PRODUCT ADVISORY NOTICE: WinEDS and PAPER BALLOT ORDER

Date: March 30, 2012

Subject: WinEDS Database Edits: Ballot Order

Product:
WinEDS versions 3.1.012, 3.1.074, 3.1.077, 4.0 (all 4.0 versions)

NOTE: The information contained in this document is for reference only.   It is recommended that each jurisdiction consult with their state election authority in respect to applicable laws, regulations, procedures and other guidelines, which may influence how this information is used.

Description: When a WinEDS database is edited for example to add title blocks to an AVC Edge display layout, the contest order on the ballots in the database can become out of sync with the contest order shown on the corresponding paper ballots. If not identified via the Ballot Management component of WinEDS or through pre-election Logic and Accuracy Testing and corrected, election results will show the correct number of votes, but assigned to the wrong candidate or measure response.

It is not uncommon for changes to ballot order to be introduced into the system when making modifications to the contest list, or when generating ballot styles. The ballot style contest order in the Ballot Management component of WinEDS is always set based on the base contest list order in the Election Data component of WinEDS when ballot styles are generated- i.e. the ballot contest order always matches the base contest order upon ballot style generation. If the base contest order is changed after ballot styles are generated, the ballot contest orders are not automatically synchronized to match the new contest base orders. This may result in the ballot contest order being different from the base order, and possibly, the order printed on the paper ballots.
The ballot contest order can be verified in the Ballot Styles tab of the Ballot Management component of WinEDS (all versions). The order of contests on a given ballot are displayed in the Contest Name pane of the Ballot Style tab.

Recommendations: If the order displayed in the Contest Name Pane on the Ballot Style tab of Ballot Management does not match the paper ballots, the Ballot Contest order will need to be updated. Below are the steps necessary to update the order based on the version of WinEDS in use.

WinEDS 3.0.12: Ballot contest orders cannot be updated at a ballot style level in this version. Ballot contest orders are only set to the contest base order upon Ballot Style generation. If the Ballot Orders do not match the paper ballots, the base contest order should first be set to the proper order in the Election Data component of WinEDS (see the WinEDS 3.1 Reference guide for procedures to change the base contest list order), and then ballot styles will need to be regenerated.

WinEDS 3.0.074/3.1.077: There are two options for ordering contests on a ballot. Ballot contest orders can be updated for individual Ballot Styles from the Ballot Styles tab of the Ballot Management component in WinEDS.

To reorder the contests on a specific ballot, first select the ballot style in the ballot style pane, then right-click on a contest in the Contest Name pane and select "Order Contest." Set the contest orders to match the paper ballots. This will need to be done individually for each ballot style which does not match the paper ballots. Ballot styles can also be regenerated which will set the contest orders to match the base contest orders as defined in Election Data.

WinEDS 4.0: There are four options for reordering contests on a ballot. All contest orders on all ballots can be synchronized to the base contest order through WinEDS. To reset all contest orders for all ballot styles, right-click on any Ballot Style in the Ballot Style pane of the Ballot Styles tab in Ballot Management and select "Reset All Contest Orders." To reset the order for a single ballot style, select the ballot style and then right-click on any contest in the Contest Name pane and select "Reset Contest Order." This will set the contest order to match the base order for only the selected ballot style. Additionally, users can double-click any ballot style and choose the "Order Contest" button to manually set the contest ballot order for that ballot style. Finally, regenerating ballots will synchronize the ballot contest orders to the base contest orders as defined in Election Data.

If edits are made either to the base contest order, or to any ballot contest orders in any version of WinEDS, the ballot contest order displayed in the Ballot Management tab of WinEDS must be directly compared to the contest order on the paper ballot. It is also imperative that the jurisdiction employ a sufficiently robust pre-election Logic and Accuracy Test pattern such that discrepancies between ballot contest orders in the Election Management System and the contest order on the paper ballots will be found and subsequently corrected prior to Election Day. It is crucial to ensure that when all contests on the ballot contain the same number of candidates that a repeating test deck pattern (e.g. a repeating 1-2 pattern for a 2-candidate contest) NOT be used for Logic-and-Accuracy testing. Each contest on the ballot should use a unique voting pattern to more easily distinguish when the ballot contest order in the database does not match the contest order on the paper ballot.

Please contact your Dominion Customer Service Representative should you have any further questions.