

Chapter 2: Logic and Accuracy

2.1. Overview of Logic and Accuracy

Logic and Accuracy (L&A) is the entire process of configuring, testing, and certifying the accuracy of voting equipment for an election. The process involves setting up an election using DS200 scanners, DS850 central count scanners (where applicable), ExpressVote ballot marking devices (BMDs) and their respective USB memory sticks and ancillary items; electronic pollbooks (EPB), EPB printers, ExpressPass printers and compact flash (CF) cards; the ElectionWare Server, workstations and related hardware.

Logic and Accuracy testing of DS200 scanners and ExpressVote units being used for Early Voting must be completed 14 days before Election Day. Logic and Accuracy testing of DS200 and DS850 scanners and ExpressVote units must be completed 10 days before Election Day for those being used on Election Day and for counting Absentee and Provisional ballots.

The screens in this chapter are representative of the actual screens that you see on your equipment. The data will change for each election.

This overview contains a brief description of the L&A chapter:

- **Section 2.1** provides an overview of this chapter
- **Section 2.2** explains how to prepare for L&A.
- **Section 2.3** covers how to create media for election equipment.
- **Section 2.4** shows how to create an ElectionWare Database backup.
- **Section 2.5** discusses how to prepare media for the Election Results Manager (ERM).
- **Section 2.6** shows how to set up ERM Results Reports.
- **Section 2.7** explains EXP setup on the Certified Network
- **Section 2.8** covers how to backup the ERM Results database.
- **Section 2.9** discusses how to set up the ERM Results Database on the LBE Election Night Results Network.
- **Section 2.10** covers Early Voting Center and Election L&A testing.
- **Section 2.11** addresses ExpressVote L&A.
- **Section 2.12** explains DS200 L&A.
- **Section 2.13** covers Absentee and Provisional L&A.
- **Section 2.14** shows how to upload L&A Results to the Certified Results Network.
- **Section 2.15** covers how to create the EXP exports for submission to SBE.
- **Section 2.16** discusses how to create the ElectionWare backup and the Results files on the Certified Network.
- **Section 2.17** shows how to move the ElectionWare backup and the Results files to the Election Night Results Network.
- **Section 2.18** explains how to copy the L&A results from the Certified Network to the LBE Election Night Network.

- **Section 2.19** covers how to prepare ERM on the LBE Election Night Network.
- **Section 2.20** addresses how to reset L&A Results in ERM
- **Section 2.21** explains how to import voter registration data.
- **Section 2.22** shows how to reset L&A Results in ElectionWare
- **Section 2.23** addresses DS200 closeout.
- **Section 2.24** explains EPB L&A testing.
- **Section 2.25** covers submission of L&A Paperwork.
- **Section 2.26** addresses public demonstration.

The L&A process consists of several phases including:

- Downloading the Election Qualification Code (EQC) Memory Sticks for the election.
- Downloading the Election Definition Memory Sticks for the DS200, DS850, and ExpressVote units.
- L&A testing of the DS200, DS850, and ExpressVote units.
- Uploading L&A Test Results in the Election Reporting Manager (ERM).
- Generating L&A Test Results Reports.
- Acquiring L&A Test Results in ElectionWare.
- Backing up the L&A Test Results.
- Resetting DS200 and DS850 results to zero.
- Zeroing out ballots cast in ERM and ElectionWare.
- Conducting a public demonstration.
- Securing and preparing the equipment for delivery.
- Securing the equipment to be used for the Absentee and Provisional canvasses.
- L&A is performed on the ballot scanners, ExpressVote units, EPBs, EPB printers, ExpressPass printers, and ElectionWare installations to ensure that;
 - Each unit is fully functional and free from operational problems.
 - Each unit contains the appropriate ballot styles available for voting on both regular paper ballots and Ballot Activation Cards in each polling place and Early Voting Center.
- Results are tabulated accurately on each election tabulating component.
- Results can be uploaded accurately to the ERM database.
- Results can be acquired accurately into ElectionWare.
- The ERM and ElectionWare installations correctly tabulate results from all DS200 and DS850 scanners that undergo the L&A process.

Note: SBE requires the LBEs to conduct the L&A process on Early Voting equipment before conducting the process on Election Day equipment.

2.2. L&A Preparation

Each tester will test one polling place at a time. For Early Voting Centers or very large polling places, more testers may be used, but the equipment must be tested together. The tester will begin with the ExpressVote and will then test the DS200 scanner. Ballots produced by the ExpressVote and regular preprinted ballots (test deck) will be used to test the DS200.

Each Tester will be required to complete SBE form 100, in **Appendix A**.

2.2.1. Establish L&A Test Sequence and Workflow

LBEs which have their transportation routes determined by the transportation vendor should obtain route plans from the vendor in advance of L&A. LBEs should use this information to plan the order in which to conduct L&A testing. It is recommended that the order of testing for L&A coincide with the delivery route.

Note: SBE requires the LBEs to conduct the L&A process on Early Voting equipment before conducting the process on Election Day equipment.

2.2.2. Supplies and Equipment Required for Logic and Accuracy Testing

To complete L&A, the following equipment and supplies will be required prior to the start of L&A testing of the voting equipment:

Table 1: L&A Supplies and Documentation

Supply Item	Comments
REQUIRED SUPPLIES	
Copies of the DS200, DS850 (if applicable) and ExpressVote L&A checklists	
Extension cord(s) if required	Use Commercial Gauge 16 at minimum
1 x EQC Memory Stick per tester.	This must be programmed for the election. Section 2.3.1 details how to create an EQC Memory Stick. This device can be used to qualify the DS200, DS850, and ExpressVote.
1 x Election Definition Memory Stick per piece of equipment.	You will need to create an Election Definition stick for each DS200 and ExpressVote unit.
1 x Reporting Key Memory Stick.	You will create this stick last or right before you start to upload results from the L&A. Section 2.9.1 details how to create a Reporting Key media device.
Approved ballot marking pens.	To mark Ballots

Supply Item	Comments
Keys for the DS200 scanner, ballot box, ballot bin, ExpressVote, and DS850 (if applicable).	
DS200 power cord and Tripp Lite surge protector.	
ExpressVote power cord.	
Test Deck(s) of all ballot styles.	SBE obtains test decks. At least one test deck of each ballot style is required. Additional blank ballots may be required.
Stylus	Used for touchscreens on ExpressVote units and calibration when necessary.
Ballot Activation Cards	ExpressVote Cards must be of the same length as the regular printed ballots for the election. These are ordered through SBE.
Security Seals	
DS200 Thermal Paper Rolls	3 1/8 thermal paper ordered through SBE.
Tamper Tape	Ordered through SBE.
Blue Ballot Bins	Labelled with the polling place and DS200 machine number.

2.2.3. Allocate Voting Equipment and Peripherals

The voting equipment allocation is determined from voter registration information. Information to assist in allocating voting equipment for precincts is provided below for both Early Voting and Election Day.

2.2.3.1. Early Voting Center Election Equipment

SBE will provide an estimation of the percentage of voters who will vote early. The equipment allocation for Early Voting will take into account that Early Voting takes place over eight days.

The number of DS200 scanners, ExpressVote units, and EPBs to be sent to the Early Voting Center is determined by the State Administrator in consultation with the LBE.

Table 2: Early Voting Center Election Equipment

Early Voting Center Number/Name:		
Item	Quantity	Assigned Quantity
DS200 Scanner and Ballot Box	As determined by SBE and LBE	

Early Voting Center Number/Name:		
DS200 Tripp Lite surge protector	As determined by SBE, Election Director and LBE staff	
DS200 Paper Roll	One per DS200	
ExpressVote Ballot Marking Device	Additional Paper Roll per DS200	
Election Definition Memory Stick	As determined by SBE and LBE	
Ballot Activation Cards	One per ExpressVote and one per DS200 Scanner	
Cart	As determined by SBE and LBE	
UPS for network equipment	As allocated by LBE	
UPS for Expresspass Printers	One per Early Voting center.	
Supervisor Cards	Minimum of one Early Voting center.	
ExpressVote Headset and Keypad	Two per Early Voting Center (for use with Electronic Pollbooks)	
DS200, ExpressVote, Ballot Box, and Blue Ballot Bin Keys	One per ExpressVote unit	
Power Cords	Minimum of two sets per Early Voting center	
Power Strips	One each per ExpressVote unit and DS200	
Extension Cords	As defined in Site Survey	
Tamper Tape	As defined in Site Survey – Use 16 gauge at minimum.	
Voting Unit Seals	Amount determined by the LBE, at least three per DS200 and ExpressVote unit, per day of early voting	
EPBs	Amount determined by the LBE, at least three per DS200 and ExpressVote unit, per day of early voting	
EPB Printers	As determined by SBE and LBE	
ExpressPass Printers	One per EPB	
Barcode Scanner (For Same Day Registration)	Minimum of one per Early Voting Center	

Early Voting Center Number/Name:		
USB Hub (For Same Day Registration)	Minimum of one per Early Voting Center	
EPB Printer Batteries (not installed in printer)	One per EPB Printer	
Wireless Modem	One modem per Early Voting Center	
Wireless Modem power cord	One per Early Voting site	
Antenna(s)	Two per wireless modem, except if LBE is otherwise notified Note: SBE will provide guidance for individual Early Voting sites.	
USB Cables	One each per EPB printer, ExpressPass printer.	
Scanner USB Cable	One per Barcode scanner.	
Network cables	One per EPB, plus an additional cable for connection to the modem. If a switch is used, then a further cable is needed.	
Hub/Switch	One hub per Early Voting Center	
VPN Router	One Router per Early Voting Center	
Compact Flash Cards (loaded with the Voter Data)	Two per EPB	
PC Card to CF card Adaptor	One per EPB	
EPB Printer Paper	Extra rolls, minimum of one extra roll per pollbook per day of early voting	
Power Cords (Expresspass printers, EPBs, and EPB printers)	One per ExpressPass printer One per EPB One per EPB printer	

2.2.3.2. Precinct Election Equipment (Election Day Only)

Voting equipment is assigned to each precinct using information obtained from physical inventory and site survey.

Table 3: Precinct Election Equipment (Election Day Only)

Precinct Number/Name:		
Item	Quantity	Assigned Quantity
DS200 Ballot Scanner	As determined by SBE and LBE	
DS200 Tripp Lite Surge Protector	One per DS200	
DS200 Paper Roll	Additional Paper Roll per DS200	
ExpressVote Ballot Marking device	As determined by SBE and LBE	
USB Memory Stick	One per ExpressVote and one per DS200 Scanner for LBE's not using backup memory stick. 2 memory sticks per DS200 Scanner for LBE's using backup memory compartment.	
Activation Cards	As determined by SBE and LBE	
Supervisor Cards	Two per polling place (for use with Electronic Pollbooks)	
ExpressVote Headset and Keypad	One per ExpressVote unit	
DS200 and ExpressVote Unit Keys	Minimum of two sets per polling place	
Power Cords	One each per ExpressVote unit and DS200	
Power Strips	As defined in Site Survey	
Extension Cords	As defined in Site Survey – Use 16 gauge at minimum.	
Tamper Tape	Amount determined by the LBE, at least three per DS200 and ExpressVote unit	
Voting Unit Seals	Amount determined by the LBE, at least three DS200 and ExpressVote unit	
EPBs	As determined by SBE and LBE	
EPB Printers	One per EPB	
EPB Printer Batteries (not installed in printer)	One per EPB printer.	
USB Cables	One per EPB printer	

Precinct Number/Name:		
Crossover Cable	Only If two EPBS are used in a polling place.	
Network Cables	One per EPB (if three or more EPBs are used)	
Hub	One hub per polling place (if three or more EPBs are used)	
Compact Flash Cards (loaded with the Voter Data)	Two per EPB. One inserted as part of the update.	
EPB Printer Paper	Extra rolls, minimum of one extra roll per pollbook	
Power Cords EPBs and Printers)	One per EPB One per EPB printer	

2.2.4. Load Final Database into ElectionWare

The database supplied by SBE is a backup of the final election database. Power on the server in the Certified Network first followed by any workstations you intend to use. The server must be completely on before logging in to the workstations. After the server has completely booted, log in to a workstation on the Certified Network using the **Eadmin** user account. Always remember to verify connectivity to the **Q: drive** prior to utilizing ElectionWare, ERM, and/or EXP. Each LBE will have individual ElectionWare user accounts setup by a Regional Manager. Each account may have different levels of access depending on the user, these accounts will fall under one of the following categories – **Administrator, User, Ballot Producer, Media Creator** and **Ballot Reviewer**. The type of account that you have and are logged into will determine the modules that you see. In order to restore an election, an administrator or user account must be used.

ElectionWare cannot be run on the server and is not installed on the LBE Election Night Results Network.

Note: **Eadmin** accounts will still be available within the ElectionWare software.

Note: **Administrators** have access to everything within the ElectionWare suite to include managing other accounts. **Users** have access to everything except the **Manage** module (the ability to create user logins). A **Ballot Producer** only has access to the **Deliver – Print** function. A **Media Creator** only has access to the **Deliver – Package** functions. A **Ballot Reviewer** only has access to the **Results – Produce** functions.

1. Turn on the server in your Certified Network and wait for the server to be completely booted up.

Note: The server or host must be turned on and have completed the boot process prior to turning on any of the workstations in the certified network.

2. Turn on the workstation in the Certified Network that you intend to use to restore the election and log in to **Windows** using the **Eadmin** user.

Note: The ElectionWare application can only be opened on a workstation.

3. Once you have logged into windows, insert the media containing the ElectionWare database into the workstation.

4. Open up ERM, click **OK** on the copyright screen, and then click **Continue with the current Election**.

NOTE: ERM will not be configured with the correct election. This is a workaround provided by ES&S to ensure that ElectionWare maintains connectivity to the server. You will need to keep ERM open while using ElectionWare.

5. Start **ElectionWare** by double-clicking on the ElectionWare icon on the desktop.
6. At the **Login** screen, enter the username and password associated with a **User** level account and click **login**. If you have questions about which account to use, please refer to the list of user accounts provided by SBE.

Note: If using ElectionWare on multiple workstations, you must log in with a different username and password for each one. If you need to add additional accounts, please contact SBE.



Figure 1: ElectionWare Login

1. Once login is complete, the main ElectionWare screen will be shown. Under **Elections** click the **+ sign** next to State of Maryland and then select **your County name**.
2. Right-click on **ElectionWare County** and select **Restore Election** or select **Restore Election** from the **File** drop-down menu.



Figure 2: Restore Election

3. The **Restore** window will be shown. Perform the following steps:
 - a. Load the **Backup File**. Select **Browse**, then open the drive containing your ElectionWare Database. Click **Highlights**. Select the **election file** and click **Select**. File format is **CountyCode_SBEFinal_MM_DD_YYYY.ezip**.
 - b. Enter the **Restore Code** supplied by SBE.
 - c. **Election Name:** This should be the **county code, election type and date**. Naming convention is **<CountyCode>_<ElectionType>_<Date>**.

Important: The election name that you type here will show on **ALL** of the reports that you run from ElectionWare.

- d. **Election Folder Name:** **Browse to Q:** and at the root of Q: create a new folder. Then naming convention is **<Election Year> <ElectionType>**. For example, **2016 Presidential Primary Election**.

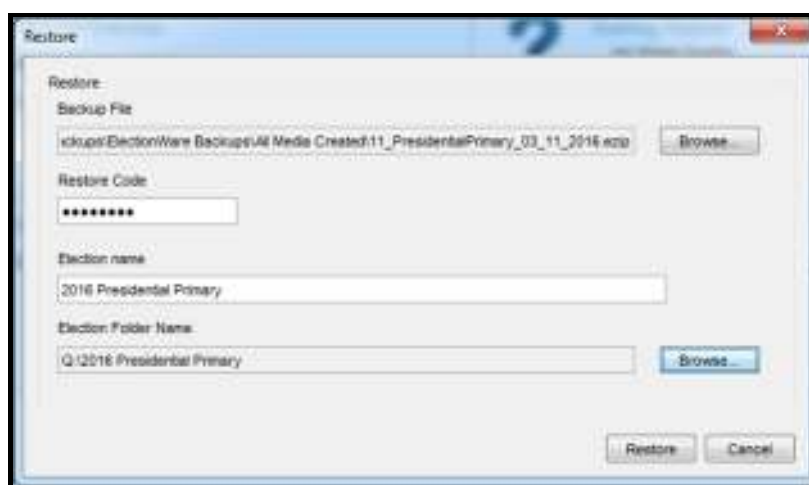


Figure 3: Restore Election

- e. Click the **Restore** button.

4. The **Election Database** will load and a progress bar will be shown. Once complete, the Election will be shown in the **All Elections List**, and will be in bold to show that it is the active election.

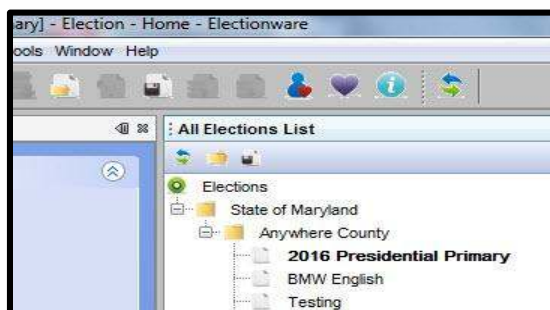


Figure 4: Restored Election

5. Once the election has been restored, minimize **ElectionWare** and navigate to the **Q: drive**.
6. Double left click on the folder for your **current election** (created in step D above).



Figure 5: Current Election folder

7. Within the **current election** folder, create a 2 **New Folder(s)** and rename them **Results Backups** and **ENRN ERM Setup Files**.



Figure 6: Results Backups Folder

8. Once you have renamed these folder, double left click the Results Backups folder and create 2 **new folders**.
9. The two folder created should be renamed as **shown below**:

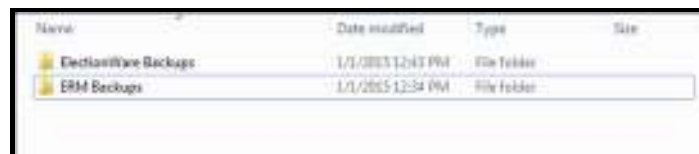


Figure 7: Backups

10. Once the folders have been created, double left click on the **ElectionWare Backups** folder and create **6 New Folder(s)** as shown below:

Name	Date modified	Type	Size
100% Canvass Official	1/1/2015 7:28 PM	File folder	
100% Verification Official	1/1/2015 6:58 PM	File folder	
All Media Created	1/1/2015 6:58 PM	File folder	
L&A - Canvass	1/1/2015 7:27 PM	File folder	
L&A - Early Voting	1/1/2015 6:58 PM	File folder	
L&A - Election Day	1/1/2015 7:27 PM	File folder	

Figure 8: New Folders

11. Once the folders have been created, go back up one level to the ElectionWare and ERM Backups folders and double left click on the ERM Backups folder.
12. In the **ERM Backups** folder create **6 New Folder(s)**.
13. The six new folders should be renamed **as follows**:

Name	Date modified	Type	Size
Absentee 1 Results	1/1/2015 6:59 PM	File folder	
Absentee 2 Results	1/1/2015 6:59 PM	File folder	
Early Voting Results	1/1/2015 6:59 PM	File folder	
Election Night Results	1/1/2015 6:59 PM	File folder	
Logic & Accuracy Results	1/1/2015 9:16 PM	File folder	
Provisional Results	1/1/2015 6:59 PM	File folder	

Figure 9: L&A ERM Results Backups

14. Once the results folders have been created, go up **2** levels to the **ENRN ERM Setup Files** folder

Name	Date modified	Type	Size
ENRN ERM Setup Files	1/1/2015 12:35 PM	File folder	
Results Backups	1/1/2015 12:43 PM	File folder	

Figure 10: Results Backups Folder

15. Double left click on the **ENRN ERM Setup Files** folder
16. Within the ENRN ERM Setup Files folder create 1 new folder.
17. The new folder should be renamed as shown:

Name	Date modified	Type	Size
elecdata	1/1/2015 7:00 PM	File folder	

Figure A: New elecdata folder

Note: The folders created in the above steps will be used to store backups of ElectionWare as well as the copies of results files generated from ERM at each stage of the Election. Whenever you are instructed to backup ElectionWare or ERM and copy results from ERM throughout the CTE Guide, be sure to move files into the appropriate corresponding folder created in the above steps.

2.3. Creating Media for Election Equipment

The **DS200** and **DS850** scanners and the ExpressVote units all use **Election Qualification** Memory Sticks and Election Definition Memory Sticks for loading election data on those units. The majority of these are 4 Gigabytes, but LBEs are issued 8 Gigabyte Election Definition Memory Sticks, which are to be used on **DS200** scanners allocated for early voting and **DS850** scanners for **Absentee 1**, **Absentee 2**, and **Provisional** canvasses.

Each Election Definition memory stick shall be individually labeled with its serial number. If an Election Definition memory stick's label is deteriorated to such a state that it cannot be read, it must be replaced with a label showing the same serial number. As each Election Definition memory stick is programmed, it must also be labeled with its polling place **ERM Group** (EV, ED, etc.) information and the piece of equipment it is to be used with. Refer to **Appendix B - Recommended USB Memory Stick Management** for additional information.

Note: The first time a particular USB memory stick is used in a workstation, it will take a few seconds for that device to be recognized and the correct driver to be loaded by Windows. This will show in the bottom right of the screen.

2.3.1. Create Election Qualification Media

Prior to loading the election definition data, every **DS200** scanner, **DS850** scanner, and **ExpressVote** unit to be used in the election must be cleared and initialized using the Election Qualification memory stick. This Election Qualification memory stick is not machine specific and is necessary to:

- Ensure that the election log from any previous election is cleared.
- Reset the public count to zero.

Note: The protected count will not be reset after initialization.

The following are required:

- The Election Qualification Code set in ElectionWare and supplied by SBE.
- To create one Election Qualification device for each of the L&A testers using the USB memory sticks supplied with the system.

NOTE: If the jurisdiction is using a backup Election Definition Memory Stick, it must be inserted into the auxiliary compartment in the of the DS200 scanner prior to qualifying the scanner. The backup Election Definition Memory Stick must be equal in data size to the primary Election Definition Memory Stick and is inserted into the auxiliary data port in the rear of the unit. When the configuration report prints, it will identify the size of the backup stick.

1. Verify that no USB memory sticks are present in the workstation's USB ports and insert a USB memory stick into one of the ports.

2. If logged out from ElectionWare at any point, it will be necessary to log in and open the current election again. From the **All Elections List**, click on the **+ sign** by **State of Maryland**, click on the **+ sign** by County Name, and either double-click on the current election or right-click on **current election** and select **Open**.

Note: The open election is displayed at top of screen and in Election Status window.

3. Expand the **Deliver** module on the left-hand side of the ElectionWare screen. Remember, some users may not have access to the **Deliver** module due to privileges. Contact SBE if you have any questions.
4. Click on **Package** and from the **Manage** drop-down menu select **Create Qualification Media**.



Figure 3: Select Create Qualification Media

5. The **Qualification Media** screen will be shown. If necessary, select the device under **Media Drive**. Select **Refresh** if the device is still not displayed and then click **Create Media**.

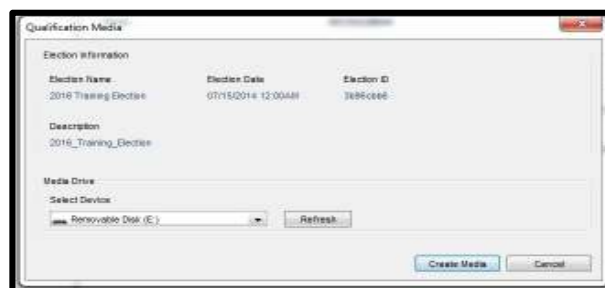


Figure 4: Create Qualification Media

6. If prompted, select **Yes** on **The device contains data. Do you want to clear the device and continue?**

7. The Election Qualification information will be written to the USB memory stick. When prompted, click **OK** and remove the USB memory stick from the USB port.

Note: When executing steps within ElectionWare, ElectionWare USB memory sticks are auto-ejected.

8. Label the USB memory stick as **Qualification media**.
9. One Election Qualification memory stick should be programmed for each L&A tester. For each additional Election Qualification memory stick, insert a new USB memory stick and repeat **Steps 4 through 8**.

2.3.2. Create Election Media for use in Early Voting and Election Day Polling Places.

Early Voting Centers will have multiple ExpressVote units as determined by the LBE and SBE, as well as at least two DS200 scanners per Early Voting Center. The 8 GB USB memory sticks should be used for all DS200 scanners allocated for use during Early Voting. For Election Day, most polling places will have one DS200 scanner and one ExpressVote, although there may be more equipment in larger polling places. Exact voting equipment quantities will be determined by the LBE and SBE for each election. The ElectionWare operator will need to know the equipment allocation for each Early Voting site and polling place prior to creating media.

All USB Memory sticks being deployed to polling places must be clearly labeled, showing at minimum:

- Precinct name/number
- The serial number of the Expressvote/DS200 it is paired to
 - Equipment type (DS200, ExpressVote, Qualification, etc) is color coded.
- USB ID #

See the diagram below.

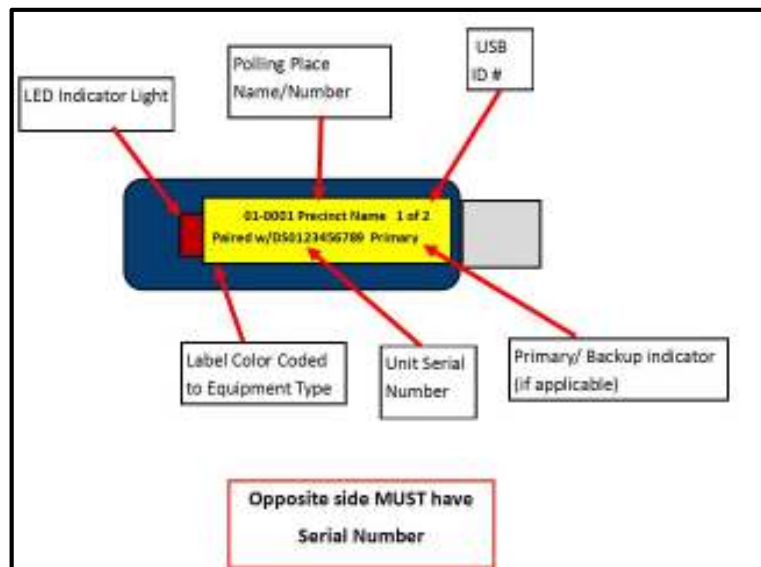


Figure 5: USB Label Example

2.3.2.1. Create DS200 Election Media

1. With the current election database opened in ElectionWare, expand the **Deliver** module- if not already expanded- and click on **Package**.

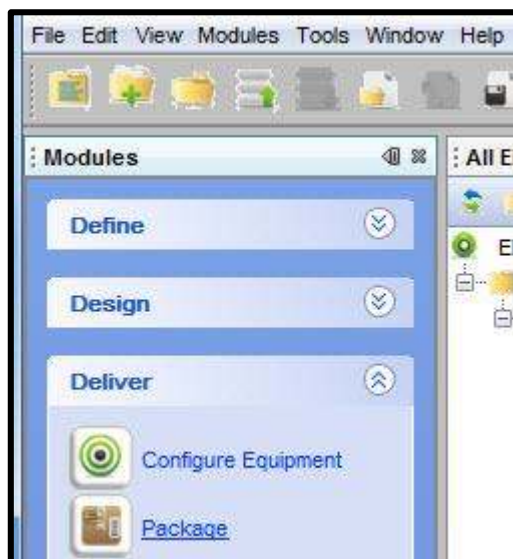


Figure 6: Deliver Module-Package

2. In the Equipment list under **Digital Scan Equipment**, expand **DS200 Poll Places**.
3. Right-click on the **voting location** that media is being created for. Only create **DS200** media for Early Voting using the 8GB USB memory sticks and from the polls that start with **EVC-#**. For example, **EVC-1 Anywhere County Office Complex**
4. Click **Create DS200 Election Media**.

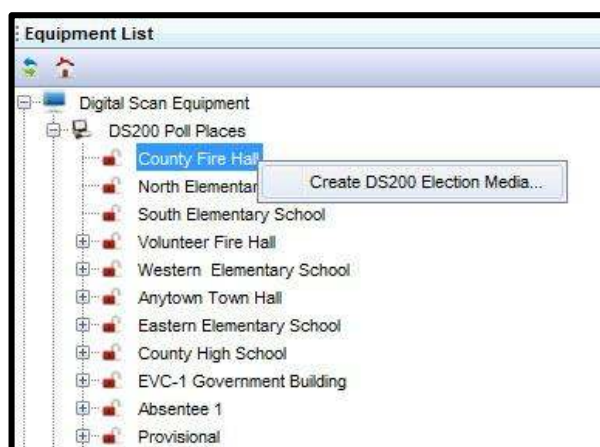


Figure 7: Create DS200 Election Media

5. Insert a USB memory stick into one of the USB ports on the workstation.

Note: If this the first time a particular memory stick has been used on the server, it will take a few seconds for the device to be recognized and the correct driver to be loaded by Windows. This will be shown in the bottom right of the screen.

