Acceptance Testing Procedures – ClearAccess

ClearAccess version Number:_____   Software Install Date: _____

ClearAccess Admin code:_____   ADF election code:_____

ADF voter code:_____ _____   ADF pollworker code:_____

Printer password: _____

Technician: _____   Acceptance Test Date:_____

Use the following list to ensure all acceptance testing items have been checked and completed for the Clear Design Software.

Criteria	Yes	No	Information noted:	Issues	Resolution
Inspection of the all-in-one and/or two-in-one Dell units reveal no damage. Power on and verify computers are correct model number and have correct OS version.	☐	☐	Computer model number: OS version:		
Inspection of the printers reveals no damage. Verify correct model of printers.	☐	☐	Printer model:		
If a printer with wireless capability is used, verify the printer has been secured via password and the wireless features disabled.	☐	☐			
All parts of the system are included: 1 ClearAccess Ballot Marking Device station 1 Printer 1 Lockable port cover per computer (if used) 1 Kensington lock per computer (if used) 1 USB printer cable per printer	☐	☐			

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Criteria	Yes	No	Information noted:	Issues	Resolution
1 power supply or power cord per computer depending on model 1 power cord for the printer USB stick(s) with ADF file(s) 1 EZ-Access 8-Key Keypad per computer 1 Sip and Puff per computer (if applicable) 1 audio headset per computer All have been inspected to insure there is no damage.					
Charge the UPS as specified in the UPS documentation. Unplug the UPS from the wall to check UPS functionality. (If Available) UPS should show the lack of wall power but give no other faults.	☐	☐			
Verify that Chrome is installed and Chrome's default printer is the correct printer model. Expand Chrome settings to verify it is set to Two-sided, Minimum margins and No Headers or Footers.	☐	☐			
Log in with hardened user, start ClearAccess and verify version number. Verify that with keyboard removed or disabled (depending on computer model), hardened user cannot access Windows Charms bar or other inappropriate programs.	☐	☐			

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Criteria	Yes	No	Information noted:	Issues	Resolution
Verify administrator can log in to ClearAccess with correct access codes.	☐	☐			
Verify administrator can open election contained in ADF file on USB stick.	☐	☐			
Set to election open mode and vote and print a couple of test ballots.	☐	☐			
Verify printed test ballots can be scanned into the ClearCount system and tabulated correctly (see ClearCount Acceptance Test).	☐	☐			
Plug in all input devices and verify devices are detected: touchscreen E-Z Access 8-key keypad Origin Breeze Sip-and-Puff if applicable Help screens display content for relevant devices	☐	☐			
Verify audio reads the complete screen.	☐	☐			
Verify pollworker can input credentials and reprint ballot if necessary.	☐	☐			
Verify election can be closed.	☐	☐			
Security: If applicable, verify locking Ports and cables are functional. Discuss security seals and placement. (Tamper-proof seals to be applied after official election data files are loaded at a later date.)	☐	☐			

Acceptance Testing Procedures – ClearAccess

When ClearAccess system passes Acceptance Test, affix to back or underside of ClearAccess Station and printer a label with date of test and initials of person who conducted the test.				

Physical Damage:	
Correctable Parts:	
Functional Issues:	

Software version accepted: _____Date:_____

Printed Name: _____

Authorized Signature: _____