



How to Create an Edge “Edit List” for Testing

The Edge must be tested prior to actually using it in any election. The testing will consist of “sample” elections in which voted test ballots will be entered and tabulated. This means that you will actually open polls, vote sample ballots, close polls, and produce vote totals. The purpose of the testing is to 1) Ensure that all of the races, candidates, referenda, etc. are listed properly on the ballot. 2) Ensure that the votes are being tabulated correctly. The **Edit List** (or listing) is a summary of the sample election, showing all of the individual ballots choices, plus the totals that should tally once the sample ballots are entered and the polls closed.

The content of the Edit listing and voted ballots is completely up to the testing authority. Command Central is not in a position to dictate the method of ballot selection and edit listing content because the principal behind the Edge testing is that you, the “user”, are checking and verifying the correctness of Command Central's work (programming).

There are two kinds of testing that take place before every election. Initial testing of tabulating equipment (**P**reliminary **L**ogic and **A**ccuracy **T**est or **Pre-LAT**) must be completed immediately after receiving the programmed election. Pre-LAT testing starts with creating an edit listing for each ballot style. Test ballots are then processed (voted) to coincide with the edit listing. All generated totals on the EDGE results tape must match the totals on the edit listing. Once this is confirmed, the same edit listing and Test Deck can be used for the **Public Test**. Wisconsin election statutes require a Public Test of tabulating equipment be performed prior to Election Day.

You may consider using an existing “paper” ballot to help you with this process.

A sample edit listing can be found at the end of this document.

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I. STEPS TO CREATE AN EDGE EDIT LIST

A. Understanding the Edit List (see sample at the end of this section)

1. Jurisdiction
Use this line to identify the ballot. Example: Town of ABC.
2. Ballot Style
Identify the election and ballot style to which this edit listing pertains.
3. Vote For
The "Vote For" is used to identify the number of candidates for whom the voter is allowed to vote in each particular contest.
4. Candidate
The Candidate column is used to identify each candidate running for office, followed by a line for each write-in position on the ballot. One line for undervotes should follow the write-in line(s).

All referenda (or "questions") printed on the ballot are recorded here as well. Use one candidate line for "Yes" and a second candidate line for "No". Use one line for each undervote.

5. B1 – B24
Each ballot in the test list can be assigned a ballot number. Use the grid to lay out how ballots will be voted, following these guidelines:
 - Record votes by placing a "1" under the column identifying the ballot number and the horizontal row established for the candidate, question, write-in, or undervotes.

B. Potential Edge Edit List Procedures (The Election Authority will make the final decision on what is included on the Edit List.)

1. Mark the first candidate position in each office.
2. Mark the second candidate position in each office. Only those offices that have a second candidate position should receive a vote.
3. Mark the third candidate position in each office. Only those offices that have three or more candidates should receive a vote. Offices that list only one or two candidates on the ballot would not be voted, resulting in an undervote on these ballots.



On a "Vote for Two" race, the first and second candidates should receive a vote, the second and third candidates should receive a vote, etc., until all candidates are voted.

4. Continue updating the edit listing until all candidates have received votes in the office for which they are running.
5. If write-in votes are applicable to the ballot, mark write-in positions.
6. Include one blank ballot in the edit listing. This will be used to test the undervote tally.

C. Recording Vote Tallies - Edit List Completion

When the edit listing is complete, record the totals for each candidate, question, write-in, and undervote in the "Total Votes" column of the edit listing.

1. Undervotes are determined by subtracting the number of votes cast for a particular office or question from the number to "Vote for...". For example, if the ballot instructs the voter to "Vote for One" but the voter refrains from voting for that particular office or question, one undervote is tallied. If the ballot instructs the voter to "Vote for Two" but again, no votes are cast, then two undervotes are tallied. However, if the ballot instructs the voter to "Vote for Two" but the voter votes for only one of the two positions, then one undervote is tallied.

II. PROCESS (VOTE) USING THE EDGE TEST LIST

- A. After opening the Edge polls for the appropriate test, vote the Edge ballots according to the Edit Listing, then close the polls and print a results (Totals) Tape.

III. STEPS TO PROOF THE EDGE RESULTS TAPE

- A. Verify that the correct ward number is printed.
- B. Verify that all contests and candidates are complete and correct.
- C. Compare manual totals on the edit listing to the totals printed on the EDGE. If a discrepancy should occur, check each printed ballot against the manual tally, particularly those ballots which had votes cast for the total in question.

The manual count on the edit listing must match the EDGE count.

Section 7 of the Election Guide contains detailed instructions on TESTING.



Command Central

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JURISDICTION: _____

EDGE DEMONSTRATION BALLOT ONLY

BALLOT STYLE _____

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EDIT LISTING

VOTE FOR	CANDIDATE	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10	B11	B12	B13	B14	B15	B16	B17	B18	B19	B20	B21	B22	B23	B24	B25	VOTE TOTALS
1	PRESIDENT																										
	RICHARD SPORTSMAN	1																									1
	ANDREW HILLFITTER		1	1																							2
	DOREEN GRANDIOS				1	1	1																				3
	WRITE IN							1																			1
	UNDERVOTES								1																		1
1	U.S.SENATOR																										
	JAMES J. HONICOTT	1																									1
	SCOTTY APPLESEED		1	1																							2
	WRITE IN							1																			1
	UNDERVOTES				1	1	1		1																		4