

## **GEMS Elections Operating Training Guide**

This GEMS Election Operations Training Guide is provided by Mississippi Secretary of State Delbert Hosemann and is intended for use by local election officials in the conduct of federal, state and county elections in Mississippi. The document includes a comprehensive step-by-step guide to the procedures dealing with GEMS during the election process. Specifically, this document covers GEMS/TSX preparation (Section 3 from the TSX Guide), Voting Equipment Preparation (Section 4 from the TSX Guide), Logic and Accuracy Testing (Section 5 from the TSX Guide), and Election Night Processing (Section 8 from the TSX Guide).

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Please direct questions concerning this Guide to [electionsanswers@sos.ms.gov](mailto:electionsanswers@sos.ms.gov) or by calling the Elections Answerline at the Mississippi Secretary of State's Office at (800)289-6786.

# GEMS Election Operations Training Guide



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## **1. Introduction**

### **1.1. Document Intent**

The GEMS Election Operations Training Guide is intended as an administrative document for Election Commissioners, Circuit Clerks, and Circuit Clerks' staff responsible for conducting elections in counties utilizing the Statewide Election Management System (SEMS) and Premier Election Solutions products in federal, state and county elections.

The document is comprised of several sections from the Guide to Conducting Elections in Mississippi with the Statewide TSX Voting System but does not include the entire document. Specifically, this document covers GEMS/TSX preparation (Section 3 from the TSX Guide), Voting Equipment Preparation (Section 4 from the TSX Guide), Logic and Accuracy Testing (Section 5 from the TSX Guide), and Election Night Processing (Section 8 from the TSX Guide).

### **1.2. List of Major Components**

The following is a list of the major components that are used in the processes outlined in this training:

- SEMS – Mississippi's Statewide Election Management System includes voter registration and election management.
- Global Elections Management System (GEMS) – Premier's ballot generation and election tabulation software.
- AccuVote-TSX – DRE voting unit used for both standard and special needs voting.
- AccuView Printer Module (AVPM) – Facilitates the voter verified paper audit trail.
- AccuVote-OS – Optical Scan ballot tabulation used for absentee, emergency and affidavit/provisional ballot.
- Encoder – Device used to program Voter Access Cards with ballot styles.
- Voting System Smart Cards
  - Voter Access Card – Used by voters to access their ballot on the AccuVote-TSX.
  - Supervisor Card – Used by Poll Managers to close the election.
  - Central Administrator Card – Used to access administrative functions on the AccuVote-TSX.
  - Security Key Card – Used to update security settings on the AccuVote-TSX units and Encoders.

## **2. Election Preparation**

The Election Preparation section describes tasks that generally occur 60 to 90 days in advance of an election. The tasks addressed include:

- Voting System Maintenance
- Election Supplies Management
- Election Preparation in SEMS

Although the tasks are presented in a linear fashion, some of the tasks can be performed as parallel processes if the availability of staff and time allow. In other words, one election official may be conducting a Voting System Maintenance task while another is conducting SEMS Election Preparation tasks.

***NOTE:** This section is not being fully covered in the GEMS Elections Operation Training. For full details on this section, please refer to the Guide for Conducting Election in Mississippi with the Statewide TSX Voting System. Below are several sections that will be referenced during the Election Operations Training.*

The Security Key Transfer process from **TSX Guide Section 2.4 and 2.5** is outlined below:

### **2.4.1. Security Key Transfer Process**

The State Elections Division (State) will be responsible for assigning new security keys for each election and transferring the new keys to the counties' Security Key Cards, Central Administrator Card, and Supervisor Cards. The counties will be responsible for updating the security keys on the TSX units and the encoders. The security key update process must be completed prior to the creation of any memory cards to be used in the election. The Security Pin Update Form is included in *Appendix B: Checklist and Forms*.

***Note:** If the security keys are updated on the TSX units and Encoders that you are using as Demo equipment, you will need to re-download your demo TSX memory card(s) and re-program your Encoders.*

### 2.4.2. Central Admin, Supervisor, and Security Key Cards

The process of establishing the new security keys and PIN's will take place at the State. In order to complete this process, all but one of the county's Central Administrator, Supervisor, and Security Key cards must be sent to the State to be updated.

One of the Central Administrator Cards must be retained in an envelope marked "Previous Election CA". The envelope must also contain the PIN of the previous election. The envelope must be stored in a secure location and will be utilized to load the new PIN for the next election.

The county should send the rest of the Supervisor, Central Administrator, and Security Key cards in the State-supplied envelope by overnight delivery with proof of receipt required. The County Smart Card Transfer form must also be filled out and sent with the cards.

When the State has updated the security keys on the county's cards, the cards will be returned to the county using overnight delivery with proof of receipt. The PIN's assigned to the Supervisor and Central Administrator Cards will be communicated separately.

## 2.5. Clearing Cards

### 2.5.1. TSX Memory Cards

If you didn't clear your TSX Memory Cards as part of the Post Election process, you will need to perform this task now. This can be done while the State is establishing your new security keys and must be done **before** installing new security keys on your TSX units. Any TSX Memory Cards that have not had the current election unloaded prior to updating the security keys on the TSX units will not be immediately available to download the new election. This will delay other parts of the election setup process.

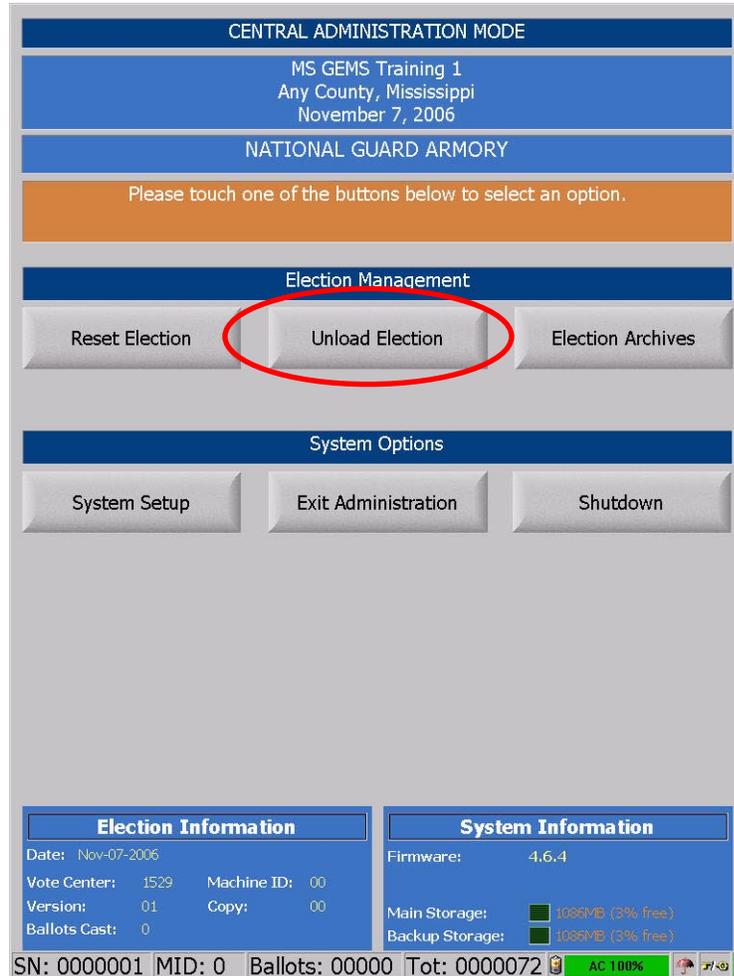
To perform this task you will need all of your TSX Memory Cards, the retained Central Administrator Card, and one AccuVote-TSX unit.

To unload the current election from the TSX Memory Cards:

- 1.) Gather all of your TSX Memory Cards and the Central Administrator Card, then setup a TSX.
- 2.) Insert the first TSX memory card into the TSX unit and turn the unit on.
- 3.) After the TSX unit boots up, insert the Central Administrator Card, enter the PIN associated with that card, then touch **OK**.

Enter Card Authorization Code		
PIN:	XXXXXXXX	Clear
1	2	3
4	5	6
7	8	9
	0	Back
OK		Cancel

4.) Touch the **Unload Election** button.



- 5.) Remove the TSX memory card from the TSX unit.
- 6.) Insert the next TSX memory card and repeat the process.
- 7.) Continue until all TSX memory cards have had their current election unloaded.

### 2.5.2. Clear All Voter Access Cards

If you didn't clear all of your Voter Access Cards as part of the Post Election process following your last election, you will need to perform this task now. This can be done while the State is establishing your new security keys and must be done **before** the installing new security keys on your Encoders. Any Voter Access Cards that are not cleared before the county's TSX units and Encoders are updated with new security keys will no longer work with the voting system.

This procedure describes how to clear the county's Voter Access Cards before updating the security keys on the rest of the voting equipment. For one person performing this task, the supplies required will be one encoder and all of the county's Voter Access Cards. If more than one person will be performing this task, then each person will need an encoder. It is imperative that you keep track of the Voter Access Cards while you are conducting the clearing process so that you don't accidentally skip some of the cards.

**To clear the Voter Access Cards:**

1.) Gather all of your Voter Access Cards and a programmed Encoder from the last election.

2.) Press the **ON** button on the Encoder.

For each Voter Access Card in the county's possession:

3.) Insert the Voter Access Card into the Encoder.

4.) If the Encoder displays the message "Clear?" press the **YES** button on the Encoder.

5.) If the Encoder displays the message "Create?" simply remove the card. **DO NOT** press the **YES** button.

6.) Remove the Voter Access Card from the encoder.

7.) Repeat steps (3) – (6) for each and every Voter Access Card.

8.) When all cards have been cleared, press the **OFF** button on the Encoder.

**2.5.3. Clear Optical Scan Memory Cards**

If you did not clear your Optical Scan Memory Cards as part of the previous Post Election process, you will need to perform this task now.

To clear the OS cards:

1.) Insert the OS Memory card into the OS unit

2.) While holding the **YES** button on the front of the OS unit, turn the unit on. Keep holding the **YES** button until **SUPERVISOR FUNCTIONS?** appears on the LCD display.

3.) Select **YES** to enter the Supervisor Functions.

4.) At "Enter the Password" prompt, confirm password by pressing **YES** four times.

- 5.) Select **NO** to “Change Setup Parameters?”
- 6.) Select **NO** to “Duplicate This Memory Card?”
- 7.) Select **NO** to “Resume Counting Ballots?”
- 8.) Select **NO** to “Reset Card to Pre-Election?”
- 9.) Select **YES** to “Clear This Memory Card?”
- 10.) Select **YES** to “Card Not Audited Clear?”
- 11.) At “Enter the Password” prompt, confirm password by pressing **YES** four (4) times.
- 12.) Select **YES** to “Card Not Audited Clear?”

The card will clear and the LCD display will prompt you to remove the cleared memory card.

### **3. GEMS/TSX Preparation**

GEMS is Premier Election Solutions' election management software used to configure election information, compose ballot artwork, manage memory card programming and uploading, and manage election results.

A unique GEMS database that contains all of the jurisdictional (districts, precincts, polling places) and election (parties, races, candidates) data will be created for each election. The election data required to build a GEMS database is the same information that the counties are maintaining in the SEMS system. Therefore, the election data will be exported from the SEMS system and imported into GEMS. This transfer of information will build your election database. After each county's data is imported into its own GEMS election database, the ballots will be generated. The process just described will be executed at the Secretary of State's office using the State's SEMS and GEMS computers.

For scannable ballots, each county must select an Optical Scan ballot printing company. Optical Scan ballot printing is a critical component of the election process and, since selecting a ballot printer is the responsibility of the county, great care should be taken in making the selection. The county will receive a list of acceptable Optical Scan ballot printers.

Once the ballots have been generated, each county will receive an **Initial Ballot Proofing Package (IBPP)** which will contain ballot proofs and information reports printed from your GEMS election database. Approval of this package by the Election Officials in charge of the election will be required in order to proceed with Optical Scan ballot printing and the recording of the audio ballot. The County should execute the initial proofing and approval process accurately and expeditiously so that the time sensitive task of absentee ballot printing can begin.

Once recorded, the audio ballot will be incorporated into each county's GEMS election database and each county will be sent a **Final Ballot Proofing Package (FBPP)**. This package will include the GEMS database and approval forms for TSX ballots and GEMS.

The following checklist depicts the flow of work in the GEMS Database Preparation section.

## **Section 3 - GEMS/TSX Preparation Checklist**

### **3.1. Initial Ballot Proofing Package**

- Proof the Optical Scan ballots
- Proof the GEMS reports
- Correct and re-proof if necessary
- Complete Initial Ballot Proofing Approval Form with Printer Authorization
- Fax/email approval form and Vote Center Status Report to MSOS

### **3.2. Final Ballot Proofing Package**

- Load the GEMS Database.
- Download a TSX Memory Card
- Proof the TSX ballots.
- Proof the audio ballots
- Correct and re-proof if necessary
- Complete Final Ballot Proofing Approval Form
- Fax/email approval form to MSOS

### **3.3. GEMS Database**

- Check the GEMS database
- Complete the Database Approval Form
- Fax/email approval form to MSOS

### **3.1. Initial Ballot Proofing Package**

The Initial Ballot Proofing Package will be sent to the counties as soon as the GEMS election database is configured from SEMS. It is very important that you take great care in completely proofing all of the items contained in the proofing package. It is also very important that the proofing be done accurately but quickly since your absentee ballot images will not be released to any ballot printing company and your audio ballot will not be recorded until you have signed off on the this initial proofing package.

The Initial Ballot Proofing Package will contain:

- Proofing Instructions and Checklists
- GEMS Election Database Reports (Cards with Reporting Precincts, Vote Center Status)
- Optical Scan ballot proofs
- Initial Ballot Proofing Package Approval Form with Printer Authorization

***Note:** The Initial Ballot Proofing Package does not contain the TSX or Audio ballots. These components will be proofed as part of the Final Ballot Approval Package.*

The reports and ballot proofs in the proofing package are produced from the GEMS election database which has been built with information extracted directly from SEMS. Therefore, if there are any issues with the election setup in SEMS, those issues will be transferred to the GEMS election database. The county's knowledge of local election information is critical to catching any potentially remaining issues in the ballot proofing process. While going through the proofing process, the county should document any necessary corrections to the ballots and/or ballot contents. Correction forms and any accompanying documents identifying these corrections must be returned to the State by fax or email.

If no corrections are necessary, the Initial Ballot Proofing Package Approval Form must be signed and faxed or emailed to MSOS upon completion of the proofing tasks. If corrections are requested, the county should verify that the corrections have been made prior to completing the Initial Ballot Proofing Package Approval Form.

#### **3.1.1. Proofing the Optical Scan Ballot Proofs**

During the optical scan proof, the specific ballot contents proofed on the printed ballot are listed and explained below. An OS Ballot Proofing Checklist (Form 310) will be included in your proofing package. Copies of the checklist should be made and used to document the results of the proofing activities for each ballot style.

**Specific OS Ballot Proofing Tasks:**

**1.) Ballot Style Confirmation**

Looking at the optical scan ballots together, confirm the following pieces of information about the Ballot Style information:

- a) Verify that every ballot style is present
- b) Verify the header text order is consistent on every ballot style (“Official Ballot” is first)

**2.) Ballot Header/Footer**

Confirm the following pieces of information about the Ballot Header and Footer information:

- a) Verify that the Official Ballot header is present at the top of the ballot, and the text order is consistent and contains the following:
  - 1. The type of Election
  - 2. The date of the Election
  - 3. The County Name
  - 4. The correct party affiliation (for PRIMARY only)
- b) Optical Scan Voting Instructions appear right after the Official Ballot header
- c) Verify the correct text appears at the bottom of the ballot:
- d) "END OF BALLOT" appears only once and only after the last race (front for a single-sided ballot and back for a two-sided ballot)
- e) "VOTE BOTH SIDES OF THE BALLOT" appears only once on the front of a two-sided ballot

**3.) Languages**

Confirm the following about the ballot Language(s):

- a) Verify English is the only language shown on the ballot;  
OR
- b) Verify both English and Choctaw are shown on the ballot (for BILINGUAL counties only)

**4.) Contest Information**

The contest information on the election ballot is proofed against the SEMS Election Contest Report E-006 and the SEMS Ballot Proofing Report(BP-004). All of the contest information is

imported from SEMS into GEMS to create the ballot. Confirm the following about the Contest Information:

- a) Verify the correct contests appear on the ballot, in the correct sequence
- b) Verify contest title and spelling are correct and consistent
- c) Verify the correct "Vote For" appears for each contest
- d) Verify that only appropriate contests are listed on the appropriate party's ballot (for PRIMARY only)

#### **5.) Candidate Information**

The candidate information on the election ballot is proofed against the SEMS Candidate List and the SEMS Ballot Definition with Candidates report. All of the candidate information, similar to the contest information, is imported from SEMS into GEMS to create the ballot. Confirm the following about the Candidate Information:

- a) Verify correct candidates appear in each contest
- b) Verify candidate names are spelled correctly
- c) Verify any nicknames for candidates appear in **single quotation marks** (i.e.: Robert 'Bob' Smith)
- d) Verify candidates are listed in the correct order they should appear on the ballot
- e) Verify the full party name is listed next to each candidate (for GENERAL only)
- f) Verify candidate names do not appear to be squished or of a smaller size due to lack of space
- g) Verify number of Write-In(s) match the Vote For number.

#### **6.) Ballot Questions**

The proofing source for the ballot questions on the ballot is a list of the certified ballot questions from the County Attorney and/or the State. Confirm the following about the Ballot Questions:

- a) Verify all title and text is correct for every question (specifically verify the number/letter, title, text, spelling and vote options for each question)

**3.1.2. Proofing the GEMS Reports**

The proofing of the GEMS Reports can be performed simultaneously with the optical scan ballot proofing and TSX ballot proofing. A copy of Form 320, the GEMS Ballot Proofing Checklist will be included with the Initial Ballot Proofing Package. The GEMS Server is not required to complete this task since the GEMS reports are included in the Initial Ballot Proofing Package.

**1.) Cards with Report Precincts Report**

Proofing this report is critical to ensuring that the right ballot styles will be distributed to the right precincts. Verify the information listed below is correct for the current election. Proof the following fields:

<b>MS GEMS Training 1</b> <b>Any County, Mississippi</b> <b>November 7, 2006</b> <b>Cards With Reporting Precincts</b>					
Card Id	Id	Export Id	Reporting Precinct	VGroup1	VGroup2
1	3490	3490	PRECINCT 505	NP	NP
	3489	3489	PRECINCT 504	NP	NP
	3488	3488	PRECINCT 503	NP	NP
	3487	3487	PRECINCT 502	NP	NP
	3486	3486	PRECINCT 501	NP	NP
	3485	3485	PRECINCT 405	NP	NP
	3484	3484	PRECINCT 404	NP	NP
	3483	3483	PRECINCT 403	NP	NP

- a). Card ID – The Card ID equates to the Card number printed on the bottom of your Optical Scan ballot proofs. (NOTE: The GEMS Card ID does not correspond with the Ballot Style numbers from SEMS.
- b). Reporting Precinct – Verify that the precincts listed correspond correctly to the Card ID. If a precinct should have more than one ballot style, verify that the precinct is listed for each Card needed.
- c). VGroup1 – For a General Election, the field is always <NP>. For a Primary Election, this field represents the various parties in the Election; each party will have separate cards, thus this field should have the same party label for each row within a Card ID.
- d). VGroup2 – This field is always <NP> in Mississippi.

**2.) Vote Center Status Report**

The term “Vote Center” means polling place. This report is used to confirm the number of Memory Cards by polling place (vote

center) that the GEMS election database is prepared to download and will expect to upload on Election Night. This number must equal the number of TSX units to be deployed to each polling place on Election Day. You should also have at least 1 Memory Card listed for the Absentee, Emergency, and Affidavit vote centers. There will be one vote center listed that has the vote center name followed by <Default VC>. Verify that the vote center has 0 Memory Cards.

MS GEMS Training 1 Any County, Mississippi November 7, 2006 Vote Center Status Report						Mar 18, 2006 10:49:17AM	
II	Region	II	Vote Center	Category	CGI	Download Version	# Memory Card
0	Region 0	0	Polling Vote Center <Default VC>	Polling Vote Center	Polling	0	0
		1529	NATIONAL GUARD ARMORY	Polling Vote Center	Polling	0	3
		1530	OLD IMPROVE SCHOOL	Polling Vote Center	Polling	0	4
		1531	PRECINCT 103	Polling Vote Center	Polling	0	2
		1532	PRECINCT 104	Polling Vote Center	Polling	0	4
		1533	PRECINCT 201	Polling Vote Center	Polling	0	1
		1534	PRECINCT 202	Polling Vote Center	Polling	0	1
		1535	PRECINCT 203	Polling Vote Center	Polling	0	1

- a) Verify that each Election Day precinct has the correct number of memory cards (voting units) listed for deployment .
- b) Verify that the one <Default VC> vote center has 0 memory cards.
- c) Verify that the Absentee and Affidavit/Provisional vote centers have at least 1 memory card.

### 3.) Corrections and Re-Proof

If any corrections are required, the county must notify the State immediately. The county must use the checklists which were included in the Initial Ballot Proofing Package to identify the correction(s) needed. The completed checklists will be returned by fax or email to MSOS.

Corrections will be made immediately upon receipt of the completed form and the corrected items will be sent back to the county for proofing. This process will continue until the county is completely satisfied with all of the items included in the initial proofing process.

Please remember that the data used to build the county’s GEMS election database is extracted directly from SEMS. If you find errors, you should check SEMS to see if the corrections need to be made there also.

### **3.2. Final Proofing Package**

Immediately following the receipt of the final approval of the Initial Ballot Proofing Package, the county's ballot information will be released to the recording studio so that the audio ballot can be prepared. Following the import of the audio ballot into the county's GEMS election database, a Final Ballot Proofing Package (FBPP) will be prepared and sent to the county.

- Proofing Instructions and Checklists
- GEMS Database CD
- Final Ballot Proofing Package Approval Form
- Final Database Approval Form

A TSX memory card will be downloaded from the GEMS Database CD to proof the TSX and Audio Ballot. As before, any necessary corrections should be indicated on the proofing checklists which will be included in the Final Ballot Proofing Package. After the Final Ballot Proofing Process has been completed, immediately fax or email only the approval forms to MSOS.

To complete the Final Ballot Approval Package you will need:

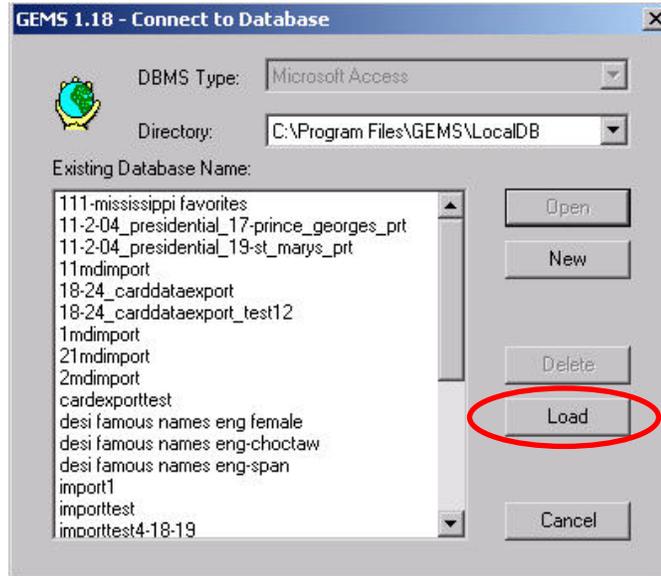
- Your GEMS Server with a TSX Unit attached.
- A TSX Unit with the VIBS keypad and headphones installed.

**3.2.1. Load the GEMS Database**

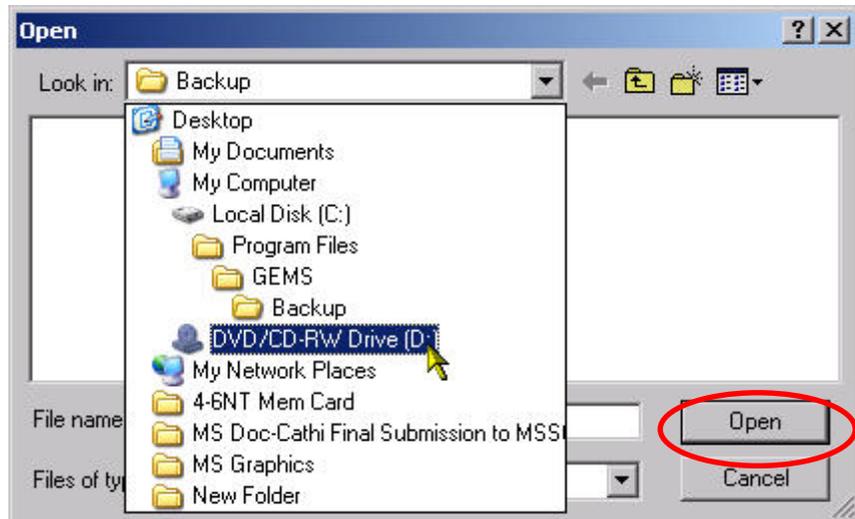
Log into the GEMS Server and Connect TSX download unit:

- 1.) Turn on the GEMS server and log in to Windows.
- 2.) Turn on the printer and check to see that you have paper load.
- 3.) Set up and plug in at least one TSX unit near the GEMS Server. Additional TSX units may be set up if the County desires the ability to download more than one memory card at a time.
- 4.) Unlock the (upper) Election Data Compartment on each TSX unit.
- 5.) Unlock and remove the sliding (lower) Election Data Transfer Compartment cover.
- 6.) Insert a NIC card with cable into the Election Data Transfer Compartment on each of the TSX units.
- 7.) Attach one end of a Cat5 cable to each of the NIC card(s) and the other end to the hub. (The hub should already be attached to the GEMS server.)
- 8.) Insert a blank memory card into the Election Data Compartment of each TSX unit.
- 9.) Press the red button located in the Election Data Memory Compartment of each TSX unit to turn the unit(s) on.
- 10.) Unlock and lower the printer compartment on each download TSX unit and if needed, install a new roll of paper.
- 11.) Verify that the server's speakers are plugged in and turned on.
- 12.) Load CD into the CD drive.
- 13.) Double click on the GEMS icon located on your desktop.

14.) In the “Connect to Database” window, click **Load**.

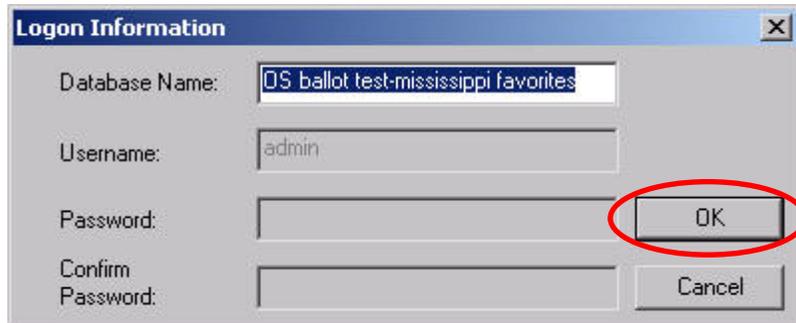


15.) In the “Open” window, click on the drop-down arrow to the right of “Look in:”. Click on your CD drive. The icon should be a gray circle.

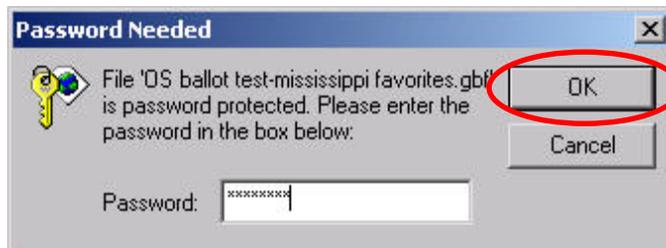


16.) You should see a filename that reflects the name of your county. Click on it to select it, then click **Open**.

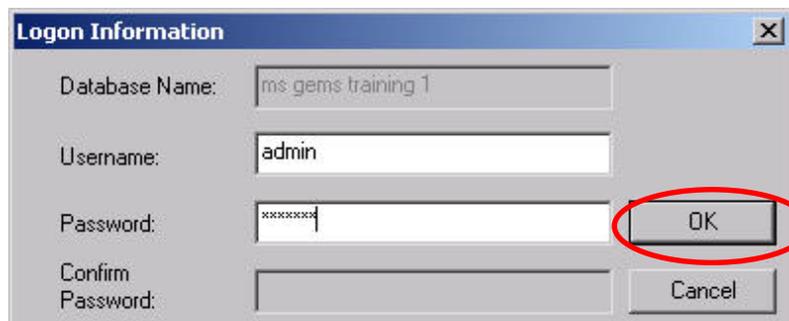
- 17.) When the “Logon” window appears, verify that the correct database name (includes the name of your county) shows then click **OK**.



- 18.) Enter the password provided to unlock the database then click **OK**.

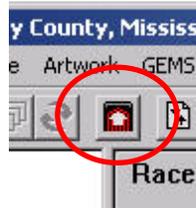


- 19.) The database will then begin to load. When the file has finished loading you will be presented with the database “Logon” window. Enter the provided password then click **OK**. If you have entered the password correctly, the database will open and you will have successfully loaded the election database.

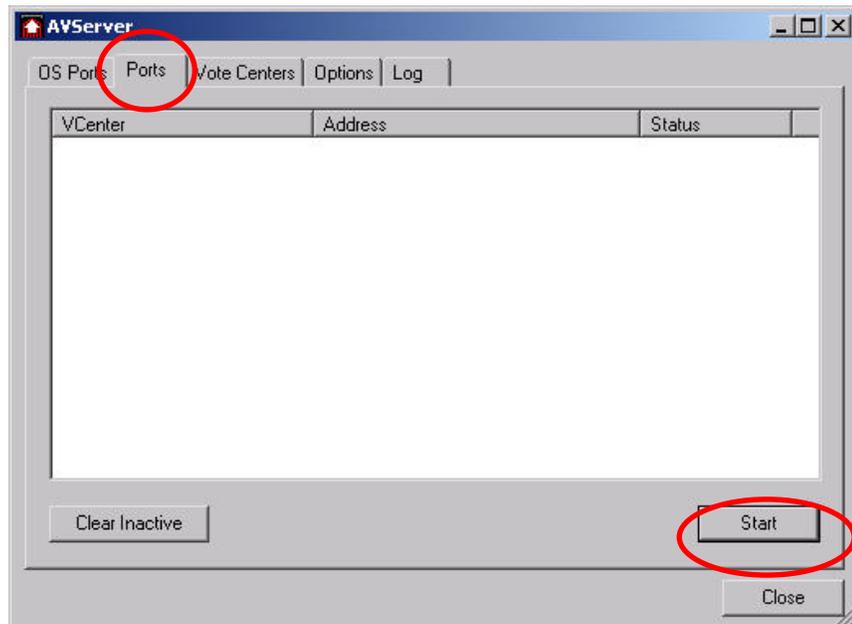


**3.2.2. Download a memory card**

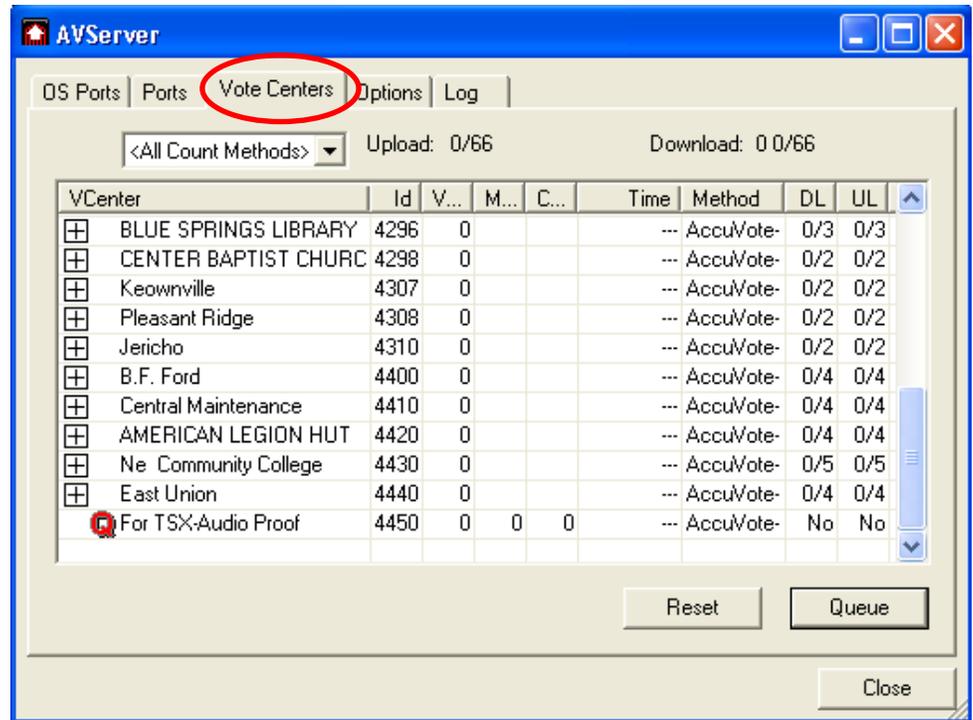
- 1.) Verify that there is a TSX Unit attached to the GEMS Server and turn the unit on.
- 2.) With the GEMS program still open, click on the AVServer icon.



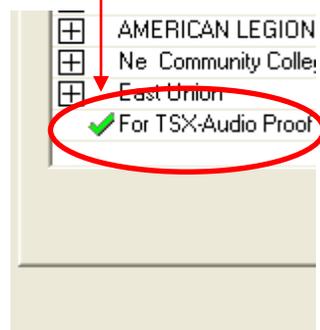
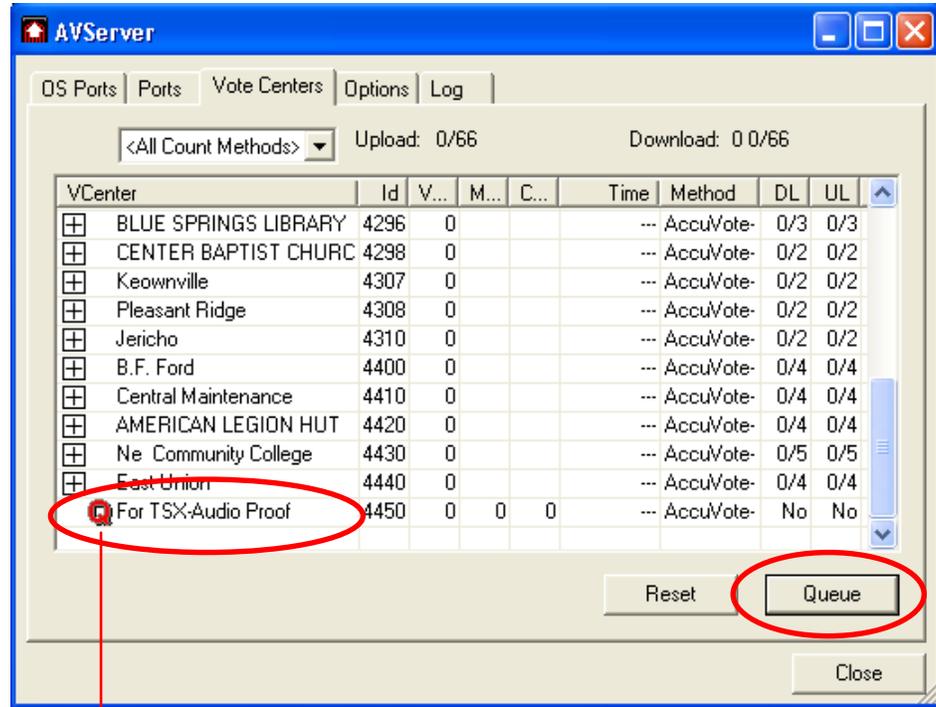
- 3.) Click on the Ports tab and then click Start. (The Start button will change to Stop.)



4.) Click on the Vote Centers tab.



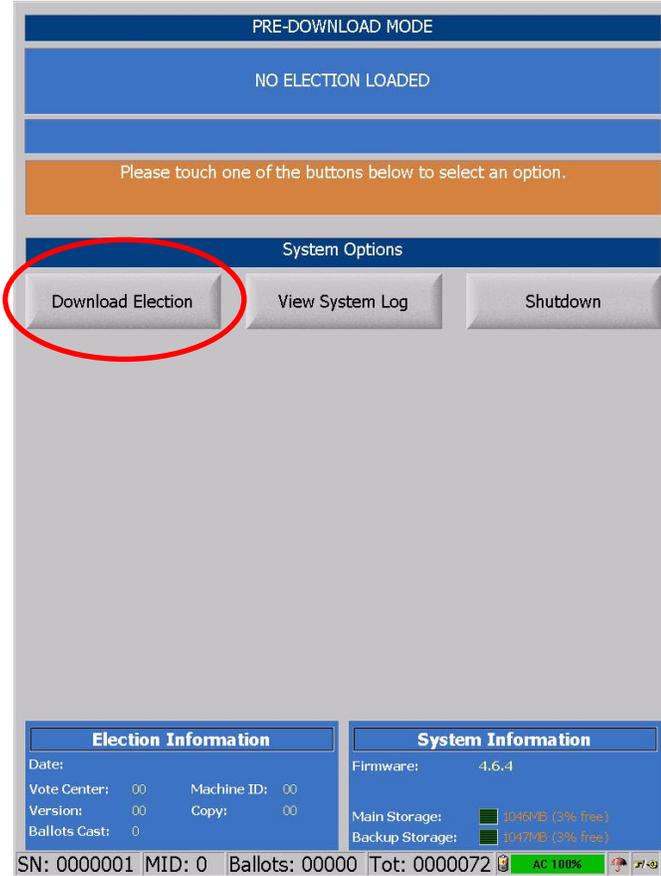
- 5.) Select “For TSX Audio Proof ONLY”
- 6.) Click Queue and wait until the red “Q” icon changes to a green checkmark.



*Note: The GEMS Server is now ready to download memory cards. No other action should be taken on the GEMS Server at this time.*

- 7.) Insert the blank TSX Memory Card in the memory card slot located in the Election Data Compartment (upper).

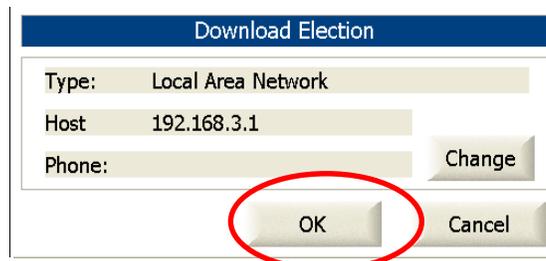
8.) On the TSX Unit, touch “**Download Election**”.



9.) At the Download Election window confirm Type is Local Area Network and Host is 192.168.3.1.

10.) If edits are needed, press the change button and enter the information listed in step 10.

11.) Touch **OK**.



- 12.) After the election finishes downloading, remove the label from the printer and remove the TSX Memory Card from the Election Data Compartment (upper) by pushing the black eject button located just below the TSX memory card. It is very important that you keep the label with the memory card to which it belongs. The label has critical information about that specific memory card.
- 13.) Fold or use scissors to cut the label and attach it to the TSX memory card using Scotch tape. Tape the label to the side of the memory card without arrows. (Be careful that the tape does not touch any of the printing on label, as the tape will erase the printing. Also, tape should not extend over any edge of the card).

