 and date 09/29/2015. The interface is split into two panes:

- Left Pane (A):** Titled 'Election Basic Info', it contains instructions: 'To enter contest choices, 1. Select a contest below 2. Then edit your choices in the right-hand column'. It lists contest categories: 'Straight Party' (Republican, Democratic, Libertarian, Green) and 'U.S. Representative, District 22' (John Quincy Adams). The 'Abraham Lincoln' choice is selected and highlighted with a blue arrow. At the bottom are 'Add Choice' and 'Delete Choice' buttons.
- Right Pane (B):** Titled 'Edit Abraham Lincoln', it has tabs for 'Details' and 'Additional Text'. It contains form fields for 'Choice Name' (Abraham Lincoln), 'Ballot Order' (2), and 'Party Affiliation' (a dropdown menu with options: Republican Party, Democratic Party, Libertarian Party, Green Party). A 'Save' button is at the bottom right.

Callout boxes with letters 'A' and 'B' point to the left and right panes respectively.

## entering contest data, *continued*

### entering contest choices, *continued*

**3** Enter choice data for Straight Party/Party Selector contests. If you do not have any Straight Party/Party Selector contests, skip to step 4.

**A)** A list of contests appears in the left-hand pane. To add a Straight Party choice, click the Straight Party contest and then click **Add Choice**, or select an existing choice to edit that choice.

**B)** In the **Edit** pane, set the **Ballot Order** for the choice. This is the order the choice will appear on the ballot.

The screenshot displays the VERITY Data application interface during the 'Edit Data' step. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is identified as 'Sample Election' with ID '60985' and date '09/29/2013'. The interface is split into two main sections:

- Left Pane (To enter contest choices):** Contains instructions: 'To enter contest choices, 1. Select a contest below 2. Then edit your choices in the right-hand column'. Under the 'Straight Party' section, there are two main categories: 'Republican Party' and 'Democratic Party'. Below these, a list of contests is shown: 'U.S. Representative, District 22', 'U.S. Representative, District 47', 'State Representative, District 4', 'State Representative, District 12', and 'Mayor, City of Sampleton'. At the bottom of this pane are 'Add Choice' and 'Delete Choice' buttons.
- Right Pane (Edit):** Shows the 'Details' for a selected choice. It includes a 'Ballot Order' dropdown menu set to '3' and a 'Party Affiliation' dropdown menu with options: 'Republican Party', 'Democratic Party', 'Libertarian Party', and 'Green Party'. A 'Save' button is located at the bottom right of the interface.

## entering contest data, *continued*

### entering contest choices, *continued*

- C) From the drop-down menu, choose a **Party Affiliation** to add to the contest.
- D) Click **Save** on the bottom right.
- E) Click **Add Choice** on the bottom left to add another choice to the contest.

The screenshot shows the VERITY system interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is 'Sample Election' with ID 60985, dated 09/29/2013. The main content area is titled 'Edit' and contains two panels:

- To enter contest choices:** This panel provides instructions: '1. Select a contest below' and '2. Then edit your choices in the right-hand column'. It lists several contests under the 'Straight Party' category, including 'U.S. Representative, District 22', 'U.S. Representative, District 47', 'State Representative, District 4', 'State Representative, District 12', and 'Mayor, City of Sampleton'. The 'Libertarian Party' is highlighted with a blue arrow. At the bottom of this panel are 'Add Choice' and 'Delete Choice' buttons. Callout 3e points to the 'Add Choice' button.
- Edit:** This panel shows details for the selected contest. It includes a 'Ballot Order' dropdown set to '3' and a 'Party Affiliation' dropdown menu. The dropdown menu is open, showing options: 'Republican Party', 'Democratic Party', 'Libertarian Party', and 'Green Party'. The 'Libertarian Party' is selected. Callout 3c points to the 'Libertarian Party' option in the dropdown. At the bottom right of this panel is a 'Save' button. Callout 3d points to the 'Save' button.

## entering contest data, *continued*

### entering contest choices, *continued*

**4** Enter choice data for **Office** contests. If you do not have any Office contests, skip to step 5.

**A)** A list of contests appears in the left-hand pane. To add an Office choice, click the Office contest and then click **Add Choice**, or select an existing choice to edit that choice.

**B)** In the **Edit** pane, enter the **Choice Name** under the **Details** tab.

The screenshot displays the VERITY system interface for entering contest data. The top navigation bar includes 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is identified as 'Sample Election' with ID '66985' and date '09/29/2015'. The workstation is 'W1494024503'.

The main content area is divided into two panes:

- Left Pane (Contests):** Titled 'Election Basic Info', it provides instructions: 'To enter contest choices, 1. Select a contest below 2. Then edit your choices in the right-hand column'. It lists contest categories:
  - Straight Party:** Republican Party, Democratic Party, Libertarian Party, Green Party.
  - U.S. Representative, District 22:** John Quincy Adams.
 The 'Abraham Lincoln' choice is highlighted in blue. Below the list are 'Add Choice' and 'Delete Choice' buttons. A callout bubble labeled '4a' points to the 'Abraham Lincoln' choice.
- Right Pane (Edit Abraham Lincoln):** Titled 'Edit Abraham Lincoln', it has two tabs: 'Details' and 'Additional Text'. Under the 'Details' tab, there are fields for:
  - Choice Name:** A text input field containing 'Abraham Lincoln'. A callout bubble labeled '4b' points to this field.
  - Ballot Order:** A dropdown menu set to '2'.
  - Party Affiliation:** A dropdown menu with options: Republican Party, Democratic Party, Libertarian Party, and Green Party.
 A 'Save' button is located at the bottom right of the right pane.

## entering contest data, *continued*

### entering contest choices, *continued*

**C)** Set the **Ballot Order** for the choice. This is the order the choice will appear on the ballot. If you are using Rotation, this is the base order.

**D)** If applicable, set the **Party Affiliation** for the choice. Note: for non-partisan contests/candidates, you will not select a party.

The screenshot displays the VERITY system interface for editing contest data. The top navigation bar includes 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is 'Sample Election' with ID 66985 and date 09/29/2015. The main content area is split into two panels. The left panel, 'Election Basic Info', shows a list of contests. Under 'U.S. Representative, District 22', the choice 'Abraham Lincoln' is selected. The right panel, 'Edit Abraham Lincoln', shows the details for the selected choice. The 'Details' tab is active, showing the 'Choice Name' field with 'Abraham Lincoln' entered, the 'Ballot Order' dropdown set to '2', and the 'Party Affiliation' dropdown menu open, showing a list of parties: Republican Party, Democratic Party, Libertarian Party, and Green Party. Callout bubbles labeled '4c' and '4d' point to the 'Choice Name' field and the 'Party Affiliation' dropdown, respectively. A 'Save' button is located at the bottom right of the right panel.

## entering contest data, *continued*

### entering contest choices, *continued*

- E)** Click the **Additional Text** tab to add additional lines of text associated with the choice (occupation, etc.)
- F)** Click **Save** on the bottom right.
- G)** Click **Add Choice** on the bottom left to add another choice to the contest.

Home 02:12 PM 10/15/2015 Log Out

VERITY Data Select Election Edit Data Preview Ballots Lock Election Data

Workstation: W1494024503 Current Election: Sample Election Election ID: 66985 Election Date: 09/29/2015

To enter contest choices, 1. Select a contest below 2. Then edit your choices in the right-hand column Edit Johannes Brahms

**To enter contest choices,**  
1. Select a contest below  
2. Then edit your choices in the right-hand column

- ▶ Straight Party
- ▶ U.S. Representative, District 22
- ▶ U.S. Representative, District 47
- ▶ State Representative, District 4
- ▶ State Representative, District 12
- ▼ **Mayor, City of Sampleton**
  - Johannes Brahms
  - Sofia Gubaidulina
  - Jean-Baptiste Lully
  - Igor Stravinsky

**Add Choice** **Delete Choice**

**Edit Johannes Brahms**

Details **Additional Text**

Text \*required Order

composer 1

**Add** **Delete**

**Save**

**4e**

**4g**

**4f**

## entering contest data, *continued*

### entering contest choices, *continued*

**5** Enter choice data for **Proposition** contests. If you do not have any Proposition contests, skip to step 6.

**A)** A list of contests appears in the left-hand pane. To add a Proposition choice, click the black arrow next to the Proposition contest and then click **Add Choice**, or select an existing choice to edit that choice.

**B)** In the **Edit** pane, enter the **Choice Name** under the **Details** tab. For Proposition Contests, choices are typically YES, NO, FOR, or AGAINST.

The screenshot displays the VERITY system's 'Edit Data' interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is identified as 'Sample Election' with ID 66985 and date 06/29/2013. The left-hand pane shows a tree view of election components, with 'Proposition 2' expanded to show 'FOR' and 'AGAINST' choices. A blue arrow points to the 'AGAINST' choice, and a callout bubble labeled '5a' is positioned next to it. Below this list are 'Add Choice' and 'Delete Choice' buttons. The right-hand pane, titled 'Edit AGAINST', shows the 'Details' tab with a 'Choice Name' field containing 'AGAINST' and a 'Ballot Order' dropdown set to '2'. A callout bubble labeled '5b' points to the 'Choice Name' field. A 'Save' button is located at the bottom right of the right-hand pane.

## entering contest data, *continued*

### entering contest choices, *continued*

- C)** Set the **Ballot Order** for the choice. This is the order the choice will appear on the ballot.
- D)** If applicable, set the **Party Affiliation** for the contest (*Primary Elections only*).
- E)** Click **Save** on the bottom right.
- F)** Click **Add Choice** on the bottom left to add another choice to the contest.

## 6 Click the **Save** button.

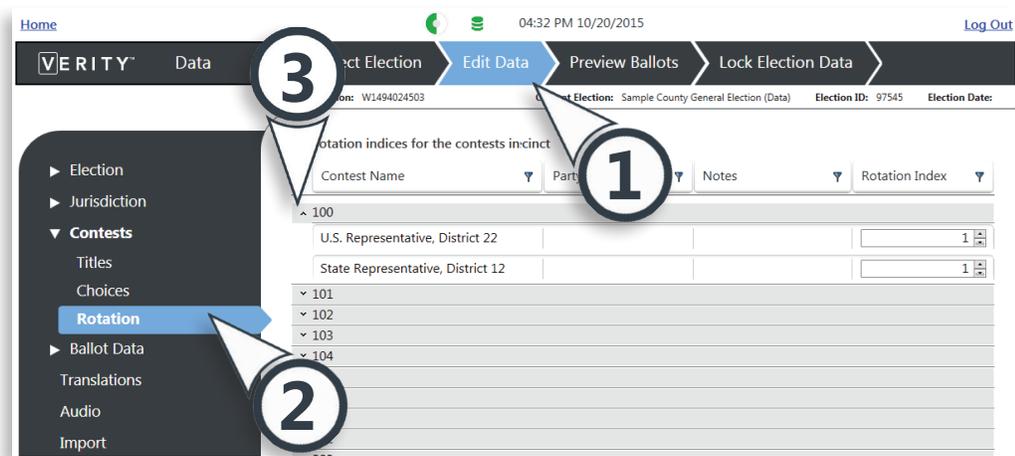
The screenshot shows the VERITY system interface. At the top, there is a navigation bar with 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. Below this, there is a 'Workstation' section with 'W1494024553' and 'Current Election: Sample Election', 'Election ID: 66985', and 'Election Date: 09/29/2013'. The main content area is titled 'Election' and contains a 'Basic Info' section with instructions: 'To enter contest choices, 1. Select a contest below 2. Then edit your choices in the right-hand column'. Below the instructions is a list of contests: 'Straight Party', 'U.S. Representative, District 22', 'U.S. Representative, District 47', 'State Representative, District 4', 'Proposition 1', and 'Proposition 2'. Under 'Proposition 2', there are two options: 'FOR' and 'AGAINST'. The 'AGAINST' option is highlighted with a blue arrow. At the bottom left of the main content area are two buttons: 'Add Choice' and 'Delete Choice'. To the right of the main content area is a 'Details' panel titled 'Edit AGAINST'. It contains a 'Choice Name' field with 'AGAINST' and a 'Ballot Order' field with '2'. A callout '5c' points to the 'Ballot Order' field. At the bottom right of the 'Details' panel is a 'Save' button. A callout '5e' points to the 'Save' button. A callout '5f' points to the 'Add Choice' button.

## entering contest data, *continued*

### setting ballot rotation

Ballot Rotation is used in some jurisdictions to vary the order of choices within contests on the ballot, often by precinct. In the Rotation menu, you will set rotation indices for each contest being rotated. Rotation indices will be set for each Precinct, or each Precinct-Split, depending on the settings you chose under Election Rules (page 98).

- 1 Select the **Edit Data** tab.
- 2 Under the **Contests** menu, select **Rotation**.
- 3 Click the small arrow next to a Precinct (or Precinct-Split) to expand and view the rotation indices.



## entering contest data, *continued*

### setting ballot rotation, *continued*

- 4 Set the rotation index for each contest, following your local jurisdiction rules.

**! IMPORTANT:** Clicking the **Generate Indices** button allows Data to calculate the rotation indices serially for the instance of a rotating contest in each precinct; **this will overwrite any indices you have entered manually.** Note that many jurisdictions have their own specific rotation guidelines, and that the serial generation provided by the **Generate Indices** button may not be correct for your jurisdiction.

Home 04:32 PM 10/20/2015 Log Out

VERITY Data Select Election Edit Data Preview Ballots Lock Election Data

Workstation: W2494024503 Current Election: Sample County General Election (Data) Election ID: 97545 Election Date:

Set rotation indices for the contests in/cinct

Contest Name	Party	Notes	Rotation Index
U.S. Representative, District 22			2
State Representative, District 12			5
101			
102			
102			
103			
104			
105			
200			
300			
301			

Generate Indices Save

- 5 When you have finished making settings for each precinct/precinct-split, click the **Save** button.

## entering ballot data

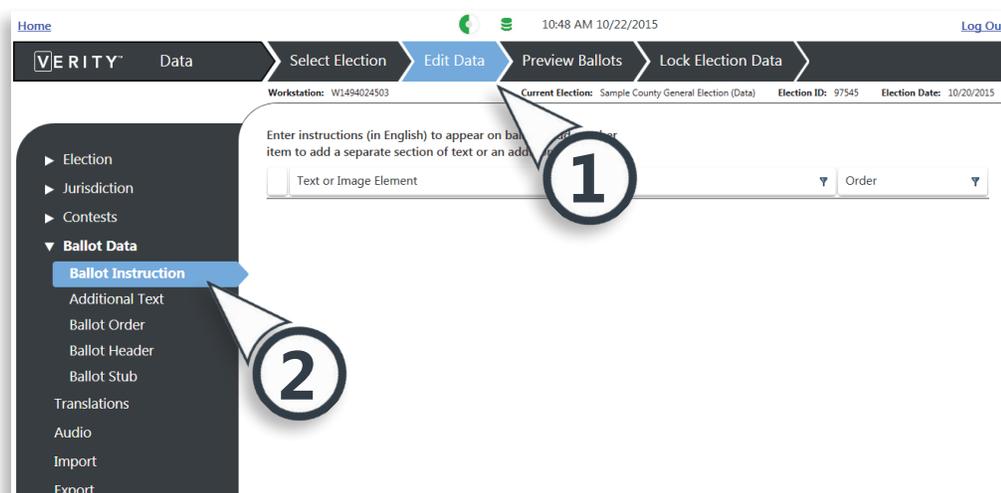
In addition to contests, you will also need to enter data for other elements on the ballot. This may include ballot instructions, additional text, the ballot header, and/or the ballot stub. You will also need set the order for all ballot elements, including contests.

### entering paper ballot instructions

The Ballot Instruction menu allows you to enter ballot instruction text and images for paper ballots.

**1** Select the **Edit Data** tab.

**2** Under the **Ballot Data** menu, select **Ballot Instruction**.

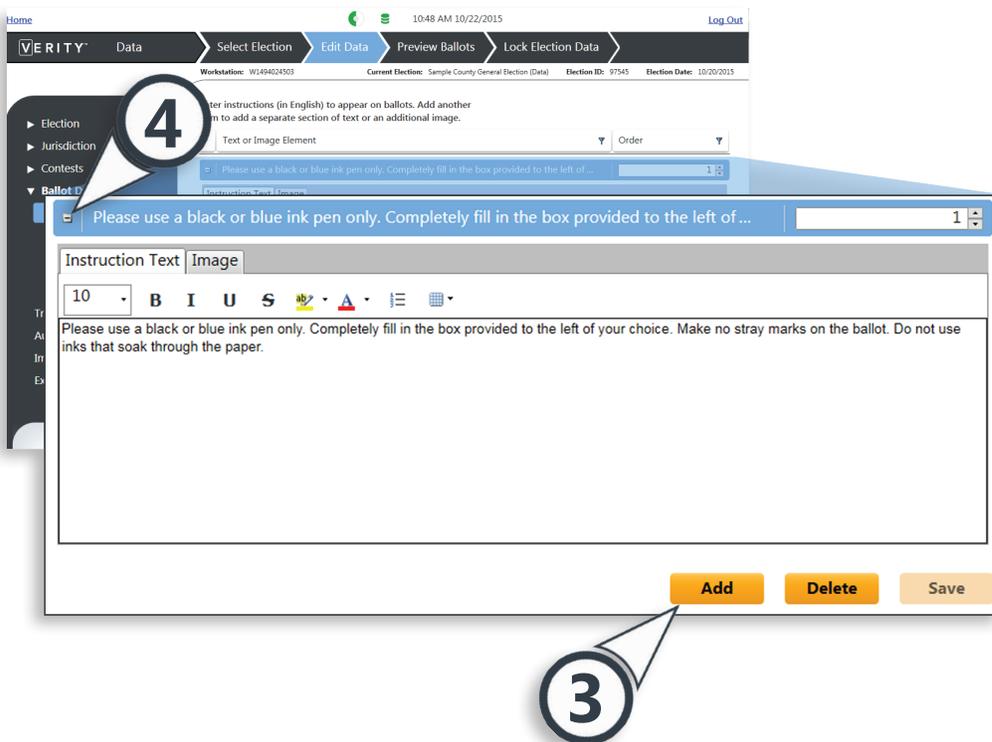


## entering ballot data, *continued*

### entering paper ballot instructions, *continued*

**3** Click **Add** to add a ballot instruction.

**4** Click the **+** to expand the ballot instruction and enter your instruction text. You may change the font size, and use the rich text formatting options for bold, italic, underline, and strike-through text. You may also change the text highlight color and text color, as well as add numbered lists and tables.