6. Ensure that the Election Definition Memory Stick is shown under **Select Device**. If this is not the case, click **refresh**.

Note: Under Select Device the name of the device should be Removable disk if this is the first time using this device or Cleared for USB memory sticks that have gone through Post-Election Maintenance. If DS200, DS850, Qualify, Report, or ExpressVote is shown, the drive may have already been used in the current election. If this is the case, a warning message will be displayed after clicking the Create Media button.



Figure 8: Create DS200 Media

7. Click on **Create Media**; the USB memory stick will be formatted and data will be written to it. Remove the USB memory stick and click **OK**. If the USB memory stick was used in the current election, a warning message will be displayed stating what type of media was created on the device.

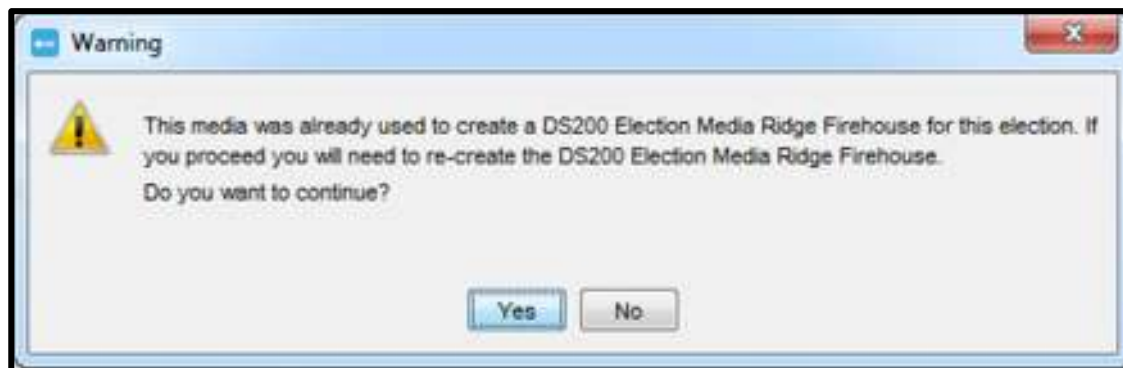
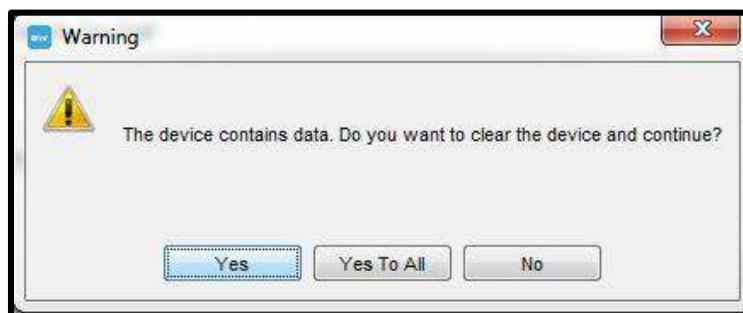


Figure 9: Already Used Media

8. Read the message to determine whether or not you want to proceed with creating the media.
9. Click **Yes** to continue creating the stick, otherwise select **No**.

Note: If there is other data on the USB memory stick but the stick was NOT used in the current election, then the following message will be shown:

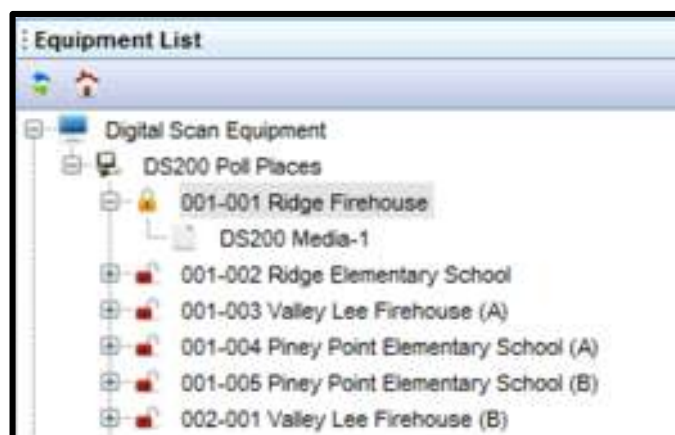
**Figure 10: Warning-Clear Data**

Ensure that it is safe to clear the USB memory stick. If so click on *Yes*, otherwise click *No*.

Note: Do not remove the USB memory stick until notified. Removal of the USB memory stick prior to this notification can result in corrupted data on the USB memory stick. ElectionWare will auto eject each USB memory stick.

**Figure 11: DS200 Media Created**

10. The programmed Election Definition Memory Stick will be shown under the polling place in the navigator.

**Figure 12: Created Media**

11. Remove and label the Election Definition Memory Stick as DS200 as described above, see **Figure 13** for reference.
12. If an additional DS200 scanner is to be used in the voting location, an additional Election Definition Memory Stick must be programmed and labeled with DS200, polling place name and the DS200 ID number. Be sure that the DS200 scanners are also labelled with the same DS200 Serial number. The Serial number will be used to ensure that the USB memory stick remains with the same scanner throughout the election.

Important Note: When the polls are closed on the DS200, an encryption key is written to the USB memory device. This encryption key is specific to the machine. If the USB memory stick is used during the election on a different DS200 than the one used during L&A, there is a possibility that the results will not *Acquire* into ElectionWare during 100% verification.

13. Repeat steps 3 through 12 for each additional DS200 Election Definition Memory Stick. It is essential that all Election Definition Memory Sticks are labeled with the correct equipment type and voting location.

Important Note: If a DS200 Election Definition Memory stick is created in error, use that stick for another polling location which will reassign the device to the correct poll. Otherwise, follow the steps in Section 2.3.2.2 Create ExpressVote Media. This will reassign the device as an ExpressVote device.

2.3.2.2. Create ExpressVote Media.

ExpressVote media is created in a similar method to the **DS200** scanners.

IMPORTANT: ALL Early Voting ExpressVote media will be created from the polls that start with EVC-#. For example, EVC-1 Anywhere County Office Complex. ExpressVote Poll as shown below in step 3, Figure 22.

1. With the current election database still open in ElectionWare, expand the **Deliver module** (if necessary), and click **Package**.
2. In the Equipment List under Accessible Equipment, expand **ExpressVote**.
3. Right-click the **Poll Place** for which media is being created, and click **Create ExpressVote Election Media**.

Important Note: All Early Voting ExpressVote media will be created from the corresponding EV -# (see Figure 22 below).

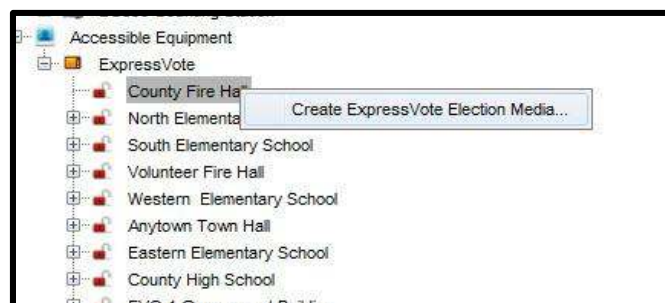


Figure 13: Create ExpressVote Election Media



Figure 14: Create ExpressVote Election Media for Early Voting

4. Insert a USB memory stick into a USB port on the workstation.
5. Ensure that the USB memory stick is shown under **Select Device**. If this is not the case, click refresh.

Note: Under **Select Device** the name of the device should be **Removable disk** if this is the first time using this device or **Cleared for USB** memory devices that have gone through **Post-Election Maintenance**. If **DS200**, **DS850**, **Qualify**, **Report**, or **ExpressVote** is shown, the drive may have already been used in the current election. If this is the case, a warning message will be displayed after clicking the **Create Media** button.



Figure 15: Select Device

6. Click on **Create Media**. The USB memory stick will be formatted and data will be written to it. Remove the USB memory stick and click **OK**. If the USB memory stick was used in the current election, a warning message will be displayed stating what type of media was created on the device. Read the message to determine whether or not you want to proceed with creating the media. Click **Yes** to continue creating the USB memory stick, otherwise, click **No**.

Note: If there is other data on the USB memory stick, but the stick was NOT used in the current election, then the following message will be shown:

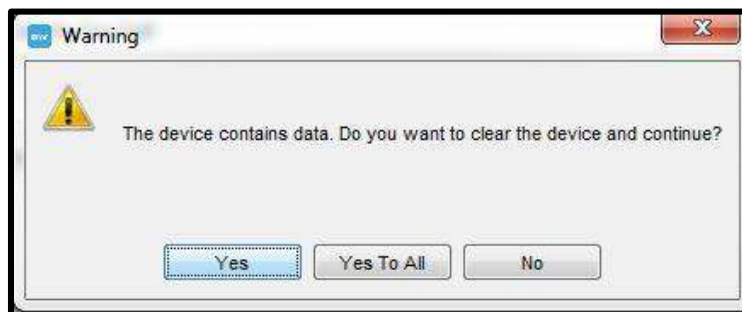


Figure 16: Warning-Clear Data

Ensure that it is safe to clear the USB memory stick. If so, click Yes, otherwise click No.

7. The Election Definition memory stick will be formatted and data will be written to it. When prompted, click **OK** and remove the Election Definition memory stick.

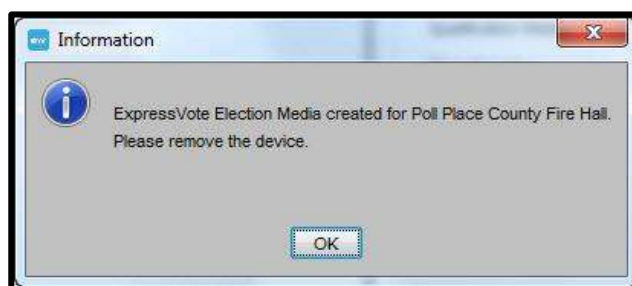


Figure 17: Media Created

8. In the navigator, the media created is shown under the appropriate polling place.

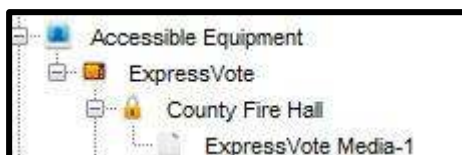


Figure 18: Media created is shown in Navigator

9. Label the Election Definition memory stick as **ExpressVote** along with the Early Voting Center or polling place it has been programmed for plus the unit number and ERM group.
10. If additional ExpressVote units are to be used in the polling place, another Election Definition Memory Stick must be programmed for each device. **Repeat Steps 3-9.**
11. Continue until the creation of the remaining ExpressVote Election Definition memory sticks is complete. It is essential that all Election Definition memory sticks are labeled with the correct equipment type and polling place information.

2.3.3. Create Absentee / Provisional Media.

Certain LBEs use **DS850** scanners and the remaining LBEs use **DS200** scanners. Those LBEs that use **DS200** scanners have received additional scanners for use during the canvass.

Note: You must use a different DS200 machine for each of the Election definitions created in this section because you *cannot* upload results from the same DS200 into the same ERM group.

For the DS200: A minimum of seven Election Definition Memory Sticks must be programmed:

- Two **Absentee 1** Election Definition memory sticks (one for regular ballots and one for ballots that may be challenged) are used to process the **Absentee 1 Canvass**.
- Two **Absentee 2** Election Definition memory sticks (one for regular ballots and one for ballots that may be challenged) are used to process the **Absentee 2 Canvass**.
- Three **Provisional** Election Definition memory sticks (one for fully counted ballots, one for partially counted ballots, and one for extended hours ballots) are used to process provisional ballots.

For the DS850: A minimum of three Election Definition memory sticks must be programmed:

- One **Absentee 1** Election Definition memory stick. You will also need an additional two formatted USB memory sticks on hand - one for regular ballots and one for ballots that may be challenged.
- One **Absentee 2** Election Definition memory stick. You will also need two additional formatted USB memory sticks on hand - one for regular ballots and one for ballots that may be challenged.
- One **Provisional** Election Definition memory stick. You will also need an three additional formatted USB memory sticks - one for fully counted ballots, one for partially counted ballots and one for extended hours ballots) are used to process provisional ballots.

2.3.3.1. Create Election Media for DS850 Scanners.

1. With the current election database opened in ElectionWare, expand the **Deliver** module and click on **Package** (if necessary).
2. In the **Equipment List** under **Digital Scan Equipment**, expand **DS850 Counting Station**.
3. Right-click on the appropriate canvass to create media for either **Absentee 1**, **Provisional**, or **Absentee 2**, and click **Create DS850 Election Media**.

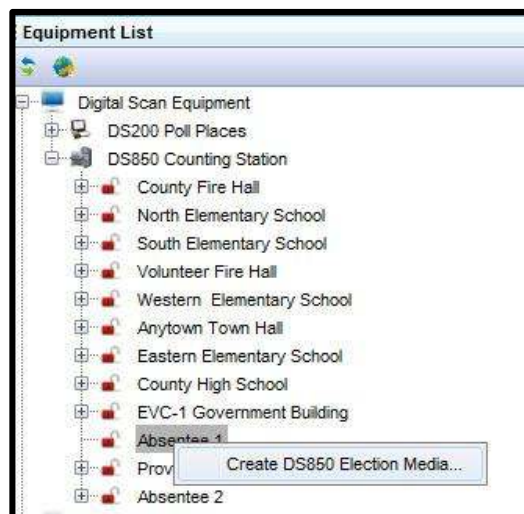


Figure 19: Media created is shown in Navigator

4. Insert a USB memory stick into one of the ports of the workstation.
5. Ensure the USB memory stick is shown under **Select Device**. If this is not the case, click **Refresh**.

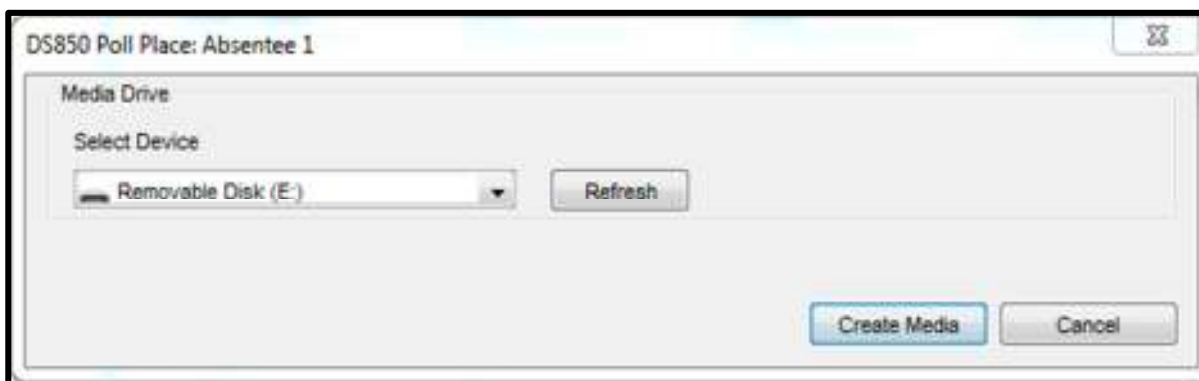


Figure 20: Select Device

6. Click on **Create Media**; the USB memory stick will be formatted and data will be written to it. Remove the USB memory stick and click **OK**. If the USB memory stick was used in the current election, a warning message will be displayed stating what type of media was created on the device. Read the message to determine whether or not you want to proceed with creating the media. Click **Yes** to continue creating the stick, otherwise select **No**.

Note: If there is other data on the USB memory stick, but the stick was NOT used in the current election, then the following message will be shown:

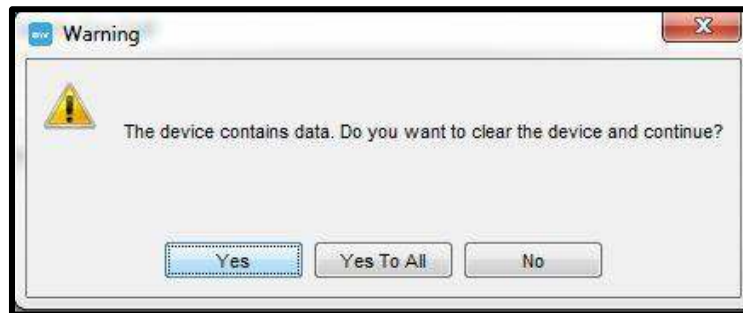


Figure 21: warning-Clear Data

Ensure that it is safe to clear the USB memory stick. If so, click on Yes, otherwise click No.

7. When prompted, remove the device.



Figure 22: Media Created

8. Label the Election Definition memory stick as **DS850** along with the canvass stage it has been programmed for.
9. Repeat **Steps 4-8** for each USB memory stick to be programmed for each stage of the canvass.
10. Repeat **Steps 3-9** for each canvass.

2.3.3.2. Create DS200 Election Media for Absentee and Provisional

Note: At a minimum, the following seven memory sticks must be present:

- Two **Absentee 1** sticks (one for regular ballots and one for challenged ballots)
 - Three **Provisional** sticks (one for partially counted ballots, one for fully counted ballots, and one for extended hours ballots)
 - Two **Absentee 2** sticks (one for regular ballots and one for challenged ballots)
1. With the current election database opened in ElectionWare, expand the **Deliver** module and click on **Package** (if necessary).

2. In the **Equipment List** under **Digital Scan Equipment**, expand **DS200 Poll Places**.
3. Right-click on the appropriate canvass to create media for and click **Create DS200 Election Media**.
4. Insert a USB memory stick into one of the ports on the workstation.
5. Ensure the USB memory stick is shown under **Select Device**. If this is not the case, click **Refresh**.
6. Click on **Create Media**; the USB memory stick will be formatted and data will be written to it. Remove the USB memory stick and click **OK**. If the USB memory stick was used in the current election, a warning message will be displayed stating what type of media was created on the device. Read the message to determine whether or not you want to proceed with creating the media. Click **Yes** to continue creating the USB memory stick, otherwise select **No**.
7. Label the Election Definition Memory Stick as **DS200** along with the canvass stage and **DS200 Serial Number** it has been programmed for.
8. Program the remaining **DS200 Election Definition** memory sticks until all are complete. It is essential that all Election Definition Memory Sticks are labeled with the correct equipment type and canvass stage.

2.4. Creating an ElectionWare Database Backup

Important Note: When backing up ElectionWare, browse to the specific folder you would like to store the backup in and **be sure to change the file name to reflect the current back being generated** prior to saving. The naming convention for all ElectionWare backups is as follows:

<CountyCode><ElectionType><ElectionStage><Date>.ezip

After all election media has been created, and after each phase of L&A, perform a backup of the ElectionWare database. The required backups are to be taken after:

- All media is created; this backup should be stored at the path below:

Q:\2016 Presidential Primary\Results Backups\ElectionWare Backups\All Media Created

- Early Voting L&A results are uploaded; this backup should be stored at the path below:

Q:\2016 Presidential Primary\Results Backups\ElectionWare Backups\L&A Early Voting

- Election Day L&A results are uploaded; this backup should be stored at the path below:

Q:\2016 Presidential Primary\Results Backups\ElectionWare Backups\L&A Election Day

- Absentee 1, Provisional and Absentee 2 L&A results are uploaded; this backup should be stored at the path below:

Q:\2016 Presidential Primary\Results Backups\ElectionWare Backups\L&A Canvass

Note: During L&A, these backups do not need to include the ballot images.

1. In ElectionWare, select the **File** drop-down menu and select **Backup Election**.



Figure 23: Backup Election

2. In the **Backup** window, select browse

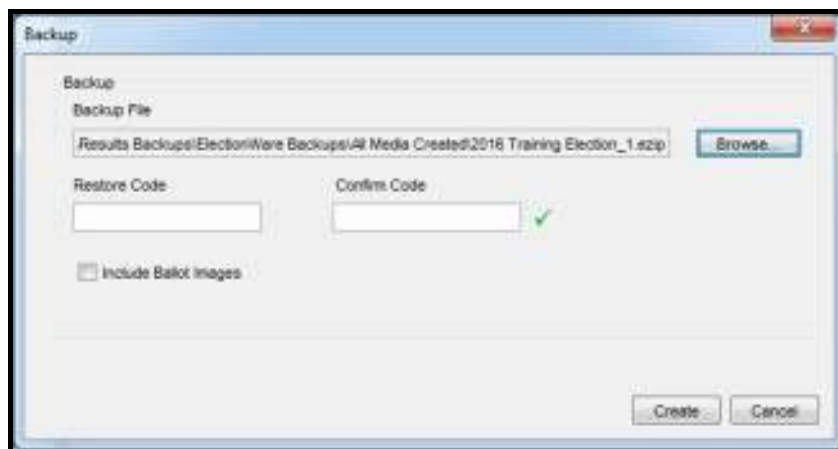
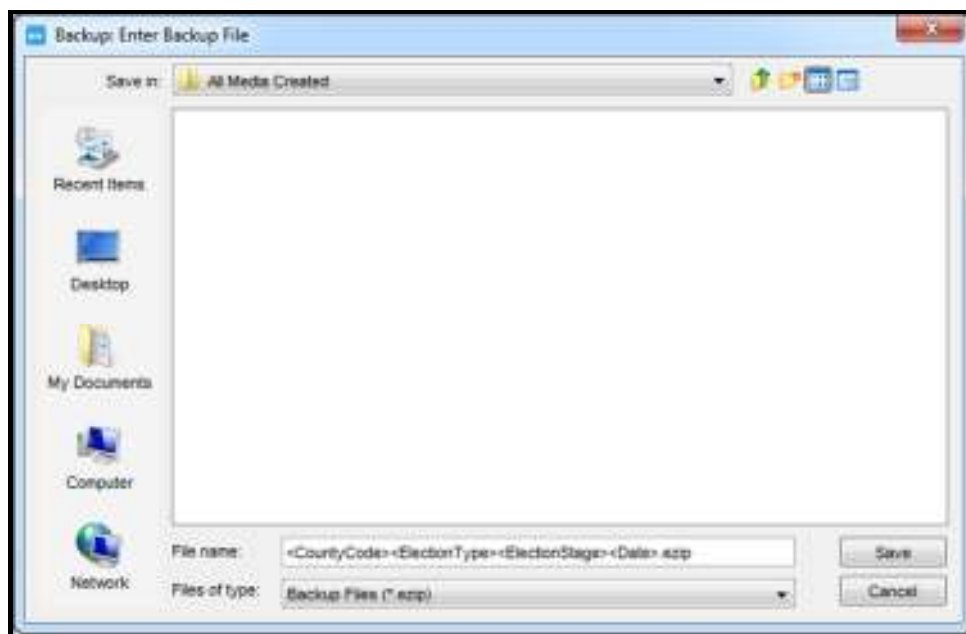
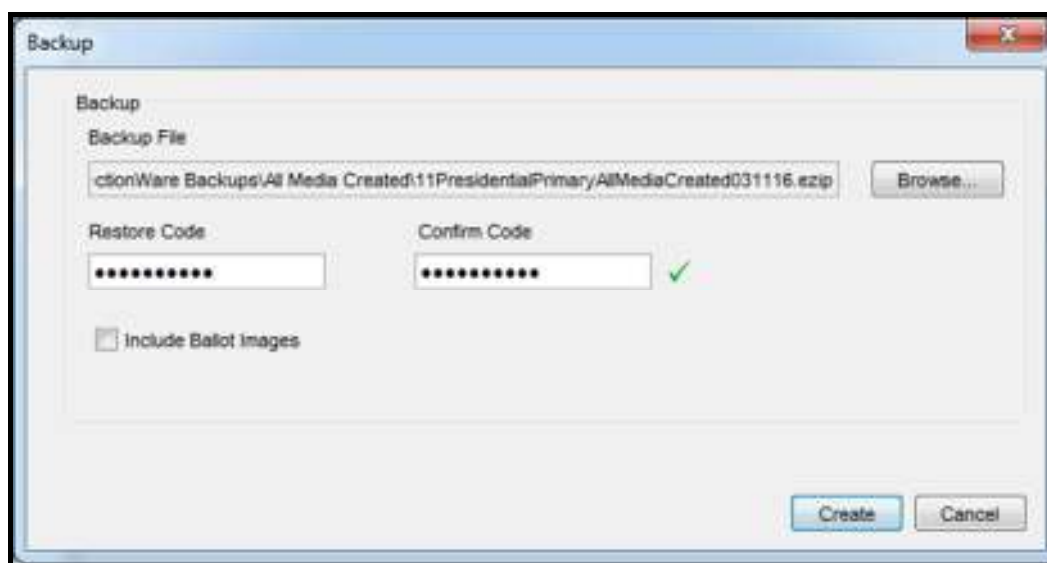


Figure E: Backup File

3. Navigate to the Q: drive and double left click on the *current election folder*
4. In your current election folder double left-click on the **Results Backups** folder
5. In the results backups folder double left click on the ElectionWare Backups folder
6. Double left-click on the **All Media Created** folder and then select save.

**Figure F: ElectionWare Backup**

7. Enter the **Restore code** provided by SBE and select **Create**.

**Figure 24: Backup File**

8. The backup will be created, when finished select **OK**.

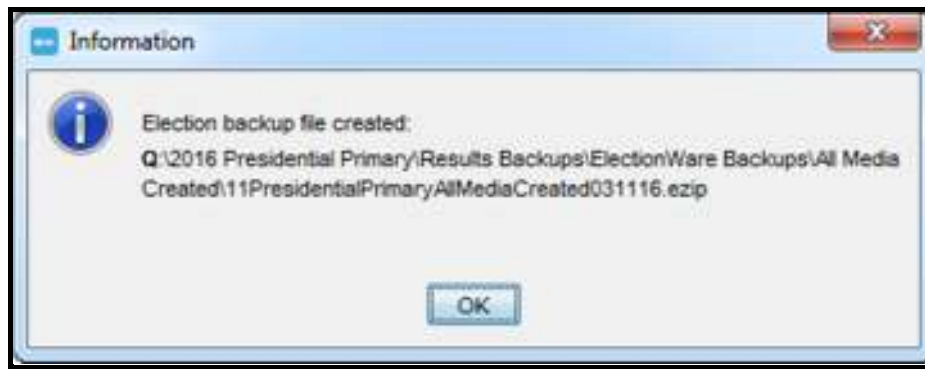


Figure G: Backup Complete

9. **Exit ElectionWare.**

2.5. Preparing Media for Election Results Manager (ERM)

The Election Results Manager (ERM) application requires a Reporting Key Memory Stick to be created in ElectionWare for the election. The **Reporting Key Media** must be created after creating all Qualification, DS200, DS850, and ExpressVote media.

2.5.1. Create Reporting Key Media for Election Results Manager (ERM)

1. With the current election database open in ElectionWare, expand the **Deliver** module and click on **Package** (if necessary).
2. From the **Manage** drop-down menu, select **Create Reporting Key Media**.

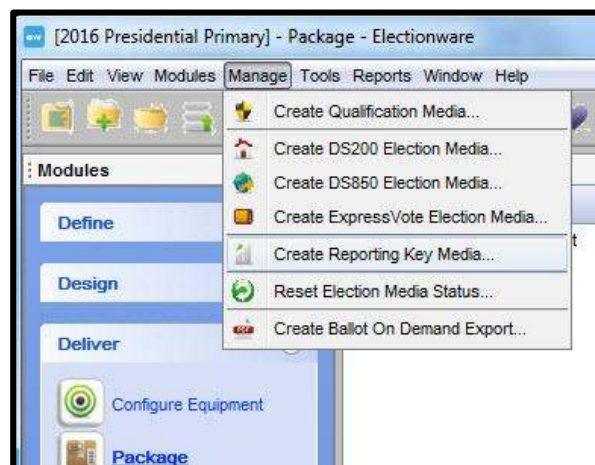


Figure 25: Create Reporting Key Media

3. Insert a USB memory stick into one of the ports of the workstation.
4. Ensure the USB memory stick is shown under **Select Device**. If this is not the case, click **Refresh**.

**Figure 26: Reporting Device**

5. Click on **Create Media**; the USB memory stick will be formatted and data will be written to it.
6. Remove the USB memory stick and click **OK**. If the USB memory stick was used in the current election, a warning message will be displayed stating what type of media was created on the device. Read the message to determine whether or not you want to proceed with creating the media. Click **Yes** to continue creating the USB memory stick, otherwise select **No**.

**Figure 27: reporting Key Media Created**

7. Label the **Reporting Key** memory stick as **Reporting Key**.

Note: ElectionWare will auto eject all media. When creating the ERM results database, from the same workstation, it will be required to remove the USB memory device and reinsert it.

2.5.2. Prepare the Q drive for the Election

For ERM to run successfully, there must be a folder named **elecdata** on the **Q:\ drive**. Prior to each election, the LBE must remove prior election data from this folder to ensure that backup times are kept to a minimum. SBE will provide the files and instructions required for this step. Copy these files to a USB memory stick or removable media not being used for the election.

Note: Prior to executing steps below, verify that ERM is closed on all other workstations and that the files from previous elections contained in the elecdata folder have been backed up. To ensure files have been backed up properly, please refer to the Post Election Maintenance guidelines provide by SBE.

