Hart InterCivic: Exporting Guide

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PDF

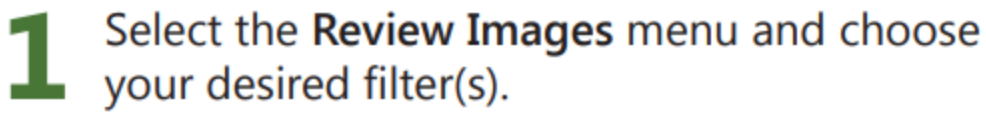
Download this guide as a PDF, to read offline or to attach to an email.

AuditEngine performs ballot image audits. This guide shows how to export the files we need from the Hart InterCivic Verity system. A separate page, Sending Election Data to AuditEngine, explains how to send them to us.

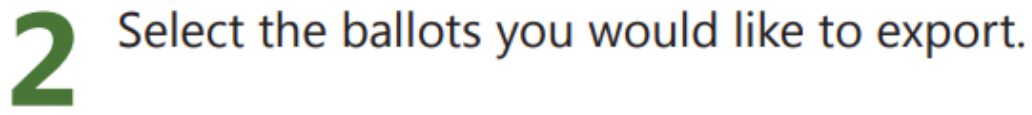
The instructions come from Hart's Verity manuals. We believe they are accurate, but the software may differ from its documentation. We do not have a copy of this software, so we welcome any corrections.

1. Exporting ballot images

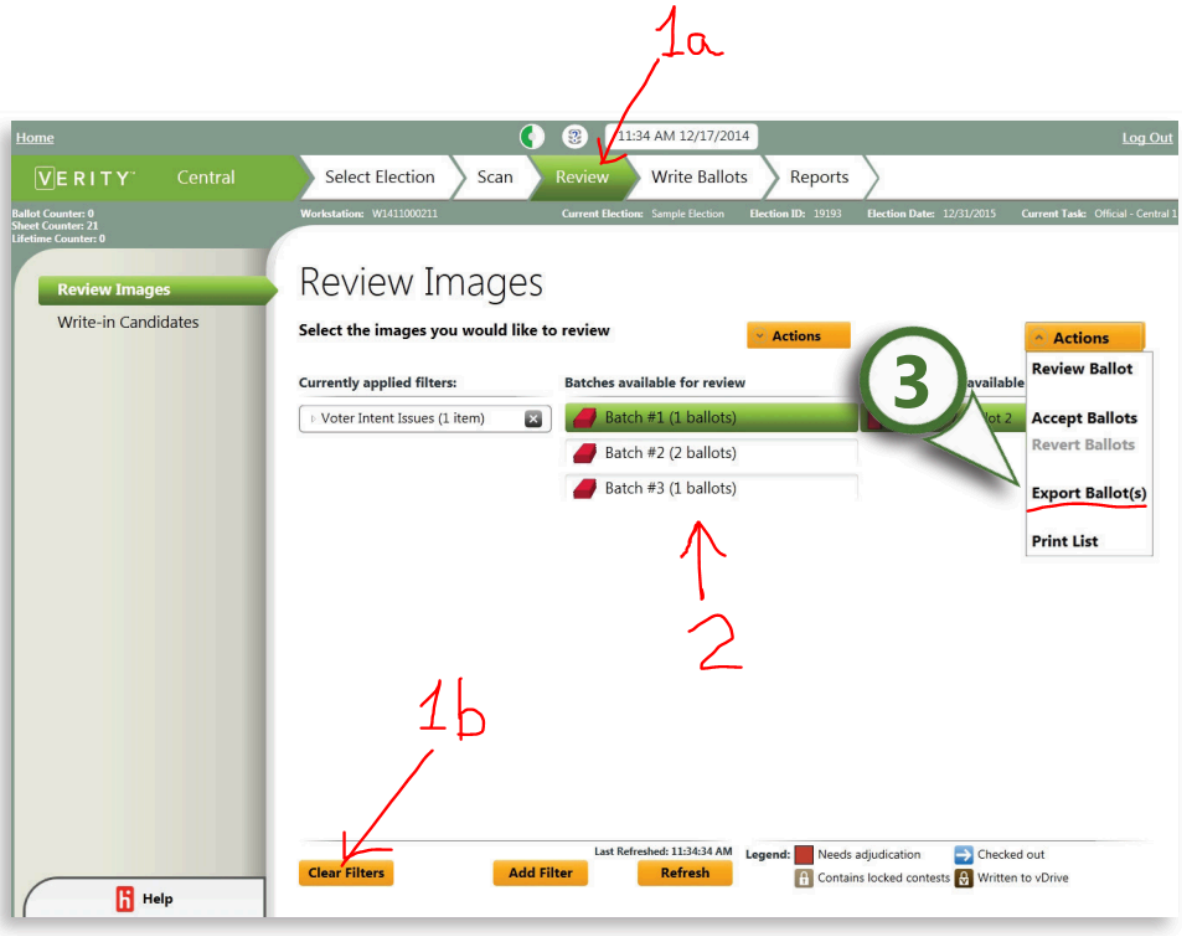
Source: *Verity Administrator's Guide: Central*, © 2016 Hart InterCivic, page 133, "Exporting ballot images". The state of Idaho once posted it. It is now available from the Internet Archive.