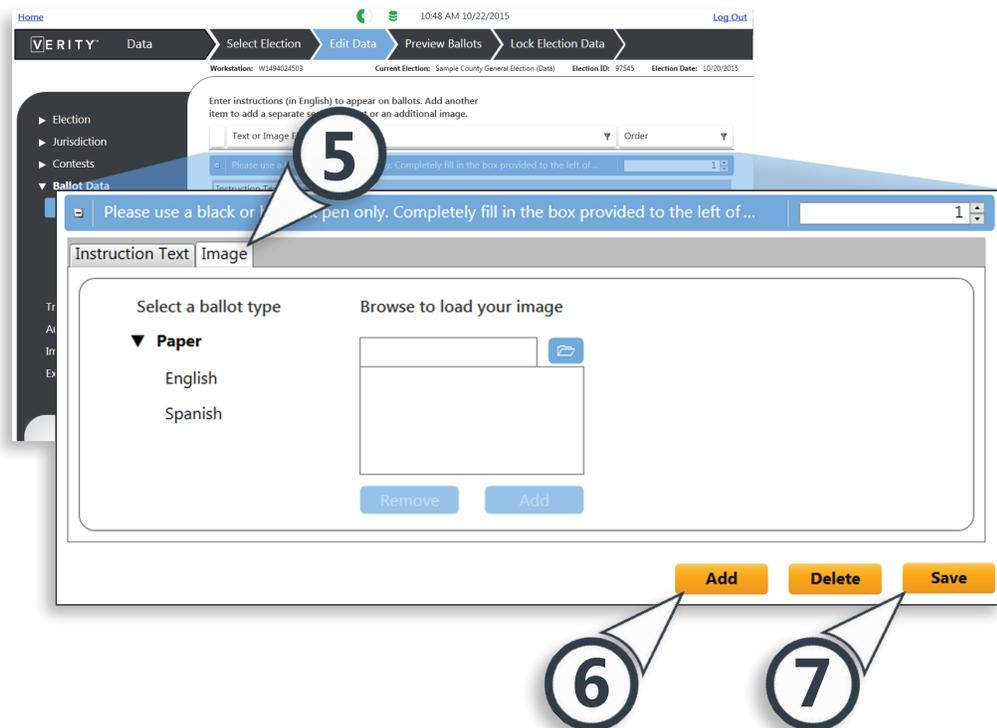
## entering ballot data, *continued*

### entering paper ballot instructions, *continued*

**5** Click the **Image** tab to upload an image to a ballot instruction. Select the ballot type on the left, click the folder icon to browse to the image you wish to upload, then click **Add**.

**6** To add additional instruction elements or images, click the **Add** button.

**7** Click the **Save** button.

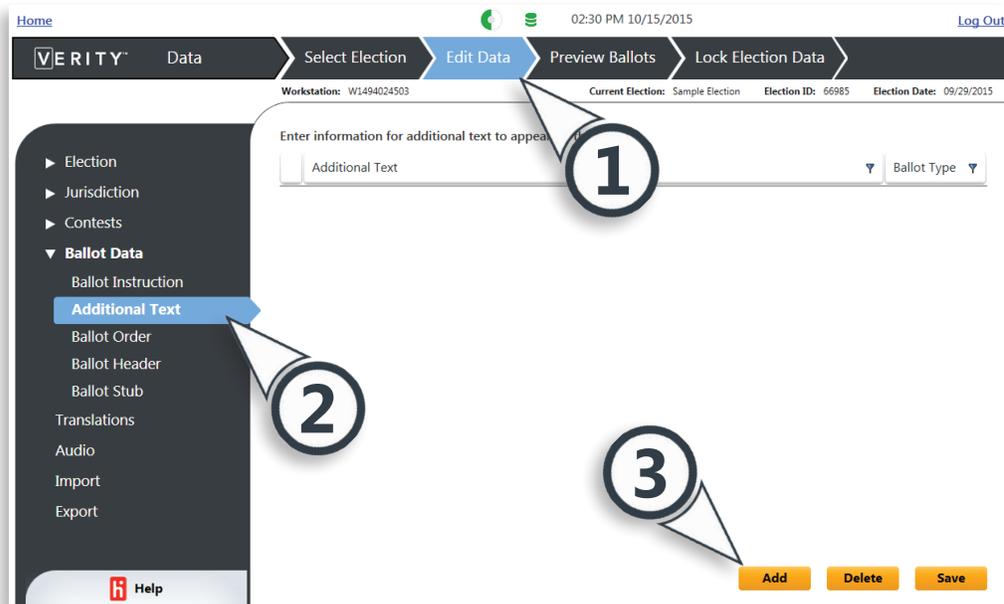


## entering ballot data, *continued*

### entering additional text

Using the Additional Text menu, you can add additional text elements to the ballot (such as sub-headers).

- 1 Select the **Edit Data** tab.
- 2 Under the **Ballot Data** menu, select **Additional Text**.
- 3 Click **Add** to add an additional text element.



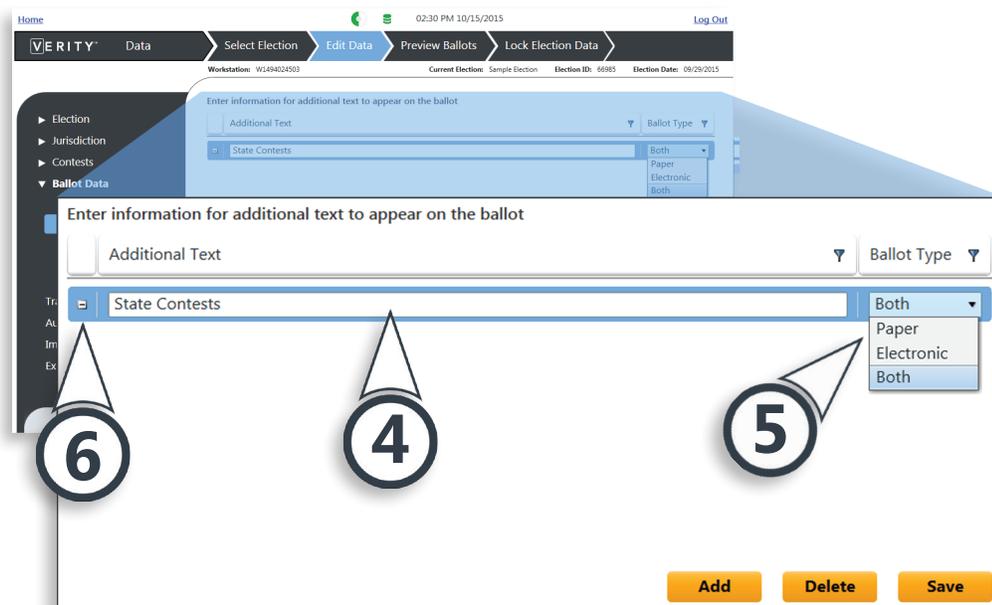
## entering ballot data, *continued*

### entering additional text, *continued*

**4** Under the **Additional Text** column, type the text you would like to appear.

**5** Under the **Ballot Type** column, choose whether the additional text should appear on paper ballots, electronic ballots, or both.

**6** Click the **+** to expand the additional text element window and make additional settings.

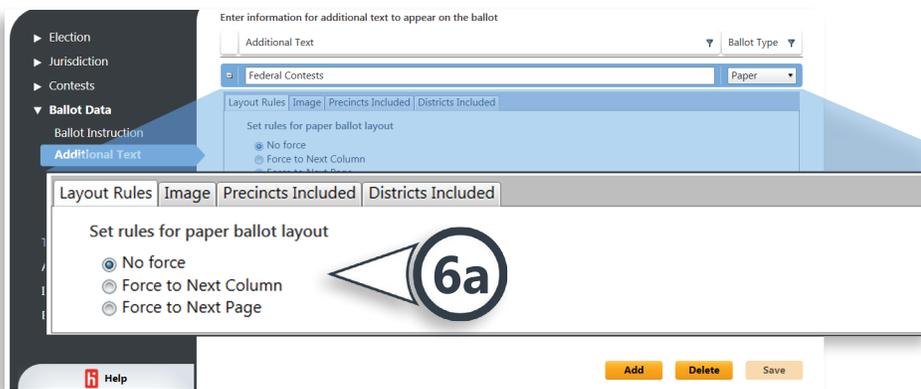


## entering ballot data, *continued*

### entering additional text, *continued*

There are four tabs of additional settings available for each Additional Text element:

- A)** Under the **Layout Rules** tab, choose whether to force the additional text element to a new column or new page on the ballot (see also page 190).



- B)** Under the **Image** tab, you can upload an image for the additional text element. Select the ballot type on the left, click the folder icon to browse to the image you wish to upload, then click **Add**.



entering ballot data, *continued*entering additional text, *continued*

**C) Under the Precincts Included tab, you can set which precinct(s) will include the additional text.**

Selected	Precinct Name	Split Name
<input checked="" type="checkbox"/>	100	
<input checked="" type="checkbox"/>	101	A
<input checked="" type="checkbox"/>	101	L
<input checked="" type="checkbox"/>	102	
<input checked="" type="checkbox"/>	103	
<input checked="" type="checkbox"/>	104	
<input checked="" type="checkbox"/>	105	
<input checked="" type="checkbox"/>	200	
<input type="checkbox"/>	201	

Buttons: Add, Delete, Save

**D) Under the Districts Included tab, you can set which district(s) will include the additional text.**

Select the districts for this contest

Selected	District Name	District Description
<input checked="" type="checkbox"/>	Sample County	countywide district
<input type="checkbox"/>	District 22, U.S. House of Representa	
<input type="checkbox"/>	District 47, U.S. House of Representativ	
<input type="checkbox"/>	District 4, State House of Representative	
<input type="checkbox"/>	District 12, State House of Representativ	
<input type="checkbox"/>	City of Sampleton	
<input type="checkbox"/>	Sampleton ISD	

Buttons: Add, Delete, Save

**7** Click the **Save** button.

**7**

## entering ballot data, *continued*

### setting ballot order

In the **Ballot Order** menu, you will set the final ballot order for all ballot instructions, contests, and additional text elements.

**1** Select the **Edit Data** tab.

**2** Under the **Ballot Data** menu, select **Ballot Order**. A list of all ballot elements will appear. The Name, Type, and Notes are shown for each ballot element.

**NOTE:** *If you are working on a Primary Election, the Party Name will be shown for Contests.*

The screenshot shows the VERITY system interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The 'Edit Data' tab is active. Below the navigation bar, there is a header section with 'Workstation: W1494024503', 'Sample Election', 'Election ID: 66985', and 'Election Date: 09/29/2015'. A 'Log Out' link is in the top right. The main content area is titled 'Adjust ballot order using the order column below'. It features a table with the following columns: 'Ballot Element Name', 'Type', 'Notes', and 'Order'. The table contains 11 rows of ballot elements. A callout '1' points to the 'Order' column header. On the left, a sidebar menu is open, showing 'Ballot Data' expanded with 'Ballot Order' selected. A callout '2' points to the 'Ballot Order' menu item. A 'Save' button is located at the bottom right of the table.

Ballot Element Name	Type	Notes	Order
Ballot Instructions	Instructions		1
Straight Party	Contest		2
Federal Contests	Additional Text		3
U.S. Representative, District 22	Contest		4
U.S. Representative, District 47	Contest		5
State Contests	Additional Text		6
State Representative, District 4	Contest		7
State Representative, District 12	Contest		8
Mayor, City of Sampleton	Additional Text		9
Mayor, City of Sampleton	Contest		10
Sampleton ISD School Board, Place 2	Contest		11

## entering ballot data, *continued*

### setting ballot order, *continued*

**3** Under the **Order** column on the far right, you can adjust the order for each ballot element.

**4** Once you have set the ballot order, click the **Save** button.

The screenshot shows the VERITY 'Edit Data' interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is 'Sample Election' with ID 66985, dated 09/29/2015. The left sidebar shows a menu with 'Ballot Order' selected. The main content area displays a table of ballot elements with columns for 'Ballot Element Name', 'Type', 'Notes', and 'Order'. The 'Order' column contains a dropdown menu for each row, with the value '1' selected for the first row. A red circle highlights the 'Order' column, and a callout with the number 3 points to it. A 'Save' button is located at the bottom right of the table, with a callout and the number 4 pointing to it.

Ballot Element Name	Type	Notes	Order
Ballot Instructions	Instructions		1
Straight Party	Contest		2
Federal Contests	Additional Text		3
U.S. Representative, District 22	Contest		4
U.S. Representative, District 47	Contest		5
State Contests	Additional Text		6
State Representative, District 4	Contest		7
State Representative, District 12	Contest		8
Local Contests	Additional Text		9
Mayor, City of Sampleton	Contest		10
Sampleton ISD School Board, Place 2	Contest		11

## entering ballot data, *continued*

### entering ballot header information

The ballot header appears across the top of the ballot. The ballot header will be the same for all ballots, with the exception of the Precinct name. You can choose what elements appear on your ballot header, as well as upload images for use in the ballot header.

- 1 Select the **Edit Data** tab.
- 2 Under the **Ballot Data** menu, select **Ballot Header**.



## entering ballot data, *continued*

### entering ballot header information, *continued*

**3** Check the box next to each element you would like to include in the ballot header. The available elements are:

- **Ballot Label** (*for Closed Primary Elections, this is defined under Election > Parties, page 92. Otherwise, checking this box will allow you to enter your own ballot label*)
- **Jurisdiction Name** (*Defined under Election > Basic Info, page 85*)
- **Election Title** (*Defined under Election > Basic Info, page 85*)
- **Election Date** (*Defined under Election > Basic Info, page 85*)
- **Additional Information** (checking this box will allow you to enter any additional information you would like to appear in the ballot header.)
- **Page X of Y**

Header Data	Header Image
<input type="checkbox"/> Ballot Label	
<input checked="" type="checkbox"/> Jurisdiction Name	
<input checked="" type="checkbox"/> Election Title	
<input checked="" type="checkbox"/> Election Date	
<input type="checkbox"/> Additional Information	
<input checked="" type="checkbox"/> Page X of Y	

## entering ballot data, *continued*

### entering ballot header information, *continued*

**4** Click the **Header Image** tab to upload an image to use in your ballot header. Select the ballot type/language on the left, click the folder icon to browse to the image you wish to upload, then click **Add**.

**5** Click the **Save** button.

The screenshot shows the VERITY system interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The 'Edit Data' tab is active. The main content area is titled 'Select what will appear in the ballot' and has two tabs: 'Header Data' and 'Header Image'. The 'Header Image' tab is selected. On the left, there is a sidebar menu with 'Ballot Header' highlighted. The main content area has two sections: 'Select a ballot type' with options 'Paper' and 'Electronic', and 'Browse to load your image' with a folder icon and 'Remove' and 'Add' buttons. A callout '4' points to the 'Header Image' tab, and a callout '5' points to the 'Save' button at the bottom right.

## entering ballot data, *continued*

### entering ballot stub information

If your jurisdiction uses ballot stubs, you will use the Ballot Stub menu to set the number and location of the ballot stub as well as the elements appearing on the ballot stub.

**NOTE:** *The Verity Print and Touch Writer do not print ballot stubs.*

**1** Select the **Edit Data** tab.

**2** Under the **Ballot Data** menu, select **Ballot Stubs**.

The screenshot displays the Verity system interface. At the top, there is a navigation bar with tabs: Home, Data, Select Election, Edit Data (highlighted), Preview Ballots, and Lock Election Data. Below the navigation bar, the current election information is shown: Workstation: WI494024503, Current Election: Sample Election, Election ID: 66985, and Election Date: 09/29/2015. A 'Log Out' link is visible in the top right corner. On the left side, there is a sidebar menu with the following items: Election, Jurisdiction, Contests, Ballot Data (expanded), Ballot Instruction, Additional Text, Ballot Order, Ballot Header, Ballot Stub (highlighted with a blue arrow and a circled '2'), Translations, Audio, Import, and Export. The main content area is titled 'Select what will appear in the ballot stub' and contains a form with two tabs: 'Stub Data' (selected) and 'Stub Image'. The 'Stub Data' tab has a circled '1' pointing to it. The form includes the following fields: 'Number of Stubs' (a numeric input field with a value of 0), 'Location on Ballot' (a dropdown menu), and a list of checkboxes: 'Ballot Label' (checked), 'Jurisdiction Name' (checked), 'Election Title' (checked), 'Election ID' (checked), 'Election Date' (checked), 'Precinct/Split' (checked), and 'Additional Information' (unchecked). A 'Save' button is located at the bottom right of the form.

