Acceptance Testing - Sequoia

1. Send Purchase Orders to Vendor(s) in Order Received

2. Prepare Voting Systems for Acceptance Testing Delivery

3. Coordinate Delivery with SBOE (shipment will be based on PO number sequence)

4. Ship voting systems to NYS Campus Building #3 (warehouse)

5. Take delivery of voting systems at acceptance testing warehouse

6. Unload voting systems from truck and place in vendor area of warehouse

7. Unpack, setup and conduct initial inspection of voting systems

8. Conduct inventory of voting systems in vendor designated area

Continued on page 2
Mark each BMD with county identification stickers and randomly select BMD(s) for comprehensive functional testing

Conduct Hash Check and Scan Bar Code(s)

Move voting systems to Hash Checking area

Determine what voting systems are assigned to each temp staff worker

Place results in voting system acceptance testing packet

Move voting systems to general acceptance testing area

Attach security seals (if appropriate)
Acceptance Testing - Sequoia

**Vendor**
- Prepare voting systems for shipment to county
- Coordinates shipment with county per contract

**SBOE**
- Sign-off on the completion of the acceptance test
- Attach Final Security Seals and Scan Bar Codes
- Review acceptance testing packet for completeness
- Coordinate shipment with county per contract
- Notify OGS – PSG Finance that County order has been fully accepted

**OCS – PSG Finance**
- Move voting systems into proper placement for testing
- Conduct Acceptance Testing per SBOE provided checklist
- Notify vendor, attach sticker and arrange to send system back
- System Failure
- Determine action required to mitigate failure issue
- Place acceptance testing packet into SBOE secure storage
- Retrain staff on Acceptance Testing Procedures

**Temp Staff**
- Pass Acceptance Testing
- YES
- Compile and Sign-off on Acceptance Testing Packet
- Return packet and BMD to SBOE
- NO
- Notify Onsite SBOE staff to review reason for failure

**End**
- Preparations for voting system for shipment to county
- End