### 3.2.3. Proofing the TSX Ballots

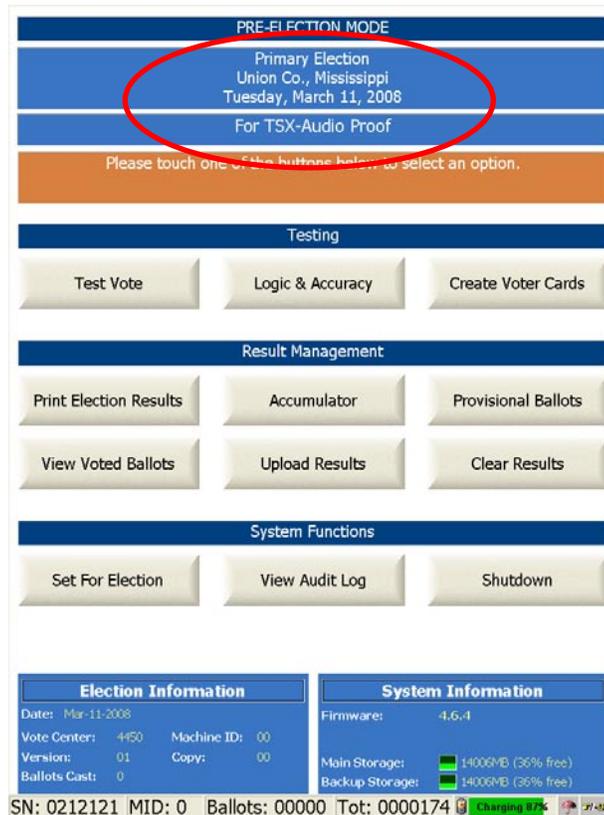
During the TSX proof, the specific ballot contents that are proofed on the electronic ballot are listed and explained below. A TSX Ballot Proofing Checklist (Form 330) will be included in your proofing package. Copies of the checklist must be made for each ballot style and used to document the results of the proofing activities.

Additionally, for counties with bilingual ballots, each ballot style must be proofed in both language presentations.

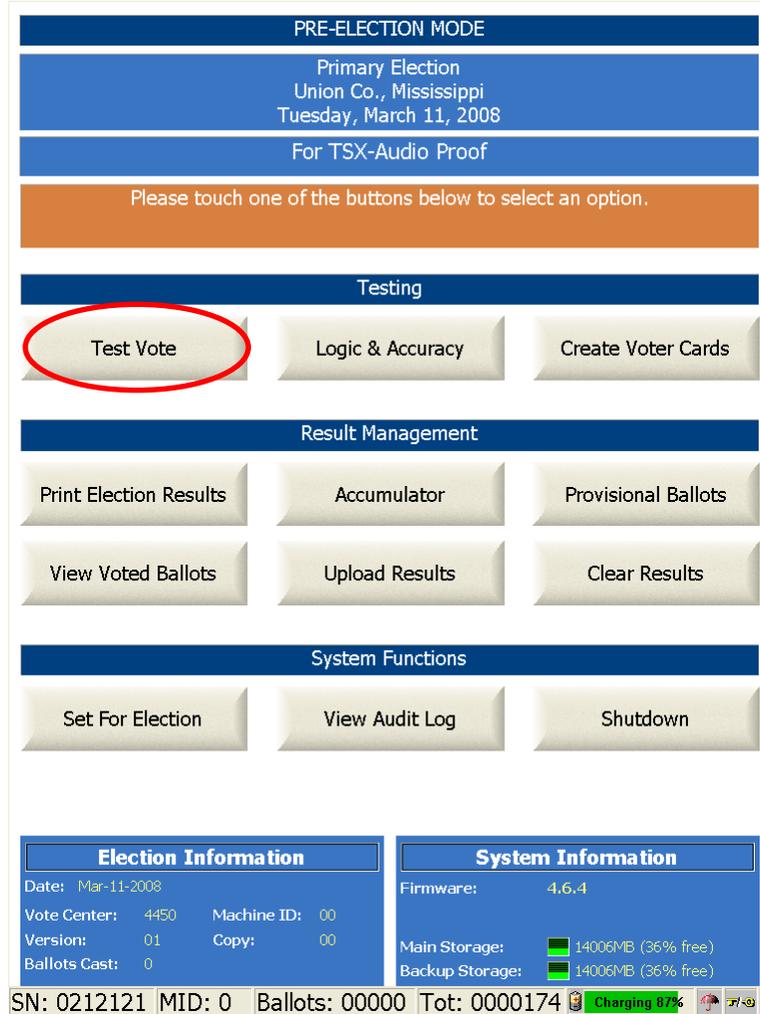
#### 1.) Loading and Proofing TSX Ballots

In order to proof the TSX ballots, a TSX unit must be prepared for the proofing process. Perform the following steps to load and proof the TSX ballots:

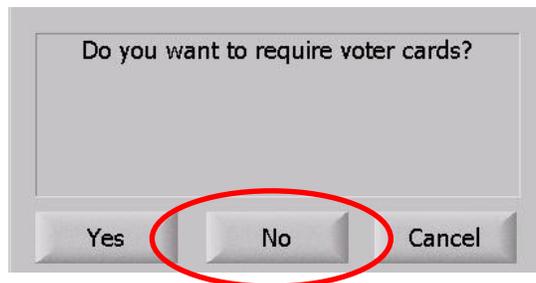
- a.) Set up a TSX unit with an AVPM attached.
- b.) Insert the TSX Memory Card containing the For TSX Audio Proof data into the TSX unit and turn on.
- c.) Verify that the title of the election, your county name, and the election date all appear correctly.



d.) Touch the **Test Vote** button.



e.) Touch the **No** button when the Voter Access Card question appears.

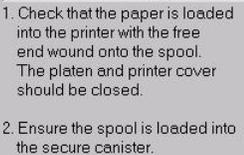


- f.) If you receive the AVPM Printer Notification screen next, touch the **Cancel** button.

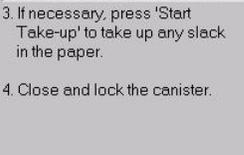
**AVPM Printer Notification**  
**Close Printer Housing**

 Please ensure that the paper is loaded and secured in the secure canister, and that the printer housing is closed as shown below. Press OK to continue, or press Cancel to exit to the menu.

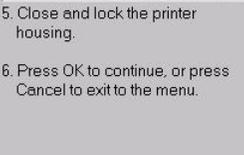
  
1. Check that the paper is loaded into the printer with the free end wound onto the spool. The platen and printer cover should be closed.

  
2. Ensure the spool is loaded into the secure canister.

  
3. If necessary, press 'Start Take-up' to take up any slack in the paper.

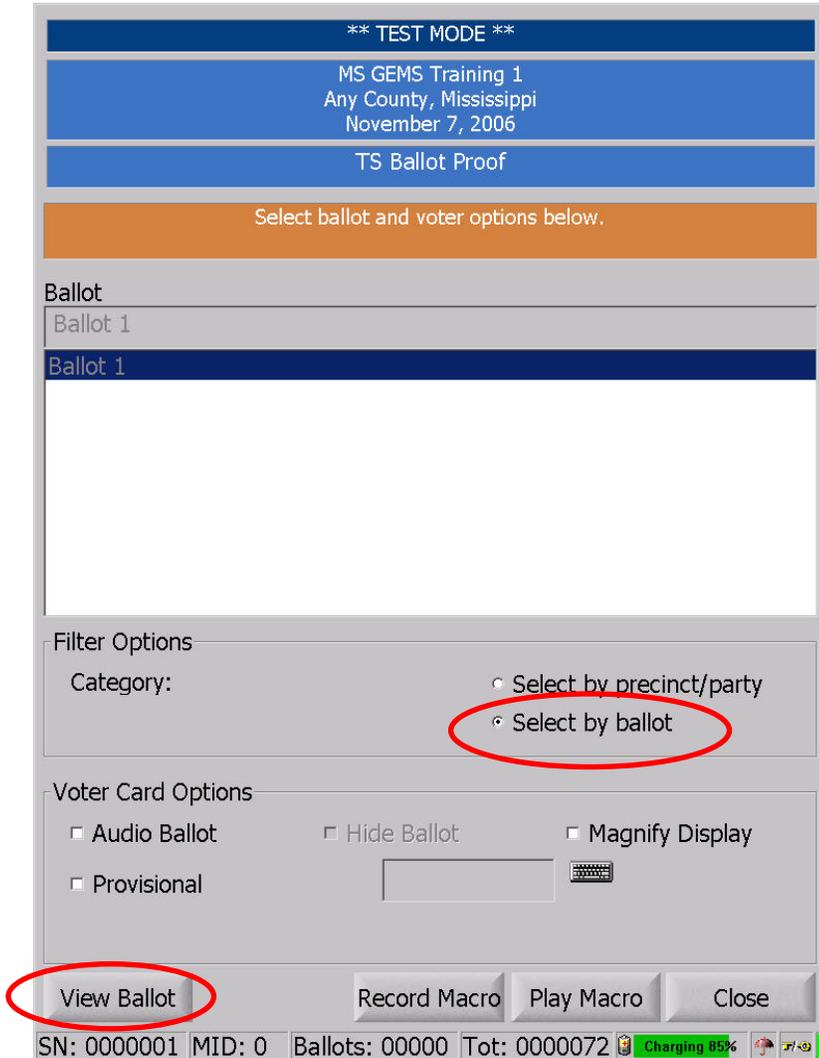
  
4. Close and lock the canister.

  
5. Close and lock the printer housing.

  
6. Press OK to continue, or press Cancel to exit to the menu.

***Note:** Using the “Select by Ballot” option will suppress the Instructions to Voters screen and the Summary screen. Also, nothing will print when the Print Ballot button is pressed. The goal at this time is to proof the ballots, not test TSX functionality. Ballot testing on the TSX will occur during the pre-election Logic and Accuracy (L&A) test.*

g.) Touch the **Select by Ballot** option.



- h.) Verify that all ballot styles appear in the list.
- i.) In the Ballot listing, touch the ballot you wish to view.
- j.) Select Audio Ballot
- k.) Deselect Hide Ballot
- l.) Touch the **View Ballot** button.
- m.) Proof the ballot. (see Specific TSX Ballot Proofing Tasks below)
- n.) Touch the **Print Ballot** button. Nothing will print.
- o.) Repeat steps 7 through 11 for each ballot style.

## **2.) Specific TSX Ballot Proofing Tasks**

The specific proofing tasks are outlined below, as they appear in the Ballot Proofing Checklist.

### **a.) Ballot Style Confirmation**

Looking at the “**Select by Ballot**” screen, which is the last screen prior to loading a ballot for viewing, confirm the following about the Ballot Style information by looking at the list of Ballot Styles present on the TSX Memory Card:

Verify that every ballot style is present.

### **b.) Language Prompt**

Confirm the following about the ballot language(s):

Bilingual ballots only: Verify that selecting the appropriate language at the language selection prompt loads the correct language for the ballot. (The language selection screen will not appear for counties using English-only ballots.)

### **c.) First Page of Ballot ONLY**

Confirm the following about the Ballot information that is displayed on the first page of the ballot only:

Verify that the Official Ballot header is present at the top of the ballot, and the text order is consistent and contains the following:

1. The type of Election
2. The date and time of the Election
3. The County Name
4. The correct party affiliation (for PRIMARY only)

Verify that touching the **Next** button advances to the next page.

d.) On Each Screen of the Ballot:

The race and candidate information on the ballot should be proofed against the reports that are generated from SEMS. All of the election information is imported from SEMS into GEMS to create the ballot.

Confirm the following about the Contest and Candidate information on each screen of the ballot:

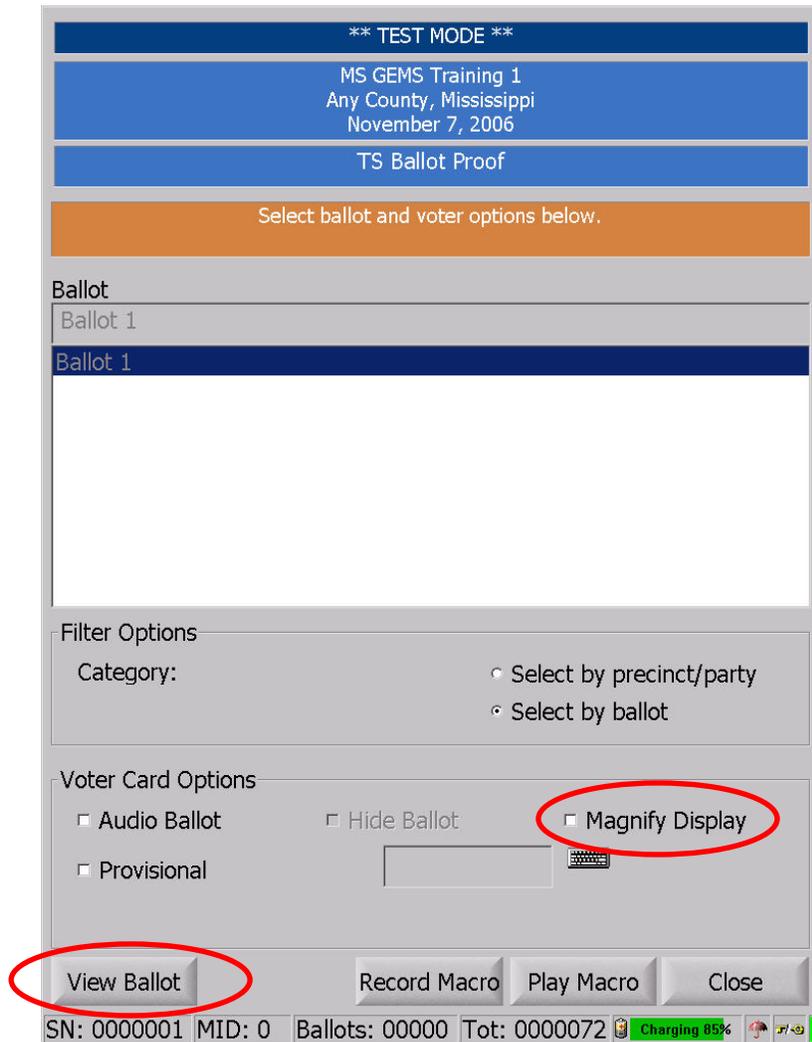
Verify the correct contests appear on the ballot in the correct sequence.

1. Verify contest title content and spelling are correct and consistent.
2. Verify the correct "Vote For" appears for each contest.
3. Verify that only appropriate contests are listed on the appropriate party's ballot (for PRIMARY only).
4. Verify that none of the contests are split across two screens.
5. Verify correct candidates appear in each contest.
6. Verify candidate names are spelled correctly.
7. Verify that nicknames are in **single (not double) quotation marks** (i.e.: Robert 'Bob' Smith).
8. Verify candidates are listed in the correct order that they should appear on the ballot.
9. Verify that candidate names do not wrap inappropriately.
10. Verify that candidate names have adequate vertical spacing in order to verify calibration and reduce vote errors.
11. Verify that the correct party name appears next to each candidate (for GENERAL only).
12. Verify that selecting a candidate is reflected on the screen and that the correct number of candidates can be selected in each contest (select the number of candidates stated in the "Vote For"), and verify that all voting positions are locked when the number of candidates to vote for has been voted.
13. Verify number of Write-In(s) match the "Vote For" number.

14. Verify that the keyboard appears when each write-in option is selected.
15. Verify that all title and text are correct for every question (specifically verify the number/letter, title, text and vote options for each question).

e.) Magnified Ballot

The final part of the TSX ballot verification is to view a ballot, select the “**Magnify**” check-box on the “Select by Ballot” screen, which is the last screen prior to loading a ballot for viewing (before touching the **View Ballot** button).



When the magnified ballot is displayed, confirm the following:

1. Verify that magnification does not cause a contest to split across two screens (i.e., all candidates for a contest appear on one screen)
2. Verify that all the correct contests appear on the magnified ballot, in the correct sequence.

### 3.2.4. Proofing the Audio Ballots

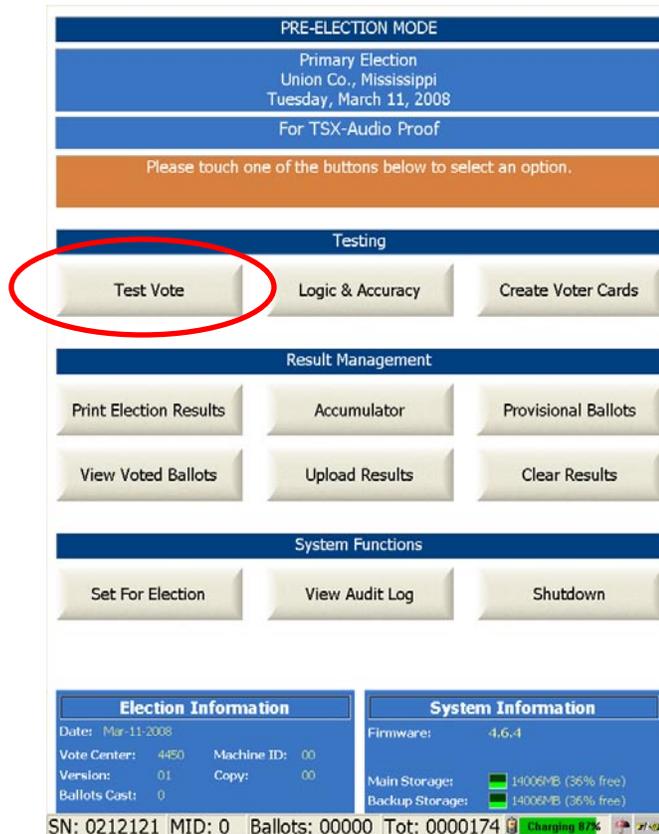
The specific items that are proofed during the audio ballot proof are listed and explained below. An Audio Ballot Proofing Checklist (Form 360) and Audio Proofing Package Approval form will be included in your proofing package. Copies of the checklist should be made and used to document the results of the proofing activities for each ballot style.

Additionally, for counties with bilingual ballots, each ballot style must be proofed in both language presentations.

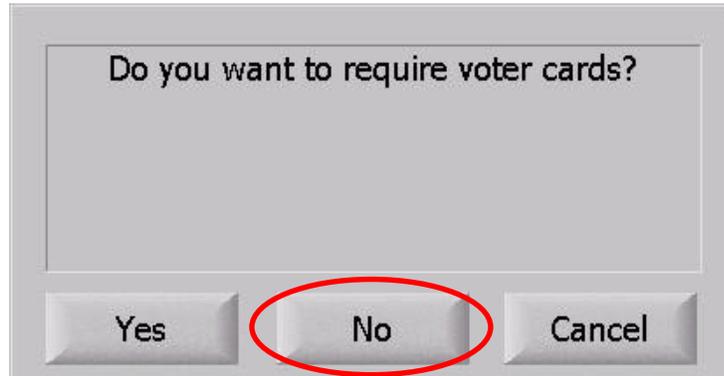
#### 1.) Loading and Proofing Audio Ballots

In order to proof the audio ballots, a TSX unit with keypad and headphones must be prepared for the proofing process. Perform the following steps to load and proof the TSX ballots:

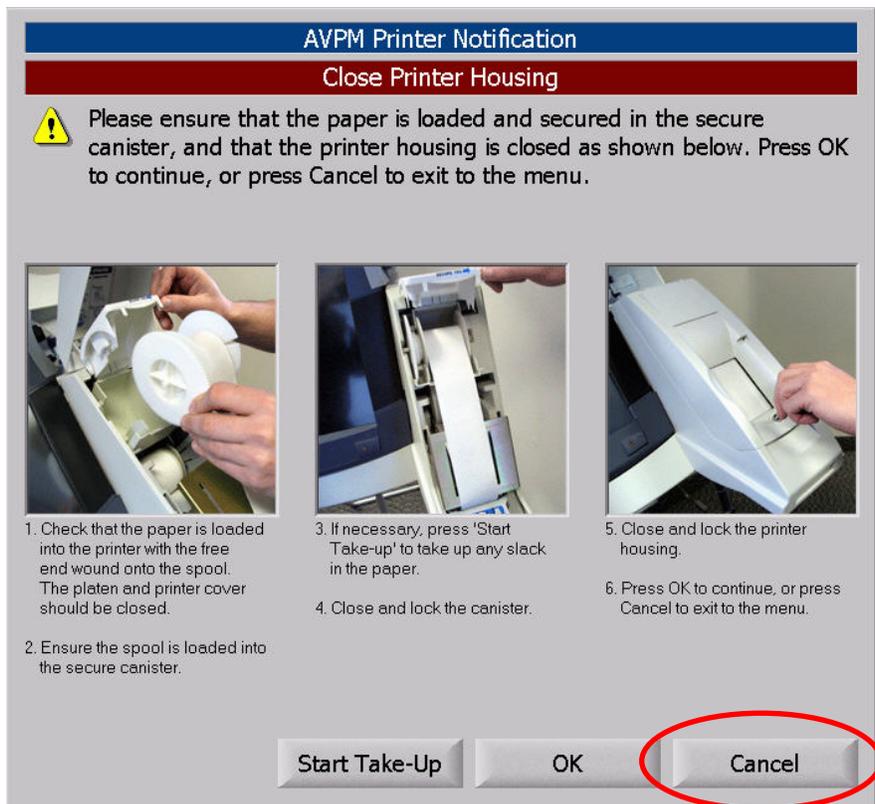
- a.) Set up a TSX unit with headphones, keypad and AVPM unit.
- b.) Insert the TSX Memory Card containing the TSX audio proofing ballots into the TSX unit and turn on.
- c.) Touch the **Test Vote** button.



- d.) Touch the **No** button when the Voter Access Card question appears.

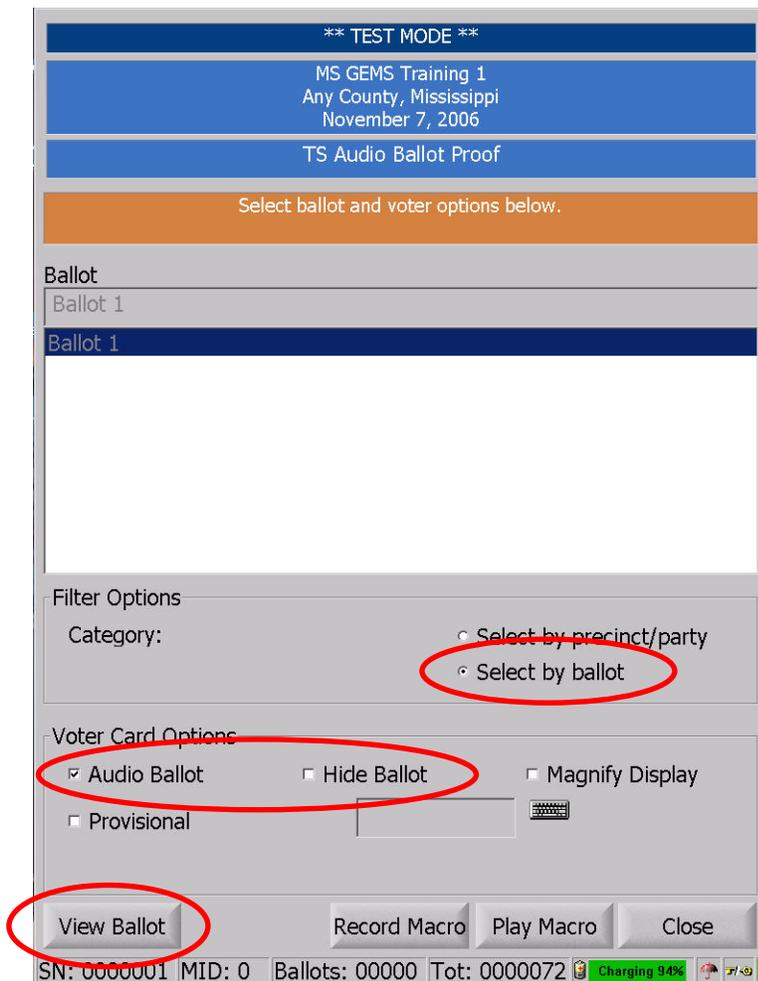


- e.) If you received the AVPM Printer Notification screen next, touch the **Cancel** button.



*Note: For the process below, Using the “Select by Ballot” option will suppress the Instruction to Voters screen and the Summary screen. Also, nothing will print when the Print button is touched. The goal at this time is to proof the ballots, not test TSX functionality. Ballot testing will occur during the pre-election Logic and Accuracy test.*

- f.) Touch the **Select by Ballot** option.
- g.) Verify that all ballot styles appear in the list.
- h.) Put on the headphones and be ready with the keypad.
- i.) In the Ballot listing, touch the ballot you wish to view.
- j.) Touch the **Audio Ballot** checkbox.
- k.) Make sure that **Hide Ballot** is unchecked.
- l.) Touch the **View Ballot** button.



- m.) Proof the ballot. (see Specific Audio Proofing Tasks below)
- n.) Touch the **Print Ballot** button.
- o.) Repeat steps i. through m. for each ballot style.

## **2.) Specific Audio Proofing Tasks**

While you are listening to the audio ballot, you will be looking at the screen to make sure that what you are hearing is what is displayed on the ballot. Listening to the audio ballot, confirm the following about the Contest and Candidate information stated for each screen of the ballot:

- a.) Language Prompt

Confirm the following about the ballot language(s):

Bilingual ballots only: Verify that selecting the appropriate language at the language selection prompt loads the correct language for the ballot. (The language selection screen will only appear for counties using English and Choctaw ballots.)

- b.) First Page of Ballot ONLY

Listening to the audio ballot, confirm the following about the ballot information that is stated on the first page of the ballot only:

Verify that the Official Ballot header is present at the top of the ballot, and the audio presentation is consistent with the text and contains the following:

1. The type of Election
2. The date of the Election
3. The County Name
4. The correct party affiliation (for PRIMARY only)

- c.) On Each Screen of the Ballot:

The following steps should be verified in the audio recording for every screen of the ballot.

All of the candidate and contest information stated was recorded based on individual pronunciation recordings provided to the recording studio and the GEMS Ballot Text Report (provided in proofing package) to create the ballot.

Having the ballot visible on the TSX at the same time as the audio ballot is being presented causes each part of the ballot to

be highlighted in red as it is being presented audibly. For example, if candidate John Jones becomes highlighted in red on the screen, you should hear John Jones name being spoken. It is important that what you are hearing is what is being highlighted on the screen at that time.

Listening to the audio ballot, confirm the following about the Contest and Candidate information stated for each screen of the ballot:

1. Verify the correct contest titles are stated in the correct sequence in the audio ballot, in the same order in which they appear visually on the TSX ballot.
2. Verify the correct number for the "Vote For" is stated for each contest.
3. Verify that the total number of candidates stated just after the race title is correct.
4. Verify that only appropriate contests are stated on the appropriate party's ballot (for PRIMARY only).
5. Verify that a warning message is heard if a contest is "undervoted".
6. Verify that correct candidates are stated for each contest, in the same order in which they appear on the TSX ballots.
7. Verify that the full party name is stated after each candidate (for GENERAL only).
8. Verify that local candidate names are pronounced correctly.
9. Verify that selecting the <5> key on the keypad to vote for a candidate is reflected on the screen and confirmed audibly.
10. Verify that if a write-in option is selected, the audio instructions for voting a write-in candidate using the keypad are stated.
11. Verify that the correct number of candidates can be selected in each contest (select the number of candidates stated in the "Vote For"), and verify there is a short "noise" if an attempt is made to cast a vote in a fully voted contest.
12. Verify that all title and text is stated correctly for every question (specifically verify the number/ letter,

title, text and vote options are read correctly for each question).

13. Verify that voting the last contest notifies you that "you have reached the end of your ballot" and states "To cast your ballot, Press 9".

### **3.) Corrections and Re-Proof**

If any corrections are required, the county must notify the State immediately. The county should document the corrections on the associated checklists. The completed form will be forwarded by fax or email to MSOS.

Corrections will be made immediately upon receipt of the completed form and will continue until the county is completely satisfied with all of the items included in the audio proofing process.

If no corrections were needed for the Final Ballot Proofing Package you can immediately continue to the next section. If corrections were needed, wait to confirm that the corrections have been made prior to continuing.

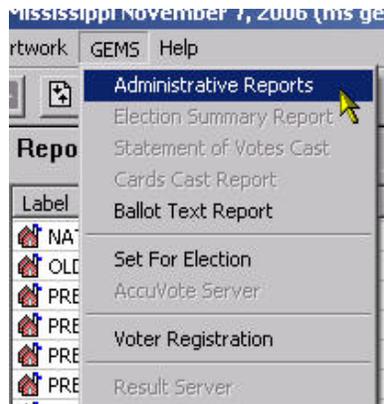
### 3.3. Check the GEMS Election Database

#### 3.3.1. Check the GEMS Election Database

You will need to print and check several reports to make sure that all the pertinent information is present.

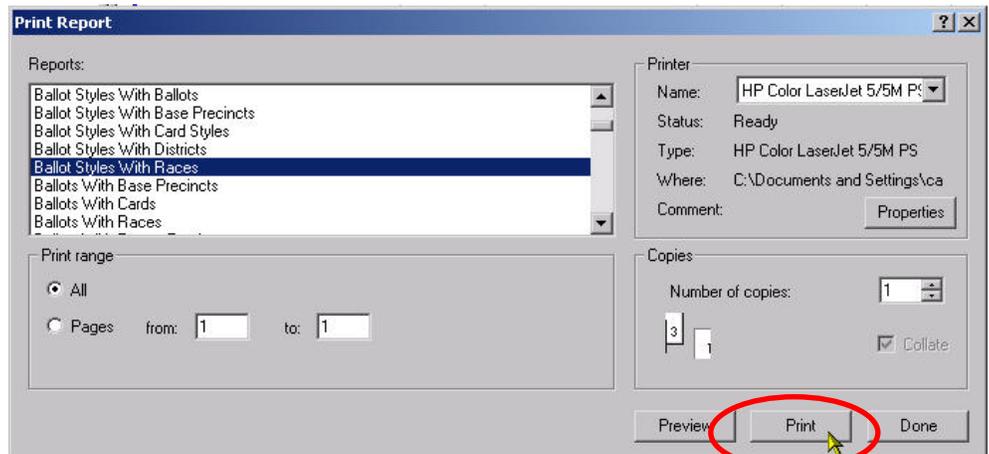
#### Print and check the following reports:

- 1.) Click **GEMS** on the menu bar.
- 2.) Click on **Administrative Reports** to print the following reports:



The reports are listed in alphabetical order in the Report listing. Click on the desired report name then click **Print**.

#### a.) Ballot Styles with Races



b.) Race Summary Report

Check that all Races are present, the number to Vote For is correct, all candidates are present, and if applicable, the candidate's party is present and correct.

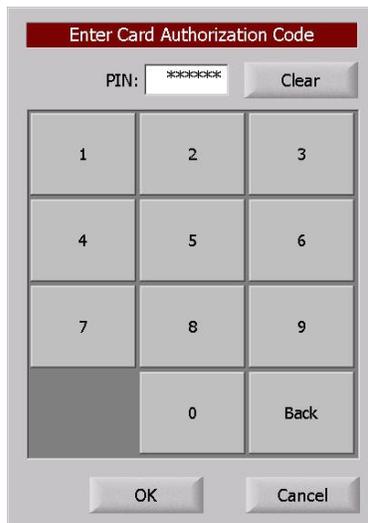
3.) Complete the database approval form and email or fax to MSOS.

**3.3.2. Clear Proof Memory Card**

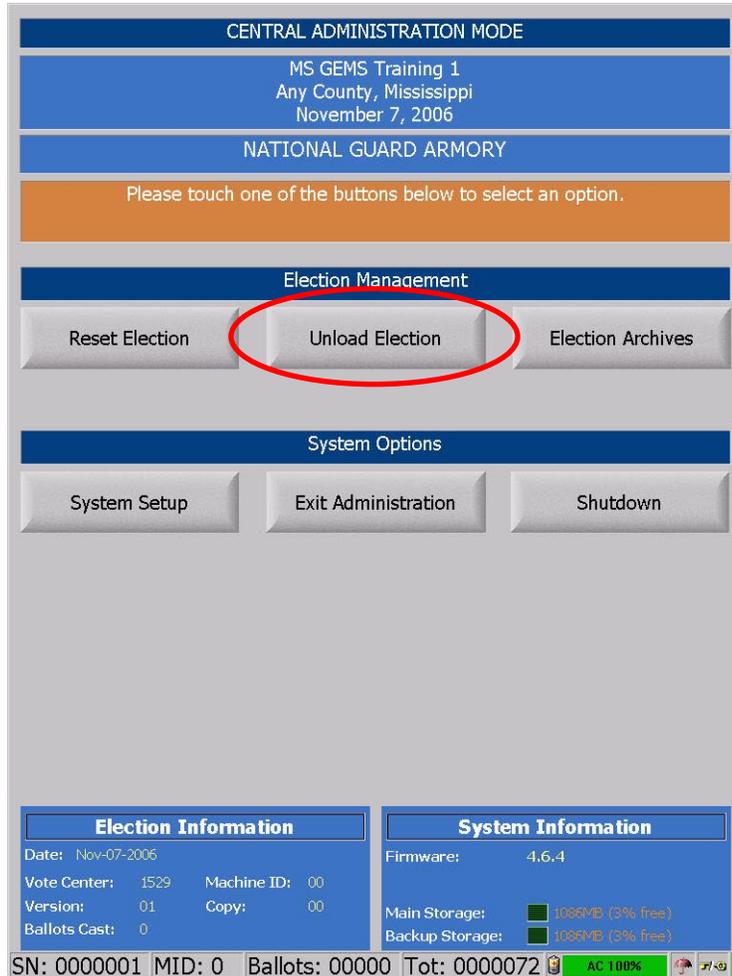
To clear the TSX Memory Cards – For Audio Proof only, you will need the retained Central Administrator Card, and one AccuVote-TSX unit.

To unload the Audio Proof data from the TSX Memory Card:

- 1.) Insert the memory card into the TSX unit and turn the unit on.
- 2.) After the TSX unit boots up, insert the Central Administrator Card, enter the PIN associated with that card, then touch **OK**.



3.) Touch the **Unload Election** button.



4.) Remove the TSX memory card from the TSX unit.

## **4. Voting Equipment and Training Preparation**

The Voting Equipment and Training Preparation section describes tasks that generally occur 60 to 25 days in advance of an election. The tasks addressed include:

- Updating the Security Keys
- Downloading the Memory Cards
- Programming the Encoders
- Training Preparation

Although the tasks are presented in a linear fashion, some of the tasks in this section can be performed as parallel processes to some of the tasks in the previous section if the availability of staff and time allow. For example, one election official may be conducting Ballot Proofing tasks while another is clearing the TSX memory cards and Voter Access cards in preparation for updating the security keys.

The following checklist depicts the flow of work presented in the Voting Equipment Preparation section and the parallel processes:

**Section 4 - VOTING EQUIPMENT AND TRAINING PREPARATION**  
**Timeframe: 60-25 days prior to the Election**

**4. Voting Equipment Preparation**

- Verify receipt of updated cards and PIN document from MSOS
- Clear all TSX Memory Cards (if not already completed)
- Clear all Voter Access Cards (if not already completed)
- Update Encoders
- Update the download TSX units
- Download the Memory Cards
- Verify the Export Codes
- Backup the GEMS database
- Create master set of Voter Access Cards
- Prepare Encoders

**4.7. Training Preparation**

- Identify Election personnel
- Secure training locations
- Prepare training schedule
- Procure and prepare training supplies

#### **4.1. Updating Security Keys**

The AccuVote-TSX voting system utilizes dynamic security keys to provide enhanced election security for all the system's devices. Unique security keys will be assigned to each county prior to each election. There are four components involved in the security key process and they are:

- The Data Key
- The Smart Card Key
- The Supervisor Password
- The Central Administrator Password

The Data Key encoded to the AccuVote-TSX is used to encrypt individual election files on the Memory Card. Ballot Station, the software that runs on the AccuVote-TSX unit, is only capable of bringing up an election if the Memory Card is encrypted with a data key that corresponds to the data key installed on the AccuVote-TSX. The Data Key is also used by the Encoder for encryption purposes. The Smart Card Key is used to authenticate Voter Access Cards as well as Central Administrator and Supervisor Cards to the AccuVote-TSX.

The Central Administrator password required by Ballot Station when attempting to access Central Administration Mode must correspond to the Central Administrator password stored on the Central Administrator Card, while the Supervisor password entered when accessing Supervisor Mode must correspond to the Supervisor password stored on the Supervisor Card.

##### **4.1.1. Update the Security Key on all Encoders**

This procedure describes how to update the Security Keys installed on all the county's Encoders. This process must take place **after** all of the county's Voter Access Cards and TSX memory cards have been cleared as outlined above. An updated Security Key Card that has been returned from the State and all of the county's encoders are needed to perform this procedure.

For each Encoder in the county's possession:

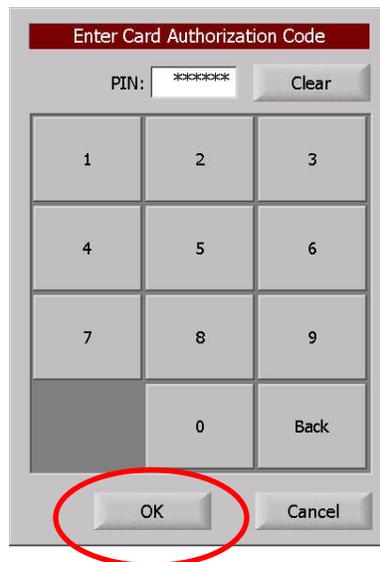
- 1.) Insert the Security Key Card into the first encoder.
- 2.) Press the **ON** button.
- 3.) Press the **YES** button at "Key Card Load Keys?".
- 4.) Press the **OFF** button at "Keys Loaded".
- 5.) Remove the Security Key Card.

#### 4.1.2. Update the Download TSX Units

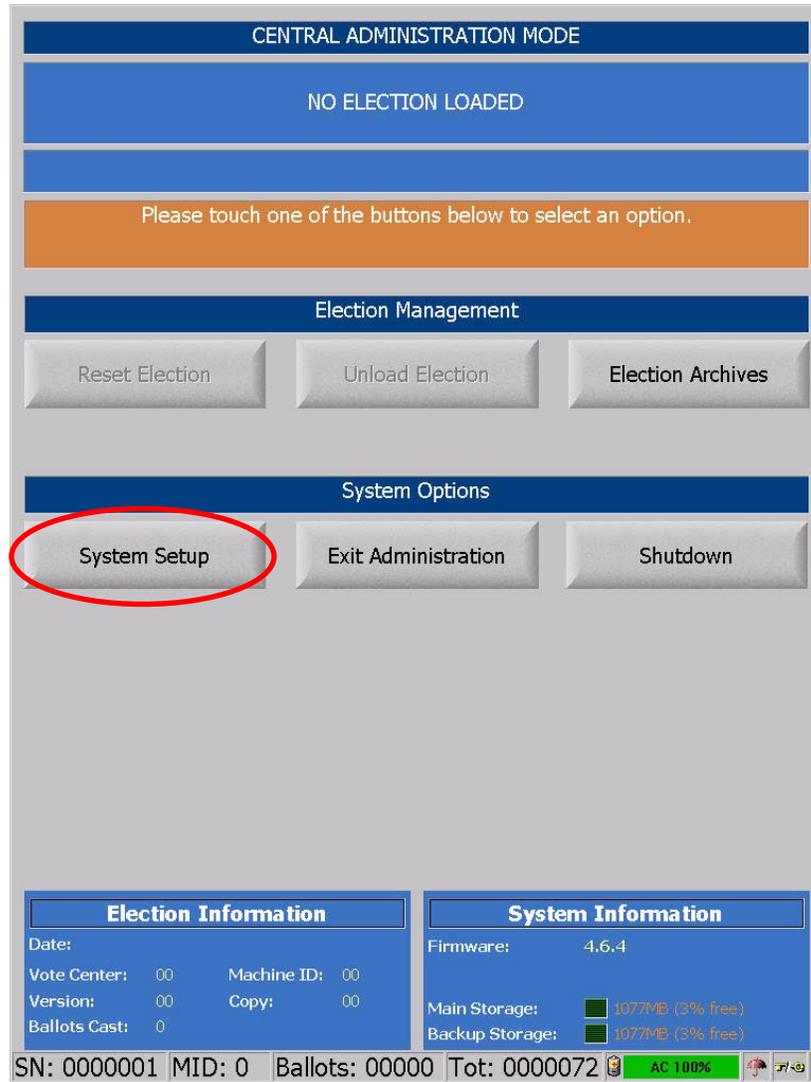
This procedure describes how to update the security keys installed on the county's TSX units that will be used to download the TSX memory cards. It is important that the security keys are updated on the download unit(s) before any TSX memory cards are updated for the election.

