

**DOMINION
VOTING**

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Colorado Election Procedures Checklist

Democracy Suite 5.11

Version 1.0

Revised July 2019

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Purpose and Scope

The Colorado 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
 - Restoring the election project to the system
 - Preparing all removable media for tabulators and devices
- Setting up the Election Tabulation System
 - Restoring the election project to the system
 - Setting up all ImageCast Central workstations
 - Setting up Results Tally & Reporting: Report profiles
 - Setting up Automatic Results Loading (from ICCs)
 - Configuring and Starting Adjudication
 - Setting up all ImageCast Central workstations
- Device and Tabulator Setup
 - Setting up ImageCast X devices & ImageCast Voter Activation workstations
- Resetting the system after Logic and Accuracy Testing
 - Backup the election
 - Backup each ICC
 - Re-zero the ICE and ICC tabulators
 - Reset the public counter on the ICXes
 - Purge test results from RTR
 - Stop adjudication and start a new session for the election
 - Resume Automatic Results Loading

Election Checklist

Election Definition System Setup

Setting up the Election Event Designer

Task	Pages	Workstation: Application
Clean up any files from previous elections	139	EMS Workstation ☐
Restore the project package	12-14	EMS Workstation: EED ☐
Open the project	15	EMS Workstation: EED ☐
Create new users / change passwords	16-18	EMS workstation: EED ☐
Create iButton security keys for: ➤ ImageCast Central tabulators	18-19	EMS workstation: EED ☐
Create Poll Worker Smart Cards for ICX devices	10-12 ICX Guide	EMS Workstation: EED ☐
Create Technician Smart Cards for ICX devices	9 ICX Guide	EMS Workstation: EED ☐
Export Activation Configuration for ICVA devices*	13 ICX Guide	EMS Workstation: EED ☐
Create USB drives for ICX devices*	7-8 ICX Guide	EMS Workstation: EED ☐
Add Qualified Write-Ins	147-148	EMS Workstation: EED ☐

Overview

- ✓ Election project has been completed
- ✓ Restore the project package
- ✓ Prepare all removable media for tabulators and devices.

Election Tabulation System Setup

Election Checklist

Setting up the Election Tabulation System

Task	Pages	Workstation: Application
Open the project package	20	EMS Workstation: RTR ☐
Set up Report Profiles	24	EMS Workstation: RTR ☐
Set Transfer Points	22	EMS Workstation: RTR ☐
Generate zero reports/ENR Exports	26-101	EMS Workstation: RTR ☐
Start Automatic Results Loading	27-28	EMS Workstation: RTR ☐
Enable Adjudication	21	EMS Workstation: RTR ☐
Set Up Adjudication	30-34	EMS Workstation: ADJ ☐
ImageCast Central: Remove previous election's files (if applicable)	35	Each ICC Workstation ☐
ImageCast Central: Set up files for election	36-39	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	44	Each ICC Workstation ☐
ImageCast Central: Set scan options	45-46	Each ICC Workstation ☐
ImageCast Central: Verify scanner driver settings	47-48	Each ICC Workstation ☐
ImageCast Central: Load Tabulators	50-52	Each ICC Workstation ☐
Clean Scanners	55	Scanner
Display Log Window	58	Each ICC Workstation

Overview

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

Setting up the Election Tabulation System

Scan Ballots

Accept Batch

58

Each ICC Workstation

Overview

Device and Tabulator Setup

Election Checklist

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

Task	Pages	Workstation or Device	
ImageCast X: Load Election Files	19-21 ICX Guide	ImageCast X	☐
ImageCast X: Reset the public counter	22-23 ICX Guide	ImageCast X	☐
ImageCast X: Open polls	26-27 ICX Guide	ImageCast X	☐
ImageCast X: Closing polls	28 ICX Guide	ImageCast X	☐
ImageCast Voter Activation: Copy Activation Files to workstation	14-16 ICX Guide	ICVA Workstation	☐
ImageCast Voter Activation: Load Activation Codes	17 ICX Guide	ICVA 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

Election Checklist

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	140	EMS Workstation: EED	☐
Create a backup of each ICC	150	Each ICC workstation	☐
ImageCast X: Reset the public counter	22-23 ICX Guide	Each ImageCast X	☐
ImageCast Central: Re-zero the tabulator	53	Each ICC workstation	☐
Stop automatic results loading	129	EMS workstation: RTR	☐
Purge Test results	130	EMS workstation: RTR	☐
Stop Adjudication	28	EMS workstation: ADJ	☐
Start election's adjudication session	64-69	EMS workstation: ADJ	☐
Turn on automatic results loading	27-28	EMS workstation: RTR	☐

Overview

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

Election Checklist

Ballot Processing and Election Day

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	58	Each ICC workstation ☐
ImageCast Central: Ballot Scanning	58	Each ICC workstation ☐
Standard ballot adjudication	68	Adjudication Workstations: ADJ ☐
Adjudication Administration: ballot review and audit	84	Adjudication Workstations: ADJ ☐
Election Night		
Submit batches*	89	EMS workstation: ADJ ☐
Validate and Publish results	96	EMS workstation: RTR ☐
Generate Results Exports	134	EMS workstation: RTR ☐
Generate the Election Summary Report	117	EMS Workstation: RTR ☐

Overview

- ✓ Scan ballots
- ✓ Adjudicate ballots
- ✓ Submit batches
- ✓ Validate and Publish results
- ✓ Generate results exports
- ✓ Generate the Election Summary report

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

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

