California Election Procedures Checklist

Democracy Suite 5.2
Version 1.0
Revised July 2019

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Purpose and Scope

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

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

Setting up the Election Definition System

Task	Pages	Workstation: Application	
Download the election project package files to your desktop computer and copy them to a portable USB drive.	13	County workstation	☐
Scan the project package for viruses.	13-14	Reformatting workstation	☐
Insert the USB drive to your EMS workstation or EMS server. Note: For large elections, the USB drive should be connected directly to the server to allow for faster file transfer.	15	EMS Workstation	☐
Log into the EMS workstation.	15	EMS Workstation	☐
Restore the project package	15-17	EMS Workstation: EED	☐
Open the project and change the password for the Admin and RTRAdmin users.	18-20	EMS Workstation: EED	☐
Create CF Cards for ICE tabulators*	21-22	EMS workstation: EED	☐
Create USB drives for ICX devices*	23-24	EMS Workstation: EED	☐
Create Technician Smart Cards for ICX devices*	25	EMS Workstation: EED	☐
Create Pollworker Smart Cards for ICX devices*	26-27	EMS Workstation: EED	☐
Create iButton security keys for: ➢ ImageCast Central tabulators ➢ ImageCast Evolution tabulators*	27-29	EMS Workstation: EED	☐
Export Activation Configuration for ICVA workstation*	30	EMS Workstation: EED	☐
Export Mobile Ballot Production export for MBP workstations*	31	EMS Workstation: EED	☐
Create a backup of the project and transfer to your Tabulation System	156-158	EMS Workstation: EED	☐

* Applicable only If your county has these products

Overview

✓ Election project has been completed and uploaded to your folder on the Dominion FTP site.

✓ Restore the project package to your Election Definition System

✓ Prepare all removable media for tabulators and devices.

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Setting up the Election Tabulation System

Task	Pages	Workstation: Application	
Restore the project package	13	EMS Workstation: EED	☐
Update Voter Registration totals	32-33	EMS Workstation: EED	☐
Add Qualified Write-in Candidates	167	EMS Workstation: EED	
ImageCast Central: Remove previous election's files (if applicable)	34	Each ICC Workstation	☐
ImageCast Central: Set up files for election	35-39	Each ICC Workstation	☐
ImageCast Central: Start the system	40	Each ICC Workstation	☐
ImageCast Central: Import tabulators	41-42	Each ICC Workstation	☐
ImageCast Central: Set the secondary path	43-44	Each ICC Workstation	☐
ImageCast Central: Set scan options	45-46	Each ICC Workstation	☐
ImageCast Central: Verify scanner driver settings	47-49	Each ICC Workstation	☐
ImageCast Central: Load Tabulators	50-52	Each ICC Workstation	☐
Enable Adjudication	57	EMS Workstation: RTR	☐
Set Transfer Points	58	EMS Workstation: RTR	☐
Set up Report Profiles	59-60	EMS Workstation: RTR	☐
Generate zero reports	61	EMS Workstation: RTR	☐
Start Automatic Results Loading	62	EMS Workstation: RTR	☐
Set up Adjudication	65-70	EMS Workstation: ADJ	☐
Create a backup of the project	156-158	EMS Workstation: EED	☐

Overview

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

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Setting up the tabulators and devices to be used in the election

Task	Pages	Workstation or Device	
ImageCast X: Load Election Files	71	ImageCast X	☐
ImageCast X: Reset the public counter	71	ImageCast X	☐
ImageCast X: Open polls	71	ImageCast X	☐
ImageCast Voter Activation: Copy Activation Files to workstation	72	ICVA Workstation	☐
ImageCast Voter Activation: Load Activation Codes	72	ICVA Workstation	☐
ImageCast Evolution: Insert CF Cards	72	ImageCast Evolution	☐
ImageCast Evolution: Print zero tape	72	ImageCast Evolution	☐
ImageCast Evolution: Start Standard Voting Session	72	ImageCast Evolution	☐
Mobile Ballot Production: Copy Definition file and official ballots to workstation	73	MBP Workstation	☐
Mobile Ballot Production: Load Election definition	73	MBP Workstation	☐
Mobile Ballot Production: Set Ballots Source	73	MBP Workstation	☐

Overview

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

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Reset the tabulation system after Logic and Accuracy Testing

Reset after conducting Logic and Accuracy Testing

Task	Pages	Workstation: Application	
Create a backup of the election project	71	EMS Workstation: EED	☐
ImageCast Evolution: Re-zero the tabulators	78	Each ImageCast Evolution	☐
ImageCast X: Reset the public counter	78	Each ImageCast X	☐
ImageCast Central: Re-zero the tabulator	78-80	Each ICC workstation	☐
Stop automatic results loading	53-54	EMS workstation: RTR	☐
Purge Test results	55	EMS workstation: RTR	☐
Stop Adjudication	63-64	EMS workstation: ADJ	☐
Start election's adjudication session	64-69	EMS workstation: ADJ	☐
Turn on automatic results loading	61-62	EMS workstation: RTR	☐

Overview

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

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Ballot Scanning, Adjduciation, & Election Day Procedures

Task	Pages	Workstation: Application	
During Mail Ballot / VBM processing & through Election Day			
ImageCast Central: Start the system, display the log window	84	Each ICC workstation	☐
ImageCast Central: Ballot Scanning	84-93	Each ICC workstation	☐
Standard ballot adjudication	96-108	Adjudication Workstations: ADJ	☐
Adjudication Administration: ballot review and audit	109-113	Adjudication Workstations: ADJ	☐
Election Night			
Submit batches*	113	EMS workstation: ADJ	☐
Load CF Cards from ICE tabulators**	94-95	EMS workstation: RTR	☐
Validate and Publish results	117-118	EMS workstation: RTR	☐
Generate Results Exports	124	EMS workstation: RTR	☐
Generate the Election Summary Report	125-129	EMS Workstation: RTR	☐

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

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

Overview

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

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Election Checklist — Post-Election and 1% Manual Tally

Procedures for 1% Manual Tally and Canvass

Task	Pages	Workstation: Application	
Complete Adjudication for CF cards loaded which skipped adjudication (Reject, Reset, and Send to Adjudication)			
Generate CVR export for selected precincts	142-143	EMS workstation: RTR	☐
Export ballot images	145-146	EMS workstation: RTR	☐
Generate the Election Summary report for identified batches or Precincts	147	EMS workstation: RTR	☐
Run the Activity Report for selected batches	144	EMS workstation: ADJ	☐
Run the Statement of Votes Cast by Precinct	148-149	EMS workstation: RTR	☐
Run the Statement of Votes Cast by District Type	150-152	EMS workstation: RTR	☐
Run the Activity report for all batches	153	EMS workstation: RTR	☐
Stop Adjudication	154	EMS workstation: RTR	☐
Create Final backup of Election Project	156-158	EMS workstation: EED	☐
Backup workstations	155	Each ICC workstation	☐

Overview

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

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