This process should take place after all of the county's Voter Access Cards and TSX memory cards have been cleared. An updated Security Key Card that has been returned from the State, a Central Administrator Card that contains the current Security Key, color dot labels, and the TSX unit(s) that will be used to download the memory cards for the election are needed to perform this procedure.

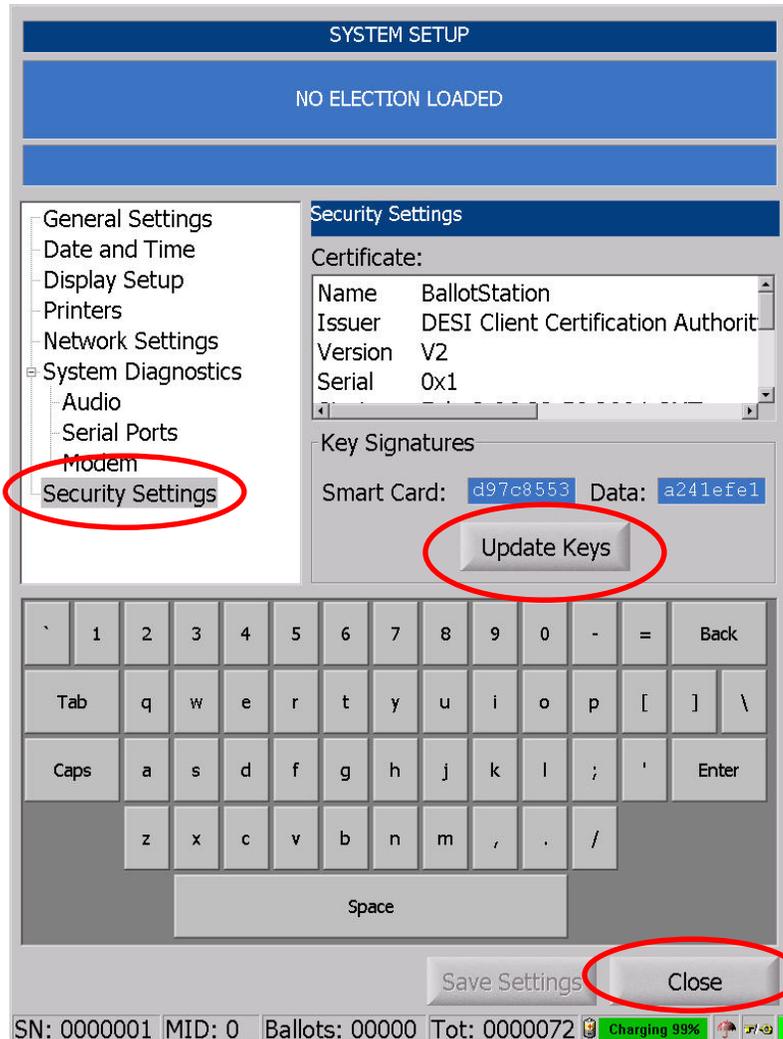
- 1.) Open the printer compartment.
- 2.) Ensure that the paper tape is extending through the smoky gray plastic cover and that the cover is locked into place.
- 3.) Open the Election Data Compartment on the TSX Unit.
- 4.) Press the red power button and wait for the boot process to complete.
- 5.) Insert the **previous election** Central Administrator Card into the TSX Unit.
- 6.) Enter the **previous PIN** then touch **OK**.



- 7.) Remove the Central Administrator Card.
- 8.) Touch the **System Setup** button.



- 9.) Touch **Security Settings** in the listing to the left then touch the **Update Keys** button.



- 10.) Insert the **new** Security Key Card then remove it when the unit confirms the update.
- 11.) Touch the **Close** button.
- 12.) Affix a color dot label to the unit to indicate that the keys have been updated.
- 13.) Repeat the process on each TSX unit connected to the GEMS server that will be used to download election memory cards.

## 4.2 Downloading the Memory Cards

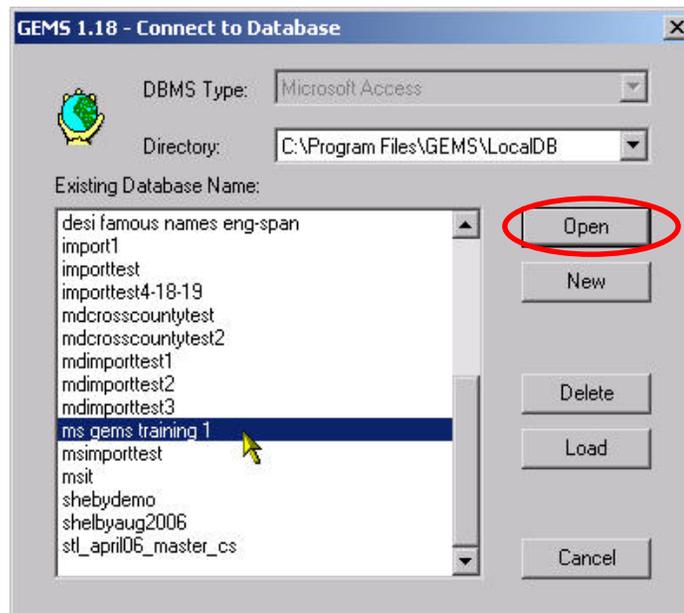
Both the TSX and OS memory cards must now be downloaded in order to proceed with the rest of the election preparation process. Although the following sections describe downloading the TSX memory cards first, the OS cards could be downloaded first if needed. The order of memory card download is not critical and should be done in whichever order suits the county.

### 4.2.1 Download and Label All TSX Memory Cards

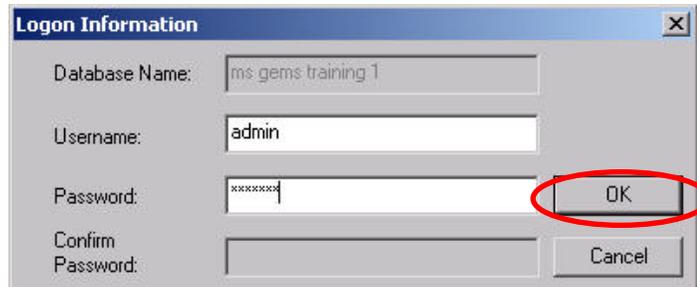
This section outlines the procedure for downloading the TSX memory cards for each precinct. The GEMS Server, at least one TSX unit without the AVPM attached, the Secure Transfer Bags for each precinct, and enough cleared memory cards so there is one for each TSX unit to be used in the election are required to perform this step.

The GEMS Server must first be setup to perform the download procedure. If you already have the GEMS Server prepared to download memory cards, you can skip to Downloading the Memory Cards.

- 1.) Turn the GEMS Server on and log into Windows.
- 2.) Click on the current election database name and then click **Open**.



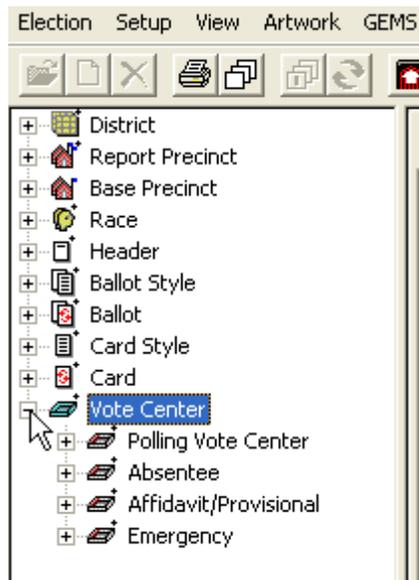
3.) Enter the database password and click **OK**.



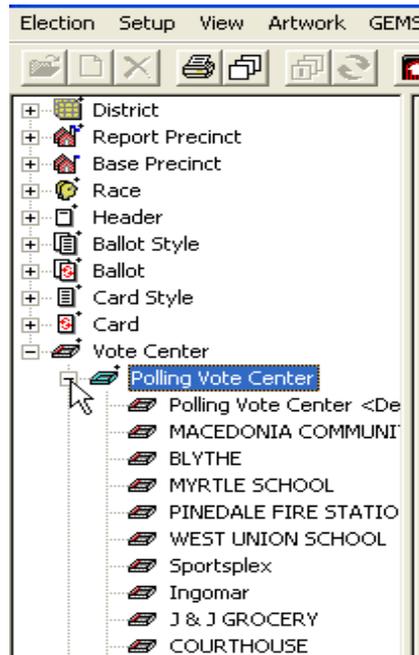
**4.2.2. Set the number of machines that are sent to each polling location.**

At least 75% of the machine in your county must be utilized during the election.

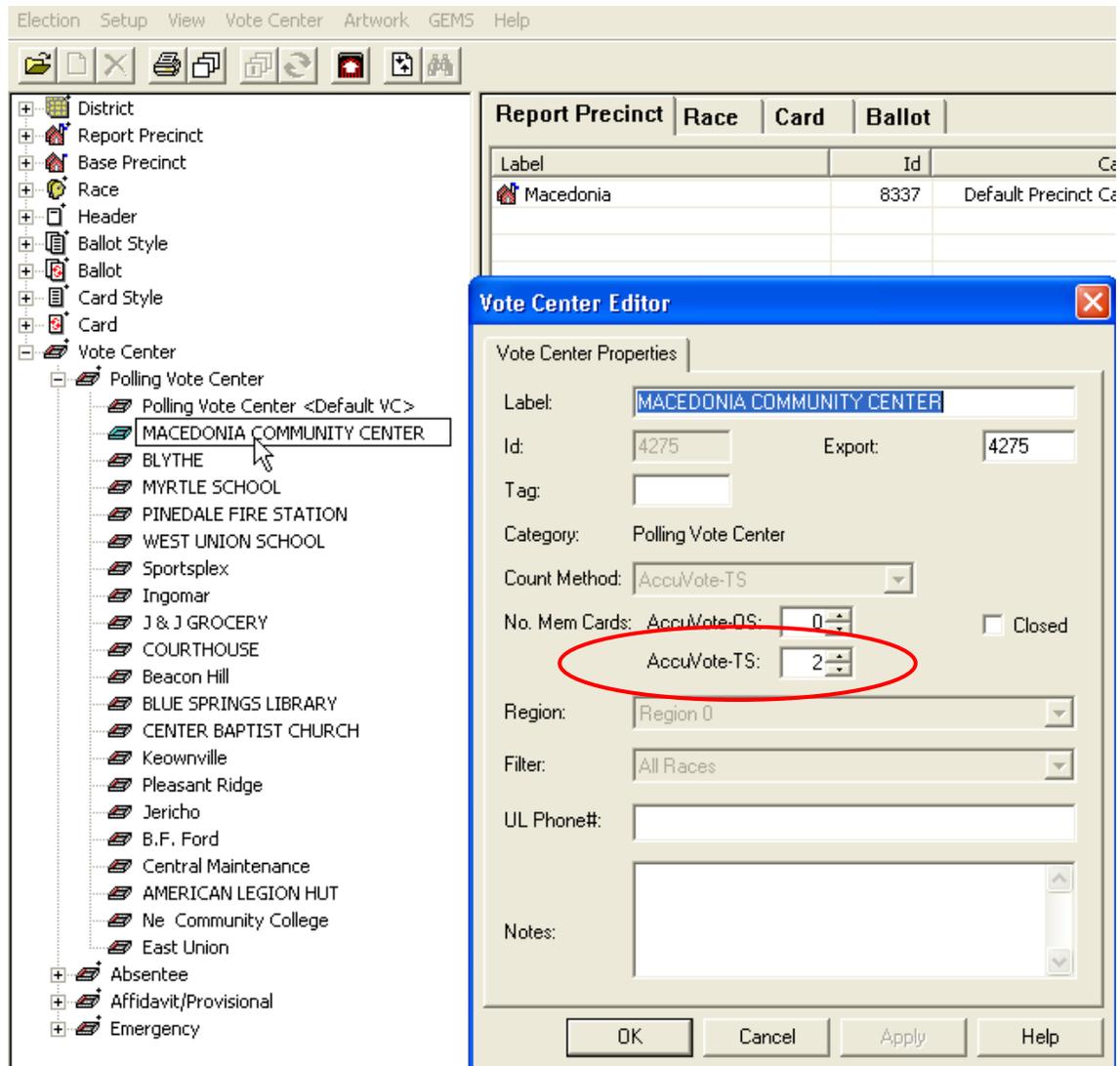
1.) On the Tree View select the plus sign beside Vote Center to expand the list



2.) Then select the plus sign beside Polling Vote Center



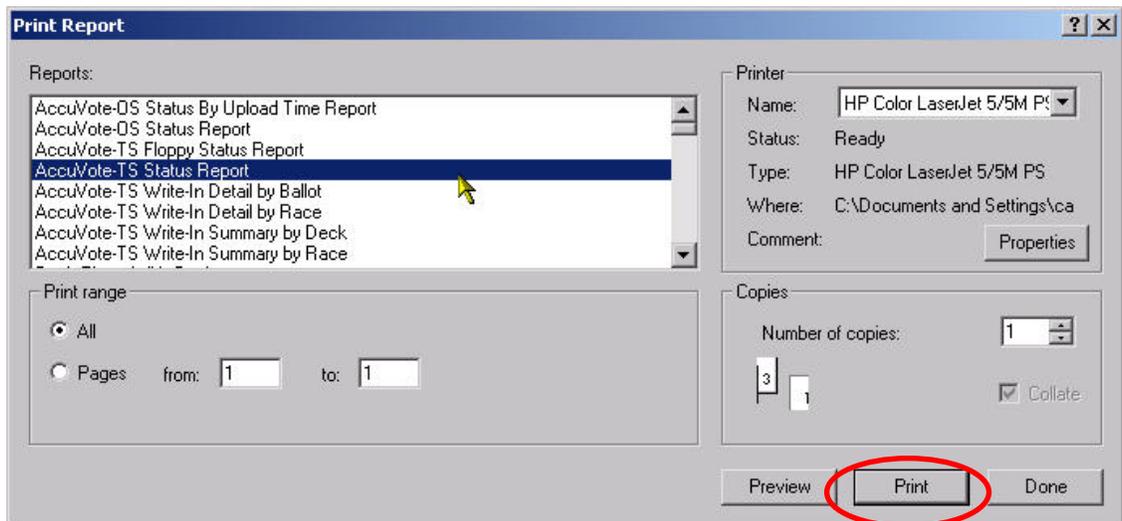
- 3.) Double click the polling location name to bring up the Vote Center Editor window where you can adjust the number of TSX memory cards to be used.



- 4.) Print Report to verify. In the main database window, click on GEMS in the menu bar then select Administrative Reports

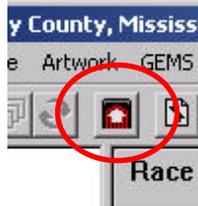


- 5.) From the GEMS drop down menu, select Administrative Reports then print an **Accuvote TS Status report** and verify the number of memory cards to be downloaded for each polling place.

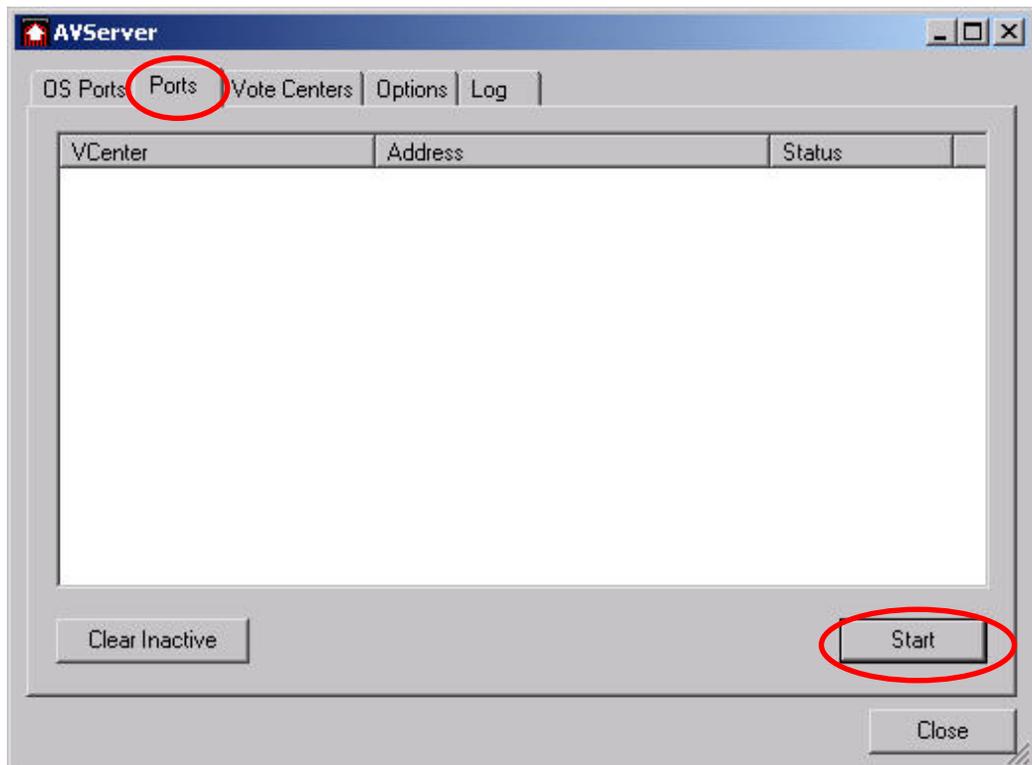


### 4.2.3. Downloading TSX Memory Cards

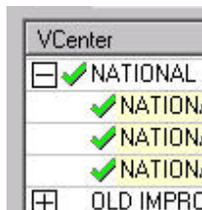
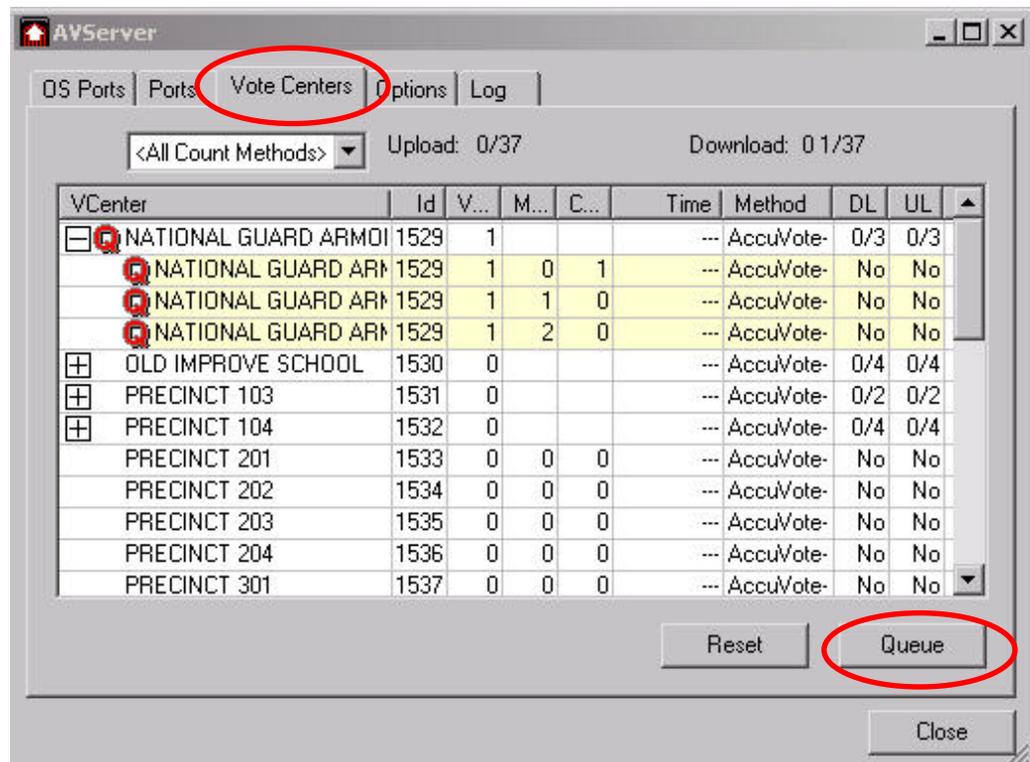
- 1.) Click on the AVServer icon. (Or select **AccuVote Server** from the GEMS drop-down menu.)



- 2.) Click on the **Ports** tab and then click **Start**. (The **Start** button will change to **Stop**.)

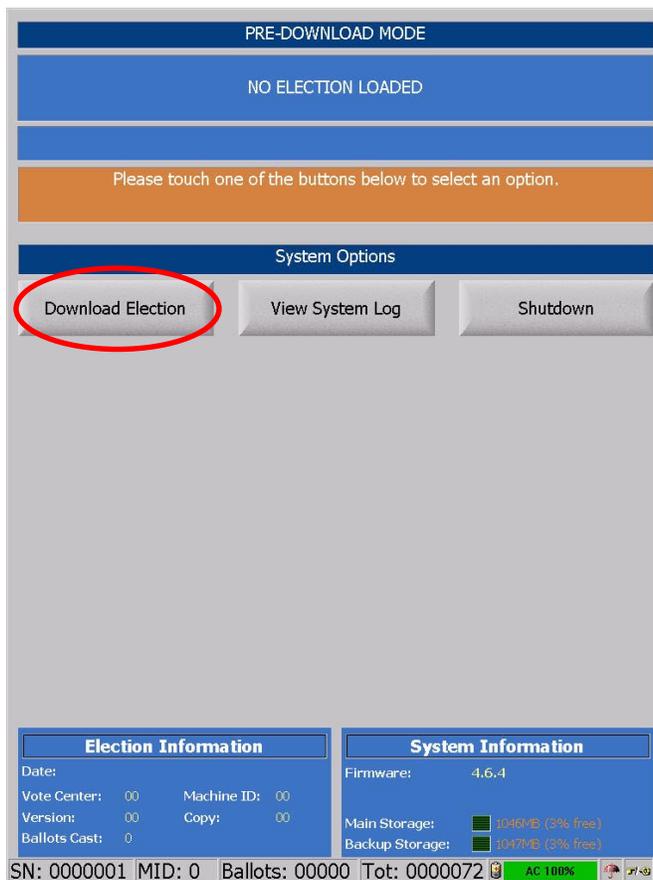


- 3.) Click on the **Vote Centers** tab.
- 4.) Click on the precinct you wish to download then click on the “+” sign next to the name of the precinct to expand the memory card list.
- 5.) Click **Queue** and wait until all the red “Q” icons change to green checkmarks. *Note: It is recommended that you only queue one precinct at a time.*

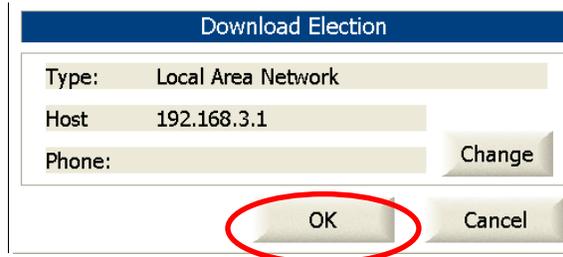


***Note:** The GEMS Server is now ready to download memory cards. No other action should be taken on the GEMS Server until the process begins for the next precinct.*

- 6.) For each TSX Memory Card to be downloaded:
  - a.) Insert the blank TSX Memory Card in the memory card slot located in the Election Data Compartment (upper).
  - b.) On the TSX Unit touch **Download Election**.



- c.) At the Download Election window, touch **OK**.



The screenshot shows a dialog box titled "Download Election". It contains three input fields: "Type" with the value "Local Area Network", "Host" with the value "192.168.3.1", and "Phone:" which is empty. To the right of the "Phone:" field is a "Change" button. At the bottom of the dialog are two buttons: "OK" and "Cancel". The "OK" button is circled in red.

- d.) After the election finishes downloading, remove the label from the printer and remove the TSX Memory Card from the Election Data Compartment by pushing the black eject button located just below the TSX memory card. It is very important that you keep the label with the memory card to which it belongs. The label has critical information about that specific memory card.
- e.) Fold or use scissors to cut the label and attach it to the TSX memory card using Scotch tape. Tape the label to the side of the memory card without arrows. (Be careful that the tape does not touch any of the printing on label, as the tape will erase the printing. Also, tape should not extend over any edge of the card).
- f.) Place the TSX memory card into the Secure Memory Card Transfer Bag labeled for the corresponding precinct
- 7.) Repeat steps 6a – f for each memory card that has been queued up in the GEMS election database.
- 8.) The last memory card will be labeled and reinserted into the TSX unit to create the Master Voter Access Cards.
- 9.) Go back to step 4 to queue up memory cards for the next precinct.

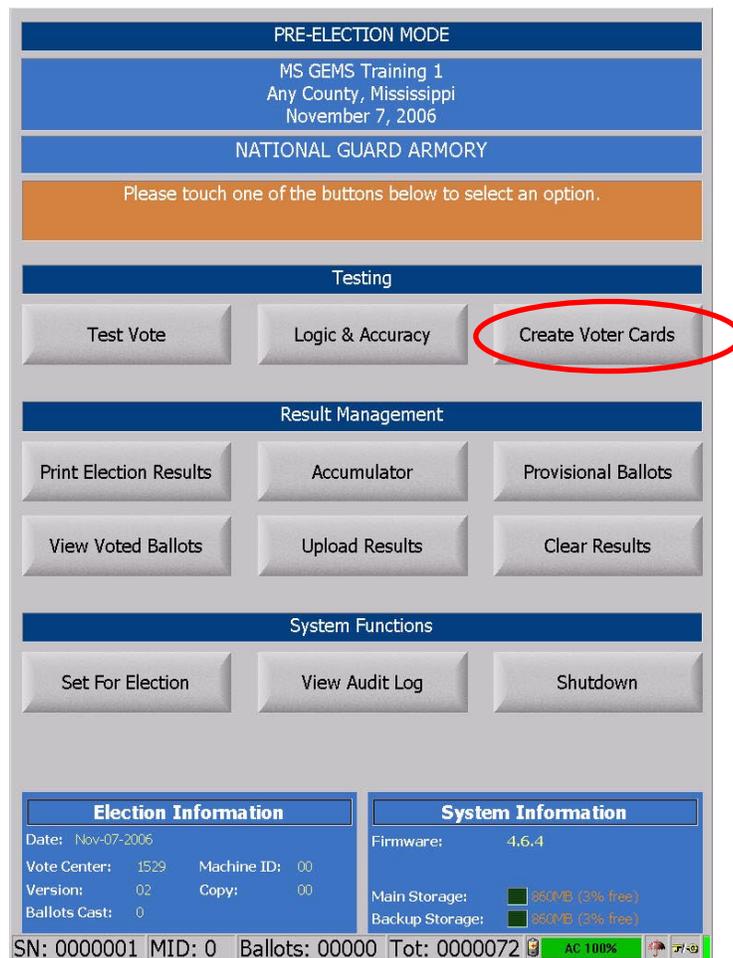
### 4.3. Master Set of Voter Access Cards

The following procedure is used to create a set of Master Voter Access Cards. The Master Voter Access Cards are used to program the Encoders that will be used at the precincts on Election Day. The master set will then be retained at election central in the event that an Encoder requires programming on Election Day. A TSX unit, one programmed TSX memory card per precinct, and one Voter Access Card per ballot style per precinct will be needed to perform this process.

#### 4.3.1. Creating Master Set

On the TSX unit, open the Election Data Compartment and turn on the unit using the red power button. After the TSX unit has booted up, perform the following steps using one TSX memory card from each precinct:

- 1.) After the election loads, touch the **Create Voter Cards** button.



- 2.) For each ballot style displayed:
  - a.) Touch the desired ballot style in the **Precinct** list located on the left side of the screen.
  - b.) If the election is considered a primary also touch the first party in the **Party** list in the upper right hand side of the screen.
  - c.) Insert a Voter Access Card into the smart card reader.
  - d.) Touch **Create Card**.

CREATE CARDS

MS GEMS Training 1  
Any County, Mississippi  
November 7, 2006

NATIONAL GUARD ARMORY

\*\*\* CLEARED CARD INSERTED \*\*\*

Precinct	Party
67.11139 - NATIONAL GUARD ARMORY - 1	<N.P.>
3467.11139 - NATIONAL GUARD ARMORY -	<N.P.>
3467.11140 - NATIONAL GUARD ARMORY -	

Filter Options

Category:  
Polling

Voter Card Options

Audio Ballot     Hide Ballot     Magnify Display

Provisional    [Text Box]    [Keyboard Icon]

Description Text:    1

Create Card    Eject Card    Close

SN: 0000001 MID: 0 Ballots: 00000 Tot: 0000072 AC 100%

*Note: If you have inserted a Voter Access Card that has active ballot information on it, you will have a **Clear Card** button instead of **Create Card**. Touch the **Clear Card** button first to get the **Create Card** button.*

- e.) The card will be ejected when the creation process is complete. Remove the Voter Access Card from the Smart Card Reader and label it. (Label should include the name of the precinct, the ballot style/split designation, and the party designation if the election is a primary.)
- 3.) If there is more than one precinct displayed and/or the election is considered a primary, repeat steps 3a - e using a different Voter Access Card each time until each ballot style (for each party in a primary) has been created and each card has been labeled.
- 4.) Touch the **Close** button.
- 5.) Remove the TSX memory card and place it in the Secure Memory Card Transfer Bag. Seal the bag and record the seal number on the Memory Card Chain of Custody form.
- 6.) Repeat this process for each Precinct.
- 7.) Place all Master Voter Access Cards in a marked envelope and store in a secure location.

#### **4.4. Program and Label All OS Memory Cards**

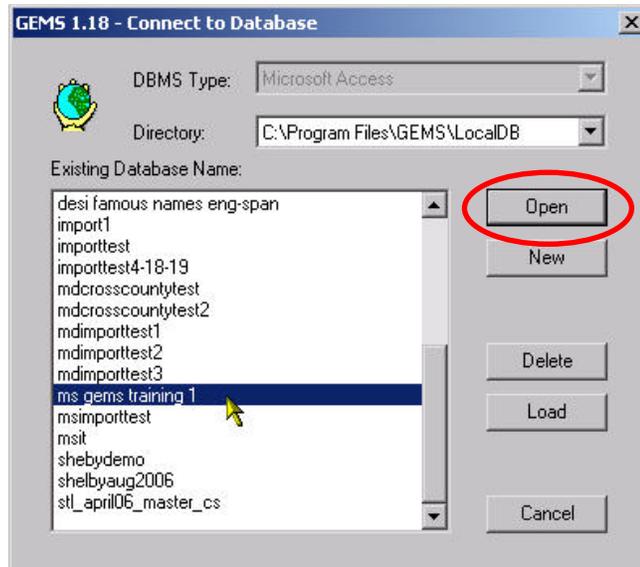
This section outlines the procedure that will be used to download the election information to the OS Memory Cards for the Absentee and Affidavit/Provisional vote centers. The GEMS Server, one OS unit, the Secure Transfer Bags, and the required number of OS memory cards will be needed to complete this step.

The GEMS System must be setup to perform the download procedure. If you already have the system prepared to download memory cards, you can skip to Downloading the Memory Cards.

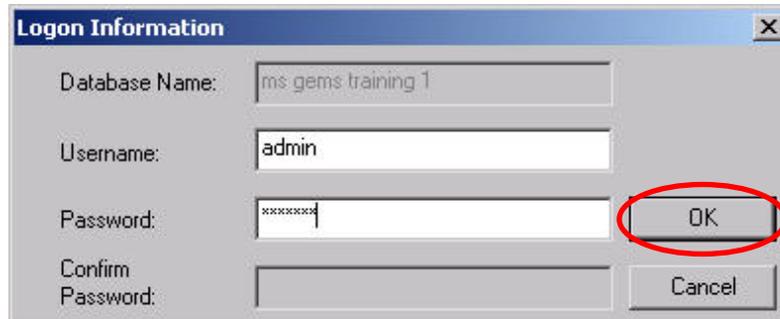
##### **4.4.1. OS Unit and GEMS Server Setup**

- 1.) Set up and plug in one OS unit near the GEMS Server.
- 2.) Move the memory card door to the open position.
- 3.) Unlock and remove the printer cover.
- 4.) Check to make sure there is sufficient paper and a ribbon in the printer compartment.
- 5.) Attach the the end of your serial cable to the connector on the back of the OS unit and attach the other end to a serial port on the back of the GEMS Server.
- 6.) Turn the unit on using the red power switch on the back of the OS unit.
- 7.) Insert a cleared memory card into the memory card slot of the OS unit.
- 8.) Turn on the GEMS Server and log into Windows.
- 9.) After Windows finishes loading, double-click on the GEMS icon located on the desktop.

10.) Click on the current database name and then click **Open**.

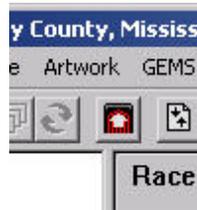


11.) Enter the database password and click **OK**.

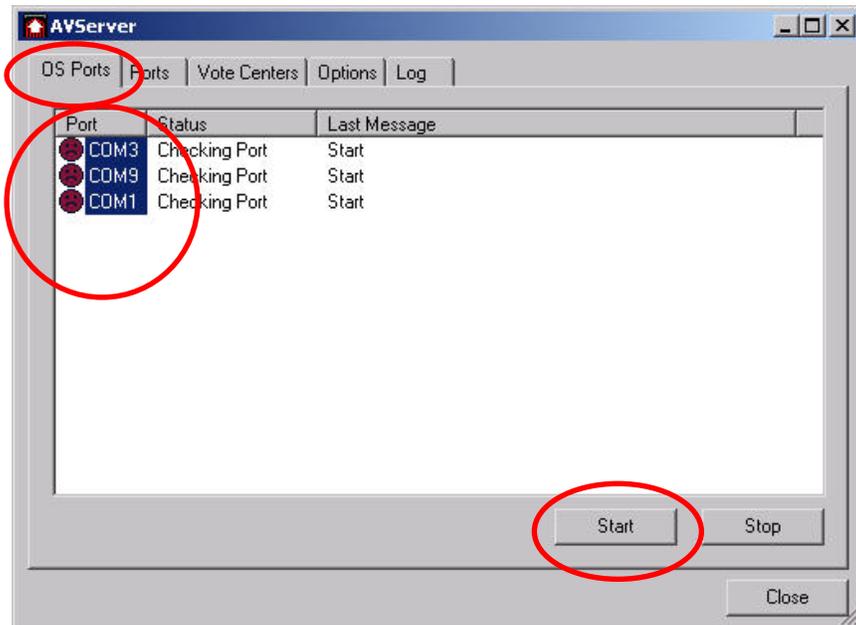


#### 4.4.2. Downloading OS Memory Cards

- 1.) Click on the AVServer icon. (Or select **AccuVote Server** from the **GEMS** drop-down menu.)



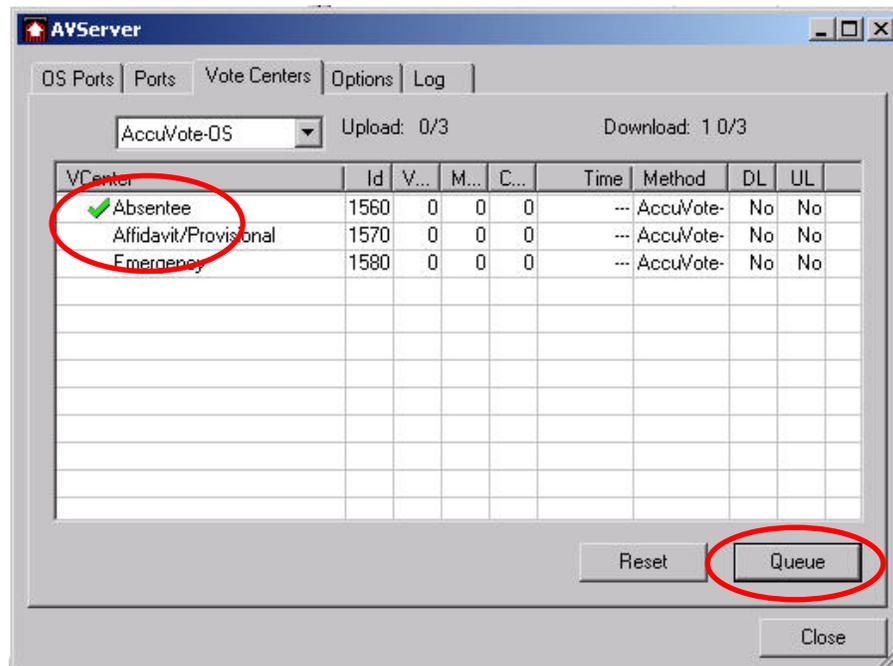
- 2.) On the **OS Ports** tab, select all the ports and then click **Start**. (Click on the first port in the list then click on the last port while holding down the Shift key on the keyboard.)



- 3.) Wait until you see one of the ports display the status message "AccuVote Online" and the red face turn to a yellow face.
- 4.) Click on the **Vote Centers** tab.
- 5.) Click on the down arrow to the right of the Count Method field and select **AccuVote-OS**. This will reduce the displayed Vote

Centers list to only the Absentee, Emergency and Affidavit/Provision vote centers.

- 6.) Click on **Absentee** then click on the “+” sign if there is one to expand the memory card list.
- 7.) Click **Queue** and wait until all the red “Q” icons change to green checkmarks.



*Note: The GEMS Server is now ready to download memory cards. No other action should be taken on the GEMS Server at this time.*

- 8.) For each OS Memory Card to be downloaded:
  - a) Insert a cleared OS Memory Card in the memory card slot on the front of the OS unit if you haven't done so already.
  - b) If you are prompted to format the memory card, change the battery in the OS Memory Card, then press the **Yes** button.
  - c) On the OS Unit press the **Yes** button at the “Program by Direct Mode?” message.
  - d) After the election finishes downloading, remove the label from the printer and remove the OS Memory Card from the memory card slot. It is very important that you keep the

label with the memory card to which it belongs. The label has critical information about that specific memory card.

- e) Attach the label as to the OS Memory Card using Scotch tape. Label must be taped on the opposite side from the arrow. Be careful not to tape over the writing on the label.
- 9.) Repeat steps 8a – e for each memory card that has been queued up in the GEMS election database.
- 10.) Seal the Absentee, Emergency and Affidavit/Provisional memory cards into the Secure OS Memory Card Bag and record the seal numbers on the **Memory Card Chain of Custody form**.

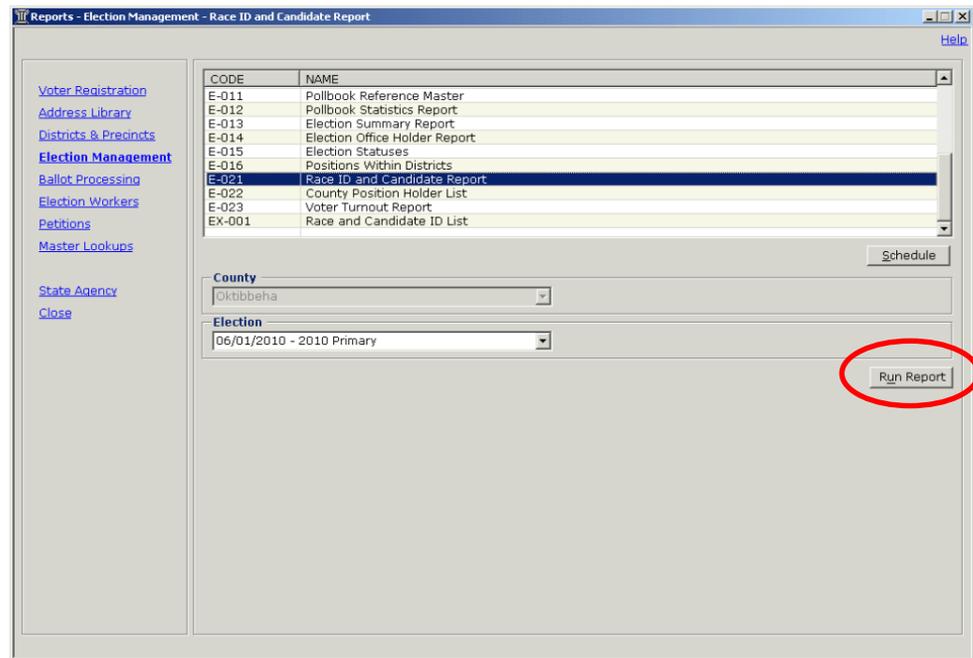
## 4.5. Instructions for Verifying Export Codes

Each election database must contain a proper set of export ID codes in order for the results export, which you will perform at the end of election night, to be accepted by the State’s SEMS system. Export ID codes are initially generated in SEMS and then built into your GEMS database.