## entering ballot data, *continued*

### entering ballot stub information, *continued*

**3** Set the number of ballot stub(s).

**4** Set whether the ballot stub(s) will be on the top or bottom of the ballot.

Home 02:38 PM 10/15/2015 Log Out

VERITY Data Select Election Edit Data Preview Ballots Lock Election Data

Workstation: WI494024503 Current Election: Sample Election Election ID: 66985 Election Date: 09/29/2015

Select what will appear in the ballot stub

Stub Data Stub Image

Number of Stubs 0

Location on Ballot Bottom

Ballot Label

Jurisdiction Name

Election Title

Election ID

Election Date

Precinct/Split

Additional Information

Save

Help

## entering ballot data, *continued*

### entering ballot stub information, *continued*

**5** Check the box next to each element you would like to include on the ballot stub(s). The available elements are:

- **Ballot Label** (*for Closed Primary Elections, this is defined under Election > Parties, page 92. Otherwise, checking this box will allow you to enter your own ballot label*)
- **Jurisdiction Name** (*Defined under Election > Basic Info, page 85*)
- **Election ID** (*This is the election ID assigned by Verity Data*)
- **Election Date** (*Defined under Election > Basic Info, page 85*)
- **Election Title** (*Defined under Election > Basic Info, page 85*)
- **Precinct/Split**
- **Additional Information** (checking this box will allow you to enter any additional information you would like to appear in the ballot stub.)

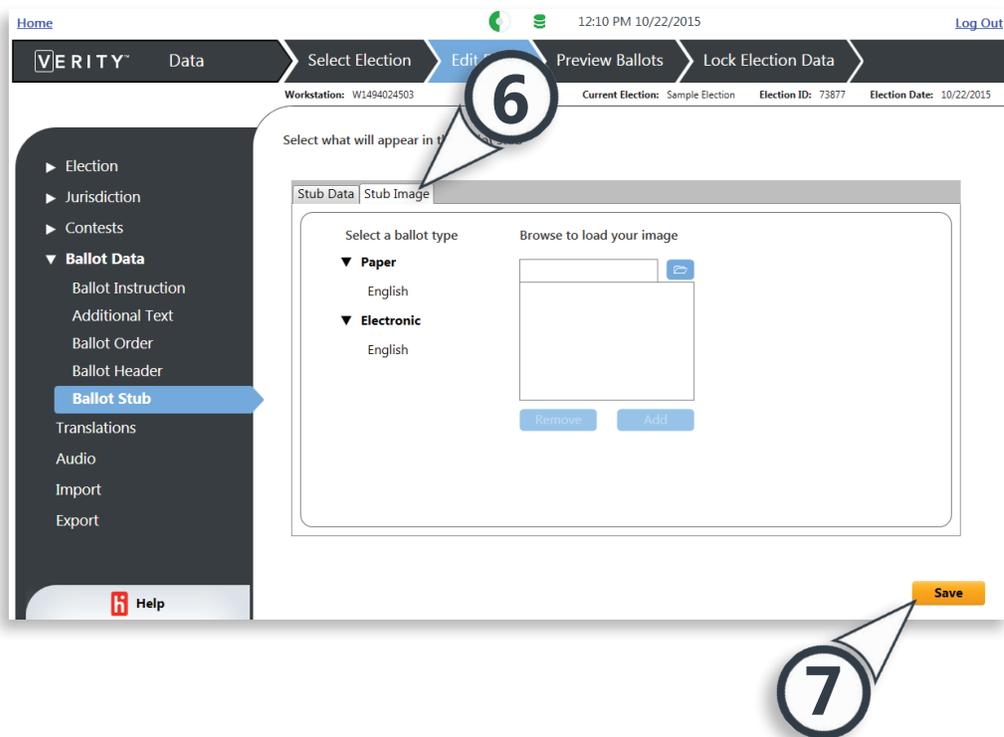
<input checked="" type="checkbox"/> Ballot Label
<input checked="" type="checkbox"/> Jurisdiction Name
<input checked="" type="checkbox"/> Election Title
<input checked="" type="checkbox"/> Election ID
<input checked="" type="checkbox"/> Election Date
<input checked="" type="checkbox"/> Precinct/Split
<input type="checkbox"/> Additional Information

## entering ballot data, *continued*

### entering ballot stub information, *continued*

**6** Click the **Stub Image** tab to upload an image to use in your ballot stub. Select the ballot type/language on the left, click the folder icon to browse to the image you wish to upload, and then click **Add**.

**7** Click the **Save** button.



## entering ballot translations

**TIP:**

You can also import translations using Verity Data's Export and Import functionalities (page 172).

In the Translations menu, you will enter language translations for each text element in your ballot (such as instructions, contests, and other ballot elements). It is recommended that you thoroughly proof your English-language text *before* you begin entering your language translations.

**1** Select the **Edit Data** tab.

**2** Select the **Translations** menu. A list of all English text elements that must be translated will appear in the left-hand column.

The screenshot shows the Verity Data application interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The 'Edit Data' tab is selected. Below the navigation bar, the current election information is displayed: 'Workstation: W1494024503', 'Current Election: Sample Election', 'Election ID: 66985', and 'Election Date: 09/29/2015'. On the left side, a sidebar menu is visible with options: 'Election', 'Jurisdiction', 'Contests', 'Ballot Data', 'Translations', 'Audio', 'Import', and 'Export'. The 'Translations' menu item is highlighted. The main content area shows a grid for entering translations. The grid has two columns: 'English' and 'Spanish'. The 'English' column contains a list of text elements: 'Green Party', 'GRN', 'Jurisdiction', 'Lawyer', 'Libertarian Party', 'Libertarian Party', 'Local Contests', and 'Mayor, City of Sampleton'. The 'Spanish' column contains the corresponding translations: 'Partido Verde', 'GRN', 'Jurisdicción', and empty fields for the other elements. A circled '1' points to the 'Edit Data' tab, and a circled '2' points to the 'Translations' menu item. A 'Save' button is located at the bottom right of the grid.

English	Spanish
Green Party	Partido Verde
GRN	GRN
Jurisdiction	Jurisdicción
Lawyer	
Libertarian Party	
Libertarian Party	
Local Contests	
Mayor, City of Sampleton	

## entering ballot translations, *continued*

**3** Type the language translation for each element in the corresponding space in the right-hand column.

**A)** For ballot instructions or proposition text, you may edit the rich text formatting as well.

**4** Click the **Save** button.

The screenshot shows the VERITY system interface during the 'Edit Data' step. The main area is titled 'Enter translations in the grid bel'. It features a table with columns for 'English' and 'Spanish'. The table contains various ballot items, including 'Libertarian Party', 'Local Contests', 'Mayor, City of Sampleton', 'New River ISD School Board, At Large', 'NO', 'Official Ballot', 'Precinct', 'Proposition 1', 'Proposition 2', 'Propositions', 'REP', and 'Republican'. The 'Official Ballot' row is selected, showing the text 'Please use a black or blue ink pen o' in the English column and 'Por favor use solamente una' in the Spanish column. A callout '3' points to the Spanish column header. To the right, there are two text editing areas: 'Selected English' and 'Selected Spanish translation'. The 'Selected Spanish translation' area contains the text 'Por favor use solamente una pluma de tinta negra o azul. Llene completamente el espacio cuadrado a la izquierda de su selección. No haga marcas extraviadas. No use tintas que se pueden penetrar el papel!'. A callout '3a' points to this text area. At the bottom right, there is a 'Save' button, with a callout '4' pointing to it. The interface also includes a navigation menu on the left with options like 'Election', 'Jurisdiction', 'Contests', 'Ballot Data', 'Translations', 'Audio', 'Import', and 'Export'. The top navigation bar shows 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The top right corner displays the time '02:51 PM 10/15/2015' and a 'Log Out' link. The bottom left corner has a 'Help' icon.

## recording ballot audio

**TIP:** Complete thorough proofing and translating of all ballot elements before you begin audio ballot recording.

Use the Audio menu to record and edit audio for use with the Verity Touch with Access and Verity Touch Writer with Access accessible voting devices.

**NOTE:** *You must have a working microphone connected to your workstation to record audio.*

- 1 Select the **Edit Data** tab.
- 2 Select the **Audio** menu.
- 3 Click an item in the list on the left to record audio for that item.

The screenshot displays the Verity software interface. At the top, there is a navigation bar with tabs: Home, Data, Select Election, **Edit Data**, Preview Ballots, and Lock Election Data. Below the navigation bar, the main content area is titled "Record or edit audio using the controls below". On the left, there is a sidebar menu with options: Election, Jurisdiction, Contests, Ballot Data, Translations, **Audio**, Import, and Export. The "Audio" menu item is highlighted. In the center, there is a list of ballot items with columns for "Text" and "Audio". The "Text" column contains various names and titles, such as "Abraham Lincoln", "AGAINST", "Althea Gibson", "Amelia Earhart", "Amerigo Vespucci", "of Directors, New River Municipal Utility District", "er 'Bucky' Fuller", "Democrat", "Democratic Party", "Eleanor Roosevelt", "Ernest Shackleton", "Federal Contests", and "Ferdinand Magellan". The "Audio" column is currently empty. On the right, there is a "Selected item text preview" box and an audio recording control panel. The control panel includes a "Remove silences" checkbox, a "Normalize" button, a play button, a stop button, and a "Recording mode" dropdown menu set to "Replace Existing". At the bottom right, there are "Import" and "Export" buttons. At the bottom center, there are "Clear Entry" and "Save" buttons. Three numbered callouts are present: callout 1 points to the "Edit Data" tab, callout 2 points to the "Audio" menu item, and callout 3 points to the "of Directors, New River Municipal Utility District" item in the list.

## recording ballot audio, *continued*

**4** In the recording window on the bottom right, click the Record button to begin recording.

**A)** Check the box next to **Remove silences** to have Verity Data automatically detect and remove silences at the beginning and ending of the recording.



**B)** You may change the recording mode to either **Replace Existing**, to create a new recording, or **Append**, to add your recorded audio to the end of a previously recorded entry.

**C)** Click the **Import** button to import a recorded audio file from an external source saved on a USB drive. Audio file specifications are noted below:

- 8 or 16 bits per sample
- sample rate between 11.025 KHz and 48 KHz
- less than 6 minutes long
- AAC-encoded MP4 format

**D)** Click the **Export** button to export a recorded audio file from Data to an external USB drive.

**TIP:**  
You can also bulk import Audio files using Verity Data's Import functionality (page 174).

## recording ballot audio, *continued*

**5** Click the **Stop** button to end your recording. You may click the **Play** button to listen to your recording.

**6** Click the **Normalize** button to standardize the volume level of the recording.

**7** Click the **Save** button.

**NOTE:** *if you are using multiple languages on your ballot, there will be a tab for each language. Be sure to record audio for each language.*

The screenshot shows the VERITY Data interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The current election is 'Sample Election' with ID '66985' and date '09/29/2015'. The left sidebar has a menu with 'Audio' selected. The main content area shows a table of ballot items with columns for 'Text' and 'Recorded?'. The first item is 'A FAVOR' with 'Recorded?' set to 'Yes'. Below the table is an audio recording player with a waveform, a 'Remove silences' checkbox, and a 'Normalize' button. At the bottom right, there are 'Clear Entry' and 'Save' buttons.

Text	Recorded?
A FAVOR	Yes
Abogado	
Alcalde de la Ciudad de Sampleton	
Boleta Oficial	
Cargos Estatales	
Carreras Federales	
Carreras Locales	
Condado de Sample	
DEM	
Demócrata	
Distrito Escolar Independiente de New River, En General	
Distrito Escolar Independiente de Sampleton, Lugar 2	
El condado debería crear un nuevo Distrito de Manejo de Arapaho	
New River	
Sampleton	
El Distrito de Servicios de Emergencia deberá recaudar un	

## importing ballot data

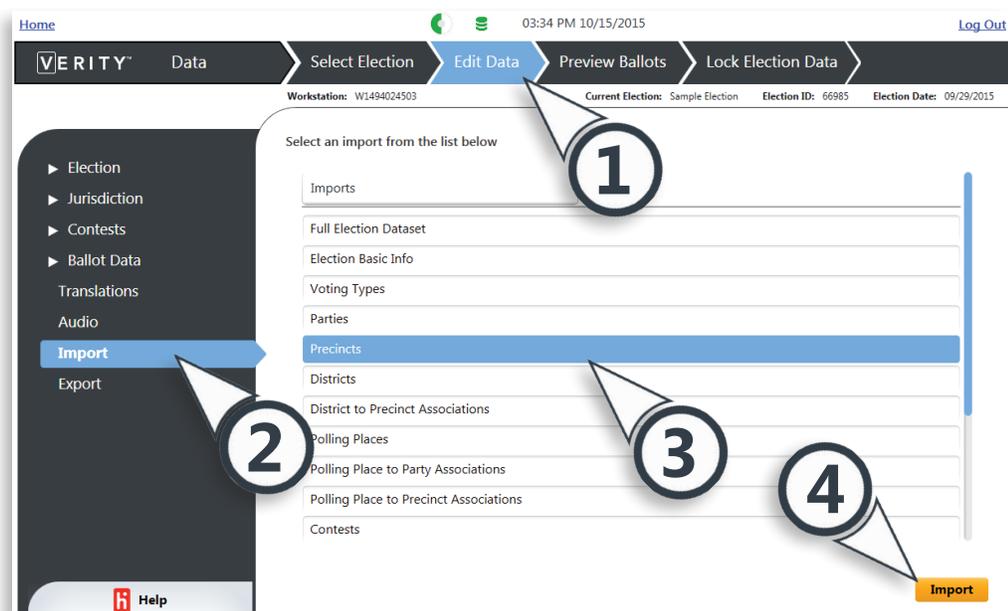
Use the **Import** menu to import election data from an external source saved on a removable USB drive. Any election data files must be in the correct format in order for you to import them into Verity Data; details on the proper importing procedure and formatting of import files is found on the following pages. The following data may be imported into Verity Data:

- Election Basic Info
- Voting Types
- Parties
- Precincts
- Districts
- District to Precinct/Splits Associations
- Polling Places
- Polling Place to Precinct Associations
- Polling Place to Party Associations (*Closed Primary elections only*)
- Contests
- Contest to Precinct Associations
- Contest to District Associations
- Contest to Party Associations (*Open and Closed Primary elections only*)
- Contest Precinct Split Rotation
- Choices
- Choice-Additional Text Elements Associations
- Choice to Party Associations
- Ballot Instructions
- Additional Texts
- Additional Text to Precinct Associations
- Additional Text to District Associations
- Additional Text to Party Associations (*Closed Primary elections only*)
- Ballot Order
- Translations
- Audio

## importing ballot data, *continued*

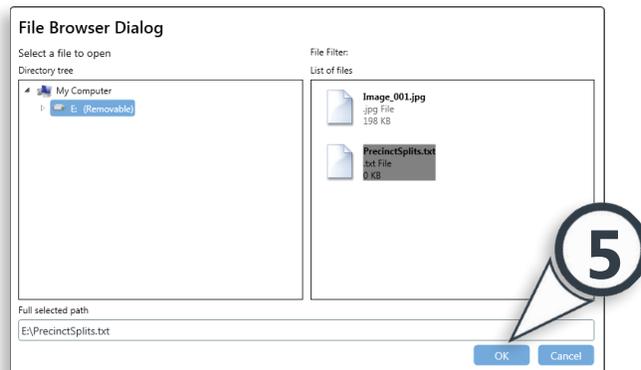
The basic procedure for importing data in Verity Data is described below:

- 1 Select the **Edit Data** tab.
- 2 Select the **Import** menu. A list of all available imports will appear.
- 3 Select the type of data file you would like to import.
- 4 Click **Import**.

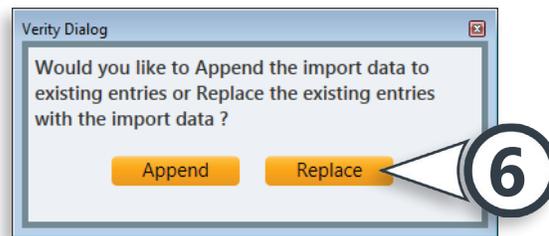


## importing ballot data, *continued*

- 5** Browse to locate the file on your external USB drive, then click OK. ▼

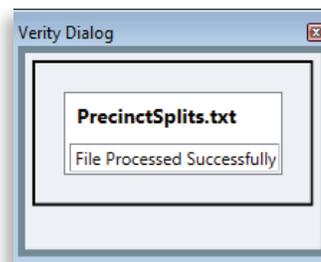


- 6** Choose **Append** to add the data you are importing to the existing data; choose **Replace** to replace the existing data using the file you are importing. (*In most cases, you will select 'Replace'*). ▼



**NOTE:** *If you are importing a Full Election Dataset, you may only Replace, not Append.*

- 7** A message will appear to confirm that the data has been imported. Click the red **X** to close the window. ►



## importing ballot data, *continued*

### organizing your import files

Due to enhanced security features, import files must be created and organized on a non-Verity workstation, and then brought to the Verity Data workstation on a USB drive. To ensure that the import process remains organized, it is recommended that you set up your import file folder structure beforehand, so that it may be easily copied to a USB drive for transfer to the Verity Data workstation.

- 1** Create an Imports folder on your non-Verity workstation. This is the folder where you will save each of your import files. You may include the date or election name in the folder name, if desired.