On a workstation in the certified network, open the ERM application (if not already open) by clicking on the **ESS ERM** icon on the desktop of the workstation. Not only must ERM be active only on one workstation, but you should also ensure that only one instance of ERM is running on a workstation (in other words, make sure in your taskbar that there are not multiple windows of ERM open as this can

pose potential problems while working within ERM. **In the figure** below notice that there are two ERM applications running. If your taskbar resembles the figure below, close all instances of ERM and restart the application.



1. Click **OK** on the **opening** window.



Figure 28: ERM License Screen

2. If the current election is **NYTEST1** select **Continue with the current Election**, and click **OK**.

Important: If NYTEST1 is not the current election contact your Regional Manager or Natasha Walker prior to proceeding as cleanup of ERM may need to be completed.

3. If step 2 is complete and you have verified that ERM is closed on all other workstations, browse to the **Update Menu**, select **Unlock ERM Data Files**, then click **OK**.
4. On the **ERM Data files now Unlocked** screen, click **OK**.
5. From the **Miscellaneous** menu, select **Change Control File**. Verify that the **Q drive** is selected next to **Using Network**. If not, click the **down arrow** and set **Q** as the drive.

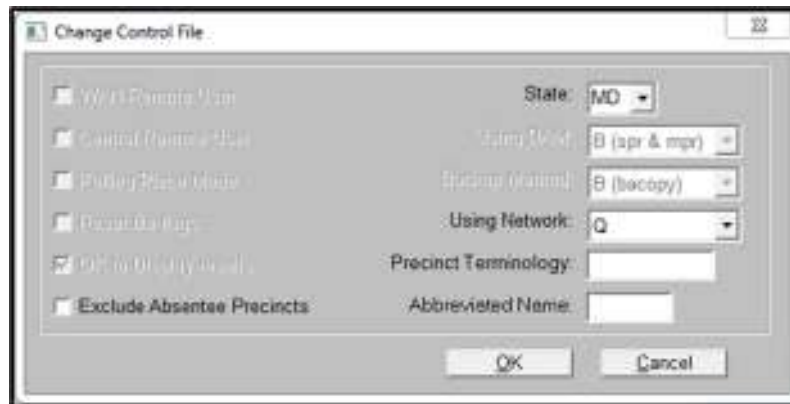


Figure 29: Change Control File

2.5.3. Create the ERM results database in the certified network

Important Note: If a step from 2.9.2 was missed, there may be a warning message. If this occurs, contact SBE for assistance.

1. With **ERM** still open, insert the Reporting Key Memory Stick and if necessary allow the windows driver to load.
2. From the **Election** drop-down menu, select **Create ERM from XML files**.

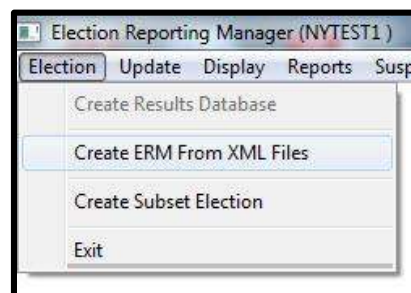


Figure 30: Create ERM from EML Files

3. Enter the **Qualification Code** and select **OK**.
4. **Create ERM from XML Files** window will be shown. For a Primary Election, be sure to check **Include Registered Voters by Party**. Click **OK**.

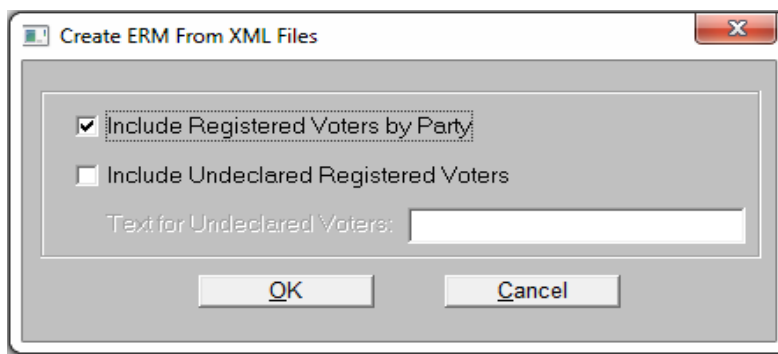


Figure 31: Include Registered Voters by Party

Note: If the checkbox to include registered voters by party is not checked when creating the XML file, the voter registration will not be imported by party and reports will only show voter registration totals by precinct.

Note: Registered voter counts will not be entered in ElectionWare and therefore will not be included on the Reporting Key Media. Registered voters will be imported directly into ERM.

5. On the **Create Results Database** screen, enter **5** for the number of groups to created, leave **Initialize the state cross reference file** unchecked and Click **OK**.

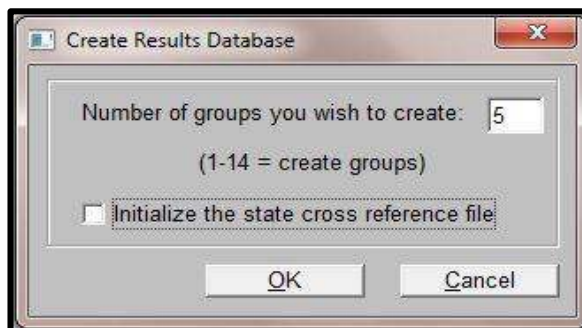


Figure 32: Create Groups

6. When prompted, click **Yes** to create the **Results Database**.

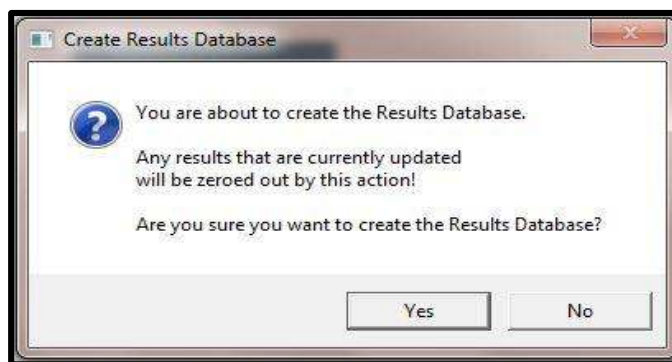


Figure 33: Create Results Database

7. The **Group and Report Descriptions** must be manually entered exactly as shown below. It will be necessary to determine which equipment will be used for each canvass and select as appropriate and check the **Absentee Group** box next to the **Absentee 1, Provisional,** and **Absentee 2** groups and click **OK**.

Important Note: The EXP Utility will not work if the group descriptions do not start with the correct 2 digit identifiers. The identifiers are as follows:

- **10 for Early Voting**
- **20 for Election Day**
- **30 for Absentee 1**
- **40 for Provisional**
- **50 for Absentee 2**

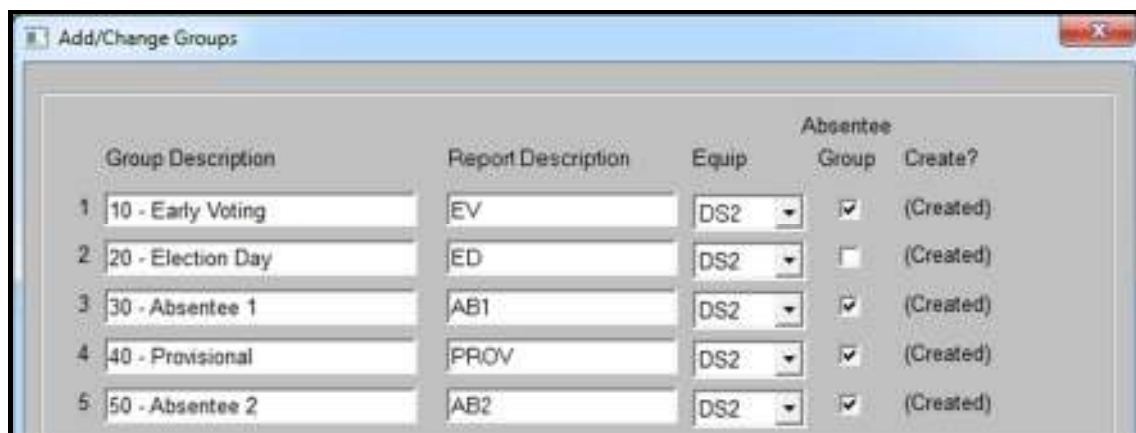


Figure 34: Add/Change Groups

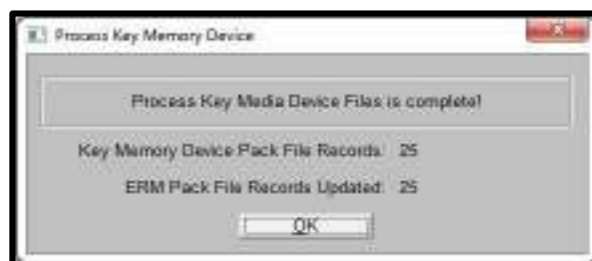
8. When **Create Results Database** window displays, click **OK**.

**Figure 35: Files Created**

9. The Election will be shown to be available for all online functions. Click **OK**.

**Figure 36: Available for All Online Functions**

10. The **Create ERM from XML files complete!** message will be shown, click **OK**.
11. Verify the current election is now shown in parenthesis at the top of screen: **Election Reporting Manager (current election)**.
12. From the **Tabulators** menu, select the **DS200 device** and then **Import & Process Key Memory Device**. This will create the **CLCTDATA** folder that will be needed Acquiring results in ElectionWare.
13. On the **Import and Process Key Memory Device** window, select **OK**.
14. On the **Process Key Media Device Files is complete** screen, select **OK**.

**Figure 37: Process Key Memory Device**

15. Remove the **Reporting Key** memory stick from the workstation.

2.6. Set up ERM Results Reports

2.6.1. Set up Precinct Summary

This report will be printed for Election Day results only.

Note: Early Voting Results will also be reported by Precinct. It is important that Early Voting Results are not reported by precinct so that individual ballots cannot be traced to individual voters.

1. From the **Reports** drop-down menu, select **Precinct** and then select **Summary**.



Figure 38: Precinct Summary

2. On the **Selection** tab, select the **Disk** radio button under **Output Destination** and click **Apply**.

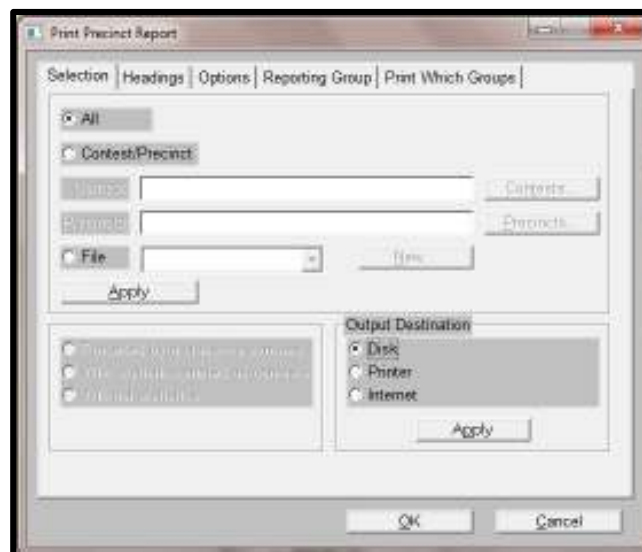


Figure 39: Precinct Selection

Note: The Contest/Precinct radio button will allow to run reports for specific contests and precincts. Using the *File* radio button customized report templates can be created in which specific headings, contests, precincts and sequences can be set.

3. Select the **Headings** tab and complete the form as shown below and click **Apply**:

Canvass Center Heading:

Line 1: Election Type, for example, Presidential Primary Election

Line 2: County Name, Maryland

Line 3: Election Date, for example, April 26, 2016

Canvass Left Edge Heading: Line No.:

Precinct Summary

1

Canvass Right Edge Heading:

UNOFFICIAL RESULTS

Print Precinct Report

Selection Headings **Options** Reporting Group Print Which Groups

Canvass Center Heading

Presidential Primary Election

County Name, Maryland

April 26, 2016

Canvass Left Edge Heading Line No. Canvass Right Edge Heading

Precinct Summary 1 UNOFFICIAL RESULTS

Reset Use For This Run Only Apply

OK Cancel

Figure 40: Precinct Report Headings

4. Select the **Options** tab and complete the form. Click **Apply** and then **OK**.

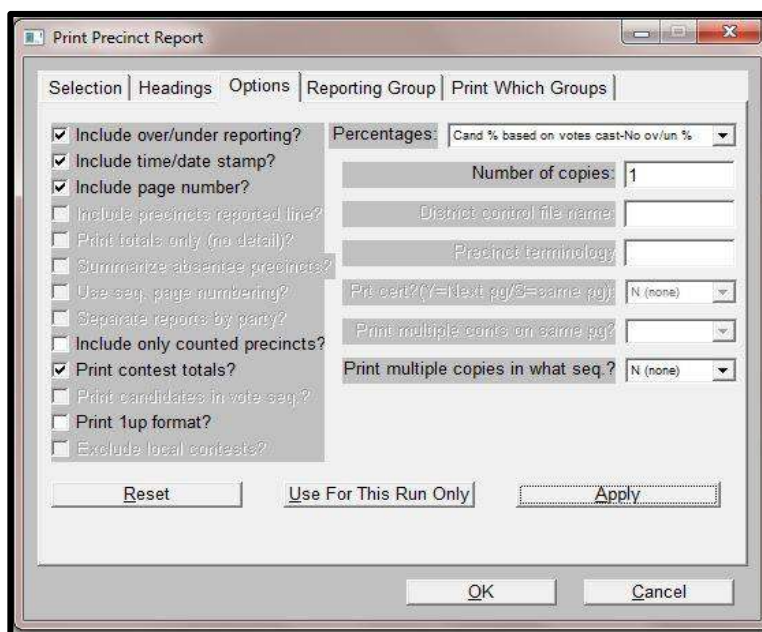


Figure 41: Precinct Report Options

5. On the **Listing is complete! Print file is EL30.LST**, click **OK**.

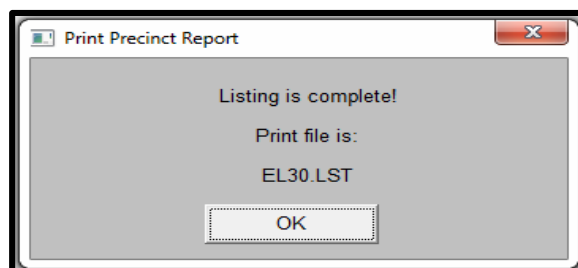


Figure 42: Print Precinct Report

6. On the **Report File Utility** screen, click **Cancel**.

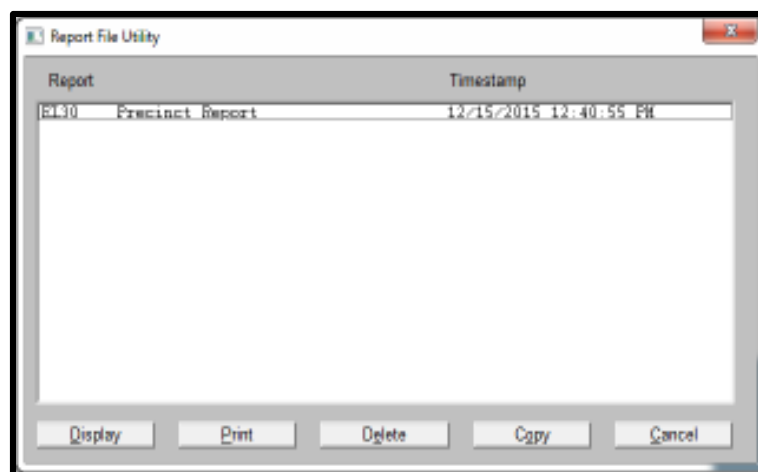


Figure 43: Precinct Report

2.6.2. Set up Election Summary

This report will be used for reporting cumulative Jurisdiction-wide results.

1. From the **Reports** drop-down menu, select **Election** and then select **Summary**



Figure 44: Precinct Report Options

2. On the **Selection** tab, select the **Disk** radio button under **Output Destination**. Click **Apply**.

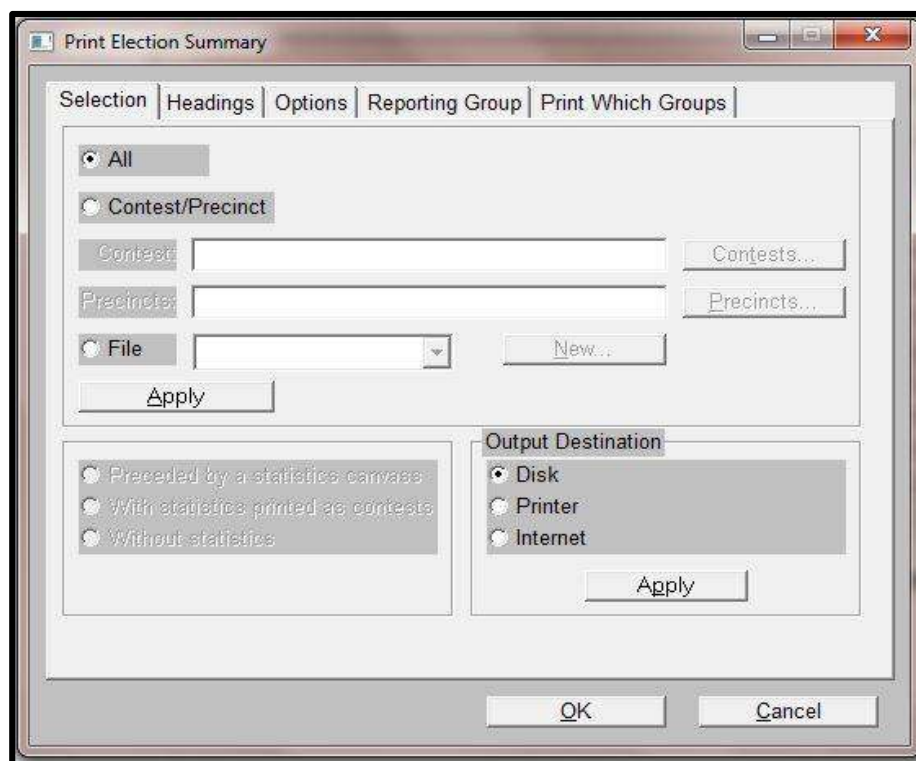


Figure 45: Election Summary Selections

3. Select the **Headings** tab and complete the form and click **Apply**:

Canvass Center Heading:

Line 1: Election Type, for example, Presidential Primary Election

Line 2: County Name, Maryland

Line 3: Election Date, for example, April 26, 2016

Canvass Left Edge Heading: Line No.:

Jurisdiction Wide Summary

1

Canvass Right Edge Heading:

UNOFFICIAL RESULTS

Figure 46: Election Summary Headings

4. Select the **Options** tab and complete the form and click **Apply**. Next, click **OK**.

Figure 47: Election Summary Report

5. On the **Listing is complete! print file is EL45.LST**, click **OK**

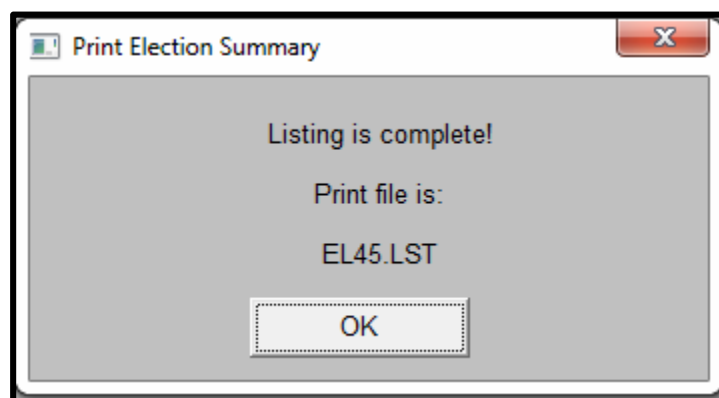


Figure 48: Print Election Summary

6. On the **Report File Utility** screen. Click **Cancel**.

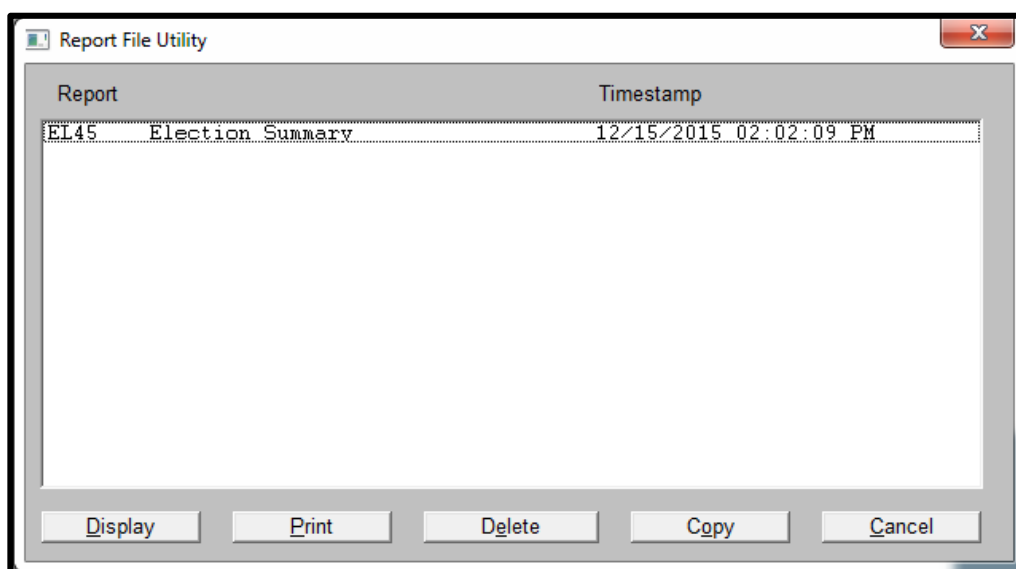


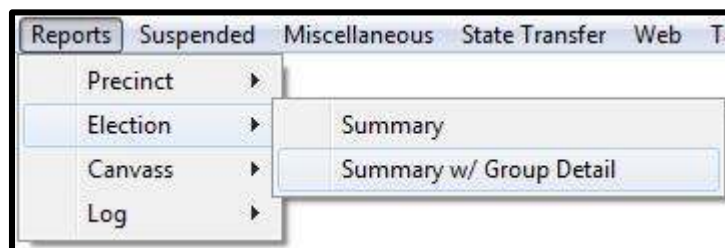
Figure 49: Report File Utility

7. On the **Print Election Summary** window: **Listing is complete print file is EL45.lst** and select **OK**.
8. On the **Report File Utility** window select **Cancel**.

2.6.3. Set up the Election Summary with Group Detail

1. From the **Reports** drop-down menu, select **Election then Summary w/ Group Detail**. This report will be run to show the breakdown of results by canvass.

Figure 50: Select Election Summary with Group Detail



2. On the **Selection** tab, select the **Disk** radio button under **Output Destination**. Next, click **Apply**.

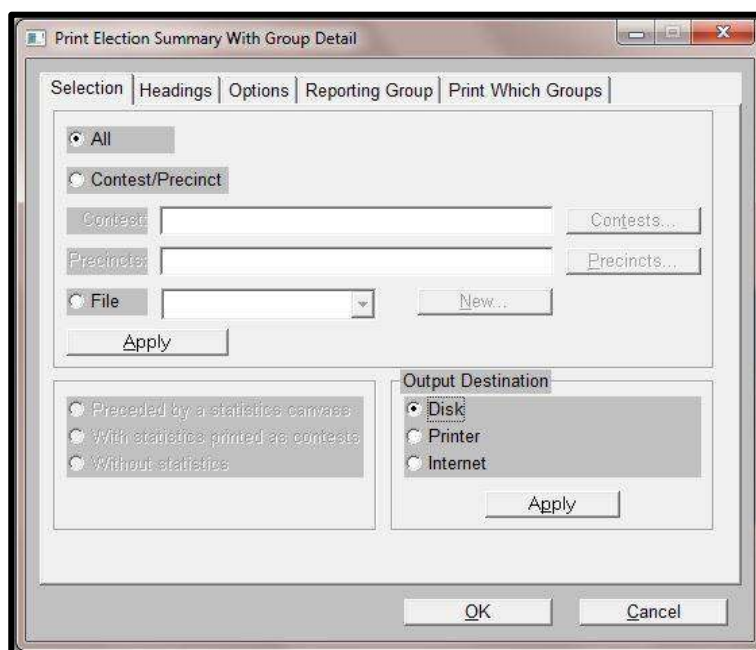


Figure 51: Select Output Destination

3. Select the **Headings** tab and complete the form as shown below and click **Apply**:

Canvass Center Heading:

Line 1: Election Type, for example, Presidential Primary Election

Line 2: County Name, Maryland

Line 3: Election Date, for example, April 26, 2016

Canvass Left Edge Heading: Line No.:

Summary by Canvass

1

Canvass Right Edge Heading:

UNOFFICIAL RESULTS

Figure 52: Canvass Headings

4. Select the **Options** tab and complete the form and click **Apply**. Next, click **OK**:

Figure 53: Print Election Summary with Group Detail Options

5. On the **Listing is complete! print file is EL45A.LST**, click **OK**.

6. On the **Report File Utility** screen, click **Cancel**.

2.6.4. Generating Voter Statistics Report

Note: The steps contained in this section will provide you the ability to generate voter statistics after importing your voter registrations provided by SBE. You may use this report to verify registration totals were imported accurately and to also obtain vote casts and percentages through the Election process.

1. From the **Reports** drop-down menu, highlight **Canvass** and then select **Number Key-Statistics Only**.
2. This report will be run to generate the voter registration statistics and obtain a statement of votes cast.

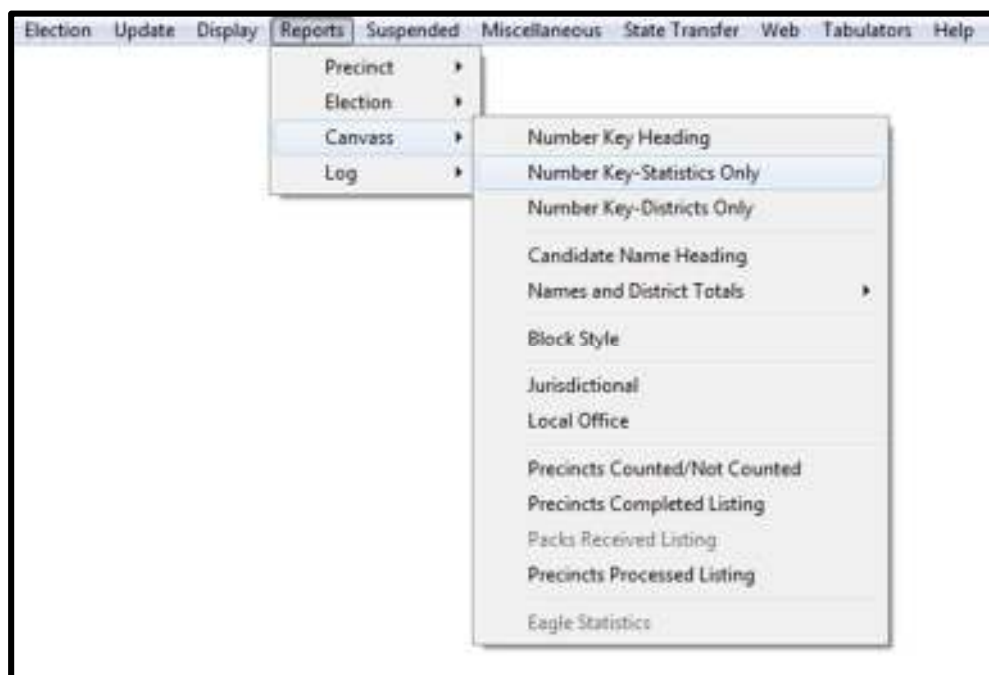


Figure 54: Canvass--Number Key Statistics Only Report

3. On the **Selection** tab, select the **Disk** radio button under **Output Destination**. Next, click **Apply**.

Figure 55: Print election Canvass - Number Key

4. Select the **Headings** tab and complete the form as shown below and click **Apply**:

Canvass Center Heading:

Line 1: Election Type, for example, Presidential Primary Election

Line 2: County Name, Maryland

Line 3: Election Date, for example, April 26, 2016

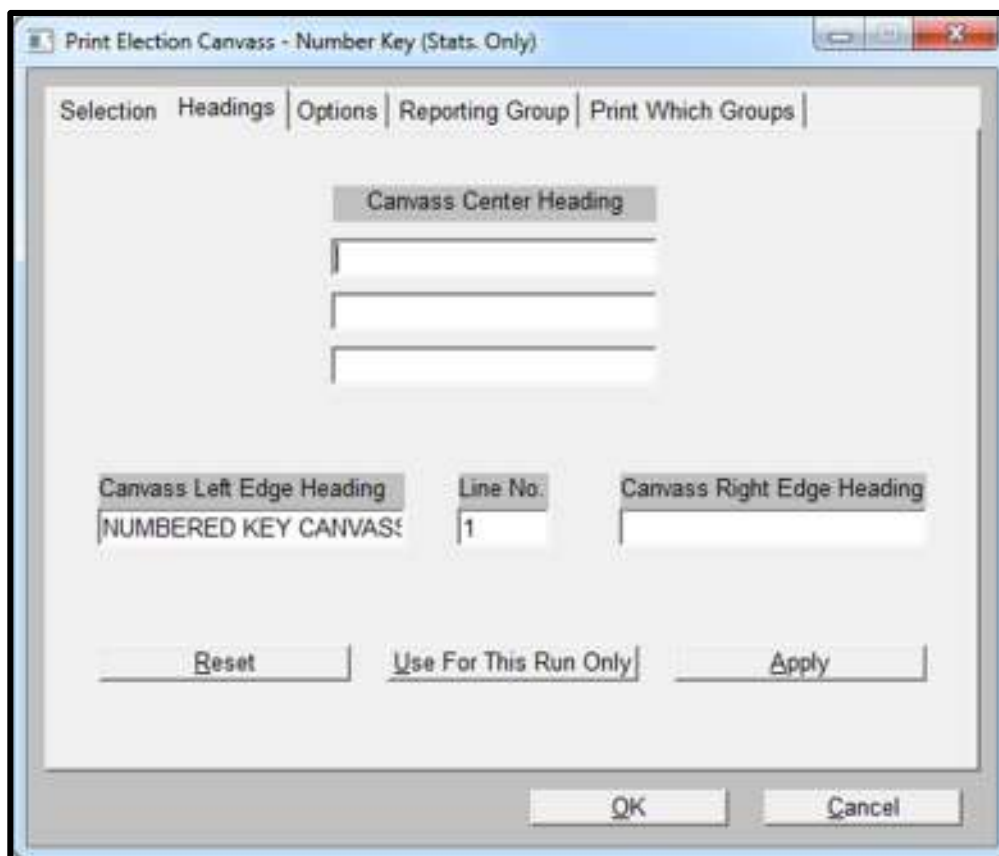
Canvass Left Edge Heading: ***Line No.:***

NUMBERED KEY CANVASS

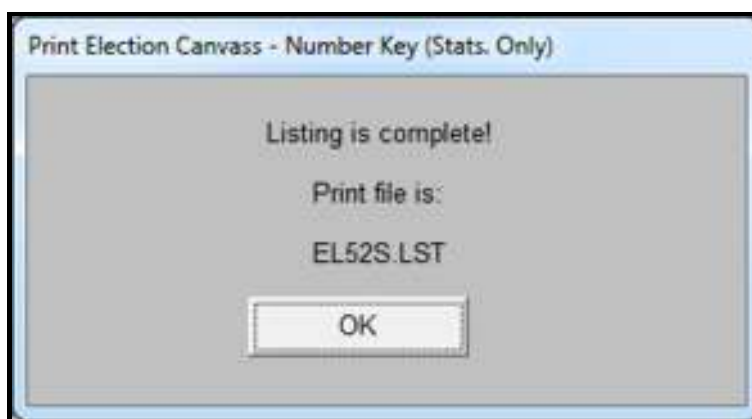
1

Canvass Right Edge Heading:

UNOFFICIAL RESULTS

**Figure 56: Number Key Statistics Headings**

5. Once the Headings have been entered, click **Apply**. Next, click **OK**:
6. On the ***Listing is complete! Print file is EL52S.LST***, click **OK**.