For each election, you will need to check the GEMS candidate export ID codes to make sure they match what you have in SEMS. Please ask your Circuit Clerk to print SEMS report E-021 for the current election. Directions for printing the report are included below:

### 4.5.1. Print Report E-021 from SEMS

- 1.) From the SEMS Main Menu Select “Reports & Labels”.
- 2.) Click **Election Management** on the menu bar and then highlight report “E-021 Race ID and Candidate Report”.



- 3.) Click “Run Report”.

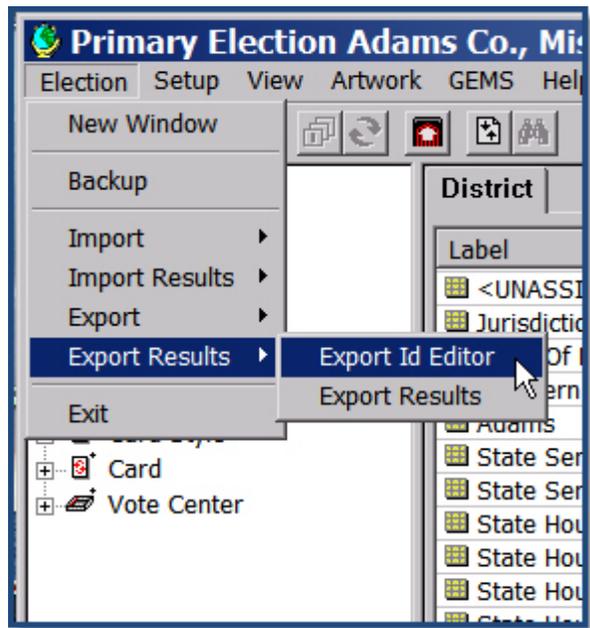
- 4.) Listed in this report are the race and candidate export ids that need to be compared to the race and candidate export ids in GEMS.

County: Attala		Race and Candidate ID Report				Date : 04/22/2010	
		Election : 06/01/2010 - 2010 Primary Election				Report No. : E-021	
County Number	County Name	RaceName	RaceExport ID	CandidateName	CandidateExport ID	Party Designation	
4	Attala	2nd Congressional District	575005253	George Bailey	575009842	Republican	
4	Attala	2nd Congressional District	575005253	Richard Cook	575009843	Republican	
4	Attala	2nd Congressional District	575005253	Bill Marcy	575009844	Republican	

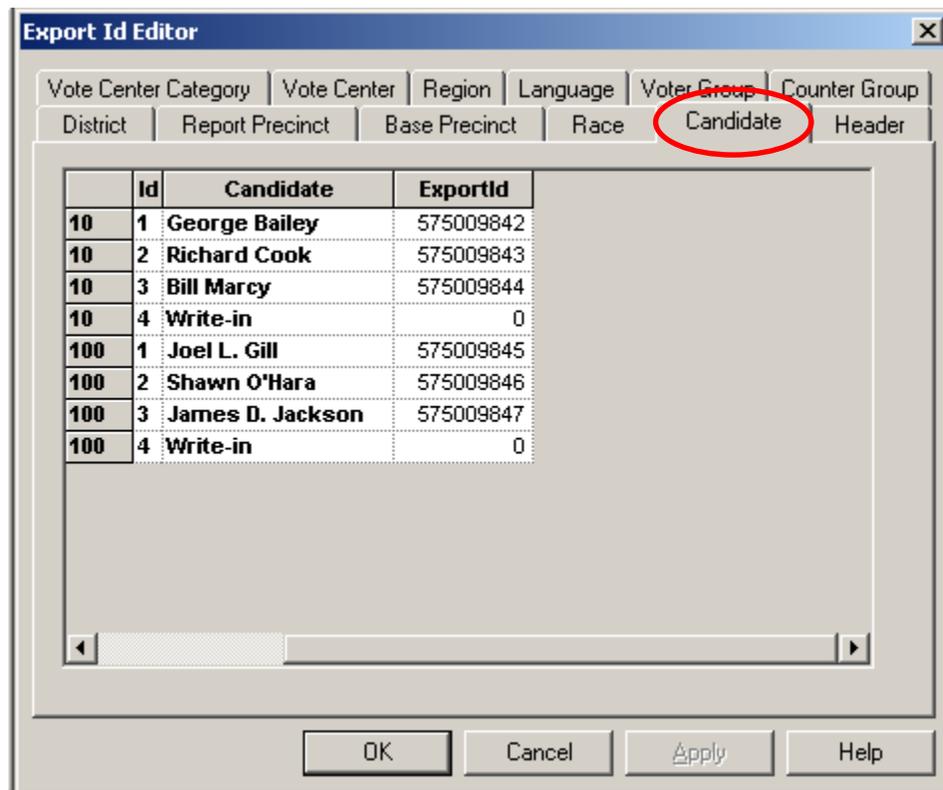
**4.5.2. In GEMS:**

*Note: You do not need to uncheck Set for election on the database in order to check the code(s).*

- 1.) To verify the code(s), open your election database in GEMS and select “Export Results” from the “Election” drop down menu. Then select “Export ID Editor”.



- 2.) In the “Export ID Editor” window, click on the “Candidates” tab. You may adjust the column size by placing your pointer on one of the boundary lines of a column header and dragging right or left as desired.



- 3.) Verify that the GEMS Export ID codes match the SEMS “E-021” ID codes for each candidate. If you see that any of the export ID codes are incorrect, please call the Jackson PMO office before making any edits.
- 4.) Complete the same process for the Race export ID codes.

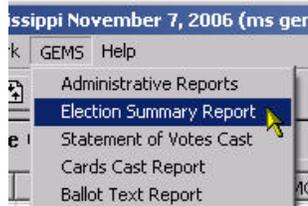
When the database review is complete, you will fill-out the Database Approval Form, have it signed by the officials in charge of the election and fax/email the form to MSOS.

#### 4.6. Create Election Summary Report Settings

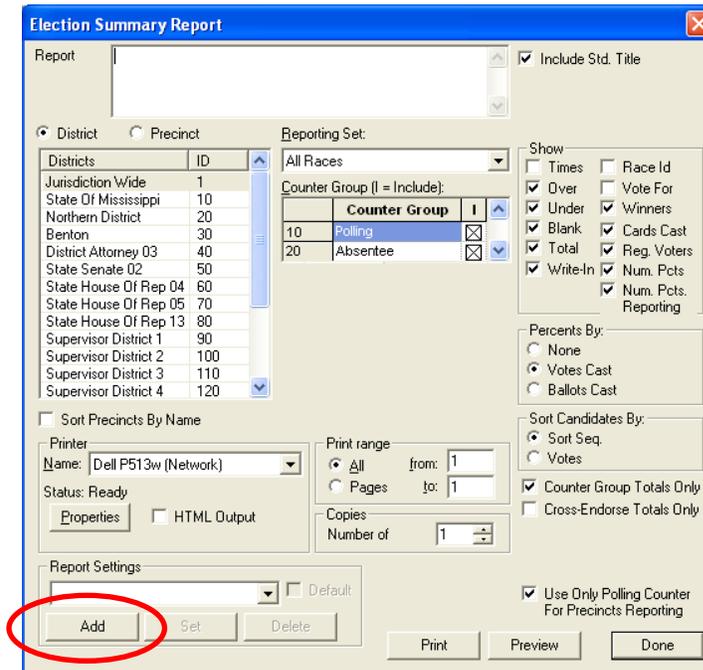
GEMS provides the capability to add a report setting so that the report can be used throughout the election cycle. The following steps provide instructions to create several of the commonly used reports:

##### 4.6.1. Setting up the reports.

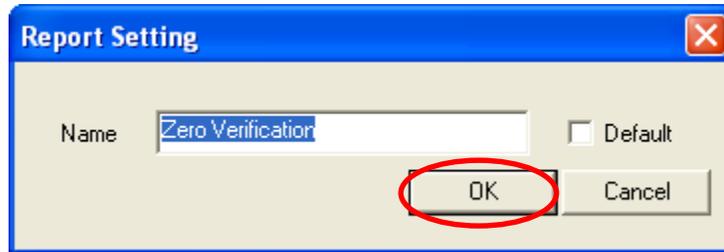
- 1.) Select the Election Summary Report option from the GEMS drop-down menu.



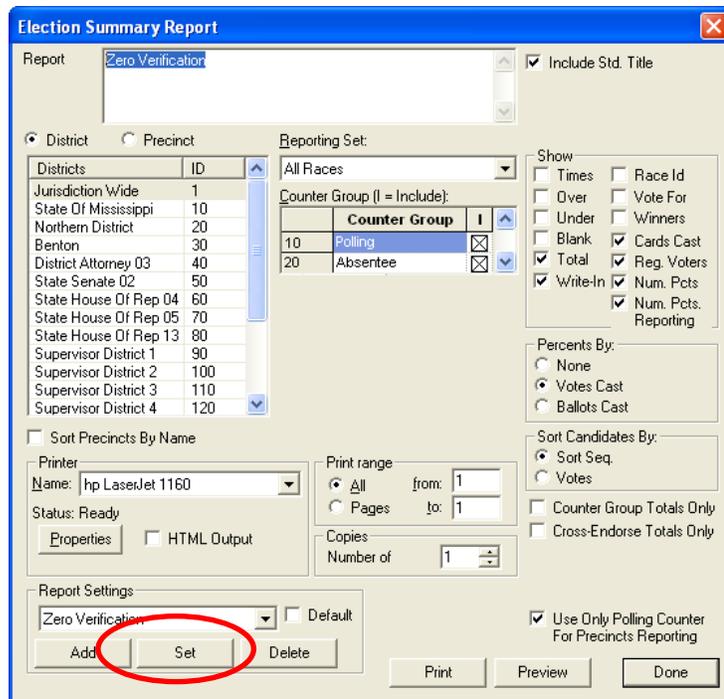
- 2.) Select **Add** under Report Settings



- 3.) Zero Verification Report. Enter the name of the report in the Name field.
- 4.) Select **OK**.



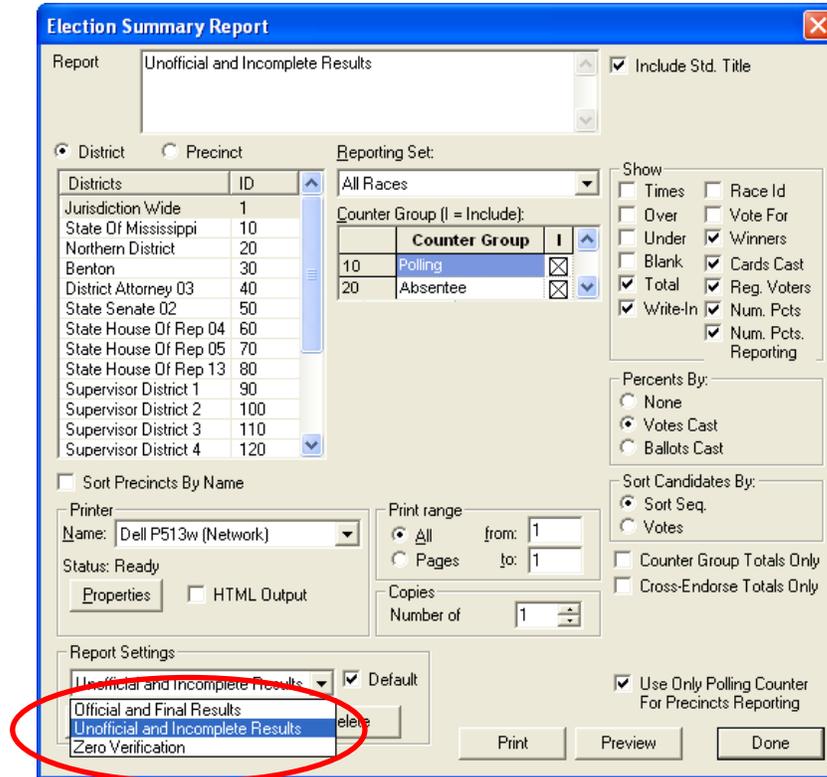
- 5.) Make all desired report display selections and enter the report name in the Report field.
- 6.) Select **Set**.



- 7.) Each time Add is selected a new Report Setting can be Created.

8.) In addition to Zero Verification, create these reports:

- Unofficial and Incomplete Results
- Official and Final Results.



#### 4.7. Backup the GEMS Election Database

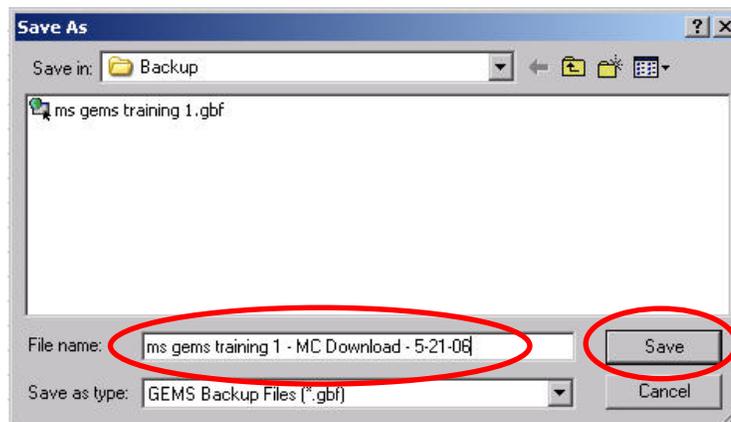
As soon as all the memory cards to be used in the election, have been downloaded, it is important to backup the GEMS election database. The backup file will then be copied to a CD for the county's external backup purposes.

4.7.1. To backup the GEMS election database you must first have the GEMS server on and the election database open then:

- 1.) Click on **Election** in the menu bar.
- 2.) Click **Backup**.



- 3.) Add "MC Download" and the date to the file name to indicate this backup is the MC Download backup.
- 4.) Click **Save**.



- 5.) At the Add Password window, enter a password to protect the backup file then enter it again to confirm the password.

Remember that the password is case sensitive. Record the password and keep it in a secure location.



4.7.2. Then to copy this file to a CD:

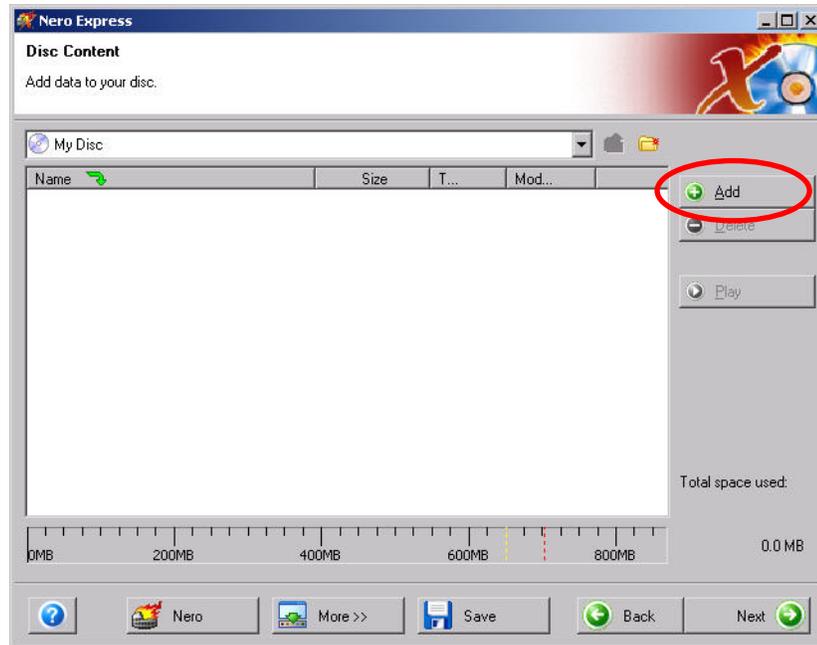
- 1.) Insert a blank CD into the GEMS server.
- 2.) Click on the Nero StartSmart icon located on the desktop.



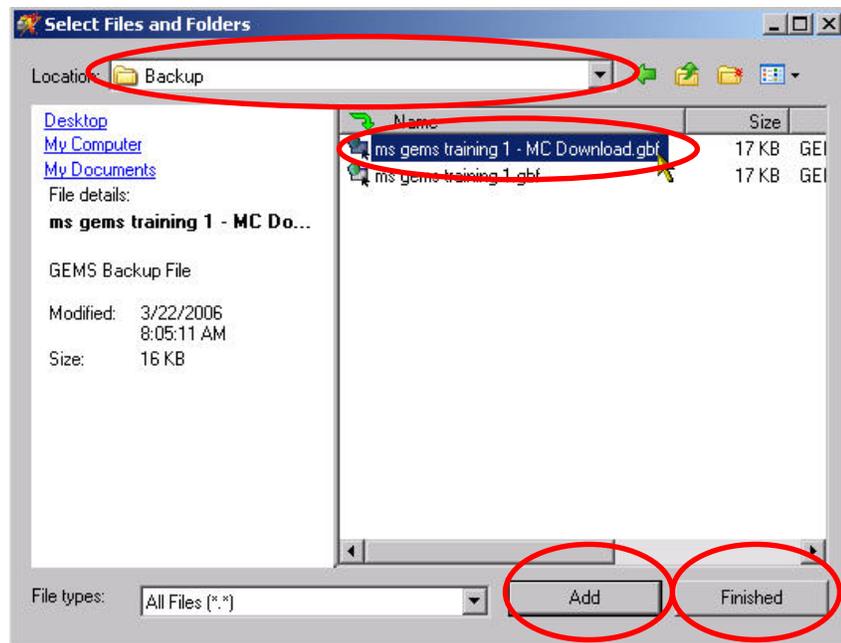
- 3.) Position your pointer over the **Data** icon then click **Make Data Disk**.



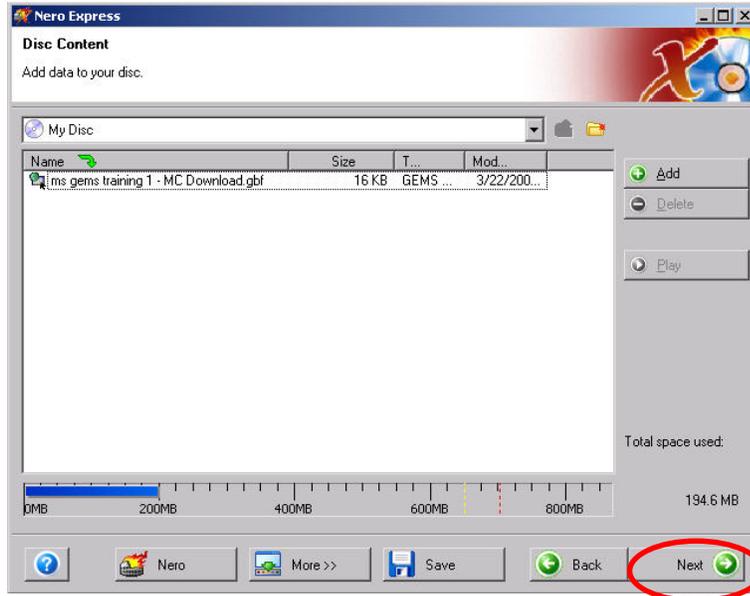
- 4.) Click the **Add** button.



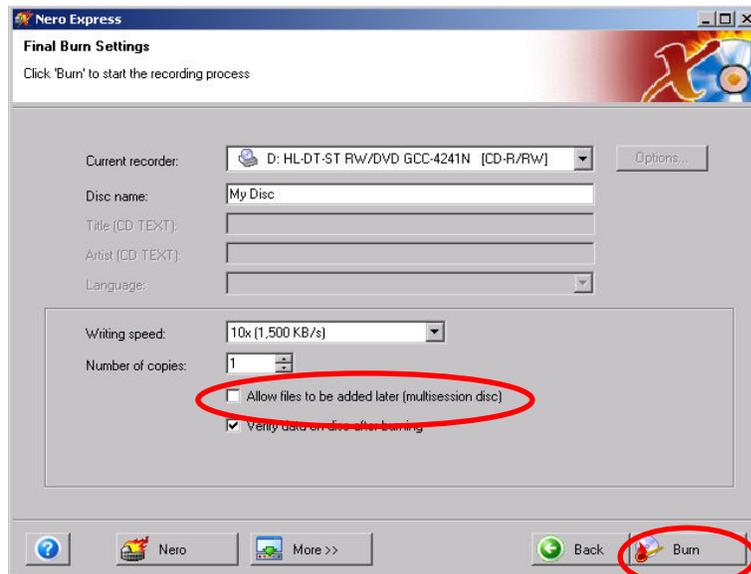
- 5.) Use the Location drop down menu to navigate to C:\Program Files\GEMS\Backup.
- 6.) Click on the desired backup file.
- 7.) Click the **Add** button.
- 8.) Click the **Finished** button.



9.) Click the **Next** button.



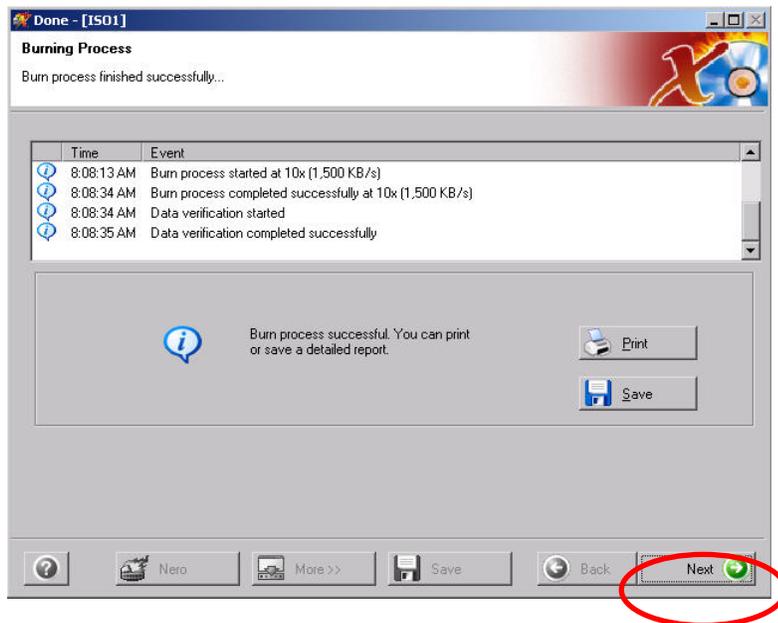
10.) **Uncheck** the “Allow files to be added . . .” checkbox then click the **Burn** button.



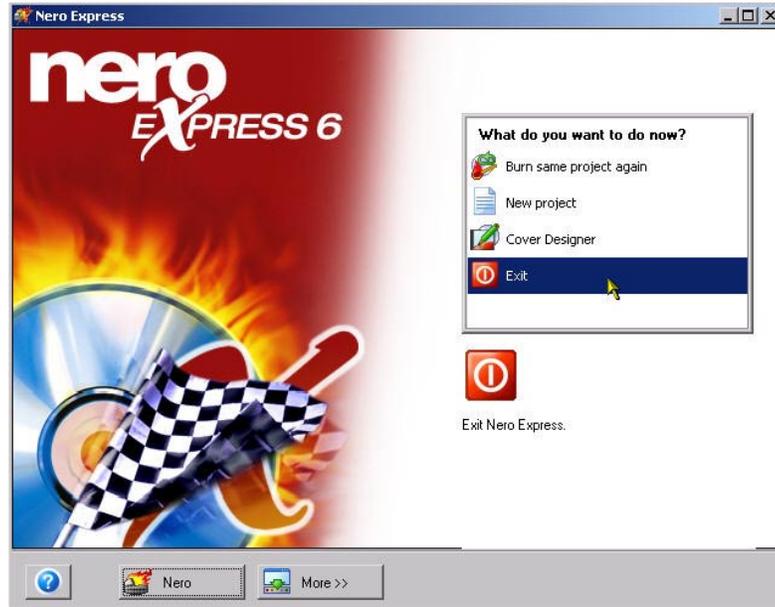
11.) Click the **OK** button at the data verification pop-up window.



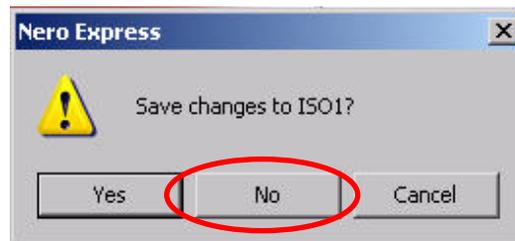
12.) When the burn process has finished, click on the **Next** button.



13.) Click the **Exit** button.



14.) Then click the **No** button at the save pop-up window.  
Remove the CD from the GEMS server and use a Sharpie or other similar writing instrument to label the CD with the date, time, and name of the backup file.



**This CD must be stored in a secure location.**

#### **4.8. Encoder Preparation**

The Encoders that will be used in each precinct must be programmed with the ballot style information applicable to the upcoming election. The programmed Encoders should be labeled in a fashion that enables the poll workers to use the label as a quick reference guide for selecting the proper ballot style for each voter. You will need the following items to complete this task:

- All Encoders that will be used in the election
- The “Reporting Precincts with Ballots” report printed from the GEMS Election Database
- SEMS BP-009 Precinct Split Ballot Styles Report
- The Master Set of Voter Access Cards (One Voter Access Card per ballot style per precinct)
- A Supervisor Card
- Removable labels

***Note:** Make sure the Encoders have the current election Security Key installed. See Section 4.1.1. for details.*

**4.8.1. Creating the Encoder Labels**

To create the Encoder labels for each precinct:

- 1.) To view the GEMS Ballot styles, examine the **“Reporting Precincts with Ballots”** report to learn which ballot styles will be used in the precinct.

General Election										May 4, 2011	
Reporting Precincts With Ballots										4:26:38PM	
										Page: 1	
Id	Report Precinct/Base Precinct	Ballot	Style	VGroup1	VGroup2	Id	Report Precinct/Base Precinct	Ballot	Style	VGroup1	VGroup2
<b>Default Precinct Category</b>											
428	New Life					489	Gluckstadt				
10	New Life-7	7	7	NP	NP	10	Gluckstadt-2	4	4	NP	NP
20	New Life-5	2	2	NP	NP	20	Gluckstadt-3	9	9	NP	NP
430	Ridgeland Recreation Center	2	2	NP	NP	495	Flora				
431	Victory Baptist	1	1	NP	NP	10	Flora-11	10	10	NP	NP
435	Ridgeland Precinct 4	2	2	NP	NP	20	Flora-10	5	5	NP	NP
436	FBC Madison Campus					502	Smith-School	5	5	NP	NP
10	FBC Madi C-5	2	2	NP	NP	503	Magnolia Heights	3	3	NP	NP
20	FBC Madi C-8	6	6	NP	NP	504	Virilia	4	4	NP	NP
30	FBC Madi C-9	11	11	NP	NP	506	Canton Precinct 5	3	3	NP	NP
40	FBC Madi C-7	7	7	NP	NP	507	New Industrial Park	4	4	NP	NP
441	Sunnybrook	6	6	NP	NP	508	Mad Co Baptist Family Life Ct	3	3	NP	NP
446	Madison Methodist	1	1	NP	NP	509	Canton Precinct 3	4	4	NP	NP
						513	Canton Precinct 3	3	3	NP	NP

- 2.) The ballot labels on this report will be used to confirm the SEMS ballots styles as shown in **SEMS BP-009 Precinct Split Ballot Styles Report**.

County: Madison		Precinct Split Ballot Styles Report			Date :05/04/2011
					Report No: BP-009
Election : 11/02/2010 - 2010 General Election					
Precinct Code	Precinct Name	Split	Ballot Style	Party	Total Voters
105	New Life	TH1	5		14
		TH4	5		277
		TH5	5		81
		TH7	5		20
		TH	7		851
		TH2	7		497
<b>Total</b>					1740
106	Northbay	1	6		1203
		1-1	6		79
<b>Total</b>					1282
107	Ridgeland Recreation Center	R3	5		4
		RR-A	5		1383
		RR-B	5		191
		RR-C	5		1595
		RR-D	5		618
		RR-E	5		431
<b>Total</b>					404
<b>Total</b>					4626
	Victory Baptist	VB1	6		728

- 3.) These ballot styles must be assigned to a number on the encoder. Generally, the ballot style with the highest number of voters should be programmed into the 1 (or default) position. In the example of New Life Precinct in the reports above, ballot style 7 has the highest number of voters, is listed first on the report, and should be assigned to Encoder button 1.
- 4.) **Primary Election:** In primary elections, separate Encoders will be programmed for the Democratic and Republican ballot styles. Starting with the first precinct listed:
  - a) Assign each Democratic ballot style for that precinct the number indicated on the Reporting Precincts with Ballots styles, starting with 1 (you must start with 1, no two ballot styles should be assigned the same number, and if the assigned number goes past 8, you will need to split the ballot styles onto 2 Encoders).
  - b) Assign each Republican ballot style for that precinct the number indicated on the Reporting Precincts with Ballots styles, starting with 1 (you must start with 1, no two ballot styles should be assigned the same number, and if the assigned number goes past 8, you will need to split the ballot styles onto 2 Encoders).
- 5.) **General Election:** Starting with the first precinct listed, assign each ballot style for that precinct the number indicated on the Reporting Precincts with Ballot styles, starting with 1 (you must start with 1, no two ballot styles should be assigned the same number, and if the assigned number goes past 8, you will need to split the ballot styles onto 2 Encoders).
- 6.) Record the precinct designation along with the assigned numbers and their corresponding ballot styles on whatever media the county has chosen for the encoder labels (labels should be removable).
- 7.) Create a **reference index** for the precinct poll managers to use on Election Day. *Note: The label as shown on the GEMS Report will also appear on the encoder display.*

<b>Encoder Button Number</b>	<b>1</b> ↓	<b>2</b> ↓
<b>Pollbook Ballot Style</b>	<b>7</b>	<b>5</b>

### **4.8.2. Programming the Encoders**

For each Encoder:

- 1.) Locate the label(s) for the first precinct
- 2.) Press the **ON** button on the Encoder.
- 3.) Insert the Supervisor Card into the Encoder
- 4.) Press **YES** on the Encoder in response to “Super Mode Load Card?”.
- 5.) Remove the Supervisor Card from the Encoder.
- 6.) Using the information on the label, establish the ballot style to be stored in keypad position 1 on the Encoder.
- 7.) Press **1** on the Encoder keypad.
- 8.) Select the Master Voter Access Card that corresponds to the precinct and ballot style on the label and insert it into the Encoder.
- 9.) Press **YES** on the Encoder in response to “Load?”.
- 10.) Loaded will display, then remove the Master Voter Access Card.
- 11.) If additional ballot styles are to be loaded on the Encoder, repeat steps 6 through 10 (pressing corresponding ballot style numbers for step 7) until all required ballot styles are loaded.
- 12.) Press the **OFF** button on the Encoder when all ballot styles have been loaded.
- 13.) Label the Encoder with the Precinct and ballot styles as necessary.
- 14.) Repeat the process for all Encoders.

#### **4.9. Training Preparation**

During this time period, election officials should begin to prepare for training of election personnel. Election personnel to be trained may include:

- Poll Managers/Workers
- TSX Transporters
- Office Staff

Tasks to complete in preparation for poll manager/worker training include:

- Identify election personnel
- Secure training locations
- Prepare training schedule
- Procure and prepare training supplies

Schedule training classes as required by statute.

## **5. Logic and Accuracy Testing**

Logic and Accuracy testing takes place on or before the third day preceding any election. The process can begin as soon as all memory cards are ready to be tested and should be completed at least three days before the election.

The Logic and Accuracy Test (L&A) provides certification of the accuracy of the voting system along and the opportunity to discover any issues that may exist with the voting equipment. Logic and Accuracy (L&A) testing is performed on all of the AccuVote-TSX and AccuVote-OS units to be used in the election (at least 75% of available machines), the GEMS Server, and the GEMS election database to ensure that:

- Each voting unit is fully functional and free from mechanical problems.
- Each voting unit contains the appropriate ballot styles available for voting in the unit's assigned vote center.
- Results are tabulated accurately on each election component.
- Results are uploaded accurately to the election database on the GEMS Server.

The Logic and Accuracy test cannot be started until all of the election equipment has been completely prepared for the election and it must be completed no later than 3 days prior to the election. The major components of the L&A test are:

- Procuring L&A supplies
- Planning the workflow
- Conducting the Pre L&A review
- Conducting the TSX L&A
- Conducting the OS L&A
- Conducting the GEMS L&A

The following checklist depicts the Logic and Accuracy testing process:

**Section 5 - LOGIC AND ACCURACY TESTING**  
**Timeframe: 25-5 days prior to the Election**

**5.1. Logic and Accuracy (L&A) Testing Preparation**

- Procure L&A supplies
- Plan the L&A Workflow
- Conduct pre-L&A review
- Post Public Notice of L&A Testing

**5.2. TSX L&A Test**

- Update Security Key on all TSX Units
- Conduct Test Procedures

**5.3 OS L&A Test**

- Conduct Test Procedures
- Conduct OS Memory Card Test

**5.4 GEMS Server L&A Test**

- Start the GEMS Server
- Print zero totals
- Prepare for upload
- Upload TSX L&A results
- Upload OS L&A results
- Print the GEMS L&A Test Reports

**5.1. L&A Preparation:**

Pursuant to 23-15-531.4(4)(a), On or before the third day preceding any election, except runoff elections, the officials in charge of the election shall have each DRE unit tested to ascertain that it will correctly count the votes cast for all offices and on all questions in a manner that the Secretary of State may prescribe by rule or regulation. (b) On or before the third day preceding any runoff election, the officials in charge of the election shall test a number of DRE units at random to ascertain that the units will correctly count the votes cast for all offices. If the total number of DRE units in the county is thirty (30) units or less, all of the units shall be tested. If the total number of DRE units in the county is more than thirty (30) but not more than one hundred (100), then at least one-half (1/2) of the units shall be tested at random. If there are more than one hundred (100) DRE units in the county, the officials in charge of the election shall test at least fifteen percent (15%) of the units at random. In no event shall the officials in charge of the election test less than one (1) DRE unit per precinct. All memory cards to be used in the runoff shall be tested.

Pursuant to 23-15-531.4(4)(b), **Public notice** of the time and place of the test shall be made at least five (5) days prior thereto. Representatives of candidates, political parties, news media and the public shall be permitted to observe such tests.

**5.1.1. Procuring L&A supplies**

The supplies required for conducting the L&A test should be procured in advance of the actual testing process.

Each of the items listed below is essential to the Logic and Accuracy testing process and must be available when testing begins.

<b>L&amp;A Supply List</b>	
<b>Item</b>	<b>Quantity</b>
TSX L&A Checklist with TSX Serial numbers and Machine ID number already filled in.	One per precinct

<b>L&amp;A Supply List</b>	
<b>Item</b>	<b>Quantity</b>
OS L&A Checklist	One for Absentee and One for Affidavit/Provisional
GEMS L&A Checklist	One
Envelope for L&A Test Results Reports	One
Pens	One per L&A Worker
Stylus	One per L&A Worker
Shipping Tag	One per TSX Unit
Note card	One per TSX Unit
Permanent Marker	One per L&A Worker
Thermal Paper	One per L&A Worker
OS Printer Paper	One
OS Printer Ribbon	One
Fast Seals	One per TSX Unit
Tape Seals	Two per TSX Unit
CDs	Four per election

1.) Planning the workflow

Planning the workflow for the L&A testing consists of two parts. First, a list of L&A positions must be compiled and a person or persons found to fill those positions. Second, the logistics of how and when those people will work together should be established.

Below is a listing of the positions that are needed for L&A testing. It is not required that a separate person fills each of these positions. For example, the GEMS Technician could also be the TSX L&A Manager as well as the OS L&A Manager. However, it is imperative that someone understands and performs the job associated with each position.

<b>L&amp;A Testing Positions</b>		
<b>Position Name</b>	<b>Number of Positions</b>	<b>Position Responsibilities</b>
L&A Worker	At least one	To follow a step by step testing script to determine if the functional components of the voting system are operating properly and if the voting system is counting accurately.
TSX L&A Manager	Exactly one	To oversee and manage the L&A Workers performing the test of the TSX Units. This person should have a working knowledge of the TSX Units so that they can train the L&A workers assigned to them and answer any questions that they pose.
OS L&A Manager	Exactly one	To oversee and manage the L&A Workers performing the test of the OS Units. This person should have a working knowledge of the OS Units so that they can train the L&A workers assigned to them and answer any questions that they pose.
GEMS Technician	Exactly one	To oversee and manage all operations of the GEMS Server as it relates to L&A testing. This includes the ability to download and upload TSX and OS memory cards, create Encoders, and use the GEMS Software to print various administrative reports.

<b>L&amp;A Testing Positions</b>		
<b>Position Name</b>	<b>Number of Positions</b>	<b>Position Responsibilities</b>
L&A Coordinator	Exactly one	To plan all aspects of L&A testing. This includes procuring supplies, assigning positions, planning the time and place of testing, and publishing the public notice.
Physical Laborer	At least one.	To transport and set up equipment.

Things to consider when planning the workflow include:

- Transporting materials between different work locations
- Precincts should be tested as a unit (one precinct should be finished before beginning to test the next one)
- Try not to overextend resources. For example, if one person is both the TSX and OS L&A Manager then the TSX and OS tests cannot not take place at the same time.

## **5.2. Pre L&A Review**

The following is a listing of all activities that should be completed prior to the beginning of the L&A testing. Review the list to ensure that you are ready to proceed with the L&A.

- All personnel participating in conducting the L&A testing should be assigned positions and trained.
- All supplies being used for the L&A should be procured and divided into individual kits to be assigned to the L&A staff.
- The final version of the GEMS election database must be loaded onto the GEMS Server
- All TSX Memory Cards must be downloaded and labeled.
- All TSX Memory Cards should have the Machine ID number of the TSX unit that they will be assigned to written on them.
- All OS Memory Cards must be downloaded and labeled.
- All Encoders must be programmed and labeled.
- All checklists should be printed and labeled by precinct if applicable. Also, the Serial and Machine ID numbers should already be written on the TSX L&A Checklist.
- Make copies of every ballot style to be used as sample ballots.
- TSX Memory Cards, Encoders, sample ballots, and TSX Units should be separated by precinct to facilitate access during the L&A.

### **5.3. Accuvote-TSX Logic and Accuracy Test**

The purpose of the TSX L&A test is to ensure that:

- TSX/AVPM unit is not physically damaged
- Security Keys have been properly updated
- Date and Time are properly set
- Printer functions properly
- Encoder(s) are programmed properly for the precinct
- The correct ballot styles are loaded
- Ballot(s) can be voted successfully
- Results are tabulated accurately

The following procedure is written as a test of one precinct's TSX units. It will be up to the TSX L&A Manager to determine the workflow of testing the TSX units.