Click Clear Filters to choose no filters, which selects all images.



Select batches in the second column. Click a batch name, then use Shift-click or Control-click to add more batches. Try to keep each group under about 50,000 images.



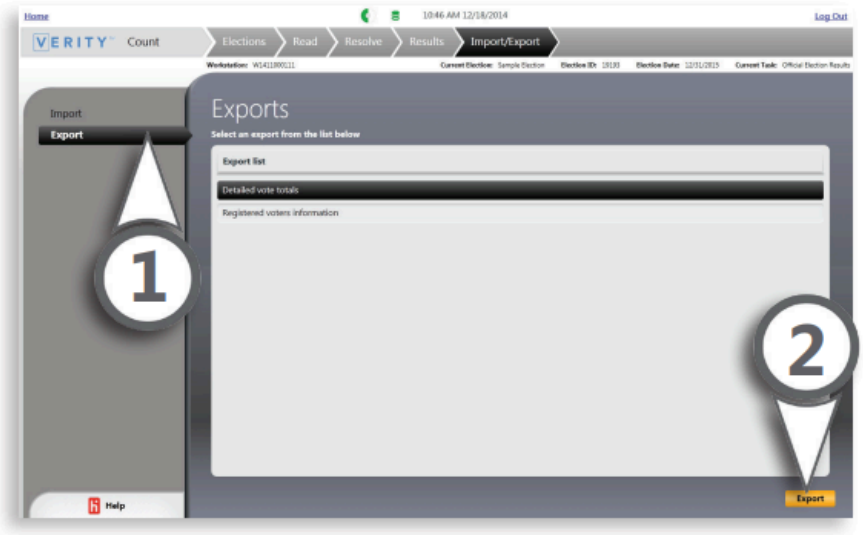
3 Under the actions menu, select **Export Ballot(s)**. Choose the location of the removable media where you would like to save the PDF file.

Choose a separate folder on the media for each group. Zip each folder into an archive for easy handling, with up to about 50,000 images per archive. Try to keep each archive at about 5 to 10 GB.

2. Exporting cast vote records

Source: *Verity Administrator's Guide: Count*, © 2016 Hart InterCivic, page 192, "Import/export: exporting data from Count". It is available from the Internet Archive.

1 Select the **Export** menu. For a list of each available export with descriptions, see page 194.



2 Select the data to export, and then click **Export**.

Choose "Detailed Vote Totals", which the manual defines as follows.

Detailed Vote Totals

This export provides a detailed view of results for each ballot option, certified write-in candidate, rejected write-in, and unassigned write-in. Results are grouped by precinct and then by contest. The following data is provided for each:

- Precinct or precinct split information:
  - Precinct or precinct split name
  - Precinct reporting status
  - Registered voters
  - Ballots cast
  - Turnout Percentage
- Contest information:
  - Contest
  - Contest party affiliation
  - Choice/Candidate name
  - Choice party affiliation
- Total votes
- Total Overvotes
- Total Undervotes
- Total Invalid Votes
- Votes (by voting type)
- Overvotes (by voting type)
- Undervotes (by voting type)
- Invalid Votes (by voting type)

3 Browse to the location where you would like the exported data to be saved, and then click **OK**. ▼



The vote totals are exported as a .CSV file, with a name like this:

```
Detailed vote totals-12-18-2014 10-46-13 AM.CSV
```

3. Creating ballot style masters

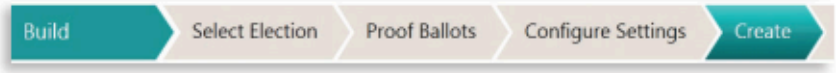
Source: *Verity Administrator's Guide: Build*, © 2016 Hart InterCivic. It is available from the Internet Archive.