**Figure 57: Listing is complete**

7. On the ***Report File Utility*** screen, select the **EL52S** report and select display.

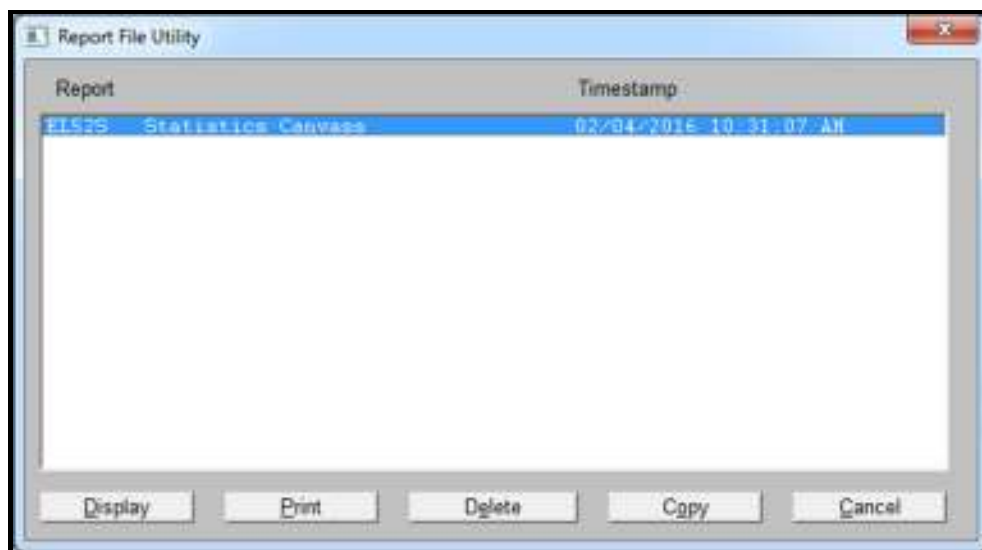


Figure 58: Canvass Statistics Report

8. The statistics report will display.

NUMBERED KEY CANVASS			STATISTICS						REPORT-EL52	PAGE 0001
RUN DATE:02/04/16 10:31 AM										
			TOTAL		PERCENT				TOTAL	PERCENT
01 = REGISTERED VOTERS - TOTAL			0		0				0	0
02 = BALLOTS CAST - TOTAL			0		0				0	0
03 = BALLOTS CAST - REPUBLICAN										
			01	02	03	04	05	06		
0001	PRECINCT 1		0	0	0	0	0	0		
0002	PRECINCT 2		0	0	0	0	0	0		
0003	PRECINCT 3		0	0	0	0	0	0		
0004	PRECINCT 4		0	0	0	0	0	0		
0005	PRECINCT 5		0	0	0	0	0	0		
0006	PRECINCT 6		0	0	0	0	0	0		
0007	PRECINCT 7		0	0	0	0	0	0		
0008	PRECINCT 8		0	0	0	0	0	0		
0009	PRECINCT 9		0	0	0	0	0	0		
0010	PRECINCT 10		0	0	0	0	0	0		
0011	PRECINCT 11		0	0	0	0	0	0		
0012	PRECINCT 12		0	0	0	0	0	0		
0013	PRECINCT 13		0	0	0	0	0	0		
0014	PRECINCT 14		0	0	0	0	0	0		
0015	PRECINCT 15		0	0	0	0	0	0		
0016	PRECINCT 16		0	0	0	0	0	0		
0017	PRECINCT 17		0	0	0	0	0	0		
0018	PRECINCT 18		0	0	0	0	0	0		
0019	PRECINCT 19		0	0	0	0	0	0		
0020	PRECINCT 20		0	0	0	0	0	0		

Figure 59: Sample Statistics Report

9. Select file at the top left of the report and select **Exit**.
10. On the Report File Utility screen select **Cancel**.

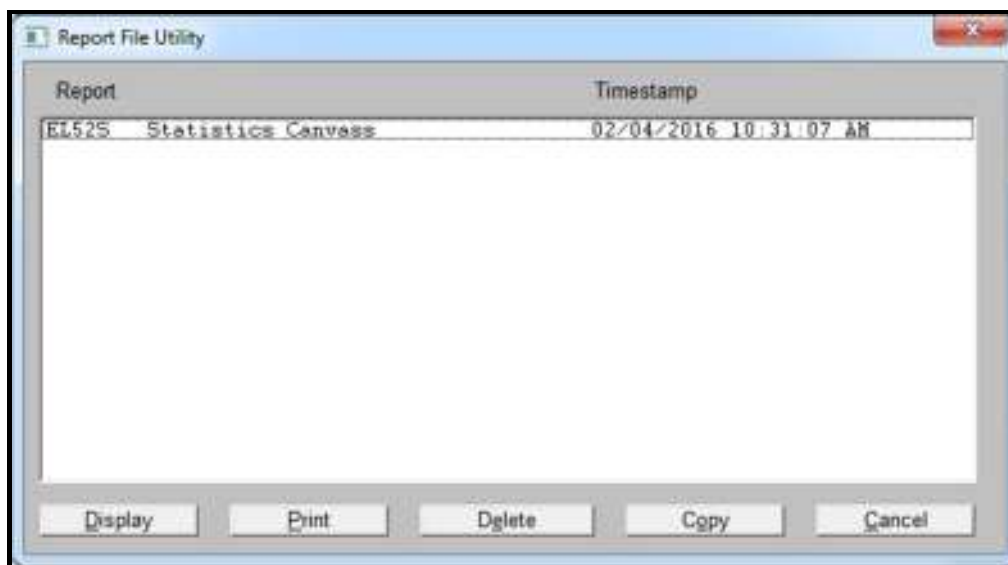


Figure 60: Report File Utility

11. Close ERM by selecting the **Election** drop-down menu and then **Exit**.

2.7. Setting up EXP on the Certified Network

1. In the Certified Network, open the **EXP Utility** icon on the desktop.



Figure 61: EXP Utility Icon

2. After opening the **EXP Utility** on the Certified Network, click **OK** on the alert window. **Note: If this message appears on the Election Night Reporting Network, you will need to click cancel and log in to the Z drive.**



Figure 62: EXP Utility Mapping Notification

3. Select State Transfer, Cross-reference then Initialize State Cross Reference File and click **OK**.



Figure 63: EXP Utility--State Transfer--Initialize State Cross Reference File

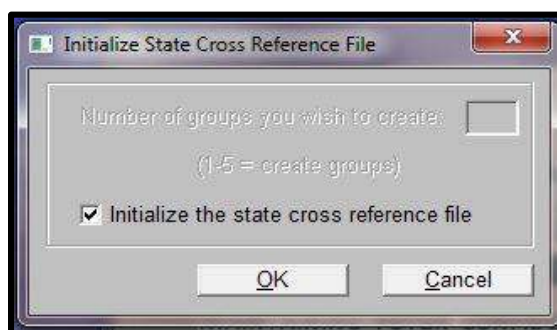


Figure 64: Initialize State Cross Reference Window

4. On the **Initialize State Cross Reference File** window, click **OK** and close **EXP**.



Figure 65: State Cross Reference File Initialized

2.8. Backing up the ERM Results database

It is important to backup ERM before uploading any results from L&A.

1. Verify that ERM is closed on all workstations in the network.
2. On a workstation, browse to **Q:\ drive**
3. From **Windows File Explorer**, double left-click on the **elecdata** shortcut to open the elecdata folder.
4. In the elecdata folder press **Ctrl+A** to select all files and then right click and select **Copy**.

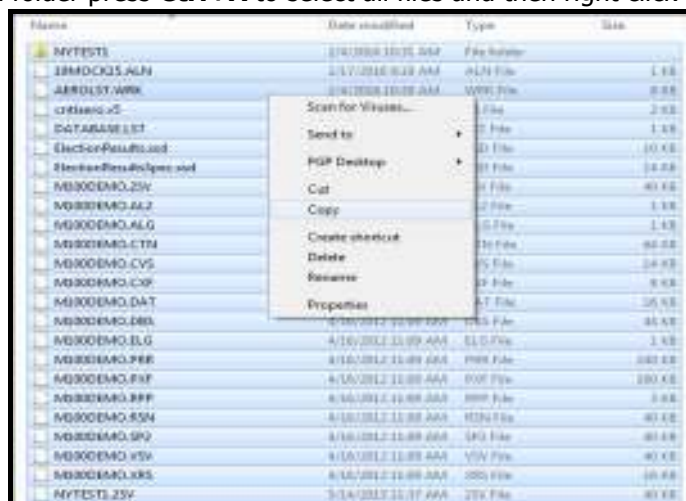


Figure 66: Elecdata

5. Navigate to your current election folder located on the root of the Q: drive
6. Double left-click your current election folder to open
7. In your current election folder double left-click on your **ENRN ERM Setup Files** folder.
8. In your **ENRN ERM Setup Files** folder double left-click on the elecdata folder.
9. Right click in the elecdata folder and select paste.



Figure H: Paste elecdata Contents

10. Once paste is selected the files will be copied into the elecdata folder as shown below:

Name	Date modified	Type	Size
NYTEST1	3/16/2016 8:00 PM	File folder	
19MOCK15.ALN	2/17/2016 9:18 AM	ALN File	1 KB
AERD1ST.WRK	2/4/2016 10:30 AM	WRK File	8 KB
crfile0.v5	2/17/2016 9:18 AM	V5 File	2 KB
DATABASE.LST	2/17/2016 9:18 AM	LST File	1 KB
ElectionResults.xsd	3/17/2016 11:00 AM	XSD File	38 KB
ElectionResultsSpec.xsd	4/16/2012 10:56 AM	XSD File	34 KB
M1000DEMO.ZSV	4/16/2012 11:00 AM	ZSV File	40 KB
M1000DEMO.AL2	12/15/2015 12:18 PM	AL2 File	1 KB
M1000DEMO.ALG	4/16/2012 11:00 AM	ALG File	1 KB
M1000DEMO.CTN	4/16/2012 11:00 AM	CTN File	64 KB
M1000DEMO.CV5	4/16/2012 11:00 AM	CV5 File	34 KB
M1000DEMO.CXF	4/16/2012 11:00 AM	CXF File	8 KB
M1000DEMO.DAT	4/16/2012 11:00 AM	DAT File	16 KB
M1000DEMO.DB5	4/16/2012 11:00 AM	DB5 File	44 KB
M1000DEMO.ELG	4/16/2012 11:00 AM	ELG File	1 KB
M1000DEMO.PRR	4/16/2012 11:00 AM	PRR File	240 KB
M1000DEMO.PXF	4/16/2012 11:00 AM	PRF File	160 KB
M1000DEMO.RPP	4/16/2012 11:00 AM	RPP File	3 KB
M1000DEMO.RSN	4/16/2012 11:00 AM	RSN File	40 KB
M1000DEMO.SP2	4/16/2012 11:00 AM	SP2 File	40 KB
M1000DEMO.VSV	4/16/2012 11:00 AM	VSV File	40 KB
M1000DEMO.XRS	4/16/2012 11:00 AM	XRS File	38 KB

Figure I: elecdata Contents

11. Close **windows explorer**.

Note: If the directories aren't present, refer back to sections 2.2.4 for setting up directories.

2.9. Setting up the ERM Results Database on the LBE Election Night Results Network

Note: You will need a USB flash drive to complete this section of the setup.

1. On a workstation in the certified network, browse to **Q:** from the **Windows File Explorer**,
2. At the root of the Q: drive right-click on the current election folder and select **Copy**.
3. Insert a USB memory stick into a port on the workstation. If necessary, wait for the driver to load.
4. If the **Auto Play** window appears, select **Open Folder to View Files** under **General Options**.
5. If the **Auto Play** window does not open, use **Windows Explorer** to open the USB memory stick. Paste the **Current Election** directory that was just copied on to the USB memory stick.
6. Properly eject the USB memory stick by right-clicking on the device in **Windows Explorer** and clicking **Eject**.
7. Turn on the host in the Election Night Results Network and wait for it to be completely on. The host must be on to have connectivity to the **Q: drive** from a workstation.

8. Turn on a workstation that is NOT host, in the LBE Election Night Results network and login with your **Eadmin** account, your username is your (**<CountyCode><Eadmin>**).

Example: 01Eadmin

Your password for the account has been provided by SBE.

9. Insert the USB memory stick with the **Current Election** folder copied from the Certified Network and if necessary, wait for the driver to load.
10. From the USB memory stick, right-click on the **Current Election** folder just copied from the Certified Network and select **Copy**.
11. In **Windows Explorer** open the **Q: drive**. At the root of the **Q: drive** right-click and select paste.
12. The **Current Election** folder is now copied to the root of the Q: drive on the Election Night Reporting Network.


Name	Date modified	Type	Size
 2016 Any County Presidential Primary	1/1/2015 7:02 PM	File folder	

Figure J: Current Election

13. Navigate back to the USB memory stick with the current election folder.
14. Double left-click on the current election folder to open.

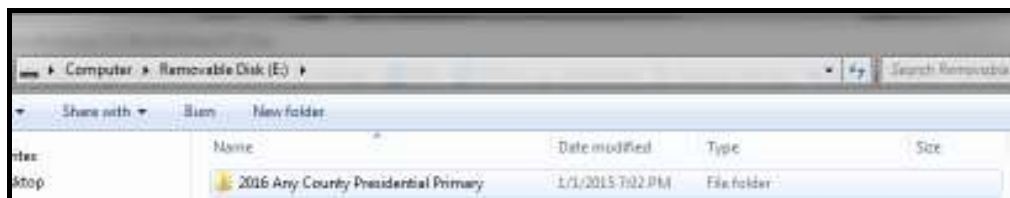


Figure K: Current Election USB

15. In the current election folder on the USB memory stick double left-click on the ENRN ERM Setup Files folder.
16. In the ENRN ERM Setup Files folder double left-click on the elecdata folder.
17. In the elecdata folder press **Ctrl+A** to select all files, right click and copy.
18. In Windows Explorer open the **Q drive**. In the Q drive, open the elecdata shortcut. Highlight all of the files and folders inside of the elecdata shortcut (**Ctrl+A**), right-click, and **select Delete**.

Important Note: Verify there is a backup of the elecdata contents prior to deleting these files.

19. Once the files from the **elecdata** shortcut have been deleted, and still in the **elecdata** shortcut window, right-click and select **Paste**. This will copy the **elecdata** files from the Certified Network to the Election night results network.
20. Once the paste has completed, close the elecdata folder as well as the **windows explorer** windows you currently have open.
21. Open **ERM** on the same workstation.
22. Click **OK** on the license screen and then select the **Change to a different Election** radio button and click **OK**.
23. From the **Election File Directory** window, select the **current election** and click **OK**.

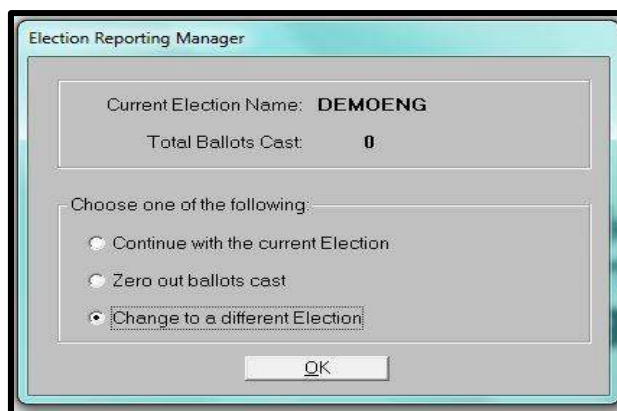


Figure 67: Election Reporting Manager

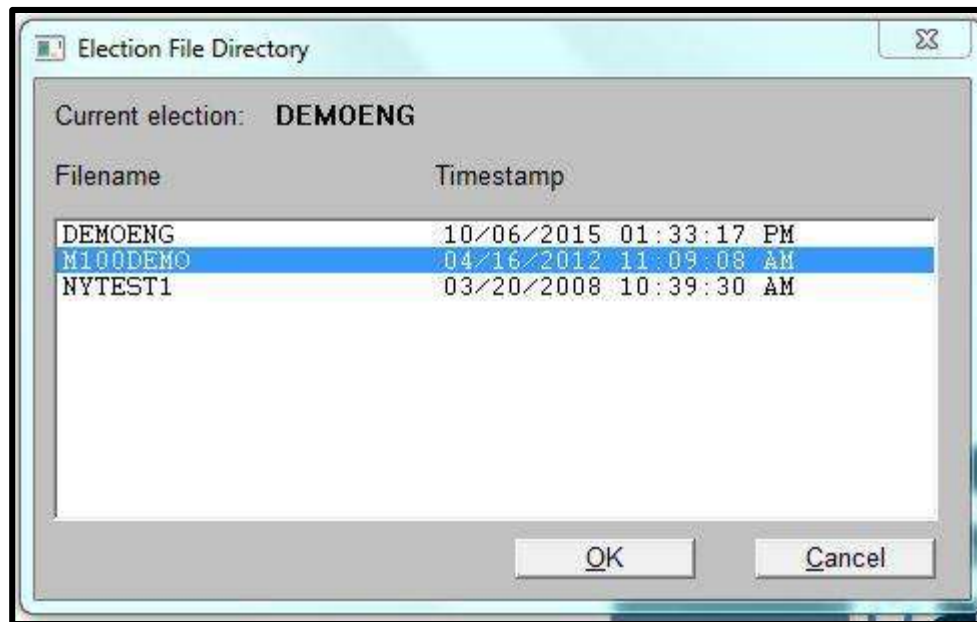


Figure 68: Current Election

24. Click **OK** when notified that the election is now available to all online functions.
25. Verify that the correct election name appears in the upper title bar in ERM, for example, **Election Reporting Manager (01PP16)**.
26. Once the correct election is shown, close ERM and return to the Certified Network.

2.10 Early Voting Center and Election Day Polling Place L&A Testing.

The L&A test is performed to ensure that all equipment has the correct election information loaded and the equipment performs as expected.

- L&A testing will be done for each early voting center and polling place.
- Each tester will only test one polling place at a time
- Testing is required to be done together on all DS200 scanners and ExpressVote units for each polling place.
- For Early Voting Centers, more than one tester may be used, but all DS200 scanners and ExpressVote unit must be tested together.
- The tester(s) will begin with the ExpressVote and will then test the DS200 scanner.
- Ballots produced by the ExpressVote units and regular printed ballots will be used to test the DS200 scanner(s).
- To complete L&A testing, the testers will need the current Election, Qualification, and Override passcodes as supplied by SBE.

Note: If these passcodes are not known contact SBE for help.

SBE requires LBEs to perform L&A testing on Early Voting equipment before testing equipment to be used on Election Day and the following canvasses.

2.11 ExpressVote BMD Logic and Accuracy

1. Open the ExpressVote case.
2. Plug ExpressVote into AC power.
3. On the left-hand side, verify that the tamper tape has not been tampered, and record the number. If the tamper tape is missing or has been tampered with, contact SBE for guidance. Remove the tamper tape, unlock, and open door of the security compartment. If not already attached, plug in the keypad. (Velcro – included with ExpressVote is used to attach the keypad on left side of unit.)



Figure 69: Security Compartment

4. Ensure there are no USB memory sticks inserted in either port.
5. Plug the headset into the front panel underneath the headphone icon.
6. In the security compartment, ensure the switch is set to **Official**. Power on the ExpressVote by flipping the power switch to **On**. The unit will take several minutes to boot up.
7. When the ExpressVote boots up and the message ***Insert Media Press Anywhere to Start Calibration*** appears, **do not** touch the screen. Wait until this screen is no longer shown.

Note: Screen Calibration will take place later on during the L&A testing.

8. On the **ExpressVote** Main Menu, touch **Battery Status**. The battery status screen will be shown. Ensure the following is displayed:
 - **Power Source: External.** If not, ensure the ExpressVote is plugged into a functioning 110 AC outlet.
 - **Battery Strength = Good.** If not, continue testing, but ensure the unit is fully charged prior to being deployed to its polling place.
 - **Verify Battery Charge = Fully Charged.** If not, continue the testing, but ensure that the unit is fully charged prior to being deployed to its polling place. It can take up to seven hours to fully charge a completely drained battery.



Figure 70: Battery Status

9. Touch the **Exit** button.

2.11.1 Software Version Verification.

1. Touch **Display Software Versions**. Verify that the software versions displayed are the following:
 - Graphical User Interface ExpressVote 1.4.0.0
 - Platform WinCE 6.00.14
 - Scanner Printer Engine Rev: 1.1.0.0 – DLL: 1.4.0.0
 - Input Output Board Rev: 1.1.0.0 – DKB: 1.0.0.0 – DLL: 1.4.0.0
2. Touch **Exit**.



Figure 71: Software Versions

2.11.2 System Maintenance

1. Touch **System Maintenance**.
2. Enter **security code** and touch **Accept**.
3. Touch **Set Maintenance Security Code**
4. Enter the **current system maintenance passcode** and touch **Accept**. If the password is not known, contact SBE.
5. Enter the **new passcode** as supplied by SBE and touch **Accept**. The new passcode will be saved and the **ExpressVote System Maintenance** screen will be shown.

2.11.3 Set Date and Time

1. Touch the **Set Time Zone /Date /Time** button.
2. Ensure **Time Zone is set to (GMT -5.00) Eastern Time (US & Canada)**. If not, select it from the drop-down menu.
3. Ensure that date and time are correctly set. If not, select the radio button next to the incorrect setting you wish to change, and update the date and/or time using the onscreen keypad. Ensure that **AM/PM** is correctly shown.

Note: The ExpressVote does not allow for Daylight Savings Time (DST). If DST ends between Logic and Accuracy testing and Election Day, the time must be set one hour back.

Note: Date Format is: MM-DD-YY (dashes are necessary) and the time format is: HH:MM AM/PM (the colon is necessary).

4. If any changes are made, touch the **Apply** button.
5. Record **date** and **time** on I&A checklist.

6. Touch **Exit**.
7. Touch **Exit** again on the **ExpressVote System Maintenance** menu.

Note: If any changes are made, it will be necessary to reboot the ExpressVote BMD. A dialog box will appear warning that the system must reboot for the changes to take effect. Touch the Exit button. Switch the power switch to off. Wait 20 seconds, then switch the power switch to on.

2.11.4 Screen Calibration.

1. From the **ExpressVote** Main Menu screen, select **Calibrate Touch Screen**.

Note: Screen Calibration must be conducted using a stylus.

2. Touch **Start**. Using a stylus, touch the center of each target as they are displayed on the screen.
3. Once all targets have been displayed and touched, touch **the screen before the 30 second countdown completes in order to save the calibration**. If new calibration settings are not saved, it will necessary to repeat the process by selecting **Redo**.
4. When calibration is complete, touch the **Exit** button.
5. The ExpressVote **Main Menu** screen is shown.

2.11.5 Clear and Initialize the ExpressVote

1. Insert the EQC memory stick in to one of the USB ports in the security compartment. The **Detecting Media** screen appears.
2. When prompted, enter the **Qualification Code** and touch **Accept**.
3. On the **Clear and Initialize** screen, verify that the **Election to Load** information is correct.
4. If correct, touch **Clear and Initialize**. If incorrect, remove the EQC and obtain the correct EQC for the election.
5. When **Clearing and Initializing** is complete, remove the EQC memory stick from the port. The **ExpressVote** Main Menu is shown.

2.11.6 Load Election Definition

1. Insert the ExpressVote Election Definition memory stick into a port in the security compartment.
2. When prompted, enter the **Election Code** and touch **Accept**.
3. A progress bar is shown while verifying the Election. When verifying the election is complete, the **Ready for Voting** screen is shown. Verify that the election data is correct. Touch **OK**. If the election data is shown is not correct, obtain a correct ExpressVote Election Definition Memory Stick.

4. Leave the ExpressVote USB memory stick in the ExpressVote and the **Mode** switch from **official** to **voter**.
5. The **To begin voting, insert your card** screen will be shown.

2.11.7 Ballot Activation

A number of **Ballot Activation Cards** will be marked:

- For **Early Voting**: One **Ballot Activation Card** for each ballot style in the polling place will be marked. The creation should be spread among all ExpressVote units in an Early Voting Center. For example, if there are 22 ballot styles and five ExpressVote units, then three of those units should mark four ballots, and two of those units should mark five ballots. If you have less than 10 ballot styles, each ballot style should be marked from each ExpressVote.
- For **Election Day**, one Ballot Activation Card for each ballot style in the polling place will be marked.

For at least one Ballot Activation Card per ExpressVote, use the keypad and headset to verify all buttons and audio are functioning correctly. Follow the audio prompts to vote using the keypad.



Figure 72: Keypad

1. Verify that the correct **Election Header** is shown and the correct **polling place** is shown at the top left of the screen.
2. Insert a blank **Ballot Activation Card** into the ExpressVote.
3. (If Applicable) Select **English** or **Spanish**.

4. If there is more than one ballot style for the polling place, verify that all ballot styles are shown, and select the first ballot style.
5. Vote only for the first candidate or selection for each contest and question.
 - a. **Note:** You are required to view all choices on the ballot before being able to proceed to the next contest. Touch the **More** button until you have reached the end of the contest, then Touch **Next**.
 - b. **Note:** You may see the message *Contest Not Fully Voted*. Touch **Next**.
6. At the **Verify Selections** screen, verify the correct candidates or selections are shown (may be multiple screens). If not, return to the appropriate contest and correct. Otherwise, touch **Next**.
7. On the **Print Card** screen, touch **Print Card**. The card will be printed and ejected. Review and ensure that the correct header and the correct selections are printed.
8. Repeat **Step 2 thru 7** in this section until all ballot styles have been voted.
9. Keep the printed Ballot Activation Cards. These will be used to test the DS200.

2.11.8 ExpressVote Close Out

1. Move the **Mode** switch from voter back to **official**.
2. Record serial number (displayed at bottom left of screen) on the L&A checklist.
3. Record the **Lifetime Printer Counter** number on the L&A checklist.
4. Move the **Mode** switch back to **voter**. The Display screen will return to **Begin Voting** screen.
5. Power down the ExpressVote by moving the power switch to **off**.

Note: It takes approximately 30 seconds to power down.

6. Ensure that the Election Definition memory stick and the keypad remain inserted in their respective ports. Close and lock the security compartment.

Note: Make sure keypad cord is properly fed thru the compartment door opening.