- 2** Within the Imports folder, create three sub-folders, named as follows (note that this exact naming is *required* by the system):

- Images
- RTFs
- Audios

- 3** As you work, save finished import files (.csv or .txt) into the Imports folder; save images, rich text, and audio files into the corresponding sub-folder.

## importing ballot data, *continued*

### basic rules of CSV file creation

The import functionality in Verity Data allows you to import all your data for a particular election, in the form of **import files** that you produce on a non-Verity workstation. In order for Data to read these import files, they must be correctly formatted. General rules for formatting your import files are provided below.

#### ► import file format

Verity Data supports the import of CSV (comma-separated value) files only. These files must be created on a non-Verity workstation, using any text editing or spreadsheet software. File extension must be either .csv or .txt. An example of an import file is found on page 166.

**NOTE:** *File formats for images, rich text files, translations, and audio are discussed beginning on page 169.*

#### ► individual import file specifications

Specifications for individual import file types are found in Appendix A, page 208.

#### ► header rows

Header rows do not contain election data. To ensure that Verity Data does not read a header row as actual election data, type a hash symbol (#) immediately before the first word of the header row. Alternately, you may remove header rows before saving your import files.

## importing ballot data, *continued*

### basic rules of CSV file creation, *continued*

#### ▶ unused fields

CSV files use commas to separate individual fields. If there are blank fields, they must be included. Blank fields are represented by two successive commas. (i.e. ",,")

#### ▶ commas and double quotes

The CSV format uses commas and double quotes to separate individual fields and to enclose strings of characters, respectively. Therefore, you must use care if you intend to include a comma or double quotes within the displayed text. Two examples of commas and quotes in displayed text are noted below:

John Smith, Esq.

John "Smitty" Smith

To include a comma or double quote in the displayed text, enclose the *entire text string of that field* in double quotes.

**NOTE:** *Most spreadsheet editing software will automatically add additional double quotes to the outside of a string that contains commas or double quotes when you save the file as .csv. Therefore, if you use a spreadsheet editor to assemble your import files, you should edit/proof the CSV files in a text-based editor before importing the file into Verity Data.*

Examples of correctly formatted text using commas and double quotes, *as they would appear in a text editor*, are shown below.

Incorrect	Correct
John Smith, Esq.	"John Smith, Esq."
John "Smitty" Smith	"John "Smitty" Smith"

## importing ballot data, *continued*

### basic rules of CSV file creation, *continued*

#### ► assigning external IDs and data dependencies

For Voting Types, Parties, Precincts/Splits, Districts, Polling Places, Contests, Choices, Choice-Additional Text Elements, Ballot Instructions, and Additional Texts, you may assign an **external ID #** in the first field of each row. Other import files, call *associations files*, reference these IDs and make associations between them. For example, the **District to Precinct/Split Associations** import file references and associates the District IDs (assigned in the **Districts** import file) and the Precinct/Split IDs (assigned in the **Precincts/Splits** import file). Verity Data validates all of these dependencies before trying to import a file. If importing files one at a time, you should import files in the following order. Otherwise, Data may not be able to import the files:

- Election Basic Info
- Voting Types
- Parties
- Precincts
- Districts
- District to Precinct Associations
- Polling Places
- Polling Place to Party Associations (*Closed Primaries only*)
- Polling Place to Precinct Associations
- Contests
- Contest to Precinct Associations
- Contest to District Associations
- Contest to Party Associations (*Open and Closed Primaries only*)
- Choices
- Choice-Additional Text Elements Associations
- Choice to Party Associations
- Contest Precinct Split Rotations
- Ballot Instructions
- Additional Texts
- Additional Texts to Party Association (*Closed Primaries only*)
- Additional Text to Precinct Association
- Additional Text to District Association
- Ballot Order

## importing ballot data, *continued*

### import file examples

Below is an example of a **Districts** import file:

#### Specifications:

Field No.	Field Name	Data Type (character limit)	Description
1	ID #	unique number	ID number assigned
2	district name	free text (40)	district name as it will appear on the ballot
3	district notes	free text (500)	for display in the application only; does not appear on the ballot
4	sequence #	number	Order in which the districts appear in the list. Sequence numbers should be unique, contiguous, and start at 1.

#### Example in table/spreadsheet format:

1	District 2, U.S. House of Representatives	District 2, U.S. House	1
2	Emergency Services District 12	ESD 12	3
3	Sampleton Independent School District	Sampleton ISD	2

#### Example in text format:

1,"District 2, U.S. House of Representatives","District 2, U.S. House",1  
 2,Emergency Services District 12,ESD 12,3  
 3,Sampleton Independent School District,Sampleton ISD,2

## importing ballot data, *continued*

### import file examples, *continued*

Below is an example of a **District to Precinct/Split Associations** file:

#### Specifications:

Field No.	Field Name	Data Type (character limit)	Description
1	District ID #	unique number	defined in the Districts import
2	Precinct/split ID #	unique number	defined in the Precinct/splits import

#### Example in table/spreadsheet format:

1	1
1	2
1	3
1	4
2	2
3	4

#### Example in text format:

1,1  
 1,2  
 1,3  
 1,4  
 2,2  
 3,4

## importing ballot data, *continued*

### importing a *Full Election Dataset*

The **Full Election Dataset** import comprises all the import file types listed on page 159, with the exception of Audio and Translations. When importing a Full Election Dataset, *all* files must be present within the Imports folder on the USB drive (though they may be empty of actual data). Note that, when importing a Full Election Dataset, you may only **Replace** the existing data (you may not choose **Append**).

### importing individual files

You can **Replace** or **Append** individual import files. However, using the import feature to *replace* data for a single item (e.g., Parties) will cause you to lose any associations related to that item that you have already made. Therefore, it is recommended that you import (or re-import) any related associations imports in the same session.

## importing ballot data, *continued*

### importing images

For detailed information regarding importing images into your Verity ballot, see the Verity Knowledge Base article *Using Images and Rich Text with Verity Ballots*. You may use the import functionality in Verity Data to import images for political parties, contests, paper ballot instructions, and additional text elements. The following image file formats are accepted in Verity Data: .bmp, .jpg, .gif, .png. The following steps outline the process for importing images with Verity Data:

- 1** Include the name of the image file in the appropriate field within the import file, including the file extension (e.g. partyimage1.jpg).
- 2** Copy the image files into the Images folder within the imports root directory on your USB drive (see page 162).
- 3** Bring the USB drive to the Data workstation and insert it into an available USB port.
- 4** Follow the import instructions given on page 160. Verity will identify any image or rich text files referenced in the import file(s), and browse to the Images folder on the USB drive to locate and import the corresponding files.

**TIP:**

Remember that you may also manually upload images within the Edit Data tab for political parties, contests, paper ballot instructions, additional text, ballot headers, and ballot stubs.

## importing ballot data, *continued*

### importing rich text files

For detailed information regarding importing rich text into your Verity ballot, see the Verity Knowledge Base article *Using Images and Rich Text with Verity Ballots*.

When importing RTF files, please note that:

- Only the Segoe UI typeface is supported in Verity Data
- The following characters are supported in Verity:

0123456789  
 ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 abcdefghijklmnopqrstuvwxyz  
 !"#%&'()\*+,-./  
 ;<>=?@ [N^\_`{|}~  
 ¡Áâ¿ÉÉÍÓóÚúÜü Ññ «»  
 Tab, Line feed, Space, Delete

- Text bullets are not included in the Segoe UI typeface, however you may place bullets as images within the rich text file

The following steps outline the process for importing rich text files with Verity Data:

- 1** Include the name of the RTF file in the appropriate field within the import file, including the file extension (e.g. BallotInstructions.rtf).

## **importing ballot data**, *continued*

### **importing rich text files**, *continued*

- 2** Copy the RTF file into the RTFs folder within the imports root directory on your USB drive (see page 162).
- 3** Bring the USB drive to the Data workstation and insert it into an available USB port.
- 4** Follow the import instructions given on page 160. Verity will identify any rich text files referenced in the import file(s), and browse to the RTFs folder on the USB drive to locate and import the corresponding files.

## importing ballot data, *continued*

### importing translations

You may choose to import translations (rather than type them directly in the Translations menu of the Edit Data tab). An example of a typical Translations XML element is shown below; the original (English) text is shown in GREEN. The translated text that must be entered (Spanish) is shown in RED.

```
<Translation Id="ac5f3cb4-8112-4a83-abf1-9bc535a362b4">  
  <Source>Sample County</Source>  
  <Target>Condado de Sample</Target>  
</Translation>
```

If the XML for a translation refers to a rich text file (in the case of proposition text, for example), then the file name takes the place of the text to be translated. In this case, you would create a translated Spanish rich text file, copy the Spanish RTF file into the RTFs folder within the imports folder, and enter the file name of the Spanish RTF file in the Translation XML.

```
<Translation Id="a55c8ea9-246b-466d-871d-53b341220c90">  
  <Source>Proposition1-ENGLISH.rtf</Source>  
  <Target>Proposition1-SPANISH.rtf</Target>  
</Translation>
```

## importing ballot data, *continued*

### importing translations, *continued*

The following steps outline a basic workflow for importing Translations in Verity Data:

- 1** Enter or import your election data (jurisdiction data, contests, choices, etc.)
- 2** Export the Translations XML using Verity Data's Export functionality (see page 176).
- 3** On a non-Verity workstation, update/add the translations to the XML file. Save the XML file within your Imports folder (folder organization is discussed on page 162).
- 4** If necessary, translate any rich text (.rtf) files and copy the translated versions to the RTFs folder. Update the XML file to include the filenames of the translated versions where appropriate.
- 5** Bring the USB drive to the Data workstation and insert it into an available USB port.
- 6** Follow the import instructions given on page 160. Verity will identify any rich text files referenced in the Translations XML, and search the RTFs folder on the USB drive to locate and import the corresponding files.

## importing ballot data, *continued*

### importing audio

You may choose to bulk-import audio files (rather than record or import each file individually in the Audio menu of the Edit Data tab). An example of a typical Audio XML element exported for recording is shown below; the language is shown in **BLUE**, and the text to be recorded in **GREEN**. The file name of the associated audio file is shown in **RED**.

```
<Audios>
  <Language>English</Language>
  <Audio Id=" ac5f3cb4-8112-4a83-abf1-9bc535a362b4"
  FileName="SampleCounty.mp4">
    <Text>Sample County</Text>
  </Audio>
```

The following steps outline a basic workflow for importing Audio in Verity Data:

- 1** Enter or import your election data (jurisdiction data, contests, choices, etc.)
- 2** Export the Audio XML using Verity Data's Export functionality (see page 176).

## importing ballot data, *continued*

### importing audio, *continued*

**3** On a non-Verity workstation, record each audio file, using the XML file as a reference. Enter the filenames of the audio files, including the file extension, in the corresponding locations within the XML file. Save the XML file within your Imports folder (folder organization is discussed on page 162).

Required Audio file specifications are noted below:

- 8 or 16 bits per sample
- sample rate between 11.025 KHz and 48 KHz
- less than 6 minutes long
- AAC-encoded MP4 format

**4** Copy the audio files to the Audios folder within your Imports folder.

**5** Copy the Imports folder to the USB drive. Bring the USB drive to the Data workstation and insert it into an available USB port.

**6** Follow the import instructions given on page 160. Verity will identify the Audio files referenced in the Audio XML, and search the Audios folder on the USB drive to locate and import the corresponding files.

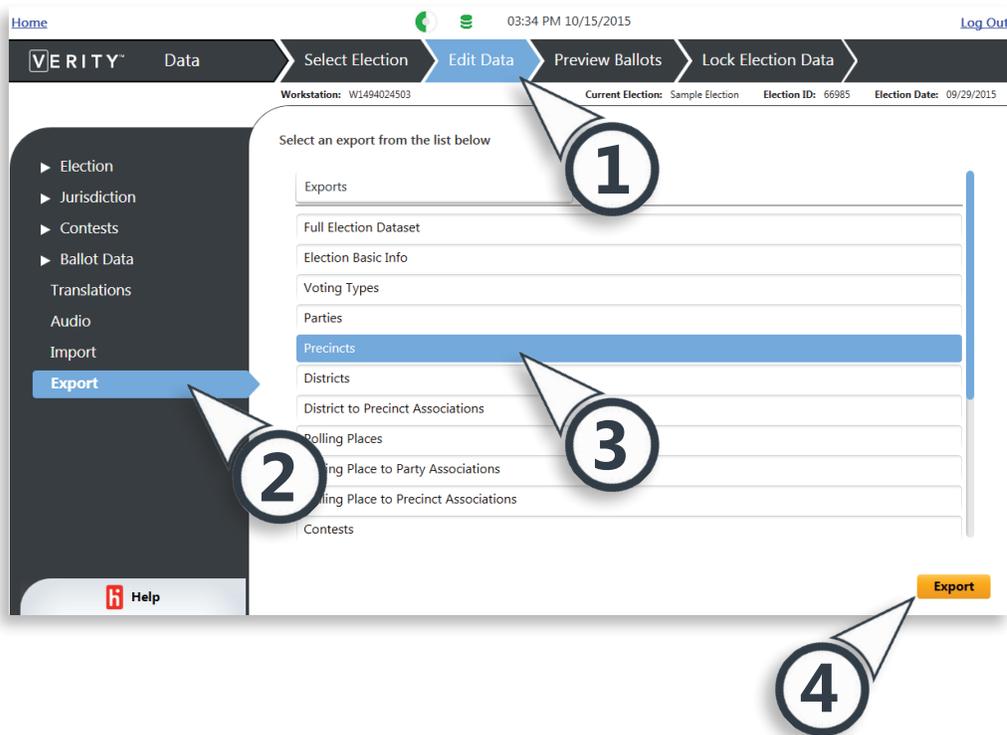
## exporting ballot data

Use the Export menu to export election data from Verity Data to a removable USB drive. The following data may be exported from Verity Data:

- Full Election Dataset
- Election Basic Info
- Voting Types
- Parties
- Precincts
- Districts
- District to Precinct Associations
- Polling Places
- Polling Place to Party Associations (*Closed Primary Elections Only*)
- Polling Place to Precinct Associations
- Contests
- Contest to Precinct Associations
- Contest to District Associations
- Contest to Party Associations (*Closed Primary Elections Only*)
- Choices
- Choice/Additional Text Element Associations
- Choice to Party Associations
- Contest Precinct Split Rotations
- Ballot Instructions
- Additional Texts
- Additional Text to Party Associations (*Closed Primary Elections Only*)
- Additional Text to Precinct Associations
- Additional Text to District Associations
- Ballot Order
- Translations
- Audio
- Pre-marked Ballots (see page 178)

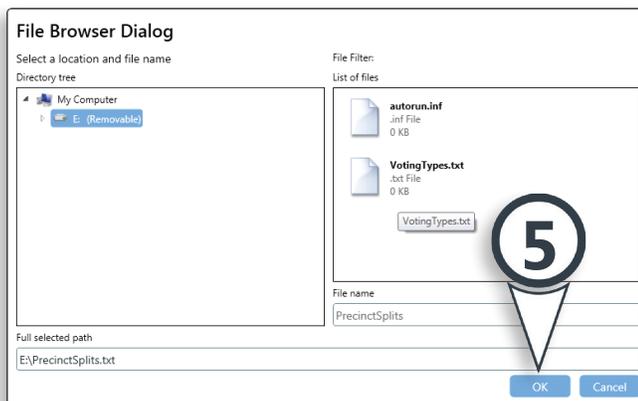
## exporting ballot data, *continued*

- 1 Select the **Edit Data** tab.
- 2 Select the **Export** menu. A list of all available exports will appear.
- 3 Select the type of data file you would like to export.
- 4 Click **Export**.



## exporting ballot data, *continued*

**5** Browse to the location on your external USB drive where you would like to save the data, then click **OK**.



**6** A message will appear to confirm that the data has been exported. Click **OK**.

## the pre-marked ballots export

The Pre-marked Ballots export available in Data may be used in conjunction with the print queue functionality in Verity Build to automate your ballot printing process. You can also use the pre-marked ballots export and print queues to create pre-marked ballots, for use with Logic and Accuracy or other testing.

For more information, see the Verity Knowledge Base article *Creating Ballot Print Queue Files*.

## Data checklist: edit data tab

- 1** Log in to Verity.
- 2** Open the Data application.
- 3** Open the election in the **Select Election** tab.
- 4** Click the **Edit Data** tab.
- 5** Click the **Election** menu to enter election data:
  - Basic information
  - Voting types
  - Parties
  - Preferred wording
  - Rules
- 6** Click the **Jurisdiction** menu to enter jurisdiction data:
  - Precincts
  - Districts
  - Polling Places
  - Associations
- 7** Click the **Contests** menu to enter contest and choice data:
  - Titles (Contests)
  - Choices
  - Rotation

*continued on next page*

**Data checklist: edit data tab**, *continued*

- 8** Click the **Ballot Data** menu to enter ballot data and set ballot order:
  - Ballot instructions
  - Additional text elements
  - Ballot order
  - Ballot header
  - Ballot stubs
- 9** Click the **Translations** menu to enter translations
- 10** Click the **Audio** menu to record and edit ballot audio
- 11** Click the **Import** or **Export** menus to import or export ballot data.



## 4

# preview ballots

## the preview ballots tab

Data

Select Election

Edit Data

Preview Ballots

Lock Election Data

Under the **Preview Ballots** tab, you will choose paper ballot templates, validate the election data, preview ballot layout, and print reports for proofing ballot content. The following menus are available in the Preview Ballots tab:

- **Select Template:** Choose page size and templates for paper ballots.
- **Data Validation:** Validate election data and check for errors.
- **Preview:** Preview ballot layout for paper and electronic ballots.
- **Reports:** Print and export reports for ballot proofing.

