California Election Procedures Checklist

Democracy Suite
5.10A
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Purpose and Scope

The California Election Procedures Checklist covers the preparation of the Democracy Suite system for all procedures necessary to conduct an election. This document Includes checklists for the following:

- ➢ Setting up the Election Definition System (EED Server)
    - o Restoring the election project to the system
    - o Preparing all removable media for tabulators and devices
    - o Backing up and transferring the project package to the tabulation system
- ➢ Setting up the Election Tabulation System (RTR Server)
    - o Restoring the election project to the system
    - o Updating voter registration totals
    - o Setting up all ImageCast Central workstations
    - o Setting up Results Tally & Reporting: Report profiles
    - o Setting up Automatic Results Loading (for ICCs)
    - o Configuring and Starting Adjudication
- ➢ Device and Tabulator Setup
    - o Setting up ImageCast X devices & ImageCast Voter Activation workstations
    - o Setting up ImageCast Evolution tabulators
    - o Setting up ImageCast Precinct 2 tabulators
    - o Setting up Mobile Ballot Production workstations
- ➢ Resetting the system after Logic and Accuracy Testing
    - o Backup the election
    - o Backup each ICC
    - o Re-zero the ICE and ICC tabulators
    - o Reset the public counter on the ICX's
    - o Purge test results from RTR
    - o Stop adjudication and start a new session for the election
    - o Resume Automatic Results Loading
- ➢ Post-Election and 1% Manual Tally
    - o Generate reports for validating the manual tally
    - o Run Statement of Votes Cast by Precinct and District
    - o Create final backups

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Election Checklist Election Definition System Setup

Setting up the Election Definition System (EED Server)

Task	Pages	Workstation: Application	
Download the election project package files to your desktop computer and copy them to a portable USB drive.	14	County workstation	☐
Scan the project package for viruses.	14	Reformatting workstation	☐
Insert the USB drive to your EMS workstation or EMS server. Note: For large elections, the USB drive should be connected directly to the server to allow for faster file transfer.	15-16	EMS Workstation	☐
Log into the EMS workstation	15	EMS Workstation	☐
Restore the project package	15-19	EMS Workstation: EED	☐
Open the project and change the password for the Admin and RTRAdmin users.	20-23	EMS Workstation: EED	☐
Create CF Cards for ICE tabulators*	25-27	EMS workstation: EED	☐
Create Secure Digital Carts for ICP2 devices*	28-30	EMS workstation: EED	☐
Create USB drives for ICX devices*	33-34	EMS Workstation: EED	☐
Create Technician Smart Cards for ICX devices*	40	EMS Workstation: EED	☐
Create Pollworker Smart Cards for ICX devices*	41-42	EMS Workstation: EED	☐
Create iButton security keys for: ➢ ImageCast Central tabulators ➢ ImageCast Evolution tabulators*	38-39	EMS Workstation: EED	☐
Export Activation Configuration for ICVA workstation*	35	EMS Workstation: EED	☐
Export Mobile Ballot Production export for MBP workstations*	36-37	EMS Workstation: EED	☐
Create a backup of the project and transfer to your Tabulation System	43-44	EMS Workstation: EED	☐

* Applicable only If your county has these products

Overview

- ✓ Election project has been completed and uploaded to your folder on the Dominion FTP site.
- ✓ Restore the project package to your Election Definition System
- ✓ Prepare all removable media for tabulators and devices.

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Setting up the Election Tabulation System (RTR Server)

Task	Pages	Workstation: Application	
Restore the project package	43-44	EMS Workstation: EED	☐
Update Voter Registration totals	51-55	EMS Workstation: EED	☐
Add Qualified Write-in Candidates	49-50	EMS Workstation: EED	☐
ImageCast Central: Remove previous election's files (if applicable)	55-56	Each ICC Workstation	☐
ImageCast Central: Set up files for election	56-58	Each ICC Workstation	☐
ImageCast Central: Start the system	59	Each ICC Workstation	☐
ImageCast Central: Import tabulators	60-61	Each ICC Workstation	☐
ImageCast Central: Set the secondary path	62-63	Each ICC Workstation	☐
ImageCast Central: Set scan options	64-65	Each ICC Workstation	☐
ImageCast Central: Verify scanner driver settings	66	Each ICC Workstation	☐
ImageCast Central: Load Tabulators	67-68	Each ICC Workstation	☐
Enable Adjudication	70	EMS Workstation: RTR	☐
Define Transfer Points	71-72	EMS Workstation: RTR	☐
Activate Result exports	73	EMS Workstation: RTR	☐
Set up Report Profiles	80-82	EMS Workstation: RTR	☐
Generate zero reports	93	EMS Workstation: RTR	☐
Start Automatic Results Loading	94	EMS Workstation: RTR	☐
Set up Adjudication	96-98	EMS Workstation: ADJ	☐
Create a backup of the project	95	EMS Workstation: EED	☐

Overview

- ✓ Restore the project package to your Tabulation System
- ✓ Prepare ICCs for tabulation
- ✓ Prepare Adjudication
- ✓ Prepare RTR