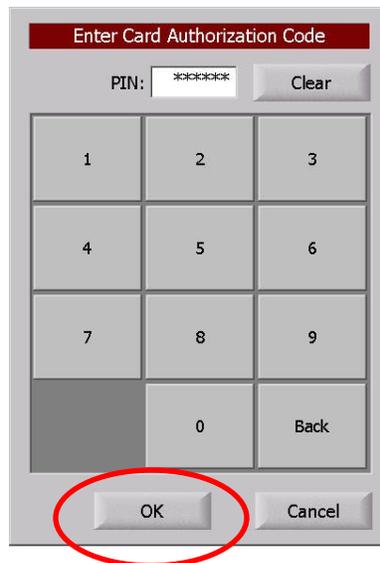
#### **5.3.1. Materials needed:**

- 1 precinct's TSX units
- The Secure Transfer Bag containing the precinct's memory cards
- Secure Transfer Bag Seal
- Memory Card Chain of Custody form
- 1 Stylus
- 1 Pen
- 1 Central Administrator
- 1 Supervisor Card
- 1 Security Key Card
- 1 Voter Access Card
- All Encoders programmed for the precinct
- Copies of Sample Ballots
- Shipping Tags
- Colored Dot Labels to indicate security key update
- Checklist – (There will only be one L&A checklist per precinct – not per individual unit.) Checklist is included in *Appendix B: Forms*

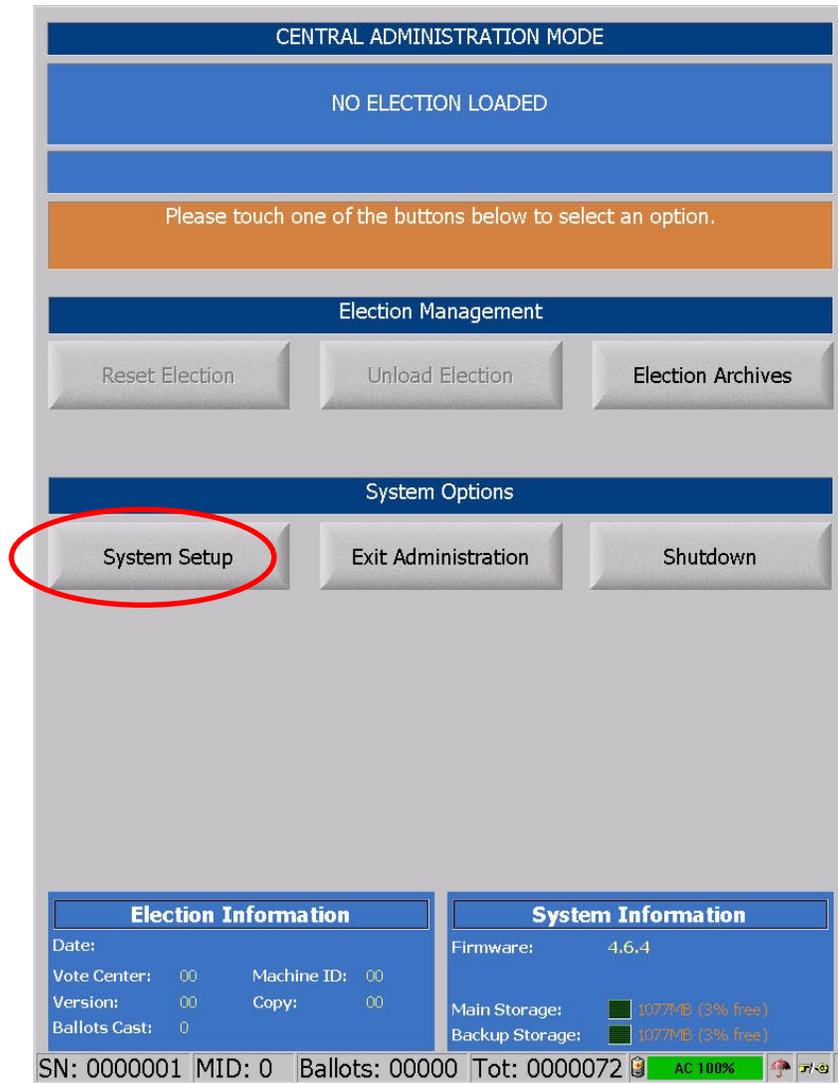
### 5.3.2. Update the Security Keys on all TSX Units

This procedure describes how to update the Security Keys installed on all of the county's TSX Units. **This process must take place only after all of the county's Voter Access Cards and TSX memory cards have been cleared.** An updated Security Key Card, a Central Administrator Card that contains the current Security Key, and all of the county's TSX units are needed to perform this procedure.

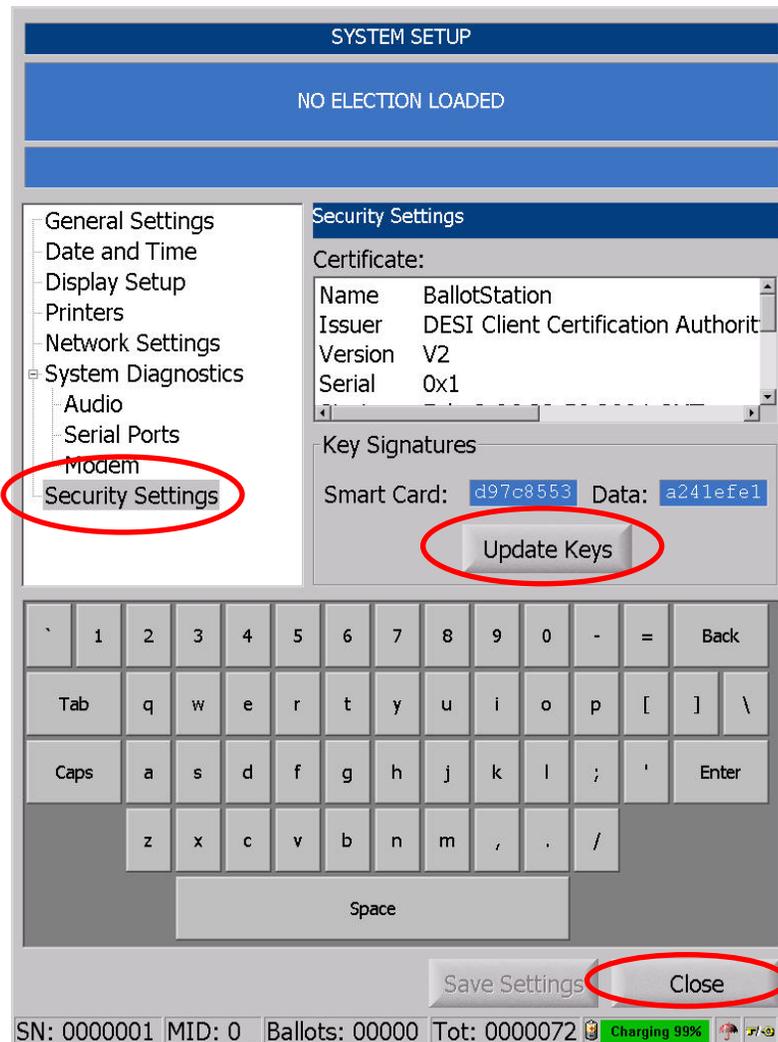
- 1.) Open the printer compartment.
- 2.) Ensure that the paper tape is extending through the plastic cover and that the cover is locked into place.
- 3.) Open the Election Data Compartment on the TSX Unit.
- 4.) Press the red power button and wait for the boot process to complete.
- 5.) Insert the **previous election** Central Administrator Card into the TSX Unit.
- 6.) Enter the **previous PIN** then touch **OK**.



- 7.) Remove the Central Administrator Card.
- 8.) Touch the **System Setup** button.



- 9.) Touch **Security Settings** in the listing to the left then touch the **Update Keys** button.

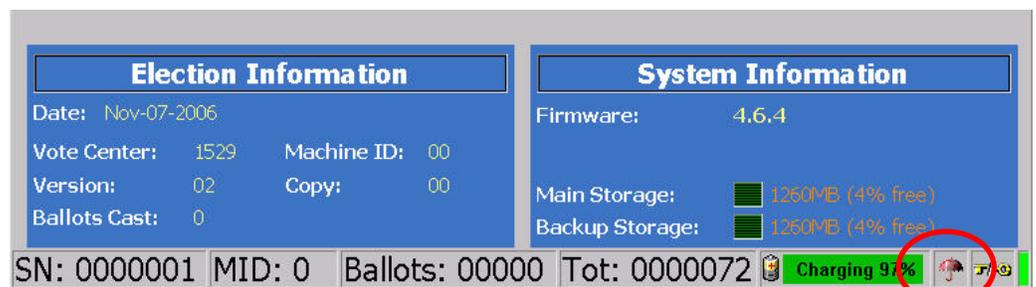


- 10.) Insert the **new** Security Key Card then remove it when the unit confirms the update.
- 11.) Touch the **Close** button then touch **Shutdown** to turn the TSX unit.
- 12.) Affix a color dot label to the unit to indicate that the keys have been updated.

- 13.) Repeat the process on each TSX unit connected to the GEMS server that will be used to download election memory cards.

### 5.3.3. TSX Test Procedure

- 1.) Set up a TSX unit with an AVPM attached.
- 2.) Open the outer cover of the AVPM.
- 3.) Inspect all aspects of the assembled unit for physical damage.
- 4.) Record the Secure Transfer Bag seal number on the Memory Card Chain of Custody form then break the seal.
- 5.) Insert the TSX memory card labeled with the machine unit number that matches the number on the shipping tag on the machine into the Election Data Compartment.
- 6.) Press the red power button located in the Election Data Compartment to turn the TSX Unit on and wait for the boot process to complete.
- 7.) Touch the umbrella located in the bottom right hand corner of the screen.



- 8.) Verify that the window displayed is the “Product Information” window and not the “Security Status” window. If the “Security Status” window is displayed touch **OK** and then touch the umbrella again.
- 9.) Verify the following information:

Bootloader:	BLR7-1.2.1
OS Revision:	WCER7-410.2.1
AVPM Firmware:	AVPM MODEL 3 REV 0 (3.0.3)

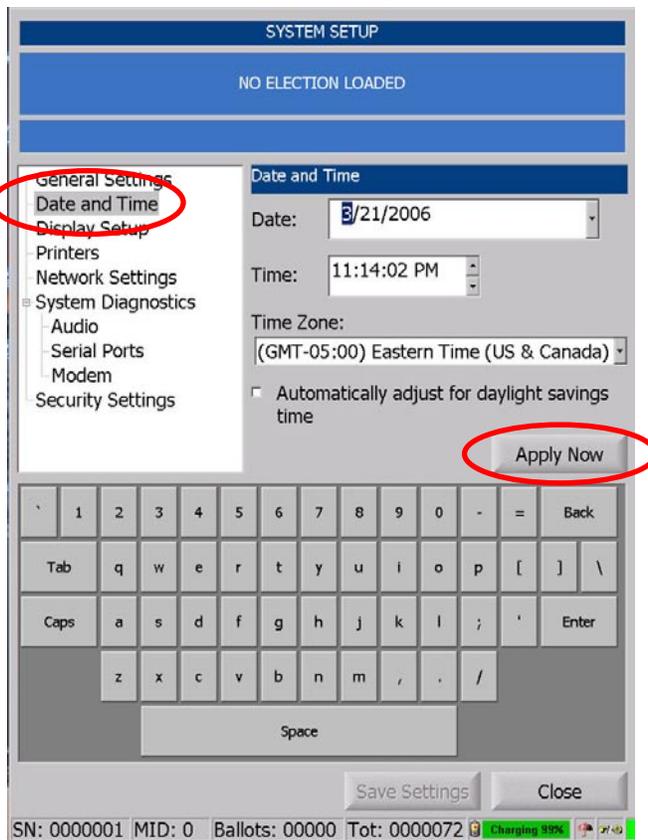
OR

Bootloader:	BLR7-1.3.3
OS Revision:	WCER7-410.3.4
AVPM Firmware:	AVPM MODEL 3 REV 0 (3.0.3)

- 10.) Touch **OK**.
- 11.) Insert the Central Admin Card into the Smart Card Reader then enter the PIN and touch **OK**.
- 12.) Remove the Central Admin Card from the Smart Card Reader.

**Update Date and Time**

- 13.) Touch System Setup.
- 14.) Touch **Date and Time**.
- 15.) Verify the date and time are correct. If they are not correct use the arrow keys next to the date and time to adjust them and then touch **Apply Now**. *Note: Make sure you set for Election Day including any change in Daylight Savings Time. Remove check from Automatically adjust.*

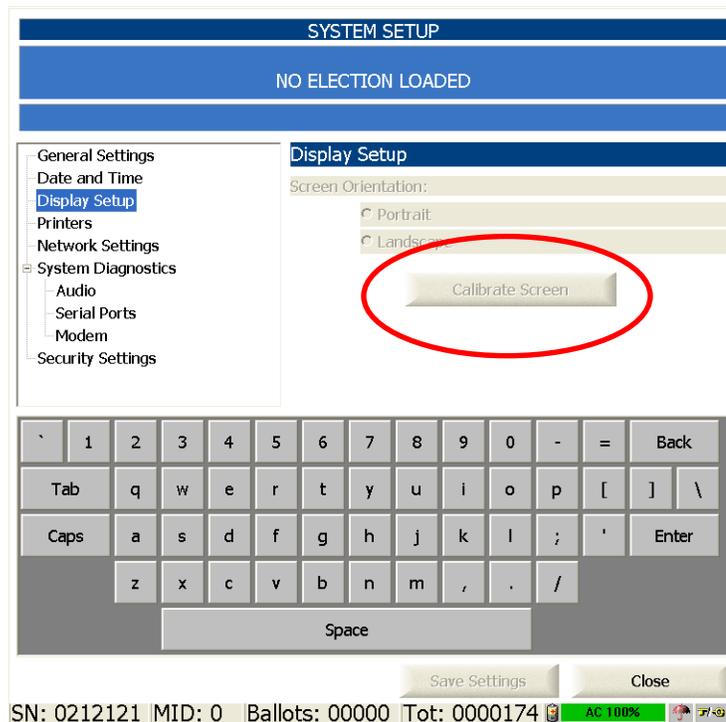


### Calibrate the Screen

16.) If you notice that the TSX unit is not responding correctly to the location that is being selected on the screen, the unit may need to be calibrated. The following steps will show you how to perform calibration.

a.) Make sure the TSX unit is set up at the same angle that will be used on Election Day.

b.) Select **Display Setup**



c.) Touch **Calibrate Screen**

d.) Use a stylus to touch the center of the **X** on the screen.

e.) Continue to touch the center of the **X** until it goes away.

f.) For OS Version 2.1. – The calibration process will have three points on the screen. To complete the process, the screen will instruct you to tap the screen to register the new settings.

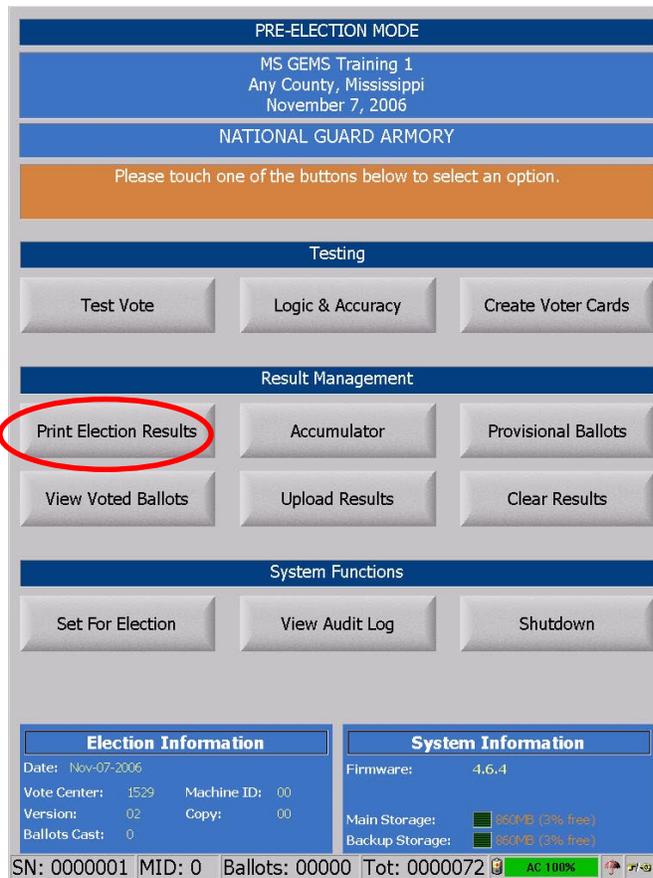
g.) For OS Version 3.4. – The calibration process will have five points on the screen. To complete the process, tap the screen once the countdown begins.

**Test Printers**

- 17.) Touch Printer.
- 18.) Touch Test
- 19.) Review Print Take
- 20.) On System Printer Test Passed screen, touch **OK**.
- 21.) Touch **Close**.

**Load Election and Print Zero Tape**

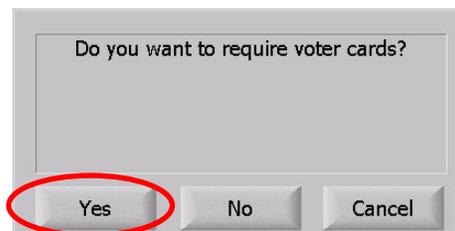
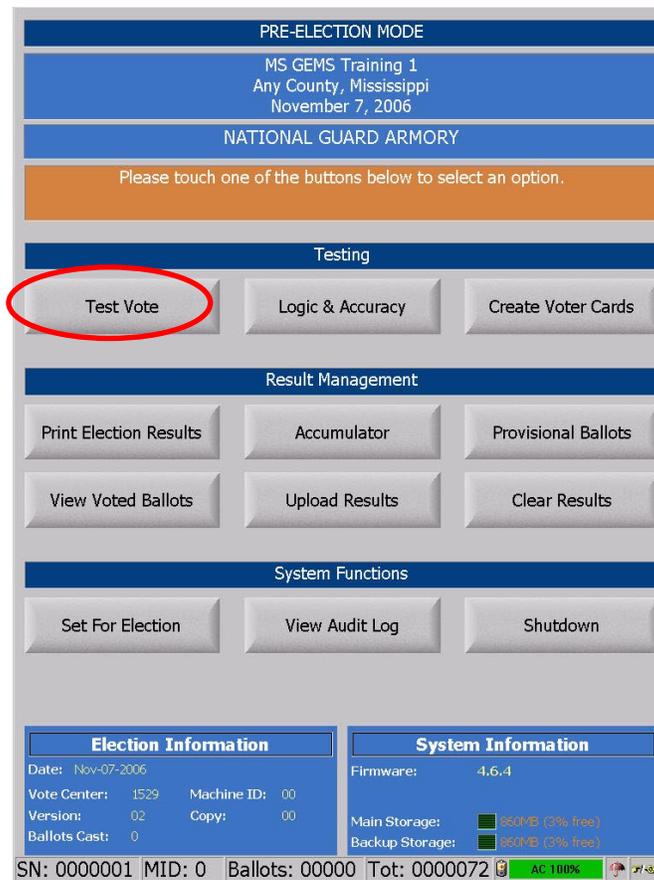
- 22.) Touch **Exit Administration** – the system will load the election.
- 23.) Touch **Exit Administration** again.
- 24.) Touch **Clear Results** then touch the **Yes** button to confirm.
- 25.) Touch **Print Election Results**.



- 26.) Touch **OK** at the “Printer Notification” window and verify the AVPM cover is still open.
- 27.) At “Print Long Report” prompt, touch **NO**.
- 28.) After the report finishes printing verify that all totals are displayed as zero then touch **NO** at the “Need Another Copy?” prompt.

**Begin Test Voting**

- 29.) Touch **Test Vote** and then touch **Yes** to require Voter Access Cards.



- 30.) When the AVPM Printer Notification window is displayed touch **Start Take-Up** then touch **OK**.
- 31.) On the Encoder press the **ON** button.
- 32.) Insert a Voter Access Card into the Encoder and press the **YES** button if the LCD displays “Clear?”
- 33.) When the bottom line of the LCD displays “Create?” refer to the Encoder’s label for a listing of ballot styles available. Press the number on the Encoder that indicates the ballot style that is to be tested then press **YES** and remove the Voter Access Card from the Encoder.
- 34.) Insert the Voter Access Card into the Smart Card Reader of the TSX Unit and touch **Next** to skip the instructions and enter the ballot. (Counties using bilingual ballots should verify that a language selection screen appears prior to the Instructions page.)
- 35.) Page through the ballot by touching **Next** and check the ballot on the TSX Unit against the sample ballot to ensure the correct ballot style has been activated by the Voter Access Card and that the content of the ballot is correct.
- 36.) For each Race that is contained on the ballot:
  - a.) Touch the first candidate.
  - b.) Deselect the candidate by touching it again then touch and deselect each candidate in the race.
  - c.) If there is a write-in selection available, touch Write-in and verify that you are taken to the Write-in candidate entry screen. Then touch the **Cancel** button.
  - d.) Touch additional candidates if the race allows more than one vote to ensure that you are allowed to vote for up to the number allowed.
  - e.) Finally, select the first candidate in each contest and cast your vote.
- 37.) After all races on the ballot have been voted verify that each selection made was recorded and is displayed on the Summary screen then touch **Print Ballot** and verify the printed ballot on the AVPM. Continue to touch **Print Next Page** until **Cast Ballot** button appears.

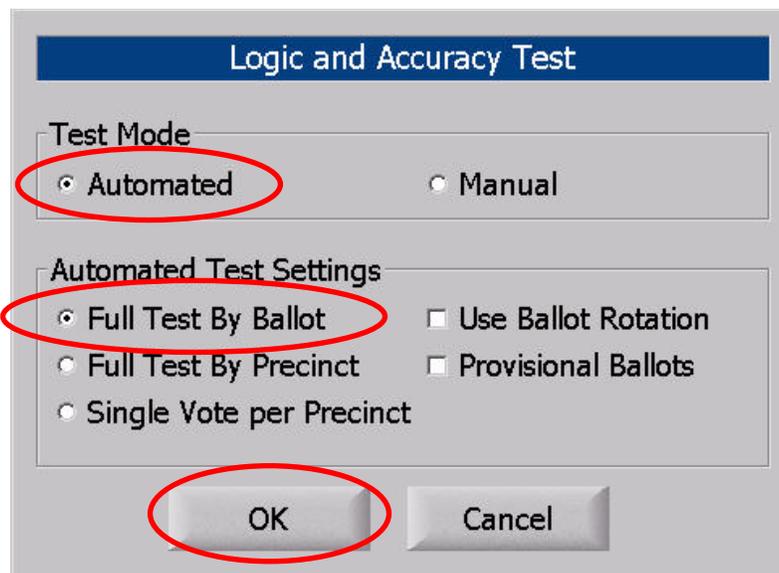
- 38.) Touch **Cast Ballot** and verify that the paper advances on the AVPM and that no information is displayed in the viewing window.
- 39.) Repeat steps 32 - 38 for each ballot style on the TSX Unit.

**Clear Results**

- 40.) Touch **Clear Results** then touch the **Yes** button to confirm.

**Begin Automatic L&A**

- 41.) Touch **Logic & Accuracy** and verify that “Automated” and “Full Test by Ballot” are selected then touch **OK**.



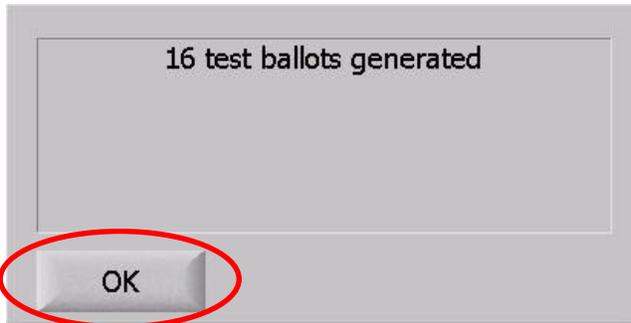
This will generate an automatic ballot logic test that will cast votes in a predetermined manner. The test results will reflect 1 vote for the first candidate in each race, 2 votes for the second candidate in each race, and so on.

The total of ballots cast during the automatic test is equal to the combined candidate vote totals for the largest race on the ballot plus one additional blank ballot. Example: A ballot style with the largest office with 4 candidates would have a vote total of 1+2+3+4 that equals 10 plus 1 blank ballot for a final total of 11.

If a race appears on multiple ballot styles on the same unit, the pattern described above will be multiplied by the number of ballot styles on which the race appears. Example: The pattern

1+2+3+4 multiplied by 2. So the pattern would be 2+4+6+8 that equals 20 plus 2 blank ballots for a final total of 22.

- 42.) When the Automatic L&A test has ended, record the number of ballots that were cast during the test on the L&A Checklist then touch **OK**.



- 43.) Touch the **Print Election Results** button.
- 44.) When the "Printer Notification" window is displayed open the AVPM cover and touch **OK**.
- 45.) When "Print write-in candidates?" is displayed touch the **No** button.
- 46.) When "PRINT LONG REPORT?" is displayed touch the **No** button.
- 47.) After the totals report prints, verify the votes for each candidate position are equal to 1 vote for the first position on the ballot, 2 for the second and so on as previously described.
- 48.) When "NEED ANOTHER COPY?" is displayed, touch the **No** button.

#### **Test the Audio Ballot**

- 49.) Testing of the Audio Ballot and the VIBS kit must be done on the last TSX unit for each Vote Center. If this is the last unit, install the VIBS kit and proceed with the test. Otherwise skip to step 57 to complete the L&A test.
- a.) Touch **Test Vote** then touch the **Yes** button to require Voter Access Cards.
- b.) When the "Close Printer Housing window is displayed touch **Start Take-Up**.

- c.) When the take-up process is complete, touch the **OK** button and close the AVPM Cover.
  - d.) On the Encoder press the **ON** button.
  - e.) Insert the Voter Access Card into the Encoder and press the **YES** button if the LCD displays “Clear?”.
  - f.) When the LCD displays “Create?” refer to the Encoder’s label for a listing of ballot styles available then press the number on the Encoder that indicates the ballot style that is to be tested.
  - g.) Press the “\*” key on the Encoder until “VMCreate?” is displayed on the LCD then press **YES** and remove the Voter Access Card from the Encoder.
  - h.) Put the headphones on and insert the Voter Access Card into the Smart Card Reader of the TSX Unit.
  - i.) Using the Keypad, advance to the ballot then step through each item on the ballot. Listen to each item and verify that what you are hearing matches the area of the touch screen highlighted in red.
  - j.) Use the Keypad to make a few selections on the ballot.
  - k.) Verify your selections on the Summary screen and use the Keypad to cast the ballot.
  - l.) Verify the ballot prints on the AVPM and that the printed ballot advances so that no information is displayed in the AVPM Viewing Window.
  - m.) Repeat steps (d) through (l) for every ballot style contained on the TSX Unit.
- 50.) Insert the Supervisor Card, enter the PIN and touch the **OK** button.
- 51.) Open the AVPM cover, tear off the tape, and remove the Secure Canister.
- 52.) Remove the results tape from the Secure Canister and place the Results Tape in the designated envelope. If this was the last TSX unit for the precinct, place the precinct’s checklist in the envelope also.
- 53.) Remove the memory card and place it in the Secure Transfer Bag.

- 54.) Turn the TSX unit off.
- 55.) Repeat the test for all units.
- 56.) When all the memory cards for the polling place are in the Secure Transfer Bag, seal the bag and record the seal number on the Memory Card Chain of Custody form then take the bag to the GEMS Server location.

**5.3.4. On all TSX units:**

- 1.) Affix a Tamper Tape seal to the Election Data Compartment.
- 2.) Verify/Affix a Tamper Tape seal to the Data Transfer Compartment.
- 3.) Remove the AVPM.
- 4.) Secure the privacy panels on the TSX.
- 5.) Record the seal numbers on the L&A Checklist and the TSX Unit Chain of Custody form.

#### 5.4. AccuVote-OS Logic & Accuracy Test

The purpose of the OS L&A test is to ensure that:

- OS unit is not physically damaged
- Date and Time are properly set
- Printer functions properly
- The all ballot styles can be read
- Voted ballots can be read successfully
- Results are tabulated accurately

##### 5.4.1. Materials needed:

- 1 OS Unit with Power Cord
- Absentee Memory Card
- Affidavit/Provisional Memory Card
- Secure Transfer Bag seals
- 1 AccuVote Ender Card
- 1 Test Deck (See *Appendix F: Creating an OS Test Deck* for steps on creating the Test Deck if the county is not using Premier as their ballot printer)
- OS L&A Checklist

The OS L&A Test must be conducted on every OS unit that will be used in the election. Each unit's status will be logged on the OS Unit Test portion of the AccuVote-OS Logic and Accuracy Checklist. Then one OS Unit will be used to test every memory card that will be used in the election. Each card's status will be logged on the OS Memory Card portion of the AccuVote-OS Unit Logic and Accuracy Checklist.

*Note: Each OS Unit should be used to test an OS Memory Card at least once.*

##### 5.4.2. OS Unit Test Procedure

- 1.) Inspect the OS Unit for physical damage.
- 2.) Plug the OS Unit into a power outlet.
- 3.) Unlock and open the printer compartment.
- 4.) Break the Secure Transfer Bag seal and record the seal number on the Memory Card Chain of Custody form.

- 5.) Insert the OS Memory Card into the slot on the front of the OS Unit.
- 6.) To enter Test Mode, hold down both the “Yes” and “No” buttons on the front on the OS unit while simultaneously turning the unit on. (red power switch located on the rear of the OS Unit)

***Note:** If the LCD displays the **POWER FAIL** message, check the power cord connections. The flashing **POWER FAIL** message indicates that the unit is not receiving power. If this does not help then the machine will need to be repaired.*

- 7.) The LCD screen should display “Diagnostic Test Mode”. If it doesn’t, turn the unit off and repeat step 6. Proceed with the steps in the chart below.

<b>Step</b>	<b>Screen Displays</b>	<b>Action Description</b>
8.	SET SYSTEM CLOCK?	Press <b>Yes</b>
9.	IS DATE OK?	If correct, press <b>Yes</b> and go to Step 14. If incorrect, press <b>No</b> .
10.	IS MONTH OK?	Press <b>No</b> until correct number for the current month appears then press <b>Yes</b>
11.	IS DAY OK?	Press <b>No</b> until correct number for the current day appears then press <b>Yes</b>
12.	IS YEAR OK?	Press <b>No</b> until correct number for the current year appears then press <b>Yes</b>
13.	IS DATE OK?	Press <b>Yes</b>
14.	IS TIME OK?	If correct, press <b>Yes</b> and go to Step 18. If incorrect, press <b>No</b> .
15.	IS HOUR OK?	Press <b>No</b> until correct number for the current hour appears then press <b>Yes</b>
16.	IS MINUTE OK?	Press <b>No</b> until correct number for the current minute appears then press <b>Yes</b>

Step	Screen Displays	Action Description
17.	IS SECOND OK?	Press <b>No</b> until correct number for the current second appears then press <b>Yes</b>
18.	IS TIME OK?	Press <b>Yes</b>
19.	TEST LCD DISPLAY?	Press <b>Yes</b> (screen should display scrolling "0123456789")
20.	TEST CONTINUOUS?	Press <b>No</b>
21.	TEST SYSTEM MEMORY?	Press <b>Yes</b> (screen should display "MEM 128K+128K OK")
22.	TEST CONTINUOUS?	Press <b>No</b>
23.	TEST MEMORY CARD?	Press <b>No</b>
24.	TEST PRINTER?	Press <b>Yes</b> (Wait for printer test to complete before continuing)
25.	TEST CONTINUOUS?	Press <b>No</b>
26.	TEST MAIN SERIAL PORT?	Turn off the OS Unit using the red power switch located on the rear of the OS Unit.

**5.4.3. OS Memory Card Test**

Step	Screen Displays	Action Description
27.	Unit is off.	Turn on the OS Unit on using the red power switch located on the rear of the OS Unit.
28.	TEST BALLOTS?	Press <b>Yes</b>
29.	TEST UNVOTED BALLOTS?	Press <b>Yes</b>

<b>Step</b>	<b>Screen Displays</b>	<b>Action Description</b>
30.	INSERT UNVOTED BALLOT	Insert the Unvoted Ballot included in the Test Deck and check to make sure that the printer reads "OK". Repeat for each orientation.  Press <b>No</b>
31.	TEST FULLY VOTED BALLOTS?	Press <b>Yes</b>
32.	INSERT FULLY VOTED BALLOT	Insert the Fully Voted Ballot included in the Test Deck and check to make sure that the printer prints the "OK" message. Repeat for each orientation.  Press <b>No</b>
33.	COUNT TEST BALLOTS?	Press <b>Yes</b>
34.	PRINT ZERO TOTAL REPORT?	Press <b>Yes</b>
35.	PRINT LONG REPORT?	Press <b>No</b>
36.	NEED ANOTHER COPY?	Press <b>No</b>
37.	RECIRCULATE BALLOTS?	Press <b>No</b>

<b>Step</b>	<b>Screen Displays</b>	<b>Action Description</b>
38.	TOT COUNT:	<p>Insert the Fully Voted Ballot into the OS Unit to ensure that the OS Unit will reject it as overvoted.</p> <p>Insert the Unvoted Ballot to ensure that it is rejected as blank.</p> <p>Then, insert each voted test ballot into the OS Unit. The number on the screen should increase every time a ballot is insert into the OS Unit.</p> <p>When all ballots have been inserted into the OS Unit hold down the <b>Yes</b> and <b>No</b> buttons simultaneously while the Ender Card is inserted into the OS Unit.</p>
39.	PRINT TEST RESULTS REPORT?	Press <b>Yes</b>
40.	PRINT LONG REPORT?	Press <b>No</b>
41.	NEED ANOTHER COPY?	Press <b>No</b>
42.	REPEAT TEST?	Turn off the OS Unit using the red power switch located on the rear of the OS Unit.

Tear the results tape off of the OS unit’s printer and verify the totals report matches the expected results for the Test Deck.

Place the Zero Totals Tape, the results tape and OS L&A Checklist in the designated envelope. Remove the memory card and place it in the Secure Transfer Bag. Then seal the Secure Transfer Bag and record the seal number on the Memory Card Chain of Custody form.

Repeat steps 27-42 for all OS Memory Cards to be used during the election.

## 5.5. GEMS Server Logic & Accuracy Test

Verify that the TSX and OS units that are connected to the GEMS server are connected properly and are plugged in to a working power outlet. Also verify that the hub, printer, and Digi are all connected tightly and correctly.

### 5.5.1. Start the GEMS Server

- 1.) Turn on the GEMS server, report printer, and the TSX and OS voting units that are connected to the server for the purpose of uploading L&A test results.
- 2.) Log on to the Windows system.
- 3.) Double-click on the GEMS icon located on the desktop.
- 4.) Select the current election database by clicking on it, and then click the **Open** button. Enter your user name and password to open the database, and then click **OK**.
- 5.) It is highly recommended that you create a backup of your database at this time if you have not done so already. Refer to section 4.5 for detailed instructions on creating a backup and copying the backup file. Amend the filename to end with “-Pre L&A Results” and the date then click **Save**.

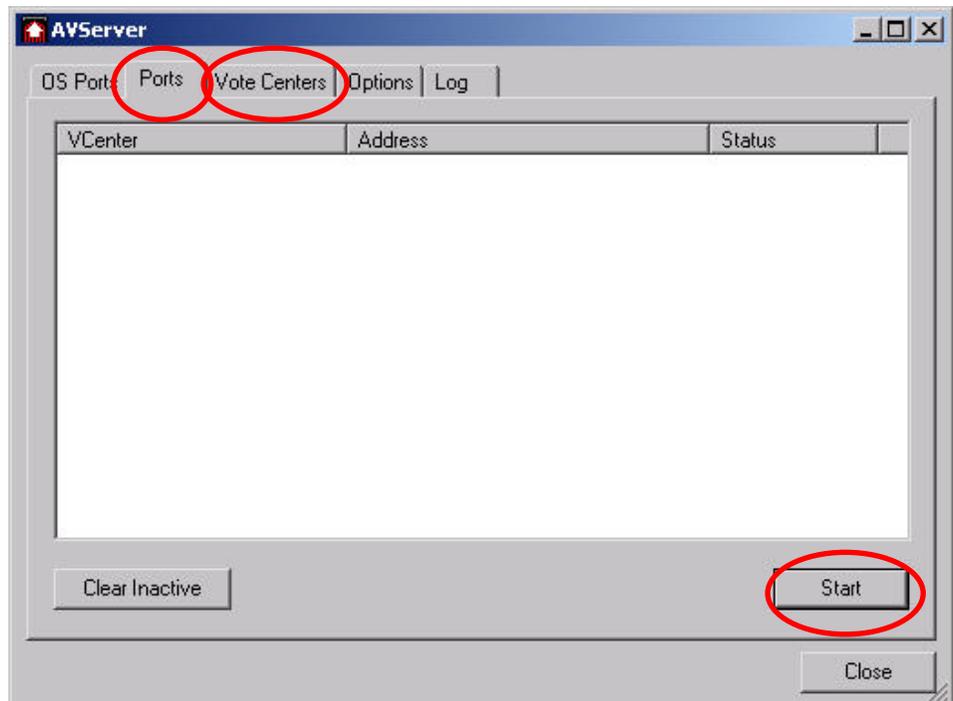
### 5.5.2. Upload Preparation

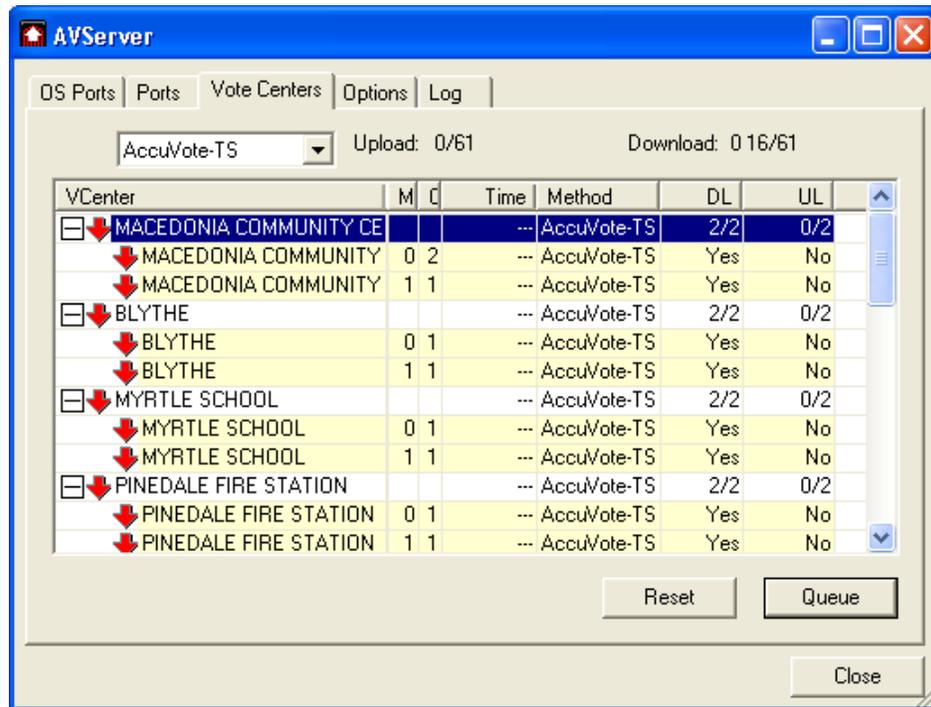
To prepare the GEMS election database to receive results uploads from the TSX memory cards:

- 1.) Click on the Memory Card icon in the tool bar or select **AccuVote Server** from the **GEMS** drop down menu.



- 2.) Click on the **Ports** tab.
- 3.) Click the **Start** button. (This window will appear empty – the **Start** button will change to a **Stop** button.)
- 4.) Click on the **Vote Centers** tab to monitor the upload activity.

