

## Poll Book Justification March 6, 2012 Primary Election

General Information	
Total Number of Precincts	22
Number of Reconciled Precincts	21
Number of Precincts with Discrepancies	1
Percentage of Precincts With Discrepancies	4.55%

Explanation of Discrepancies		
Precinct Name	Explanation	Difference
BAY VILLAGE -03-A	2 voters walked out with ballots per poll workers	2

Poll Book Justification							
User Editable Columns				Calculated Columns (Do Not Edit)		User Editable Columns	
City/Ward/Precinct	Ballots Cast (from Tabulation System)	Poll Book Signatures (from Certificate #1)	Hand Count of Poll Book Signatures	Reconciled?	Initial Difference (Pre Hand Count)	Final Difference	Comments / Explanations
BAY VILLAGE -01-A	221	221		YES	0	0	
BAY VILLAGE -01-B	220	218	220	YES	2	0	
BAY VILLAGE -01-C	283	283		YES	0	0	
BAY VILLAGE -02-A	275	275		YES	0	0	
BAY VILLAGE -02-B	202	201	202	YES	1	0	
BAY VILLAGE -02-C	259	259		YES	0	0	
BAY VILLAGE -03-A	249	238	251	NO	11	2	2 voters walked out with ballots per poll workers
BAY VILLAGE -03-B	250	245	250	YES	5	0	
BAY VILLAGE -03-C	220	210	220	YES	10	0	
BAY VILLAGE -04-A	290	190	290	YES	100	0	
BAY VILLAGE -04-B	291	291		YES	0	0	
BAY VILLAGE -04-C	331	330	331	YES	1	0	
BEACHWOOD -00-A	191	191		YES	0	0	
BEACHWOOD -00-B	186	186		YES	0	0	
BEACHWOOD -00-C	176	176		YES	0	0	
BEACHWOOD -00-D	193	191	193	YES	2	0	
BEACHWOOD -00-E	172	171	172	YES	1	0	
BEACHWOOD -00-F	137	135	137	YES	2	0	
BEACHWOOD -00-G	178	174	178	YES	4	0	
BEACHWOOD -00-H	104	104		YES	0	0	
BEACHWOOD -00-I	71	69	71	YES	2	0	
BEACHWOOD -00-J	71	69	71	YES	2	0	
<b>Total</b>	<b>4,570</b>				<b>143</b>	<b>2</b>	

## Instructions

**Note: The columns that can be safely edited are marked in the header as "User Editable Columns" and are**

**Note: Do not remove/overwrite the header rows or the total row.**

**Note: Paste data as values only (see item S1 below).**

**Note: Many columns contain calculation fields and are hidden from view.**

1	Save a new copy to work from using the 'Save As' option in the menu. <b><i>Do not modify the original spreadsheet.</i></b>
2	In the spreadsheet titled 'Summary', enter the Election Date and Election Type in cell A2.
3	<p>Enter/Import election data into the 'Poll Book Justification' spreadsheet.</p> <ol style="list-style-type: none"> <li>a. Enter (or copy/paste as values) the precinct names in the first column.</li> <li>b. Determine the total number of rows needed and extend or shrink the table by the necessary amount (see items S4, S5 below).</li> </ol> <p><b>Note: This table will automatically <u>grow</u> to fit the data pasted.</b></p> <ol style="list-style-type: none"> <li>c. Enter (or copy/paste as values) the election day ballots cast in the second column.</li> </ol> <p><b>Note: Do not include any numbers for ballots where the voters were not required to sign a poll book (i.e.: vote by mail).</b></p> <ol style="list-style-type: none"> <li>d. Enter (or copy/paste as values) the reported number of poll book signatures in the third column.</li> </ol>
4	<p>Review the calculated data.</p> <ol style="list-style-type: none"> <li>a. The 'Reconciled' column will show 'YES' if the number of election day ballots cast equal the reported number of signatures in the poll book, it will show 'NO' if they are not equal.</li> <li>b. The 'Initial Difference' column will show the difference between the number of election day ballots cast and the reported number of signatures in the poll book.</li> </ol>
5	<p>If the 'Reconciled' column displays 'NO'</p> <ol style="list-style-type: none"> <li>a. Recount the number of signatures in the poll books.</li> <li>b. Enter (or copy/paste) the number of the recounted signatures into the 'Hand Count of Poll Book Signatures' column.</li> <li>c. If the 'Reconciled' column still displays 'NO', then further investigation is required.</li> <li>d. The 'Final Difference' column will show the difference between the number of election day ballots cast and the hand count of signatures in the poll book.</li> <li>e. Enter any comments or explanations for differences in the 'Comments / Explanations' column</li> </ol>
6	<p>Once the data is completed, go to spreadsheet 'Summary' and adjust the size of table 'Explanation of Discrepancies' until all of the reasons are displayed (see item S4 below).</p> <p><b>Note: The Precinct name will change to 'END' when there are no more discrepancies to report.</b></p>
7	Save results

### Supplemental Instructions:

**Note: These steps may differ slightly depending on your Excel settings and version.**

S1	To paste as values: a. On the Office Ribbon click on the tab titled: 'Home'. b. Locate on the left of the 'Home' tab an image of a clipboard with word 'Paste' and a down arrow below it. c. Click on the down arrow, then click on 'Paste Values'.
S2	To hide rows/columns: a. Select row/column identifier (i.e. Letter 'A' at the top of the spreadsheet for first column, Number '1' at the left of the spreadsheet for the first row). b. With the entire row/column selected, right click on the identifier to bring up the popup menu. c. Click on 'Hide' in the popup menu.
S3	To show hidden rows/columns: a. Select the first row/column before the row/column you wish to unhide using the method outlined in S2 above. b. While holding down the 'Shift' key, select the row/column after the row/column you wish to unhide (refer to S2 above). c. With the rows/columns selected, right click on the identifier to bring up the popup menu. d. Click on 'Unhide' in the popup menu.
S4	To extend a table: a. Locate the bottom right cell in the table. b. On the bottom, right corner of the cell there is a handle, click and hold this handle, dragging down to the number of additional rows needed. c. Remember to take into consideration the header rows at the top as well as the totals row at the bottom. i.e. If you need 100 rows for your data, then you must drag the handle down to row 104. Four (4) rows are designated for the header.
S5	To shrink a table: a. Locate the bottom right cell in the table. b. On the bottom, right corner of the cell there is a handle, click and hold this handle, dragging up to the number of rows needing to be removed. c. Remember to take into consideration the header rows at the top as well as the totals row at the bottom. i.e. If you need 50 rows for your data, you must drag the handle up to row 54. Four (4) rows are designated for the header.  d. Select and delete any leftover data that is below the table.