6. Apply tamper tape over the security compartment as shown below. Record the number of the tamper tape on the L&A Checklist.
7. For Election Day units, make sure to properly remove power cord from the back of the ExpressVote.



Figure 73: Keypad Cord

If not already applied, ensure that the keypad is attached to left side of unit using the Velcro.

2.12 DS200 Scanner Logic and Accuracy

Note: If your jurisdiction has been assigned a DS850 for Absentee and Provisional Canvass, see section 2.8 for instructions.

2.12.1 DS200 and Ballot Box Preparation

1. Apply the wheel brakes on the Ballot Box.
2. Verify that the tag shows the correct polling place details.
3. Record the DS200 particulars on the L&A Checklist.
4. Open both ballot box doors and verify that both compartments are empty and free of debris.
5. Insert the blue transfer bin in the lower ballot box compartment, ensuring that the top doors on the bin are open. Verify that the bin is labelled with the correct polling place details and the DS200 scanner number. If there are more than one bin assigned to the polling place, ensure there is also a bin number.
6. Close the top compartment, ensuring that the access flap is set to the closed position.
7. Unlock and open the rear power cable access door on the Ballot Box. Ensure that the entrance slot is open by placing the metal bar in the rear of the DS200 in the down (unlocked) position. **Do not** lock the **white** clip.
8. Plug the DS200 scanner into an electrical outlet.

WARNING: Only plug the scanner into the Tripp Lite surge protector supplied with each DS200. The Tripp Lite surge protector can be plugged into a power strip if required.

9. Unlock and open the DS200 scanner lid.
10. Unlock and lift the screen.

Note: the DS200 scanner lid will power on when the screen is raised.

11. Verify that the screen is clean and undamaged.
12. DS200 scanner will automatically boot up and a configuration report will print.
13. Unlock the front access door above printer to access the USB memory stick ports. Remove any USB memory sticks inside the compartment.
14. Press the blue lever to unlock printer door.
15. Ensure that the paper roll is inside the printer compartment. Insert a roll if paper roll is missing. Make sure to remove any empty spools. Note that the roll will be replaced at the end of testing.

NOTE: Make sure the glossy side of the thermal paper is facing the thermal printer. You will know the glossy side by scratching the tape. The glossy side will leave a gray streak when scratched.

16. Close the printer door by pressing firmly to assure it locks into place.

2.12.2 Clearing and Initializing the DS200

1. If the jurisdiction is using a backup or secondary USB memory stick, insert it into the rear access compartment of the DS200. The backup USB memory stick must be equal in data size to the Election Definition Media. When the configuration report prints, it will identify the size of the USB memory backup stick. Note that this step must be completed prior to inserting the EQC memory stick in **Step 2**.

Note: Only those LBEs that use regional reporting on Election Day need to use Backup USB memory sticks.

2. Insert the EQC memory stick into USB slot **B** inside the front access door compartment. Another configuration report will print and the **Clear and Initialize** screen will appear.

WARNING: Use of the C port could potentially damage the USB memory stick or the DS200, and must not be used.

3. Verify the new **Election Name, Date, and Qualification number** as supplied by SBE. If correct, press **Continue**. If this information is not correct, insert a new EQC memory stick and repeat this section.
4. Enter the **Qualification code** supplied by SBE and press **Accept**.
5. Wait until the **Initialization Complete** screen is shown. Remove the **EQC** memory stick.
6. Insert the Election Definition memory stick into USB port **B**.

7. When prompted, enter the **Election Code** supplied by SBE and press **Accept**.
8. The election will load and another configuration report will print including election specific information.
9. The **Open Poll** screen is shown. Verify that the screen shows the correct Election Definition.
10. Press the **Admin** button at the top right of the screen.
11. Touch **login** and enter the **Administration code**. Touch **Accept**.
12. Under **Election Status and System Status**, verify that the following information is correct:
 - Election Name
 - Election Date
 - Election Qualification Code
 - Election description
 - Polling Place / ID - as shown on tag.
 - Unit Serial # - as shown on the DS200
 - Public Count = 0
 - Firmware Version: 2.12.0.0
13. Touch **Log In** and enter the **Administration Code** when prompted. Touch **Accept**.
14. On the left-hand side menu, touch **System Settings** and select **Date and Time Options**.
15. Verify that the date and time is set to the current date and time. If not, touch **Change Date** or **Change Time** as applicable. When any change is made, touch **Apply** and then **Back**.
16. Ensure that Time Zone is set to (**GMT -5.00**) Eastern Standard Time (New York). If this is not the case, touch **Change Zone** and select the (**GMT -5.00**) Eastern Standard Time (New York). Next, touch **Apply** and then touch **Back**.
17. At the bottom left-hand side, touch the **logout** button.
18. Touch the **Exit** button.

2.12.3 Test Election Definition.

1. Touch **Open Poll**. Two Zero Totals Reports will print. Verify that the Zero Totals Report shows no votes for any candidate or question. **Do not** tear off these reports.

2. Verify that the **Public Count** on the screen shows zero votes cast.
3. Record the number of ballots in the test deck(s) on the L&A Form.
4. Touch the **Go to Voting Mode**.
5. Insert all ballots of the test deck(s), including those generated by the ExpressVote for the polling place. At least one ballot should be inserted in each of the four orientations.
6. When all ballots from the test deck(s) have been scanned, verify that the public counter matches the number of ballots in the test deck and those generated by the ExpressVote.
7. If not already open, unlock and open the front access door compartment. Press the **Close Poll** button. Next, touch the **Close Poll** button on the screen.
8. The Ballot Status Accounting Report and Voting Results report will be printed. Review the voting results report and verify that all results are correct, when compared with the expected results from the test deck and the ballots printed by the ExpressVote. If correct, tear off the reports from the DS200. If these are not correct, report this to the testing coordinator.
9. Touch **Finished – Turn Off** and wait for the DS200 to power down.
10. When the Red Power button is no longer illuminated, remove the Election Definition memory stick.

2.13 Absentee and Provisional Logic and Accuracy Testing

Absentee and **Provisional** ballots are tabulated on two different types of scanners:

1. **DS850** high speed scanners. Larger LBEs have these scanners to tabulate ballots.
2. **DS200** scanners. These are identical to the DS200 scanners used during Early Voting and Election Day. Smaller LBEs will use these scanners to tabulate absentee and provisional ballots. Larger LBEs may wish to use DS200 scanners in addition to the DS850, however, the equipment type will need to be modified in ERM for that group prior to importing the results. This can be done by opening ERM, selecting the **Miscellaneous** drop-down menu and then select **Add/Change Groups**.

Note: When conducting Logic & Accuracy testing for Canvassing, it is suggested that you conduct your testing in reverse of how the canvassing is conducted. The testing should begin with **Absentee 2**, then **Provisional** and conclude with **Absentee 1**. By testing in this order, your first canvass (**Absentee 1**) will be the last test completed and the scanner(s) being used for this canvass will be sealed and prepared at the completion of for the **Absentee 1** canvass.

2.13.1 DS850 Logic and Accuracy

2.13.1.1 Pre-election Maintenance

1. Inspect and clean the scanner in accordance with the DS850 Operator's Manual. Note that this procedure should be carried out by staff trained by ES&S only.

2. If not already done, connect both printers to the DS850 using USB cables. The cables should be inserted into the lowest pair of USB ports on the right hand side on the DS850. Lock the compartment door when done.
3. If not already done, plug the power cords to the DS850 and the printers into the UPS.

NOTE: The USB cable from the UPS goes to the top USB connection on in the AC unit bay of the DS850.

NOTE: The Report printer needs to be plugged into SURGE ONLY.

NOTE: The DS850 and the Audit log printer on the bottom need to be plugged into BATTERY BACKUP.

4. Ensure sufficient paper is loaded into both printers.

2.13.1.2 Starting the DS850 scanner

1. Power on the UPS by pressing the power button.
2. Power on the **DS850** using the power switch in the left hand side of the unit. Wait for the scanner to fully boot up.
3. When the **Startup** screen is shown, touch the **Setup** button.

2.13.1.3 Clear and Initialize the DS850

1. Insert the Election Qualification USB memory stick into one of the USB ports on the top right-hand side compartments.
2. At the **Setup** screen, touch the **Clear and Initialize** button.
3. After a few seconds, the **Qualification Code** screen is shown. Enter the **Qualification Code** and touch **Accept**.
4. Once the scanner has recognized the Election Qualification USB memory stick, verify that the following are correct below **Inserted Election**:
 - Election Id.
 - EQC Code.
 - Election Date.
5. Touch **Yes** if the data is correct, otherwise obtain the correct Election Qualification USB memory stick, and repeat this section.
6. After a few seconds the **Clear and Initialize** screen will show success.
7. Remove the Election Qualification memory stick.
8. Touch **Done**.

2.13.1.4 Loading the Election Definition

1. Insert the Election Definition USB memory stick in one of the USB ports on the top right-hand side compartment.
2. From the **Election** menu touch **Setup**, and touch **Load election**.
3. Enter the **Election Code** and touch **Accept**.
4. At the **Load Election** screen, verify that the correct **Election Name** and **Election Date** are shown. If the data is correct, touch **Yes**, otherwise obtain the USB memory stick with the correct election definition, and repeat this section.
5. After a few seconds, a window will be show that the Election has been successfully loaded. Touch **Done**. Remove the Election Definition USB memory stick and store it securely.

2.13.1.5 Set Date and Time

1. From the **System** menu, touch **Set Date/Time**.
2. Touch **Change Date**.
3. The date will be shown. If it is correct touch the Menu button on the top left hand side, and proceed to **Step 7**.
4. Touch **Edit**, enter the **Administration Code**, and touch **Accept**.
5. Using the **arrows** on the screen, correct the **date** and touch **Next**.
6. Verify the correct date is shown and touch **Save**.
Touch **Change Time**.
7. The time will be shown. If it is correct, touch the **Menu** button on the top left-hand side, and proceed to the next section.
8. Touch **Edit**, enter the **Administration Code**, and touch **Accept**.
9. Using the **arrows** on the screen, correct the time, and touch **Next**.
10. Verify that the correct time is shown and touch **Save**.

Note: The DS850 defaults to Central Time, this time zone cannot be changed.

2.13.1.6 Scanner Configuration

1. From the **Main** menu, select **Election**, and touch the **Configuration** button.
2. Touch **Processing Mode** and verify **Precinct Selection** is set to **off**. Touch the **Menu** button on the top left-hand side. If **Precinct Selection** is not set to off, touch **Edit**, enter the Election Code, select the **Precinct Selection Off** radio button, and touch **Save**.

3. Touch **Bin Sorting**, and touch **Sort Settings**.
4. Bin settings determine which ballots are processed (that is, counted) or not and into which of the three ballot bins ballots are diverted. Ballot bins are setup in ElectionWare, but it is important to verify these settings. On the **Sort Settings** page, touch **Edit** and enter the **Election Code**. Next, touch **Accept**.
5. The **Sort Settings** table will be shown. The top bin should be set to **Don't Process** and the middle and bottom bins should be set to **process**.
6. Ensure the following settings are shown. Use the radio buttons to make any necessary changes:
 - **Top Bin:** Invalid ID and Unreadable.
 - **Middle Bin:** Write-in.
 - **Bottom Bin:** Overvote, Undervote, Blank Ballot, and Unclear Marks.
7. Touch **Save**.
8. Ensure that the three bins are set to the same length as the ballots to be scanned, by sliding the end of the end of the bin tray to match the length markers.

WARNING: Failure to correctly set the length of the ballot will result in ballot jams and will require ballots to be rescanned.

2.13.1.7 Perform Scanning of Test Decks

1. From the **Election** menu touch **Results**.
2. Touch the **Results** screen, touch **Clear All Results**.
3. Enter the **Override** code and touch **Accept**.
4. Confirm the clearing process by touching **Confirm**.
5. Print the **Zero Report**. From the **Reports** menu, touch **Zero Report**, touch **Print**, and touch **OK**. The Zero Report will be printed. Verify that all results have no votes. Attach the **Zero Report** to the DS850 L&A sheet.
6. Load test deck ballots. Slide out the vertical ballot guide out in the input tray. Load up to 400 ballots into the input hopper tray, and slide back the vertical ballot guide until it gently rests against the ballot stack.
7. From the **Scanning** menu, touch the **Scan Ballots** button. The **Scan Ballots** screen will be shown.
8. Touch **Start**. The ballots will be scanned and sorted into their respective bins.

Note. If any test ballots are rejected, remove the ballot and determine the issue. After attempting to rescan; if necessary, replace ballot by creating a new one or by swapping the ballot with the identical ballot from one of the additional test deck(s).

9. The **Scan Ballots** screen will be shown. Touch the **Save** button. Touch **Save** for **Save current batch of XX ballots? where XX is the number ballots just scanned**. After a few seconds, the save will be confirmed.
10. Remove the test deck just scanned from the output hopper bins.
11. If there are additional test deck ballots to be scanned, touch **Scan** and the **Scan Ballots** screen will once again be shown. Repeat **Steps 1-10** above to load more ballots and continue to scan test deck ballots.
12. When all test deck ballots have been scanned and saved, touch **Done**.

2.13.1.8 Print Test Deck Results

1. From the **Reports** menu, touch **Results Report** and verify that under Report Level Election Detail is selected. Touch **Print** and touch **OK** on the print report box.
2. Review the test deck results, and ensure they match the expected results. If this is not the case investigate and determine the reason for the discrepancy. Once the discrepancy has been corrected, the results must be cleared, and the test deck rescanned. The scanner may not be used for scanning ballots until a test deck has been scanned, and correct results are obtained.

2.13.1.9 Save and Export DS850 Results

1. Results are saved to a hard drive on the DS850. In order to upload those results to ERM, those results must be exported to an 8GB USB memory stick. From the **Election** menu, touch **Results**.
2. Insert a formatted 8GB USB memory stick into one of the USB ports on the **DS850**. This should **not** be the USB memory stick that was used to create the Election Definition.
3. Touch **Export Results**. A pop-up screen showing **Searching for memory device** will be shown.
4. Enter the **Election Code** when displayed on screen and touch **Accept**.
5. Touch **Confirm** to confirm the export of results.
6. Results are exported to the USB memory stick. When finished, the screen will show that the export was successful. Touch **OK** and remove the USB memory stick.

2.13.2 Close Out Logic and Accuracy

2.13.2.1 Clear Test Deck Results

1. From the **Election** menu touch **Results**.
2. Touch the **Results** screen and then touch **Clear All Results**.
3. Enter the **Override code** and touch **Accept**.

4. Confirm the clearing process by touching **Confirm** and then touch **OK**.
5. Print **Zero Report**. From the **Reports** menu, touch **Zero Report** and touch **Print**. The **Zero Report** will be printed. Verify that all results have no votes.
6. Touch the **Exit** button in the bottom left corner and then touch **Shutdown Scanner**. Touch **Shutdown** when asked to confirm.
7. Wait until the screen shows **It's now safe to turn off the machine**.
8. Power off the scanner using the switch in the left hand side compartment. Close and lock all the compartment doors, taking care to ensure that no cables are unplugged. Attach a seal to each door and record the seal numbers on the **DS850** Logic and Accuracy form.
9. Complete the **DS850** Logic and Accuracy form. Attach the two **Zero Reports** as well as the **Total Results Report(s)**.
10. Secure the test deck in a locked secure area.

2.14 Upload L&A Results to the Certified Results Network

More than one workstation may be used to upload L&A results. However, if uploading media from more than one workstation, each workstations must be completely into the **Process Memory** device screen before launching ERM on the next workstation. See below for screenshot of this screen.

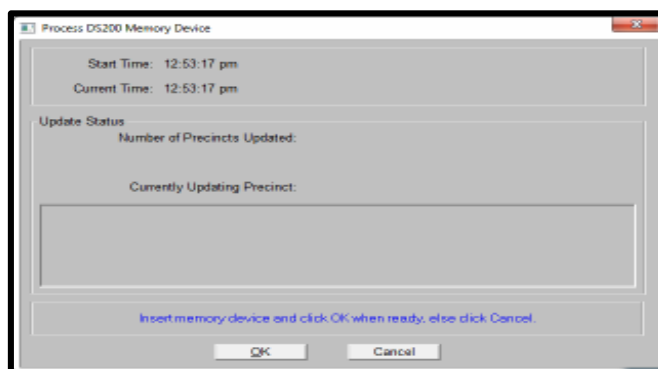


Figure 74: Process DS200 Memory Device

Additionally, if you are uploading Early Voting results on more than one workstation, you will see a **waiting for database** message if ERM is trying to update results from the same precinct at the same time. When uploading Early Voting results, you will see a **no ballots cast** message for certain precincts.

IMPORTANT NOTE: It is very important to switch groups in between the Early Voting and Election Day canvasses when required. ERM will NOT prohibit you from uploading the same USB memory stick into more than one group. If the device is uploaded into the wrong group, you will be required to restore from a previous ERM backup and start over. There is no function in ERM that will allow you to correct a subset of results.

1. Prior to entering ERM, open **ElectionWare** on one of your workstations and log in.

2. Expand **Elections**, expand **State of Maryland**, and then the **County**.
3. Double-click on the **current election** and wait for it to open.
4. Expand the **Results Module** in the left navigation pane.
5. Select **Acquire**.
6. From the **Manage** drop-down menu and select **Load Results**.
7. From the **Load Results** screen, select **Browse**. The **Open** window will be shown. Browse to the directory of ERM database for the current election and select the **CLCTDATA** folder. For example, Q:/elecdata/2016PP01/CLCTDATA and click **Open**.

Note: Do not browse beyond the CLCTDATA folder. Acquire will only work when the CLCTDATA folder is selected.

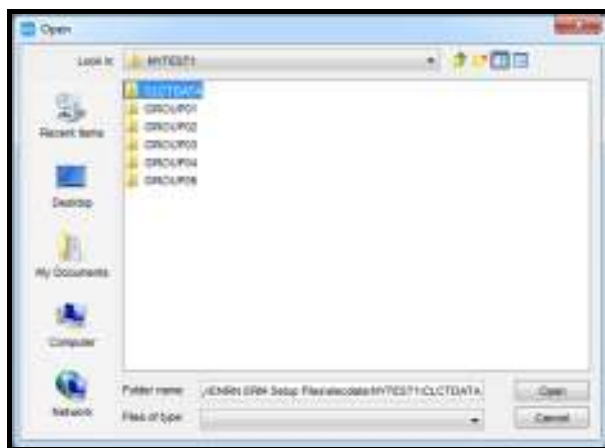


Figure L: CLCTDATA Folder

Important Note: ERM automatically creates the **CLCTDATA** folder after you perform step 16 of section 2.9.3, Import & Process Key memory device. If you do not have a CLCTDATA folder, insert your Reporting Key media. Next, from the **Tabulators** menu in ERM, select **DS200** and then select **Import & Process Key Memory Device**.

8. Click the **Start Load** button.
9. Minimize, but **do not** close, **ElectionWare**.

Important Note: Verify that ElectionWare is set to **Acquire** each time you upload sticks into ERM in the certified network.

Note: Nothing will happen until you start to upload the Election Definition Memory Devices into ERM.

10. Open **ERM** on one or more of the workstations in your Certified Network.
11. Click **OK** on the **ERM copyright** screen.

12. Verify that the current election name is accurate and that the **Continue with current election** radio button is active. Click **OK**.
13. From the **Tabulators** menu, **highlight DS200**, and select **Process DS200 Memory Device**.

Note: If your jurisdiction has been assigned a DS850 for Absentee and Provisional Canvass, make sure to select the appropriate device.

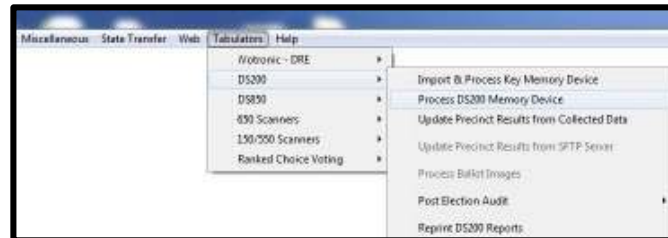


Figure 75: Process DS200 Memory Device

14. Enter the **Qualification Code** if necessary and click **OK**.
15. The group list will be shown, and the current group will be highlighted. Verify the correct equipment is assigned to the correct groups. If necessary, change the group to the one that you are uploading.
16. If uploading early voting L&A results, verify that **Update Precincts Counted** is **NOT** checked, and click **OK**. If uploading results for any other canvass other than Early Voting, **Update Precincts Counted** should be checked.

Note: If you do not check the Update Precincts Counted checkbox for Election Day, ERM will not show precincts reporting.

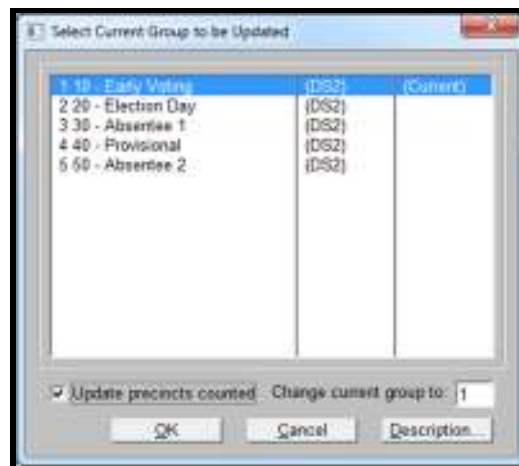


Figure 76: Select the Group to be Updated

11. Select **Read Media**, **Update Results**, and **Archive Data**. Click **OK**.

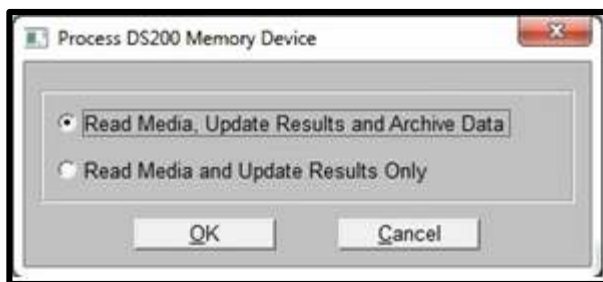


Figure 77: Read Media, Update Results and Archive Data

12. On the **Process DS200 Memory Device** window, leave **Dynamic Precinct Reports** unchecked. Click **OK**.

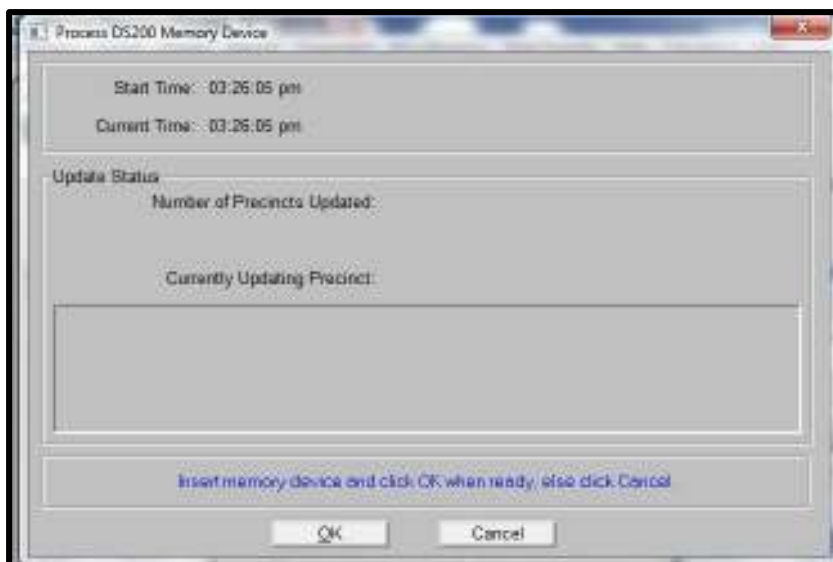


Figure 78: Process DS200 Memory Device

13. Insert your Election Definition memory stick to be uploaded and select **OK**.
14. Once the results have been uploaded, verify that there is no activity on the USB memory stick (**no** red LED flashing) and that the results processed are correct. Next, remove the Election Definition USB memory stick.

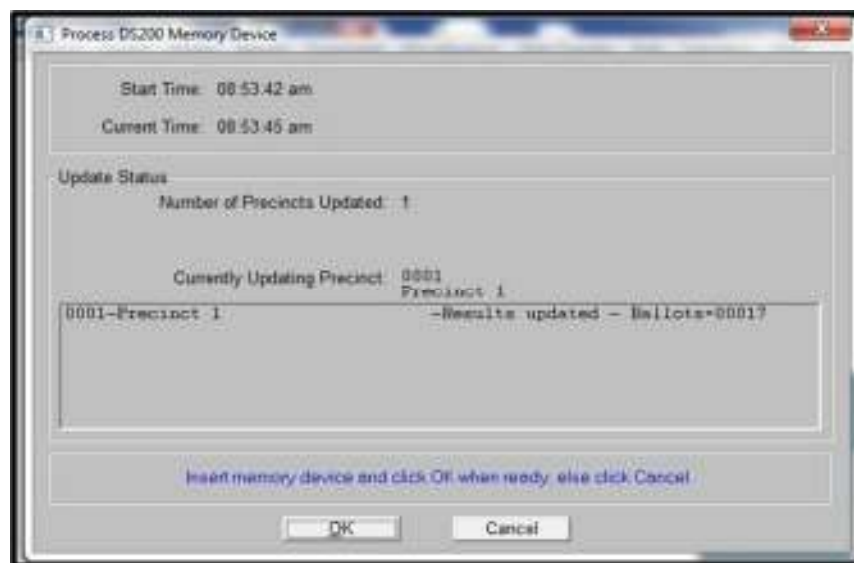


Figure 79: DS200 Memory Device Processed

15. Repeat steps 13 and 14 until all memory sticks have been uploaded. When all Election Definition memory sticks from that group have been uploaded, select **Cancel**.
16. Perform a backup of the ElectionWare database prior to uploading results into another group. During L&A, you **do NOT** have to backup ElectionWare with the Ballot images.
17. In ElectionWare, click on the **Results Module**, then select **Acquire**. Expand the **Election Day and Absentee/Early polls** and verify that the polls you have uploaded are showing a green check.
18. If all of the polls you have uploaded have a green check in ElectionWare, open **ERM** and go to the **Reports** menu and then select **Election then Summary w/ Group Detail**.



Figure 80: Acquired DS200 Media

19. Click **OK** on the **Selection** tab. On the **Print Election Summary With Group Detail** window, note the report name and click **OK**. The report name is **EL45A.LST**.