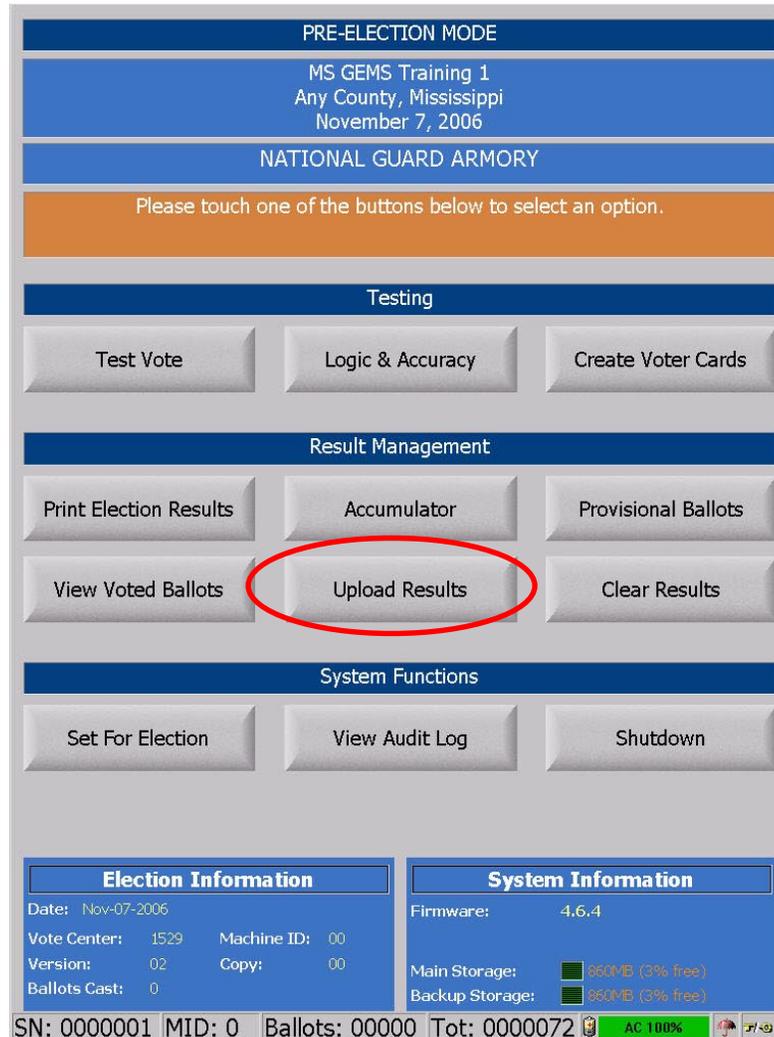




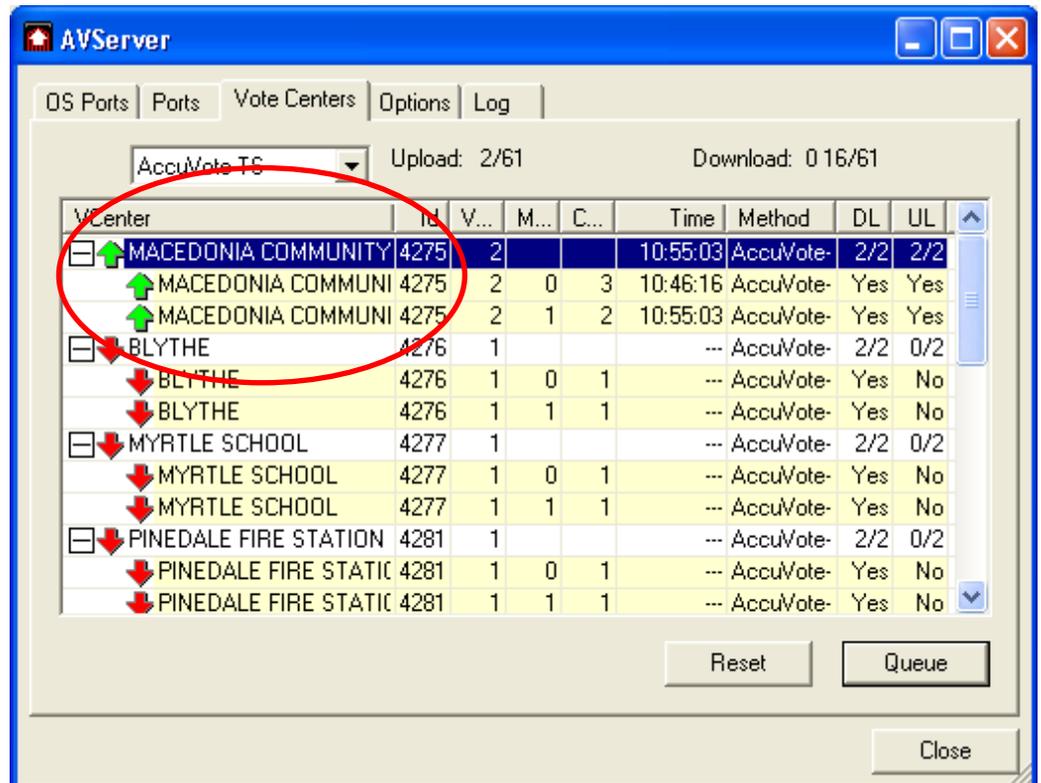
### 5.5.3. Upload the TSX L&A Test Results

- 1.) Break the seal on the Secure Transfer Bag and record the seal number on the Memory Card Chain of Custody form.
- 2.) Check Election Data Compartment of the download TSX unit to make sure it is empty. If there is already a TSX Memory Card inserted, remove it by pressing the eject button located below the memory card.
- 3.) Insert the first TSX Memory Card to be uploaded.

- 4.) Once the election loads touch the **Upload Results** button on the TSX.

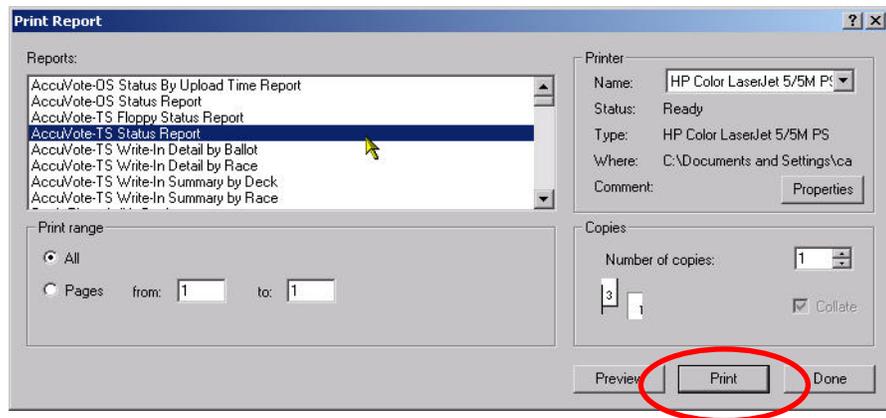
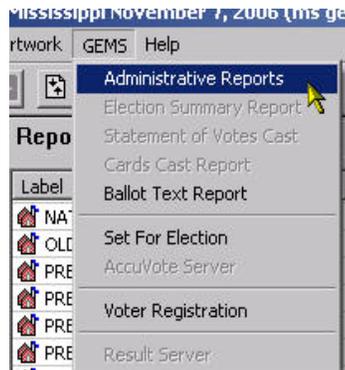


- 5.) Then touch the **OK** button at the “Upload Ballots” window.
- 6.) Follow the onscreen instructions on the TSX Unit to upload the rest of the TSX memory cards from the Secure Transfer Bag.
- 7.) Visually verify that the TSX memory cards have been uploaded by looking at the direction and color of the arrows (green and up) in the AccuVote Server window on the GEMS Server.



8.) Repeat the process for each polling place's memory cards.

- 9.) In GEMS, select Administrative Reports from the GEMS drop-down menu and print an AccuVote-TS Status Report to confirm the uploads with the date and time for each card. Then place the report in the designated envelope.

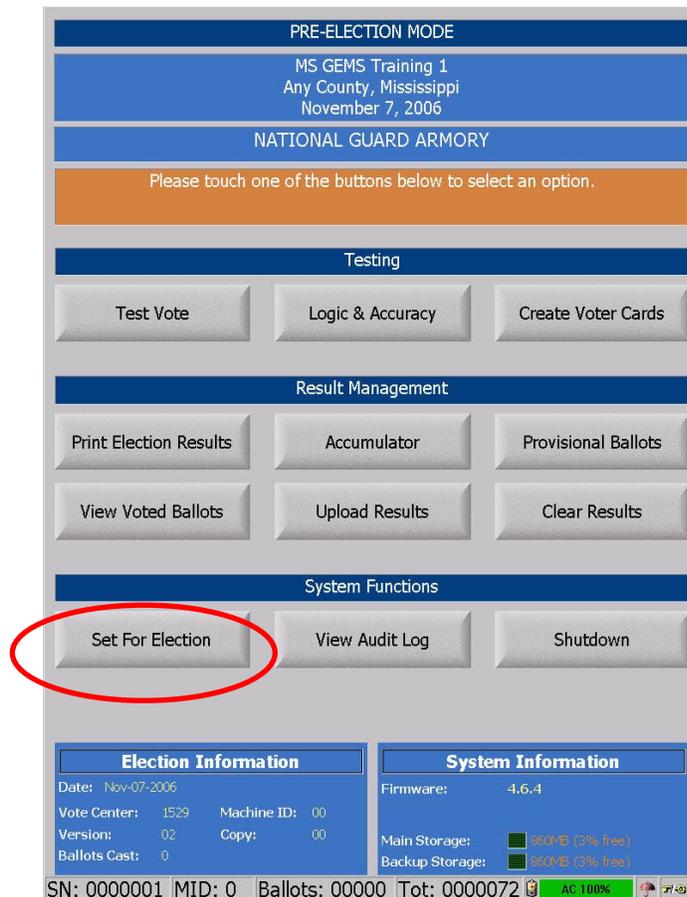


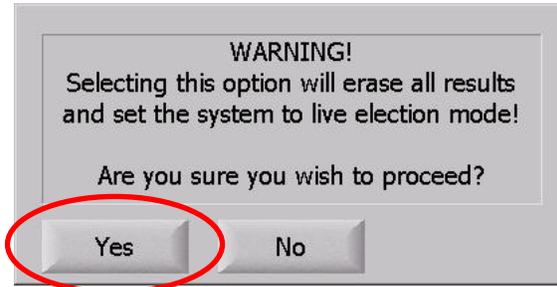
- 10.) Turn off the TSX Unit using the red power button located in the Election Data Compartment.

11.) **Set For Election**

This step prepares the memory card for Election Day by clearing all results. The county may choose to complete this step on the download TSX unit at the end of the L&A upload process, or the cards may be taken back to the assigned precinct TSX units to complete this process.

- a.) Turn the TSX unit on.
- b.) Insert the memory card.
- c.) Make sure the printer is ready.
- d.) Touch **Set For Election** then touch the **Yes** button to confirm.



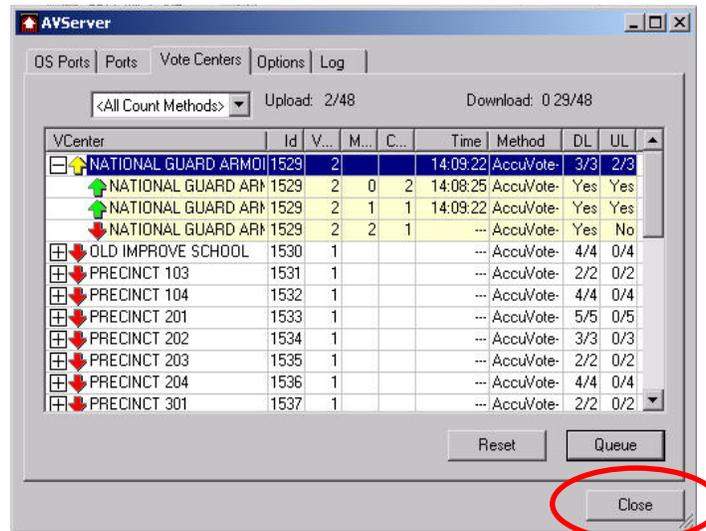


- e.) After the unit enters Election Mode, touch **OK** to print the Zero Totals Tape. Verify that all totals are set to zero.
- f.) When asked “NEED ANOTHER COPY?” touch **NO**.
- g.) Touch **OK** at the printer notification screen.
- h.) Turn the TSX unit off.
- i.) Remove the TSX Memory Card by pressing the eject button below the memory card and place the TSX Memory Card in the Secure Transfer Bag.
- j.) Verify that all the TSX Memory Cards for the Vote Center have been placed back into the Secure Transfer Bag then seal the Secure Transfer Bag and record the seal number on the Memory Card Chain of Custody form.
- k.) Remove the Zero Totals Tape from the printer and place it in the designated envelope.
- l.) Repeat steps a-k for each memory card.

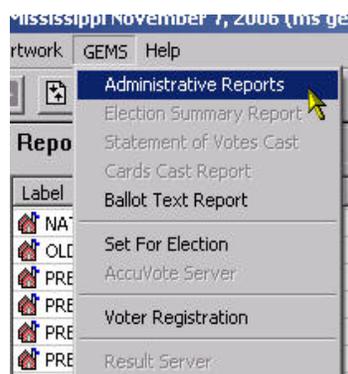
**5.5.4. Upload the OS L&A Test Results**

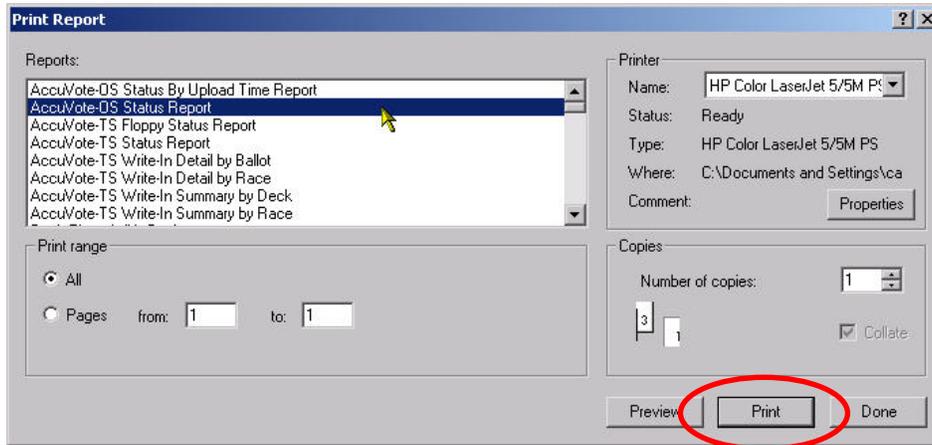
- 1.) Break the seal on the Secure Transfer Bag and record the seal number on the Memory Card Chain of Custody form.
- 2.) Unlock and remove the printer cover.
- 3.) Insert the first OS Memory Card into the slot on the front of the OS Unit.
- 4.) On the GEMS Server, go to the **OS Ports** tab, select all the ports and then click **Start**. (Click on the first port in the list then click on the last port while holding down the Shift key on the keyboard.)
- 5.) On the OS Unit press the **NO** button until the screen reads “Upload Results by direct mode?” and then press the **YES** button.
- 6.) Verify that the test results were uploaded by visually checking the AV Server window to ensure that the red down arrow has changed to a green up arrow.
- 7.) After verifying that the OS Memory Card results have been transferred to the GEMS Server press the **NO** button on the OS unit until “Prepare for Election?” is displayed on the screen and then press **YES**.
- 8.) Confirm setting by clicking **OK** to Prepare for Election.
- 9.) Turn the OS unit off then back on to print the Zero Report.
- 10.) After the Zero Report finishes printing turn off the OS Unit.
- 11.) Remove the OS Memory Card and place it in the Secure Transfer Bag designated for the OS Memory Cards.
- 12.) Remove the OS Zero Report and place it in the designated envelope.
- 13.) Repeat this process for each OS Memory Card that is programmed for the election.

- 14.) After all OS Memory Cards have been processed, click **Close** on the AccuVote Server window.



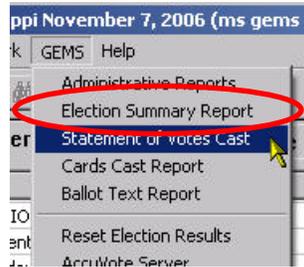
- 15.) Verify that all the OS Memory Cards are in the Secure Transfer Bag then seal the bag. Record the seal number on the Memory Card Chain of Custody form.
- 16.) In GEMS, select Administrative Reports from the GEMS drop-down menu and print an AccuVote-OS Status Report to confirm the uploads, then place the report in the designated envelope.



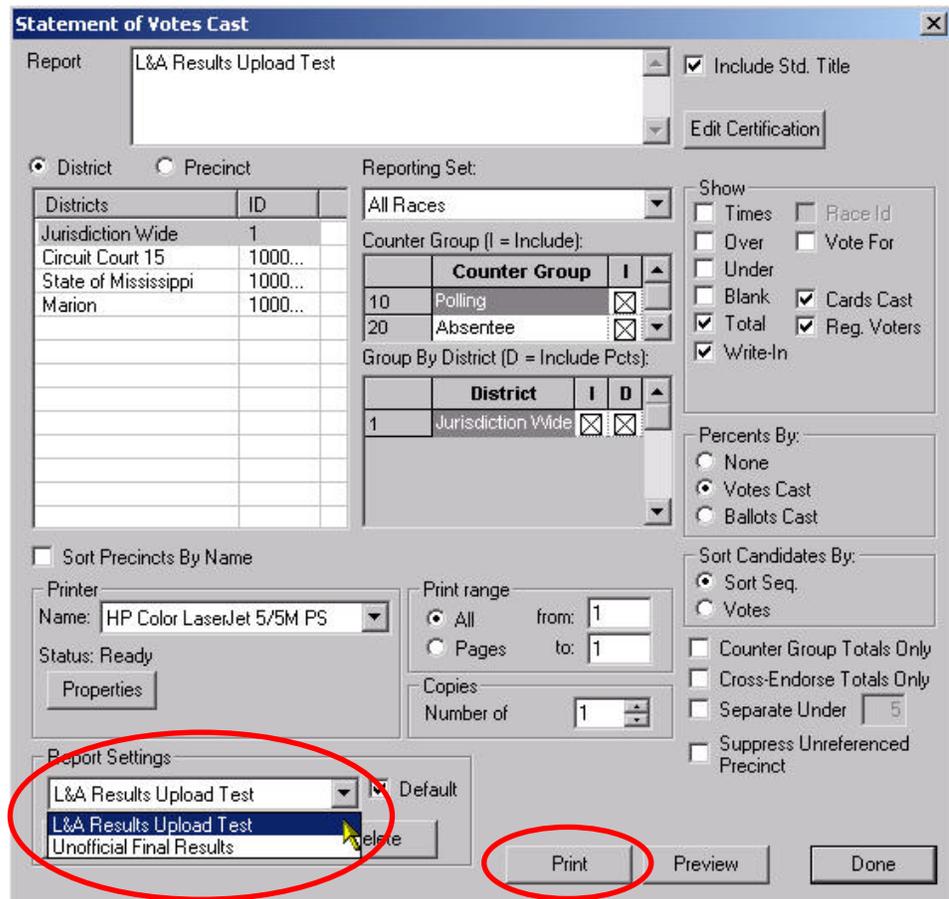


### 5.5.5. Print the GEMS L&A Test Reports

- 1.) Select Election Summary Report from the GEMS dropdown menu.



- 2.) Select the L&A Results Upload Test report setting then click **Print**.

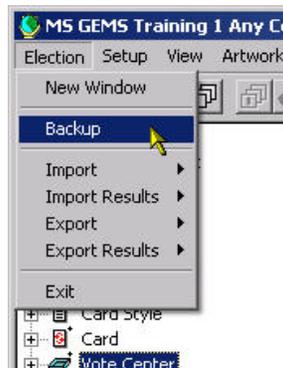


- 3.) When GEMS notifies you how many pages are to be printed, check to make sure that you have enough paper in the printer then click **OK**.
- 4.) Click **Done** to close the window.
- 5.) Verify the totals that print are correct test totals and then place the Election Summary report in the designated envelope.  
(Expected totals are determined by adding the results from the test totals tape printed from each voting unit whose memory card was uploaded).

#### **5.5.6. Create a Backup of the GEMS Database Containing Test Results**

Refer to Section 4.6. for more detailed instructions on creating a backup database and transferring it to a CD.

- 1.) Select **Backup** from the Election drop-down menu.

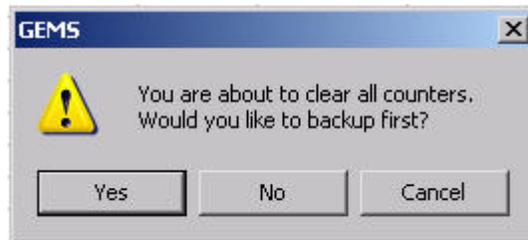
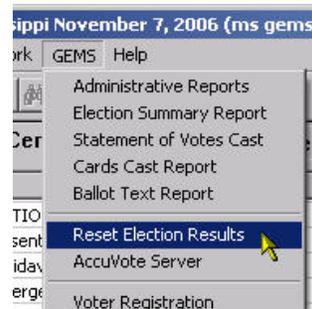


- 2.) Amend the filename to end with "-L&A Results" and the date then click **Save**.
- 3.) Select **Reset Election Results** from the **GEMS** drop-down menu then click **Yes** to confirm.
- 4.) Close GEMS by clicking the "X" in the top right corner of the window.
- 5.) Copy the L&A backup of the GEMS database to a CD.

### 5.5.7. Reset Election Results and Print Zero Totals

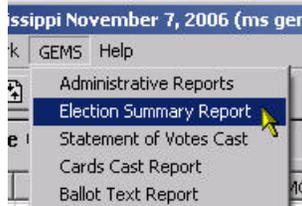
To clear all L&A test results, you need to reset the election and print a jurisdiction wide summary report with zero totals to verify that you have no pre-existing results in the GEMS election database.

- 1.) Select Reset Election Results from the GEMS drop-down menu. GEMS will ask if you wish to create a backup copy and you should do so if you don't yet have a current backup. Otherwise, simply click NO and the counters will all be cleared.

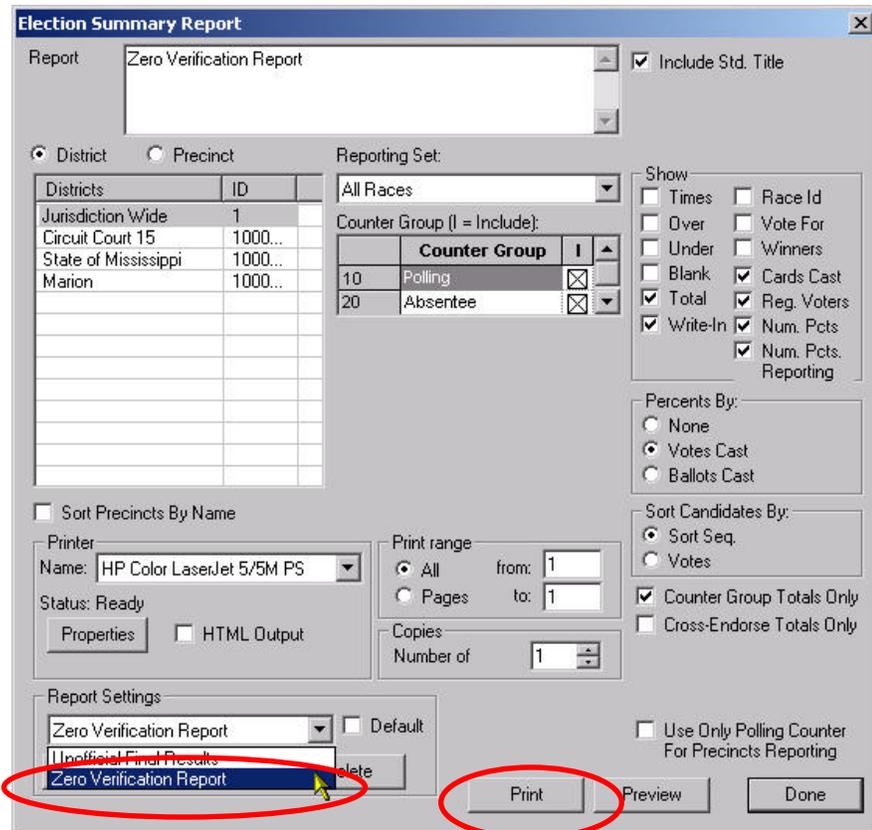


2.) Then to print the zero report:

- a.) Select the Election Summary Report option from the GEMS drop-down menu.



- b.) Select Zero Verification Report from the Report Settings drop-down menu.  
c.) Then click the **Print** button and review the report to ensure that all counters are set to zero.



- d.) Verify that all counts are set to zero.  
e.) Then click the **Done** button to close the reporting window.

## **6. Final Preparation Tasks**

In the period of time from 25 days to 1 day before the election, the remaining election preparation tasks must be completed. For complete requirements refer to Miss. Code Annotated §23-15-531.4. These tasks include:

- Election Personnel Training
- Preparation of the Election Results Reporting Plan
- Generate Poll Books and Enter Final Voter Registration Figures
- Preparation of Backup Equipment, Rover Kits, and Polling Place Supplies
- Delivery of TSX Units
- Preparation of Election Day Communications Plan

***NOTE:** This section is not being covered in the GEMS Elections Operation Training. For full details on this section, please refer to the Guide for Conducting Election in Mississippi with the Statewide TSX Voting System.*

## **7. Election Day**

This section describes procedures to follow on Election Day with regards to the Statewide TSX voting system. These procedures must be followed by the officials in charge of each election including Executive Party Committee Members, Election Commissioners, Circuit Clerks, Poll Managers, and anyone else vested with the authority to conduct an election.

***NOTE:** This section is not being covered in the GEMS Elections Operation Training. For full details on this section, please refer to the Guide for Conducting Election in Mississippi with the Statewide TSX Voting System/Poll Managers Guide.*

## **8. Post Election**

This section describes post election procedures with regards to the Statewide TSX voting system. The post election period is considered to start when election central begins to prepare for results tabulation. The topics covered include:

- Preparation for Tabulation at Election Central
- Tabulating and Reporting the Results
- Canvass
- Post Election Close Out Archives
- TSX Voting Unit Recovery
- Post Election Maintenance

Although the tasks are presented in a linear fashion, some of the tasks will be performed as parallel processes due to the timeframes involved in post election processes. In other words, while the Ballot Tabulation Team processes the Absentee Ballots, election officials will be preparing for tabulation at election central.

The following checklist depicts the flow of work presented in the Post Election section and the parallel processes.

**Section 8 – POST ELECTION**  
**Timeframe: 0 – 21 days following the Election**

**8.1. Preparation for Tabulation at Election Central**

- Assemble Supplies
- Verify Connections on the GEMS Server
- Verify Date and Time on GEMS Server
- Print “Zero Totals Report”
- Prepare to Process Absentee Ballots

**8.2. Tabulating and Reporting the Unofficial Results**

- Tabulate all Absentee and Emergency Ballots
- Upload all TSX Memory Cards to GEMS Server
- Upload all Absentee OS Memory Cards to GEMS Server
- Print Proper Reports
- Verify all Memory Cards Uploaded
- Export Unofficial Results

**8.3. Canvass and Reporting**

- Assemble Materials
- Process Affidavit/Provisional Ballots
- Tabulate Affidavit/Provisional Ballots
- Upload Affidavit/Provisional Ballots
- Print Status Reports
- Export Official Results
- Print Election Reports
- Certify Election
- Backup Database

**8.4. SEMS – Post election tasks**

- Process Poll Book
- Close Election

**8.5. Post Election Close Out Archive**

- Store Election Records

**8.6. TSX Voting Unit Recovery**

- Verify Seals
- Verify Physical Condition
- Return to Storage Facility

## 8.1. Preparation for Tabulation at Election Central

### 8.1.1. Preparing to Receive Election Materials

The tasks outlined in sections 8.1.1, 8.1.2, and 8.1.3 will be happening simultaneously.

#### 1.) Assign Duties

The officials in charge of the election (Circuit Clerk, Election Commissioners, or Party Executive Committee members) should project the staff levels needed for Election Night and ensure that appropriate staff is available and ready to perform the duties required for successful Election Night operations related to the voting system. Election officials will conduct a final walk-through of the Election Night processes and assign a role for all Election Night staff.

Election Night roles and responsibilities related to the voting system include:

- **GEMS Operator** - The GEMS Operator manages the GEMS Application Server during the course of Election Day and throughout Election Night. The County may assign a county staff member to perform the GEMS Operator duties with the assistance of the Premier County Technician. Duties consist of: preparation of GEMS Application Server, printing requisite reports, uploading TSX and OS Memory Cards, general Election Night troubleshooting, and once the unofficial final results reports and status reports have been printed, performing GEMS election database backup procedure and GEMS Server shutdown.
- **Upload Personnel** - assist the GEMS Operator in the upload of all Memory Cards after the polls close and the Memory Cards are returned from the polling places. The GEMS Operator may also perform the duties of the Upload Personnel in smaller counties.
- **Supply Check-in Personnel** - accept delivery of TSX Memory Cards, absentee and affidavit/provisional ballots, and all other election materials from the Receiving and Returning Manager and reconcile them against County records.
- **Runners** - deliver the Memory Cards to the Upload Personnel and deliver the absentee ballots to the Absentee Ballot Tabulation Personnel. Supply Check-in Personnel may also act as Runners in smaller counties.

- **Phone Support Personnel** - will assist with troubleshooting all technical questions from the polling place and escalating issues when required to the Premier County Technician.
- **Ballot Tabulation Team** – will operate the OS unit(s) to tabulate the approved ballots as they are returned from the polling places.
- **ES&S Election Support Personnel** – ES&S will provide a trained county technician for every county. The technician will be on site for a designated amount of time to assist each county. The table below provides suggested staffing projections.

<b>Election Night Staffing Projection</b>	
<b>Job Title</b>	<b>County Election Staff</b>
GEMS Operator	1 or 2
Upload Personnel	1 or 2 (GEMS Operator can perform this function if County is small enough)
Supply Check-in Personnel	2
Runners	2
Phone Support Personnel	1 for every 15 precincts during opening and closing. 1 for every 30 precincts during the day (This is usually normal election day office staff)
Absentee Ballot Tabulation Personnel	Minimum of 2
Premier Election Support Personnel	Premier will provide: 1 County Technician for every 2 to 3 counties.

**2.) Assemble Supplies**

- AccuVote Status Reports
- Diskettes for JResults (If Needed)
- CD or dedicated elections USB drive for results transfer to SEMS

- Paper for printer
- Blank CD's for backing up the GEMS election database
- Secure container for Memory Card storage
- Cables (Cat5 and Serial as needed)
- NIC Cards
- Power Strips
- Supervisor and Central Administrator cards

### **8.1.2. Preparing the GEMS System for Results Tabulation**

About an hour before the polls close, the GEMS system should be prepared for tabulation and results reporting.

#### **1.) Verify Connections**

Check all the cables and power cords on the GEMS system to ensure that they have not come loose and are firmly connected. You should also make sure that the arrangement of the cables and cords is secured so that none are in a position to be tripped over or accidentally pulled loose. Also check that the NIC cards are firmly inserted into the Election Transfer Compartment on the TSX unit(s) that will be used for uploading results.

The cables you should check are:

- All power cords
  - Server
  - Monitor
  - UPS
  - Printer
  - TSX Unit(s)
  - OS Unit(s)
  - Hub
- Cat5 Cables (From Hub to GEMS Server and Hub to TSX Unit(s))
- Serial Cable (From OS Unit to GEMS Server)
- Printer Cable (From GEMS Server to Printer)
- Keyboard (Directly to GEMS Server)
- Mouse (Directly to GEMS Server)

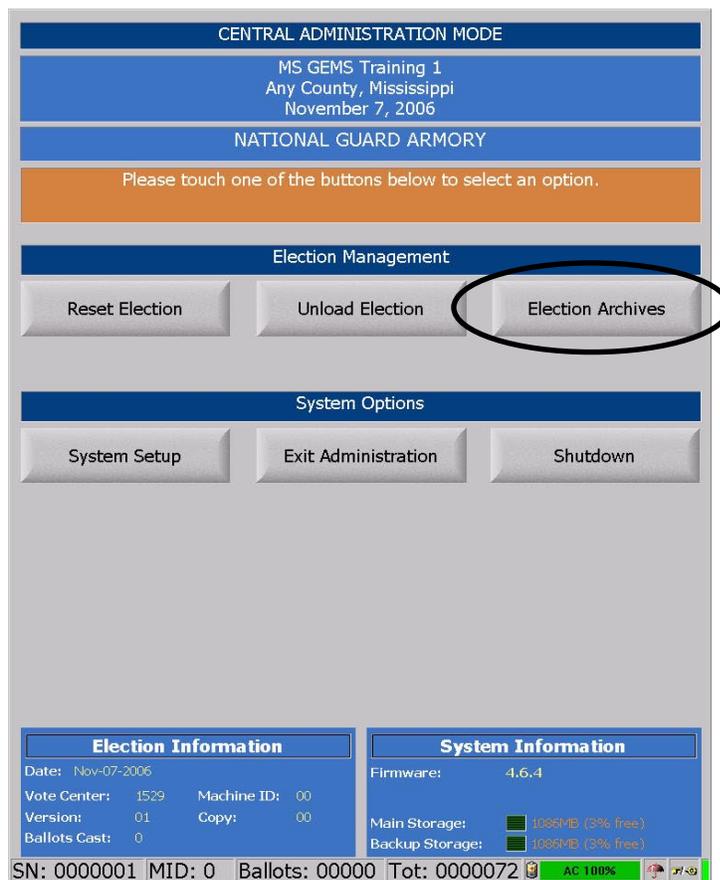
– Monitor (Directly to GEMS Server)

If you are using JResults to display your election results, you should also check that any devices being used to generate the display are properly setup and operating.

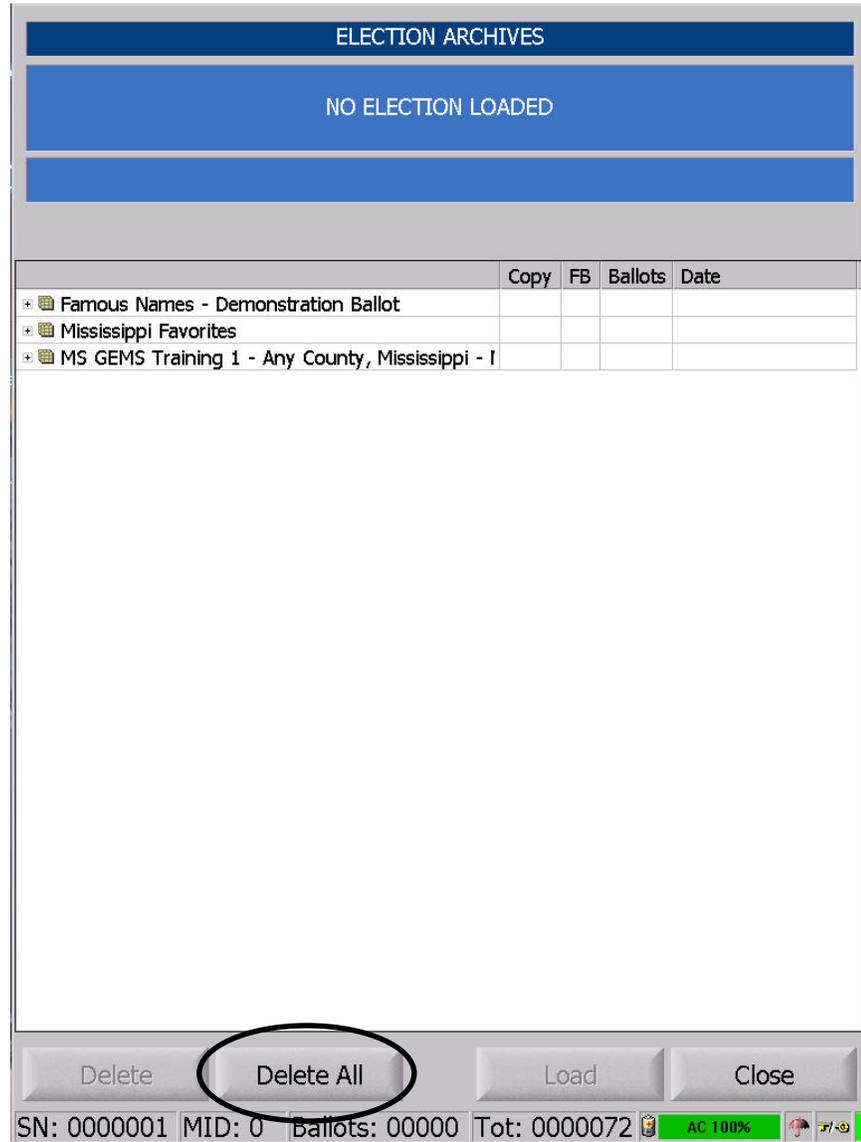
## 2.) Clear the TSX Unit Archives

To clear the archives on the TSX unit(s) that will be used to upload election results from the memory cards, you will need a Central Administrator card.

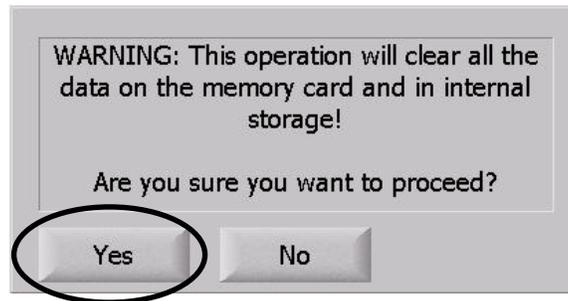
- a.) Insert the Central Administrator card into the TSX unit.
- b.) Enter the PIN then touch **OK**.
- c.) Remove the Central Administrator Card.
- d.) Touch the **Election Archives** button.



e.) Touch the **Delete All** button.



- f.) Touch the **Yes** button to confirm.



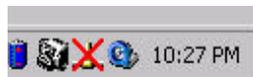
- g.) Touch **Close** to exit the **Election Archives** window.  
h.) Then touch **Exit Administration**.  
i.) Repeat the process for each TSX unit to be used for uploading election results.

### 3.) Start the GEMS System

- a.) Turn on the GEMS Server, report printer, and any TSX and OS voting units that are connected to the server for the purpose of uploading election results.  
b.) The GEMS Server will startup automatically with the correct configuration. Wait until the server presents a window with logon instructions.  
c.) Follow instructions by pressing the keyboard keys: **CTRL**, **ALT**, and **DELETE** simultaneously to logon to the computer. A new window will appear that will prompt you for your logon information.  
d.) Enter your user name and password, click **OK**, and the GEMS system will complete start up process.

### 4.) Check System Date and Time

After Windows starts, at the bottom right corner of the screen is the system time.



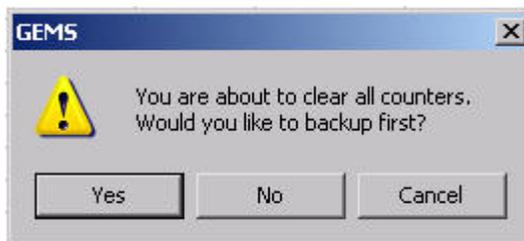
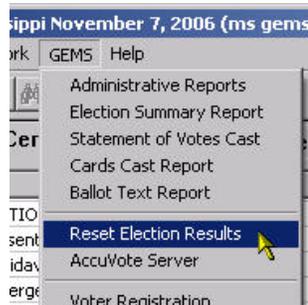
By double clicking on the time display with your mouse pointer, a new window will appear titled **Date/Time Properties**, which will allow modification of computer's date and time.

It is very important to verify the system time because GEMS will use the computer's system date and time settings to time-date stamp all reports produced. When you are finished, click on the **OK** button with your mouse pointer and the changes will be saved.

**5.) Reset Election Results and Print Zero Totals**

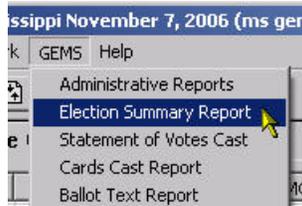
Before you begin to upload the election results, you need to reset the election and print a jurisdiction wide summary report with zero totals to verify that you have no pre-existing results in the GEMS election database.

- a.) First, select Reset Election Results from the GEMS drop-down menu. GEMS will ask if you wish to create a backup copy and you should do so if you don't yet have a current backup. It is highly recommended that you create a backup of your database at this time if you have not already. Detailed instructions on creating backup files and how to copy backups to a CD can be found in Section 4.5. Amend the filename to end with "-Pre-Election Backup" and the date then click **Save**. Otherwise, simply click **NO** and the counters will all be cleared.



