Scanning Operators

Role Objective: To scan the Ballot Papers for processing by the eCount system.
Scans Ballot Papers, cleans the scanner, alerts Scanning Supervisor to paper jams, damaged Ballot Papers or any issues with the scanner.

Scanning Ballot Papers *(once Ballot Paper Trays have been Registered)*
- Click the **Scanning** tab and then **raise your hand** to show the Marshal you're ready to start scanning.
- The Marshall will place a Ballot Paper Tray in your scanning workstation **IN** area.
- **Scan the barcode** on the Ballot Paper Tray to open the ballot box.
- Remove the Ballot Papers from the Ballot Paper Tray and place them on the **IN** area.
- Move the empty Ballot Paper Tray to your **OUT** area (with the Ballot Paper Account).
- The Ballot Papers are scanned a batch at a time (no more than 1-2 inches thick).
- Tap each batch on the desk to straighten the papers.
- Place the batch of Ballot Papers in the in tray of the scanner, **Barcode facing up.**
- Use the guides on the left and right to hold the Ballot Papers in position.
- Extend the feed guides for long Ballot Papers.
- Using the mouse, click the **Scanning** button at the bottom left of the computer screen.
- Once scanned, details on screen include the number of the last ballot scanned.
- Band each batch with an elastic band and place in Ballot Paper Tray in the **OUT** area of your workstation with the vote marks **facing upwards**.
- Continue Scanning until all batches in the Ballot Paper Tray have been scanned.
- Click the **Close button** at the bottom right of the screen**.**
- Raise your hand for a Marshal.
- The Marshal will instruct you to click the **Close** button at the bottom right of the screen if you forgot.
- The Marshal takes the Ballot Paper Tray from the **OUT** area and returns with the next Ballot Paper Tray to be scanned.
- Repeat the above steps until all Ballot Paper Trays are scanned.

Cleaning *(using Micro Fibre Cloth)*

Please clean your scanner after every few trays or when instructed to do so by the supervisor.
- Carefully open the scanning machine lid
- Pull and hold the open/close lever, and open until the upper unit stops
- Carefully wipe the strips of glass on the upper and lower part of the inside of the scanner as well as the grey and black rollers which feed the papers.

Scanning Operator – What if …….?

There is no barcode on the ballot paper tray
- The Scanning Operator should alert the Scanning Supervisor

There is a paper jam/double feed
- The Scanning Operator should alert the Scanning Supervisor

There are no ballot papers in your Tray
- The Scanning Operator should **open the box** with handheld barcode reader
- The Scanning Operator should then **alert the Scanning Supervisor**

You find a ballot paper that is torn or damaged and cannot be scanned
- If the ballot paper **can** be mended with Scotch Removable Tape, please mend it and scan as normal.
- If the ballot paper **cannot** be mended and scanned place the ballot paper in the red plastic wallet in the top of the Ballot Paper Tray ready for Manual Entry.
- When you have finished scanning the rest of the Tray, raise your hand for a Marshall to take the completed Ballot Paper Tray, and notify them there is a Manual Entry.
- Please call your Scanning Supervisor if you need help.

A Ballot Paper Tray contains a Manual Entry (in a red wallet)
- If you have a Tray with any Ballot Papers requiring manual entry ie they are too badly damaged to be scanned, these will be placed in a red plastic wallet on the top of the Ballot Paper Tray.
- Scan all other Ballot Papers as normal, close the box and place the red wallet on top of the Ballot Papers in the tray.
- Raise your hand for a Marshall to take the completed Ballot Paper Tray and notify them there is a **Manual Entry**.

Your screen shows a Duplicate ballot papers error message
- The Scanning Operator should alert the Scanning Supervisor who will investigate the error.