## selecting ballot templates

In the Select Template menu, you will select the ballot templates for use with paper ballots. You will select the page size, as well as the specific templates for each language. To import additional templates, see the Ballot Template Library on page 78.

### selecting ballot page size & template

- 1 Select the **Preview Ballots** tab.
- 2 Select the **Select Template** menu.

Home 03:35 PM 10/15/2015 Log Out

VERITY Data Select Election Edit Data Preview Ballots Lock Election Data

Workstation: W1494024503 Current Election: Election Election ID: 66985 Election Date: 09/29/2015

1. Select a paper size: 8.5 X 11

2. Select a template for each language: English Spanish EnglishSpanish

Template Name	Version
Verity Condensed 3 Column	1.0
Verity Condensed 3 Column GS	1.0
Verity Condensed 4 Column	1.0
Verity Condensed 4 Column GS	1.0
Verity Condensed Bilingual 3 Column	1.0
Verity Condensed Bilingual 3 Column GS	1.0
Verity Condensed Bilingual 4 Column	1.0
Verity Condensed Bilingual 4 Column GS	1.0
Verity Standard 2 Column	1.0
Verity Standard 2 Column GS	1.0

Help Save

## selecting ballot templates, *continued*

### selecting page size & template, *continued*

- 3** Select a paper size. Available paper sizes are :
- ▶ 8.5 x 11
  - ▶ 8.5 x 14
  - ▶ 8.5 x 17
  - ▶ 11 x 17

**NOTE:** *the paper size does not include any ballot stub(s).*

- 4** Click the **English** tab and choose the template for use with English ballots; click the other available tabs to choose templates for other language(s).

- 5** Click the **Save** button.

Home 03:35 PM 10/15/2015 Log Out

VERITY Data Select Election Edit Data Preview Ballots Lock Election Data

Workstation: W1494024503 Current Election: Sample Election Election ID: 66985 Election Date: 09/29/2015

Select Template

- Data Validation
- Preview
- Reports

1. Select a paper size: 8.5 X 11

2. Select a template for: English Spanish English

Selected	Template Name	Version
<input type="radio"/>	Verity Condensed 3 Column	1.0
<input type="radio"/>	Verity Condensed 3 Column GS	1.0
<input type="radio"/>	Verity Condensed 4 Column	1.0
<input type="radio"/>	Verity Condensed 4 Column GS	1.0
<input type="radio"/>	Verity Condensed Bilingual 3 Column	1.0
<input type="radio"/>	Verity Condensed Bilingual 3 Column GS	1.0
<input type="radio"/>	Verity Condensed Bilingual 4 Column	1.0
<input type="radio"/>	Verity Condensed Bilingual 4 Column GS	1.0
<input checked="" type="radio"/>	Verity Standard 2 Column	1.0
<input type="radio"/>	Verity Standard 2 Column GS	1.0

Save

## selecting ballot templates, *continued*

### ballot page size and Verity Print and Touch Writer

If your jurisdiction uses the Verity Print or the Verity Touch Writer ballot marking device, consider the following:

- ▶ The Verity Print/Touch Writer printer is able to print on 8.5 x 11, 8.5 x 14, and 8.5 x 17 paper.
- ▶ The Verity Print/Touch Writer printer is *not* designed for use with 11 x 17 ballots.
- ▶ The Verity Print/Touch Writer does *not* print ballot stubs.

### about ballot templates

When selecting ballot templates, consider the following:

- ▶ Using standard templates or templates with fewer columns will allow ballot text to take up more space on the page.
- ▶ Using condensed templates or templates with more columns will help fit more ballot data on a single page.
- ▶ Using grayscale (GS) templates will save on printing costs and avoid variation between paper ballots printed from Verity Build and ballots printed from the Verity Print/Touch Writer. (Verity Print/Touch Writer prints only in grayscale.)

## validating ballot data

The Data Validation menu provides an automatic validation of all your election data. If a particular item requires correction, Verity Data will provide details regarding any changes that must be made.

**1** Select the **Preview Ballots** tab.

**2** Select the **Data Validation** menu.

The screenshot shows the Verity Data interface. The top navigation bar includes 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Elect'. The 'Preview Ballots' tab is selected. Below the navigation bar, the workstation ID is 'W1494024503', the current election is 'Sample Election', the election ID is '66985', and the election date is '09/29/2015'. On the left sidebar, the 'Data Validation' menu is highlighted with a blue arrow and a circled '2'. The main content area displays a table with the following data:

Status	Details	Number of Issues
✓	The election includes multi-day and single-day voting types.	0
✓	Each district entered has at least one precinct assigned to it.	0
⚠	Although you have entered information for electronic ballots, at least	121
✓	All ballot content has associated translations.	0
✓	Each contest choice is associated with no more than one party affiliat	0
✓	At least one polling place has been entered.	0
✓	Each polling place entered has at least one precinct assigned to it.	0
✓	At least one precinct has been entered in this election.	0
✓	Each precinct entered is assigned to at least one contest.	0
✓	At least one contest has been entered in this election.	0

Items marked with an error (✗) must be resolved before you can continue.

## validating ballot data, *continued*

**3** Inspect the status of each item.

**A)** Items with a green check mark ( ✓ ) have passed validation. No further action is needed to proceed.

**B)** Items with a yellow warning indicator ( ! ) should be investigated, but you may proceed without correcting these items.

**C)** Items with a red error indicator ( ✖ ) must be resolved before you may proceed.

**4** Click the + next to an item to view details regarding any warnings or error. A link will be provided to take you back to the screen where changes may be made.

The screenshot shows the VERITY Data Validation interface. At the top, there are navigation tabs: Home, Data, Select Election, Edit Data, Preview Ballots, and Lock Election Data. Below the navigation, there is a 'Data Validation' section with a table of items. The table has columns for 'Status' and 'Number of Issues'. The first two items have a green checkmark and 0 issues. The third item has a yellow warning icon and 121 issues. A callout '3' points to the table header. Below the table, there is a section for 'Items that have entered information for electronic ballots, at least one audio recording is missing'. A callout '4' points to a link labeled 'Go to Audio screen' in this section. A text box at the bottom of the screenshot states: 'Items marked with an error ( ✖ ) must be resolved before you can continue.'

Status	Number of Issues
✓	0
✓	0
!	121

Items that have entered information for electronic ballots, at least one audio recording is missing:

- Spanish - Muestra
- English - Sample Election
- Spanish - Condado de Sample
- English - Sample County
- English - Jurisdiction
- Spanish - Jurisdicción

Items marked with an error ( ✖ ) must be resolved before you can continue.

A link will be provided to take you back to the screen where changes may be made.

## previewing ballots

In the **Preview** menu, you can view an accurate preview of each ballot. You can print or export ballot previews to proof ballot layout and content (see page 191). The ballot preview window contains three sections:

- A) The Select a ballot panel
- B) The ballot preview image
- C) The ballot preview toolbar

The screenshot shows the VERITY software interface. At the top, there's a navigation bar with 'Home', 'Data', 'Select Election', 'Edit Data', 'Preview Ballots', and 'Lock Election Data'. The 'Preview Ballots' section is active. Below the navigation bar, there's a 'Select a ballot' panel (A) with a table of precincts and styles. The main area (B) displays a 'Preview Ballot' for 'Sample Election' on 'September 29, 2015'. It includes instructions for voters and lists various contests: 'Straight Party', 'Federal Contests' (U.S. Representative, District 22), and 'Local Contests' (Mayor, City of Sampleton). The 'Ballot preview toolbar' (C) is on the right, featuring search, stub, fold lines, export, and print buttons. The interface also shows 'Page 1 of 2' and 'Read Both Sides of the Ballot' at the bottom.

**! IMPORTANT:** You should proof all ballot styles for content and layout. A ballot style consists of a ballot format containing a specific subset of contests. You should also proof ballots by language, party & ballot type (paper/electronic). For more recommendations on ballot proofing, see page 194.

## previewing ballots, *continued*

### selecting a ballot

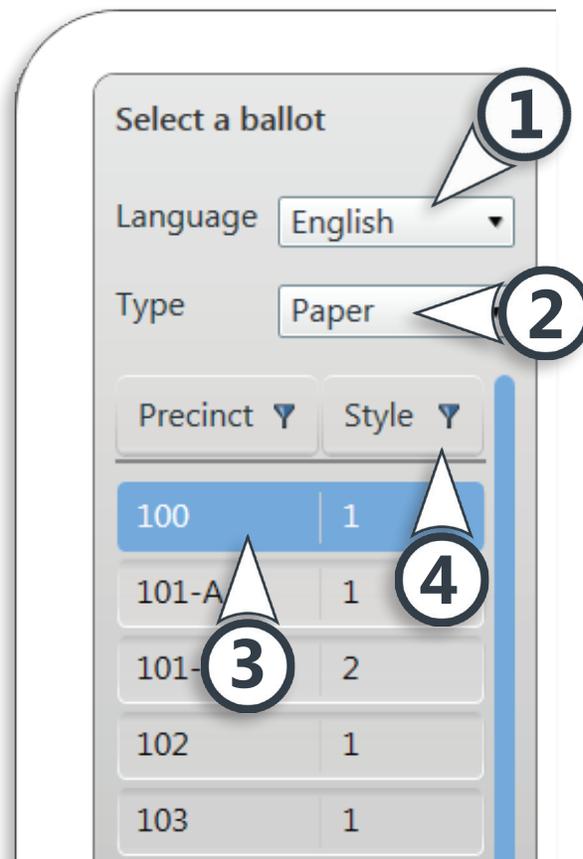
**1** In the **Select a ballot** panel, select the language that you want to proof (if applicable).

**NOTE:** *In Closed Primary Elections, you may also select ballots by Party.*

**2** Select the ballot type to proof (paper or electronic).

**3** Select the precinct or ballot style to proof. You should proof at least one ballot of each ballot style, in all languages and ballot types.

**4** Click the filter icon  in a column header to filter by category.



The screenshot shows the 'Select a ballot' panel. It includes a 'Language' dropdown menu set to 'English' (callout 1), a 'Type' dropdown menu set to 'Paper' (callout 2), and two filterable columns: 'Precinct' and 'Style' (callout 3). Below these are several rows of ballot information. The first row is highlighted in blue and has a callout 4 pointing to the 'Style' column header. The rows are:

Precinct	Style
100	1
101-A	1
101-	2
102	1
103	1

## previewing ballots, *continued*

### the ballot preview window

The ballot preview window displays the current page of the ballot whose language, ballot type, and ballot style you have selected.

- ▶ The blue sliders allow you to adjust the view when zoomed in.
- ▶ To adjust ballot layout, you can force contests and additional text elements to the next column or page (see pages 121 and 143).

The screenshot shows a ballot preview window titled "Preview Ballot" with a timestamp of "10/15/2015 15:39:58" and "Precinct 100". The page is labeled "Page 1 of 2".

**Sample Election**  
September 29, 2015  
Sample County

Please use a black or blue ink pen only. Completely fill in the box provided to the left of your choice. Make no stray marks on the ballot. Do not use inks that soak through the paper.

**Straight Party**  
Choose One

- Republican Party
- Democratic Party
- Libertarian Party
- Green Party

**Federal Contests**

**U.S. Representative, District 22**  
Vote for One

- John Quincy Adams  
Libertarian  
Lawyer
- Abraham Lincoln  
Republican
- James Buchanan  
Democrat
- Harriet Tubman  
Green

**State Contests**

**State Representative, District 12**  
Vote for One

- Amerigo Vespucci  
Democrat
- John Cabot  
Republican
- Henry the Navigator  
Green
- Ernest Shackleton  
Libertarian
- Write-in: \_\_\_\_\_

**Local Contests**

**Mayor, City of Sampleton**  
Vote for One

- Johannes Brahms
- Sofia Gubaidulina
- Jean-Baptiste Lully
- Igor Stravinsky

Read Both Sides of the Ballot

## previewing ballots, *continued*

### the ballot preview toolbar

**A)** Use the **Magnifying Glass** buttons to examine the ballot in greater detail.

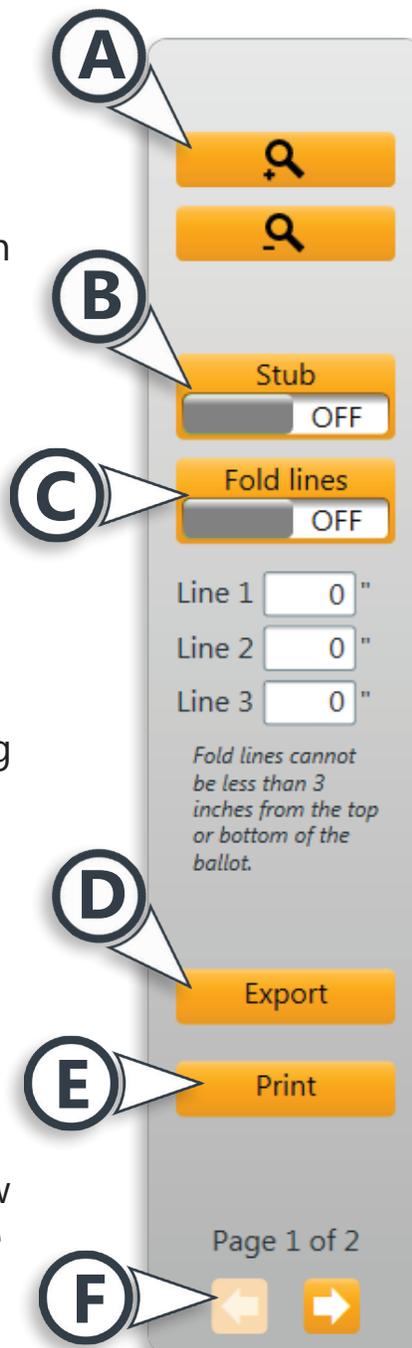
**B)** **Stub** slider allows you to see the ballot stub.

**C)** **Fold Lines** slider allows you to see where fold lines appear on the ballot. Best practices for fold line placement can be found on page 195. Change fold line positioning by entering values in the boxes below.

**D)** Click **Export** to export the page preview image to file (PDF).

**E)** Click **Print** to print the page image.

**F)** Use the **Page** buttons to view each page of the ballot; be sure to proof all pages.



# visual ballot guide: ballot contents

**Ballot Type Label (Build)**

- Election Title
- Election Date
- Jurisdiction

**Ballot Header Label**

- Ballot Header Additional Info

**Official Ballot**

**Sample County Ballot Additional Ballot Information**

Precinct 101-B

Page 1 of 2

Precinct

Page X of Y

**Ballot Instructions**

Sample Election  
December 31, 2015  
Sample County, Sample State

Please use a blue or black ink pen to completely fill in the box next to your choice. To vote for a write-in candidate, fill in the box next to the words "Write-in," and write in the name of your candidate on the line underneath the box.

**United States Senate**

Vote for One

- Dennis Weiford  
Whig
- Lloyd Garriss  
Historical
- Sylvia Wentworth-Farthington
- John Hewetson
- Write-in:  
-----

**US Representative, 6th Congressional District**

Vote for One

- Brad Plunkard  
Whig
- Bruce Reeder  
Historical
- Brad Schott
- Glen Tawney

**Contest Title**

**Contest Instruction**

**Contest Choices**

- Choice Name
- Party Affiliation

Read Both Sides of the Ballot

**NOTE:** The Ballot Type Label can only be defined or edited in Verity Build.

## summary: proofing ballots

**1** Review fold line and ballot stub positioning using the ballot preview toolbar.

**2** Print or export previews to proof ballot content. You can also proof ballot associations in Build.

**3** Proof ballot content and associations for:

- Spelling and Content
- Contest Details
- Contest Choices
- Write-in lines
- Party information
- Candidate details
- Straight party options
- Contest instructions
- Contest, District, Precinct, and Polling Place associations

**4** Review all audio after recording.

- Listen for any mispronunciations, especially with candidate names.
- Listen for truncated words at the beginning and ending of audio strings.
- Listen for extreme changes in volume from string to string.
- Confirm that all audio strings are clear, audible, and associated with the appropriate text.

## general recommendations for proofing ballots

- ▶ Proof ballot content carefully; try reading the ballot upside-down or from bottom to top to encourage careful examination. Be sure to check all spelling.
- ▶ Proof ballot layout aesthetics and usability; ballots should be simple, well-spaced, and easy to understand. Use the **Force to Next Column** and/or **Force to Next Page** options (available for both contests and additional text elements) to adjust the ballot layout. See pages 121 and 141.
- ▶ Ballot content should be laid out evenly throughout the page.
- ▶ Verify that all contests and candidate names appear without avoidable truncation or needlessly small font size.
- ▶ Assess fold patterns for paper ballots on different ballot styles.