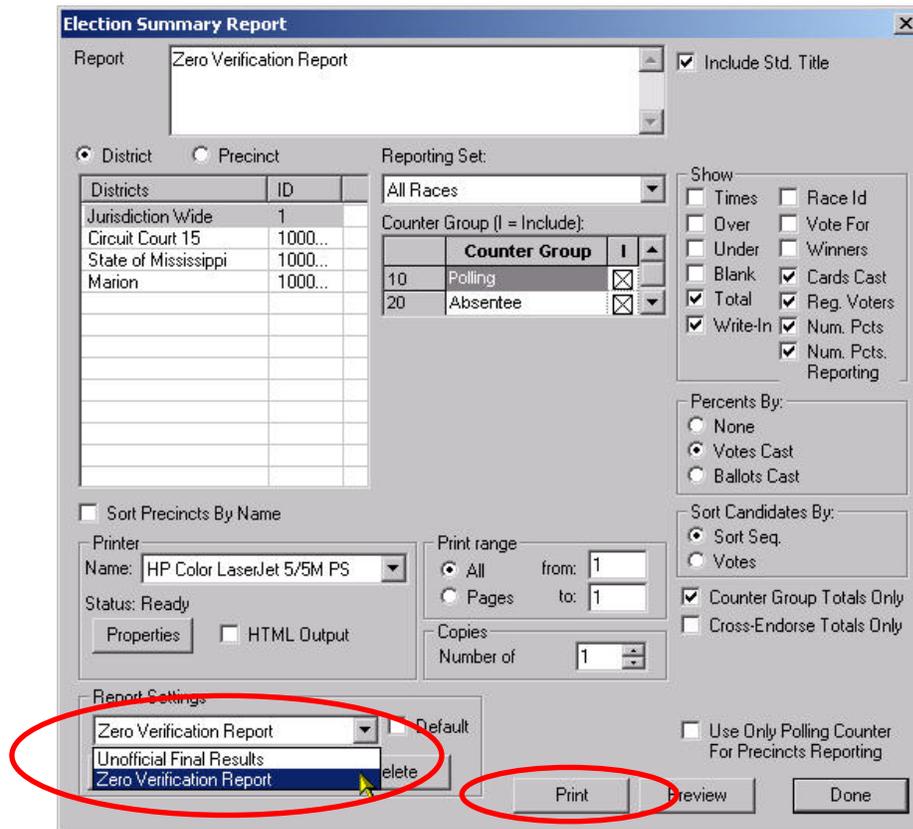
Then to print the zero report:

b.) Select the Election Summary Report option from the GEMS drop-down menu.



c.) Select Zero Verification Report from the Report Settings drop-down menu.

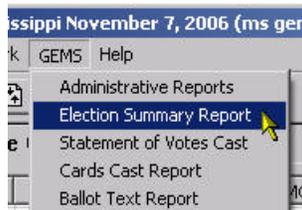
d.) Then click the **Print** button and review the report to ensure that all counters are set to zero.



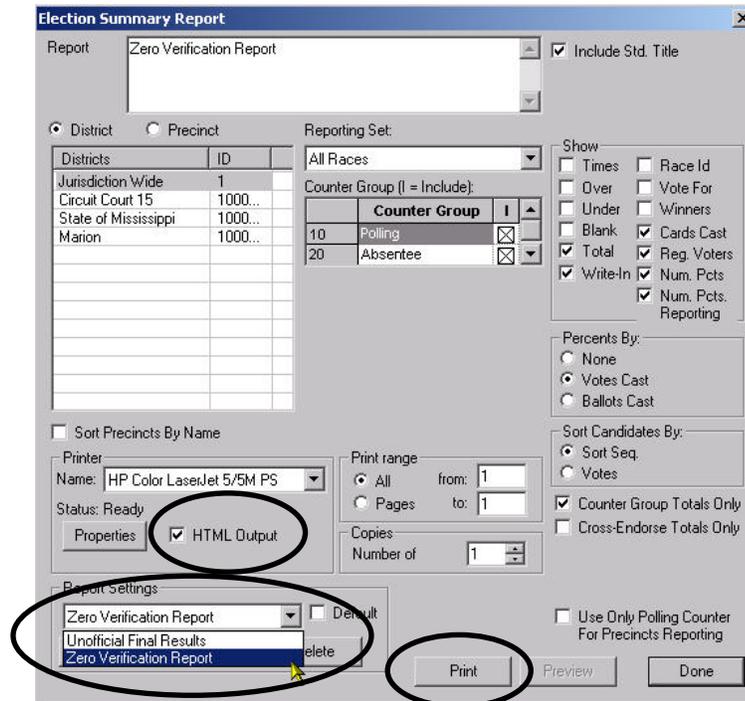
- e.) Verify that all counts are set to zero.
- f.) Then click the **Done** button to close the reporting window.
- g.) For counties that want to post results to their county website, you can use GEMS to generate your HTML reports. You should produce a zero report from GEMS to use as your initial post.

**To produce the file:**

1. Select the **Election Summary Report** from the GEMS drop-down menu.



2. Select **Zero Verification Report** from the **Report Settings** drop-down menu.
3. Click the **HTML** Output checkbox.
4. Click **Print** and then direct your file to the proper output location.



5. The file, if not written directly to a designated elections USB drive should be copied to the drive. The drive can then be removed and taken to the computer that you are using to post your HTML reports to the website.

h.) Start JResults With Zero Totals

If you will be using JResults to display election results as they are coming in, you should start JResults now and make sure the file location being used that contains the JResults text files are updated with the zero totals.

### **8.1.3. Preparing to Process Absentee Ballots**

Members of the Ballot Tabulation team should begin the preparation of the Optical Scan voting unit(s) that will be used to tabulate the approved absentee ballots as they arrive from the polling places. This preparation will be taking place at the same time that the tasks outlined in section 8.1.

The Ballot Tabulation team should also make sure that they have the following supplies available before starting the tabulation process:

- Absentee and Emergency Memory Cards in the sealed Secure Memory Card Transport Bag(s).
- Extra paper roll(s) (1 per OS unit)
- Extra OS printer ribbon(s) (1 per OS unit)
- AccuVote-OS Ender Cards (2 per OS unit)
- Ballot Containers to secure tabulated ballots
- Un-voted ballots of each style for duplication by the Resolution Board
- Checklist to note when each polling place has delivered its approved absentee ballots.

If you only have one OS unit, that unit will be used to scan ballots while you are uploading results from the TSX memory cards that are being returned from the polling places. Later, when paper ballot tabulation has been completed, you will connect the OS unit to the GEMS server so that you can upload the OS ballot tabulation results to the GEMS election database.

### **8.1.4. Set Up OS Voting Units**

If you will be using the ballot box for the OS Unit(s), make sure the security bar(s) have been removed. Slide the OS units onto the ballot box(es) and plug the power cord(s) into an electrical outlet. Unlock and remove the printer cover from the OS unit(s). Insert the Absentee Memory Card into the OS Unit.

### **8.1.5. Print Zero Totals**

Turn the OS unit(s) on. A Zero Totals Report will automatically print on each unit.

Verify the following on the Zero Totals Report:

- The Date and Time.

- The Vote Center label is Absentee.
- All Totals are “0”.
- The “Counter Check” is “0”.

After verification, sign and post the first Zero Totals Report for public display.

When the following message appears, press the **YES** button.

**NEED ANOTHER COPY?**

Do not tear off the second report. The second Zero Totals Report will be signed and will remain in the OS unit. Simply roll up the report then replace and lock the printer cover.

## 8.2. Tabulating and Reporting the Results for Paper Ballots

As the memory cards and Absentee and Emergency Ballots begin to arrive at election central, they will be checked in and then the memory cards will be taken to the GEMS server and the Absentee and Emergency Ballots will be taken to the Ballot Tabulation Team. This team includes all individuals who will be involved with tabulating the Absentee and Emergency Ballots.

### 8.2.1. Paper Ballot Tabulation

This section describes the process for tabulating paper ballots with the TSX Voting System.

#### 1.) Absentee Ballot Tabulation

Before beginning to tabulate Absentee Ballots verify that section 8.1.2 has been completed.

The secure envelope and a copy of the form 820.1 the *Precinct Canvas Report* from each precinct should be delivered to the Ballot Tabulation Team immediately upon being checked in at Election Central. As each secure envelope is delivered to the Tabulation Team, they should check off having received that precinct. Also, they should confirm that the total number of “Accepted” Absentee Ballot envelopes in the secure envelope matches to total number of accepted Absentee Ballots noted on the *Precinct Canvas Report*.

The official in charge of the Election shall open the “Accepted” Absentee Ballot envelopes and remove the ballots. *NOTE: Only envelopes marked “Accepted” should be opened.* The ballots should then be separated in to batches of 25. This will help the Tabulation Team ensure that all ballots are scanned.

After the ballots are sorted, they should be inserted into through the OS Unit in any of the four possible orientations by the Ballot Tabulation Team. The OS unit will pass the ballot through the reader path, tabulate both sides simultaneously, and deposit the ballot through the rear of the unit into the ballot box or other receptacle.

Before the first ballot is tabulated, the display on each OS unit should be as follows:

**POLL: 10:00 U**  
**TOT COUNT: 0**

***NOTE:** POLL 10.00 is a sample display of what will be your Absentee Vote Center ID number. “TOT COUNT” represents the total number of ballots read by the OS Unit. This number will be zero at the beginning and increment by one with each ballot that is tabulated.*

Verify the total number of ballots read after each batch is equal to the number total count displayed on the OS unit(s). If more than one unit is being used to tabulate the ballots, the ballots should be kept separated by the unit they were tabulated on for auditing purposes. That way if there are any questions about ballot processing, the audit can be isolated to one OS unit.

If there are any problems tabulating paper ballots using the OS Unit, refer to section 8.2.2. for troubleshooting instructions.

If any ballots are returned by the OS Unit they should be given to the Resolution Board for duplication. See section 8.2.3. for more information on the Resolution Board.

After all accepted Absentee Ballots have been scanned, confirm that the Resolution Board has completed all of their resolution processes and provided the tabulation team with all duplicate ballots that are to be tabulated. Once confirmation is made and verified, it is time to close the absentee voting unit(s).

Unlock and remove the printer cover from the OS unit then simultaneously press the **YES** and **NO** buttons simultaneously and insert the AccuVote Ender Card through each OS unit used. This will electronically lock the unit and prevent further voting. This will also cause the Election Results Report to automatically print. The following messages will appear:

**GENERATING  
REPORT.....**

**PRINTING REPORT**

**PRINTING  
PRECINCT: 10:00**

*NOTE: 10.00 Is only a sample Precinct Number.*

Remove the report. The Ballot Tabulation team signs the Election Results Report.

When the following message appears, Press the **YES** button to print another copy and sign.

**NEED ANOTHER  
COPY?**

Press the **NO** button the next time the message appears.

Then press the **YES** button when the following message appears.

**READY TO TURN  
UNIT OFF?**

Once the following message appears, slide the OS unit out of the ballot box a sufficient distance to access the power switch, and turn the unit's power off.

**ELECTION FINISH  
TURN UNIT OFF**

## 2.) Emergency Ballot Tabulation

It is the responsibility of the Ballot Tabulation Team to tabulate Emergency Ballots on Election Night after Absentee Ballot tabulation has been completed.

Prior to tabulating Emergency Ballots the Absentee Ballot Memory Card must be removed from the OS unit and replaced with the

Emergency Ballot Memory Card. Repeat the instructions in section 8.1.2. to tabulate the Emergency Ballots.

### 3.) Affidavit Ballot Tabulation

At the discretion of the officials in charge of the election, Affidavit Ballots may be tabulated on Election Night. More information regarding processing Affidavit Ballots may be found in section 8.6.2. *Process Affidavit Ballots.*

## 8.2.2. Troubleshooting Paper Ballot Tabulation

### 1.) The OS Unit will not accept any ballots.

- If the OS unit attempts to take ballots but continually returns them without ever fully entering the reader path, check to make sure the ballot path out of the back of the unit is clear. This problem can be caused by the security bar not being removed from the ballot box or the power cord being in the way of the ballot exit path.
- If the OS unit doesn't even attempt to take ballots, note the poll count on the display then turn the unit off for at least one full minute then turn it back on. This will reset the read head sensors and allow the unit to sense the insertion of a ballot and pull it through. When the unit comes back up, note the poll count again to ensure that it is the same.
  - o This issue can sometimes happen after a jammed ballot. No results will be lost if you must turn the OS unit off then back on however, if you haven't yet tabulated any ballots, the Zero Totals Report will print again when the unit is turned back on.
  - o If turning the OS unit off then back on does not resolve the issue and no ballots can be read, notify your Premier County Technician immediately. Your Premier County Technician will be able to quickly find out how soon a replacement unit can be obtained.

### 2.) The OS Unit returned a ballot.

The parameters by which the OS unit(s) return ballots are defined in GEMS and are programmed on each OS memory card. The parameters include:

- Returning a ballot with one or more over-voted contest; or
- Returning a blank ballot (i.e. a ballot that appears to have no voted races).

The following table describes the ballot return messages and other possible OS messages and the action to be taken.

<b>Table of OS Ballot Return Messages</b>	
<b>Error Message</b>	<b>Action</b>
<p>BALLOT NOT READ PLEASE RE-INSERT</p>	<p>Try turning the ballot over and feeding it through again. Make sure the ballot is being fed into the OS unit correctly. If the ballot cannot be read after the third try, refer it to the Resolution Board then proceed with the next ballot. Be sure this is noted so that your batch count matches your OS unit count.</p>
<p>CARD READ ERROR PLEASE RE-INSERT</p>	<p>Try again. If the ballot cannot be read after the third try, go on to the next ballot. Refer the ballot at issue to the Resolution Board. Be sure this is noted so that your batch count matches your OS unit count.</p>
<p>INVALID BALLOT SEE OFFICIAL</p>	<p>Try again. If the ballot cannot be read after the third try, go on to the next ballot. Refer to the Resolution Board. The error message can be caused by a ballot from the wrong election, or a ballot not printed on the correct paper. Be sure this is noted so that your batch count matches your OS unit count.</p>
<p>OVER-VOTED RACE #:OFFICE</p>	<p>Refer to the Resolution Board. The Resolution Board may duplicate the ballot if they can determine voter intent, otherwise you will be directed to accept the ballot as is. If they opt to accept the ballot with the over-vote, press the <b>Yes</b> button while feeding the ballot into the unit. This will override the error message and accept the ballot. A notation will be printed for each over-voted race.</p>

<p>BLANK VOTED CARD SEE OFFICIAL</p>	<p>Refer to the Resolution Board. The Resolution Board may duplicate the ballot if they can determine voter intent, otherwise you will be directed to accept the ballot as is. If they opt to accept the blank voted ballot, press the <b>Yes</b> button while feeding the ballot into the unit. This will override the error message and accept the ballot. A notation will be printed for the acceptance of the blank ballot.</p>
<p>INVALID MARK #:OFFICE</p>	<p>Remove the ballot and refer it to the Resolution Board. This can be caused by a stray mark or tear in the ballot. Be sure this is noted so that your batch count matches your OS unit count.</p>

i

**3.) There is a ballot jammed in the OS Unit.**

**If you have a ballot jam, you MUST read the message displayed on the OS unit. It is VERY IMPORTANT that you read this message before you attempt to clear the jam because the message will tell you whether or not the jammed ballot was counted. The message will remain on the display until the jam is cleared.**

The table below describes the two possible jammed ballot messages and the appropriate action to take for each one.

<b>Table of Jammed Ballot Messages</b>	
<b>Message</b>	<b>Action</b>
COUNTED BALLOT JAMMED IN READER	Ballot was counted but jammed upon ejection from the unit. Slide the OS unit forward and release the ballot so that it falls into the ballot box.
RETURNED BALLOT JAMMED IN READER	This ballot has not been counted. The ballot will be available from either the front or the back of the OS reader path. Remove jammed ballot from the front or back of the OS unit and re-feed.

**8.2.3. Resolution Board**

The officials in charge of the election shall appoint counting-center employees, members of the public, or qualified voters to serve as Judges on the Resolution Board. All Absentee and Emergency Ballots that have been rejected by the OS tabulating equipment and that are damaged, defective, blank, or over voted will be reviewed by the Resolution Board.

Resolution Board under the direction of the officials in charge of the election may prepare duplicates of ballots that are damaged, defective, blank, or over voted. The original ballots and their duplicates will be marked according to Miss. Code Ann. § 23-15-443. Duplicate ballots prepared by the Resolution Board will be returned to the tabulation team to be tabulated by the OS unit(s).

**8.2.4. Upload OS Memory Cards**

Election results on OS memory cards are uploaded to the GEMS election database via a serial connection between the server and an OS unit being used for upload.

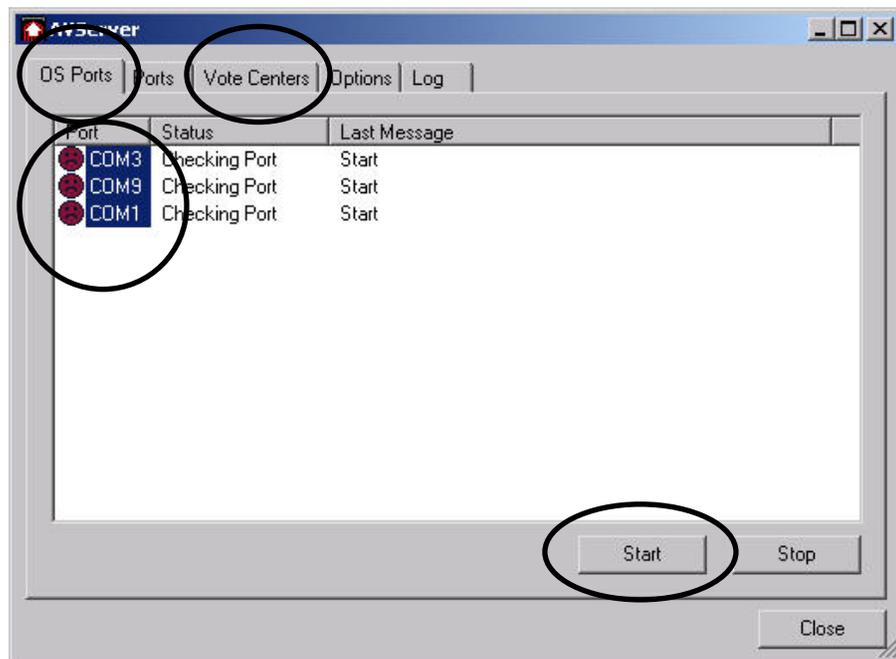
### 1.) Uploading OS Results

OS memory cards will be delivered to the GEMS server area by the Ballot Tabulation team when Absentee and Emergency ballot tabulation has been completed and verified. The Affidavit/Provisional OS memory cards may also be delivered to the GEMS system area if the Affidavit/Provisional ballots are processed on election night.

If you have only one OS unit, the unit must also be brought to the GEMS server area from the OS tabulation area so that it can be used as the results upload device.

To upload the OS memory cards:

- a.) Connect the OS unit to the GEMS server using the serial cable, plug in the power cord and turn it on.
- b.) In the AVServer window, click on the **OS Ports** tab.
- c.) Select all the ports then click the **Start** button. Wait until one of the red faces turns to a yellow face and the **AccuVote Online** message appears.
- d.) Click on the **Vote Centers** tab.



- e.) An OS memory card will be in the OS unit.
- f.) At the message **Send Results By Telephone?**, press the **NO** button.
- g.) At the message **Send Results By Direct Mode?**, press the **YES** button.
- h.) Visually confirm in the **AVServer** window that the results have been uploaded.
- i.) If additional OS memory cards need to be uploaded, remove the uploaded memory card and insert the next card. The results will be automatically uploaded.
- j.) Repeat the process until all the appropriate OS memory cards have been uploaded and confirmed in GEMS.
- k.) Turn the OS Unit Off.

### 8.3. GEMS System Tabulation

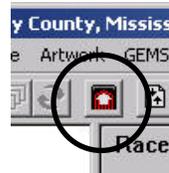
Election results on TSX memory cards are uploaded to the GEMS election database over a connection between the server and one or more TSX units being used for upload.

In preparation for uploading results, you should have the GEMS server on and the GEMS election database open. You will also need to have at least one TSX unit connected to the GEMS server and turned on.

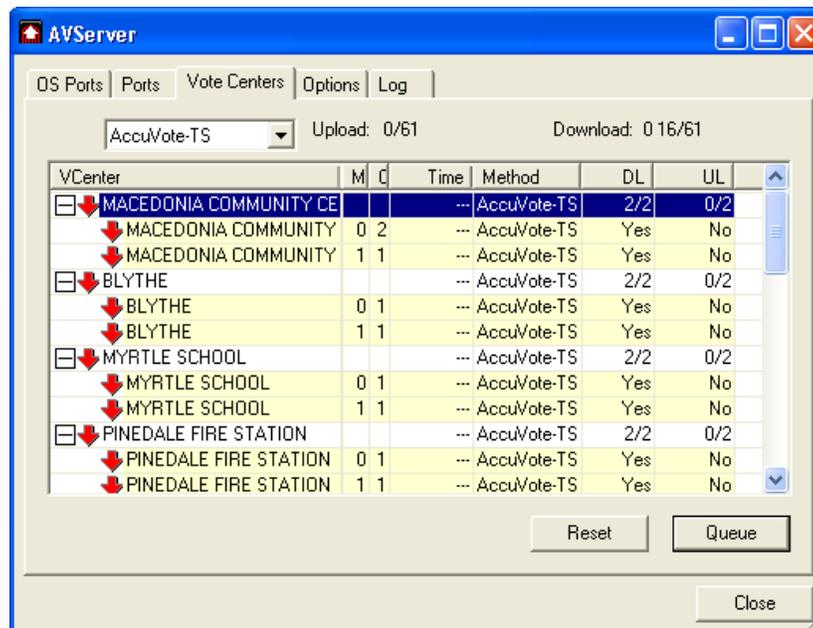
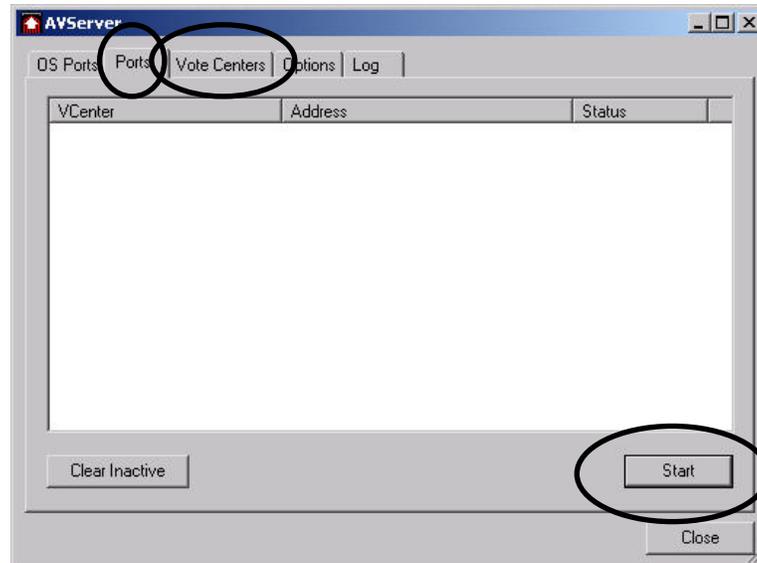
#### 8.3.1. Prepare GEMS Database

To prepare the GEMS election database to receive results uploads from the TSX memory cards:

- 1.) Click on the Memory Card icon in the tool bar or select **AccuVote Server** from the **GEMS** drop down menu.



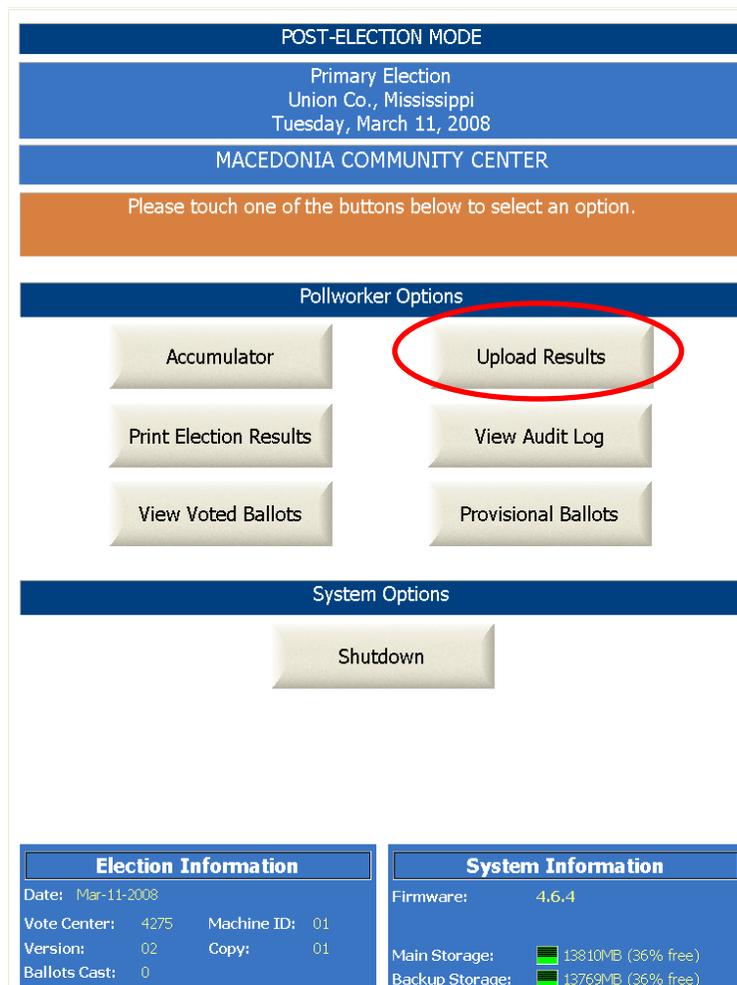
- 2.) Click on the **Ports** tab.
- 3.) Click the **Start** button. (This window will appear empty – the **Start** button will change to a **Stop** button.)
- 4.) Click on the **Vote Centers** tab to monitor the upload activity.



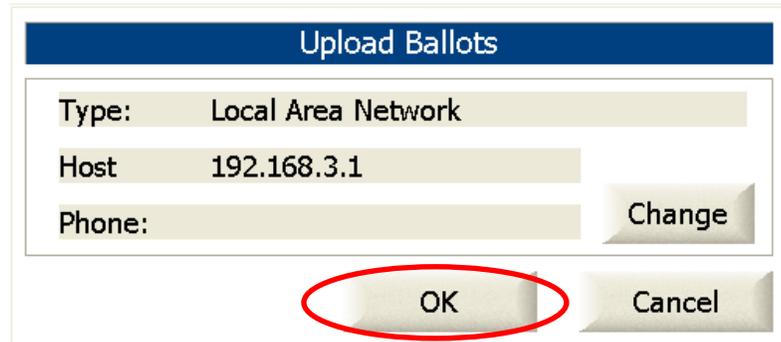
### 8.3.2. Upload the TSX Election Results

- 1.) Break the seal on the Secure Transfer Bag and record the seal number on the Memory Card Chain of Custody form.
- 2.) Check Election Data Compartment of the TSX unit to make sure it is empty. If there is already a TSX Memory Card inserted, remove it by pressing the eject button located below the memory card.
- 3.) Insert the first TSX Memory Card to be uploaded.

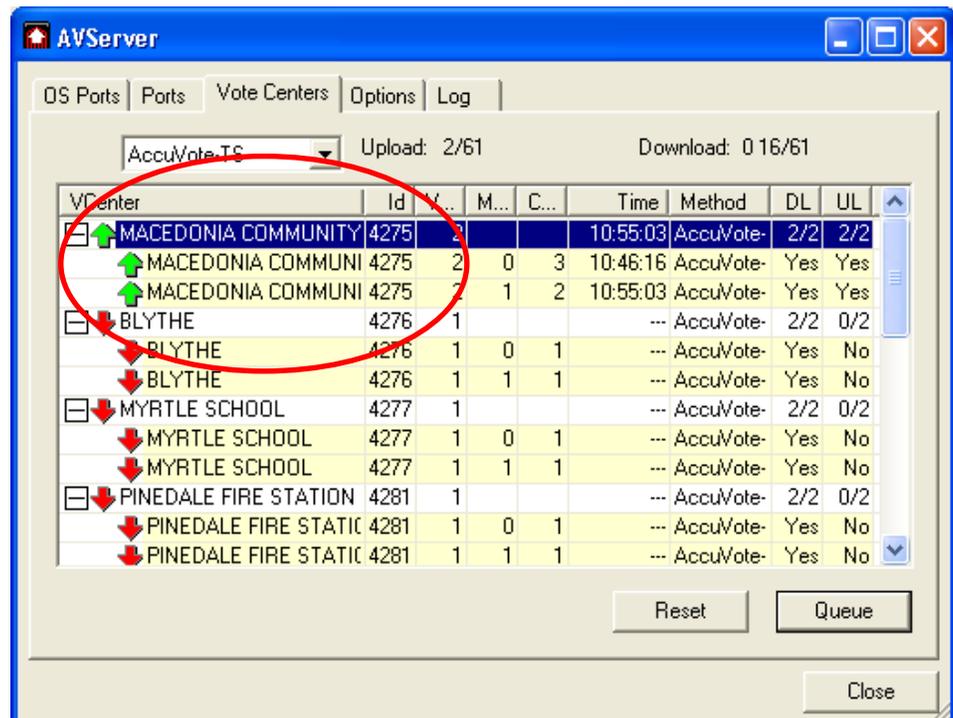
- 4.) Once the election loads touch the **Upload Results** button on the TSX.



- 5.) Then touch the **OK** button at the “Upload Ballots” window.



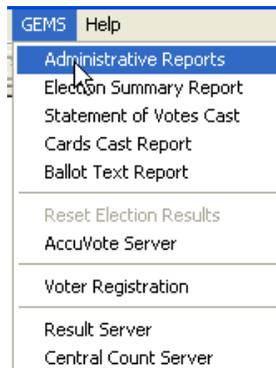
- 6.) After the card has been uploaded remove it from the TSX Unit and continue with the rest of the TSX memory cards from the Secure Transfer Bag.
- 7.) Visually verify that the TSX memory cards have been uploaded by looking at the direction and color of the arrows (green and up) in the AccuVote Server window on the GEMS Server.



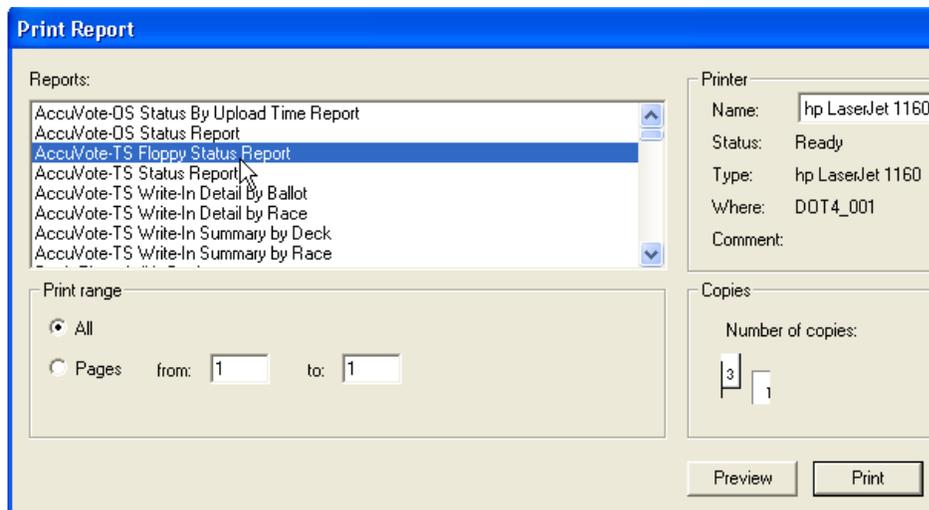
### 8.3.3. TS Floppy Status Report

After all of the cards from a precinct are showing uploaded on the AVServer window, a TS Floppy Status Report should be run to confirm the upload.

- 1.) Under the GEMS drop-down menu, select **Administrative Reports**



- 2.) Select TS Floppy Status Report



- 3.) Confirm that the correct number of cards uploaded for each precinct.

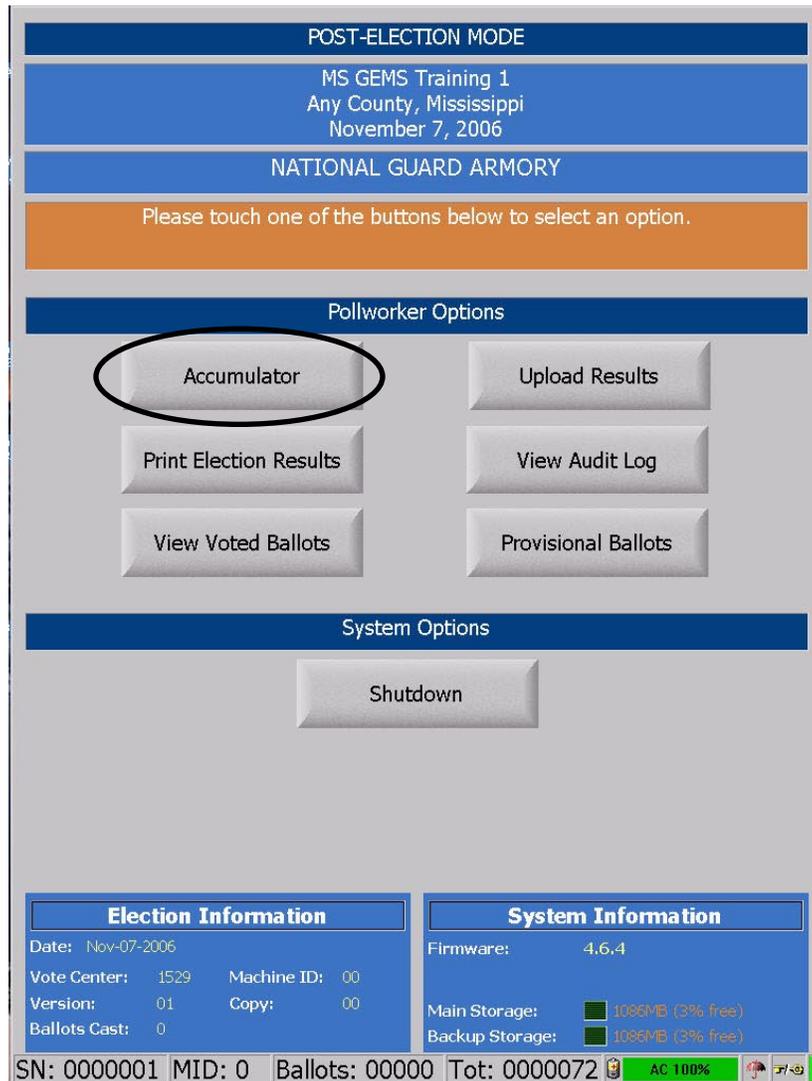
Primary Election Union Co., Mississippi Tuesday, March 11, 2008 AccuVote-TS Floppy Status Report							Sep 2, 2008 12:19:27PM
							Page: 1
<b>Id Region</b>	<b>Id Vote Center</b>	<b>Machine</b>	<b>Memory Card Status</b>	<b>Download Copy</b>	<b>First Ballot Count</b>	<b>Upload Time</b>	<b>Card Count</b>
0 Region 0	4275 MACEDONIA COMMUNITY CENTER	0	Programmed	3	1	2008/09/02 10:46:16.0	204
		1	Programmed	2	1	2008/09/02 10:56:03.0	204
	4276 BLYTHE	1	Programmed	1	0	-	0
		0	Programmed	1	0	-	0
	4277 MYRTLE SCHOOL	1	Programmed	1	0	-	0
		0	Programmed	1	0	-	0
	4281 PINEDALE FIRE STATION	0	Programmed	1	0	-	0
		1	Programmed	1	0	-	0
	4282 WEST UNION SCHOOL	0	Programmed	1	0	-	0
		1	Programmed	1	0	-	0
		2	Programmed	1	0	-	0
	4284 Sportsplex	0	Programmed	1	0	-	0
		1	Programmed	1	0	-	0
		2	Programmed	1	0	-	0
		3	Programmed	1	0	-	0

#### 8.3.4. Uploading TSX Results (Accumulator)

TSX memory cards will be delivered to the GEMS system area in their Secure Memory Card Transfer Bags as they are received and checked in. You should upload the Accumulated TSX memory card that is labeled **Machine: 0** and confirm in GEMS that the entire precinct has been uploaded. To upload the Accumulated TSX memory cards:

- 1.) Record the seal number on the Secure Memory Card Transfer Bag, break the seal and remove the memory card labeled **Machine: 0**.
- 2.) Insert the memory card into the TSX unit connected to the GEMS server for results upload.

3.) Touch the **Accumulator** button.



- 4.) From the Accumulator Screen, touch Upload Results.
- 5.) Touch the **OK** button in the 'Upload Ballots' window.

- 6.) To **upload** additional memory cards, simply remove the uploaded memory card and insert the next memory card.

### 8.3.5. Periodic Status and Result Reporting

All election night results reports are accessed from the **GEMS** drop-down menu. Status reports are found by selecting **Administrative Reports**.

The Election Summary reports are the most common and frequent results reports about 10 minutes or so after results uploads to the GEMS server begin. The time between reports will vary; it will depend on your reporting needs and how quickly the memory cards are delivered from the polling places.

AccuVote Status reports are usually printed just before the polls close to verify that no uploads have taken place and to use as receiving checklists. Status reports are also printed as needed throughout the night to determine which polling places have not yet reported.

The SOVC Report (Statement of Votes Cast) is designed to be a detailed and comprehensive report of precincts and their races and it should only be used for canvassing purposes and post election reporting.

The following chart is meant to be a rough guide on the type and frequency of reports to be issued by GEMS.

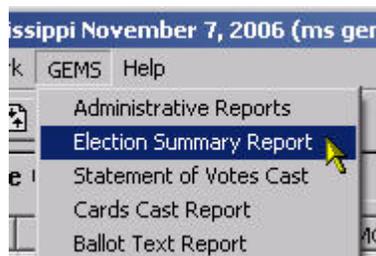
Report	Output	Frequency Estimate
Election Summary Report	Printed hardcopy	Every 10 minutes

Report	Output	Frequency Estimate
HTML Election Summary Report	HTML file for upload to the Internet	Every 10 minutes
Result Server	Text files for upload to the Internet (input for Java based JResult Client)	Every 5 minutes
AccuVote-OS Status Report	Hardcopy (for internal use only)	After all ballots for each card type have been scanned.
AccuVote-TS Status Report	Hardcopy (for internal use only)	First report 30 minutes after polling places start reporting, afterwards every 20 minutes
SOVC Report	Printed hardcopy	After all polling places and absentee have reported

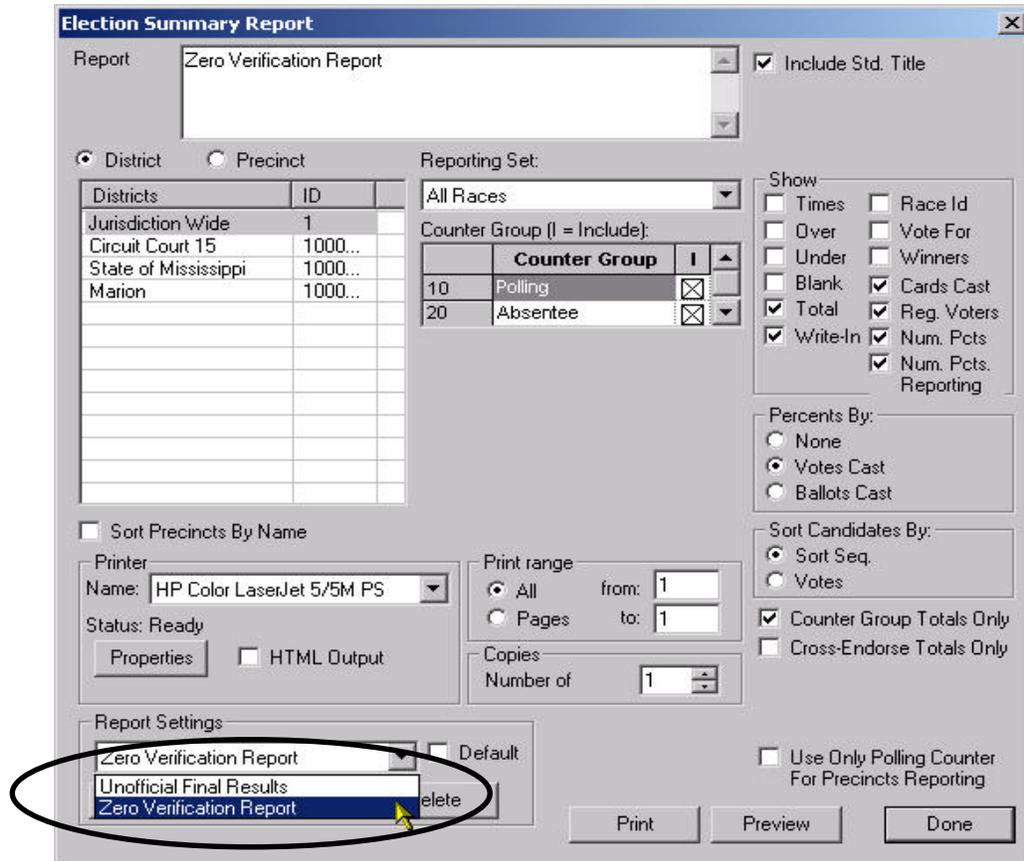
**1.) Election Summary Reports**

Your GEMS election database will have a number of pre-set reports formats built in. To check the pre-set formats:

- a.) Select **Election Summary Report** from the **GEMS** drop-down menu.