Export the ballots to PDF, in the format suitable for printing by a third-party print vendor. The manual describes this starting on page 118, under the Create tab.

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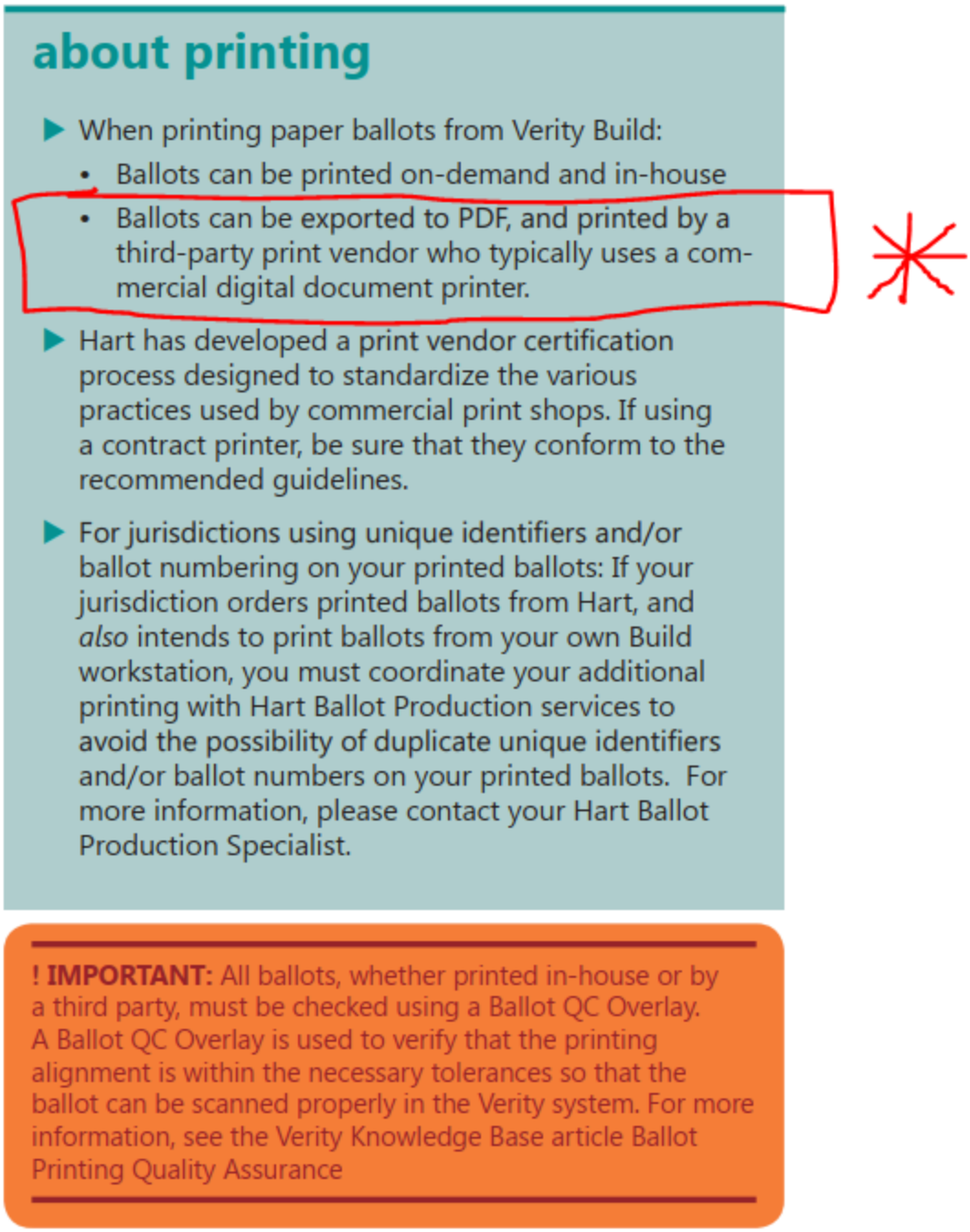
create

the create tab



In the **Create** tab, you will print ballots, write and manage vDrives, and create and manage Verity Keys. The following menus are available in the Create tab:

- **Ballots**: print ballots and/or create ballot print files.
- **vDrives**: write the election to vDrives for use on voting devices and/or Central scanning stations.
- **Keys**: write Verity Keys for the election.



about printing

- When printing paper ballots from Verity Build:
  - Ballots can be printed on-demand and in-house
  - Ballots can be exported to PDF, and printed by a third-party print vendor who typically uses a commercial digital document printer.
- Hart has developed a print vendor certification process designed to standardize the various practices used by commercial print shops. If using a contract printer, be sure that they conform to the recommended guidelines.
- For jurisdictions using unique identifiers and/or ballot numbering on your printed ballots: If your jurisdiction orders printed ballots from Hart, and *also* intends to print ballots from your own Build workstation, you must coordinate your additional printing with Hart Ballot Production services to avoid the possibility of duplicate unique identifiers and/or ballot numbers on your printed ballots. For more information, please contact your Hart Ballot Production Specialist.

! **IMPORTANT:** All ballots, whether printed in-house or by a third party, must be checked using a Ballot QC Overlay. A Ballot QC Overlay is used to verify that the printing alignment is within the necessary tolerances so that the ballot can be scanned properly in the Verity system. For more information, see the Verity Knowledge Base article Ballot Printing Quality Assurance

Under the Ballots menu, select all the ballot styles. We believe you can select the first style, then Shift-click the last style. Control-A, to select all, might also work.

printing ballots

1 Under the **Ballots** menu, select the ballot style(s) you would like to print.

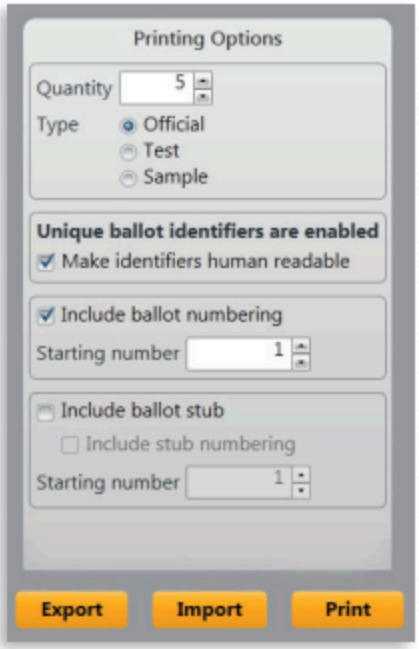
A) Ballot style is indicated in the left column; the associated precinct is in the right column.

B) You can click **Go to Preview** to go to the **Ballot Preview** screen; click the **Create** tab to return to the Ballots menu.



printing ballots, *continued*

2 For each ballot style, select the Quantity and Type of ballots to be printed. Ballot types include Official ballots, Test ballots, and Sample ballots.



- **Test ballots** are typically for testing printer settings, checking ballot layout, and for use during a Logic & Accuracy Test (LAT).
- **Sample ballots** are intended as samples to be distributed to the public. Sample ballots cannot be read or counted by voting devices.
- **Official ballots** are for voting.

Other Printing options include:

- Enabling human-readable unique identifiers for printed ballots.
- Including ballot numbering.
- Including ballot stubs.