## best practices: fold lines

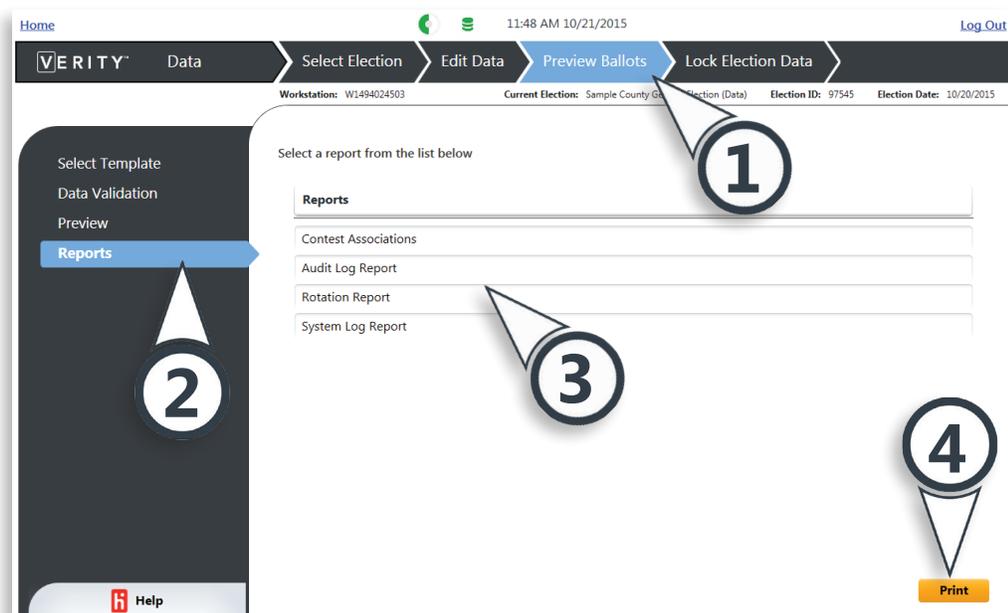
Consider the placement of fold lines when laying out your paper ballots.

- Don't fold ballots through option boxes and barcodes as dirt may accumulate in the fold.
- Use the minimum number of folds required to fit the ballot into its envelope.
- Be familiar with all of your ballot styles. Some may require a different type of fold than others.
- Avoid excessive folding and creasing.
- Avoid folding against the grain of the paper.
- Avoid any folds occurring just above or below a ballot stub perforation.

## generating reports

The Reports menu provides reports for use in proofing ballot content. It also contains Audit and System Log reports that may be printed on-demand.

- 1 Select the **Preview Ballots** tab.
- 2 Select the **Reports** menu.
- 3 Choose the desired report from the list.
- 4 Click the **Print** button to print the selected report.



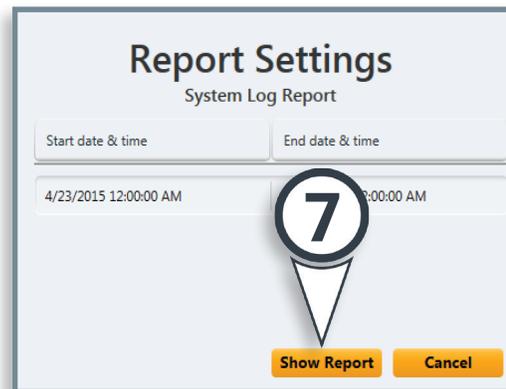
## generating reports, *continued*

**5** In the Report Settings window that appears, you can set the start & end date/time for the report. Click on each time to pull up a calendar and make your selections.

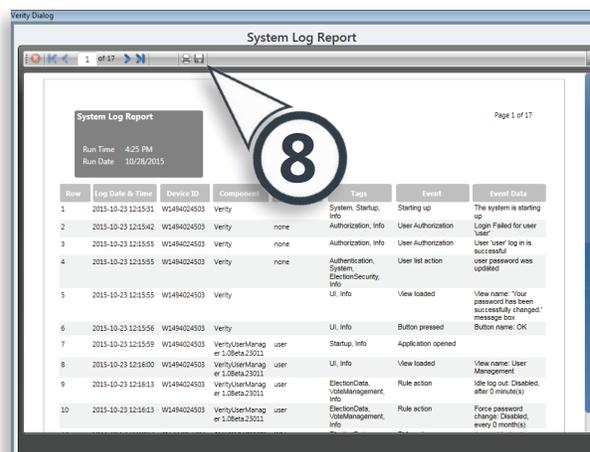


**6** Click Close.

**7** Click Show Report.



**8** To print the report to an attached printer, click the **Printer** icon. To export the report to PDF, click the **Disk** icon.



## available reports: Data

The following reports are available in Data; the contents of each report are listed below. These reports cannot be deleted or edited by the user. All Data reports contain the following information in their header:

- Report Title
- Election Title
- Election Date
- Election ID
- Jurisdiction Name
- Date and time the report was generated

### Audit log report

The Audit log report is a comprehensive log of all activity that has occurred in the Data application on that workstation. Each entry includes the following detail:

- Date/time of event
- User logged in at time of event
- Application name and full version number
- Device serial number or workstation ID
- Event name (in plain text)
- Event detail data (in plain text)
- Election ID
- Tags

### System log report

The System log report is a comprehensive log of all activity that has occurred on a workstation or network that is not election-specific. Each entry includes the same details as the audit log, listed above.

## available reports: **Data**, *continued*

### Jurisdiction Configuration report

**NOTE:** All lists in this report are sorted by the sequence number of the list items.

- Jurisdiction name
- List of precinct names
- List of precinct split names
- List of district names
- Precinct associations with districts
- Precinct split associations with districts

### Polling Place List

This report includes a list of all polling places, with the following details for each polling place:

**NOTE:** All lists in this report are sorted by the sequence number of the list items.

- Polling place name
- Polling place notes
- Polling place to voting type associations
- Polling place to party associations
- Polling place associations with precincts (*optional*)
- Polling place associations with precinct splits (*optional*)
- Polling place associations with districts (*optional*)
- Items in this report can also be filtered by voting type

## available reports: Data, *continued*

### All Contests report

This report includes a list of all contests in the election.

**NOTE:** *All lists in this report are sorted by the sequence number of the list items.*

- Each contest includes the following details:
  - Contest title
  - Contest type
  - List of contest party associations
  - Instruction text
  - Contest notes
  - Number of valid selections
  - Number of write-in options
  - Whether contest is included in straight party
  - Whether contest is included in rotation
- A list of contest options, with the following details:
  - Option name
  - Option details
  - Option party association
- Whether contest is non-partisan
- Total count of contest that include vote-able options in this election

### Contest Associations report

This report displays a list of all Contests in the election, including the following details:

**Note:** *All lists in this report are sorted by the sequence number of the list items.*

- Contest title
- Contest party association
- The contest's associations with:
  - Precincts
  - Precinct splits
  - Districts
- This report can be filtered by association type

## available reports: **Data**, *continued*

### Rotation report

This report contains information relating to rotation, organized into the following sections:

- List of all contests included in rotation
- Contest details:
  - Contest title
  - Contest party associations
  - Option names, in rotated order, for each precinct and precinct split associated with the contest
  - Write-in options

## Data checklist: preview ballots tab

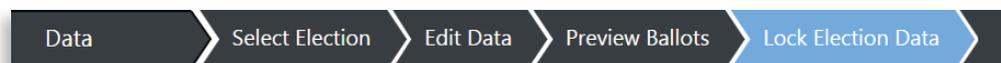
- 1** Log in to Verity.
- 2** Open the Data application.
- 3** Open the election in the **Select Election** tab.
- 4** Click the **Preview Ballots** tab.
- 5** Click the **Select Template** menu
  - Select Page Size and Ballot Template.
- 6** Click the **Data Validation** menu
  - Validate Election Data and make necessary corrections
- 7** Click the **Preview** menu
  - Preview ballots.
  - Print/Export ballot previews for proofing
  - Proof at least one of each: ballot style, language, ballot type, party (*closed primary elections only*)
- 8** Proof ballots for content and layout; check associations.
  - Make adjustments to layout using the **Force to Next...** options for contests and additional text elements.
- 9** Click the **Reports** menu
  - Print Audit Log and System Log reports as needed.





# lock election data

## the lock election data tab



Under the **Lock Election Data** tab, you will perform final validation of your election data, and lock the data so that it is ready to open in Verity Build.

**! IMPORTANT:** Once you export your election, you will no longer be able to make changes in Verity Data. Archive your election in an Open for Editing state before you Lock Election Data, so that you can restore the Open election if changes are needed. See page 39.

## validating and locking election data

- 1 Select the **Lock Election Data** tab.
- 2 Note the details on the screen; once you lock your election you will be unable to make changes to the election in Verity Data.
- 3 Click the **Validate** button to perform a final check of your election data.

Home 11:49 AM 10/21/2015 Log Out

VERITY Data Select Election Edit Data Preview Ballots **Lock Election Data**

Workstation: W1494024503 Current Election: Sample County General Election (Data) Election ID: Election Date: 10/20/2015

**Lock Election Data**

Locking Your Election Data Means...

- ✓ You will be able to take your election data to Build
- ✗ You will not be able to make changes to your election data

Best Practices Before Exporting Your Data

- Use reports to proofread all of your data
- Use the ballot preview window to proofread all of your ballot styles
- Use the audio screen to proofread your recorded audio

**Election Description: Sample County General Election (Data)**  
Election ID: 97545  
Election Date: 10/20/2015

**Election Totals**

Precincts	.....	15
Districts	.....	11
Ballot Texts	.....	4
Contests	.....	12
Options	.....	44
Audio	.....	2
Languages	.....	2

• Before locking your data, a final set of validation checks must be performed. After these validations, click "Validate"  
• After validation has completed, you can click "Lock" to lock your data  
• If you do not want to lock your data right now, simply navigate to another screen

**Validate** Lock

- 4 When you see the message 'Validation Complete', click **OK**.

**Validation Complete**

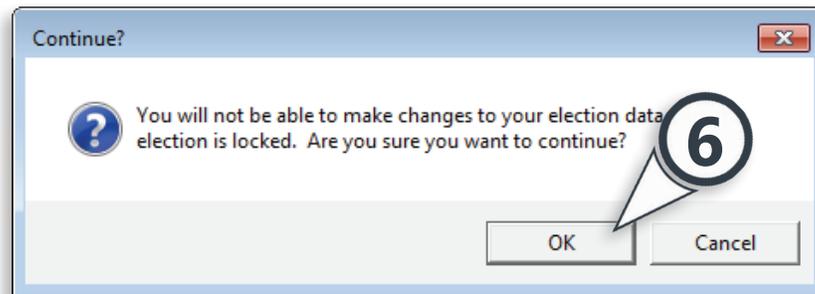
The operation completed successfully.

**OK**

**validating and locking election data**, *continued*

**! IMPORTANT:** Before locking your data, it is recommended that you export your full election data set in the Export menu (See page 176). Once you lock your election data, you will no longer be able to export data from that election.

- 5 Click the **Lock** button.
- 6 Click **OK** to continue; if you are not ready to lock the data, click **Cancel**.



- 7 The election is now in 'Locked for Export' status. For instructions on opening the locked election in Verity Build on the same workstation, see the *Verity Build Administrator's Guide*. If you need to open a Verity Data-locked election in Build on a separate workstation, you will need to export the election in Manage, following the instructions found in the *Verity Build Administrator's Guide*.

## Data checklist: lock election data tab

- 1 Log in to Verity.
- 2 Open the Data application.
- 3 Open the election in the Select Election tab.
- 4 Click the Lock Election Data tab.

**IMPORTANT: once you export your election, you will no longer be able to edit the election in Verity Data.**

- 5 Click Validate, then click OK.
- 6 Click Lock, then click OK.
- 7 Your election is now ready to open in Verity Build.



## appendix A: Verity Data import file specifications

The tables on the following pages provide the required specifications for each available import file in Verity Data.

### import file specifications

#### additional texts

file name: **AdditionalTexts.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	ID #	unique number	ID number
2	ballot text	free text (50)	additional text to appear on the ballot
3	ballot type	restricted value	<b>Paper, Electronic, or Both</b>
4	layout forcing	restricted value	<b>None, NextColumn, or NextPage</b>
5	image file (paper)	file name with extension	file name (paper ballot image)
6	image file (electronic)	file name with extension	file name (electronic ballot image)

## import file specifications, *continued*

### additional text to district association

file name: **AdditionalTextDistrictAssociation.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	Additional Text ID #	unique number	defined in the Additional Text import
2	District ID #	unique number	defined in the Districts import

### additional text to party association

*(Closed Primary elections only)*

file name: **AdditionalTextPartyAssociation.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	Additional Text ID #	unique number	defined in the Additional Text import
2	Party ID #	unique number	defined in the Parties import

### additional text to precinct/split association

file name: **AdditionalTextPrecinctSplitAssociation.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	Additional Text ID #	unique number	defined in the Additional Text import
2	Precinct/split ID #	unique number	defined in the Precinct/splits import

## import file specifications, *continued*

### ballot instructions

file name: **BallotInstructions.csv**

*note: the ID # assigned in field 1 is the ID of that individual instruction element, not the ID # of the entire grouping of ballot instructions. If both a ballot image and ballot RTF are included within the same instruction element ID, the ballot template will determine the order in which they appear.*

Field No.	Field Name	Data Type (character limit)	Description
1	ID #	unique number	ID number for the instruction element
2	RTF file	file name with extension	file name (ballot instructions RTF file)
3	image file (paper)	file name with extension	file name (paper ballot image)
4	sequence #	number	Order in which individual instruction element will appear within the grouping of ballot instructions. Sequence numbers should be unique, contiguous, and start at 1.

### ballot order

file name: **BallotOrder.csv**

*note: the instructions ID # refers to the entire grouping of ballot instructions; this ID number is always 1.*

Field No.	Field Name	Data Type (character limit)	Description
1	Additional Text ID #	unique number	defined in the Additional Text import
2	Contest ID #	unique number	defined in the Contests import
3	Instructions ID #	restricted value	1 (there is always only 1 instruction ID)
4	sequence #	number	Order in which the element will appear on the ballot. Sequence numbers should be unique, contiguous, and start at 1.

## import file specifications, *continued*

### choices

file name: **Choices.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	ID #	unique number	ID number
2	Contest ID #	unique number	defined in the Contests import
3	choice name	free text (50)	choice name as it will appear on the ballot
4	sequence #	number	Base order in which the choice will appear within the contest. Sequence numbers within a given contest should be unique, contiguous, and start at 1.

### choice to party association

file name: **ChoicePartyAssociation.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	Contest ID #	unique number	defined in the Contests import
2	Choice ID #	unique number	defined in the Choices import
3	Party ID #	unique number	defined in the Parties import

### choice-additional text associations

*(Choice-Additional Text elements are used to display supplementary information about choices and are not related to Additional Text elements (page 208).*

file name: **ChoiceAdditionalTextAssociations.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	ID #	unique number	ID number
2	additional text	free text (50)	additional text to be associated with the choice
3	sequence #	number	Order in which the choice additional text element will appear within the choice. Sequence numbers should be unique, contiguous, and start at 1.
4	Choice ID #	unique number	defined in the Choices import
5	Contest ID #	unique number	defined in the Contests import

## import file specifications, *continued*

### contests

file name: **Contests.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	ID #	unique number	ID number
2	contest title	free text (50)	Name of the contest as it will appear on the ballot
3	contest type	restricted value	<b>Office, Proposition, or Party</b>
4	party abbreviation	restricted value	3 character party abbreviation, defined in the Parties import; required for Primary elections
5	notes	free text (500)	for display in the application only; does not appear on the ballot
6	contest instructions	free text (50)	instruction text for the contest (e.g. Vote for One)
7	layout forcing	restricted value	<b>None, NextColumn, or NextPage</b>
8	# of valid choices	number	number of valid choices
9	# of write-in options	number	number of write-in options; must not exceed number of valid choices
10	voting logic	restricted value	<b>Normal, Ranked Choice, or Cumulative</b>
11	include on non-partisan ballots	restricted value	<b>TRUE</b> = include; <b>FALSE</b> = do not include
12	include in straight party	restricted value	<b>TRUE</b> = include; <b>FALSE</b> = do not include
13	include in rotation	restricted value	<b>TRUE</b> = include; <b>FALSE</b> = do not include
14	image file (paper)	file name with extension	file name (paper ballot image)
15	image file (electronic)	file name with extension	file name (electronic ballot image)
16	proposition text RTF file	file name with extension	file name (proposition text RTF file)

## import file specifications, *continued*

### contest to district associations

file name: **ContestDistrictAssociation.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	Contest ID #	unique number	defined in the Contests import
2	District ID #	unique number	defined in the Districts import

### contest to party association

*(Open and Closed Primary elections only)*

file name: **ContestPartyAssociation.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	Contest ID #	unique number	defined in the Contests import
2	Party ID #	unique number	defined in the Parties import

### contest to precinct/split associations

file name: **ContestPrecinctSplitAssociation.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	Contest ID #	unique number	defined in the Contests import
2	Precinct/split ID #	unique number	defined in the Precinct/splits import

## import file specifications, *continued*

### contest precinct/split rotation

file name: **ContestPrecinctSplitRotation.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	Contest ID #	unique number	defined in the Contests import
2	Precinct/split ID #	unique number	defined in the Precinct/splits import
3	Rotation Index #	number	the rotation index for the contest (e.g. 1 = Base Rotation, 2 = First Rotation, 3 = Second Rotation)

### districts

file name: **Districts.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	ID #	unique number	ID number
2	district name	free text (40)	district name as it will appear on the ballot
3	district notes	free text (500)	for display in the application only; does not appear on the ballot
4	sequence #	number	Order in which the districts appear in the list. Sequence numbers should be unique, contiguous, and start at 1.

