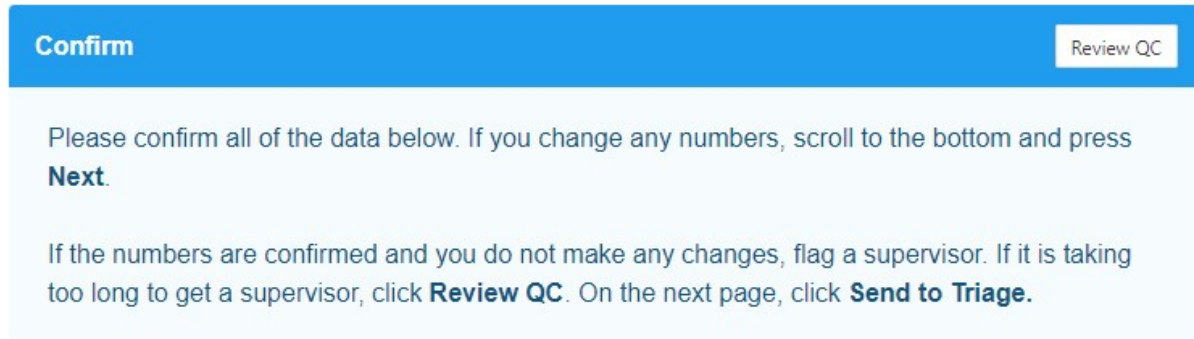


## Web Entry Reference Sheet for Quality Control

Our system runs quality control checks each time you enter votes. If the data fails one of our quality control checks, a blue box appears to ask you to double-check the data.



The image shows a blue header bar with the word "Confirm" on the left and a "Review QC" button on the right. Below the header is a light blue box containing the following text:

Please confirm all of the data below. If you change any numbers, scroll to the bottom and press **Next**.

If the numbers are confirmed and you do not make any changes, flag a supervisor. If it is taking too long to get a supervisor, click **Review QC**. On the next page, click **Send to Triage**.

Start by a review of the vote totals. Make sure all your numbers are entered accurately and match the candidates correctly. If you check your numbers and find a typo or error, correct them, then scroll to the bottom of the page and hit **Next**.

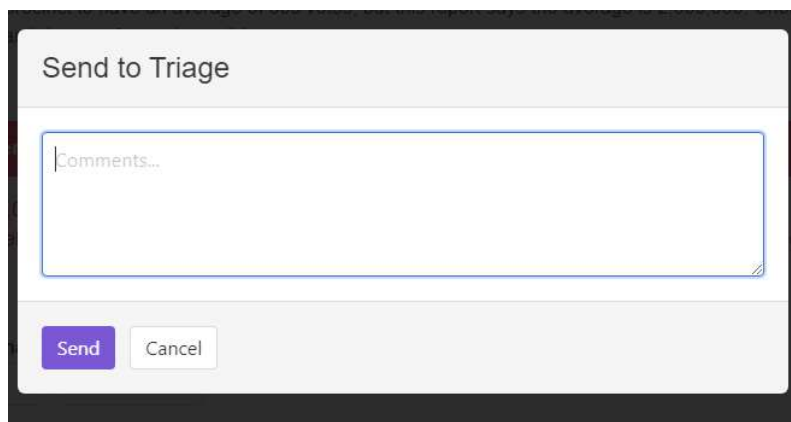
If you check your numbers and you don't have any typos or errors, hit 'Review QC' to see what is triggering the QC error to determine what might be wrong.

If all numbers have been entered correctly, you should troubleshoot with a supervisor. If after troubleshooting, it is still not clear what the issue is, the entry should be sent to Triage.

### Triage

When data is unable to be confirmed or corrected, it is sent to a Triage team. That team will review the data and determine whether it can be pushed through or needs to be corrected.

When you press the 'Send to Triage Button' a text box appears. Please enter as much information as you know about the data error. If you pulled the data from a county or state website include the link. If you pulled data from email/fax then specify that.



The image shows a dialog box titled "Send to Triage". It features a large text input field with the placeholder text "Comments...". At the bottom of the dialog, there are two buttons: a purple "Send" button and a white "Cancel" button.