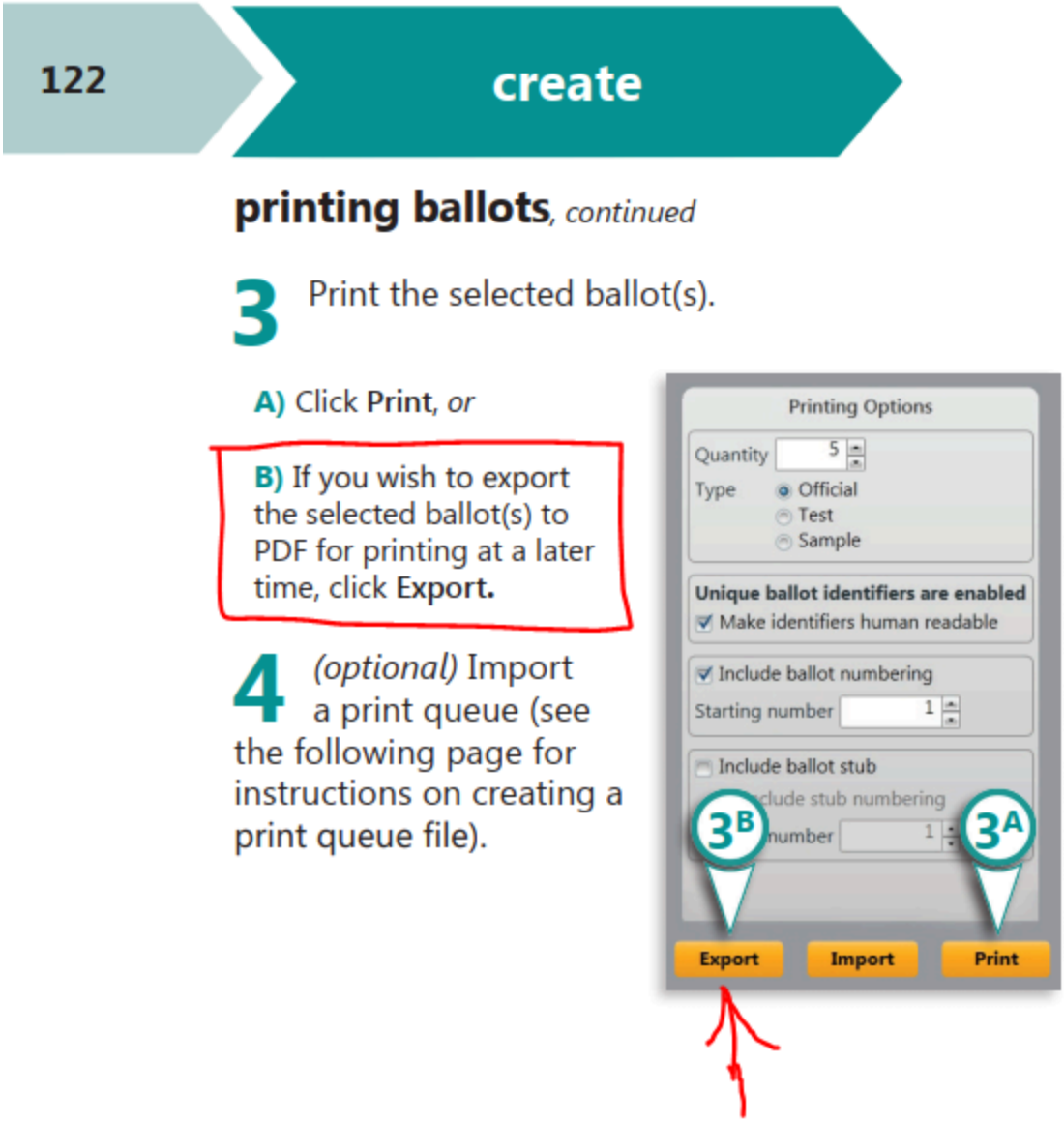
On the right side of the screen is a dialog box, which applies to each style. Please make these selections:

- Quantity: 1
- Type: Official

- Uncheck "Make identifiers human readable".
- Uncheck "Include ballot numbering".
- Uncheck "Include ballot stub".

Then click Export, and save to a PDF.

You should probably not use unique identifiers on ballots. This is set in Election Preferences, described on page 75 of the manual. Uncheck "Make ballots unique with an identifier in the barcode", and save.



Packaging and sending the data

Put all the ballot style masters in a folder, and zip it in the usual ZIP format. We recommend the free tool from 7-zip.org. Please use the .zip format, not the .7z format.

We can send you an upload link, so the data goes into the right folder. If the link is not in your cover letter, just ask our support staff for it. We can create a single upload link for each county, which stays the same from one election to the next.

For detailed instructions, see Sending Election Data to AuditEngine.

Requesting these files by public records request

If you are requesting these files from an election department, you can use the following public records request. Such requests are sometimes called FOIA requests.

```
NAME, TITLE
COUNTY County
ADDRESS
CITY STATE ZIP
PHONE
EMAIL

RE: PUBLIC RECORDS REQUEST OF ELECTION DATA

Dear NAME, TITLE:

Please reply promptly to this email to acknowledge receipt of this
PUBLIC RECORDS REQUEST.

For the DATE (type: General, Special, Runoff, etc.) Election:

BALLOT STYLE MASTERS: Please provide the Ballot Style Masters, in
searchable PDF format, including the style barcodes, for this
election. These files are probably already produced for this election
and should be archived with the other data you must preserve. However,
if you cannot find them, please see this document for instructions,
which are specific to the Hart InterCivic Verity election management
system:
https://auditengine.org/docs/user-guide/hart_exporting_guide/
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