### district to precinct/split associations

file name: **DistrictPrecinctSplitAssociation.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	District ID #	unique number	defined in the Districts import
2	Precinct/split ID #	unique number	defined in the Precinct/splits import

## import file specifications, *continued*

### election basic information

file name: **ElectionBasicInfo.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	election title	free text (50)	title of the election as it will appear on the ballot
2	date	restricted value	date of the election, formatted as follows: "Month dd, yyyy" (e.g. "October 21, 2017"). Date text must be enclosed in double quotes.
3	jurisdiction	free text (50)	name of the jurisdiction

### parties

file name: **Parties.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	ID #	unique number	ID number
2	party name	free text (50)	Name of the party as it will appear in party selector contests and within the application
3	party ballot text	free text (50)	party name as it will appear with affiliated candidates on the ballot
4	party ballot label	free text (50)	label for the party that will appear in the header of Closed Primary election ballots
5	party abbreviation	free text (3)	3 letter abbreviation of the party, must be unique
6	non-partisan	restricted value	<b>TRUE</b> or <b>FALSE</b>
7	image file (paper)	file name with extension	file name (paper ballot image)
8	image file (electronic)	file name with extension	file name (electronic ballot image)
9	sequence #	number	Order in which the party will appear in reports and within the application. Sequence numbers should be unique, contiguous, and start at 1.

## import file specifications, *continued*

### polling places

file name: **PollingPlaces.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	ID #	unique number	ID number
2	polling place name	free text (50)	polling place name
3	Voting Type ID #	unique number	defined in the Voting Types import
4	notes	free text (500)	order in which the districts appear in the list
5	sequence #	number	Order in which the polling places appear in the list. Sequence numbers should be unique, contiguous, and start at 1.

### polling place to party association

*(Closed Primary elections only)*

file name: **PollingPlacePartyAssociation.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	Polling Place ID #	unique number	defined in the Polling Places import
2	Party ID #	unique number	defined in the Parties import

### polling place to precinct/split association

file name: **PollingPlacePrecinctSplitAssociation.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	Polling Place ID #	unique number	defined in the Polling Places import
2	Precinct/split ID #	unique number	defined in the Precinct/splits import

## import file specifications, *continued*

### precincts/splits

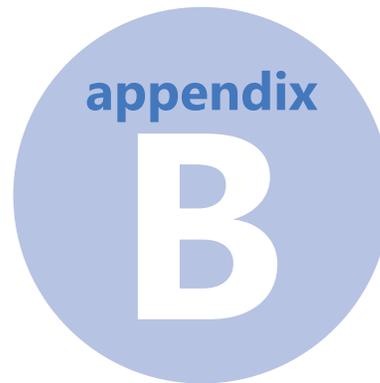
file name: **PrecinctSplits.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	ID #	unique number	ID number
2	precinct name	free text (40)	Name of the precinct as it will appear on the ballot
3	split name	free text (10)	Name of the split as it will appear on the ballot
4	sequence #	number	Order in which the precinct will appear in reports and within the application. Sequence numbers should be unique, contiguous, and start at 1.

### voting types

file name: **VotingTypes.csv**

Field No.	Field Name	Data Type (character limit)	Description
1	ID #	unique number	ID number
2	voting type name	free text (40)	Name of the voting type
3	duration	restricted value	<b>SingleDay</b> or <b>MultipleDay</b>
4	sequence #	number	Order in which the voting type will appear in reports and within the application. Sequence numbers should be unique, contiguous, and start at 1.



## appendix B: Verity system limits & access

The tables on the following pages list the Verity system limits for user names and passwords, maximum limits for election data, character limits for text elements, and device passcode access requirements.

### **user names and passwords**

Item	Character Range
User Name	1-50
User Password	1-50
Device and Application Passcodes	6 (numeric)

## election data limits

Item	Upper Limit
Precincts	2,000
Splits per Precinct	20
Total Precincts and Splits in an Election	2,000
Districts	75
Polling Places	1200
Parties in a General Election	24
Parties in a Primary Election	10
Contests and Propositions (combined)	200
Contest Choices (voting positions) in a Contest	75
Total number of Contest Choices in an Election (independent from ballot size)	600
Number of Write-in Options	75
Voting Types	5
Tasks per Election (Central, Count)	15
Sheets per vDrive: Scan	9999*
Sheets per vDrive: Central	80,000**
Number of Voters Definable per Election	1,000,000
Maximum Sheets per ballot	4
Ballot Stubs per ballot	2
Number of ballots: Scan (1 sheet ballot)	9999
Number of ballots: Scan (2 sheet ballot)	4999
Number of ballots: Scan (3 sheet ballot)	3333
Number of ballots: Scan (4 sheet ballot)	2499
Number of ballots: Central	1,000,000
Number of CVRs (sheets): Count	4,000,000
Number of vDrives: Count	1200
Ballot Sizes - Build, Central, Print, Touch Writer, Scan	8.5"x11", 8.5"x14", 8.5"x17"
Ballot Sizes - Build, Central (also includes)	11"x17"

\* The sheet limit for Verity Scan represents a **recommended** limit for the number of sheets scanned on an individual Verity Scan during a single election.

\*\*20,000 4-sheet ballots

## appendix B: Verity system limits & access

### system character limits

Item	Character Limit
Election ID	99,999 (digits)
Election Name	50
Election Title	100
Jurisdiction Name	100
Precinct Label	20
Write-in Label	20
Sample and Official Ballot Labels	20
Party Name	50
Party Ballot Text (Affiliation)	50
Party Abbreviation	3
Precinct Name	40
Precinct Split Name	10
District Name	100
District Description	500
Polling Place Name	50
Polling Place Notes	1,000
Voting Type Name	50
Ballot Header Label	100
Ballot Header Additional Information	100
Ballot Instruction Text	10,000
Ballot Additional Text	1,000
Contest Title	100
Contest Instruction Text	50
Proposition Title	100
Proposition Text	10,000
Proposition Notes	500
Contest Choice Name	100
Contest Choice Details	100
Write-in Choice Name (Touch/Touch Writer)	25
Ballot Stub Free Form Fields (4)	50 each

# device pass code access requirements

Menus/Actions	Code(s) Required
<b>CHANGE SETTINGS MENU</b>	
<i>Set Clock</i>	Maintenance Code
<i>Touchscreen Calibration</i>	
<i>Set Alert Volume (Verity Scan only)</i>	
<i>Scanner Contrast Calibration (Verity Scan only)</i>	
<i>Scanner Speed Calibration (Verity Scan only)</i>	
<b>POLL WORKER TASKS MENU (Touch Writer)</b>	
<i>Create Ballot Access Code</i>	Poll Worker Code
<i>Deactivate an Access Code</i>	
<i>Spoil Current Ballot</i>	
<i>Print Access Code Summary</i>	
<b>MAIN MENU (Touch)</b>	
<i>Spoil Ballot</i>	Poll Worker Code
<b>ADMINISTRATOR MENU</b>	
<i>Change Ballot Rules (Verity Scan Only)</i>	Administrator Code
<i>Enable Recount Mode* (Verity Scan Only)</i>	
<i>Change Report Settings* (Verity Scan and Controller Only)</i>	
<i>Create Recovery vDrive</i>	
<b>OTHER ACTIONS</b>	
<i>Load Election (upon inserting a vDrive for a new election)</i>	Maintenance Code; Verity Key Password
<i>Open Polls</i>	Open Polls Code
<i>Suspend Polls</i>	Suspend Polls Code
<i>Close Polls</i>	Close Polls Code

*\*if available in your jurisdiction*

# glossary

## abandoned ballot

A ballot that the voter did not cast into the ballot box before leaving the polling place. Local election rules dictate dispensation of an abandoned ballot. In some jurisdictions, abandoned ballots must be spoiled (see also spoiled ballot).

## absentee ballot

Ballot cast by a voter unable to vote in person at his or her polling place on election day.

## absentee voting

A voting method by which people can cast their ballots without going to the polling place on election day. In some jurisdictions, early voting is referred to as 'absentee-in-person' or 'absentee walk-in' and by-mail voting is sometimes referred to as 'absentee-by-mail.'

## acceptance testing

Examination of voting equipment and testing of basic functionality upon delivery including validation that the delivered system is, in fact, the certified system purchased.

### access code

The five-digit number given to each voter that indicates to the Verity system which precinct and ballot style to display to the voter on the Touch or Touch Writer. The access code is printed by the poll worker from the Controller or Touch Writer. The access code is only valid for a limited time and does not link to any voter information.

### access code summary report

A report that is printed on the Controller or Touch Writer. It lists the number of access codes issued, voted, expired, and canceled.

### adjudication

The task of assigning the voter's intent to votes on ballots that contain an undervoted contest, an overvoted contest, a contest with a selected write-in, or an invalid vote. Adjudication may also be required for a completely blank ballot or a damaged ballot. Also called resolution.

### air gap

A physical separation that describes how non-certified and certified voting system applications relate to each other and manage data. A variety of methods can support a physical 'air gap,' primarily the absence of any network connection between non-certified and certified applications. These air gaps act as a physical firewall for all data and access ensuring integrity and security.

### Americans with Disabilities Act (ADA)

A 1990 federal act that established comprehensive standards for the treatment of persons with disabilities in employment, public accommodations, and other programs, including those operated by state and local governments.

### audio ballot

A ballot in which a set of contests is presented to the voter in spoken, rather than written, form.

**audio-tactile interface (ATI)**

Voter interface designed to not require visual reading of a ballot. Audio is used to convey information to the voter and sensitive tactile controls allow the voter to communicate ballot selections to the voting system.

**audit log**

A report containing recorded information that allows elections officials to view the steps that occurred on the equipment and/or software included in an election in order to verify or reconstruct the user actions taken without compromising ballot or voter privacy.

**authentication**

The verification of the identity of a person or process. In a communication system, authentication verifies that messages really come from their stated source, like the signature on a (paper) letter.

**ballot**

The official presentation of all of the contests to be decided in a particular election.

**ballot box**

A secure receptacle for the Verity Scan that collects scanned paper ballots and also has an emergency compartment for temporary storage of unscanned voted ballots in case the Scan is disabled.

**ballot box security seal**

The seal attached to the ballot box door to secure the paper ballots. *See also security seal.*

**ballot count**

A number, shown on the Verity configuration reports and Polls Open screens that indicates how many ballots have been processed on that device for the current election. The ballot count of a device is reset to zero when a new election is loaded by election staff before an election.

**ballot drop box**

When voted ballots are collected from a physical box at a specific location, instead of by mail.

**ballot image**

For a paper ballot, the electronic digital picture of the ballot. For an electronic ballot, the Cast Vote Record of the electronic ballot.

**ballot instructions**

(1) Instructional text that appears at the top of the ballot. There are two separate types of Ballot Instruction text: (1) electronic and (2) paper ballot. There is also separate audio instruction associated with the Touch or Touch Writer ballot instruction. (2) Information provided to the voter during the voting session that describes the procedure for voting a ballot. Such material may (but need not) appear directly on the ballot.

**ballot marking device (BMD)**

An electronic machine at which a voter can make selections and then print a marked ballot, which the voter takes to a scanning device to be cast. No vote records are stored on the ballot marking device itself.

**ballot measure**

(1) A question that appears on the ballot for approval or rejection. (2) A contest on a ballot where the voter may vote yes or no.

**ballot number**

In Verity, a number that can be placed on the ballot but which is not digitally processed in the system and is not part of the Cast Vote Record.

**ballot position**

The order on the ballot in which a candidate's name appears. For example, candidate B may have the 2nd position on the ballot, meaning that there is one candidate's name ahead of candidate B for that contest.

**Ballot Production Services (BPS)**

The Hart InterCivic Ballot Production Service (BPS) is a fee-based service that provides ballot programming and ballot printing service for customers who use Hart InterCivic voting devices.

**ballot rotation**

Process of varying the order of the candidate names within a given contest. Candidate names can rotate by precinct, by ballot, or by other schema.

**ballot scanner**

Device used to read the voter selection data from a paper ballot.

**ballot stub**

A perforated, removable portion of a ballot used in some jurisdictions. The ballot stub does not contain voteable contests.

**ballot style**

A ballot style is a grouping of certain precincts with an identical contest configuration. Every precinct's (or split precinct's) ballot is linked to one ballot style and there may be several precincts with the same ballot style. In Verity, the ballot style information is carried on the vDrive.

**ballot text**

Informational text embedded in the ballot that does not have the properties of a contest and cannot be voted. Ballot text is often used to identify a section of the ballot.

**bar code**

A printed horizontal strip of vertical bars of varying widths, groups of which represent decimal digits. In the Verity voting system, bar codes are required in order for paper ballots to be correctly scanned.

**BMD**

See **ballot marking device (BMD)**.

**by-mail**

When voters receive ballots through the mail system, and then return voted ballots to the scanning and tabulation center via the mail system (or via drop boxes).

**candidate**

Person contending in a contest for office. A candidate may be explicitly presented as one of the choices on the ballot or may be a write-in candidate.

**canvass**

Compilation of election returns and validation of the outcome that forms the basis of the official results by a political subdivision.

**cast ballot**

Ballot that has been deposited by the voter in the ballot box or electronically submitted for tabulation.

**Cast Vote Record (CVR)**

An anonymous record of the contest options that a voter selected on his/her cast ballot (otherwise known as the voter's choice set). In the Verity voting system, Cast Vote Records are stored in electronic format. One Cast Vote Record is equivalent to scanned sheet or one electronic ballot, and is the permanent record of all votes produced by a single voter whether in electronic, paper or other form. Also referred to as ballot image when used to refer to electronic ballots.

**central count**

When the ballots are scanned and then tabulated at a central facility, and not at the polling place(s) where in-person voting took place.

**certification**

Procedure by which a third party gives written assurance that a product, process or service conforms to specified requirements. See also state certification and national certification.

**certification testing**

Testing performed under either national or state certification processes to verify voting system conformance to requirements.

**challenged ballot**

Terminology and rules for challenged ballots vary by state. In general, a challenged ballot results when a voter's right to cast a ballot in a certain jurisdiction is challenged for various procedural reasons. If the challenge stands, the voter may, in most cases, vote provisionally.

**close polls report**

Report printed by the Verity voting device when the polls are closed. This report includes a time stamp indicating the date and time printed.

**closed primary**

Primary election in which a voter receives a ballot listing only those candidates running for office in the political party with which the voters is affiliated. In some states, non-partisan contests and ballot issues may be included. In some cases, political parties may allow unaffiliated voters to vote in their party's primary.

**CMOS battery**

Coin battery within a Verity device tablet that maintains the system clock functions while the device is turned off.

**commercial off-the-shelf (COTS)**

Commercial, readily available hardware devices (such as card readers, printers or personal computers) or software products (such as operating systems, programming language compilers, or database management systems).

### component

Element within a larger system; a component can be hardware or software. For hardware, it is a physical part of a subsystem that can be used to compose larger systems (e.g., circuit boards, internal modems, processors, computer memory). For software, it is a module of executable code, that can be moved around as a whole that performs a well-defined function and interacts with other applications.

### contest

A choice to be made on the ballot; a race. Contest types include offices, issues, referendums, measures, and propositions.

### count

Process of totaling votes. Also the name of Verity's tabulation software application. *See* **tabulation**.

### credentials

Authentication information that enables access to operations in the system or associated databases. Credentials typically include user IDs and passwords.

### cross filing

Also referred to as cross-party endorsement, this is the endorsement of a single candidate or slate of candidates by more than one political party. The candidate or slate appears on the ballot representing each endorsing political party.

### cryptographic key

Value used to control cryptographic operations, such as decryption, encryption, signature generation or signature verification.

### cryptology

Discipline that embodies the principles, means, and methods for the transformation of data in order to hide their semantic content, prevent their unauthorized use, prevent their undetected modification and establish their authenticity.

**cumulative voting**

A method of voting exclusive to multi-member district election (e.g. county board) in which each voter may cast as many votes as there are seats to be filled and may cast two or more of those votes for a single candidate.

**CVR**

*See Cast Vote Record (CVR).*

**damaged ballot**

A paper ballot that has been torn or otherwise damaged to the extent that it cannot be read using an optical or digital scanning device.

**digital scan**

A process where ballots are scanned and the electronic, or digital, images of the ballot are captured in whole (as opposed to optical scan, where the image is not captured but light reflected off of or absorbed by marked surfaces is used to collect vote data).

**digital signature**

An asymmetric key operation where the private key is used to digitally sign an electronic document and the public key is used to verify the signature. Digital signatures provide data authentication and integrity protection.

**direct record electronic (DRE)**

The term for an electronic machine at which a voter can view, vote, and cast a ballot.

**district**

A selection of precincts and/or split precincts that determine a voting group.

**DRE**

*See direct record electronic (DRE).*

### duplex

Two-sided. In Verity ballots are printed and scanned on both sides of the ballot sheet. The Verity Scan scans both sides of the ballot sheet.

### duplicate ballot

If a jurisdiction chooses to include unique identifiers on their printed ballots, Verity will search the database for an identical unique identifier every time a ballot is scanned, and disallow the ballot if it is a duplicate.

### early voting

A term for votes cast in-person prior to election day. Nomenclature for early voting varies from state to state in the U.S. (absentee in-person, absentee walk-in, etc.).

### election

A formal process of selecting a person for public office or of accepting or rejecting a political proposition by voting.

### Election Assistance Commission (EAC)

Federal agency created by HAVA and chartered with, among other things, overseeing the testing and certification of voting systems.

### election database

In Verity Data and Build, a data file or set of files that contain information about political subdivisions and boundaries, all contests and questions to be included in an election, and the candidates for each contest.

### election day

A specific day, set by federal or state statute, when voting takes place and results tabulation and reporting begins.

### election ID

An identification code assigned to an election by Verity Data and Build that is unique for every election. The election ID is used internally by the software applications.

**election management system (EMS)**

A set of processing functions and databases within a voting system that define, develop, and maintain election databases; perform election definition and setup functions; format ballots; count votes; consolidate and report results; and maintain audit trails.