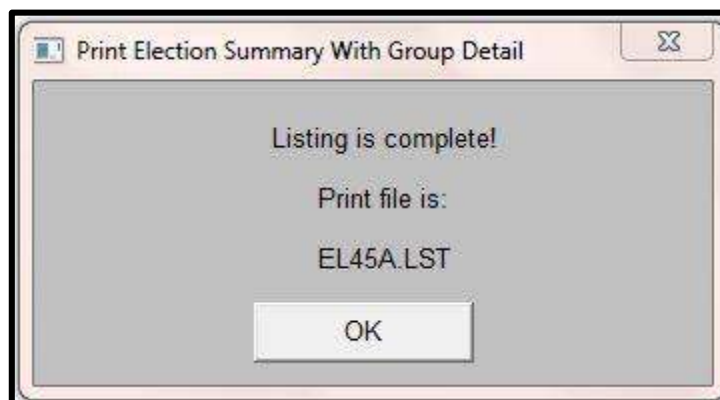


Figure 81: Print Election Summary with Group Detail

20. On the **Report File Utility** window, double-click on the **EL45A** report that appears to view the results.

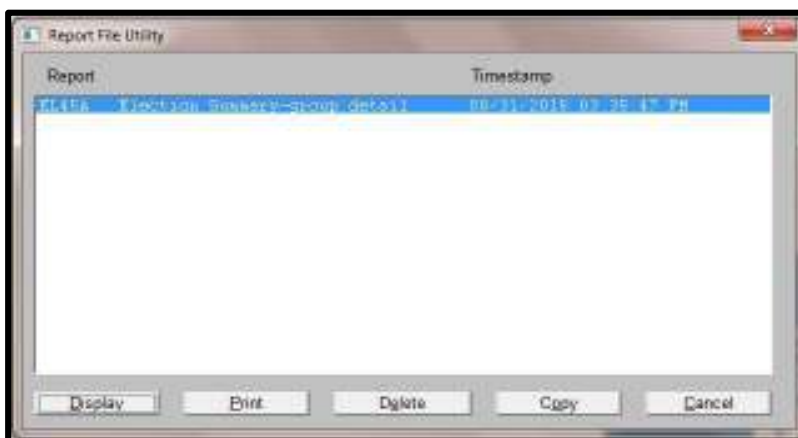
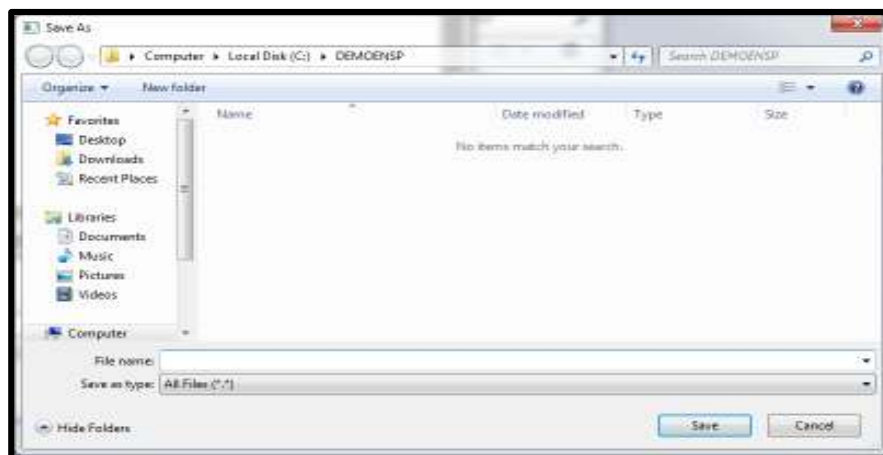


Figure 88: Print Election Summary with Group Detail

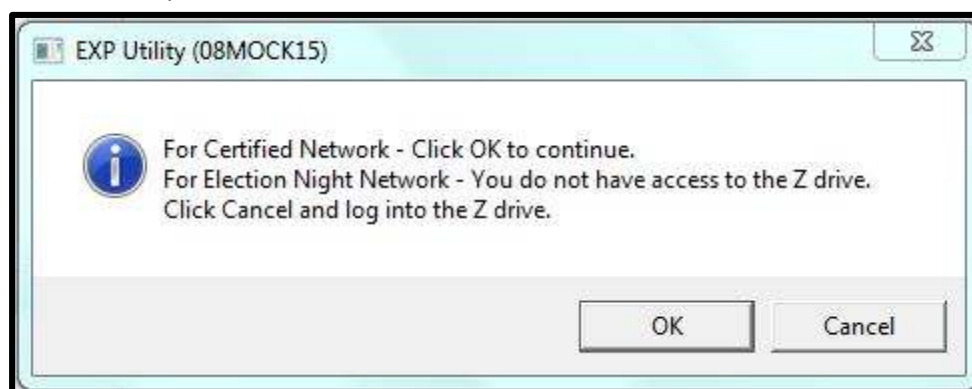
21. The report will open for viewing results. When finished viewing, close the window.
22. Obtain a USB memory stick that has not been used for programming any Election equipment such as a DS200 or ExpressVote. Insert the USB memory stick into one of the ports on the workstation and make note of the drive letter for the USB memory stick as you will need it for the **EXP Utility**.
23. In the **Report File Utility**, highlight the **EL45A report** and select **Copy**.
24. The **save as** window will be shown. Browse to the USB memory device and type the **File Name** for the results that you are saving with a date and indication of the network. For example, L&A Results – 8-31-2015 - Certified, and that Save as Type is set to **All Files** and click **Save**.

**Figure 82: Save As**

23. Close the **Report File Utility** window by selecting **Cancel**. Minimize **ERM**.
24. Do not remove the USB memory stick. It will be used for upcoming steps.

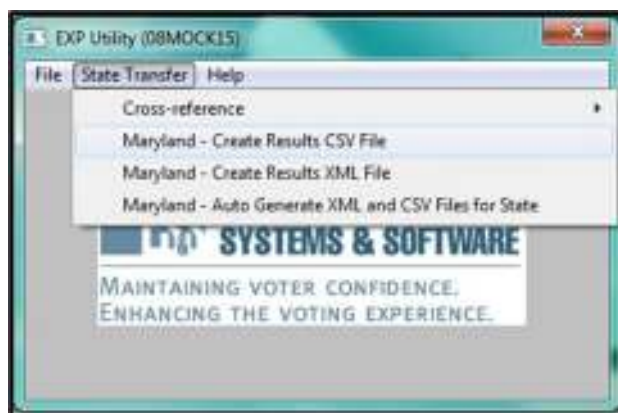
2.15 Creating the EXP Exports for Submission to SBE

1. On the Certified Network, open the **EXP Utility** by clicking on the icon on the desktop and on the alert window, click **OK**.



2. Select **State Transfer** and then select **Maryland – Create Results CSV File**.

Figure 83: EXP Network Screen

**Figure 87: EXP Create Results CSV File**

3. Enter the appropriate **LBE county code** and click **OK**. If there are any questions about a particular county code, contact SBE. **Important: This code must be correct in order for the results to be accurate on SBE's website on Election Day.**

**Figure 84: County Code**

4. Select the radio button representing the group of results that you would like to export. At this point, all L&A results should be uploaded. This step, therefore, will need to be repeated for each category listed below. In the **Additional Text** field, type **L&A CN** and click **OK**.

Note: Use the *Additional text* field to add up to 10 characters to help you identify the results you are saving and the network being used.

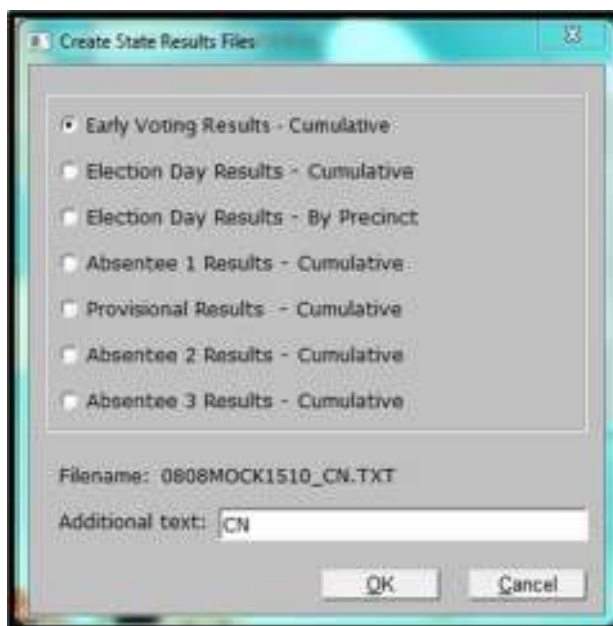


Figure 85: Select Results

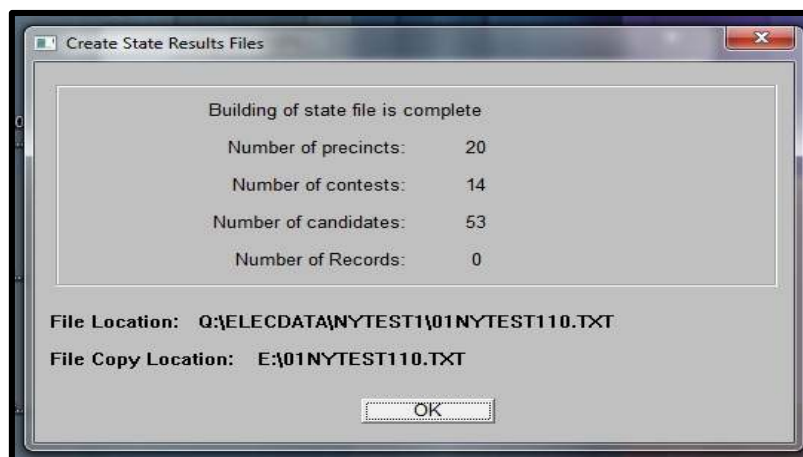
Note: Absentee 3 may not be applicable.

5. When prompted for a Drive Letter, enter the **drive letter** of the USB memory stick noted above and click **OK**. By default, the files are created in the default directory of the local ERM database and are copied to the mapped drive selected above. If you need to find the drive letter of the USB memory stick, open **Windows Explorer** to find it.

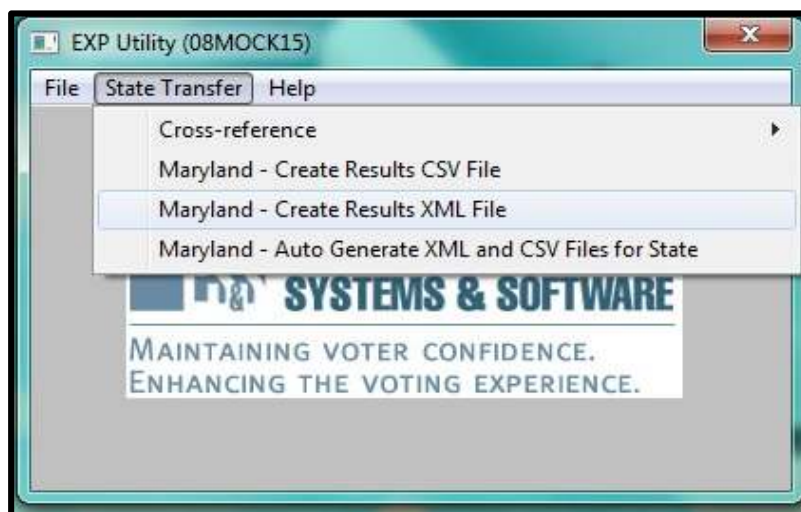


Figure 86: Letter Drive

6. After the files are created, click **OK**.

**Figure 87: Create Results Files**

7. Repeat **Steps 1 through 6** above for each group until all results have been exported to the USB memory stick.
8. Still in the **EXP Utility**, select **State Transfer** and then select **Maryland – Create Results XML File** to initiate the creation of the **XML Results File**.

**Figure 88: State Transfer**

9. From the **Create Results XML File** window, select the radio button next to **Run the XML Create Program - Interim**. Click **OK**.

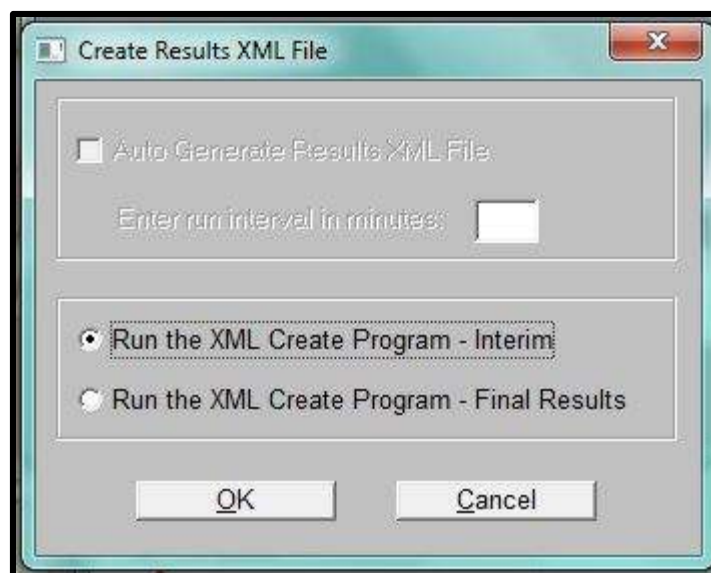


Figure 89: Run Create Results XML Program

10. When notified that the **XML file build** is complete, note the **path** and the **file name** of the **XML file** that was just created and click **OK**. Browse to the **Q drive** path shown in the window. For example, Q:/Elecdata. **Note: This file will also be copied to the local C drive.**

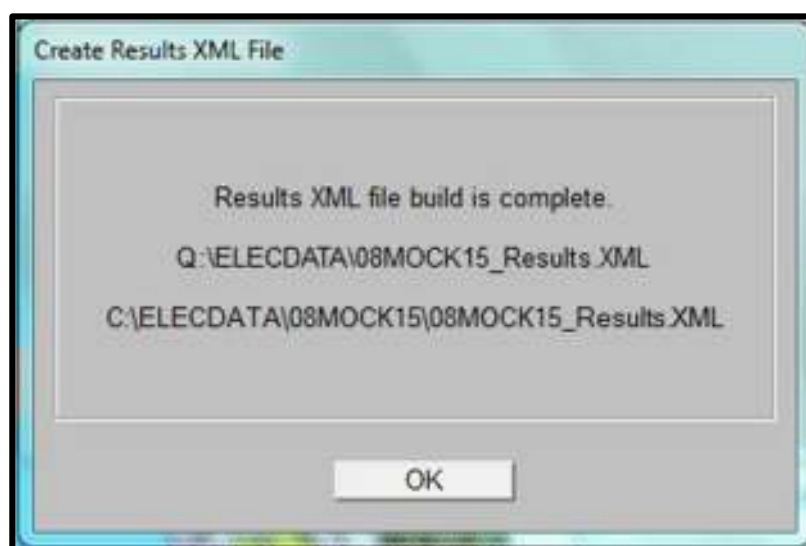


Figure 90: Results XML File Build

11. Right-click and copy the **XML results** file noted in **Step 9**.
12. Open **Windows Explorer** and browse to the USB memory stick. Right-click and select **Paste**.
13. **Do NOT** eject the USB memory stick as it will be required for the following steps.

2.16 Creating the ElectionWare Backup and the Results Files on the Certified Network

1. On the workstation in the certified network, open your election in ElectionWare and select the **File** menu. Next, select **Backup Election**.

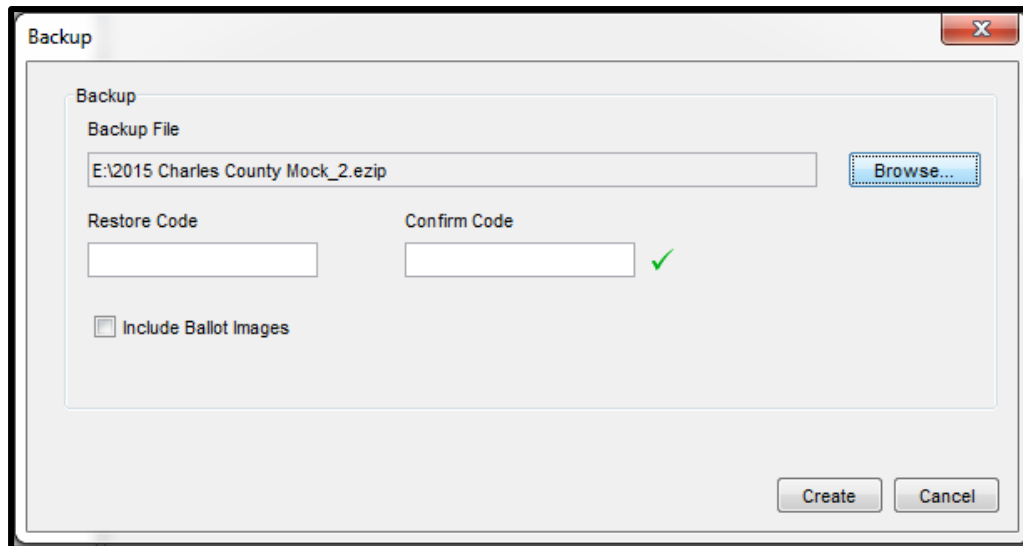


Figure 91: Backup File

2. Browse to the Q: drive and navigate to the **current election folder**,
3. Select the corresponding ElectionWare backups folder and hit open.
4. Enter the **Restore password** that was supplied by SBE. Click **Create**.
5. Once the backup of the ElectionWare database is complete minimize ElectionWare.
6. Navigate to the ElectionWare backup just created on Q: copy the backup and paste on the USB memory stick in the corresponding ElectionWare backups folder.
7. Minimize *windows explorer*
8. Open **ERM** on the same workstation used in **Step 1**, select the **Miscellaneous** menu, then **Copy Results**.
9. On the **Copy Results** window, select the **Copy all results** radio button, and click **OK**.

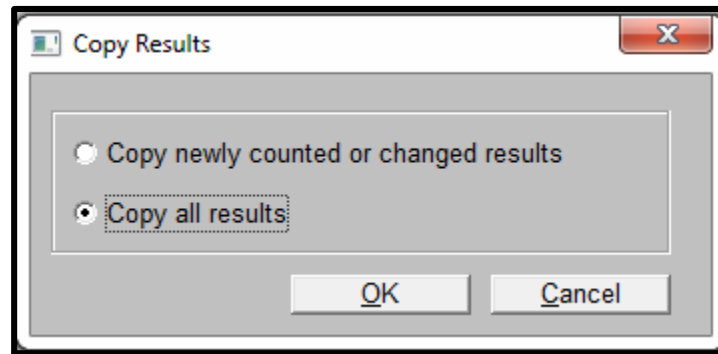


Figure 92: Copy All Results

10. In the next **Copy Results** window, select **Q as the Output drive** and do the following for each group:
 - a. Early Voting - **Copy group 1 and merge it to group 1** and click **OK**.
 - b. Election Day - **Copy group 2 and merge it to group 2** and click **OK**.
 - c. Absentee 1 - **Copy group 3 and merge it to group 3** and click **OK**.
 - d. Provisional - **Copy group 4 and merge it to group 4** and click **OK**.
 - e. Absentee 2 - **Copy group 5 and merge it to group 5** and click **OK**.
11. Once the results for each group have been copied, browse to **Q** and open the **elecdata** shortcut.
12. Highlight the **results files**. Right-click and select **Copy**. The files you need to copy will look like the following:

Name	Date modified	Type	Size
NYTEST1.R01	3/11/2016 12:14 PM	R01 File	0 KB
NYTEST1.R02	3/11/2016 12:15 PM	R02 File	0 KB
NYTEST1.R03	3/11/2016 12:15 PM	R03 File	0 KB
NYTEST1.R04	3/11/2016 12:15 PM	R04 File	0 KB
NYTEST1.R05	3/11/2016 12:15 PM	R05 File	0 KB
NYTEST1.RSN	3/11/2016 12:15 PM	RSN File	80 KB

Figure 93: Results Files

- a. <2 digit county code>PP16.R01 - Early Voting results file.
- b. <2 digit county code>PP16.R02 - Election Day results file.
- c. <2 digit county code>PP16.R03 - Absentee 1 results file.

- d. <2 digit county code>PP16.R04 - Provisional results file.
 - e. <2 digit county code>PP16.R05 - Absentee 2 results file.
13. Once the files have been copied, paste files into the **Logic & Accuracy Results** folder located in the **ERM Backups** folder. This folders was created in **Section 2.2.4** of this chapter.
 14. Once you have copied the files to the Logic & Accuracy Results folder, navigate to the USB memory stick and paste the same files copied in step 12 above to the **Logic & Accuracy Results** folder located in the **ERM Backups folder** on the USB memory stick.
 15. Once the files have been copied, safely eject the USB memory stick and move to the Election Night Results Network.
 16. Power on the host in the LBE Election Night Results Network (if it is not already powered on) and wait for it to be completely on.

2.17 Moving the ElectionWare Backup and the Results Files to the Election Night Results Network

1. Turn on a workstation that is **NOT** host, and insert the USB memory stick used in the previous steps and, if necessary, wait for the driver to load. In **Windows Explorer**, open the drive and navigate to the current election folder on the memory stick.
2. Within the current election folder navigate to the results backed up in step 14 above
3. Highlight the results, right-click and select **Copy**.

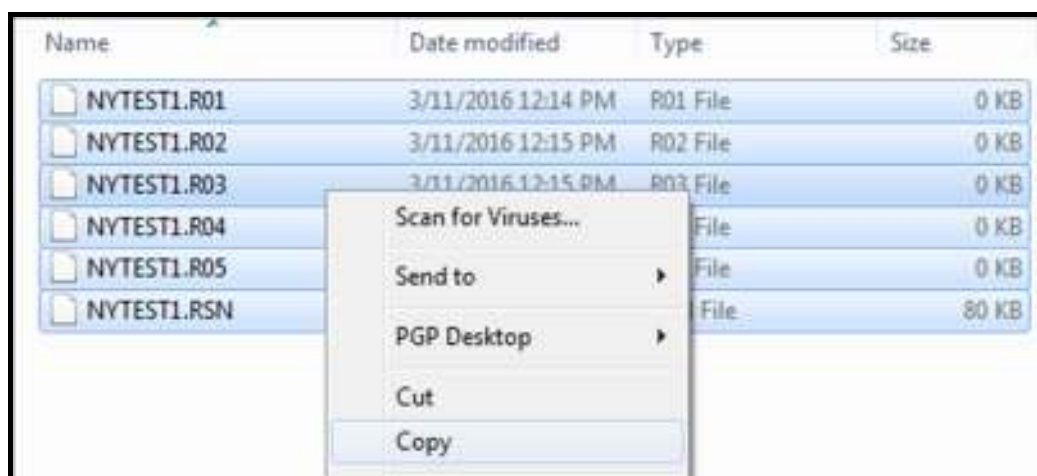


Figure 94: Copy Files

4. In another **Windows Explorer** window, open the **Q: drive**, followed by the **elecdata** shortcut.
5. Once in the **elecdata** shortcut, right-click and select **Paste**. This will paste the results files in **elecdata**. **Note: Do not paste these files in the election specific folder.**
6. Do not eject the USB memory device as it will be used in the following steps.

2.18 Copying L&A results from the Certified Network to LBE Election Night Network

1. Open the USB memory stick used in the previous step, right-click on the current election folder and select **Copy**.

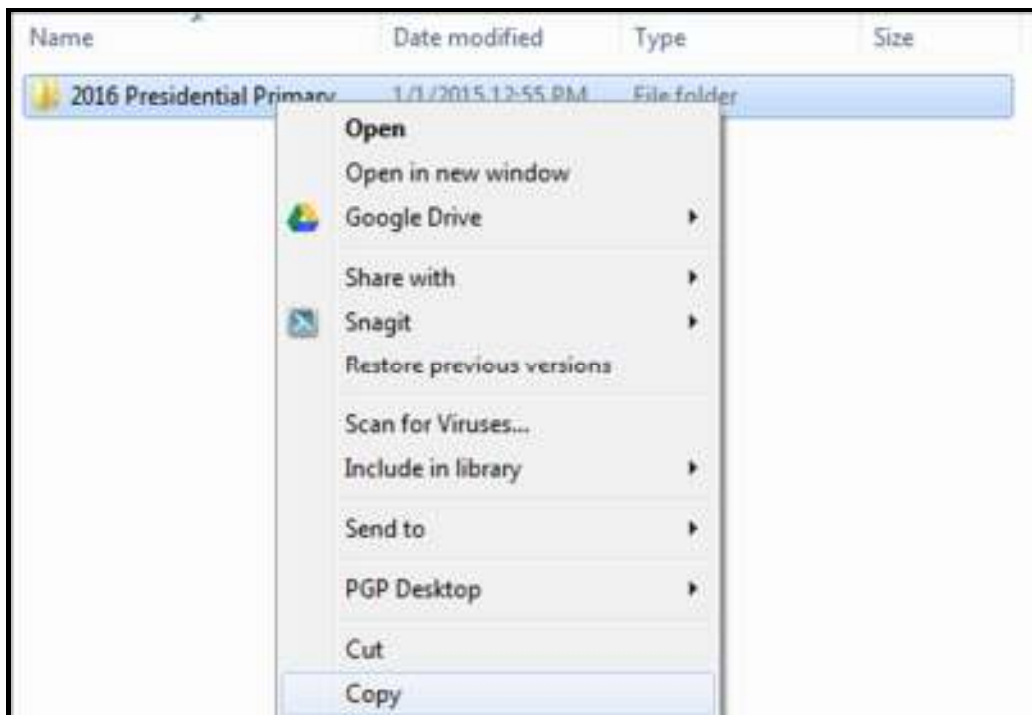


Figure 95: Copy Results Files

2. After copying the folder, navigate to the Z: drive.
3. Once you have opened the Z drive, at the root of Z: right-click and select **Paste**.
4. Safely eject the USB memory stick.

2.19 Prepare ERM on the LBE Election Night Network and Submit Results to SBE

Important: Throughout Conducting the Election you will generate several **Copy Results** files in ERM, these files need to be not only generated but also stored in the appropriate folders indicated in *section 2.2.4* of this chapter of the CTE Guide. In the event that issues within ERM arise during the election, these files will be utilized by SBE to assist with restoring your election results content. If at any point you experience issues with results reporting in ERM, contact SBE or your Regional Manager first before proceeding with any action.

1. On the Election Night Results network, open ERM on a workstation that is not the host.

2. Click **OK** in the license screen.
3. Verify that the correct election is shown next to **Current Election Name** and the **Continue with the current Election** radio button is selected and click **OK**. If the correct election is not shown, select **Change** to a different election and then select the correct election.
4. Select the **Update** menu and then select **Merge Results**.

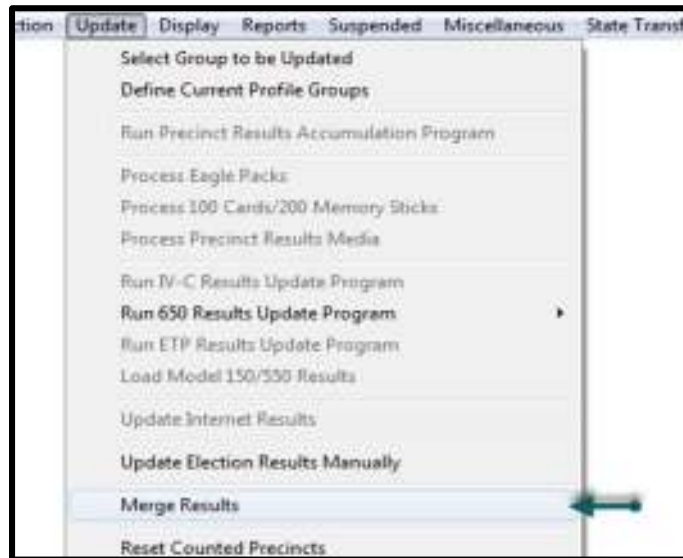


Figure 96: Merge Results Option

5. On the **Merge Results** screen the radio button for the option **Merge results from an AERO 5.nn/Election Reporting Manager copy file** should be selected.
6. Press **OK**.

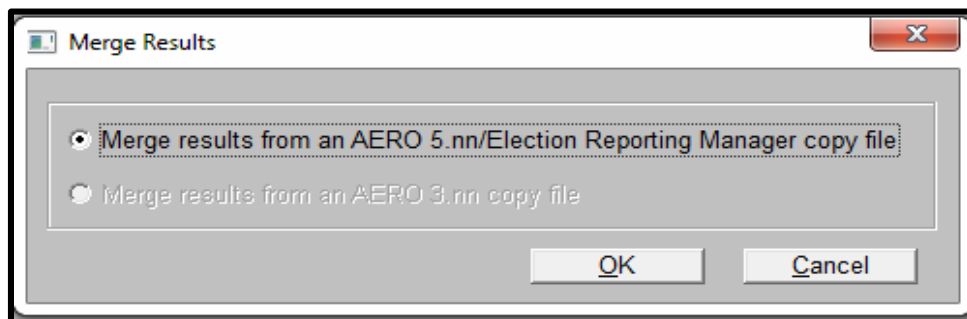


Figure 97: Merge Results

7. On the **Merge Results** window, verify that **Q** is set as the Input drive letter and that the **Replace** radio button is selected. All of the results files will show in the **Results Copy File** drop-down. Select the first one. For example, 01PP16.R01, and click **OK**.

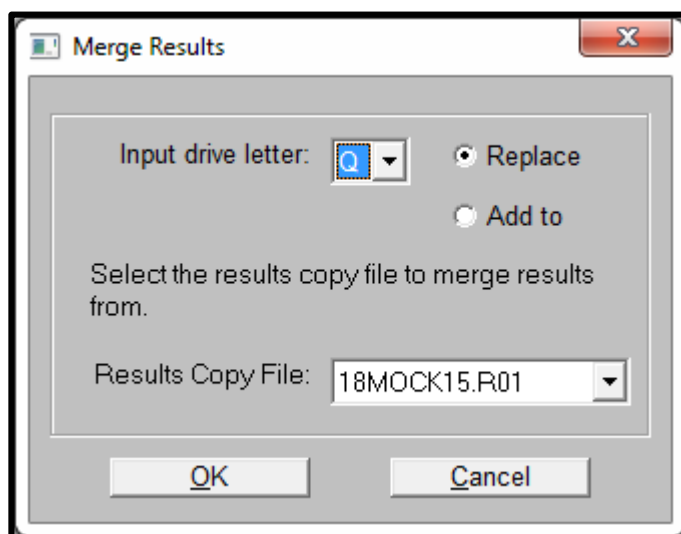


Figure 98: Results Copy File

8. On the **Merging of results is complete!** window, click **OK**.
9. Repeat steps 4 and 6 in Section above for each result set. In total, five (5) results files will be merged.
10. Go to the **Reports** menu and then select **Election then Summary w/ Group Detail**.
11. Click **OK** on the **Selection** tab. On the **Print Election Summary With Group Detail** window note the report name and select **OK**. The report name should be **EL45A.LST**.



Figure 99: Print Election Summary with Group Detail

12. On the **Report File Utility** window double-click on the **EL45A** report that appears in the **Report File Utility** window to view the results.