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Setting up the tabulators and devices to be used in the election			
Task	**Pages**	**Workstation or Device**	
ImageCast X: Load Election Files	99	ImageCast X	☐
ImageCast X: Reset the public counter	113	ImageCast X	☐
ImageCast X: Open polls	99	ImageCast X	☐
ImageCast Voter Activation: Copy Activation Files to workstation	4 *Addendum*	ICVA Workstation	☐
ImageCast Voter Activation: Load Activation Codes	4-5 *Addendum*	ICVA Workstation	☐
ImageCast Evolution: Insert CF Cards	100	ImageCast Evolution	☐
ImageCast Evolution: Print zero tape	100-101	ImageCast Evolution	☐
ImageCast Evolution: Start Standard Voting Session	101	ImageCast Evolution	☐
ImageCast Precinct 2: Setup	102-104	ImageCast Precinct 2	☐
Mobile Ballot Production: Copy Definition file and official ballots to workstation	6 *Addendum*	MBP Workstation	☐
Mobile Ballot Production: Load Election definition	6 *Addendum*	MBP Workstation	☐

Overview

- ✓ Load election files to ICX's
- ✓ Load election files to ICEs
- ✓ Load Activation codes to ICVA workstations
- ✓ Load MBP definition file(s) and ballots

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Reset the tabulation system after Logic and Accuracy Testing

Reset after conducting Logic and Accuracy Testing

Task	Pages	Workstation: Application	
Create a backup of the election project	122	EMS Workstation: EED	
Backup ICC workstations	11 *Addendum*	Each ICC workstation	☐
ImageCast Evolution: Re-zero the tabulators	113	Each ImageCast Evolution	☐
ImageCast Precinct 2:	113	Each ImageCast Precinct 2	☐
ImageCast X: Reset the public counter	113	Each ImageCast X	☐
ImageCast Central: Re-zero the tabulator	117	Each ICC workstation	☐
Stop automatic results loading	114	EMS workstation: RTR	☐
Purge Test results	116	EMS workstation: RTR	☐
Stop Adjudication	115	EMS workstation: ADJ	☐
Start new election adjudication session	118-120	EMS workstation: ADJ	☐
Turn on automatic results loading	121	EMS workstation: RTR	☐

Overview

- ✓ Backup the election
- ✓ Backup each ICC
- ✓ Re-zero ICC tabulators
- ✓ Re-zero ICE tabulators
- ✓ Purge results from RTR
- ✓ End Adjudication session
- ✓ Start Adjudication
- ✓ Turn on Automatic Results loading

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Ballot Scanning, Adjudication, & Election Day Procedures

Task	Pages	Workstation: Application	
During Mail Ballot / VBM processing & through Election Day			
ImageCast Central: Start the system, display the log window	124	Each ICC workstation	☐
ImageCast Central: Ballot Scanning	124-132	Each ICC workstation	☐
Standard ballot adjudication	135-145	Adjudication Workstations: ADJ	☐
Adjudication Administration: ballot review and audit	146-150	Adjudication Workstations: ADJ	☐
Election Night			
Submit batches*	151	EMS workstation: ADJ	☐
Load CF Cards from ICE/ICP2 tabulators**	133-134	EMS workstation: RTR	☐
Validate and Publish results	156-157	EMS workstation: RTR	☐
Generate Results Exports	163	EMS workstation: RTR	☐
Generate the Election Summary Report	164-165	EMS Workstation: RTR	☐

Overview

- ✓ Scan VBM/Mail ballots
- ✓ Adjudicate VBM/Mail ballots
- ✓ Submit batches
- ✓ Load CF cards from ICE tabulators
- ✓ Validate and Publish results
- ✓ Generate results exports
- ✓ Generate the Election Summary report

*Batches can be submitted throughout the entire period of ballot scanning but must be submitted before results of those batches can be published.

**Dominion recommends that ICE CF cards be loaded without adjudication to facilitate timely results reporting on election night.

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Procedures for 1% Manual Tally and Canvass

Task	Pages	Workstation: Application	
Complete Adjudication for CF cards loaded which skipped adjudication (Reject, Reset, and Send to Adjudication)			
Generate CVR export for selected precincts	8-9 *Addendum*	EMS workstation: RTR	☐
Export ballot images	10 *Addendum*	EMS workstation: RTR	☐
Generate the Election Summary report for identified batches or Precincts	12-13 *Addendum*	EMS workstation: RTR	☐
Run the Activity Report for selected batches	171	EMS workstation: ADJ	☐
Run the Statement of Votes Cast by Precinct	167	EMS workstation: RTR	☐
Run the Statement of Votes Cast by District Type	168	EMS workstation: RTR	☐
Stop Adjudication	115	EMS workstation: RTR	☐
Create Final backup of Election Project	122	EMS workstation: EED	☐
Backup ICC workstations	11 *Addendum*	Each ICC workstation	☐

Overview

- ✓ Run reports to validate the results of the manual tally
- ✓ Generate the required Statement of Votes Cast
- ✓ Run final reports
- ✓ Stop Adjudication
- ✓ Backup the Election Project
- ✓ Backup ICCs

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