**election preferences profile**

A profile that retains jurisdiction-specific preferences concerning election rules and settings. The purpose of the profile is to minimize a user's need to keep re-entering data that is applicable to most of the user's elections. Information stored in an election preferences profile typically does not change frequently, and the profile is user-editable.

**emergency ballot slot/emergency ballot bag**

A special receptacle in the Verity ballot box, with its own unique access door, that can be used to securely store unscanned ballots.

**EMS**

See **election management system (EMS)**.

**encryption**

Process of obscuring information by changing plain text into cipher text for the purpose of security or privacy. *See also* **cryptology**.

**firmware**

Computer programs (software) stored in read-only memory (ROM) devices embedded in the system. A Verity device's firmware version is displayed on the Power On Self Test report.

**functionality test**

Testing of hardware functionality (e.g., testing to see that a Verity Access button responds correctly when pressed). Functionality tests are built into the Verity voting devices.

### general election

Election in which voters, regardless of party affiliation, are permitted to select candidates to fill public office and vote on ballot issues. In the U.S., federal general elections are held on the first Tuesday after the first Monday in November, in every even-numbered year.

### graphic user interface (GUI)

The human-computer interface in software applications.

### hash testing

A test run to check that installed software has not been altered since its initial installation. The installed software is compared against a 'trusted build' of the software that has been certified by an regulatory agency.

### Help America Vote Act (HAVA)

Signed into law October, 2002, HAVA intends to assist states in the administration of federal elections and establishes 'minimum standards for states and units of local governments with the responsibility for the administration of federal elections.' Most importantly, HAVA mandates that each polling place in the United States have a federally approved handicap accessible voting system.

### help button

Button on the Verity Access; when pressed, the Verity Touch or Touch Writer screen will display contextual help text.

### incomplete ballot

A multi-sheet ballot being scanned in a scan batch that is missing one or more, but not all, sheets.

### invalid vote

An instance where a voter in an open primary has voted for a candidate for an opposing party after first declaring affiliation with another party.

**key management**

Activities involving the handling of cryptographic keys and other related security parameters (e.g., access to the physical keys and passwords) during the entire life cycle of the keys, including the creation, inventory and storage, re-writing, and use of the keys throughout an election cycle.

**lifetime count**

A number, shown on the Verity device touch screens, that indicates how many ballots (Cast Vote Records) have been voted on the device over its lifetime. The lifetime count cannot be reset.

**logic and accuracy test (LAT or L&A)**

In the context of an election, a test to check the accuracy of the voting system tabulation. An LAT is accomplished by submitting test ballots for which the results are already known (i.e., a 'test deck') through the ballot counting system and comparing the results with the expected results. If an error occurs (i.e., the actual test deck count does not match the expected count), then the problem is investigated and corrected, and the test is repeated.

**move wheel**

The rotary wheel on the Verity Access that allows a voter to navigate the ballot and highlight choices by turning the wheel.

**multi-seat contest**

Contest in which multiple candidates can run, up to a specified number of seats. Voters may vote for no more than the specified number of candidates.

**non-partisan office**

An elected office for which candidates run independent of political party affiliation.

### nonvolatile memory

Memory in which information can be stored indefinitely with no power applied. ROM is an example of nonvolatile memory.

### open polls report

Report printed by the Verity voting device when the polls are opened. This report includes a time stamp indicating the date and time printed.

### open primary

Primary election in which any voter can participate, regardless of their political affiliation. In the U.S., states that have open primaries do not require voters to register by party. Some states require voters to publicly declare their choice of party ballot at the polling place, after which the poll worker provides or activates the appropriate ballot. Other states allow the voters to make their choice of party ballot within the privacy of the voting booth.

### option

A choice on a ballot.

### option box

The target area where a voter marks in order to make a selection on a ballot.

### overvote

An instance where a voter has marked more than the allowed number of options for a given contest. On the Verity Touch or Touch Writer it is not possible to overvote.

### page

In reference to paper ballots, one side of sheet of paper.

### paper-based voting system

Voting system that records votes, counts votes, and tabulates the vote count, using one or more ballot cards or paper ballots. In some regions, the term paper ballot is equivalent to hand counted ballot.

**partisan office**

An elected office for which candidates run as representatives of a political party.

**party**

A political party, for example Democratic or Republican.

**political subdivision**

Any unit of government, such as counties and cities, school districts, and water and conservation districts having authority to hold elections for public offices or on ballot issues.

**poll worker button**

A button located on the back panel of the Verity device used to access poll worker and administrator functions.

**polling location**

Physical address of a polling place.

**polling place**

The area within the polling location where voters cast ballots. Sometimes, a single polling place supports several precincts.

**power on self test report**

A report printed from the Verity voting device any time the device is powered on. This report shows a time stamp, firmware version, and diagnostic test result. A self-diagnostic test is run on the system, and the result is indicated as either a pass or fail on the report.

**precinct**

Election administration division corresponding to a contiguous geographic area that is the basis for determining which contests and issues the voters legally residing in that area are eligible to vote on. In traditional election nomenclature, precinct was once equivalent to polling place. This is not necessarily the case any longer.

**primary election**

Election held to determine which candidate will represent a political party for a given office in the general election.

**primary presidential delegation nomination**

Primary election in which voters choose the delegates to the presidential nominating conventions allotted to their states by the national party committees.

**provisional ballot**

A ballot provided to individuals who claim they are eligible to vote but whose eligibility cannot be confirmed when they present themselves to vote. Once voted, such ballots cannot be included in the tabulation until after the voter's eligibility is confirmed.

**race**

A choice to be made on the ballot; a contest. Race types include offices, issues, referendums, measures, and propositions.

**ranked choice voting**

Practice that allows voters to rank candidates in a contest in order of choice 1, 2, 3, and so on. A candidate receiving a majority of the first choice votes wins that election. If no candidate receives a majority, the last place candidate is deleted, and all ballots are counted again, with each ballot cast for the deleted candidate applied to the next choice candidate listed on the ballot. The process of eliminating the last place candidate and recounting the ballots continues until one candidate receives a majority of the vote. The practice is also known as instant runoff voting, preferences or preferential voting, or ranked order voting.

**recount**

Re-tabulation of the votes cast in an election.

**referendum**

Process whereby a state law or constitutional amendment may be referred to the voters before it goes into effect.

**replacement ballot**

A ballot that is designated by the election authority to be a replacement for a damaged ballot.

**resolution**

See **adjudication**.

**runoff election**

Election to select a winner following a primary or a general election, in which no candidate in the contest received the required minimum percentage of the votes cast. The two candidates receiving the most votes for the contest in question proceed to the runoff election.

**sample ballot**

A ballot printed as a sample of the real election ballot. Sample ballots contain a special barcode which prevents them from being counted by the Verity system.

**security controls**

Management, operational, and technical controls (such as safeguards or countermeasures) prescribed for an information system to protect the confidentiality, integrity, and availability of the system and its information.

**security seal**

Tamper-evident seals put in place by the jurisdiction on voting devices and ballot boxes to restrict access to voted ballots and compartments containing voted ballots.

**select button**

Button on the Verity Access; a voter presses this button to select an option or ballot choice highlighted by the move wheel.

### sheet

In reference to paper ballots, one piece of paper printed on both sides, i.e., duplex.

### sheet count

On the Verity Scan device, a number, shown on the touch screen, that indicates how many physical ballot sheets have been scanned on that device for the current election. The sheet count of a device is reset to zero when a new election is loaded by election staff before an election.

### sip-and-puff

A voter's personal input device that connects to the Verity Access using the disabled access jack. This enables disabled voters with extremely limited mobility to vote with a mouth-controlled device.

### software license

The right-to-use a software (or firmware) application.

### split precinct

When a precinct is divided to accommodate non-standard division of boundaries within it (i.e. when sub-jurisdiction districts affect the ballot styles within a parent jurisdiction precinct).

### spoiled ballot

A ballot that has been rendered invalid, either by a voter who is still present at the polling place (making it necessary to give the voter a new ballot) or by virtue of being abandoned by the voter. *See also* **abandoned ballot**.

### straight party voting

A voting method that presents a contest at the top of the ballot that allows selection of a single political party in order to automatically select candidates of that party in contests that allow straight party voting.

**stub number**

A number that can be placed on the ballot stub. In Verity, the stub number is not tied to the ballot number.

**suspend polls report**

A report that automatically prints when suspending polls during early voting.

**system audit log**

Captures system-specific information, such as operating system login or logout and operating system alerts, faults, and failures (that is, running on battery).

**system battery**

Rechargeable battery pack used in Verity voting devices.

**tabulation**

Process of totaling votes. *See also* **count**.

**tactile switches**

Also called 'dual mode switches,' or 'jelly switches,' these red and green 'paddles' enable voters with disabilities to vote without using the touch screen, move wheel or select button on the Verity Access. Voters without fine motor control may use these. The red tactile switch allows voters to navigate through the ballot, similar to turning the move wheel in a clockwise direction. The green switch is similar to pressing the select button.

**tally report**

An report that may be printed from a Verity voting device after polls are suspended closed. It includes the date, time, precinct, a tally of votes for each contest, and an access code or ballot summary. Use of this report may vary by jurisdiction.

**thermal printer**

Roll-feed printer built in to each Verity voting device used to print reports and, on the Controller or Touch Writer, access codes. This printer uses heat to print on the paper, and thus does not use ink or toner.

**top-two primary**

A primary election in which the top two vote-getters are the winners, regardless of their party preference, and in which all voters vote the same ballot.

**touch screen voting machine**

A voting machine that utilizes a computer screen to display the ballot and allows the voter to indicate his or her selections by touching designated locations on the screen.

**undervote**

An instance where the number of choices selected by a voter in a contest is less than the maximum number allowed for that contest, or when no selection is made for a single choice contest.

**uninterruptible power supply (UPS)**

A device that maintains AC power for a connected device during a power outage.

**unique identifier**

A number placed on the sheets of a ballot that uniquely identifies the ballot in order to prevent scanning of duplicate paper ballots. Within the Verity system, unique identifiers are optional and cannot be tied to an individual voter (as there is no individual voter data in the Verity system). Unique identifiers contain no serial (i.e. sequential) data.

**universal serial bus (USB)**

An external peripheral interface standard for communication between a computer and other devices. In the Verity voting system, the vDrive and Verity Key connect to a USB port.

**usability**

Effectiveness, efficiency, and satisfaction with which a specified set of users can achieve a specified set of tasks in a particular environment. Usability in the context of voting refers to voters being able to cast valid votes as they intended quickly, without errors, and with confidence that their ballot choices were recorded correctly. It also refers to the usability of the setup and operation in the polling place of voting equipment.

**Verity Access**

Verity's audio-tactile interface device.

**Verity Build**

Verity ballot production software. Build allows you to review and proof ballots, print ballots, and generate vDrives and Verity Keys for running the election.

**Verity Central**

Verity vote resolution software. Central processes high volumes of paper ballot scanning to compile and send to Verity Count for tabulation and results.

**Verity Controller**

Verity polling place device for issuing access codes for and managing Verity Touch direct record electronic voting devices.

**Verity Count**

Verity vote tabulation software. Count receives, reads, aggregates, and reports on election results. The system analyzes results, providing deeper details based on specified options such as the types of votes and elections.

**Verity Data**

The Verity application used to manage data such as ballot content, ballot formats, and ballot style previews.

### Verity Key

Verity election cryptographic module. Provides secure authentication of critical actions within the Verity voting system.

### Verity Print

Verity device for on-demand selection and printing of paper ballots.

### Verity Relay

Verity application designed to receive transmissions from specially-equipped Verity Scan with Relay devices. Transmitted data is written to a transfer vDrive and taken to Verity Count for tabulation.

### Verity Scan

Verity polling place scanning device. These devices scan physical printed and marked ballots for collecting and tabulating votes.

### Verity Scan with Relay

Verity Scan device modified with Relay modem kit upgrade. Scan with Relay is a Scan device equipped and configured for Relay transmission.

### Verity Touch

Verity polling place direct record electronic voting device.

### Verity Touch Writer

Verity polling place ballot marking device, with print capabilities for paper ballots.

### Verity vDrive

In the Verity system, the electronic media used for transferring of election definitions and data, CVRs, and device audit logs between the Verity software workstations and voting devices.

### Voluntary Voting System Guidelines (VVSG)

Standards created by the National Institute of Science and Technology and used by the EAC to test and certify voting systems.

**vote center**

Sometimes called super precincts or county-wide polling places. A polling place where all or a large set of election precincts and ballot styles are available for voters from a large area to come in-person to vote on election day.

**vote drop-off**

The difference between the number of people who turned out for an election and the total number of votes cast for a particular office. Sometimes referred to as 'residual votes'. Reasons for vote drop-off may include overvoted or undervoted contests.

**vote for n of m**

A ballot choice in which voters are allowed to vote for a specified number ('n') of candidates in a multi-seat contest where 'm' is the number of valid choices.

**voted ballot**

A ballot that has been cast.

**voting position**

Specific response field on a ballot where the voter indicates the selection of a candidate or ballot proposition response.

**voting system**

The total combination of mechanical, electromechanical or electronic equipment (including the software, firmware, and documentation required to program, control, and support the equipment) that is used to define ballots, cast, and count votes, report or display election results; and to maintain and produce any audit trail information; and the practices and associated documentation used to identify system applications and versions of such applications; to test the system during its development and maintenance; to maintain records of system errors and defects; to determine specific system changes to be made to a system after the initial qualification of the system; and to make available any materials to the voter (such as notices, instructions, forms or paper ballots).

### voting system software

All the executable code and associated configuration files needed for the proper operation of the voting system. This includes third party software such as operating systems, drivers, and database management tools. See also dynamic voting system software, semi-static voting system software, and static voting system software.

### Voting System Test Laboratory (VSTL)

An independent test laboratory accredited by the Election Assistance Commission and qualified to test voting systems to approved voting system standards.

### warranty

Guarantee that a piece of hardware or software will work to certain standards for a certain period of time.

### write-in

A name of a candidate entered by the voter in order to vote for a candidate that is not listed in that contest.

### write-in, certified

A candidate that has been certified by the election authority as being a valid write-in candidate for the election.

### WYSIWYG

What You See Is What You Get. Term used to describe a visual method of rendering ballot styles, to see an accurate representation of how ballots are laid out.

### zero report

A voting device report that must be printed before polls are opened on the first day of early voting and on election day. A zero report must also be printed from the tabulation workstation prior to counting ballots on election day. This report lists the time, the number of precincts at the polling place, the contests and candidates on the ballot, and verifies that the current number of votes for each candidate or option is zero.

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# Verity documentation

## Verity Software Administrator Guides

These are your go-to guides for software operation and election management using Verity software; there is one guide for each of the major Verity software applications.

6641-009 Verity Administrator's Guide: Data  
6641-010 Verity Administrator's Guide: Build  
6641-011 Verity Administrator's Guide: Central  
6641-012 Verity Administrator's Guide: Count

## Verity Support Procedures Guide

Your primary guide to equipment management, functionality testing, warehouse procedures, and voting device tasks and troubleshooting.

6643-002 Verity Support Procedures Guide

## Verity Polling Place Operations Guides

Your primary guide for polling place operations, designed with Poll Workers in mind. Includes procedures for setting up equipment, opening polls, assisting voters, and closing polls. Choose the version according to the type of equipment used in your jurisdiction:

6642-002 Verity Polling Place Operations Guide - Scan & Touch Writer  
6642-003 Verity Polling Place Operations Guide - Print  
6642-004 Verity Polling Place Operations Guide - Controller & Touch

## Verity Field Guides

Condensed guides for quick reference in a more portable format. The Poll Worker's Field Guides are condensed versions of the Polling Place Operations Guides; the Troubleshooting Field Guide is a condensed version of the Troubleshooting section of the Support Procedures Guide.

6651-002 Verity Poll Worker's Field Guide - Scan & Touch Writer  
6651-003 Verity Poll Worker's Field Guide - Print  
6651-004 Verity Poll Worker's Field Guide - Controller & Touch  
6653-002 Verity Troubleshooting Field Guide

## Verity Training Course Packs

Course packs are available for each of Verity training courses; each course pack include a PowerPoint presentation as well as a trainer's Agenda.

6661-010 Verity Course Pack: Data  
6661-011 Verity Course Pack: Build  
6661-018 Verity Course Pack: Central  
6661-019 Verity Course Pack: Count  
6661-012 Verity Course Pack: Polling Place Operations - Scan & Touch Writer  
6661-013 Verity Course Pack: Polling Place Operations - Print  
6661-014 Verity Course Pack: Polling Place Operations - Controller & Touch  
6661-015 Verity Course Pack: Assisting Persons with Disabilities  
6661-017 Verity Course Pack: Support Procedures  
6661-020 Verity Course Pack: Train the Trainer  
6661-021 Verity Course Pack: Management & Best Practices

## Verity Knowledge Base

In addition to the core documents listed above, Hart InterCivic is committed to providing a growing knowledge base of articles. Knowledge Base articles are targeted towards specific election-related topics, best practices, and recommended procedures, updated in response to feedback from our customers. For a current list of available Knowledge Base articles, please contact Hart Support at 1 (866) ASK HART.

# Hart Support

Note: the following contact information is for use by election officials and staff only; poll workers should not be encouraged to call the Hart CSC Help Desk.

## Hart Customer Support Center (Help Desk)

**1.866.ASK.HART**

**[hartsupport@hartic.com](mailto:hartsupport@hartic.com)**





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