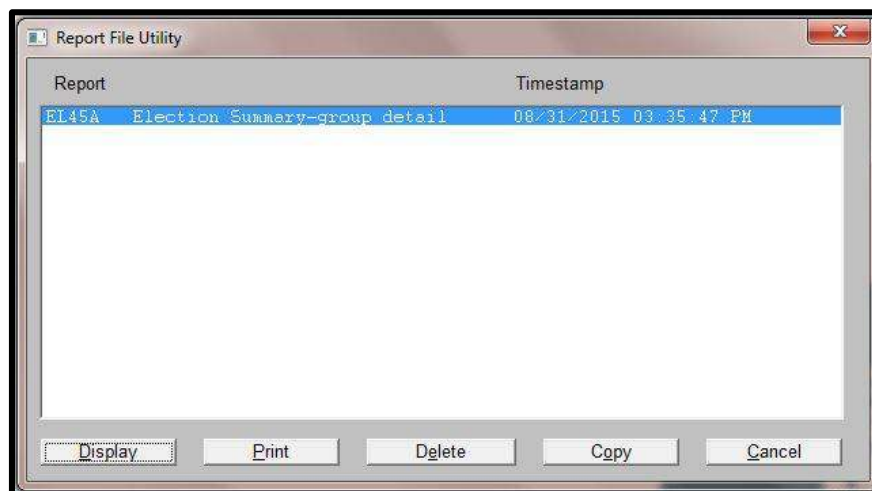


Figure 100: Report file Utility--Election Summary with Group Detail

13. Verify that each group has results and that those results match the L&A results from the certified. If a group does not have results, verify that you have performed steps 5 and 6 above. If each group has results, but those results do not match the certified network results, contact SBE.
14. After reviewing the results, close the window. In the **Report File Utility**, highlight the report and select **Copy**.
15. Browse to your **Z drive** and type the filename **<County Code>L&A Results--3-31-2016--ENRN**. Verify that **Save as Type** is set to **All Files** and hit **Save**, Next, select **Cancel**. Minimize the **ERM** window.
16. Open the **EXP Utility** by clicking the icon on the desktop.



Figure 101: EXP Utility Icon

17. If the alert message is the one shown below, you are not connected to the **Z drive**. Click **Cancel** and browse to **Windows Explorer** and log in to the **Z drive**. **Note: Clicking OK will allow you to open EXP, however, SBE will not receive your results files.**

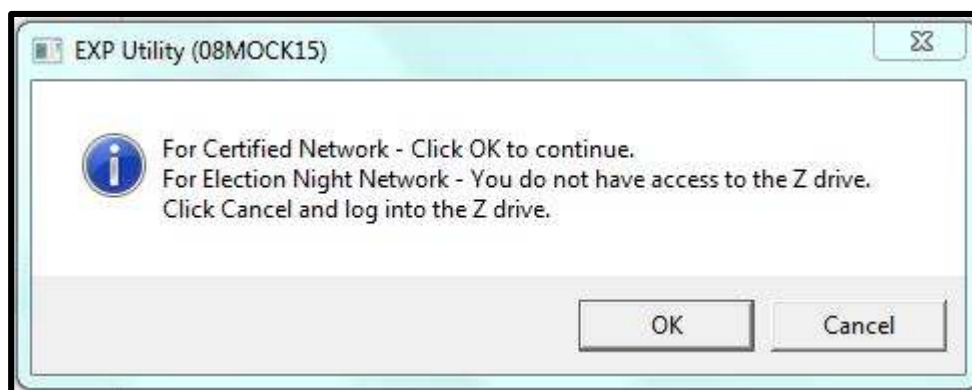


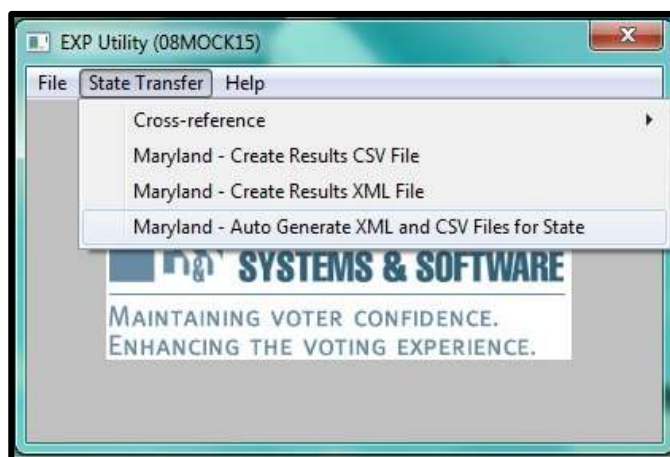
Figure 102: EXP Mapping Screen

18. If the **Access to Z drive** verified message appears, click **OK** to open **EXP**.

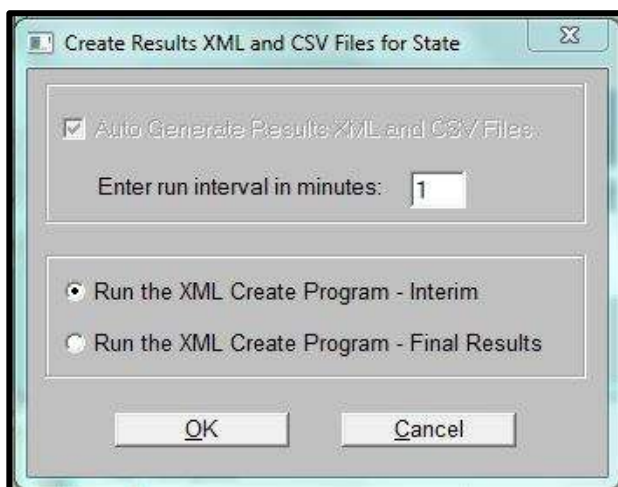


Figure 103: Access to Z drive

19. Select **State Transfer**. Next, select **Maryland – Auto Generate XML and CSV Files for State** to initiate the XML results transfer to SBE.

**Figure 104: State Transfer**

20. From the **Create Results XML File** window, in the **Enter run interval in minutes** field, type **1** and select the **radio button next to Run the XML Create Program - Interim**. Click **OK**.

**Figure 105: Create Results XML and CSV Files for the State**

21. When notified that the **XML file build** is complete, click **Cancel**.



Figure 106: Created Results XML and CSV Files

6. Browse to **Z:/elecdata** and verify that the **CSV** and **XML** files have been created.
7. Close the **EXP Utility** and **ERM**.

Important: Notify SBE that the L&A results have been uploaded, SBE will confirm receipt or contact you if issues arise. Please also remember that the CSV files from the certified network will be on the root of the USB memory stick in the event that you need to send them to SBE as well.

2.20 Reset L&A Results in ERM

Note: This step will need to be performed on both the Certified Network and election night reporting networks. It should only begin once SBE has notified the LBE that the L&A results have been received.

1. Open **ERM** on workstations on both the LBE Election Night Results.
2. At the **Election Reporting Manager** screen, click **OK**.



Figure 107: ERM License Screen

3. Select the **Zero Out Ballots Cast** radio button and select **OK**.

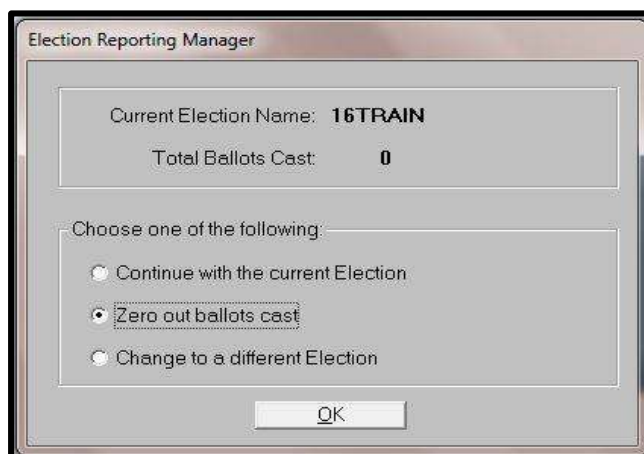


Figure 108: Zero Out Ballots Cast

4. From the **Zero Out Ballots Cast** screen, select **Yes**.

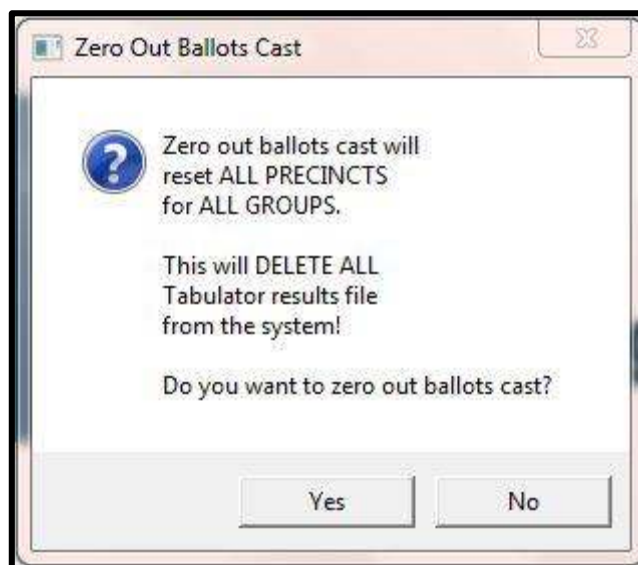


Figure 109: Confirm Zero Out Ballots Cast

- From **Reports**, select **Election and Summary** from the **Reporting Group** tab, ensure that **ELECTION TOTALS** is highlighted as the current **Report Group**.



Figure 110: Print Election Summary Group

- Click **OK** and an **EL45.LST** file will be created



Figure 111: Print Election Summary Complete

7. Click **OK**.
8. From the **Report File Utility** select the file just created above, and click **Print**.
9. Print the file, and verify that all results are **zero**.
10. After printing the **Zero Results Report**, close the window. In the **Report File Utility**, highlight the report and select **Copy**.
11. If on a workstation in the :
 - a. **Election Night Reporting network**, browse to your **Z drive**, type **Zero Results Report – 4-15-2016 –ENRN** as the filename. Verify that **Save as Type** is set to **All Files**, hit **Save** and then select **Cancel**. Minimize the ERM window.
 - b. **Certified network**, browse to your **Q drive**, type **Zero Results Report – 4-15-2016 –Certified** as the filename. Verify that **Save as Type** is set to **All Files**, hit **Save**, then select **Cancel**. Minimize the ERM window. Browse to the **Q drive** and **copy** the file that was just created and **paste** it on a USB memory stick that has not been used in the election. Eject the drive, insert it on a workstation in the election night reporting network, and **copy** the file to the **Z drive**.

Name	Date modified	Type	Size
09MOCK15_Results.XML	12/15/2015 12:54 ...	XML Document	268 KB
0109MOCK1510.TXT	12/15/2015 1:28 PM	Text Document	4 KB
0109MOCK1520.TXT	12/15/2015 1:28 PM	Text Document	4 KB
0109MOCK1520P.TXT	12/15/2015 1:28 PM	Text Document	160 KB
0109MOCK1530.TXT	12/15/2015 1:28 PM	Text Document	4 KB
0109MOCK1540.TXT	12/15/2015 1:28 PM	Text Document	4 KB
0109MOCK1550.TXT	12/15/2015 1:29 PM	Text Document	4 KB
2015 Charles County Mock_2.ezip	12/15/2015 1:35 PM	EZIP File	80,974 KB
EL30A.LST	12/8/2015 1:53 PM	LST File	632 KB
EL45A.LST	12/15/2015 1:54 PM	LST File	14 KB
EL45.LST	12/15/2015 1:54 PM	LST File	8 KB

Figure 112: Results Report File

2.21 Import Voter Registration Data

The import file with number of registered voters will be provided by SBE and is recorded by the base precinct and voter group. Only active registered voters are entered into the ERM Voter Registration Data. This step needs to be performed on both the Election Night Results network and the Certified Network.

Note: The voter registration import will be provided by SBE within the week preceding Election Day.

Important: Election results must be cleared in ERM prior to importing voter registrations. If you are not sure as to whether results have been cleared in ERM, please refer to section **2.21 Reset L&A Results in ERM**.

Voter registration totals will be imported into ERM after Logic & Accuracy has been completed and the results have been cleared.

1. Copy the Voter Registration import file you received from SBE to a USB memory stick that is not being used for anything else in the election.
2. Insert the USB memory stick into a workstation on the Certified Network.
3. 3. Open **Windows Explorer** and browse to **Q:\elecdata\<election name>** and copy the file there.
4. On a workstation on the Certified Network, start **Election Results Manager**, by double clicking the ERM icon. The **ERM** opening window displays. Click **OK**.



Figure 43: ERM License Screen

5. From the **Miscellaneous** menu, select **Update Voter Registration**.
6. Select **Using Import File** from the **Update Voter Registration** window and click **OK**.



Figure 113: Update Voter Registration

7. Type the name of the voter registration file that you want to import, and click **OK**. Eject the USB memory stick.

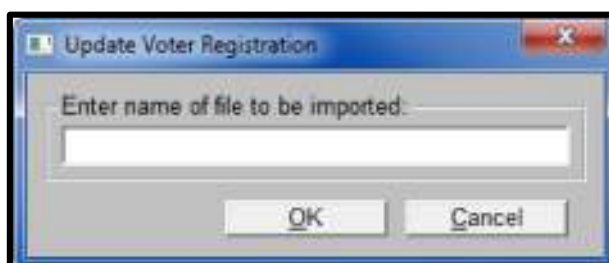


Figure 114: Enter Name of Import File

8. Insert the USB memory stick into a workstation on the Election Night Results Network and repeat **Steps 3-7** above.

2.22 Reset L&A Results in ElectionWare

1. In the Certified Network, log in to **ElectionWare** with a **User** level account and open the **current election**.
2. Select the **Results** module, then **Acquire**.
3. Select the **Manage** menu and click **Clear Results**. When the confirmation message appears, click **OK**.

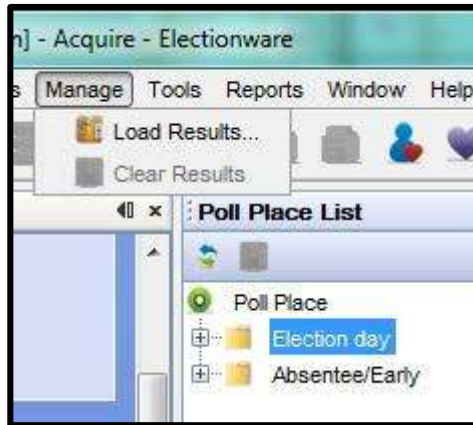


Figure 115: Electionware Acquire

2.23 DS200 Closeout

It is very important that the USB memory stick is inserted back into the same DS200 it was used in during L&A. If not, there is a possibility that the Official results will not **Acquire** into ElectionWare during 100% verification.

1. Insert the USB memory stick into the USB port **B**.
2. Power on the DS200 and wait for the DS200 to boot up.
3. Enter the Election Code when prompted and touch **Accept**.
4. Touch the **Re-Open** polls button.
5. Enter the **Override passcode** and touch **Accept**.
6. At the next screen, touch **Clear Votes**. At the following screen, touch **Clear Votes & Continue**.
7. Once the votes are cleared, verify that the Public count has been set to **0**. Touch **Report Options** button, and under the **Report Type** menu, touch the **Zero Totals** tab. Touch **Print Report**.
8. When the **Zero Totals Report** has printed, verify that all contests show no votes cast. If this is not the case, notify the testing coordinator. Touch the **Cancel** button. Tear off the reports and attach them to the L&A form.
9. Touch **Don't Open, Turn Off**. The DS200 will power down.
10. If necessary, remove the paper roll from the printer compartment and replace with a new roll. Close the printer compartment.
11. Close and lock the front access compartment. **DO NOT REMOVE THE USB memory stick**.

12. Apply a piece of tamper tape across the front access compartment door and record the Tamper tape number on the L&A form.



Figure 116: DS200 Tamper Tape Placement

13. Open the bottom bin and remove all of the test deck ballots. If not already done, ensure an empty blue ballot transfer case is in the lower bin. Ensure there are no test ballots in the bin.
14. Apply numbered seals to both upper and lower ballot bins. Record the seal numbers on the L&A form.



Figure 117: DS200 Ballot Box

15. Close and lock the screen of the **DS200** scanner.

16. Close and lock the lid of the **DS200 case**. Apply a numbered seal to the DS200 lid case and record the seal number on the L&A form.
17. Record the left side case tie and right side case tie seal numbers on the L&A form.



Figure 118: Sealed DS200 Lid

2.24 EPB L&A Testing

The purpose of EPB L&A is to:

- Verify that each EPB produces Voter Access Cards encoded with the correct ballot style.
- Verify the SDR pollbook(s) can retrieve and display SDR records using the barcode scanner.
- Verify printer operation.
- Validate the accuracy and integrity of the data stored on the EPB compact flash (CF) card.
- Verify that the EPBs and ancillary equipment will perform correctly when networked together.

When the L&A process is complete:

- EPBs will be pre-assigned to their correct polling place, loaded with a CF card, have the correct security key installed, sealed, and tagged for election-day delivery.
- EPB-related equipment and supplies for the polling place will be packaged and tagged for Election Day delivery.
- A completed **EPB Logic & Accuracy Test** form for each EPB recording the unit serial number, system ID, date of test, and name of person conducting the test (a sample is provided in **Figure 138**).

- A completed **EPB Assignment Checklist** showing the System IDs of the EPBs assigned to each polling place in each jurisdiction (a sample is provided in **Figure 139**).

In elections where EPBs are used, the recommended practice is to perform L&A testing in conjunction with the EPB consolidation assignment for the election. Consolidation assignment consists of logging into the EPB with the consolidation number where the EPB will be used for Early Voting or on Election Day. The EPB will then default to the correct consolidation on startup. Consolidation assignment steps are included in this document.

Note: Each consolidation corresponds to a polling place. It typically includes only one precinct, but might include more than one precinct in jurisdictions that have polling places serving more than one precinct.

Note: At the conclusion of Early Voting, on the Friday prior to the election, it will be necessary to perform the bulk update process. This ensures that EPBs used on Election Day incorporate data from Early Voting and from new registrations and changes processed after the precinct register pull. Details of the bulk update procedure are located in Chapter 3: Early Voting in the CTE Guide.

Table 4: EPB L&A Materials Checklist

Item	Quantity Needed
Pre-Printed EPB Consolidation Assignment Checklist	1 per jurisdiction
EPBs (grouped by assigned consolidation/precinct)	As needed and approved by SBE
Printers	1 per EPB
Printer USB Cables	1 per printer
Network Cables	
Crossover Cables (for Polling Places with 2 EPBs)	1
Switch & Network Cables (for polling places with 3 or more EPBs)	1 Switch per polling place 1 Network Cable per EPB
Tables	As needed
Power Strips	As needed (minimum of 1)
Digital Watch or Clock with Seconds Display	
Central Administrator Cards	At least 2 including current election, & default
Security Key Cards	At least 1 for current election
Compact Flash Cards (8GB Transcend or 2 GB SanDisk or Transcend) with final database and resource file for election	1 per EPB
Removable CF Card Labels (with consolidation/precinct and CF Card number provided by SBE)	1 per EPB by Consolidation/precinct
Pre-Printed EPB Logic & Accuracy Test Forms	1 per EPB by Consolidation/precinct

Note: A PDF file for printing the forms needed for testing will be sent by SBE to each jurisdiction via email approximately 10 days prior to the election. One form will be issued for each EPB to be used in the election.

Electronic Pollbook (EPB) Election Prep/L&A Test

County: **Allegheny** Election Date: **Early Voting**
01EV01- Allegheny County Office Complex

(Before starting test, set up all EPBs, Printers and Networking to be used in this location)

1. Load Security Key and Verify Timezone and DST Settings (GMT-5:00)

A) Insert CA card, turn on EPB, and launch Express Poll.
 B) Enter supervisor PIN and tap "Enter Maintenance."
 C) Tap "Key Card" tab.
 D) Insert election key card in card slot.
 E) Tap "Load Key Card" button.
 F) Tap "OK."

G) Tap System Tab -> Tap "M Settings" -> Double Tap "Date/Time" icon.
 H) Ensure the Time Zone is (GMT-5:00) Eastern Time.
 I) Ensure "Automatically adjust clock for daylight saving" is unchecked.
 J) Tap "OK."
 K) Tap X button in upper right corner of screen.
 L) Tap "Close Maintenance."

☐ Launch screen shows "Security Key: 4.6+ Private."
☐ Time Zone EST & DST Unchecked

2. Load CF Card, Launch ExpressPoll, and Log in to Consolidation*

State Asset Tag # (last 6 digits only): _____ Barcode # _____ S/N EPS _____ JDPN _____
☐ Label & Load Election CF Card ☐ Launch ExpressPoll L&A Pin: 1234 Log in Unit 1 of 3 Consolidation Number: 01EV01
 User ID: 1 Password: 1111

* If prompted, tap OK to restart EzRoster, then Launch and Log in. Tap Yes to Launch in L&A mode.

3. Verify information on "Manage System" screen

System ID*	IP Address	RDM Version	CardWriter	Software	Ensure Correct Date/Time**
_____	set to 0.0.0.0	0.217.0500.A1 5.3.1-400	1.1.4.0	2.7.12.6	<input type="checkbox"/>

* System ID should match last 6 digits of State Asset Tag. If it does not match, the System ID must be re-set.
 ** Adjustments should be made using System Setup -> Set Clock.

4. Test Voters: to Verify that Voter Access Cards are Correctly Written

VoterID	Voter Name	DateOfBirth	Party	State	Test Type	Tested
1. Test Category: L&A Issue EV Ballot						
111111111	LASTNAME, Firstname	01/01/1900	UNA	2	Issue Card-Active	<input type="checkbox"/>

5. Check Main Screen > Status > Network tab to verify connectivity

☐ Synchronized OK

6. Complete L&A and re-assign EPB to consolidation

☐ Tap Manage Polls then Complete L&A Step 1. Tap Continue to print "Voter Counts" and "Ballot Counts" reports. Tap Complete L&A Step 2. Verify you are returned to the launch screen. Power off pollbook. Disconnect network cable.
☐ Launch Express Poll and log in to consolidation. Tap OK if prompted to restart EzRoster. Launch Express Poll and log into consolidation. Wait until unit initializes to Main Screen. All Party Totals showing on status bar at bottom of main screen MUST be 0. Record Battery Charge %: _____ Power off pollbook.
☐ (LBE Optional) Print "Voter Counts" and "Ballot Counts" reports. Verify counts are 0. Attach both reports to L&A Form.
 Turn unit off once all steps are complete.

7. Re-Pack EPBs for Election and Record Seal Numbers

Reminder: Internal charging cord ("pigtail") should NOT be connected when packing EPBs for delivery to Polling Place.

Card Compartment Seal #: _____ Carrying Case Seal #: _____

Tester (print): _____ Signature: _____ Date: _____

Log in (Unit 1 of 3) to Consolidation: 01EV01 Consolidation: 01EV01

Figure 119: Sample EPB Logic and Accuracy Test Form

Electronic Pollbook Assignment Checklist

County: LBE Name

Election Date: 11/07/2006

Consol #	Polling Place	Record System IDs of assigned Pollbooks		
03001001-	Hampstead Hill Academy School #47	#1_____	#2_____	
03001002-	Engine House #5 (01002)	#1_____	#2_____	
03001003-	Hampstead Hill Elem Sch #47 (01003)	#1_____	#2_____	
03001004-	St Brigid's Parish Center (01004)	#1_____	#2_____	
03001005-	Hatton Senior Citizen Center (01005)	#1_____	#2_____	
03002001-	St Michael's Church Hall (02001)	#1_____	#2_____	
03002002-	General Wolfe Elem Sch #23 (02002)	#1_____	#2_____	
03002003-	Lemko House (02003)	#1_____	#2_____	
03003001-	Lombard Middle Sch #57 (03001)	#1_____	#2_____	
03003002-	Lombard Middle Sch #57 (03002)	#1_____	#2_____	
03003003-	St Leo's Church Hall (03003)	#1_____	#2_____	
03004001-	Charles Towers Apts (04001)	#1_____	#2_____	
03004002-	Steadman Fire Station (04002)	#1_____	#2_____	
03004003-	Murty Ctr-Poe Auditorium (04003)	#1_____	#2_____	#3_____
03005001-	Pleasant View Garden (05001)	#1_____	#2_____	
03005002-	Monument East Apartments (05002)	#1_____	#2_____	
03006001-	Wm Paca Elem Sch #83 (06001)	#1_____	#2_____	
03006002-	Rodgers Elem School #27 (06002)	#1_____	#2_____	
03006003-	Rodgers Elem Sch #27 (06003)	#1_____	#2_____	
03006004-	Rodgers Elem School #27 (06004)	#1_____	#2_____	
03006005-	Wm Paca Elem Sch #83 (06005)	#1_____	#2_____	

Electronic Pollbook Assignment Checklist
Baltimore City

Page 1 of 1

Figure 120: Sample EPB Assignment Checklist

2.24.1 Duplicating CF Cards for the EPBs Using a M6600 Duplicator

The following set of instructions explains how to use the M6600 Memory Card Duplicator for duplicating the compact flash cards used in the EPBs.

Duplicator setup refers to any configuration of a duplicator(s) and its peripherals (keyboard, monitor, and mouse). All duplicators are networked together through a network switch.

The number of duplicator units or slices per LBE varies from one (1) to five (5) throughout the state, in proportion to the number of registered voters per county.

It is assumed that the physical installation of the duplicator setup was completed during acceptance. This document makes only minimal references to hardware connections.

Note: Do not allow the duplicator to overheat.

When using the duplicator, be certain there is at least a foot of space behind it, and six inches of space on either side. It must be used in an environment with good ventilation. In all weather, use a fan directed at the duplicator so that air is circulated. In cooler months, be certain the room is not overly warm, in the summer months, air conditioning is highly recommended.

Figure shows a duplicator setup showing four (4) slices (four individual duplicators), networked together by a network switch. All slices are also connected to a KVM (keyboard, video, and mouse) switch, which makes it possible to control each slice through a single set of peripherals.

Note: In duplicator setups containing a single slice, the connections to a keyboard, monitor, mouse, and the EV modem are direct, and there will be no KVM or network switches.



Refer to the numbers in the picture and please note:

1. Four (4) stacked duplicators (slices).
2. The KVM switch.
3. The network switch.

The four (4) duplicators are each connected to the KVM switch so that a single keyboard and mouse can control them. All four (4) are monitored on a single display.

All slices communicate with each other through the network switch located at (3).

Figure 121: Typical Duplicator KVM Switch Setup



Figure 122: Duplicator Interface

The numbered areas on the picture of the duplicator in **Figure 140** are identified below:

1. **Dual power buttons:** Press these 2 buttons simultaneously to power on each slice.
2. **LCD Screen:** Displays messages related to activities and processes.
3. **Scroll Buttons:** Use the buttons marked by up and down arrows to scroll through the LCD screen messages.
4. **Master Slot:** Insert the master CF card here when duplicating CF cards during Logic and Accuracy.
5. **USB Port:** Insert the formatted USB drive here when saving a back-up copy of the harvested log files.
6. **Copy Slots:** House CF or memory cards for processes performed on the duplicator; a slot adaptor must be used for the smaller CF cards.
7. **Start Switch:** Use this switch to select and/or confirm commands displayed on the LCD screen.
8. **ESC:** Press to cancel.

In **Figure 141**, the controls for the KVM switch are indicated at one (1). The network switch is at two (2).



Figure 123: KVM Network Switch

1. Use the numbered buttons on the KVM switch to select which slice to control. (1 is the top slice, 4 is the bottom of 4, etc.).
2. All slices communicate with each other via the network switch.

2.24.1.1 Ensuring Hardware and Power Connections for the Duplicating Process

Confirm the following for your duplicator setup:

- a. **When multiple slices are in use** and connected by a KVM switch:
 - Each slice of the duplicator setup is connected to the KVM switch, the network switch and power.
 - The **KVM** switch is correctly connected to the 3 peripherals: keyboard, mouse and monitor.
 - The **KVM** switch, the network switch, and the monitor are all connected to power.
- b. **When a single duplicator slice is in use:**
 - The duplicator is connected to power, a keyboard, a mouse, and a monitor, which are also connected to power.

2.24.1.2 Starting the Duplicator for the CF Card Duplication

1. Power on the duplicator(s) by simultaneously pushing the two front panel buttons labeled Power on each slice. The order of powering on for a multiple stack duplicator setup is insignificant. The power buttons are located on the lower right corner of each slice, shown at **1** in **Figure 140** above.
2. **Note: Power on all the slices in your duplicator setup**, even if you have a small number of cards to duplicate. Doing so greatly decreases the amount of time a job requires.
3. To verify that each slice has powered up completely, confirm the LCD screen on each slice displays the following firmware message:

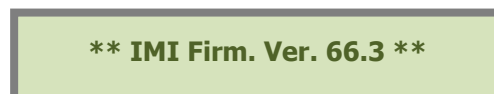


Figure 124: Duplicator Firmware Message

4. Power on the monitor and set the KVM switch located on the bottom left corner of the duplicator to access the top slice by pressing the button labeled one (1), shown at one (1) in **Figure 141**.

Note: Slice one (1) communicates with the additional slices in the duplicator setup. During normal operations, it will not be necessary to select other slices on the KVM switch

5. A login window will open. Enter the LBEs username and password. Click the Enter button. 

Note: The username is the county name and should be entered in lowercase letters. Replace spaces with an underscore and omit apostrophes. The LBE controls the password

The **Desktop** window will appear on the screen. Apart from the trash icon in the lower right corner, there are three icons to note: **Log Files**, **M6600**, and **Synchronize**.



Figure 125: Desktop and Icons



Log Files – shortcut to a hierarchy of folders configured for log file storage. (Relevant to log file harvest only.)



M6600 – shortcut to start the duplicator software.