Use the Quality Control Errors and Troubleshooting in this document to help determine how to handle the likely Quality Control errors.

## Quality Control Error Messages and Troubleshooting

1. The total vote is larger than expected.

**Severe - Call a supervisor** Send to Triage

Based on previous elections, the maximum total vote we would expect is 583. The total vote in this report exceeds the maximum by 444.

U.S. Senate Republican Primary

Let's start with the cumulative total, that is the TOTAL number of votes reported so far. What is the cumulative total for...?

Matt Dolan	<input type="text" value="500"/>
Mike Gibbons	<input type="text" value="425"/>
Josh Mandel	<input type="text" value="70"/>
Neil Patel	<input type="text" value="10"/>
Mark Pukita	<input type="text" value="9"/>
Jane Timken	<input type="text" value="8"/>
JD Vance	<input type="text" value="5"/>

Check for typos, perhaps some extra digits.

2. The county vote total can't be higher than the county's total vote registration.

**Severe - Call a supervisor**

Send to Triage

County vote total (2,023,313) exceeds the county's total registration (41,782)

Let's start with the cumulative total, that is the TOTAL number of votes reported so far. What is the cumulative total for...?

Joe Biden 2019111

Donald Trump 4091

Jo Jorgensen 101

Write-ins 10

Next

Why is a total vote more than the registration for the county?

Maybe a typo in the current vote? Perhaps, we incorrectly entered the registration total for the county? Make sure you are not accidentally putting in cumulative votes for the entire state. Or adding in Absentee and/or Early Votes that are already part of the cumulative totals?

3. Vote reported for a candidate cannot be less than the vote previously entered  
**President**

**Error - Call a supervisor**

Send to Triage

**Note to Supervisor:** If you've spoken with the reporter and feel confident in this report, you may override the QC and submit it via 'Supervisor Mode'

Votes for Donald Trump (425) are less than previously reported votes (452). Check the vote for every candidate.

**Let's start with the cumulative total, that is the TOTAL number of votes reported so far. What is the cumulative total for...?**

**Joe Biden**

122

**Donald Trump**

425

**Howie Hawkins**

11

Why are you reporting fewer votes for a candidate(s)?

Maybe a typo in the current vote? Confirm you are entering CUMULATIVE results, and not entering the results of just one precinct or just a precinct that is Absentee and/or Early Votes.

- The percentage of the total vote for a particular candidate is too different from their last reported votes.

### President

**Warning - Double check with the reporter and then resubmit**

Override QC and Submit

Send to Triage

The percentage of votes for candidate Joe Biden are 25% different than the last reported votes for this candidate. We would not expect such a large difference between reports.

The percentage of votes for candidate Donald Trump are 25% different than the last reported votes for this candidate. We would not expect such a large difference between reports.

Let's start with the cumulative total, that is the TOTAL number of votes reported so far. What is the cumulative total for...?

Joe Biden

2013

Donald Trump

3512

Jo Jorgensen

199

Write-ins

0

Next

Maybe a typo in the current vote? Perhaps, the vote totals for two candidates are flipped?

5. Absentee and/or Early Votes cannot be greater than or equal to the Cumulative Total.

President

Severe - Call a supervisor

Combined Absentee and/or Early votes for Joe Biden must be less than or equal to the total Cumulative votes

Let's start with the cumulative total, that is the TOTAL number of votes reported so far. What is the cumulative total for...?

Joe Biden

Donald Trump

Jo Jorgensen

Write-ins

Now, let's move on to the Absentee Votes. What is the Absentee Votes-only total for...?

Joe Biden

Donald Trump

Jo Jorgensen

Write-ins

Next

If the results are really ONLY Absentee and/or Early, click the purple toggle button for the “cumulative total” and report only the Absentee and/or Early subtotals. NEVER repeat the same votes results for the Cumulative Votes, Absentee Votes subtotal and/or the Early Votes subtotal.

If the county reports their Absentee and/or Early Votes as a combined subtotal, click the purple toggle button for the “Early Votes” breakout and report the combined subtotal as Absentee Votes. NEVER repeat the same votes results for both the Absentee Votes subtotal and the Early Votes subtotal.