- b.) Click on the down arrow to the right of the Report Settings field located at the bottom left of the window.
- c.) Select any report to view the settings.



**2.) To print Election Summary Reports:**

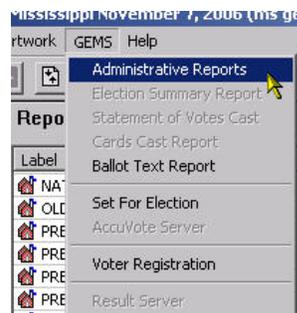
- a.) Select **Election Summary Report** from the **GEMS** drop-down menu.
- b.) Select a pre-set report format from the **Report Settings** drop-down menu or create your own report as desired.
- c.) Click the **Print** button.
  - If you wish to view the report on screen, click the **Preview** button.
- d.) If you wish to create an HTML file of the summary report:
  - Click the **HTML** checkbox.
  - Click the **Print** button.
  - Select the location for the file and click **OK** to save the file to the selected location.

### 3.) Status Reports

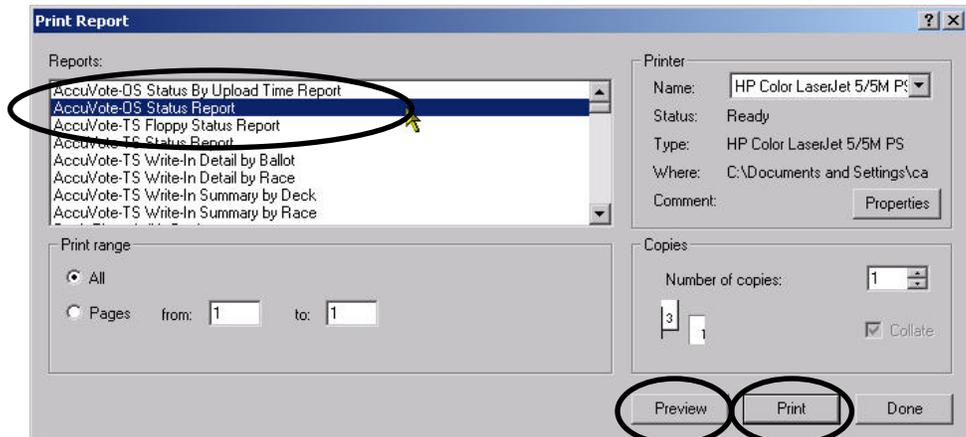
The status reports will help you keep track of what memory cards have been uploaded to the GEMS election database on election night.

To print Status Reports:

- a.) Select **Administrative Reports** from the **GEMS** drop-down menu.



- b.) Select either the **AccuVote-TS Status Report** to produce a report that reflects the current status of the TSX memory cards.
- c.) Or select the **AccuVote-OS Status Report** to produce a report that reflects the status of the OS memory cards.
- d.) Then click on the **Preview** button to view the report on screen or **Print** to print the report to hard copy.



## 8.4. Election Night Close-Out

When all of the memory cards have been uploaded, you will finalize the election. Finalizing the election consists of verifying that all memory cards have been uploaded, backing up the GEMS election database, transferring the backed up database to a CD for external backup purposes, and printing the unofficial final reports.

### 8.4.1. Verify 100% Upload of Polling and Absentee Results

Print the AccuVote-TS and AccuVote-OS status reports to ensure that all expected TSX and OS memory cards have been uploaded. (Refer to Section 8.2.3.2 for detailed instructions.)

*Note: If the County chooses to process and tabulate Affidavit/Provisional ballots on election night, include the Affidavit/Provisional memory card in the verification process.*

#### 1.) Prepare Election Night Summary Reports

At the end of the night you will need to print the Unofficial Final election summary reports. Don't forget to create an Unofficial Final HTML file if you are posting results to a website.

Be sure to either select from the pre-set Unofficial Final Results reports listed in the Report Settings drop-down menu or click in the Report field and type in the words "Unofficial Final Results" to add the text to the title of your report.

#### 2.) Finalize JResults

Check all of your JResults displays to ensure that JResults is displaying the Unofficial Final results. If necessary, force a refresh of the results files by selecting Result Server from the **GEMS** drop-down menu and clicking on the **Refresh** button. Transfer the results files to the display units then wait a few minutes and re-check the results displays. They should now reflect the Unofficial Final results.

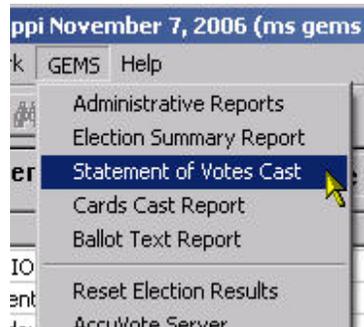
#### 3.) Print SOVC and Cards Cast Reports

The SOVC, or Statement of Votes Cast, report and the Cards Cast Report will be used for the canvass of the election. The SOVC report is popular with the press because of its condensed yet comprehensive format. The Cards Cast Report is generally

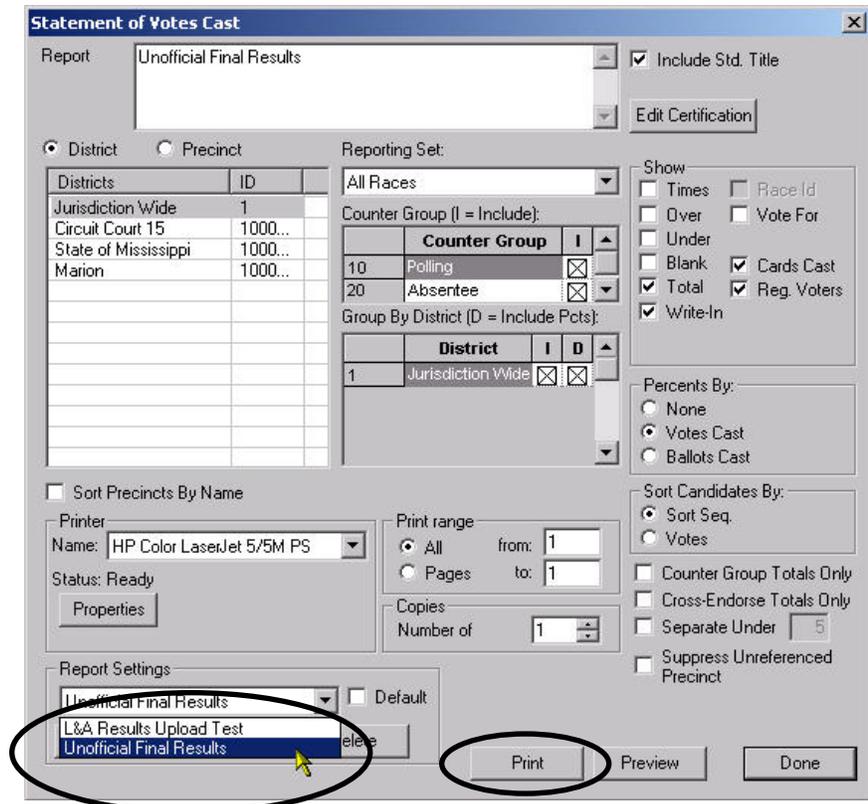
for internal and canvass use due to its statistical nature. There are no election results printed on the Cards Cast Report.

To print the Unofficial Final SOVC report:

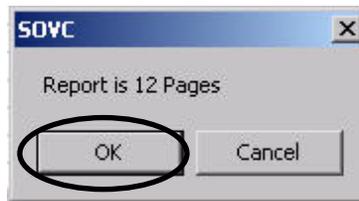
- a.) Select **Statement of Votes Cast** from the **GEMS** drop-down menu.



- b.) Select **Unofficial Final** from the **Report Settings** drop-down menu.
- c.) Click the **Print** button.



- d.) The report will generate and provide you with a notification of the number of pages the report will produce.
- e.) Check the printer to be sure that you have enough paper loaded.
- f.) Click on the **OK** button to print the report.



#### 8.4.2. Exporting and Converting the Results File

##### Export Results from GEMS

- 1.) Create a folder on the desktop named “Unofficial Results” followed by the date of the election. (This will be the location for your GEMS export file.) To create folder:
  - Click the right mouse button while on the Windows desktop screen
  - Click **New**
  - Click **Folder**
  - Name folder “Unofficial Results” followed by the date of the election.
- 2.) Click on **Election** in the **GEMS** menu bar.
- 3.) Select **Export Results**.
- 4.) Select **Export Results** again from the secondary menu.



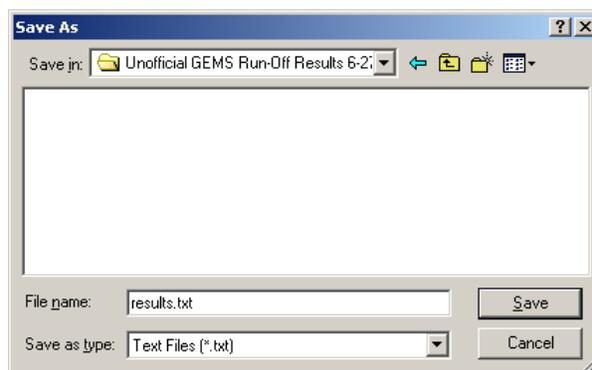
5.) With **Standard Export** highlighted, click the **OK** button.



6.) Then select the previously created export format and click **OK**.



7.) Click the drop down button in the **Save in** field and scroll down until you see the folder you created on the desktop. Click on the folder.

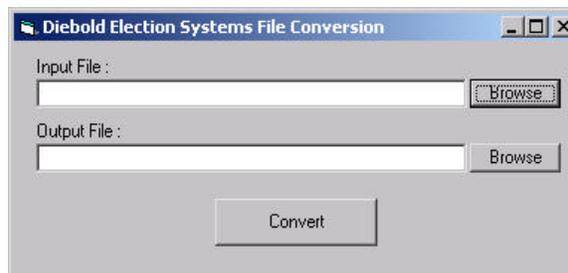


8.) Confirm that Save as Type is Text Files (\*.txt).

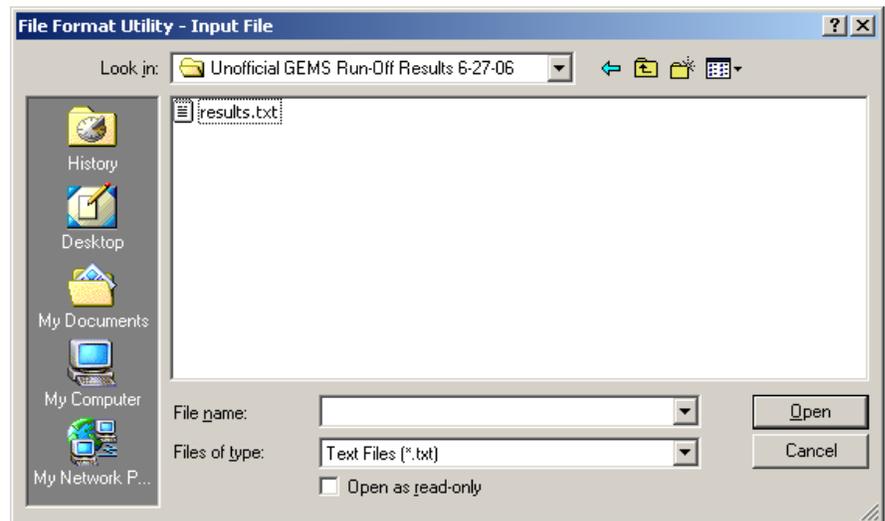
- 9.) Go to the desktop and double click on the **File Format Utility** icon with the arrow.



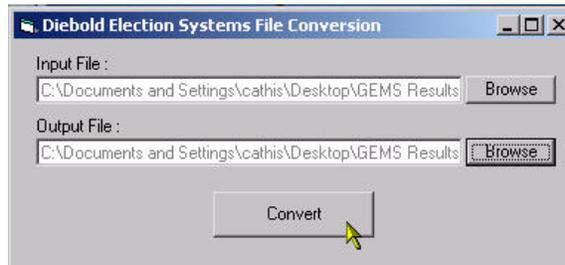
- 10.) Click on the top **Browse** button.



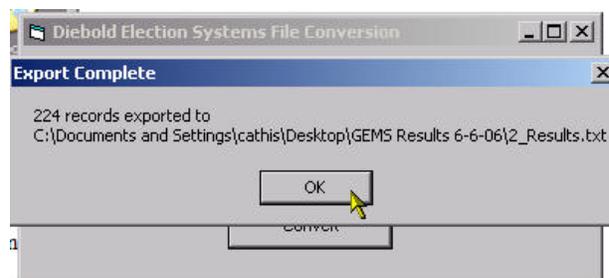
- 11.) Click the drop down button in the **Look in** field, select the folder that was created on the desktop, then select the **results.txt** file and click **Open**.



- 12.) At the **File Format Utility** window, click **Convert**.



- 13.) You will then be presented with a confirmation window. Click **OK**.



The file name will be (Your County Code)\_Results.txt. You can now copy the converted file to a diskette, dedicated elections USB drive, or burn it to a CD by following the steps below.

### Copy the Export File to a CD

- 14.) Insert a blank CD into the GEMS server.  
15.) Double click on the Nero StartSmart icon located on the desktop.



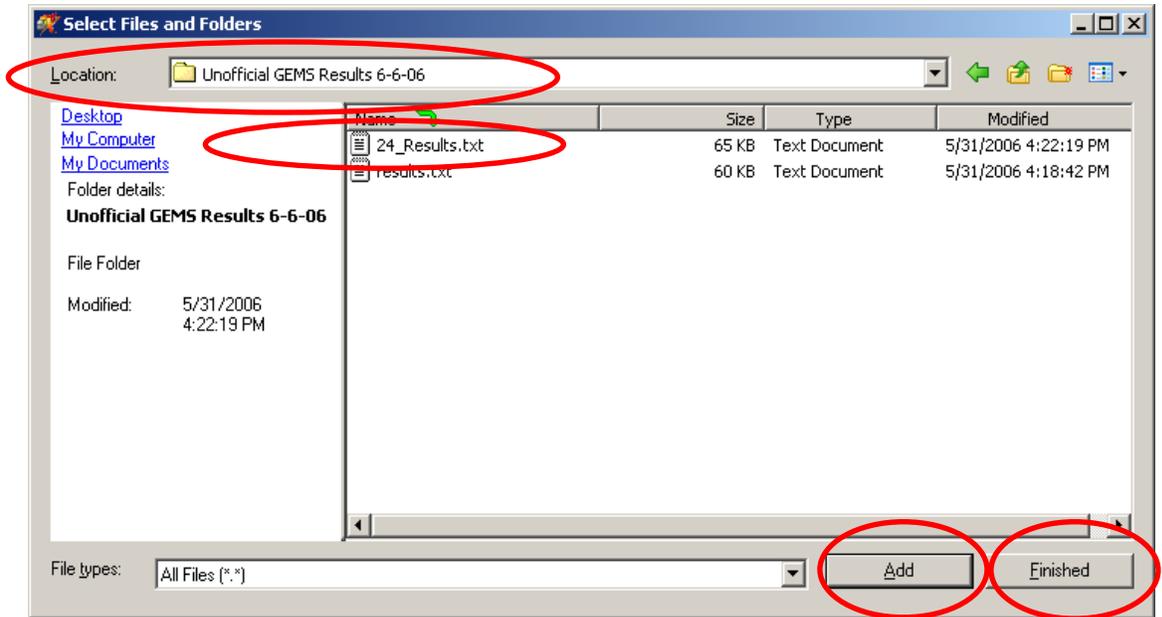
- 15.) Position your pointer over the **Data** icon then click **Make Data Disk**.



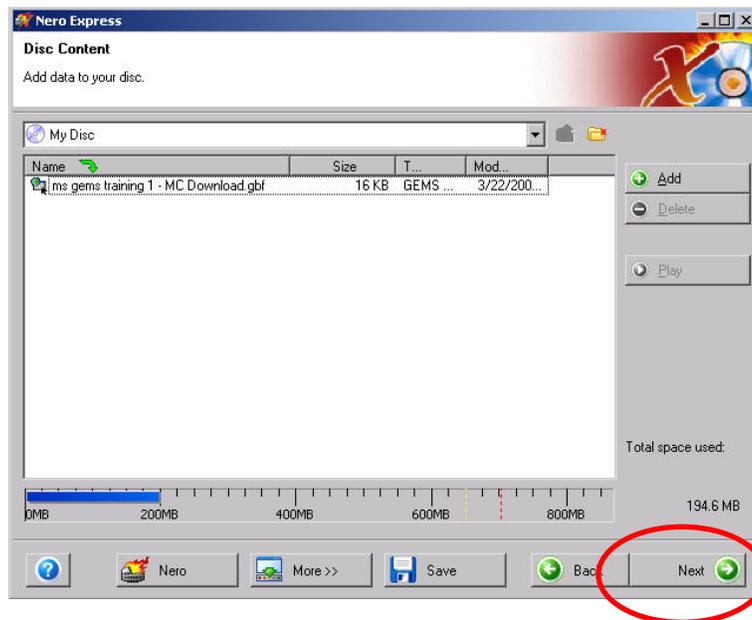
16.) Click the **Add** button.



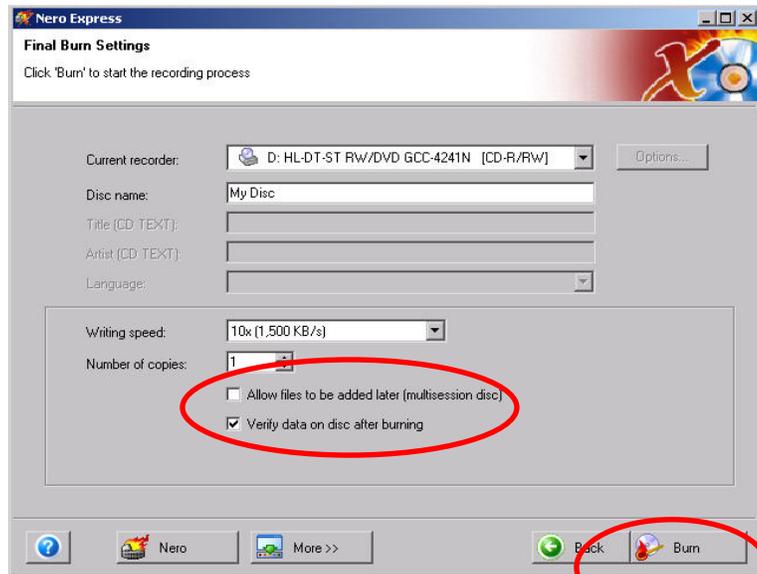
- 17.) Use the Location drop down menu to navigate to  
C:\Desktop\Unofficials GEMS Run-Off Results x-xx-xx
- Click on the desired results file.
  - Click the **Add** button.
  - Click the **Finished** button.



18.) Click the **Next** button.



19.) Uncheck the **Allow files to be added . . .** checkbox then click the **Burn** button.



20.) After the file is burned to the CD, the data verification pop-up window will appear.

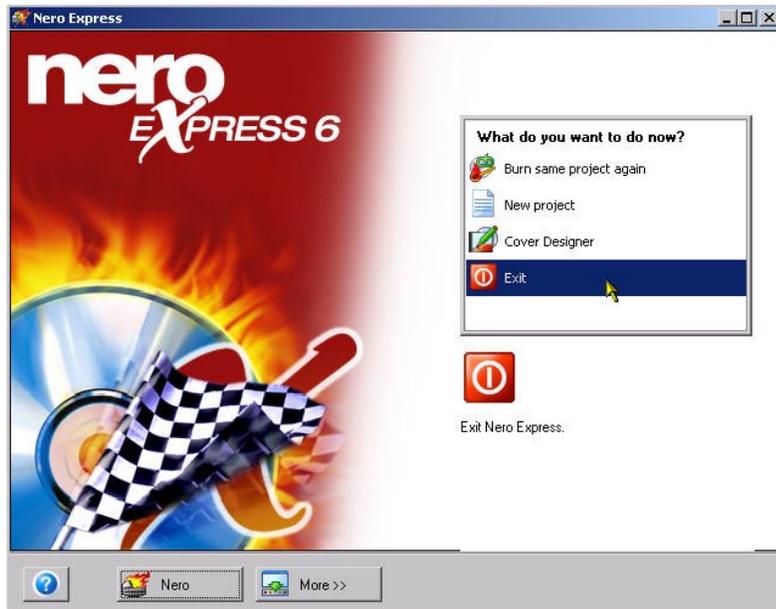
21.) Click **OK**.



22.) When the burn process has finished, click on the **Next** button.



23.) Click the **Exit** button.



24.) Close Nero.

### Import of the Results file into SEMS

Election results can now be imported into SEMS from the GEMS export file. This means you no longer need to enter the results manually.

The converted file must be copied to your local workstation in order to successfully import into SEMS.

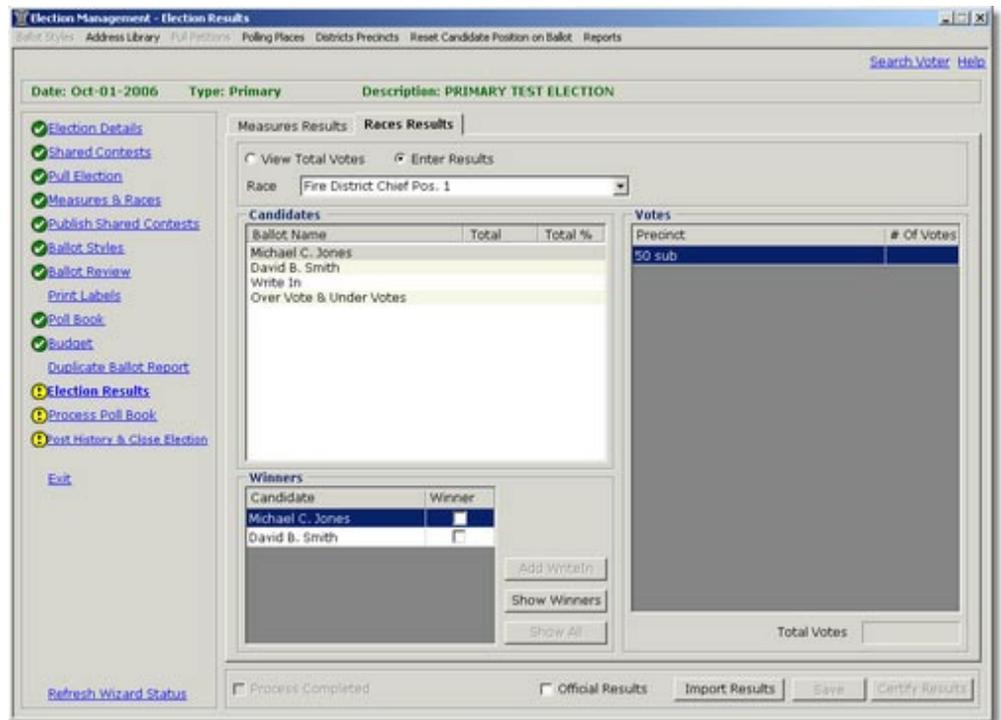
25.) Set up Folder

On a designated SEMS PC in your office, you will set up a folder called “Unofficial Results” followed by the date of the election.

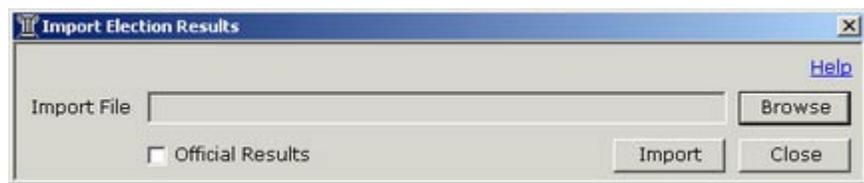
To create folder:

- Click the right mouse button while on the Windows desktop screen
- Click **New**
- Click **Folder**
- Name folder “Unofficial Results” followed by the date of the election.

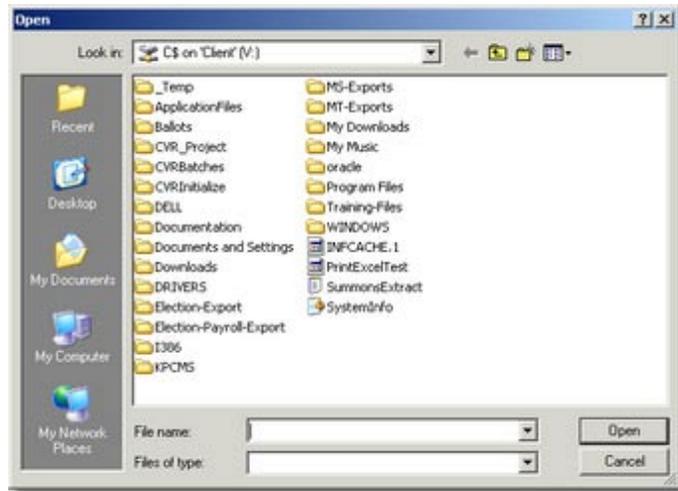
- 26.) Open **My Computer** and double click on the CD Drive. Drag the converted results file to the folder on your desktop. Label the CD and store it in a secure area.
- 27.) In the SEMS Election Management module, open the election for which you are importing voting results. Then select **Election Results** on the **Election Checklist**. The **Races Results** tab is automatically selected, and the candidates for the first race in the Race drop-down list are shown.



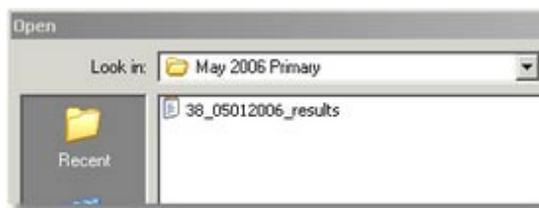
- 28.) Click **Import Results**. The Import Election Results prompt displays. You use this prompt to tell SEMS where the election results import file is.



29.) Click **Browse**. The Open file dialog box displays.



30.) Go to the folder that you created on the desktop. This folder contains the election results file that you copied from the Premier CD.



31.) Highlight the file name, then click **Open**. The **Import Election Results** prompt appears again, this time with the **Import File** field populated.



- 32.) Click **Import**. The election results are imported for all races and measures, and each candidate's vote percentage is calculated automatically. The message, **Results imported successfully** displays on the **Import Election Results** prompt.
- 33.) Click **Close** to remove the prompt from your screen.

Follow the SEMS Election Tips document or the Process Document, Section 8 for instructions on printing the Unofficial Recap Report from SEMS.

#### **8.4.3. TSX Unit Return**

After the election, the Transporters will be dispatched to collect the TSX units from the precincts. The following process should be followed:

- Warehouse supervisor gives form and seals to Transporter.
- After TSX unit is taken down, the Transporter seals the privacy panels and records the seal numbers on the Form 610.1 the *TSX Chain of Custody Form*.
- Upon return of TSX units, the warehouse supervisor should inspect the units for any damage that may have occurred, verify the seal numbers, and sign the *TSX Chain of Custody Form* to confirm the number of TSX units returned and the seal numbers. The Transporter should also sign to indicate that the units were returned.
- The completed *TSX Chain of Custody Form* is a part of the official election archive and should be retained with other election documentation. This is important to maintain the chain of custody of the TSX units.
- The TSX units must be stored with seals intact for 20 days after the election unless needed for a run-off. If there is no run-off and no contest to the election, the units may be unsealed and returned to normal, secured storage after the 20 day period has passed.

## **8.5. Canvass and Affidavit Processing**

A canvass will be conducted after the election to produce the official certified election results. Election officials will perform audits of the election records according to State laws to confirm the accuracy and completeness of the election results. During the canvass, all Affidavit/Provisional ballots cast during the election will be reviewed. All Affidavit/Provisional ballots that are deemed to have been legally cast will be tabulated and uploaded to the Unofficial Final GEMS election database. Once the canvass process is complete, the final election results are certified by the county election officials. Refer to Mississippi Code Section 23-15-597 for more information.

### **8.5.2. Assemble Canvass Materials**

The following election materials should be assembled prior to the start of the canvass:

- Poll Books
- Voter Registers
- Affidavit Registers
- All Optical Scan Ballots including:
  - Absentee Ballots (spoiled, rejected and counted)
  - Affidavit Ballots (Need Memory Card and OS Unit also for tabulation.)
  - Emergency Ballots
  - Spoiled Ballots
  - Duplicated Ballots (as determined by the Election Commissioners and Resolution Board)
  - Unused Ballots
  - Challenged Ballots (if any)
  - Rejected Ballots
- GEMS Unofficial Final Reports including:
  - Cards Cast
  - Unofficial Final Summary Report(s)
- Unscanable Ballot Tally Sheets
- Certification Hard Copy
- Residual Report

- Miscellaneous Paperwork From Poll Workers
- Encoder/Cards/Key Inventory List

### **8.5.3. Process Affidavit Ballots**

The Affidavit Canvass may begin the night of or day after the election and will address all Affidavit ballots voted at the polling place. All Affidavit ballots found to have been legally cast will be tabulated using an OS unit loaded with an OS memory card created for this purpose. The OS memory card will then be uploaded to the GEMS election database. According to State Law, Affidavit ballot envelopes are not opened unless they are approved.

#### **1.) Prepare the GEMS Server**

The GEMS Server must be prepared to upload the Affidavit memory card. Start the server in the normal fashion and open the Unofficial Final copy of the GEMS election database. Open the AccuVote Server window and prepare for OS upload. You can follow the GEMS start up procedures in section 8.1.2 with the exception of printing the Zero Verification Report and starting the Result Server.

#### **2.) Prepare OS Voting Unit**

Follow the instructions in section 8.1.3.1 and 8.2.1.1, using the Affidavit OS memory card.

#### **3.) Validate Affidavit Ballots**

Election officials shall review each Affidavit ballot envelope according to Mississippi State Law.

- a.) Collect Affidavit Ballots - Open Ballot and Supply boxes one precinct at a time. Check precinct boxes for affidavit ballots, affidavit ballot register, and poll books.
- b.) Validate Affidavit Votes – Affidavit votes are validated to ensure the voter was registered and did not vote more than once.
- c.) Tabulate valid affidavit ballots – Tabulate all Affidavit Ballots that have been legally cast in accordance with 23-15-573 (3)(b).

***Note:** In accordance with State Law, Affidavit ballots that are not deemed to be legally cast shall not be removed from their envelopes.*

**4.) Tabulate and Upload Legally Cast Affidavit Ballot**

Follow the instructions in section 8.2.2.1 to tabulate the ballots.

Then follow the instructions in section 8.2.2.2 to upload the Affidavit/Provisional OS memory card to the GEMS election database.

**5.) Affidavit Ballot Resolution**

All affidavit/provisional ballots that have been rejected by the OS tabulating equipment that are damaged, defective, blank, or over voted will be reviewed by the officials in charge of the election.

The officials in charge of the election may prepare duplicates of ballots that are damaged, defective, blank, or over voted. The original ballots and their duplicates will be marked according to Miss. Code Ann. § 23-15-443. Duplicate ballots prepared by the Election Commissioners will be returned to the tabulation team to be tabulated by the OS unit(s).

## 8.6. Finalize Election

Finalizing the election consists of verifying that all results have been uploaded, backing up the GEMS election database, printing the final GEMS reports, and performing the final export of results from GEMS and transferring them to SEMS.

### 8.6.1. Print TSX and OS Status Reports

Print the AccuVote-TS and AccuVote-OS status reports to verify that all Memory Cards have been uploaded to the GEMS election database.

### 8.6.2. Back Up GEMS Database

The Official Results backup copy will become part of the official election archive. Once you have backed up the database, you will need to transfer the Official Results backup to 2 CD's. You will keep one at the county as an external resource and the other will be sent to the Secretary of State to become part of the State's official election archive.

### 8.6.3. Prepare Official Final GEMS Reports

Print the following reports from GEMS:

- Official Final Election Summary Report
- Official Final SOVC Report
- Official Final Cards Cast Report

### 8.6.4. Official Final Export of Results for Transfer to SEMS

The counties will generate an official final results export from GEMS and transfer the exported official results to SEMS. Follow the instructions in section 8.2.3.3 to perform the export and transfer process.

After the import of the final results into SEMS, check **Official Results** on the **Election Results** screen.

### 8.6.5. Manual Verification of Precinct and GEMS Data

- 1.) Verify Precinct Registration Signature Books against the Cards Cast report – Signature books are checked to ensure the manual counts agree with the computer counts and that all votes were valid. The same will need to be done with the affidavit register and affidavit ballots.
- 2.) Account for all Optical Scan ballots that were sent to the precinct and recorded on the form receiving and returning managers used to sign for ballots. Use form 820.1 the *Precinct Canvas Report* for this process..
- 3.) All discrepancies should be noted on the Residual Report.

**8.6.6. Election Certification**

- 1.) Prepare 3 copies of the Recapitulation Report from SEMS.
- 2.) All 3 copies must be signed by all Election Commissioners or Officials in charge of the election.
- 3.) Distribute the signed Recapitulation Report as follows within 10 days:
  - a.) One for Secretary of State
  - b.) One for Election Commissioners' or Election Officials Files
  - c.) One for Circuit Clerk's Files
- 4.) Complete the Residual Vote Report and file with the Secretary of State's Office.
- 5.) Election Commissioners or Election Officials will sign and submit to the Secretary of State's office along with the Recapitulation Report.
- 6.) Election Commissioners or Election Officials shall return all election records to the precinct boxes and lock and seal them for the time prescribed by law (24 months).

Once the results of a general or special election are certified and the official count is declared by a county and submitted, the results cannot be changed. In case of error, only a court of competent jurisdiction may correct an erroneous certification of a general or special election.

## 8.7. SEMS – Post election tasks

### 8.7.1. Process Poll Book

You can process poll books either manually or with the use of a bar code reader. If your bar code reader can't be used, you can enter the ballot ID number manually.

When you enter the ballot ID number (manually or with a bar code reader) and click **Accept** to process the ballots, the bar code number displays and the check box next to that voter is checked. You can also check the box beside a voter name to accept an individual ballot.

Select a precinct from the drop-down list to display the batch of records to process. By default, the names are listed by last name and sorted alphabetically with a separate page for each letter. The list for each letter begins at the top of the page. If this is a primary election, select the party also.

You can skip pages or move through the pages in the poll book by entering a page number and clicking **Go To**.

You can also use the navigation buttons: click **First** to go to the first page, **Prev** to go back to the previous page, **Next** to go the next page, or **Last** to go to the last page.

When you are done processing your poll book for each precinct, check the Process Completed box.

**Election Management - Process Poll Book**

Ballot Styles | Address Library | Poll Positions | Polling Places | Districts/Precincts | Reset Candidate Position on Ballot | Reports

Date: Feb-08-2006 | Type: General | Description: Court of appeals

Poll Book: Poll Book | Precincts List: 101 - NATIONAL GUARI | Barcode: | Accept

Page No: 1 | Go To

Accepted	Barcode	Voter Name	Residential Address
<input checked="" type="checkbox"/>	505301639	ABERNATHY, GLORIA TOLAR	17 ARMSTRONG RD COLUMBIA, MS 39429-8138
<input checked="" type="checkbox"/>	505301640	ADAMS, DENNIS ARNOLD	2095 HIGHWAY 98 COLUMBIA, MS 39429-8044
<input checked="" type="checkbox"/>	505301641	ADAMS, ELIZABETH J	1905 RIDGEWOOD DR COLUMBIA, MS 39429-2643
<input checked="" type="checkbox"/>	505301642	ADAMS, GLENDA MAE DEAN	111 SPELL DR COLUMBIA, MS 39429-9101
<input checked="" type="checkbox"/>	505301643	ADAMS, JACK STEPHEN	1905 RIDGEWOOD DR COLUMBIA, MS 39429-2643
<input checked="" type="checkbox"/>	505301644	ADAMS, JAMES	111 SPELL DR COLUMBIA, MS 39429-9101
<input checked="" type="checkbox"/>	505301645	ADAMS, JULIE RAE	2095 HIGHWAY 98 COLUMBIA, MS 39429-8044
<input checked="" type="checkbox"/>	505301646	ADAMS, LILLIE SUZANNE GINN	1905 RIDGEWOOD DR COLUMBIA, MS 39429-2643
<input checked="" type="checkbox"/>	505301647	ADAMS, TARAH LAYTON	2095 HIGHWAY 98 COLUMBIA, MS 39429-8044
<input checked="" type="checkbox"/>	505301648	ADAMS, WILLIAM H	111 SPELL DR COLUMBIA, MS 39429-9101
<input checked="" type="checkbox"/>	505301649	ADKINS, MELINDA ANN BROOME	60 PIERCE LN COLUMBIA, MS 39429-8136
<input checked="" type="checkbox"/>	505301650	AGENT, GRADY R	1615 SUMRALL RD COLUMBIA, MS 39429-2655

Process Completed | Save | First | Prev | Next | Last | Page 1 of 159

### 8.7.2. Post History & Close Election

This step in the election check list is used to update the voting history for those voters who were processed in the Process Poll Book step. This step also allows you to close the election, prevents further edits to it. Closing the election is the final step in the SEMS election check list.

Before you can post the history and close the election, you must complete all of the other steps. If not, a Certify Election screen displays showing recommendations for actions that you must take before you can certify the election.

If a recount becomes necessary after the election is close and certified, you can use the **Partial Uncertification** button to allow you to amend the results. With the necessary court order, you can also open the election completely using the **Uncertify** button.

### 8.8. Post Election Close Out Archive

Refer to Appendix K: Records Retention Schedule for information on retaining election related items.

### 8.9. Post Election Maintenance

#### 8.9.1. Inventory

After the 20 day post election period, a complete inventory of all election equipment should be conducted and documented on inventory control lists. Following inventory verification, all equipment should be returned to normal, secured storage. Note: The tamper tape seals that are on the TSX unit should be left in place until the next election.

#### 8.9.2. Clearing Election Media

##### 1.) Memory Cards

As part of the post election maintenance procedures, all TSX and OS memory cards should be cleared so that they are ready to be programmed for the next election. This process will also facilitate the next update of the system's security keys. After being cleared, the cards must be securely stored until preparation for the next election begins.

##### 2.) Voter Access Cards

In addition to the memory cards, all Voter Access Cards should be checked to ensure that they have been cleared. After being cleared, the cards must be securely stored until preparation for the next election begins. (See Section 2.5 for detailed Memory Cards and Voter Access Cards clearing instructions.)