Synchronize – shortcut to run a program that will copy the saved log files to a USB memory stick. (Relevant to log file harvest only.)

2.24.1.3 Launching the Duplicator Software

The application that runs the duplicator is known simply as IMI, the acronym for the software developer, International Microsystems Incorporated.

1. Prior to starting IMI, confirm the LCD screen on each slice displays the firmware message IMI Firm. Ver. 66.3. This message indicates they have fully powered on.
2. **Double-click** the icon located in the center of the screen labeled **M6600** to launch the software.
3. The application start-up window (**Figure 144**) appears.
4. The IMI application interface is shown in **Figures 145 and 146**. The display varies depending upon the number of slices in the duplicator setup.

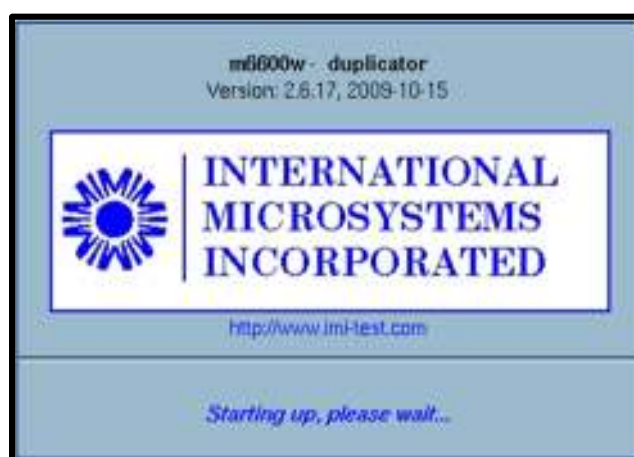


Figure 126: IMI startup Window

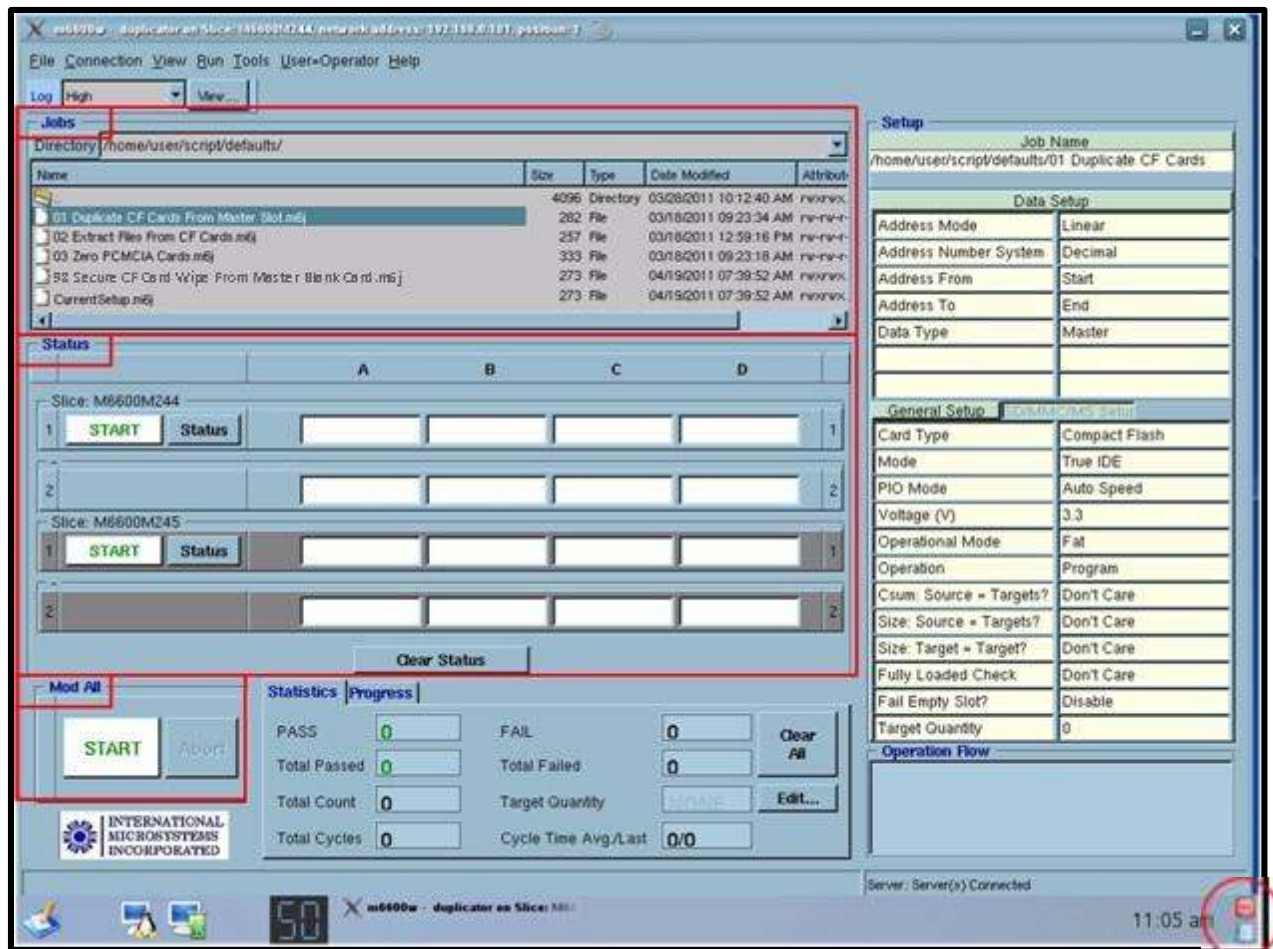


Figure 127: Duplicator Display for 1-2 Slices

Figure 145 shows the application interface for duplicator setups with 1 or 2 slices. For this configuration the display provides two panes for viewing **Jobs** and **Status**, and a third pane titled **Mod All**:

- **Jobs** pane: available **Jobs** are listed in the column labeled **Name**.
- **Status** pane: displays real-time indicators for each slot of the slices; also provides a slice-specific Start button so that individual slices can be operated independently.
- **Mod All**: control buttons for **Start** and **Abort** instruct all slices.

Also worth noting:

- **Figure 145** shows two slices online; the background colors of blue and gray alternate to provide visual distinction and are not meaningful. If a component slice is not online or powered up, its display is grayed out.
- The slice ID number above the individual start buttons corresponds to the ID number on the physical unit.
- The slot indicators are white, indicating that no devices are detected (no cards are inserted). More examples of status indicators are shown in **Figures 147, 148 and 149**.

- The **Statistics** display to the right of **Mod All** reports the outcome of a completed job.
- A mouse-click of the red power button in the lower right corner of the screen will power down the top slice.

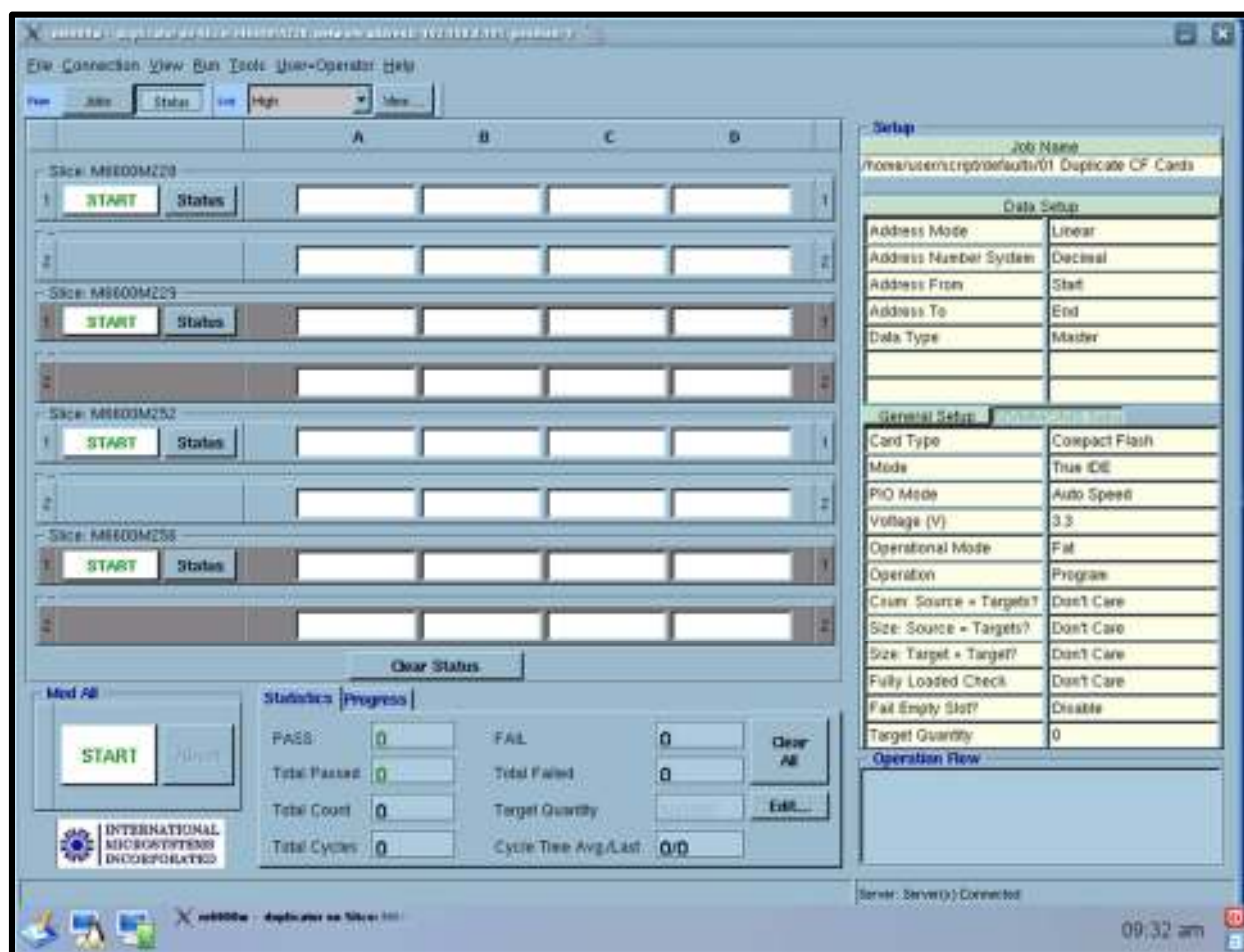


Figure 128: Duplicator Display for 3+ Slices and Status Page

Please note the following in the **Status** display shown in **Figure 146**:

- Four slices are online; the background colors of blue and gray alternate to provide visual distinction and are not meaningful. If a component slice is not online or powered up, its display is grayed out.
- The slice ID number above the individual start buttons corresponds to the ID number on the physical unit.
- The slot indicators are white, indicating that no devices are detected (no cards are inserted). More examples of status indicators are shown in **Figures 147, 148 and 149**:
 - Blue = Device Detected
 - Green = Job Success
 - Red = Job Failed

- The **Statistics** display to the right of **Mod All** reports the outcome of a completed job.

A mouse-click of the red power button in the lower right corner of the screen will power down the top slice.

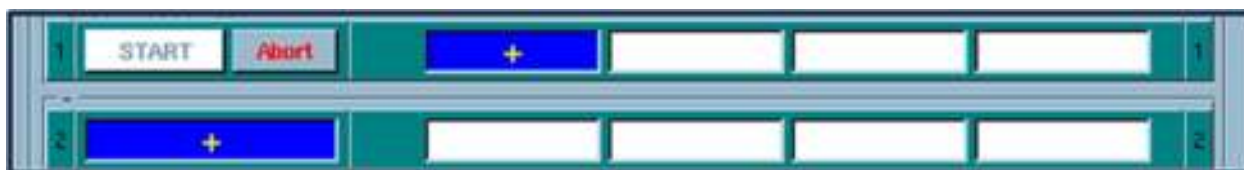


Figure 129: Blue Status Indicates Device Detected

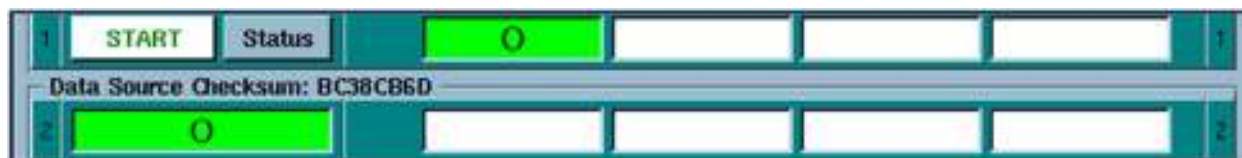


Figure 130: Green Status Indicated Job Success



Figure 131: Red Status Indicates Job Failed

2.24.1.4 Duplicating CF Cards from the Master Slot

After powering on the duplicator and starting the software as described above, complete the following steps to duplicate CF cards for the EPBs.

1. Verify that the **KVM** switch is set to access slice **1**.



Figure 132: KVM Switch

2. From the **Jobs** list, select the job titled **01 Duplicate CF Cards From Master Slot.m6j**.
3. Place one of the Master CF Cards provided by SBE into the master slot of each slice (at 1 in **Figure 151** below).
4. Fill all copy slots (at 2 in the picture in **Figure 151 below**) with CF cards, using CF card adapters.





Figure 133: Duplicator

Note: As shown in **Figure 147** the status display for each slot is white when empty, and then turns blue as cards are inserted and detected.

5. Click the large **Start button** under **Mod All** box to begin the copying process.



Figure 134: Start Button

6. Verify that all cards have copied the master successfully:
 -  **Successfully copied cards** will be indicated by a green **O** on the status screen and a green light to the right of its slot on the slice.
 -  **If a CF Card failed**, it will be indicated by a red **X** on the screen and a red LED to the right of its slot on the slice.

Note: For any cards that fail to copy, first ensure that the CF card is properly seated. Remove the CF card from the slot, reinsert it, and repeat step 5. If the card fails to copy again, replace the CF card with another. If the second card you try also fails to copy, do not use that slot again until maintenance and repair can occur. If the second card successfully d

7. Repeat the **copy cycle** until all CF cards have been copied. Note the **Statistics pane** to the right of the Mod All pane displays a cumulative number of Total Passed and Total Failed.
8. Remove all the CF cards whose log files were extracted and handle according the LBE procedures.

9. Repeat **Steps 4 – 6** with successive batches of CF cards until the required number of CF cards have been created.

2.24.1.5 To Power Down the Duplicator

1. Use your mouse to power off the top slice (or only slice if your setup contains only one slice) by clicking the **red power icon**, located in bottom right corner of the display screen in the icon tray. This icon is circled in red in **Figure 145**.
2. Power off any remaining slices using the controls on each individual duplicator:
 - a. To the right of the LCD screen, locate the up/down arrows that label the two black buttons (at **3** in **Figure 153** below).

- b. Press the down-arrow button four times until the LCD screen displays **Loop Run job** and **Shutdown**. The **Shutdown** option will display an arrow to the left of the text **Shutdown**.

**Loop Run Job
Shutdown**

- c. Press the **green Start** button located to the right of the LCD screen (at 7 in **Figure 140**.) The LCD screen will display **Shutdown – are you sure?**

Shutdown – are you sure?

- d. Press the **green Start** button again. This will power the slice down.
 - e. Repeat steps a – d to power off each remaining slice.



Figure 135: Duplicator Interface

2.24.1.6 EPB Data File Integrity Check

The four files listed below will enable you to generate a hash value for the database file and resource file on the CF cards. The generated hash values can then be compared to the hash values of the master files to detect if the files have been corrupted during file transfer or during the CF card duplication process.

The hash values of the master CF card used for duplication should be checked before

duplication begins. In addition, the hash values of one card from each duplicated batch should be checked.

The files are quite small, and they will not in any way interfere with the normal operation of the EPBs.

- **FCIV.exe** (a checksum integrity utility used to generate a hash value for a file)
- **Hash.bat** (a batch file that runs the checksum utility)
- **Show_hash.bat** (a batch file that writes the hash values to a text file)
- **Master_HashValues_TestMarch12.txt** (file that shows the hash values for files at SBE)

Checking the Hash Value

1. Insert the CF card to be checked into a USB CF card reader connected to a PC.
2. Navigate to and open the drive that represents the USB CF card reader.
3. Double-click on **Hash.bat**. This generates a hash value for the database file and writes the output to an.xml file. Note: This process may take several minutes and is complete when **cmd** window closes.
4. Double-click on **Show_hash.bat**. This outputs the.xml file to a more user-friendly text file named **DisplayHashValues.txt**.
5. Open and print **DisplayHashValues.txt**.
6. Compare the 32 character MD5 string to the MD5 string in the master **HashValues** file provided by SBE for both **PollData.db3** and **ExPoll.resources**:
 - If the strings are identical, the file integrity of the copied CF is okay.
 - If the strings are not identical, the CF should not be used. Notify a supervisor.

It is recommended that the hash values of at least one card from each duplicated batch be checked.

2.24.1.7 Logistics for EPB L&A

1. Get **EPB Logic & Accuracy Test forms** for the polling place and sit them next to the applicable EPBs. (There is one form for each EPB to be tested.)
2. Remove each EPB from its carrying case. Stand it upright on the table using the swing-out support on the back of the EPB.
3. Record the last six digits of the State Asset Tag (located on the back of the EPB) in section 2 of the **EPB Logic & Accuracy Test form**.

2.24.1.8 Install the Security Key for the Current Election

1. Connect each EPB to AC power using the proper power cord and AC adapter (DC output 19V, 3.42A).

Note: EPB power adapters and plugs are marked with yellow tape.

2. Insert a **Central Administrator Card** with the existing security key into the EPB card slot.
3. Turn the EPB ON. Verify that **AC Online** displays in the lower right-hand corner.
4. Using the stylus, tap **Launch or Launch Express Poll**. (Text displayed is dependent on the last resource loaded.)
5. The EPB enters **Maintenance Mode** and displays a numerical keypad. Enter the Central Admin PIN number and then Tap **Enter Maintenance**.

Steps a through c below are for Early Voting units only:

Once in maintenance mode. Check clock synch settings.

- a. Tap the **Clock Sync** tab.
- b. Verify that the Current Clock Synchronization box displays Server at **192.168.168.2**.
- c. If not, enter **192.168.168.2** into the Time Server IP Address. Next, tap the **Set Server Clock Synchronization** button.
6. Remove the Central Administrator Card from the card slot.
7. Tap the **Key Card** tab.
8. Insert a **Security Key Card** coded for the current election into the card slot.
9. Tap **Load Key Card**.
10. A confirmation screen appears showing that the new security key has been loaded. Tap **OK**.
11. Remove the Security Key Card.
12. Tap **System Tab** --> Tap **All Settings** --> Double-Tap **Date/Time** icon.
13. Ensure the **Time Zone is (GMT-5:00) Eastern Time**. If not, set to (GMT-5:00) Eastern Time.
14. Ensure **Automatically adjust clock for daylight saving** is unchecked. Uncheck if checked.
15. Tap **OK**.
16. Tap **X** button in upper right corner of screen.
17. Tap **Close Maintenance**.
18. Switch the EPB **OFF**.

2.24.1.9 Set Up EPBs in Election Day Configuration

Note: Please use modem, router, and switch for Early Voting L&A.

1. Connect each printer to its power supply using the proper power cord and AC adapter (DC output 9.3V, 4A).

Note: Printer power adapters and plugs have been marked with blue tape.

Important Note: Printers must use the correct power adapter with a cord that terminates in a right-angled plug. Do not use EPB power cords for the printers; severe damage will result.

2. Connect each printer to an EPB with a USB cable. (The end with the larger plug goes to the EPB.)
3. Network all EPBs for the consolidation/precinct together using a crossover cable for 2 EPBs, or Ethernet hub/switch for 3 or more. Plug in the hub/switch if used.
4. Switch each EPB **ON**.
5. Insert the assigned CF card into the CF card slot.
6. Tap **Launch** or **Launch Express Poll**.
7. At the **log-in** screen, enter the assigned consolidation number from the EPB Logic & Accuracy Test form, default user ID (), and default password (). Tap **Log in**.
8. If the poll information is correct, Tap **OK This is Correct Poll**. If the information is incorrect, Tap **Wrong Poll Re-enter consolidation #**, and then re-enter the **consolidation** number. Tap **OK** when prompted to restart so that consolidation specific options can take effect.
9. Tap **Launch** or **Launch Express Poll**. Verify that the information is correct on the **Log In** screen and tap **OK This is Correct Poll**.
10. Respond **Yes** to the dialog box asking if you wish to launch in L&A mode. Enter the **L&A password** provided on the L&A form, and then tap **OK**.
11. Verify or enter correct clock time on Set System Clock screen by following instructions at the top of screen. Tap **Set Clock Time**. If time is being set to a time earlier than currently displayed, you will see the message, **You are setting the clock earlier than the last log entry. Are you sure you wish to proceed?** Tap **Yes**.
12. When the EPB initializes, the **Main Screen** displays.
13. From the **Main** screen, tap the **Manage System** tab, and then verify that the following items match the values shown in section 3 of the EPB Logic & Accuracy Test form:
 - a. System ID must match the last six digits of the state asset tag # (not the barcode tag) entered in section 2 of the **EPB Logic & Accuracy Test** form- record number and check box if values match.

- b. IP Address must display DHCP- Check box on form if values match.
- c. ROM Version – Check box on form if values match.
- d. Card Writer Version – Check box on form if values match.
- e. Software Version – Check box on form if values match.

Note: If any of the above values do not match, contact SBE for instructions.

14. Verify that the date and time (including AM/PM) showing in lower right-hand corner of screen are within 60 seconds of the correct time. If date or time is not correct, proceed with **Steps 15 and 16**; otherwise, move on to **Section 2.24.1.10**.

Note: EPBs are not set to adjust automatically for Daylight Saving Time. If Daylight Saving Time will start or end between the test date and Election Day, set the date to the current date, and set the clock time either one hour ahead (in the spring) or one hour behind (in the fall). Specific instructions will be provided on the EPB L&A Test Form.

15. Select the **System Setup** tab on screen. Tap **Set Clock**, enter **default L&A password**, and tap **OK**.
16. Enter the correct **date** and **time** on the set system clock screen by following the instructions at the top of screen.

Note: Since you cannot enter seconds on this screen, set the minute to the next minute past the time showing on your digital clock, and then tap Set Clock Time at the moment when the digital clock changes to the next minute.

2.24.1.10 Perform EPB L&A Test Votes

The next steps refer to Section 4 of the **EPB Logic & Accuracy Test form** provided by SBE. Test voters are selected to represent each ballot style, plus voters for every combination of voter status. In addition, the form includes voters with the highest and lowest values in the jurisdiction of every data element in the database. SBE provides the form and a list of test voters for each EPB.

1. From the **Main** screen, select **Manage Polls** tab, tap **Begin L&A**, tap **Continue** to print opening reports, then tap the **Issue Ballots** tab, and then tap **Search Voter Roster**.
2. Look up the voter using the first four letters of the last name, first three letters of the first name and date of birth if necessary. Tap the voter name in grid to display voter details.

Note: When checking in the first voter, you will be prompted to enter judges' name. Enter judges' name or initials and tap OK.

3. If voter **Test Type** in section 4 = **Issue Provisional** then proceed to next step. If not proceed to Step 4:
 - a. Tap **Issue Provisional Ballot**. For a primary election you must select a party. For Early Voting EPBs, you must also select a precinct.
 - b. From the drop-down menu, select a reason for provisional ballot, then tap **Issue Provisional Ballot**.

- c. Search for voter again. Verify that **PROV** displays in voter grid.
 - d. Verify that the **Voter Authority Card (VAC)** printed correctly.
 - e. Verify that **Voted: TOT** that displays at the bottom of screen has incremented by one on all EPBs being tested.
 - f. If voter tested OK, check the **Tested** box on the form.
 - g. After all voters on the form have been tested, proceed to step 5; otherwise go back to step 2 for the next voter.
4. If voter **Test Type** in section 4 = **Issue Reg**:
 - a. Tap **Issue Standard Ballot**.
 - b. Verify that the **Voter Authority Card (VAC)** printed correctly
 - c. Verify the **Voted: TOT** that displays at the bottom of screen has incremented by one on all EPBs being tested.
 - d. Search for voter again. Verify that **REG Issued** displays for the voter in the voter grid.
 - e. If voter tested **OK**, check the **Tested** box on the form.
 - f. Verify that **Voted: TOT** displays at the bottom of screen, increments by one on all connected EPBs.
5. For each voter on the form, perform steps 2 – 4
6. When you have finished testing all voters in section 4 of form, tap **Return to Main** and tap the **Manage Polls** tab. Verify Voted: TOT numbers match on all EPBs. Proceed to the next section.

2.24.1.11 Complete L&A and Re-Assign Consolidation Numbers

1. Tap **Complete L&A Step 1**. When Tap Continue to print reports. Text box appears, verify both boxes are checked, and tap **Continue**. Closing reports will print. If testing an Early Voting consolidation, the ******NOTICE****** text box will appear (totals may not match). Tap **OK**.
2. Tap **Yes** when **Continue Closing the Polls?** A text box appears.

*For Early Voting Consolidations only, if ****QUESTION**** text box appears to Retry Host Ballot Reconciliation? Tap **No** and then Tap **No** again when ****QUESTION**** Continue Closing the Polls text box appears. Select **Status Tab** and verify Host (SQL) box shows the pollbook is idle or synching. If not, check the modem connection. Once Host (SQL) displays idle, tap Manage Polls tab and repeat L&A closing steps above.*
3. Tap **Complete L&A Step 2**. EPB will return to the **Launch** screen.

4. Power off pollbook. **Disconnect the network cable from the EPB.**

Note: If the network cables are not disconnected it is possible they will pull voters status from the other EPBs on the network.

5. Tap **Launch**.
6. At the **Log-In** screen, enter the assigned consolidation number from the **EPB Logic & Accuracy Test form**, default user ID (), and default password (). Tap **Log In**.
7. If the poll information is correct, tap **OK This is Correct Poll**. If the poll information is incorrect, Tap **Wrong Poll Re-enter Consolidation #**, and then re-enter the **consolidation** number.
8. The EPB initializes and displays the **main screen**.
9. Verify that **Voted: TOT** at the bottom of the screen = **0**.

2.24.1.12 Ending EPB L&A

1. In **Section 6** of the **EPB Logic & Accuracy Test form**, record the battery charge % (BT) shown in lower-left corner of the main screen.
2. Record EPB system ID under the correct consolidation number on the **EPB Consolidation Assignment Checklist**.
3. Switch off and unplug the EPB and the printer.
4. Apply a numbered seal to the **Compact Flash Card** compartment.
5. Record the seal number on the **EPB Logic & Accuracy Test form**.
6. **For the EPBs:**
 - a. Reconnect the network cable. Leave the printer USB cable attached. Make a separate coil for each (wrapping around your hand works great). Leave about 15 inches of the cord coming from the EPB un-coiled. Wrap a rubber band around the coils and place the coils in the cord storage compartment.

Note: If you are conducting L&A on a 2 pollbook precinct, you only need to pack a single crossover cable connected to one of the two pollbooks

- b. Leave the power cord attached to the EPB and disconnect the thicker portion that goes from the power adapter to the A/C outlet. Wrap the thinner portion of the power cord around the adapter, leaving about 15 inches of the cord coming from the EPB uncoiled. Coil the thicker portion, wrap a rubber band around the coil, and place the coil in the cord storage compartment.
 - c. **Optional:** attach the cable connector cover.

7. For the EPB Printers:

- a. Leave the power cord attached to the printer and disconnect the thicker portion that goes from the power adapter to the A/C outlet. Wrap the thinner portion of the power cord around the adapter, leaving about 10 of the cord coming from the printer uncoiled. Coil the thicker portion, wrap a rubber band around the coil, and place the coil in the cord storage compartment or the case.
- b. Pack the EPB into its carrying case. **Do not seal the case at this point.**

Note: The Election Day EPBs must undergo the Bulk Update Process prior to being sealed and deployed to the precincts.

Note: The internal charge cord (pigtail) should not be plugged into the EPB when the units are being packed for precinct delivery.

8. Pack printers, cables, switches and other equipment for delivery to the polling place.
9. Ensure that all cases and boxes are tagged for delivery to the correct polling place.

2.25 Organize and Submit L&A Paperwork

LBEs must submit copies of the following forms found in **Appendix A**, prior to the election.

- SBE Form 100: Computer Professional Declaration and Confidentiality Agreement
- SBE Form 33.10.02.15-2: Voting Unit Testing Certification.
- SBE Form 33.10.02.15-1: Election Director Certification.
- SBE Form 33.10.02.14-2 Test Public Demonstration Form.

SBE does not require copies of individual Logic and Accuracy checklists for each piece of equipment tested. These should be maintained by the local boards, and must be kept for 22 months following the election.

2.26 Public Demonstration

After L&A testing is completed and before any voting equipment is delivered to an Early Voting site, a public demonstration must be conducted by the LBE. In compliance with COMAR 33.10.02.16.

The LBE will conduct a presentation on the conduction of the Logic and Accuracy process, and will afford attendees an opportunity to observe the printouts of the test results of all voting equipment to be used in the election.

The Public Test Demonstration form will be filed with SBE prior to the election. This form is located in **Appendix A**.

